



**KEY to  
HOME**

**NOTICE OF FUNDING OPPORTUNITY**

**FY24 Continuum  
of  
Care (CoC) Builds**

OKLAHOMA CITY CONTINUUM OF CARE (CoC OK-502)

**A. OVERVIEW**

The Continuum of Care (CoC) Program is a federal initiative that provides funding to support community efforts to end homelessness. On July 22, 2024, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Opportunity (NOFO) for the CoC Builds funding competition. The CoC Builds NOFO supports the creation of new units of permanent supportive housing (PSH) by providing capital funding for construction, acquisition, rehabilitation or conversion of PSH.

The City of Oklahoma City is eligible to compete for up to \$5 million in CoC Builds funding for one project. The Key To Home Allocations Committee and Board are responsible for selecting the project that Oklahoma City will submit to HUD for the national competition. This RFP invites proposals for a local competition that will be used to select the CoC Builds project application that Oklahoma City will submit to HUD.

Potential applicants should carefully review the information in this RFP and read the full text of the HUD [CoC Builds Notice of Funding Opportunity](#) (referred to throughout this RFP as “HUD NOFO”) before deciding whether to submit an application for the local competition.

**Key Dates**

9/6/24	COC BUILDS LOCAL NOFO RELEASED
9/20/24	TA WITH POTENTIAL APPLICANTS (link <a href="#">HERE</a> )
10/21/24	APPLICATIONS DUE TO COC
WEEK OF 11/11 – 11/15/24	ALLOCATIONS COMMITTEE MEETING – PROJECT DETERMINED & APPLICANT NOTIFIED
11/18/24	FULL APPLICATION PACKAGE ENTERED IN GRANTS.GOV
11/19/24	APPLICATION SUBMITTED

**Questions:**

Questions about the local competition should be sent to [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov) and cc [sharon.leveston-sharpe@okc.gov](mailto:sharon.leveston-sharpe@okc.gov) with “CoC Builds RFP Assistance” in the subject line.

Questions about the HUD CoC Builds funding competition should be sent to [CoCBUILDS@hud.gov](mailto:CoCBUILDS@hud.gov).

## **B. FUNDING OPPORTUNITY GUIDELINES**

Projects must adhere to the detailed guidelines provided in the [HUD CoC Builds NOFO](#) and summarized below.

### **Eligible Applicants**

Eligible project applicants include legally incorporated nonprofit organizations, public housing authorities, Indian Tribes and Tribally Designated Housing Entities, other government entities, and faith-based organizations. For-profit entities and individuals are not eligible. Project applicants must demonstrate the financial and management capacity and expertise to implement the project and administer HUD funds in alignment with federal requirements and be registered in the System for Award Management (SAM.gov). See pages 16-19 of the HUD NOFO for more information on these eligible applicant categories.

While CoCs may only submit one project application, projects may include one or more additional subrecipients that will contribute toward the goals of the project. All subrecipients participating in the project must meet the criteria for eligible project applicants.

HUD will only accept CoC Builds project applications from CoC Collaborative Applicants. The Oklahoma City CoC Lead Agency will submit the application to HUD on behalf of the applicant organization.

### **Eligible Projects**

- Eligible projects must provide new units of PSH through construction, acquisition, rehabilitation or conversion. PSH is permanent housing in which supportive services are provided to assist households with disabilities who are experiencing homelessness to live independently.
- Project participants must meet HUD's definition of homelessness and must be individuals with disabilities or families in which one adult or child has a disability.
- Projects must be located within the Oklahoma City city limits.

### **Funding**

Applicants may request up to \$5,000,000 in HUD funding for one project.

- At least 70% of the requested HUD funding must be for capital costs for new construction, acquisition, rehabilitation or conversion of PSH units.
- Up to 20% of the requested HUD funding may be for CoC Program eligible costs for supportive services, operating costs or project-based rental assistance.
- Up to 10% of the requested HUD funding may be for administrative costs.

See pages 34-35 of the HUD NOFO for more information on eligible costs within each of these categories.

All awards for capital funds are one-time awards. Awards for non-capital costs may be eligible for renewal in HUD's CoC Program Competition.

**Grant Terms**

Grant terms may be two, three, four or five years.

Projects selected for conditional award must be able to:

- Provide proof of site control prior to execution of the grant agreement
- Execute the grant agreement with HUD no later than September 1, 2025
- Have a completed environmental review before awarded funds can be drawn for project activities
- Meet the timeliness standards outlined in 24 CFR 578.85 for new construction or rehabilitation activities

**CoC Program Requirements**

- Projects must use a Housing First approach, including no preconditions or barriers to entry and provision of necessary supports to maintain housing and prevent a return to homelessness.
  - Projects are required to use the Oklahoma City CoC's coordinated entry system to refer and place households into the PSH units based on the City's prioritization criteria.
  - Projects are required to enter all participant data into the Oklahoma City CoC's Homeless Management Information System (or a comparable database for domestic violence providers).
  - Projects must demonstrate cash or in-kind match of at least 25% of requested HUD funds. All costs paid for with matching funds must be activities that are eligible under the CoC Program. Matching funds may be from public or private sources.
  - Project applicants must be in good standing with HUD, including no outstanding delinquent federal debts, no debarments or suspensions, and no unresolved civil rights matters.
  - In evaluating applications for funding, HUD will consider an applicant's past performance with previous federal funding, including timely use of funds, timely submission and quality of reports, meeting program requirements, and meeting performance targets.
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**C. APPLICATION PROCESS**

This RFP solicits proposals for the local competition which will be used to select the project that will be submitted to HUD as the Oklahoma City CoC’s entry in the national competition. Applications to HUD for the national competition must be completed by the organization requesting funds but must be submitted by the CoC’s Collaborative Applicant.

**Application Requirements**

Project applications must meet the requirements of the Oklahoma City CoC and the Federal Department of Housing and Urban Development. This includes:

- Each applicant must submit a threshold and summary cover application with their full application. The threshold and summary application is NOT scored but only used to determine project and applicant eligibility so please keep responses as brief as possible.
- Up to 25 pages of narrative in response to the questions on pages 35-40 of the HUD NOFO
- Up to 6 pages of narrative in response to the questions on pages 22-24 of the HUD NOFO
- A budget using HUD’s budget template

**(Eligibility and Budget forms can be located at [www.okc.gov/homeokc](http://www.okc.gov/homeokc) under the “Continuum of Care Notices and Applications” tab on the left of the page.)**

Upon receiving project applications, the CoC will connect the applicant to the remaining forms required to make the final submission of the application to HUD.

The application is due to the Oklahoma City CoC by October 21, 2024.

Oklahoma City CoC staff will be responsible for uploading and submitting the completed and finalized application materials to HUD in grants.gov.

**Timeline**

9/4/24	COC BUILDS LOCAL NOFO RELEASED
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## D. EVALUATION CRITERIA

### Threshold Review

All applications must contain a Threshold and Summary cover sheet. CoC staff will review all local applications to ensure they meet the following minimum threshold criteria. Projects that do not meet these criteria will not move forward in the selection process:

Rating factor	Requirement
Applicant eligibility	Applicant and sub-recipients meet applicant eligibility requirements described in Section B
Project eligibility	Proposed project meets project eligibility requirements described in Section B
Funding	Proposed budget aligns with the funding guidelines described in Section B
CoC Program requirements	Applicant confirms that the project will meet all CoC Program requirements described in Section B
HUD application requirements	Applicant confirms that it has the capacity and availability to complete the HUD application requirements described in Section C

[SEE FOLLOWING PAGE FOR SCORING CRITERIA]

**Evaluation Committee Scoring**

Applications that pass the threshold review will be scored by an evaluation committee based on the following rubric. The rating factors, criteria and point assignments in the rubric reflect HUD’s priorities for the CoC Builds competition with the goal of selecting the application that will be most competitive in the national competition:

Rating Factor	Points	Criteria
Applicant capacity	8	Applicant and subrecipients demonstrate the financial and management capacity and experience to carry out the project and administer federal funds.
Development experience	8	Applicant, developer and applicable subrecipients have experience developing at least four projects with a similar scope and scale as the proposed project.
Resource leveraging	16	The application demonstrates the ability to leverage the other funding resources needed for the proposed project.
Operating experience	12	Applicant and applicable subrecipients have experience operating and providing supportive services in at least four PSH projects.
Implementation schedule	12	The proposed implementation schedule is complete and provides a realistic plan for achieving occupancy within 36 months of award.
Management of rental housing	12	Applicant and/or applicable subrecipients have experience managing at least four times the number of properties and units as in the proposed project and demonstrate the ability to effectively maintain the property.
Coordination with housing providers, healthcare organizations and service providers	10	The project leverages (a) non-CoC funded services through coordination with housing providers, healthcare organizations or service providers with a value equivalent to at least \$7,500 per unit or (b) non-CoC funded housing subsidies for at least 25% of the units.
Experience promoting racial equity	8	Applicant and relevant subrecipients have experience engaging underserved groups to provide input, building partnerships with grassroots and resident-led organizations, and designing or operating programs that have improved racial equity.
Community integration for persons with disabilities	7	The project will support participants to fully participate in the community, and the PSH units will ensure participants are integrated into the community.

## **E. APPLICATION ITEMS AND ADDITIONAL INFORMATION**

### **Local NOFO and Application Materials:**

<https://www.okc.gov/departments/planning/programs/homelessness/continuum-of-care>

### **CoC Builds website:**

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/cocbuilds](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds)

### **Frequently asked questions:**

[https://www.hud.gov/sites/dfiles/CPD/documents/CoCBuilds\\_FAQs.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/CoCBuilds_FAQs.pdf)

Send questions to [CoCBuilds@hud.gov](mailto:CoCBuilds@hud.gov)

ACCESS LINK FOR SEPTEMBER 20TH TA MEETING [HERE](#).