



CoCBUILDS Call for New Projects & Notice of Application Requirements

This Call for Projects advises all potential project applicants of the general requirements that must be met for selection through the El Paso City/County Continuum of Care (CoC) Local Competition and submission to HUD for CoCBUILDS funding.

Project Notifications of Interest are due by 4:00pm Thursday, October 7, 2024. Full project applications are due by 4:00pm on Friday, November 8, 2024.

Technical assistance is available to aid applicants in preparing materials and meeting competition due dates.

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This document and all information for the CoCBUILDS Local Competition is posted on the CoC website at <https://www.epchomeless.org>.

A. Background

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

To distribute appropriated funding from the CoC Program, the U.S. Department of Housing and Urban Development (HUD) issues Notices of Funding Opportunity (NOFOs). The Continuum of Care 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.

Continuums of Care (CoCs) registered with HUD may apply for one PSH project within the geography of the CoC. CoC Applications are due to HUD before the published NOFO deadline(s).

The CoC Contact Person for this Call for Projects is Camille Castillo, ccastillo.epch@elp.twcbc.com.

B. Funding Available

Funding will be available for one new Permanent Supportive Housing (PSH) project in the El Paso City/County CoC through the CoCBUILDS national competition. Maximum request amount for the project will be \$5,000,000 within El Paso County, \$7,000,000 if project is within our local tribal reservation.

All funding is for grant terms of up to five years, with an anticipated contract start date of October 1, 2025. Awards for acquisition, rehabilitation, or construction of a property are one-time funding. Awards for services, rental assistance, operations, and/or administrative costs may be renewable in the CoC Program Competition.

C. Threshold Requirements for Applicants and Projects

Applicant and project thresholds apply for the CoCBUILDS Competition.

1. Applicant Eligibility

Eligible project applicants for the CoC Program are, under 24 CFR 578.15, nonprofit organizations, States, local governments, instrumentalities of State and local governments, Indian Tribes, and TDHEs (as defined in Section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103)). For-profit entities are not eligible to apply.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Unique Entity ID (UEID) and have an active registration in the System for Award Management (SAM) (<https://sam.gov/content/home>) before submitting an application. - -

Per HUD's most recent Notice of Funding Opportunity for Discretionary Programs, applicants must submit application(s) in English and funding requests in U.S. dollars. Applicants must also ensure that the applicant's financial management system is sufficient to meet Federal standards as described at 2 CFR 200.302, resolve any outstanding civil rights matters and outstanding delinquent Federal debt, and disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations. No award of Federal funds may be made to debarred or suspended applicants or those proposed to be debarred or suspended. False statements made in an application are grounds for denial or termination of an award and possible punishment.

Further details and additional rules that apply to applicants selected for award are described in detail on [HUD's Funding Opportunity Page](#) (click on Eligibility Requirements for Applicants of HUD Grants Programs - 2024).

2. Project Eligibility & Quality Thresholds

In accordance with the applicable Appropriations Acts for this program, CoCs must make project selection decisions based on how projects improve system performance in the CoC region. As such, projects must meet both eligibility and quality thresholds for the HUD CoC Program national competition as well as the Local Competition. At a minimum, all applicants must ensure that:

- All proposed program participants will be eligible for the HUD PH-PSH program component,
- All information provided in the project application and proposed activities are eligible and consistent with program requirements for PH-PSH at 24 CFR 578,
- Each project narrative is fully responsive to the questions being asked and that it meets all the criteria for that question as required by HUD and the local CoC,
- All data provided in various parts of the project application are true and consistent, AND
- All required attachments correspond to those required by the CoC and/or HUD and must contain accurate, complete information dated within the allowable period.

Please review the HUD CoC Program Competition NOFO and the CoC Local Competition Guide for further details.

D. Eligible Project Types and Activities

All projects selected by the CoC must advance the CoC's Plan to end homelessness and be an eligible project type within the competition. CoC priorities are addressed in Section D of this document. Eligible project components depend on the source of funds for the project, as detailed below. Eligible activities and expenses within each component type are defined in 24 CFR 578 and summarized in the [HUD Exchange Virtual Binders for CoC](#).

For the CoCBuilds competition, HUD allows the following to be considered for funding:

- New PH-PSH which must include a capital costs budget for new construction, acquisition, or rehabilitation; and
- The application may also request no more than 20 percent of an award for CoC Program eligible activities and costs associated with such new PH-PSH projects (see Section IV.G.1 of this NOFO), and no more than 10 percent for administrative costs.

Non-capital costs funds awarded under this NOFO may be eligible for renewal in the CoC Program Competition.

E. Prioritized Project Types and Activities

Priorities for project types and geographic service areas within each funding pool are determined as follows.

For new PSH projects, the CoC membership has identified the need for Projects that create new housing opportunities for households of eligible Single Adults or Single Youth 18-24 in El Paso County areas.

F. Matching Funds

HUD homeless program funding through the CoCBUILDS Competition is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD requires recipients or subrecipients to use supplemental resources as match to address homeless needs. Documentation of match commitment is required at application.

Under the HEARTH Act, projects funded through the CoC Program competition follow a simplified match requirement that includes both cash and in-kind contributions. All eligible funding costs except leasing (which requires no match) must be matched with no less than a 25% cash or in-kind match. Match must be used for eligible activities as defined by the CoC Program Interim Rule, 24 CFR Part 578, subpart D. Match excludes direct-to-participant mainstream benefits.

Beyond match, leverage of other housing and services resources is strongly advised and will be considered in selections of projects to funded.

Sources of leverage strongly recommended for applicants are:

- Healthcare services or cash from a healthcare provider or insurer
- Rental assistance from non-CoC sources.

Other sources of match and leverage to consider are:

- Child health and development services
- Adult education and employment services

G. Project Applicant Submissions

1. Notice of Interest

Notice of Interest is required for CoCBuils applications. For all applicants, notifications of Interest must be submitted before the CoC-established deadline and in accordance with the method or format defined by the CoC.

The Notice of Interest should contain 1) Applicant agency/organization; 2) Project Team; 3) Project Concept; 4) Acknowledgement of Threshold requirements; and 5) Technical support needs (optional).

Submittals & Process

To submit notice of intent to apply, new project applicants are to submit pdf document to Camille Castillo, ccastillo.epch@elp.twcbc.com.

Support documents include:

1. Applicant proof of nonprofit status, if applicable
2. Acknowledgement of federal requirements for CoCBuils
3. Development budget, showing secured and unsecured funds
4. Project timeline
5. Evidence of site control, if available
6. Letter of commitment for rental assistance, if available
7. Letter of commitment for healthcare services, if available
8. CoCBuils project scoring workbook

Timeline

Notice of Interest forms and support documents are due by **4:00pm on Thursday, October 17, 2024**. Applicants with extenuating circumstances must communicate with the CoC Coordinator as early as possible before the deadline to request an extension. No extension will be allowed.

2. Project Application

One project will be selected to complete a Full Project Application.

Process

To submit the project application, the applicant must submit materials to the CoC via Google Drive folder or another method agreed upon between the applicant and CoC staff.

Submittals

The applicant must submit the following materials to the CoC:

1. Draft project application narrative as described in the [CoCBuils Competition Notice of Funding Opportunity \(NOFO\)](#)
 - Content requirements: CoCBuils NOFO Section V.A.1.
 - Form and Format requirements: CoCBuils NOFO Section IV.B.3
2. Presentation of project to the Planning Committee
3. Final project application narrative as described in #1.
4. All forms and attachments as required by HUD for the project application.

Timeline

Notification of Interest – Thursday, October 17, 2024 by 4:00 PM

Planning Committee Presentation – Tuesday, October 22, 2024 @ 9:00 AM, times may vary depending on the number of applicants

Notification to Final Applicant – No later than Thursday, October 22, 2024

Draft Final Project Application – Friday, November 8, 2022

Application Final Deadline November 21, 2024

H. Selections and Award Notifications

CoCBUILDS Local Competition

The CoC Planning Committee (or a non-conflicted subset of the Committee) will review project Notices of Interest and documentation in accordance with the CoCBUILDS Project Rating Tool. On or before Thursday, October 22, 2024, applicants will be notified in writing of project acceptance/rejection, project score, and any funding changes.

For the selected project, the notification will also include required and recommended areas for discussion/improvement to be addressed during the full application stage. CoC staff will also contact the selected project applicant to establish the consultation and completion process for the Full Application.

HUD CoCBUILDS National Competition

After receiving all CoC-level applications for the CoCBUILDS NOFO, HUD will conduct a threshold review of projects for all CoCs that submit the Application by the deadline. HUD will conduct a threshold review of projects for all CoCs that submit a CoCBUILDS Application by the application deadline. Projects and applicants that do not meet threshold eligibility and capacity requirements set forth in the NOFO will be rejected (For detail, review NOFO Section VI.A.1. and VI.A.2).

HUD will conditionally accept applications based on its requirements and priorities. Notifications will be sent by email to the person listed as the authorized representative on the application.

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award as provided under 2 CFR 200.208.

Administrative and reporting requirements for successful applicants are outlined in the NOFO Section VI.B. and VI.C.)

I. Resources & Support

Resources are available to assist project applicants with the CoCBuilds competition processes. These resources include:

1. Continuum of Care Resources and Technical Assistance

All Local Competition guidance and materials are posted on the website. Applicants will receive direct email communications about the competition after submitting Notice of Intent to Apply. General notifications are distributed via the CoC list serv as well.

For any questions regarding this Call for Projects, please contact CoC Camille Castillo at ccastillo.epch@elp.twcbc.com.

2. HUD Resources and Technical Assistance

- Notice of Funding Opportunity for FY2024 HUD CoC Program Competition (Link to be added upon release of Notice by HUD.)
- [HUD CoC Program Rule \(24 CFR 578\)](#)
- [HUD E-snaps guides](#). Guides are available for adding users, completing the applicant profile, and accessing the application. Application specific guides are also available to navigate the software and provide detailed instructions for each application question.
- Other Training and Resources. Project applicants that need additional assistance competing the applications in *e-snaps* or understanding the program requirements under the CoC Program may access program resources via the [HUD Exchange](#).
- HUD Homeless Assistance Listserv. HUD may provide Collaborative Applicants and Project Applicants with additional information through HUD websites located at www.hud.gov and www.hudexchange.info and via the CoC Program email-based listserv. To join the listserv, visit www.hudexchange.info/maillinglist. The additional information provided will not change the selection criteria or selection process in this NOFO but may include items such as updates on the status of *e-snaps* and reminders of impending deadlines.

Appendix: Full Application Consultation and Support Process

After project proposals are reviewed in the Notice of Interest phase, one project will be selected to complete the full project application for consideration by HUD.

To ensure that the project meets all requirements of the CoCBuilds competition and is likely to be competitive in the HUD funding review, the CoC staff will engage in a consultation and support process with the selected project. Applicants engaging in this process should expect to take part in the following ways.

Activity	Purpose	Date
1. Full Application Kick-Off meeting	<ul style="list-style-type: none"> Review Project Score Report and comments Review Full Application elements for HUD Discuss and set up priority action areas 	Thursday, October 10, 2024 (Please contact Camille Castillo for Zoom Link and time)
2. Mid-point check-in and consultation	<ul style="list-style-type: none"> Review progress and next steps on priority action areas Address any emerging issues with project/application 	As needed
3. Drafts of application and presentation for Planning Committee meeting due	<ul style="list-style-type: none"> Provide written feedback for application components Prepare for Planning Committee engagement Arrange further consultation as needed 	Friday, October 18, 2024
4. Project presentation to CoC	<ul style="list-style-type: none"> Inform CoC about development of project Receive input or questions about project 	Tuesday, October 22, 2024
5. Final check-in and materials review	<ul style="list-style-type: none"> Review progress and next steps on priority action areas, with focus on forms and materials Address any emerging issues with project/application 	Monday, November 4, 2024
6. Final application materials submittal to CoC	<ul style="list-style-type: none"> Ensure timely submittal of project application to HUD with other CoC materials 	Friday, November 8, 2024

All meetings will be virtual unless otherwise arranged. Dates and times of check-ins may be adjusted by agreement of applicant and CoC staff.