2024 CoCBuilds NOFO:

NYC CoC Local Competition Overview

Table of Contents

Description

Read the Notice: [CoCBuilds Notice of Funding Opportunity](#)

The Continuum of Care (CoC) Builds (CoCBuilds) NOFO targets efforts within CoC geographic areas to address and reduce persons experiencing homelessness by adding new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation through one-time CoCBuilds awards under the CoC Program. Through the CoCBuilds NOFO, HUD is encouraging CoCs to leverage funds provided for construction, acquisition, or rehabilitation of new PSH units with other funding sources to maximize the amount of housing that can be directed to meeting the needs of individuals and families experiencing homelessness.

The NYC CoC is eligible to submit one application to HUD on behalf of an applicant organization.

Application Timeline

Application due to NYC CoC: **Friday, October 4th at 5pm EST**
CoC Notification of Review Committee Decision: Friday, October 18th (estimated)

Only one applicant will be selected for submission to HUD. This applicant will be required to submit their application through grants.gov prior to the final HUD submission deadline of November 21, 2024. More details will be shared with the selected applicant.

Additional Resources

- [CoCBuilds HUD Homepage](#)
- [CoCBuilds Webinar Slides](#)
- [CoCBuilds Frequently Asked Questions](#)
- [CoCBuilds Project Applicant vs. Collaborative Applicant Responsibilities](#)

Eligible Applicants

Eligible project applicants are found at [24 CFR 578.15](#) and include the following:

- nonprofit organizations
- state governments
- local governments
- instrumentalities of state and local governments

Maximum Award

The maximum amount for a single project is $10,000,000, with a 30% budget cap on non-capital expenses.

Eligible Costs

You may include a budget request with the following eligible costs in the application. However, HUD will award no more than 20 percent of the total funds for use in project-based rental assistance, operating costs, or supportive services. Additionally, HUD will award no more than 10 percent of the total budget (capital costs plus additional eligible costs) for project administrative costs.

 a. Acquisition ([24 CFR 578.43](#))

 b. Rehabilitation ([24 CFR 578.45](#))

 c. New Construction ([24 CFR 578.47](#))

 d. Project-based rental assistance ([24 CFR 578.51(e)](#))

 e. Supportive Services ([24 CFR 578.53](#))

 f. Operating Costs ([24 CFR 578.55](#))

 g. Project administrative costs ([24 CFR 578.59](#)).

Eligible Participants

Eligible program participants (beneficiaries) are individuals and families experiencing homelessness outlined in [24 CFR 578.37(a)(1)(i)](#) where at least one individual in the household has a disability.

Acceptable Project Timeline/Period of Performance

Estimated Project Start Date: 10/01/2025

Estimated Project End Date: 10/01/2030

Grant terms may be two, three, four, or five years. Projects selected for conditional award must be able to:

 a. provide proof of site control ([24 CFR 578.25](#)) prior to execution of the grant agreement; and

 b. execute the grant agreement with HUD no later than September 1, 2025. Additionally, projects selected for conditional award must:

 c. have a completed environmental review before awarded funds can be drawn for project activities.; and

 d. meet the timeliness standards outlined in [24 CFR 578.85](#) for new construction or rehabilitation activities.

You should select the grant term based on the type of capital costs project you are submitting and the realistic time frame for completion. Generally, rehabilitation and acquisition time frames are less than

new construction. See [24 CFR 578.85](#) for timeliness requirements related to new construction and rehabilitation projects.

For additional information regarding project timeliness, contact the NYC CoC team.

Matching Funds

Applicants are subject to the 25% match requirement described in [24 CFR 578.73](#).

Additional Requirements

Coordinated Entry
- The selected project, if awarded, must receive client referrals through CAPS, NYC's Coordinated Entry system.

Civil Rights Matters
- Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

Unmet Housing Need
- The selected applicant will be required to describe the level of unmet need for new PSH units in NYC, referencing 2023 HIC/PIC data.

Instructions

The application includes four required components:

1. **Survey Monkey Form**
   a. Purpose: Captures basic information about the applicant and the proposed project.
   b. Instructions: Submit online through link above.
2. Long Answers (listed beginning on pg. 5)
   a. Purpose: Fully describes applicant experience and project plans.
   b. Instructions:
      i. Save in PDF format and submit as an attachment in the final screen of the Survey Monkey form.
      ii. Clearly indicate question numbers and mirror each question's format (i.e. if the question is broken up under parts a, b and c, the response should be as well).
      iii. 25 Pages maximum length of narratives--double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides.
3. Project Budget
   a. Purpose: Illustrates proposed use of CoCBuilds funds.
   b. Instructions: Save in Excel format and email to NYC CoC at nyc.coc@dss.nyc.gov with file name **OrgName_Budget_CoCBuilds**

4. Leveraging Commitments
   a. Purpose: Demonstrates plan to leverage non-HUD resources through letters of commitment, contracts, or other formal written documents.
   b. Instructions: Save in PDF format and submit as attachments in the final screen of the Survey Monkey form.

Applications submitted without all required components or after the submission deadline will not be considered.

Scoring Rubric

Rating Factor	Points Available
Development Experience and Leveraging	24
Managing Homeless Projects	12
Implementation Schedule	12
Property Maintenance	5
Management of Rental Housing	10
Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers	10
Experience Promoting Racial Equity	8
Community Integration for Persons with Disabilities	7
Section 3 Requirement	2
Total	**90**

Long Answer Questions

1. **Development Experience and Leveraging** (Maximum 5 pages)

   a. Demonstrate that the applicant, developer, and relevant subrecipients have experience with at least four other projects that have a similar scope and scale as the proposed project.
   b. Demonstrate that the applicant, developer, and relevant subrecipients have experience leveraging resources substantially similar to the funds being proposed in the current project. HUD will evaluate up to 3 examples of prior leveraging experience for up to the five largest (by dollar value being contributed to the project) resources being leveraged for the proposed project. Examples of resources that will be considered include Low Income Housing Tax Credits, HOME, CDBG, Section 108, Section 202, and Section 811.
   c. Provide information regarding the availability of Low Income Housing Tax Credit commitments, project-based rental assistance, and other resources dedicated to the proposed project. Describe the dollar value of each of these commitments and describe the overall cost of the project, including the estimated cost per unit. For projects where local or state funds are also proposed, please include commitment letters and/or letters of intent wherever possible. In cases where the project includes more than one type of

housing (e.g. townhouses and apartments), or has multiple sites, provide cost per unit information on each site or housing type to the extent possible.

d. If there are current properties under construction or rehabilitation where CoCBuilds funds could be used to obtain units, in addition to the bulleted items above, provide:
   i. the amount and type of funds being used to construct the property;
   ii. evidence of site control;
   iii. evidence of completed and approved environmental review;
   iv. identify the owner of the property and their experience with constructing or rehabilitation; and
   v. the number of units that will be finished using CoCBuilds funds.

2. **Managing Homeless Projects** (Maximum 4 pages)

Demonstrate that your organization and that your proposed subrecipients have experience administering programs for individuals and families experiencing homelessness where one member of the household has a disability. Your response must include:

a. Experience managing at least 4 properties that at a minimum includes how you determine the amount of rent to charge based on unit size, addressing program participant complaints, working with other service organizations that may place program participants in the units, and maintaining the properties.

b. Type and frequency of supportive services that will be available (e.g., case management, life skills, health care). See 24 CFR part 578.53 for full list of CoC Program eligible supportive services. State whether your organization or another organization will provide supportive services. If other organizations will provide some or all of the supportive services, provide the organization(s) name, address, email address, and phone number. If your organization will provide direct supportive services with CoCBuilds funds, you must complete the Supportive Services Budget.

c. Providing transportation for program participants. Describe the methods of transportation that will be available for program participants to travel to doctor appointments, recreation, public services (e.g., post office, library), shopping, other services, etc. If public transportation is available, indicate the hours of operation and the distance from the units.

3. **Implementation Schedule** (Maximum 2 pages)

Complete an implementation schedule based on the proposed CoCBuilds project.

a. Based on type of capital cost requested, provide:
   i. New Construction – date construction will begin and end, and date property will be available for move-in.
   i. Acquisition – date property will be acquired.
   ii. Rehabilitation – dates rehabilitation of the property will begin and end.

    b. Provide the proposed schedule for the following activities, as well as the status of each item:

        i. site control, indicate if the property has already been identified;
        ii. environmental review completion;
        iii. local design reviews and approvals, including permitting;
        iv. execution of grant agreement;
        v. start and completion dates:
        vi. anticipated date the jurisdiction will issue the occupancy certificate;
        vii. date property will be available for individuals and families experiencing homelessness to begin occupying units.

HUD will evaluate the implementation schedule and provide up to 4 points based on whether the development schedule is complete and has all necessary elements, up to 4 points depending on likelihood that development milestones will be met, and up to 4 points based on the likelihood that the project will be ready for occupancy within 36 months of award.

4. **Property Maintenance** (Maximum 2 pages)

Demonstrate how you will ensure the property is maintained annually to prevent unnecessary costly repairs. Your description must include:

    a. How the property will be maintained annually and needed repairs are conducted (e.g., checking for roof leaks, routine maintenance for heating and cooling). Identify the source of funds that will be used and whether there will be a reserve fund established specifically for maintenance and repair of proposed units.
    b. Demonstrate how the project will be able to cover replacement costs (e.g., replacing broken or damaged appliances, major equipment). Indicate if there will be funds provided from other sources and what those sources will be.

5. **Management of Rental Housing (**Maximum 2 pages)
    a. Describe the rental housing projects you or your subrecipient have managed. If you have or will partner with other organization(s) within the CoC to manage a property(s), provide the organization's information, type of program participants assisted, and experience.
    b. Include the number of grants for affordable housing awarded over the last three years, total amount of awards, and the type of subsidy funding or financing provided for housing.
    c. Specify the number of assisted and non-assisted units in each property you list.

Maximum points will be available for adequately describing management of at least 4 times the number of properties and units proposed in this application.

6. **Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers** (Maximum 2 pages)

a. Demonstrate either that:
   i. the project is leveraging non-CoC funded housing resources through coordination with housing providers, healthcare organizations, and social service providers for new construction, acquisition, and rehabilitation to provide at least 50 percent of the amount being requested in the application, or
   ii. the project is leveraging non-CoC funded housing resources to provide subsidies for at least 25 percent of the units that are proposed in the application.

You must attach letters of commitment, contracts, or other formal written documents that demonstrate the percentage of subsidies or number of units being provided to support the project.

b. Demonstrate through written commitment from a healthcare organization, housing provider, and/or social service provider:
   i. Access to housing resources (e.g., supportive services, home-based and long-term services and supports, primary and medical care, behavioral health, substance use disorder treatment and recovery, and other services); or
   ii. The value of assistance being provided is at least an amount that is equivalent to at least $7,500 per unit included in the proposed project.

Acceptable forms of commitment are formal written agreements and must include:
- value of the commitment, and
- dates the housing and resources will be provided.

In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

7. **Experience Promoting Racial Equity** (Maximum 4 pages)

Describe the following:
a. Experience soliciting, obtaining, and applying input from underserved groups when designing, planning, and implementing housing projects.
b. Experience building community partnerships with grassroots and resident-led organizations that provide housing, health care, and supportive services.
c. Experience designing or operating programs that have improved racial equity, particularly among people experiencing homelessness.

8. **Community Integration for Persons with Disabilities** (Maximum 2 pages)

Demonstrate how permanent supportive housing will enable program participants to make meaningful choices about housing, health care, and long-term services and supports that will allow them to fully participate in the community. The response should include how the PSH units will ensure non-segregation of individuals and families experiencing homelessness where at least one household member has a disability. Additionally, the response should include state

whether the PSH units will be part of mixed-use development, meaning individuals and families that will reside in the units are not all disabled.

9. **Section 3 Requirement** (Maximum 1 page)

Describe the actions that will be taken by project applicants to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very low-income persons, as well as contracting and other economic opportunities for business that provide economic opportunities to low- and very low-income persons. This does not affect applicant's existing responsibilities to provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding. Grants to Indian Tribes are subject to Indian Preference under Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b) and are not subject to Section 3 requirements.