



## FY2024 CoC Builds NOFO New Project Local Application Instructions

### Brief Summary of the Funding Opportunity

On 7/22/24 HUD released the [CoC Builds Notice of Funding Opportunity \(NOFO\)](#). The Montana Continuum of Care Coalition (MT CoC) is seeking proposals for construction, acquisition, and rehabilitation funding for new units of Permanent Supportive Housing to assist individuals and families experiencing homelessness. The funding must be only used to assist units households with at least one member who meets [HUD's definition of disability](#).

All new projects wishing to apply for funding in the FY2024 HUD Continuum of Care (CoC) Builds Competition (NOFO) must review the following information and submit the ***New Project Local Application*** to [submit@mtcoc.org](mailto:submit@mtcoc.org) by ***5pm (MDT) on August 30, 2024***.

### Next Steps for Applicants

#### **Prior to submitting this local application:**

- 1) Review the Minimum Threshold Criteria below and the attached summary of the CoC Builds NOFO to determine if the proposed project is eligible for this funding opportunity and your organization has the capacity to submit a high-quality application.
- 2) Then review the full [CoC Builds Notice of Funding Opportunity \(NOFO\)](#) and the [application materials available in grants.gov](#) to make a final determination.

#### **For organizations submitting a local application:**

- 3) Submit the local application to [submit@mtcoc.org](mailto:submit@mtcoc.org) by ***5pm (MDT) on August 30, 2024***. Submit only the Local Application Form. ***Do not submit instructions.***
- 4) The MT CoC will review local applications and refer applications that meet Minimum Threshold Criteria to the MT CoC Board of Directors. The MT CoC may at its discretion refer applications with curable threshold deficiencies to the MT CoC Board of Directors.
- 5) For applications that pass threshold review, applicants will be invited to make an oral presentation to the Board the week of September 9 – 13 (exact dates/times to be determined). Presentations will be limited to 20 minutes and will be open to the public and other applicants. Applicants are strongly encouraged to review the required selection criteria included below and tailor their presentations accordingly.
- 6) The non-conflicted members of the Board will score applications based on the required criteria described below. ***Board members with Conflicts-of-Interest will recuse themselves in accordance with the Montana Continuum of Care Coalition Conflict-of-Interest Policy.***

- 7) Applicants will be notified by **5pm (MDT) on September 18, 2024**, regarding whether a project is selected for inclusion in Montana CoC's Application for the FY2024 CoC Builds Competition.
- 8) If your project is selected for inclusion, your agency will be responsible for compiling and submitting all application materials required by HUD, including all narratives, forms, and required attachments to the MT CoC. See [application materials in grants.gov](https://www.grants.gov). Please note that this is not an *e-snaps*-based application. After notification that a project has been selected by the MT CoC Board, all application materials **MUST** be completed by the applicant organization and **MUST** be submitted to the MT CoC at [submit@mtcoc.org](mailto:submit@mtcoc.org) **by 5pm (MDT) on October 31, 2024**. **Note that approximately 25 pages of narrative and completion of at least 8 HUD forms will be required.**
- 9) The MT CoC will review the application and may require the applicant to make changes. Revised application must be submitted to the MT CoC at [submit@mtcoc.org](mailto:submit@mtcoc.org) **by 5pm on November 15, 2024**. **Note that HUD requires CoCs to approve and submit the final application.**
- 10) The MT CoC will submit the final project application(s) to HUD through **grants.gov**.

The Montana Continuum of Care Coalition encourages proposals from applicants that have never previously received CoC funds as well as from applicants that are current or past recipients of CoC funds. For more information contact [david@mtcoc.org](mailto:david@mtcoc.org).

## Important Dates

- **Friday, August 30, 2024, 5pm (MDT)** – Local applications and all required attachments due - submit to [submit@mtcoc.org](mailto:submit@mtcoc.org)
- **September 9 - 13, 2024**, – Applicants make oral presentations to the MT CoC Board of Directors
- **Thursday, October 31, 2024, 5pm (MDT)** – All application materials required by HUD, including all narratives, forms, and required attachments due - submit to [submit@mtcoc.org](mailto:submit@mtcoc.org)
- **Friday, November 15, 2024, 5pm** - All revised application materials per review conducted by the MT CoC due - submit to [submit@mtcoc.org](mailto:submit@mtcoc.org)

## Minimum Threshold Criteria

Before proceeding, the applicant must determine whether it meets basic eligibility requirements for funding. **Please carefully review the Minimum Threshold Criteria and submit any supporting documentation with your local application to [submit@mtcoc.org](mailto:submit@mtcoc.org).** Projects that **DO NOT** meet Minimum Threshold Criteria **WILL NOT** move forward in the selection process.

Minimum Threshold Criteria	
1	Project must operate with the State of Montana
2	Proposal includes the correct legal entity/agency name
3	Project applicants must meet organizational eligibility requirements as described in the CoC Program Interim Rule (i.e., only nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply) and be able to provide evidence of eligibility (e.g., nonprofit documentation).
4	The proposed project meets <a href="#">HUD's criteria for PSH</a>
5	Proposed costs are eligible under the CoC Builds NOFO (i.e., acquisition, construction, rehabilitation, project-based rental assistance, supportive services, operating, project administrative costs) and <a href="#">eligible</a> under the <a href="#">CoC Program Interim Rule</a>
6	The population served must meet CoC Program eligibility requirements (i.e., all households must meet <a href="#">HUD's definition of disability</a> and <a href="#">HUD's definition of literal homelessness</a> )

7	Project applicants must demonstrate the financial management capacity and organizational experience to carry out the project and administer Federal funds (e.g., by demonstrating experience with similar projects and with successful administration of other federal/state/local funds).
8	Projects must administer their programs in the most integrated setting appropriate to the needs of qualified homeless people with disabilities (i.e., enabling participants to interact with others without disabilities to the fullest extent possible).
9	<b>HMIS Participation</b>
9a	Projects must have the ability to upload client data into a HMIS compliant system, generate statistical reports that support stated program results, and use data to drive decision-making around program goals and outcomes.
9b	<b>Victim Service Provider projects</b> (exclusively serving survivors of domestic violence, dating violence, sexual assault, or stalking) must adhere to 7a. and demonstrate the ability to maintain confidentiality of their client-level data while being able to report program outcomes at the aggregate level
10	Project applicants must be in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, expending funds on ineligible costs, failing to expend funds within statutorily established timeframes, or history of serving ineligible program participants. Organizations with a current or past history within the last 7 years of one or more of the above must submit a separate explanatory statement
11	Applications must meet HUD's <a href="#">25% match requirement</a> as defined in the CoC Program Interim Rule (i.e., match must equal a minimum of 25 percent of the total grant request including administrative costs.)
12	<b>For projects serving families with dependent children and single adults 24 years old or younger with minor children</b>
12a	Does the applicant/sponsor have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney Vento Act, as updated by the Every Student Succeeds Act (ESSA), and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?
12b	Does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?
13	Applicant agrees to participate in the <b>Montana CoC Coordinated Entry System</b> , including attending training, completing CES assessments and receiving referrals through Coordinated Entry as outlined in the Montana CoC Coordinated Entry Policies and Procedures. (CE Participation not applicable for HMIS or SSO Coordinated Entry Projects)
14	Applicant agrees to participate in the annual Point-in-Time Count, submit Annual Performance Reports (APRs) and other required data on time, and actively participate in CoC Planning and Development activities.

### Selection Criteria *(Each Criteria MUST be Addressed in the Oral Presentation)*

The MT CoC Board will use the criteria below to score projects based on the oral presentation.  
**Up to 5 points for each – Maximum of 50pts available (see scoring matrix below)**

**Note:** Project scores **ARE NOT** the only factor in determining project selection. The MT CoC Board of Directors may take into consideration other factors such as geographical equity in funding disbursement, unmet need, maximizing the HUD award, and likelihood that the project will score well on the rating factors included in the CoC Builds NOFO.

#### **Experience Utilizing Federal Funds**

- Experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds. If your agency has not previously received a federal award, state that and describe other relevant

experience that demonstrates capacity to effectively use these funds in accordance with federal and HUD CoC requirements. All applicants must include a description of experience ensuring timely start up and full expenditure of new project funds (either CoC or other funds).

#### **Development Experience and Leveraging**

- Experience with at least 4 development projects; experience leveraging resources, including 3 examples; commitments of the following resources to support the proposed project including dollar values: LIHTC, HOME, CDBG, Section 108, Section 202, Section 811, project based rental assistance, LIHTC commitments and dollar values of commitments

#### **Experience Managing Projects Serving People Exiting Homelessness and Project Design**

- Experience managing at least 4 properties; type and frequency of supportive services that will be available in the project; providing transportation to participants of the proposed project

#### **Implementation Schedule**

- Ability to demonstrate the likelihood that project will be ready for occupancy quickly and within 36 months of award, including site control, environmental review, execution of grant agreement, anticipated date for Certification of Occupancy, and date property is available to house participants with preference for projects that can begin housing participants sooner.

#### **Property Maintenance Plan**

- How property will be maintained and whether a reserve fund will be established; demonstrate how property will handle replacement costs and whether there will be funds from other sources for this.

#### **Unmet Housing Need**

- Describe target population to be served by the project and the level of unmet need for new PSH units in your area for that population, using PIT and HIC data. Maximum points awarded if applicant can demonstrate that there are fewer than 50 PSH beds available in a given year for each 100 people who need PSH from the proposed target population.

#### **Experience with Management of Rental Housing**

- Describe rental housing projects managed by the applicant and/or subrecipient and grants awarded for affordable housing managed by the applicant and/or subrecipient over the past 3 years. Specify the number of assisted and unassisted units managed by the applicant. Maximum points for describing at least 4 times the number of properties and units proposed in the project.

#### **Coordination with Health Care, Housing Providers, and Social Services Providers**

- Leveraging housing resources that equal 50% of funds requested; non-CoC resources provide subsidies for at least 25% of the units proposed in application; access to supportive services, health care, behavioral health, SUD treatment that is equal to at least \$7,500/unit; commitment letters are provided with the local application for these commitments;

#### **Experience Promoting Racial Equity**

- Experience soliciting and applying input from underserved groups in planning/implementing housing projects; experience building community partnerships with grassroots and resident led organizations, experience designing or operating programs that have improved racial equity.

## Community Integration for Persons with Disabilities

- Demonstrate how the project 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, including how the PSH units will ensure non-segregation of individuals and families experiencing homelessness where at least one household member has a disability and 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.

## Required Attachments

Explanatory statement for threshold factor #10, if applicable.

## Page Maximum

Total length of the application may not exceed 9 pages (excluding required attachments).

## Additional Resources for Applicants

- Questions regarding HUD requirements related to the CoC Builds NOFO can be submitted to [CoCBuilds@hud.gov](mailto:CoCBuilds@hud.gov)
- [Frequently Asked Questions](#) by grants.gov applicants.
- For difficulty accessing the application and instructions or technical problems in grants.gov, contact: (800) 518-GRANTS or [support@grants.gov](mailto:support@grants.gov).
- Information about the Montana Continuum of Care NOFO process, including NOFO updates and announcements, is available at: <https://www.mtcoc.org/nofo-grants/>
- Information about HUD's CoC program requirements are available at: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/>

## Scoring Matrix

Each required criteria of the oral presentation will be scored on a sliding scale as detailed below:

### ***How well did the applicant address the required criteria?***

- **0pts** – Not at All
- **1pt** – Poorly (*criteria was mentioned, but no detail provided*)
- **2pts** – Somewhat (*partially addressed criteria, but lacking significant detail*)
- **3pts** – Good (*mostly addressed criteria, but still lacking in necessary detail*)
- **4pts** – Satisfactory (*response adequately addressed the criteria*)
- **5pts** – Excellent (*response exceeded required detail*)