



HOUSING AND URBAN DEVELOPMENT

COC BUILDS 2024 NOFO

2024 PROJECT APPLICATION

SEPTEMBER 13, 2024

**Completed Applications Must Be Submitted to:
Alicia Morales-McKinney, Interim CoC Program Director
alicia.morales-mckinney@ventura.org**

**COUNTY OF VENTURA
CEO - COMMUNITY DEVELOPMENT DIVISION
800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009**

**NO LATER THAN
OCTOBER 11, 2024, 2 PM**

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1. APPLICANT CAPACITY & FINANCIAL INFORMATION:

Legal Name of Organization: _____

Is the organization a 501(c)? Yes No

Mailing Address: _____

City: _____ Zip: _____

Executive Director Name & Title: _____

Organization Contact Name & Title: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Organization Website Address: _____

Organization's DUNS #: _____ Tax Payer ID #: _____

Fiscal Agent Contact Name & Title: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Years in operation: _____

Date of most recent 990 filed: _____

Does your organization have any outstanding financial audit findings? Yes No

If yes, please explain:

Is your organization required to file a Federal Single Audit (2 CFR 200.501)? Yes No

If yes, please submit a copy of your most recently completed single audit with this application. Single Audit attached? Yes No

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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.

Please check off the application type you are applying for (select all that apply):

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

Does your organization comply with 2 CFR 200 Part 2400 Uniform Requirements? Yes No

How many members are part of your Board of Directors? _____

How often does your Board meet? _____

Describe the financial expertise of your current board members:

Has your organization received and managed State/Federal funds? Yes No

Please complete the chart below with the most recent State/Federal grant awards received within the last five years for your organization. If your organization has experience with federal grants, include this experience below.

Grant Year(s) Start-End Date	Grant Number	Activity Type: HomeKey, CDBG, CoC, HOME, etc.	Grant Amount
			\$
			\$
			\$
			\$
			\$
			\$

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			\$
			\$

2.PROJECT INFORMATION:

Title of proposed project: _____

Project Address: _____

City: _____ Zip: _____

Project anticipated start date for serving clients: _____

Number of beneficiaries to be served by the project: _____

a. Project service area (check all that apply):

- Camarillo Fillmore Moorpark
- Ojai Oxnard Port Hueneme
- Santa Paula Simi Valley Thousand Oaks
- Ventura County-wide Unincorporated County

b. Amount requested for this project: \$ _____

c. Amount of leveraged funds available for this project: \$ _____

d. Amount and Source of Match funds (25% minimum):
\$ _____ Source: _____

e. Total project cost (all sources): \$ _____

Note: *The amounts for b, c and d should equal the amounts in Project Budget. Comprehensive budget should be submitted in provided budget template. Permanent Supportive Housing Applications should submit the PSH program budget.*

Identify the population(s) that the project will serve (check all that apply):

- Homeless Single Adults with a disability
- Homeless Older Adults 55+ with a disability
- Homeless Families with children with a disability
- Homeless Transitional Age Youth (TAY) 18 to 24 years old with a disability
- Homeless Veterans with a disability
- Chronic Homeless

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4. HUD Rating Criteria:

- a. Development Experience and Leveraging-24 points
- b. Managing Homeless Projects- 12 points
- c. Implementation Schedule- 12 points
- d. Property Maintenance- 5 points
- e. Unmet Housing Need- 7 points
- f. Managing of Rental Housing- 10 points
- g. Coordinated Entry- 3 points
- h. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers- 10 points
- i. Experience Promoting Racial Equity- 8 points
- j. Community Integration for Persons with Disabilities- 7 points
- k. Section 3 Requirements- 2 points

CoC Builds Total Application Maximum Points: 100

5. You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

Applicable Goals and Objectives from HUD's Strategic Plan

HUD's Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all. This NOFO supports HUD's Strategic Plan for Fiscal Years (FY) 2022-2026 to accomplish HUD's mission and vision. Each of the five goals in the Strategic Plan include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success.

Strategic Goal 1: Support Underserved Communities Fortify support for underserved communities and support equitable community development for all people.

1B: Reduce Homelessness Strengthen Federal, State, Tribal, and community implementation of the Housing First approach to reducing the prevalence of homelessness, with the ultimate goal of ending homelessness.

Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing Ensure housing demand is matched by adequate production of new homes and equitable access to housing opportunities for all people.

2A: Increase the Supply of Housing Enhance HUD's programs that increase the production and supply of housing across the country.

Strategic Goal 4: Advance Sustainable Communities Advance sustainable communities by strengthening climate resilience and energy efficiency, promoting environmental justice, and recognizing housing's role as essential to health.

4B: Strengthen Environmental Justice Reduce exposure to health risks, environmental hazards, and substandard housing, especially for low-income households and communities of color.

4C: Integrate Health and Housing Advance policies that recognize housing's role as essential to health

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You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

The following are policy priorities specific to this NOFO. Which HUD/COC priorities best align with the project?

- *Increasing Affordable Housing Supply.* The lack of affordable housing is the main driver of homelessness. This NOFO provides funding for new construction, rehabilitation, or acquisition that can increase permanent supportive housing stock in a CoC's geographic area. CoCs, applicants, and developers should partner to determine an economical way to increase permanent supportive housing supply for individuals and families experiencing homelessness that considers adaptive reuse and conversion of hotel properties. Additionally, CoCs and applicants should engage local leaders to mitigate zoning and land use issues that may impact adding permanent supportive housing units to the CoC's housing stock.
- *Ensuring Access to Supportive Services and Public Services.* Providing voluntary supportive services to individuals and families experiencing homelessness, particularly for these households that also include a family member who has a disability, can ensure the households have the tools and resources needed to successfully maintain permanent housing. Applicants must ensure households that will reside in the units developed under this NOFO will have access to CoC Program supportive services as well as other public services such as easy access to local parks and recreation, post office, etc. Ensure new PSH units are conveniently located near local services (e.g., walking distance, near reliable transportation services, provide access to telehealth). Additionally, applicants proposing projects in rural areas are encouraged to consider the most cost-effective method for supportive services delivery (e.g., use of internet for check-ins with program participants) and access to public services.
- *Partnering with Housing, Health, and Service Agencies.* Using cost performance and outcome data, applicants should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:
 - Work closely with public and private healthcare organizations and assist program participants who are interested in assistance with receiving primary care, housing related services, and with obtaining medical insurance to address healthcare needs. This includes developing close partnerships with public health agencies to analyze data and design approaches that reduce homelessness, improve the health of people experiencing homelessness, and prevent and address disease outbreaks, including HIV/AIDS.
 - Partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program (FUP) Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should

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coordinate with their state and local housing agencies on the utilization of new program resources provided through the HOME Investment Partnerships - American Rescue Plan Program (HOME-ARP) that was created through the American Rescue Plan.

- Partner with local workforce development centers to improve employment opportunities.
- Work with Tribes and Tribal organizations to ensure that Tribal members can access CoC funded assistance when a CoC's geographic area borders a Tribal area.

6. Format and Form:

Narratives and other attachments to your application must follow the following format guidelines. Do not submit password protected or encrypted files.

- Respond to the Rating Factors (Section V.A.1 of the [NOFO](#)) via Word Document using each rating factor as the heading for the responses,
- 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.
- Each rating factor includes the maximum number of pages per rating factor. CoC/HUD will not review additional pages submitted over the limit.
- Budget worksheets do not count toward the maximum number of pages.

Narrative Responses MUST be attached to the application and MUST incorporate strategic goals and objectives in your narrative responses. This NOFO supports HUD's Strategic Plan for Fiscal Years (FY) 2022-2026 to accomplish HUD's mission and vision. Each of the five goals in the Strategic Plan include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success.

Please reference each section for pagination limitations:

A. Development Experience and Leveraging (Maximum 5 pages for this narrative)

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)

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. Include a description of your experience with federal cross cutting overlays (up to 8 points)

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)

In addition to the bulleted items above, provide all of the following documentation, or an explanation of when the documentation is expected to be available:

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- the amount and type of funds being used to construct the property (included in the attached underwriting workbook);
- 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 CoC Builds funds.

B. 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:

- 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)
- Supportive services, provide the organization(s) name, address, email address, and phone number. If your organization will provide direct supportive services with CoC Builds 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)
 - 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 above services.

C. Implementation Schedule (Maximum page length not to exceed 2 pages)

- Complete an implementation schedule based on the proposed CoC Builds project.
- Based on type of capital cost requested, provide:
 - 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.
- Provide the proposed schedule for the following activities:
 - 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;
 - date property will be available for individuals and families experiencing homelessness to begin occupying units.

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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.

D. Property Maintenance (Maximum 2 pages)

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

E. Unmet Housing Need (Maximum 1 page)

- 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)

F. Management of Rental Housing (Maximum 2 pages)

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

G. Coordinated Entry (Maximum 2 pages)

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.

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

Demonstrate either that:

- 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.

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)

- Demonstrate through written commitment from a healthcare organization, housing provider, and/or social service provider:
- 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.

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. (5 points)

I. Experience Promoting Racial Equity (Maximum 4 pages)

Describe:

- 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.
- 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)

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)

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

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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.

- **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.

7. Local CoC Rating Criteria based on HUD Rating Criteria, with local priorities adopted:

- a. Development Experience and Leveraging-24 points
- b. Managing Homeless Projects- 12 points
- c. Implementation Schedule- 15 points
- d. Number of PSH Units Created- 8 points
- e. Property Maintenance- 5 points
- f. Managing of Rental Housing- 8 points
- g. Coordinated Entry- 3 points
- h. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers- 8 points
- i. Experience Promoting Racial Equity- 8 points
- j. Community Integration for Persons with Disabilities- 7 points
- k. Section 3 Requirements- 2 points

CoC Builds Total Application Maximum Points: 100

8. 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.** CoC first will review applications to determine whether you 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 and Underwriting, Developer Benefits & Rate of Return Summary. 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 CoC Builds application score using the following process:
 - i. 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;

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ii. 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.

Guidance	Relates to: (Check all that apply)
1. Has your agency/service provider adopted the local CoC's Written Standards with regards to the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
2. Does your agency/service provider have Program Rules, Policies and Procedures that address the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
3. Does your agency/service provider commit to adopt and follow the local CoC Coordinated Entry Policies and Procedures?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
4. Does your agency utilize HMIS for entering client level data. Please include attachments that demonstrate data quality and annual performance of an existing project from October 1, 2023-September 30, 2024.	<input type="checkbox"/> HMIS participating project <input type="checkbox"/> Attach HMIS generated reports showing data quality and performance of existing project

AGENCY CERTIFICATIONS:

The following certification **must** be completed and **signed by an authorized agency representative** to be further considered for HUD CoC Builds program funding.

The undersigned agency hereby certifies that:

- a. The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.

[U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly

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presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid. HUD will prosecute false claims and statements and conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)].

- b. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- c. The agency shall comply with all federal and County policies and requirements applicable to the HUD CoC Builds program as appropriate for the funding if received.
- d. The proposed project will assist in alleviating the homeless shelter crisis in the jurisdiction it proposes to serve.
- e. If HUD CoC Builds funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.
- f. The agency certifies that the funded program will participate in the locally approved HMIS system and CES.
- g. If HUD CoC Builds funds are approved in the requested amount, the agency will provide a final budget summary.

Name of Agency	
Typed Name and Title of Agency Official	
Agency Official's Signature	Date of Signature
Phone Number of Agency Official	E-Mail Address of Agency Official