

**ORANGE COUNTY
CONTINUUM OF CARE**

**REQUEST FOR PROPOSALS FOR CONTINUUM OF CARE
BUILDS PROJECTS**

Release Date

September 12, 2024

Submission Deadline

October 4, 2024, at 5:00 p.m. (PDT)

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INTRODUCTION

On July 22, 2024, the U.S. Department of Housing and Urban Development (HUD) announced the availability of \$175 million through a first-of-its-kind funding for new construction, acquisition, or rehabilitation of permanent supportive housing (PSH). Through one-time awards under the Continuum of Care (CoC) program, the CoC Builds (CoCBuilds) Notice of Funding Opportunity (NOFO)¹ will enable communities to develop new units of rental housing with supportive services for people experiencing homelessness. HUD is making approximately \$175 million available.

The CoCBuilds NOFO outlines HUD's Strategic Plan Goals and Objectives, including:

- Support Underserved Communities
- Reduce Homelessness
- Ensure Access to and Increase the Production of Affordable Housing
- Increase the Supply of Housing
- Advance Sustainable Communities
- Strengthen Environmental Justice
- Integrate Health and Housing

The following are HUD policy priorities specific to the CoCBuilds NOFO:

- Increasing Affordable Housing Supply Using a Housing First approach.
- Ensuring Access to Supportive Services and Public Services
- Partnering with Housing, Health, and Service Agencies

The CoCBuilds NOFO also highlights important information that CoCs and project applicants should consider while preparing new project applications, consistent with the requirements of the Consolidated Appropriations Act, 2023, including the fact that proposed projects must meet the project eligibility and project quality threshold requirements established by HUD. HUD is encouraging CoCs to leverage other funding sources with the funding awarded through the CoCBuilds NOFO to maximize the number of PSH units created for individuals and families experiencing homelessness. HUD also encourages the conversion of existing buildings or structures, such as hotels, motels, residential care facilities, vacant office or retail space, into PSH as a cost-effective alternative to new construction, as described in the HUD CoCBuilds Webinar.

The County of Orange, as the Collaborative Applicant for the Orange County CoC, is seeking project proposals from organizations that have experience with the acquisition, construction, and/or rehabilitation of PSH and can propose a competitive project as part of the Orange County CoC's CoCBuilds NOFO application.

FUNDING

The Orange County CoC is eligible to apply for a maximum of **\$7,500,000 in CoCBuilds** funding during the CoCBuilds NOFO. This RFP will be utilized to identify new projects for the CoCBuilds funds available through the CoCBuilds NOFO. All proposed services must be new, and proposed project funding cannot replace other existing funding sources.

¹ CoCBuilds NOFO: https://www.hud.gov/sites/dfiles/CFO/documents/Foa_Content_of_FR-6800-N-25A.pdf

PROJECT TYPE

The Orange County CoC will only solicit CoCBUILDS project proposals for the following project type:

- **Permanent Supportive Housing (PSH) projects**

HUD states that projects selected for conditional award must be able to provide proof of site control (24 CFR 578.25) prior to execution of the grant agreement and execute the grant agreement with HUD no later than September 1, 2025. As such, applicants are encouraged to identify PSH projects that are already in process that could benefit from additional gap funding. New projects funded by the CoCBUILDS funding must serve individuals and/or families who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Project proposals may also serve special populations, such as Transitional Age Youth (TAY), Older Adults or other special populations identified, so long as they are captured in HUD’s definitions of homeless as detailed above. Additionally, although the Orange County CoC can only submit one project application, inclusion of one or more subrecipients that will contribute towards the goals of the CoCBUILDS NOFO (e.g., capital costs, housing, supportive services) is encouraged.

Eligible costs of the FY2024 RFP for CoCBUILDS Projects include 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). The Orange County CoC will reject any request for ineligible costs.

PSH is permanent housing in which supportive services are provided for individuals and families experiencing homelessness with a disability to live independently. PSH project(s) funded under the CoCBUILDS NOFO must also follow Housing First principles and participate in the Coordinated Entry System. For more information on PSH project type, see [24 CFR 578.3](#).

Category	Description
Eligible Applicants	<ul style="list-style-type: none"> • 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, and • Others²
Eligible program participants	<p>Eligible program participants are individuals and families experiencing homelessness as outlined in 24 CFR 578.37(a)(1)(i) and have a documented disability, as detailed below.</p> <ul style="list-style-type: none"> • Individuals (adult only household) must have a documented disability

² See 24 CFR 578.15 for additional information on eligibility, or pages 16 – 19 of the CoCBUILDS NOFO.

	<ul style="list-style-type: none"> Families (households with at least one minor child) must have an adult or minor child with a documented disability
Eligible Activities and Costs	<ul style="list-style-type: none"> 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) Project administrative costs (24 CFR 578.59). <p>The majority of the funding request must be for capital costs. No more than 20% of the total funds requested can include other CoC Program budget line items. No more than 10% of the total funds requested can include administrative costs.</p>
Match	<ul style="list-style-type: none"> Must at minimum be equal to 25 percent of total grant request. Match can be cash or in-kind and must be spent on eligible project costs. 24 CFR 578.3 provides the information regarding match requirements.
HMIS	Must agree to participate in the Orange County HMIS or comparable database if qualified victim service provider.
Coordinated Entry	Must agree to participate in Orange County Coordinated Entry System.
Housing First Model	Must operate a Housing First Model.

PROPOSAL MINIMUM REQUIREMENTS

HUD Threshold Requirements

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Project proposals from ineligible applicants are not rated or ranked and will not receive HUD funding. The CoCBUILDS NOFO requires all project applicants to meet threshold requirements as listed in Section III.D. Threshold Eligibility Requirements:

1. Resolution of Civil Rights Matters

Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

- a. An applicant is ineligible for funding if the applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD’s satisfaction before or on the application deadline date for the CoCBUILDS NOFO.
 - 1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or familial status;

- 2) Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. § 3614(a);
 - 3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
 - 4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act; or
 - 5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.
- b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:
- 1) Current compliance with a voluntary compliance agreement signed by all the parties;
 - 2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;
 - 3) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
 - 4) Current compliance with a consent order or consent decree;
 - 5) Current compliance with a final judicial ruling or administrative ruling or decision; or
 - 6) Dismissal of charges.

OTHER PROGRAM-SPECIFIC REQUIREMENTS

1. Project Applications:
 - a. Must include capital costs for new construction, acquisition, or rehabilitation of new PSH units;
 - b. May include costs for other eligible CoC Program Costs associated with the PSH project, as outlined in Section IV.G.3 of the CoCBuilds NOFO, that are no more than 20 percent of the total budget requested (HUD will award no more than 20 percent of final award for non-capital costs eligible CoC activities associated with the PSH project);
 - c. May include administrative costs of no more than 10 percent of the total amount requested for capital costs and, if included, eligible CoC Program costs outlined in Section IV.G.3 of the CoCBuilds NOFO. HUD will award no more than 10 percent of final award for administrative costs associated with the PSH project).
2. Grant terms may be two, three, four, or five years. Projects selected for conditional award must be able to:
 - a. Provide proof of site control (24 CFR 578.25) prior to execution of the grant agreement; and
 - b. Execute a grant agreement with HUD no later than September 1, 2025.

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Additionally, projects selected for conditional award must:

- c. Have a completed environmental review before awarded funds can be drawn for project activities; and
- d. Meet the timeliness standards outlined in 24 CFR 578.85 for new construction or rehabilitation activities.

The proposed project should have a grant term based on the type of capital costs requested and a realistic time frame for completion. Generally, rehabilitation and acquisition time frames are less than new construction. See [24 CFR 578.85](#) for timeliness requirements related to new construction and rehabilitation projects.

RFP REVIEW, SCORING AND SELECTION PROCESS

Applicants responding to this RFP must submit materials as described in this document. **Project proposals that are late, incomplete, or substantially deficient will not be advanced to the CoCBuils NOFO Ad Hoc (Ad Hoc) for scoring.** All project proposal applications will be reviewed to ensure they meet HUD threshold requirements and quality standards. Any correctable deficiencies will be identified, and selected applicants will have the opportunity to submit corrected documents before the final CoCBuils Application is submitted to HUD.

The CoC will convene an unbiased, non-conflicted Ad Hoc to review each project proposal. Any member of the CoC who is submitting a project proposal application or is affiliated with an organization that is submitting a project proposal application will not participate in the evaluation process or otherwise influence those that are evaluating the project proposal applications.

The Ad Hoc will receive the project proposal applications and scoring instructions in advance of the meeting and will hold a meeting to review and average their scores and arrive at a decision about which project to recommend for funding. Should there be a need for clarification, the Ad Hoc may call in high performing applicants for a Question-and-Answer Session. This session is at the discretion of the Ad Hoc.

The final selected of project, as determined by the Ad Hoc, will be included in the final Orange County CoC CoCBuils NOFO Application that is submitted to HUD. The selected applicant will need to complete and sign the following Grants.Gov forms:

- Application for Federal Assistance (SF-424)
- HUD Applicant-Recipient Disclosure Report
- Applicant and Recipient Assurances and Certifications (HUD-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Assurances for Construction Programs (SF-424D)
- Assurances for Non-Construction Programs (SF-424B)
- Budget Information for Non-Construction Programs (SF-424A)
- Grants.gov Lobbying Form
- Certification of Consistency with the Consolidated Plan (HUD-2991)
- Code of Conduct, if not listed on HUD's website

Selection of a project does not guarantee funding, as HUD will review and assess all project applications for threshold compliance and project quality. After HUD has made selections, HUD will finalize specific terms

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of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award as provided under 2 CFR 200.208.

Scoring Criteria

All proposed PSH projects will be scored on a 100-point scale using the following criteria:

Rating Factor	Description of Basis for Assigning Points	Points
Development Experience and Leveraging	<ul style="list-style-type: none"> • Demonstrated experience with at least four other projects that have a similar scope and scale as the proposed project (up to 8 points) • Demonstrated experience leveraging resources substantially similar to the funds being proposed in the project (up to 8 points) • Provided information regarding the availability of low-income housing tax credit commitments, project-based rental assistance, and other resources dedicated to the proposed project (up to 8 points) 	24
Managing Homeless Projects	<ul style="list-style-type: none"> • Demonstrated experience administering programs for individuals and families experiencing homelessness where at least one member of the household has a disability, including: <ul style="list-style-type: none"> ○ Experience managing at least 4 properties (up to 8 points) ○ Type and frequency of supportive services that will be available (up to 3 points) ○ Providing transportation for program participants (1 point) 	12
Implementation Schedule	<ul style="list-style-type: none"> • Completed an implementation schedule based on the proposed project. Based on type of capital cost requested, applicant provided: <ul style="list-style-type: none"> ○ If New Construction cost - dates regarding construction ○ If Acquisition cost - date property will be required ○ If Rehabilitation cost - dates rehabilitation of the property will begin and end • Provide the proposed schedule for activities such as <ul style="list-style-type: none"> ○ site control ○ environmental review completion ○ execution of grant agreement ○ start and completion dates ○ anticipated date the jurisdiction will issue the occupancy certificate ○ and date property will be available for individuals and families experiencing homelessness to begin occupying units • Proposed project implementation schedule will likely ready the project for occupancy within 36 months of funding award 	12
Property Maintenance	<ul style="list-style-type: none"> • Demonstrated how the property will be maintained annually to prevent unnecessary costly repairs, including: <ul style="list-style-type: none"> ○ how the property will be maintained annually and needed repairs are conducted ○ 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 ○ how the project will be able to cover replacement costs 	5
Unmet Housing Need	<ul style="list-style-type: none"> • Described the population that will be served by the proposed project and the level of unmet need for new units of PSH in Orange County 	5

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	<ul style="list-style-type: none"> Using the Point In Time (PIT) Count and Housing Inventory Count (HIC) information, applicant provided justification that the proposed project will fulfill a current unmet housing need for the CoC 	
Budget and Match	<ul style="list-style-type: none"> Budget is reasonable for the proposed project, total number of units and participants to be served is clearly articulated Applicant can provide the required match of at least 25% is included and documented Applicant can demonstrate how leverage housing resources and/or health care resources contribute to the overall budget of the project proposed 	2
Management of Rental Housing	<ul style="list-style-type: none"> Describe the rental housing projects the agency has managed, including: <ul style="list-style-type: none"> 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 the number of assisted and non-assisted units in each property listed 	10
Coordinated Entry	<ul style="list-style-type: none"> Describe how the project will participate in the Orange County CoC’s Coordinated Entry System, or in the case of victim service providers, another coordinated entry process that meets U.S Department of Housing and Urban Development (HUD)’s minimum requirements, to refer individuals and families experiencing homelessness to the new units of the proposed project 	3
Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers	<ul style="list-style-type: none"> Leverage Housing Resources (5 points) – Project demonstrates either <ul style="list-style-type: none"> leveraging of 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 leveraging of non-CoC funded housing resources to provide subsidies for at least 25 percent of the units that are proposed in the application Formal Written Agreements (5 points) – Project demonstrates through written commitment from a healthcare organization, housing provider, and/or social service provider: <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>Full points will be given to projects that 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 and ensure in-kind resources are valued at the local rates consistent with the amount paid for services not supported by grant funds.</p>	10
Experience Promoting Racial Equity	<ul style="list-style-type: none"> Demonstrated: <ul style="list-style-type: none"> experience soliciting, obtaining, and applying input from underserved communities 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 Described any potential barriers to persons or communities of color equitably benefiting from the proposed project and detail the steps taken to prevent, reduce, or eliminate these barriers 	10

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Community Integration for Persons with Disabilities	<ul style="list-style-type: none"> • Described how the proposed 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 • Described how the units will ensure non-segregation of individuals and families experiencing homelessness where at least one household member has a disability • Described whether the units will be part of mixed-use development, meaning individuals and families that will reside in the units are not all disabled 	7
Section 3 Requirement	<ul style="list-style-type: none"> • Described the actions that will be taken to comply with Section 3³ 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 75⁴ 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 	2
Total Points Possible		100

REQUEST FOR PROPOSAL (RFP) REQUIREMENTS

The RFP process will include a comprehensive review of the following:

1. Threshold Requirements for Agency
2. Technical Requirements
3. Document Presentation Requirements
4. Required Documents

The RFP process will also include a thorough review of an agency’s:

1. Capacity to administer a PSH project in the Orange County CoC;
2. Experience administering similar programs as indicated in the Threshold Requirements for Applicant Agency section below; and
3. Project proposal for homeless PSH and determination of how the agency and project meet HUD’s policy priorities as indicated in the CoCBUILDS NOFO.

Threshold Requirements for Applicant Agency

The RFP for CoCBUILDS Projects will require all applicant agencies to meet the below Threshold Requirements:

1. Applicant must be an eligible entity;
2. Applicant must have financial and management capacity to carry out the project;
3. Applicant must show experience in providing services related those in this RFP;
4. Applicant must submit required certifications and documentation;
5. Applicant must commit to participate in HMIS and Coordinate Entry System; and

³ The Section 3 program requirements are included on the HUD Exchange website:

<https://www.hudexchange.info/programs/section-3/>

⁴ The regulations for Section 3 are included in 24 CFR Part 75: <https://www.ecfr.gov/current/title-24/subtitle-A/part-75>

6. Applicant must complete and timely submit the RFP.

Technical Requirements

1. One (1) electronic copy via Dropbox with completed RFP submission – including exhibits, attachments, and supporting documents – to be organized and separated per Document Presentation Requirements.
 - Note: **Do not submit all Exhibits and Attachments as one condensed file.** Each Exhibit and Attachment should be labeled as a separate file.
 - DropBox Instructions:
 - i. Create a Dropbox account.
 - ii. Click [here](#) to view instructions on how to use Dropbox or visit <https://learn.dropbox.com/self-guided-learning/dropbox-fundamentals-course/how-to-use-dropbox>
 - iii. Option 1: Share files via Dropbox link to the following email addresses:
 1. CareCoordination@ocgov.com
 2. felicia.boehringer@ocgov.com
 3. sarah.jones@ocgov.com
 - iv. Option 2: Copy the Dropbox link to the files and paste it into an email to the above email addresses.

Document Presentation Requirements

1. No late submissions will be accepted.
2. The electronic submissions must include a separate file for each Exhibit and Attachment and must be labeled accordingly.
3. Most recent documentation is to be submitted for each Exhibit and Attachment.
4. Do not leave any blank responses without an explanation, even if question is not applicable (e.g., if the question is not applicable, indicate “N/A”).
5. All documents with a signature block must be signed by the authorized representative(s), as listed in Exhibit 1. Digital/DocuSign signatures are acceptable.
6. All supporting documents must be included in the submission.
7. All supporting documents must be legible.

REQUIRED DOCUMENTS

The following documents must be submitted:

- **CoCBuils Project Documents Checklist**
- **Cover Letter** (signed by Authorized Signatory as listed in Exhibit 1)
- **Exhibit 1: Agency Information Form**
 - **Attachment 1:** Organizational Chart – include Board of Director’s body as it relates to the entire organization, and organization’s staff names and titles/positions. Include organizational chart of developer partners or other subrecipients, if applicable.
 - **Attachment 2:** Board of Directors’ Roster and Resolution authorizing submittal of the RFP for project application in the CoCBuils NOFO competition process
 - **Attachment 3:** State Certificate of Status
 - **Attachment 4:** 501(c)3 Certification, if applicable

- **Exhibit 2: Financial Assessment**
 - **Attachment 5:** Two most recent single audits⁵, previously known as the OMB Circular A-133 audit, if applicable. If not applicable, please instead submit the two most recent agency financial audits by a certified public accountant (CPA)⁶
- **Exhibit 3: Related Experience and Approach**
- **Exhibit 4: Project Information Form**
 - **Attachment 6:** Certification of Consistency in the Consolidated Plan
 - **Attachment 7:** HUD Form 424-CBW Grant Application Detailed Budget Worksheet
 - **Attachment 8:** Financial Commitment – 25% Match Documentation, including letters of match commitment and/or in-kind Memorandum of Understanding (MOU)
- **Exhibit 5: Promoting Racial Equity and Community Integration for Persons with Disabilities**
- **Exhibit 6: Development Leveraging**
 - **Attachment 9:** Identified Site Assessment
- **Exhibit 7: Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers**
 - **Attachment 10:** Housing Resources Leveraging Commitment(s)

BRIEF OVERVIEW OF REQUIRED DOCUMENTS

Agency Information Form (Exhibit 1)

Exhibit 1 captures information related to the applicant agency’s administrative details, such as agency type, administrative address, general contact information, and primary point of contacts information.

Organizational Chart (Attachment 1)

The organizational chart of the agency should include the Board of Director’s body as it relates to the entire organization, and organization’s staff names and titles/positions. If developers and/or subrecipients are included within the project proposal, include associated organizational charts, as well.

Board of Directors’ Roster and Resolution (Attachment 2)

The Attachment should indicate the Board of Directors for the agency and should specify if the Board of Directors includes at least one person with lived experience of homelessness. The Board of Directors’ resolution portion of the attachment should clearly indicate that the agency is authorized to submit a project proposal as part of the CoCBUILDS NOFO competition process. If an authorized representative is named in the board of directors’ resolution, the authorized representative’s name should align with the authorized representative indicated in Exhibit 1. Board of Directors’ Resolution must be completed and dated between June 1, 2024, and October 31, 2024. The Board of Directors’ resolution should clearly indicate that the agency is authorized to apply for funding as part of the FY2024 CoCBUILDS NOFO competition.

State Certificate of Status (Attachment 3)

The Certificate of Status certifies to the current status of the agency (e.g., active/good standing, suspended, dissolved, cancelled, etc.). Certificates of Status (Online) - certificates of status are available at bizfileOnline.sos.ca.gov.

⁵ Single audits must be dated 2021 or later.

⁶ Financial audits must be dated 2021 or later.

501(c)3 Certification (Attachment 4)

The 501(c)3 Certification recognizes exempt status under IRC Section 501(c)(3) by the Internal Revenue Service (IRS).

Financial Assessment (Exhibit 2)

Exhibit 2 evaluates an agency's financial information, such as the Employer or Taxpayer Identification Number (EIN/TIN), System Award Management (SAM), whether an agency has unresolved fiscal, reporting, or program issues with any of its funding sources, and if an agency has had to return any federal, state, or local funds to any funders within the last three (3) years.

Two most recent single audits (Attachment 5)

A single Audit, previously known as the OMB Circular A-133 audit, is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that a non-federal entity has adequate internal controls in place and is generally in compliance with program requirements. Non-federal entities typically include states, local governments, Indian tribes, universities, and non-profit organizations.

Related Experience and Approach (Exhibit 3)

Exhibit 3 captures an agency's experience in administering PSH projects for individuals and families experiencing homelessness where one member of the household has a disability, including experience managing at least 4 properties, information on the type and frequency of supportive services that will be available for the proposed project, experience leveraging resources substantially similar to the funds being proposed in the current project and experience providing transportation for program participants.

Project Information Form (Exhibit 4)

Exhibit 4 captures information on the proposed project and project implementation schedule to ensure that project design and activities meet the needs outlined in the RFP, as well as evaluates how the proposed project will fill an unmet housing need for the population to be served, operate within the Orange County CES and describe the actions that will be taken by the agency to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3).

Certification of Consistency in the Consolidated Plan (Attachment 6)

The standard form HUD-2991, Certification of Consistency with the Consolidated Plan in which a state or local official certifies the proposed project, and activities are consistent with the jurisdiction's Consolidated Plan and, if the project applicant is state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of 24 CFR part 91. The CoCBUILDS program requires a certification of Consistency with the Consolidated Plan under [24 CFR 91.2](#). Form HUD-2991 must be completed and dated between June 1, 2024, and October 31, 2024. Instructions for completing the Certification of Consistency in the Consolidated Plan can be found on the [CoCBUILDS NOFO webpage](#).

HUD Form 424-CBW Grant Application Detailed Budget Worksheet (Attachment 7)

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The HUD Form 424-CBW is to be used to provide detailed budget information regarding a proposed program. Instructions for completing the HUD Form 424-CBW can be found on the [CoCBuils NOFO webpage](#).

Financial Commitment – 25% Match Documentation (Attachment 8)

The CoCBuils NOFO has a 25% match requirement that can be cash or in-kind, or a combination of both. 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as a match must provide an estimate of how much program income will be used for the match.

Promoting Racial Equity and Community Integration for Persons with Disabilities (Exhibit 5)

Exhibit 5 captures an agency's experience in experience soliciting, obtaining, and applying input from underserved communities when designing, planning, and implementing housing project and demonstrates how the proposed project will enable persons with disabilities participating in the proposed project to make meaningful choices about housing, health care, and long-term services and supports that will allow them to fully participate in the community.

Development Leveraging (Exhibit 6)

Exhibit 6 allows an agency to provide information regarding the availability of resources dedicated to the proposed project.

Identified Site Assessment (Attachment 9)

Attachment 9 is intended to serve as an assessment of the proposed identified site(s) of current properties under construction or rehabilitation where potential CoCBuils funds could be used to obtain units.

Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers (Exhibit 7)

HUD emphasizes on the creation of projects that coordinate with housing providers, healthcare organizations, and social service providers to provide permanent supportive housing services. Exhibit 7 captures whether the proposed project will leverage housing, healthcare organizations, and/or social service providers.

Housing Resources Leveraging Commitment(s) (Attachment 10)

Attachment 10 will serve as a letter of commitment(s), contract(s), or other formal written document(s), that demonstrate the percentage of housing subsidies or number of units being provided to support the project. Additionally, Attachment 10 will serve as a written commitment(s) from a healthcare organization, housing provider, and/or social service provider that demonstrate 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. Instructions for completing the Housing Resources Leveraging Commitments can be found on the [CoCBuils NOFO webpage](#).

TIMELINE AND DUE DATES

Activity	Dates
HUD released CoCBuils NOFO	July 22, 2024
RFP for CoCBuils Projects Released	September 12, 2024
Technical Assistance Office Hours via Microsoft Teams. Contact Felicia Boehringer at felicia.boehringer@ocgov.com and Jasmin Miranda at jasmin.miranda@ocgov.com to schedule an appointment.	September 13, 2024, to September 30, 2024
Question and Answer Period Ends	October 2, 2024, at 5:00 p.m. (PDT)
Deadline for Agencies to submit proposals in response to RFP for CoCBuils Projects to the Collaborative Applicant	October 4, 2024, at 5:00 p.m. (PDT)
HUD submission deadline for CoCBuils NOFO	November 21, 2024

SUBMITTAL

It is the sole responsibility of the Agency to ensure that submission is prior to the due date and time. The Request for Proposals for Continuum of Care Builds Projects, including all Exhibits and Attachments must be submitted via Dropbox by 5:00 pm. PDT on Friday, October 4, 2024, to:

Option 1: Share files via Dropbox link to the following email addresses:

1. CareCoordination@ocgov.com
2. felicia.boehringer@ocgov.com
3. sarah.jones@ocgov.com

Option 2: Copy the Dropbox link to the files and paste it into an email to the above email addresses.

RIGHT OF ORANGE COUNTY CONTINUUM OF CARE TO WAIVE IRREGULARITIES

The Orange County Continuum of Care reserves the right to:

1. Withdraw this solicitation at any time without prior notice and, furthermore, makes no representation that any contract occurs and that funds will be awarded by HUD to any respondent to this solicitation.
2. Waive any irregularities in the RFP process and reject any and all submissions not in the best interest of the Continuum of Care.
3. Request additional information and material. In addition, once released, the application from HUD may require and warrant the request of supplemental material.
4. Not renew grants that have exhibited serious capacity issues in prior grants, including performance and financial problems, HMIS participation, or unresolved monitoring issues, or based on the best

interest of the entire CoC Application. HUD will review applications and make the final funding decision.

5. Retain all submitted applications. Selection or rejection of an application does not affect these rights.

FURTHER QUESTIONS AND ADDITIONAL RESOURCES

The County of Orange is available to answer questions on the RFP, including application deadlines, process, training, or to provide copies of application materials. For further questions or technical assistance, contact the Office of Care Coordination at CareCoordination@ocgov.com and Carbon Copy (Cc) Felicia Boehringer (felicia.boehringer@ocgov.com), Sarah Jones (sarah.jones@ocgov.com) and Jasmin Miranda (jasmin.miranda@ocgov.com).

Please DO NOT contact the HUD office regarding Orange County's local application deadlines or process, as the County of Orange is available to answer those questions.

ADDITIONAL INFORMATION

Agencies will be required to comply with terms set forth by the CoC and HUD. In addition, all applicants are strongly advised to review all applicable terms, conditions, and federal requirements. It is strongly recommended that you obtain, and review information related to the Continuum of Care Program, the CoC Interim Rule, and the HEARTH Act Regulations, along with any other related documents prior to completion of this Letter of Intent. In addition, HUD will provide updates via their website at <https://www.hudexchange.info/>.