



FY 2024 Sonoma County CoCBuils NOFA

Background

On July 22, 2024, the U.S. Department of Housing and Urban Development (HUD) issued the [Continuum of Care \(CoC\) Builds Notice of Funding Opportunity \(NOFO\)](#). The CoC Builds (CoCBuils) NOFO proposes to reduce homelessness by adding new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation through one-time CoCBuils awards under the CoC Program. Through the CoCBuils 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. As defined by HUD, individuals and families in PSH are required to have a disability \ have experienced for at least one year consecutively or 4 times in 3 years with a total of one year homeless. Additionally, up to 20 percent of each award may be used for other eligible CoC Program activities associated with the PSH project (e.g., supportive services, operating costs (Section IV.G.3 of the NOFO) which are renewable annually, and no more than 10 percent of an award may be used for project administration. The contract for all projects will be with HUD and the selected recipient. The Lead Agency of the CoC, Sonoma County Department of Health Services, is required to submit the selected application to HUD with the Continuum of Care Board holding authority over the selection process.

This RFP outlines FY 2024 CoC Builds local process, relevant deadlines, and funding available for projects. **The local deadline for applications is October 21, 2024, at 5:00 PM.** Applications should be emailed to Thai Hilton at Thai.hilton@sonoma-county.org

Available Funding

Notice is hereby given for the **FY 2024 & 2025 Continuum of Care Builds Sonoma County Request for Proposals (RFP)**. Please review the local RFP carefully for timeline and pertinent deadlines. A possibility of up to **\$5,000,000 in competitive CoC Builds funding** is now available for one (1) development project for the construction, acquisition, or rehabilitation of new Permanent Supportive Housing (PSH) units.

Timeline

Please review the provisions of this local RFP in full, and note the local and final deadlines as follows:

- Bidder's Conference (virtual) – October 2nd, 2024, 2pm-3:30pm (<https://sonomacounty.zoom.us/j/92777696753?pwd=aX6b6BOuukRHvBZcPYNA4Vt5NaOxS1.1>)
- Local Submissions due to DHS staff - October 21, 2024 at 5pm.
- Project review and selection by Sonoma County Coalition Board at a special meeting on November 6, 2024
- Final Submission by CoC Staff to HUD November 21, 2024

Eligible Applicants

- State governments
- County governments



- City or township governments
- Special district governments
- Native American tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Others: Eligible project applicants are found at 24 CFR 578.15 and include nonprofit organizations; state governments; local governments; instrumentalities of state and local governments; Indian Tribes and Tribally Designated Housing Entities (TDHEs), as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103); and public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion.

(Applicants must meet the Threshold Eligibility requirements and Statutory and Regulatory requirements found on page 19-21 of the [NOFO](#))

Eligible Costs

- Acquisition ([24 CFR 578.43](#))
- Rehabilitation ([24 CFR 578.45](#))
- New Construction ([24 CFR 578.47](#))
- Project-based rental assistance ([24 CFR 578.51e](#))
- Supportive Services ([24 CFR 578.53](#))
- Operating Costs ([24 CFR 578.55](#)); and
- Project administrative costs ([24 CFR 578.59](#))

Submission information and attachments

List of required forms, assurances, certifications, and documents

	Document(s)	Submission Requirements	Notes/Description	Who is Responsible
1	Application for Federal Assistance (SF-424)	This form is required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
2	Applicant and Recipient Assurances and Certifications (HUD 424-B)		Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
3	Applicant/Recipient Disclosure/Update		Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant



	Report (HUD 2880)			
4	Disclosure of Lobbying Activities (SF-LLL)	This form is conditionally required	Review section IV.B.2.a. of this NOFO for detailed application requirements.	Project Applicant
5	Certification Regarding Lobbying Activities			Project Applicant
6	Grant Application Detailed Budget Worksheet (HUD424-CBW)		Form Can be found here: https://www.hud.gov/program_offices/administration/hudclips/forms/hud4	Project Applicant
7	Assurances for NonConstruction Programs (SF424B)		Form Can be found here: https://www.hud.gov/program_offices/administration/hudclips/forms/hud4	Project Applicant
8	Assurances for Construction Programs (SF424D)		Form Can be found here: https://www.hud.gov/program_offices/administration/hudclips/forms/hud4	Project Applicant
9	Certification of Consistency with the Consolidated Plan		Found under “download instructions” as part of the grant opportunity package.	Collaborative Applicant
10	Advancing Racial Equity Narrative	Advancing Racial Equity Narrative (max 2 pages)	Requirements are outlined under Section III.F of the NOFO. Not a scored section, but evaluated for sufficiency. Does not count towards the Narrative page count.	Project Applicant
11	Affirmatively Marketing and Outreach Narrative	Affirmatively Marketing and Outreach Narrative (max 2 pages)	Requirements are outlined under Section III.F of the NOFO. Not a scored section, but evaluated for sufficiency. Does not count towards the Narrative page count.	Project Applicant
12	Affirmatively Furthering Fair Housing Narrative	Affirmatively Furthering Fair Housing Narrative (max 2 pages)	Requirements are outlined under Section III.F of the NOFO. Not a scored section, but evaluated for sufficiency. Does not count towards the Narrative page count.	Project Applicant
13	Code of Conduct Requirement	Code of Conduct	Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the Administrative, National and Department Policy Requirements and Terms for HUD	Project Applicant



			Financial Assistance Awards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its Code of Conduct for HUD Grant Programs webpage. Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO. See page 27-28 of the NOFO	
14		Negotiated Indirect Cost Rate Letter	Normal indirect cost rules under 2 CFR part 200, subpart E apply. If you intend to charge your indirect costs to the award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. See page 33 of NOFO	Project Applicant
15		Signed letter from CoC Board President	The CoC must include a letter signed by the CoC Board President stating the CoC supports the submission of the selected application.	Collaborative Applicant/Co C Board
16		Written Commitments from Healthcare organizations, housing providers, and /or social service providers	You must attach letters of commitment, contracts, or other formal written documents that demonstrate the percentage of subsidies or the number of units being provided to support the 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. See page 39 of the NOFO	Project Applicant
17		Tribal Resolution Letter	Any applicant that is not a Tribe or TDHE proposing to site a project on a Tribal reservation or trust land must include a Tribal resolution from the Tribe authorizing the applicant to do so or a letter from an official or principal of the Indian Tribe or TDHE who is authorized to act on behalf of the Indian Tribe or TDHE. Tribes do not need to include a Tribal resolution to site a project on their own reservation or trust land.	Project Applicant (If applicable)

Other Submission Information

The following formatting instructions must be met for all narrative responses:

- 25-page maximum length of narratives.



- Double spaced 12-point font, Times New Roman font on 8 ½ x 11 inches with 1-inch margins.
- Each rating factor includes the maximum number of pages per rating factor. HUD will not review additional pages submitted over the limit. Budget worksheets do not count toward the maximum number of pages.

Rating Factors: Narratives

The application is based on 100 points and has a minimum score threshold of 60 points. Each rating factor includes a maximum number of pages per response. HUD will only read the number of pages indicated. Any pages above the maximum length will not be reviewed or considered.

Rating Factor	Maximum Points	To Receive Maximum Points
<p>a. Development Experience and Leveraging Maximum 5 pages for this narrative.</p>	<p>24</p>	<p>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. (up to 8 points)</p> <p>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 (up to 8 points)</p> <p>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. 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. (up to 8 points)</p> <p>If there are current properties under construction or rehabilitation where CoCBuils funds could be used to obtain units, in addition to the bulleted items above, provide:</p> <ul style="list-style-type: none"> • the amount and type of funds being used to construct the property; • evidence of site control; • evidence of completed and approved environmental review; • identify the owner of the property and their experience with constructing or rehabilitation; and • the number of units that will be finished using CoCBuils funds.



<p>b. Managing Homeless Projects Maximum 4 pages.</p>	<p>12</p>	<p>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:</p> <ul style="list-style-type: none"> • 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. (Up to 8 points) • 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 CoCBuils funds, you must complete the Supportive Services Budget. (Up to 3 points) • 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. (1 point)
<p>c. Implementation Schedule Maximum page length not to exceed 2 pages.</p>	<p>12</p>	<p>Complete an implementation schedule based on the proposed CoCBuils project.</p> <ol style="list-style-type: none"> a) Based on type of capital cost requested, provide: <ul style="list-style-type: none"> • New Construction – date construction will begin and end, and date property will be available for move-in. • Acquisition – date property will be acquired. • Rehabilitation – dates rehabilitation of the property will begin and end. b) Provide the proposed schedule for the following activities: <ul style="list-style-type: none"> • site control, indicate if the property has already been identified; • environmental review completion; • execution of grant agreement; • start and completion dates; • anticipated date the jurisdiction will issue the occupancy certificate;



		<ul style="list-style-type: none"> date property will be available for individuals and families experiencing homelessness to begin occupying units. <p>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.</p>
<p>d. Property Maintenance Maximum 2 pages.</p>	5	<p>Demonstrate how you will ensure the property is maintained annually to prevent unnecessary costly repairs. Your description must include:</p> <ul style="list-style-type: none"> 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. 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.
<p>e. Unmet Housing Need Maximum 1 page.</p>	7	<p>Describe the population that will be served by the project and the level of unmet need for new units of permanent supportive housing in your area for that population. Using the PIT Count and HIC information, estimate the gap between the number of units of permanent supportive housing available and the number of homeless individuals and families experiencing homelessness where at least one household member has a disability. Maximum points will be awarded for applicants that demonstrate that there are fewer than 50 PSH beds available in a given year for each 100 people in the population that is proposed to be served. (Up to 7 points)</p>
<p>f. Management of Rental Housing Maximum 2 pages.</p>	10	<ul style="list-style-type: none"> 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. 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. Specify the number of assisted and non-assisted units in each property you list. <p>Maximum points will be available for adequately describing management of at least 4 times the number of properties and units proposed in this application.</p>



<p>g. Coordinated Entry Maximum 2 pages.</p>	<p>3</p>	<p>Demonstrate how the project will use the CoC's coordinated entry process, or in the case of victim service providers, another coordinated entry process that meets HUD's minimum requirements, to refer individuals and families experiencing homelessness in the new PH-PSH units. The response must include the coordinated entry process implemented and how program participants will be placed in the project.</p>
<p>h. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers Maximum 2 pages.</p>	<p>10</p>	<p>a) Demonstrate either that:</p> <ul style="list-style-type: none"> • 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 • 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. <p>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. (5 points)</p> <p>b) Demonstrate through written commitment from a healthcare organization, housing provider, and/or social service provider:</p> <ul style="list-style-type: none"> • 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 • 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. <p>Acceptable forms of commitment are formal written agreements and must include:</p> <ul style="list-style-type: none"> • 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. (5 points)
<p>i. Experience Promoting Racial Equity Maximum 4 pages.</p>	<p>8</p>	<p>Describe:</p> <ul style="list-style-type: none"> • Experience soliciting, obtaining, and applying input from underserved groups when designing, planning, and implementing housing projects. • Experience building community partnerships with grassroots and resident-led organizations that provide housing, health care, and supportive services.



		<ul style="list-style-type: none"> • Experience designing or operating programs that have improved racial equity, particularly among people experiencing homelessness.
j. Community Integration for Persons with Disabilities Maximum 2 pages	7	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.
k. Section 3 Requirement Maximum 1 page.	2	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.

CoBuilds Total Application Points

Maximum Points: 100

Section 3

In accordance with HUD's Section 3 regulations at 24 CFR 75.7, your application will receive up to 2 points based on the quality of Section 3 plans submitted. The program office will consider the following in evaluating the quality of the Section 3 plan: Section V.A.1.k of this NOFO.

2. Other Factors

HUD may employ rating panels to review and rate all or part of the applications according to the rating criteria in Section V.A of this NOFO.

- A) **Threshold Review.** HUD first will review applications to determine whether you and subrecipients meet the project eligibility in Section III.A., and whether the applications meet eligibility and quality thresholds detailed in Section V.A of this NOFO. If HUD determines these standards are not met, HUD will reject the application, unless otherwise provided in this NOFO. There are 100 points available for applications. To be considered for possible funds, a project application must score at least 60 points or higher.



- B) Projects on Tribal reservations or trust land. HUD will next set aside up to three awards for the highest scoring project applications where new PSH units will be constructed, rehabilitated, or acquired on Tribal reservations or trust lands.
- C) Conditional Selection and Adjustments to Funding. HUD will finally conditionally select applications based on CoCBUILDS application score using the following process:
 - a. From all the applications for projects in states that have a population of 2,500,000 or fewer, HUD will select the highest scoring applications until a cumulative total of \$65,000,000 has been selected;
 - b. Select the highest scoring projects remaining, regardless of the population of the state in which the project is located. If there are not enough eligible projects submitted as outlined in Section V.A.2.c.i, HUD intends to add the remaining amount to this amount.

Policy Initiative Preference Points

This NOFO supports the following policy initiatives, for which a maximum of two (2) preference points may be awarded. Preference points are added to your overall application score.

Environmental Justice (2 points)

You may voluntarily choose to address preference point policy initiatives in your application. Addressing these policy initiatives is not a requirement to apply for or receive an award. If you voluntarily choose to address a policy initiative in your application, you will be required to adhere to the information submitted with your application should you receive an award. The proposed information will be included as a binding requirement of any Federal award you receive as a term and condition of that award.

This NOFO does not offer preference points for Climate Change

Environmental Justice: In accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, and EO 14008, HUD will award up to two (2) points for applications proposing activities that advance Environmental Justice (as defined in Section I.A.4 of this NOFO). For the purposes of this HUD program, activities that advance Environmental Justice include doing the following for people or communities that have been environmentally underserved or overburdened (e.g. low-income and Black and Brown communities):

- Reducing or mitigating exposure to environmental and health hazards (e.g. industrial facilities, EPA superfund sites, brownfields and legacy pollution, heat islands).
- Improving protection from and resilience to environmental harms (e.g. fire-resistant materials, floodproofing).
- Expanding environmental benefits (e.g. clean air and water, public transportation, bike and walking paths, clean energy, green technology, biodiversity).
- Overcoming prior disinvestment in environmental infrastructure (e.g. drainage systems, green spaces, pollution controls).

To receive points under this Section, your application must describe in detail how your proposed activities will advance Environmental Justice in one or more of these ways. In addition, to receive points under this Section, your application



must also clearly describe how your activities will be informed by input from affected communities. To provide those affected a meaningful opportunity to participate in the design and implementation of your activities, you should make key information available online and through other media, engage with community leaders, solicit public feedback, hold public meetings at a variety of times and locations or virtually, and respond appropriately to community concerns.

This NOFO does not offer HBCU preference points.

This NOFO does not offer preference points related to minority-serving institutions.

This NOFO does not offer Promise Zone preference points.

Rural Partners Network Community Networks

This program does not offer Rural Partners Network Community Networks preference points.

Technical Assistance

Since this is the first year HUD has released a CoCBuils NOFO we first recommend that potential applicants thoroughly read [HUD's Continuum of Care Buils \(CoCBuils\) Notice of Funding Opportunity \(NOFO\) document](#).