COC BUILDS NOFO

TULSA CITY AND COUNTY CONTINUUM OF CARE (CoC OK-501)

TABLE OF CONTENTS

OVERVIEW

The Continuum of Care (CoC) Program is a federal initiative that provides funding to support community efforts to end homelessness. On July 22, 2024, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Opportunity (NOFO) for the CoC Builds funding competition. The CoC Builds NOFO supports the creation of new units of permanent supportive housing (PSH) by providing capital funding for construction, acquisition, rehabilitation or conversion of PSH.

The Tulsa City and County Continuum of Care with Housing Solutions as the lead agency is eligible to compete for up to $5 million in CoC Builds funding for one project. The A Way Home for Tulsa, CoC NOFO Task Group and Leadership Council are responsible for selecting the project that Housing Solutions will submit to HUD for the national competition. This RFP invites proposals for a local competition that will be used to select the CoC Builds project application that Housing Solutions will submit to HUD.

Potential applicants should carefully review the information in this RFP and read the full text of the HUD **CoC Builds Notice of Funding Opportunity** (referred to throughout this RFP as "HUD NOFO") before deciding whether to submit an application for the local competition.

Key Dates

10/11/24	**REQUEST FOR INFORMATION DUE**
11/04/24	**APPLICATIONS DUE TO COC**
Week of 11/6/24	**COC TASK GROUP MEETING – PROJECT DETERMINED & APPLICANT NOTIFIED**
11/18/24	**FULL APPLICATION PACKAGE ENTERED IN GRANTS.GOV**
11/19/24	**APPLICATION SUBMITTED**

Questions:

Questions about the local competition should be sent to nofo@housingsolutionstulsa.org with "CoC Builds RFP Assistance" in the subject line.

Questions about the HUD CoC Builds funding competition should be sent to *CoC Builds@hud.gov.*

FUNDING OPPORTUNITY GUIDELINES

Projects must adhere to the detailed guidelines provided in the **HUD CoC Builds NOFO** and summarized below.

Eligible Applicants

Eligible project applicants include legally incorporated nonprofit organizations, public housing authorities, Indian Tribes and Tribally Designated Housing Entities, other government entities, and faith-based organizations. For-profit entities and individuals are not eligible. Project applicants must demonstrate the financial and management capacity and expertise to implement the project

and administer HUD funds in alignment with federal requirements and be registered in the System for Award Management (SAM.gov). See pages 16-19 of the HUD NOFO for more information on these eligible applicant categories.

While CoCs may only submit one project application, projects may include one or more additional subrecipients that will contribute toward the goals of the project. All subrecipients participating in the project must meet the criteria for eligible project applicants.

HUD will only accept CoC Builds project applications from CoC Collaborative Applicants. The Tulsa CoC Lead Agency will submit the application to HUD on behalf of the applicant organization.

Eligible Projects

1. Eligible projects must provide new units of PSH through construction, acquisition,

2. rehabilitation or conversion. PSH is permanent housing in which supportive services are provided to assist households with disabilities who are experiencing homelessness to live independently.

3. Project participants must meet HUD's definition of homelessness and must be individuals with disabilities or families in which one adult or child has a disability.

4. Projects must be located within the Tulsa County geographic area.

Funding

Applicants may request up to $5,000,000 in HUD funding for one project.

5. At least 70% of the requested HUD funding must be for capital costs for new construction, acquisition, rehabilitation or conversion of PSH units.

6. Up to 20% of the requested HUD funding may be for CoC Program eligible costs for supportive

services, operating costs or project-based rental assistance.

7. Up to 10% of the requested HUD funding may be for administrative costs.

See pages 34-35 of the HUD NOFO for more information on eligible costs within each of these categories.

All awards for capital funds are one-time awards. Awards for non-capital costs may be eligible for renewal in HUD's CoC Program Competition.

Grant Terms

Grant terms may be two, three, four or five years.

Projects selected for conditional award must be able to:

8. Provide proof of site control prior to execution of the grant agreement

9. Execute the grant agreement with HUD no later than September 1, 2025

10. Have a completed environmental review before awarded funds can be drawn for project activities

11. Meet the timeliness standards outlined in 24 CFR 578.85 for new construction or rehabilitation activities

CoC Program Requirements

12. Projects must use a Housing First approach, including no preconditions or barriers to entry and provision of necessary supports to maintain housing and prevent a return to homelessness.

13. Projects are required to use the Oklahoma City CoC's coordinated entry system to refer and place households into the PSH units based on the City's prioritization criteria.

14. Projects are required to enter all participant data into the Oklahoma City CoC's Homeless Management Information System (or a comparable database for domestic violence providers).

15. Projects must demonstrate cash or in-kind match of at least 25% of requested HUD funds. All costs paid for with matching funds must be activities that are eligible under the CoC Program. Matching funds may be from public or private sources.

16. Project applicants must be in good standing with HUD, including no outstanding delinquent federal debts, no debarments or suspensions, and no unresolved civil rights matters.

17. In evaluating applications for funding, HUD will consider an applicant's past performance with previous federal funding, including timely use of funds, timely submission and quality of reports,

meeting program requirements, and meeting performance targets.

APPLICATION PROCESS

This RFP solicits proposals for the local competition which will be used to select the project that will be submitted to HUD as the Oklahoma City CoC's entry in the national competition. Applications to HUD for the national competition must be completed by the organization requesting funds but must be submitted by the CoC's Collaborative Applicant.

Application Requirements

Project applications must meet the requirements of the Oklahoma City CoC and the Federal Department of Housing and Urban Development. This includes:

18. Each applicant must submit a threshold and summary cover application with their full application. The threshold and summary application is NOT scored but only used to determine project and applicant eligibility so please keep responses as brief as possible.

19. Up to 25 pages of narrative in response to the questions on pages 35-40 of the HUD NOFO

20. Up to 6 pages of narrative in response to the questions on pages 22-24 of the HUD NOFO

21. A budget using HUD's budget template

Eligibility and Budget forms can be located at [Funding Opportunities | Housing Solutions Tulsa](#).

Upon receiving project applications, the CoC will connect the applicant to the remaining forms required to make the final submission of the application to HUD.

The application is due to the Tulsa City/County CoC by November 4, 2024.

Housing Solutions staff will be responsible for uploading and submitting the completed and finalized application materials to HUD in grants.gov.

LOCAL PROJECT REVIEW AND SELECTION PROCESS

All complete and timely applications will be reviewed by the CoC Builds Rank and Review Committee. Project applications submitted by organizations must meet all requirements, regulations, eligible activities, priorities, and application instructions of this RFP. Keys to Home will conduct a threshold review of applications to ensure that applicants are eligible, have met all the requirements of this RFP, and have submitted a complete application package.

The CoC Builds Rank and Review Committee will evaluate project applications in accordance with the Scoring Tool (Appendix B). Only one project application will be selected for submission to HUD for the national competition.

The CoC Leadership Council will consider the Rank and Review Committee results and determine the project that will be submitted to HUD.

Threshold Review

All applications must contain a Threshold and Summary cover sheet. CoC staff will review all local applications to ensure they meet the following minimum threshold criteria. Projects that do not meet these criteria will not move forward in the selection process:

Rating factor	Requirement
Applicant eligibility	Applicant and sub-recipients meet applicant eligibility requirements described in Section B
Project eligibility	Proposed project meets project eligibility requirements described in Section B
Funding	Proposed budget aligns with the funding guidelines described in Section B
CoC Program requirements	Applicant confirms that the project will meet all CoC Program requirements described in Section B
HUD application requirements	Applicant confirms that it has the capacity and availability to complete the HUD application requirements described in Section C

APPENDIX A: COC BUILDS APPLICATION QUESTIONS

Important notes:

- There are two parts to the submission – the application and the budget. The application must be submitted, along with a detailed budget, by email to nofo@housingsolutionstulsa.org by the deadline posted in the timeline. There is no specified format for the budget component of the submission.

- Page limits and formatting requirements of the application are as follows.

    o Any responses beyond the page limits provided below will not be considered.

    o Responses must be formatted as follows: Double-spaced, 12-point Times Roman font on letter sized paper, with 1-inch margins on all sides.

    o Begin each Section on a new page.

    o To provide adequate space in your responses, you need not include the language in the questions, but simply indicate the question number along with your response.

    o You may provide bullet points, lists, or tables to use space effectively.

Section I: Applicant Information (maximum 1 page)

1. Name of organization

2. Name of contact person

3. Contact person's position

4. Contact person's email address

5. Organization's UEI number

6. Organization's Taxpayer ID number

Section II: General and Threshold (maximum 2 pages)

7. Provide an overall description of the proposed project, including the project scope, the population to be served, and the collaborating entities in the project.

8. Will this project participate in the FL-508 HMIS or, if a Victim Services Provider, an HMIS comparable database?

9. Will this project accept referrals from the FL-508 Coordinated Entry System?

10. Will this project have low barriers to entry and low requirements for ongoing participation?

11. Will this project be operated with high fidelity to housing first principles and practices?

12. Describe any entry requirements and program participation requirements that will be in place for tenants in the proposed PSH project (e.g., income, sobriety, medication compliance, employment, participation in supportive services).

13. Will the project have any time limits on the length of time a household may participate in the housing project?

Section III: Development Experience and Leveraging (maximum 5 pages)

14. Describe the experience of the project applicant, developer, and proposed subrecipients have with at least four other projects that have a similar scope and scale as the proposed project.

15. Describe the experience of the project applicant, developer, and proposed subrecipients have with leveraging resources substantially similar to the funds being proposed in this project. Provide specific examples of leveraging experience, including the dollar value contributed, the sources of the funding, and the type of project. Examples of leveraging funding include LIHTC, HOME, CDBG, Section 108, Section 202, and Section 811.

16. Describe how the following sources of leveraged funding will be used for the proposed project: LIHTC commitments, project-based rental assistance, and similar resources. Provide the dollar value of each commitment and describe the overall cost of the project, including the estimated cost per unit. If there are current properties under construction or rehabilitation where CoC Builds funds could be used to obtain units, also provide the amount and type of funds being used to construct the property, evidence of site control, evidence of approved environmental review, the owner of the property and their experience with construction or rehabilitation, and the number of units that will be finished using CoC Builds funds.

Section IV: Managing Projects for Households Experiencing Homelessness with Disabilities (maximum 4 pages)

17. Describe the experience of the project applicant and proposed subrecipients have in administering programs for households experiencing homelessness where at least one household member has a disability – specifically describing experience in managing at least four properties of this type, including (1) how rents were determined based on unit size, (2) the process for receiving and addressing participant complaints, (3) working with other organizations that place program participants in the units, and (4) maintaining the properties.

18. Describe the type and frequency of supportive services that will be available (see 24 CFR part 578.53) and state whether the applicant organization or other organizations will provide supportive services. If other organizations will provide the services, provide the organization(s)' name, address, email address, and phone number. If the applicant organization will provide supportive services using CoC Builds funds, ensure that supportive services are included in the budget you submit along with this application form.

19. Describe how transportation will be provided for program participants. Include the methods of transportation for medical appointments, recreation, public services, shopping, supportive services, etc. If public transportation is available and will be used, indicate the hours of operation and distance from the project units.

Section V: Implementation Schedule (maximum 2 pages)

20. Will CoC Builds funds be used for (1) new construction, (2) acquisition, or (3) rehabilitation? (Indicate only one.)

21. If you responded "new construction" for question 20, provide the estimated dates construction will begin and end, and the date the property will be available for move-in.

22. If you responded "acquisition" for question 20, provide the estimated date the property will be acquired.

23. If you responded "rehabilitation" for question 20, provide the estimated. dates rehabilitation of the property will begin and end.

24. Provide the proposed schedule each of the following activities: (1) site control – and indicate if the property has already been identified, (2) environmental review completion, (3) execution of grant agreement, (4) start and completion dates, (5) anticipated date certificate of occupancy will be issued, and (6) date property will be available for households experiencing homelessness to begin occupying units.

Section VI: Property Maintenance (maximum 2 pages)

25. Describe how you will ensure the property is maintained annually to prevent unnecessary costly repairs, including how the property will be maintained and needed inspections and repairs are conducted (e.g., checking for roof leaks, routine maintenance of systems), identifying the source of funds to be used for these purposes and whether a reserve fund will be established specifically for maintenance and repair.

26. Describe how the project will be able to cover replacement costs (e.g., appliances, equipment), indicating if there will be funds provided from other sources and what those sources will be.

Section VII: Unmet Housing Need (maximum 1 page)

27. Describe the population that will be served by the project and the level of unmet need for new units of permanent supportive housing (PSH) in the area for that population. Using the PIT Count and HIC information, along with other sources of reliabl, estimate the gap between the number of units of PSH available and the number of homeless households experiencing homelessness in which at least one household member has a disability.

Section VIII: Management of Rental Housing (maximum 2 pages)

28. Describe the rental housing projects the project applicant or project subrecipients have managed. If you have or will partner with other organizations within the CoC to manage a property, provide

organization's information, type of participants assisted, and experience.

29. Provide (1) the number of grants for affordable housing awarded over the last three years, (2) the total amount of the awards, and (3) the type of subsidy funding or financing provided for housing.

30. Indicate the number of assisted and non-assisted units in each property you have listed.

Section IX: Coordinated Entry (maximum 2 pages)

31. Describe how the project will use the CoC's Coordinated Entry (CE) process, or in the case of VSPs, another coordinated entry process that meets HUD's minimum requirements, to refer households experiencing homelessness in the new PSH units. The response must include the CE process implemented and how participants will be placed in the project.

Section X: Coordination with Housing Providers, Healthcare Organizations and Social Service Providers (maximum 2 pages)

32. Demonstrate either that (1) the project is leveraging non-CoC funded housing resources through coordination with housing providers, healthcare organizations, and social services providers to provide at least 50 percent of the amount being requested in this application, or (2) the project is leveraging non-CoC funded housing resources to provide subsidies for at least 25 percent of the units that are proposed in this application.

33. Do you have in hand letters of commitment that meet the requirements set forth in question 32? (Yes or No)

34. If you responded "no" to question 33, will you be able to provide such written commitments prior to November 15, 2024? (Yes or No)

35. Demonstrate that the project will have a commitment from a healthcare organization, housing provider, and/or social service provider: (1) access to housing resources (e.g., supportive services, health care), or (2) the value of assistance to be provided is at least $7,500 per unit included in the proposed project.

36. Do you have in hand letters of commitment that meet the requirements set forth in question 35? (Yes or No)

37. If you responded "no" to question 35, will you be able to provide such written commitments prior to November 15, 2024? (Yes or No)

Section XI: Experience Promoting Racial Equity (maximum 2 pages)

38. Describe your experience soliciting, obtaining, and applying input from underserved groups when designing, planning, and implementing housing projects.

39. Describe your experience building community partnerships with grassroots and resident-led organizations that provide housing, healthcare, and supportive services.

40. Describe your experience designing and/or operating programs that have improved racial equity, particularly among people experiencing homelessness.

Section XII: Community Integration for Persons with Disabilities (maximum 2 pages)

41. Describe how your PSH project will enable program participants to make meaningful choices about housing, healthcare, and long-term services and supports that will allow them to fully participate in the community. Your response should include how the PSH units will ensure non-segregation of households experiencing homelessness where at least one member has a disability.

42. Will the PSH units funded by CoC Builds be part of a mixed-use development (i.e., not all households residing in the units have a disability)?

Section XIII: Section 3 Requirement (maximum 1 page)

43. Describe the actions you will take to comply with Section 3 of the HUD Act of 1968 and HUD's implementing rules at 24 CFR Part 75, to provide employment and training opportunities for low income and very low income persons, as well as contracting and other economic opportunities for business that provide economic opportunities to low income and very low income persons.

APPENDIX B: SCORING CRITERIA

Section/Question		Scoring Elements	Points Available
Section I: Applicant Information			Not scored
Section II: General and Threshold			Not scored; may result in rejection if threshold not met
Section III: Development Experience and Leveraging			24
	Q 14	Quality and completeness of response, number of similar projects	8
	Q 15	Quality and completeness of response, number of projects leveraged, number of sources of funds, dollar values of leveraging funds, similarity of projects	8
	Q 16	Quality and completeness of response, number of sources of funds, dollar values of leveraging funds as percent as project	8
Section IV: Managing Projects for Households Experiencing Homelessness with Disabilities			12
	Q 17	Quality and completeness of response	8
	Q 18	Quality and completeness of response	3
	Q 19	Quality and completeness of response	1
Section V: Implementation Schedule			12
	Q 20-23		Not scored
	Q 24	(1) Completeness of response, (2) likelihood that milestones will be met, (3) likelihood that project will be ready for occupancy within 36 months of award	(1) 4 (2) 4 (3) 4
Section VI: Property Maintenance			5
	Q 25	Quality and completeness of response, funds identified	3
	Q 26	Quality and completeness of response, funds identified	2
Section VII: Unmet Housing Need			7
	Q 27	Quality and completeness of response	7
Section VIII: Management of Rental Housing			10
	Q 28	Quality and completeness of response, number of rental projects managed	4
	Q 29	Number of grants, dollar value of awards, number of types	3
	Q 30	Number of assisted units relative to non-assisted units	3
Section IX: Coordinated Entry			3

Q 31	Quality and completeness of response	3
Section X: Coordination with Housing Providers, Healthcare Organizations and Social Service Providers		10
Q 32	Quality and completeness of response	3
Q 33	If yes, 2 points; if no, 0 points	2
Q 34	Given 0 points for #33 – if yes, 1 point; if no, 0 points	1
Q 35	Quality and completeness of response	3
Q 36	If yes, 2 points; if no, 0 points	2
Q 37	Given 0 points for #36 – if yes, 1 point; if no, 0 points	1
Section XI: Experience Promoting Racial Equity		8
Q 38	Quality and completeness of response	3
Q 39	Quality and completeness of response	3
Q 40	Quality and completeness of response	2
Section XII: Community Integration for Persons with Disabilities		7
Q 41	Quality and completeness of response	5
Q 42	If yes, 2 points; if no, 0 points	2
Section XIII: Section 3 Requirement		2
Q 43	Quality and completeness of response	2
Total Points Possible		100