



Request for Qualifications (RFQ)

Introduction

The U.S. Department of Housing and Urban Development (HUD) released the Continuum of Care (CoC) Builds (CoCBUILDS) [Notice of Funding Availability \(NOFO\)](#) on July 22, 2024. The CoCBUILDS NOFO aims to address and reduce homelessness within CoC geographic areas by adding new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation. This one-time CoCBUILDS award under the CoC Program specifically targets efforts to support individuals and families where at least one household member has a disability.

HUD intends to award 25 projects nationwide, with competition expected to be highly competitive. Our region is eligible to submit one project and apply for up to \$5,000,000. In addition to construction, acquisition, or rehabilitation, requested funds can also cover supportive services, operational costs, and administrative expenses. The awarded project can start as early as 10/1/2025 and must be completed by 10/1/2030. Preference will be given to projects that will be ready for occupancy within 36 months of the award.

Summary of Allowed Project Types and Requirements

- New Construction:** Eligible projects include the construction of new permanent supportive housing units. These projects must be actively progressing, meaning that planning and initial steps (such as securing some funding, architectural designs, or zoning approvals) should already be underway. The project must have a clear timeline and milestones leading to the completion of new units.
- Acquisition:** Eligible projects can include the purchase of properties intended for conversion into permanent supportive housing. The acquired properties should not be in use as PSH units before the project and must be intended for conversion into PSH. This also includes ensuring that the necessary funding or financing arrangements are in place or being finalized.
- Rehabilitation:** Projects that involve significant rehabilitation or renovation of existing buildings to create new PSH units are allowed. This includes converting non-residential buildings, such as hotels or motels, into housing units. As with new construction and acquisition projects, these must also be actively progressing, with some level of pre-existing commitment or secured funding.

Key Requirements and Restrictions

- Active Project in Progress:** Eligible projects must be actively progressing, meaning that they should not be in the conceptual or early planning stages without any secured funding or

commitments. The project must have secured some level of funding or investment and be prepared to utilize the CoCBuilds funds to complete the financing and move forward.

- **Not for Existing PSH Projects:** The funding cannot be used for existing PSH projects that only require repairs or maintenance. The goal is to add new units or significantly transform existing structures into PSH units.
- **Coordinated Entry:** Projects must agree to accept referrals exclusively through the Coordinated Entry system for the CoCBuilds units, ensuring that housing is provided to those most in need according to a standardized assessment process.
- **Target Population:** The CoCBuilds units must serve households experiencing homelessness ([as defined under Category 1 in the homeless definition](#)) and include at least one household member with a disability¹. However, other units within the project may serve different populations.
- **Location:** This project must be located within NY-510 which includes all of Tompkins County and the City of Ithaca

Application Process

This Request for Qualifications (RFQ) is issued to identify projects that potentially meet the criteria and position the CoC in the most competitive stance. The CoC will collaborate with the highest-rated project(s) to complete the final application to HUD. Only one project will be selected to proceed to the final submission to HUD. The selected project will work with CoC staff to complete a 25-page application before the official deadline.

Eligible Applicants

Eligible applicants include:

- County governments
- City or township governments
- Special district governments
- Native American tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Nonprofit organizations with 501(c)(3) status
- Native American tribal organizations (other than Federally recognized tribal governments)

For-profit entities are ineligible to apply for grants and are prohibited from being subrecipients of CoC Program grant funds. However, they may serve as contractors for the project. A **subrecipient** determines eligibility for assistance, meets program objectives, makes programmatic decisions, adheres to regulations, and uses funds for public benefit. In contrast, a **contractor** provides goods or services within normal business operations, operates in a competitive market, and is bound by contract terms

¹ A person is considered to have a disability if the disability meets all of the following four criteria: 1. is expected to be of long, continuing, or indefinite duration; 2. substantially impedes the individual's ability to live independently; 3. could be improved by the provision of more suitable housing conditions; and 4. is one or more of the following: (a) physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; and/or (b) developmental disability; and/or (c) the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome.

rather than program compliance requirements.

Faith-based organizations may apply for this award on the same basis as any other organization; however, they may not use direct financial assistance from HUD to support or engage in any explicitly religious activities. Additionally, they may not discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, refusal to hold a religious belief, or refusal to attend or participate in a religious practice when providing services funded by HUD.

Submission:

RFQ Deadline: September 23, 2024, at 5 PM

Submission Requirements: Complete the application below and submit it as a Word document or PDF to Liddy Bargar Lbargar@hsctc.org

Scoring Criteria

A total of 100 points are available in the application. Only projects that score more than 60 points will be considered to advance into the National Competition. Score allocation is listed in the application.

Application

1. Applicant Contact Information

- a. Organization Name:
- b. Contact Person:
- c. Position/Title:
- d. Email Address:
- e. Organization Type (check one of the following):
 - County governments
 - City or township governments
 - Special district governments
 - Native American tribal governments (Federally recognized)
 - Public housing authorities/Indian housing authorities
 - Nonprofit organizations with 501(c)(3) status
 - Native American tribal organizations (other than Federally recognized tribal governments)

2. Development Team information. Please include any key players' information, such as additional contacts within the applicant organization, developers, contractors, or subrecipients.

3. Project Information

- a. Project Name:
- b. Project Location:
- c. Type of Project (New Construction, Acquisition, Rehabilitation):
- d. Brief Description of the Project:
- e. Total Estimated Project Cost:
- f. Total Number of Units:

- g. Estimated Cost per Unit:
- h. Total Request Amount for CoCBuilds:
- i. Number of Units Created through CoCBuilds:
- j. Anticipated Project Start and Completion Dates:
- k. Current Stage of Project (planning, zoning approval, construction, etc.):

4. Target Population

- a. Target population for CoCBuilds (maximum 11 points):
- b. Target population for other units within the building:

5. Project Readiness: Please describe key implementation schedules, including site control, environmental review, start and completion dates, anticipated date for the issuance of the occupancy certificate, and expected date for occupancy (maximum 12 points)

6. Coordinated Entry

- a. Will the proposed CoCBuilds units only accept clients from Coordinated Entry?
 Yes No
- b. If this project includes units other than CoCBuilds units, will the rest of the building also accept clients from Coordinated Entry (Maximum 13 points)?
 Yes No

If yes to Q6b, how many units will be dedicated to accept coordinated Entry?

7. Development Experience and Leveraging (Maximum 16 points)

- a. Have the applicant and subrecipients built at least four other projects with similar scope and scale?
 Yes No, If yes, please list the address and project name:

Address	Project Name

- b. Have you, your developer, or relevant subrecipients leveraged other resources such as tax credits, HOME, CDBG, ESSHI, HHAP in past projects? Provide no more than 3 prior projects as example
 Yes No. If yes, please provide details below:

Project name	Funding sources	Amount

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8. Leverage Resources (Maximum 18 points)

a. Have you secured commitments for new construction, acquisition, or rehabilitation for the proposed project, such as HHAP or tax credit?

Yes No. If yes, please provide details:

Commitment Sources	Construction(\$)	Permanent(\$)	Any special requirements (such as those that would limit the project to certain populations)

b. Have you secured commitments for ongoing subsidies, operation, or supportive services for the proposed project, such as ESSHI or project based vouchers?

Yes No. If yes, please provide details:

Commitment Sources	Dollar amount	Any special requirements (such as those that would limit the project to certain populations)

c. Have you submitted additional requests for funding that you expect to receive before Nov 2024?

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9. Managing Homeless Projects (Maximum 12 points)

a. Does your organization or your subrecipient have experience administering programs for individuals and families experiencing homelessness, including those where one member of the household has a disability?

Yes No. If yes, please list the target population and program name(s):

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• If yes to Q8a is selected above, answer the following questions:

1. Have you managed at least four properties? (8 pts)

Yes No. If yes, please list the 4 properties locations and program names if applicable.

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2. Do you provide supportive services such as case management, healthcare, and other services? (3 pts)

Yes No.

3. Do you provide transportation options for program participants? (1 pt)

Yes No.

• If no to Q8a is selected, answer the following questions:

1. Have you or your subrecipient had experience administering programs for other populations at risk of homelessness, including households with a disabled member or similar populations? Please explain the target population and services provided. (5pt)

10. Management of Rental Housing (Maximum 10 points)

a. Do you or your subrecipient have experience managing rental housing projects, including both assisted and non-assisted units?

Yes No. If yes, please provide details:

11. Experience Promoting Racial Equity (Maximum 8 points)

a. Do you have experience with racial equity, including engaging underserved communities, building partnerships with grassroots organizations, and designing, planning, and implementing housing projects with people with lived experience? (8 pts)

Yes No. If yes, please describe your experience: (500 words or less):