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**Project Application Release Date: August 30, 2024**

**Application Deadline: October 18, 2024**

***Please note: All forms and application documents for the 2024 CoCBuilds Program must be submitted via Grants.gov. More information will be provided via the*** [***MOHS website***](https://homeless.baltimorecity.gov/grant-opportunities) ***and during the Bidder’s Conference on September 12, 2024, at 3:00 p.m. EST.***

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OVERVIEW

Through this request for proposals (“RFP”), the City of Baltimore [Mayor’s Office of Homeless Services](https://homeless.baltimorecity.gov/) (“MOHS”), in partnership with the Baltimore City Continuum of Care (“Baltimore CoC”), is seeking written proposals from one qualified applicant for the U.S. Department of Housing and Urban Development (“HUD”) Continuum of Care (“CoC”) Builds (“CoCBuilds”) Notice of Funding Opportunity (“NOFO”) that was released on July 19, 2024. The NOFO makes available approximately $175 million to “address and reduce persons experiencing homelessness by adding new units of permanent supportive housing (“PSH”) through new construction, acquisition, or rehabilitation through one-time CoCBuilds awards under the CoC Program”. Of the total funding made available through this program, approximately $110 million is reserved for CoCs that are in states with populations of more than 2.5 million people (e.g., Baltimore City Continuum of Care, or MD-501). **HUD will only review CoCBuilds project applications submitted by the CoC-designated Collaborative Applicants. Each CoC-designated Collaborative Applicant may only submit one CoCBuilds application. It is expected that the selected applicant will provide both supportive services and property management services. Therefore, proposals should include a developer, property manager, and service provider, either with a memorandum of understanding(s) (MOU) between two or more organizations or within the same organization.**

Through the [CoCBuilds Notice of Funding Opportunity (“NOFO”)](https://www.hud.gov/sites/dfiles/CFO/documents/Foa_Content_of_FR-6800-N-25A.pdf), HUD is encouraging CoCs to leverage one-time award funds provided for construction, acquisition, or rehabilitation of new permanent supportive housing (“PSH”) units with other funding sources to maximize the amount of housing that can directed to meeting the needs of individuals and families experiencing homelessness. Overall, PSH is a cost-effective best practice that addresses both the immediate need for shelter and the underlying factors contributing to homelessness, leading to better outcomes for individuals and communities alike.[[1]](#footnote-2) PSH is permanent housing in which supportive services are provided to assist individuals with a disability and families where at least one household member has a disability and is experiencing homelessness to live independently. Additionally, no more than 20 percent of each award may be used for other eligible CoC Program activities associated with the PSH project (e.g., supportive services, operating costs, etc.), and no more than 10 percent of an award may be used for project administration. The deadline to submit proposals is **Friday, October 18, 2024, at 3:00 p.m. EST**. Late proposals will not be accepted.

This information packet includes a timeline for the CoCBuilds Program and details how the Baltimore CoC will evaluate and score projects and make the application process available to the community. It is expected that all entities applying for CoCBuilds funding through this request for proposals (“RFP”) read the [CoCBuilds NOFO](https://www.hud.gov/sites/dfiles/CFO/documents/Foa_Content_of_FR-6800-N-25A.pdf) and available HUD resources at the [HUD website](https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds). The HUD NOFO is referenced throughout this document, along with relevant section references.

**HUD and Program-Specific Goals and Objectives**

HUD has the following six goals for this competition:

1. Increase housing opportunities for people with high risk of levels of need.
2. Increase the supply of permanent supportive housing units within CoC geographic areas to address individuals and families experiencing homelessness where one member of the household has a disability.
3. Encourage coordination between housing providers, health care organizations, and social service providers.
4. Ensure access to resources for projects to expand opportunities for new PSH units in States with populations less than 2.5 million.
5. Ensure new PSH units are conveniently located near local services; e.g., walking distance, near reliable transportation services, provide access to telehealth.
6. Affirmatively further fair housing by addressing barriers which perpetuate segregation, hinder access to areas of opportunity for protected class groups and concentrate affordable housing in under-resourced areas.

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](https://www.hud.gov/HUD-FY22-26-Strategic-Plan-Focus-Areas) to accomplish HUD’s mission and vision. Each of the five goals in the [Strategic Plan](https://www.hud.gov/HUD-FY22-26-Strategic-Plan-Focus-Areas) include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success.

HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals and several objectives undergird the Plan; however the following goals are applicable to this NOFO.

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.

**About the Mayor’s Office Homeless Services (MOHS)**

Approximately 1,600 men, women, and children are homeless in Baltimore City on any given night. Lack of affordable housing, low incomes, and limited access to comprehensive services are primary causes of homelessness. Disabilities and chronic illnesses, including substance use disorders and mental illness, create additional challenges in resolving homelessness.

The mission of MOHS is to make homelessness rare, brief, and nonrecurring in Baltimore City. We believe that homelessness is both solvable and preventable. With a person-centered and data-driven approach, we meet the immediate needs of our neighbors experiencing homelessness while pursuing the ultimate goal of safe, long-term housing solutions.

MOHS is the designated Collaborative Applicant for the Continuum of Care, implements federal, state, and local policy and best practices for homeless services, and administers and monitors approximately $70 million annually in homeless services grants from a variety of sources. The funds administered by MOHS include the HUD Continuum of Care Program, Emergency Solutions Grant, HOPWA, State of Maryland homeless services grants, CARES Act funding, ARPA, and local general funds. As the CoC Collaborative Applicant, MOHS also provides staffing support to the Continuum of Care Board.

**About the Continuum of Care and Baltimore City Action Plan on Homelessness**

The Journey Home is Baltimore City’s Continuum of Care (CoC) which is a [U.S Department of Housing and Urban Development's (HUD) Program](https://www.hudexchange.info/programs/coc/) that promotes community-wide commitment to the goal of making homelessness rare, brief, and non-recurring in Baltimore City. The CoC is organized to carry out responsibilities assigned by the Department of Housing and Urban Development's (HUD) CoC Program and coordinates available resources and stakeholders' efforts.

Continuum members include government agencies, organizations that serve homeless persons, people with lived experience of homelessness, funders, health and behavioral health systems, advocates, affordable housing developers, education systems, and other stakeholders interested in preventing and ending homelessness in Baltimore City.

The three-year *Journey Home Action Plan on Homelessness* was approved by the Continuum of Care (CoC) Board in June 2019 and guides the CoC’s collective work by setting clear, measurable, and achievable goals with specific strategies for policy and programmatic reform, effective analysis of need and performance, and a committed effort to realign resources. In 2022, the CoC contracted with Due East Partners to revisit the three-year action plan to identify the priorities and strategies for a collective agenda for the next three years (2023-2026). The action plan continues to uphold the value that homelessness is solvable, as evidenced by a comprehensive crisis response system that ensures that homelessness is prevented, and when homelessness cannot be prevented, it should be a rare, brief and a nonrecurring experience.

The Action Plan includes five key strategies: increasing the supply of affordable housing, creating a more effective crisis response system, transforming the shelter system, improving access to employment and economic opportunities, and establish a race equity agenda. More information about the *Journey Home Plan* and Continuum of Care board activities can be found at the Journey Home [website](http://www.journeyhomebaltimore.org/).

2024 SCHEDULE OF EVENTS

| **(Dates are established based on HUDs Notice of Funding Opportunity; some dates are subject to change within the established timeframe that is required by HUD’s Notice)** |
| --- |
| Friday, August 30, 2024 | MOHS RFP Released  |
| Thursday, September 12, 2024, at 3:00 p.m.  | Technical Assistance – Bidder’s Conference  |
| Friday, September 20, 2024, at 5:00 p.m.  | Deadline to Submit Questions to Baltimorepsh@lesardevelopment.com   |
| Friday, September 27, 2024 | RFP Q&A Addendum Released  |
| **Friday, October 18, 2024, at 3:00 p.m.** | **Proposals Submission Deadline** |
| October 21st – 25th, 2024 | Internal Review/Scoring of Proposals and Submit to the RAC |
| October 28th to November 4th, 2024 | RAC Review/Scoring of Proposals and Recommendation to CoC Board |
| October 28th to November 1st, 2024 | Selection Panel Discussion and Interviews (if applicable) |
| November 1st – November 4th, 2024 | CoC Board Approves Recommendation |
| November 11th – 15th, 2024 | Final Award Notices Issued  |
| November 18, 2024 | Submission of CoCBuilds Application to HUD (grants.gov) |
| **Thursday, November 21, 2024, at 11:59:59 p.m.** | **CoCBuilds Application Deadline** |

2024 AVAILABLE FUNDING

|  |
| --- |
| **Estimated 2024 CoCBuilds Available Funding**  |
| **Amount** | **Purpose** | **Examples (not exhaustive)** |
| $65,000,000 | CoCs that are located in states with populations of **fewer** than 2.5 million people. | Alaska, Delaware, Montana, New Hampshire, Washington, D.C. |
| $110,000,000 | CoCs that are located in states with populations of **more** than 2.5 million people. | California, Maryland, Michigan, Baltimore CoC |
| **$175,000,000** | **Total Estimated Amount of Funding Available** |
| **Funding Award Information** |
| **Minimum Award Amount** | **Maximum Award Amount** | **Approximate Number of Awards** |
| $1,000,000 | $10,000,000 | 25[[2]](#footnote-3) |
| **$175,000,000** | **Total Estimated Amount of Funding Available** |

CHANGES FROM LAST YEAR’S NOFO

This is the first CoCBuilds NOFO; therefore, no changes from a previous NOFO.

RELATED INFORMATION

# Bidder’s Conference

MOHS will host an optional, virtual bidder’s conference on Friday, September 12, 2024, at 3:00 p.m. to provide technical assistance to potential respondents. During the conference, staff will be available to answer questions about application requirements, evaluation criteria, program regulations, and eligibility for funding. Attendees will also have the opportunity to discuss the proposed project in further detail. Registration is required to attend the bidder’s conference. To register for the conference, [click this link](https://us02web.zoom.us/meeting/register/tZcscuCvpjgsHtc3RCpL0d2pImmuHuB3Hp07). Email baltimorepsh@lesardevelopment.com if there are any questions or concerns regarding the bidder’s conference.

# RFP Questions

Respondents may email questions regarding the RFP process, application templates, and instructions to baltimorepsh@lesardevelopment.com. The deadline to submit questions is Friday, September 20, 2024, at 5:00 p.m. MOHS will release an RFP Q&A Addendum no later than Friday, September 27, 2024.

PROJECT ELIGIBILITY AND APPLICATION PROCEDURES

# Eligible Organizations

Eligible project applicants are found at 24 CFR 578.15 and include nonprofit organizations; state governments; local governments; instrumentalities of state and local governments; Indian Tribes and Tribally Designated Housing Entities (TDHEs), as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103); and public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. **HUD will only review CoCBuilds project applications submitted by the CoC-designated collaborative applicants. Each CoC-designated collaborative applicant may only submit one CoCBuilds application.**

# Project Requirements

Project Applications:

* Must include capital costs for new construction, acquisition, or rehabilitation of new PSH units; and
	+ May include costs for other eligible CoC Program Costs associated with the PSH project as outlined in Section IV.G.3 of the 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); and
	+ 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 NOFO. HUD will award no more than 10 percent of final award for administrative costs associated with the PSH project. Please see the following links for eligible costs:
		- Acquisition ([24 CFR 578.43](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.43));
		- Rehabilitation ([24 CFR 578.45](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.45));
		- New Construction ([24 CFR 578.47](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.47));
		- Project-based rental assistance ([24 CFR 578.51(e)](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.51));
		- Supportive Services ([24 CFR 578.53](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.53));
		- Operating Costs ([24 CFR 578.55](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.55)); and
		- Project administrative costs ([24 CFR 578.59](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.59)).
* Must provide proof of site control (prior to execution of the grant agreement)
* Completed environmental review (before awarded funds can be drawn for project activities)
* Meet timeliness standards outlined in [24 CFR 578.85](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-F/section-578.85) (for new construction and rehabilitation projects)

*Note: Grant terms may be two, three, four, or five years. You should select the grant term based on the type of capital costs project you are submitting and the realistic time frame for completion. Generally, rehabilitation and acquisition time frames are less than new construction. See* [*24 CFR 578.85*](https://www.ecfr.gov/current/title-24/section-578.85) *for timeliness requirements related to new construction and rehabilitation projects.*

# Target Populations

Selected respondents must provide PSH that serves and assists individuals with a disability and families where at least one household member has a disability and is experiencing homelessness to live independently.

**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.

* 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).

If a project application’s budget exceeds the cost limits noted above, HUD will reduce the costs to the eligible amount which will result in a reduction in the total amount of funds requested. See 24 CFR 578.87(c) for restrictions on combining funds.

COST SHARING AND MATCHING

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. Match refers to actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. **All grant funds must be matched with an amount no less than 25 percent of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources.** Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

To determine the amount of match required for your project, develop a proposed budget for the funds you will be requesting through the CoC Program. Subtract the amount requested for leasing and multiply the new total by 25% -- this is the amount of match required. Please reference [24 CFR 578.73](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-F/section-578.73) for additional the information regarding match requirements or see Appendix A of this RFP.

*Note: Baltimore City does not commit any local funding to match.*

SUBMISSION REQUIREMENTS

MOHS, in partnership with the Baltimore CoC, will submit one application for CoCBuilds funding via Grants.gov instead of via email.Respondents will submit (1) PDF electronic copy of the Proposal, and all required supporting documents to baltimorepsh@lesardevelopment.com. All project applications must be received by **Friday, October 18, 2024, at 3:00 p.m.** as stated in the timeline at the beginning of this document. Late proposals will not be accepted. However, the City of Baltimore may request additional application materials and/or information at a later date. **Please attend the Bidder’s Conference webinar on September 12, 2024, from 3:00-4:30 pm and review instructions on the MOHS website. No paper or faxed applications will be accepted. All project applications must be received by 3:00pm on Friday, October 18, 2024.**

# Proposal Format

All project proposals must include the following components:

1. **Cover Page**

Identifying the Request for Proposals by program title (i.e., 2024 City of Baltimore CoCBuilds Applicant Proposal), and the firm name and address, telephone number, and e-mail address of the person authorized to make representations on behalf of the applicant during the application submission and review period.

1. **Table of Contents**

Include all proposal pages numbered in sequential order and sections marked as indicated below.

1. **Background Information**
	1. Project intent summary (limit to one page)
	2. About the applicant, including information all related parties, including, but not limited to:
		1. Developer entity
		2. Property management entity
		3. Supportive services entity
2. **Proposal Narrative**

* 1. **Development Experience and Leveraging (5 pages maximum)**

Demonstrate that the applicant, developer, and relevant subrecipients have experience with

1. at least four other projects that have a similar scope and scale as the proposed project. (up to 8 points)
2. 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 (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)

If there are current properties under construction or rehabilitation where CoCBuilds funds could be used to obtain units, in addition to the bulleted items above, provide:

* the amount and type of funds being used to construct the property;
* 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 CoCBuilds funds.

* 1. **Managing Homeless Projects (4 pages maximum)**

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)
* 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 supportive services, provide the organization(s) name, address, email address, and phone number. If your organization will provide direct supportive services with CoCBuilds 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)

* 1. **Implementation Schedule (2 Pages Maximum)**

Complete an implementation schedule based on the proposed CoCBuilds project.

i. 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.

ii. 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.

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.

* 1. **Property Maintenance (2 pages maximum)**

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.

* 1. **Unmet Housing Need (1 page maximum)**

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)

* 1. **Management of Rental Housing (2 pages maximum)**
* Describe the rental housing projects you or your subrecipient 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.

* 1. **Coordinated Entry (2 pages maximum)**

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.

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

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)

ii. 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)

* 1. **Experience Promoting Racial Equity (4 pages maximum)**

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.

* 1. **Community Integration for Persons with Disabilities (2 pages maximum)**

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.

* 1. **Section 3 Requirement (1 page maximum)**

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 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.

* 1. **Forms**
		1. Application for Federal Assistance (SF-424) (required)
		2. Applicant and Recipient Assurances and Certifications (HUD 424-B) (required)
		3. Applicant/Recipient Disclosure/Update Report (HUD 2880) (required)
		4. Disclosure of Lobbying Activities (SF-LLL) (conditionally required)
		5. Certification Regarding Lobbying Activities (required)
		6. Grant Application Detailed Budget Worksheet (HUD-424-CBW) (contained within the Instruction Package)
		7. Assurances for Non-Construction Programs (SF-424B) (required)
		8. Assurances for Construction Programs (SF-424D) (required)

All submissions will undergo a threshold review by the Mayor’s Office of Homeless Services for completion and accuracy prior to being scored. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. Please review the FY 2024 Continuum of Care (CoC) Builds Guidelines for additional information about submission and threshold requirements posted on the [MOHS website](https://homeless.baltimorecity.gov/grant-opportunities).

# Evaluation Criteria

The application is based on 100 points and has a minimum score threshold of 60 points.

Each rating factor includes a maximum number of pages per response. The review panel will only read the number of pages indicated. Any pages above the maximum length will not be reviewed or considered.

|  |  |  |
| --- | --- | --- |
| Rating Factor | Maximum Points | Page Limit |
| a. Development Experience and Leveraging. | 24 | Maximum 5 pages for this narrative. |
| b. Managing Homeless Projects | 12 | Maximum 4 pages. |
| c. Implementation Schedule | 12 | Maximum page length not to exceed 2 pages. |
| d. Property Maintenance | 5 | Maximum 2 pages. |
| e. Unmet Housing Need | 7 | Maximum 1 page. |
| f. Management of Rental Housing | 10 | Maximum 2 pages. |
| g. Coordinated Entry | 3 | Maximum 2 pages. |
| h. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers | 10 | Maximum 2 pages. |
| i. Experience Promoting Racial Equity | 8 | Maximum 4 pages. |
| j. Community Integration for Persons with Disabilities | 7 | Maximum 2 pages |
| k. Section 3 Requirement | 2 | Maximum 1 page. |
| **Total Maximum Points/Page Limit** | **100** | **25** |

All submissions will undergo a threshold review by the Mayor’s Office of Homeless Services for completion and accuracy prior to being scored by the CoC’s Resource Allocation Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. Please review the CoCBuilds NOFO for additional information about submission and threshold requirements posted on the [MOHS website](https://homeless.baltimorecity.gov/grant-opportunities).

APPENDIX

POLICIES AND REGULATIONS

1. **Coordinated Access**

In the *2012* *CoC Program Interim Rule*, HUD mandated that every Continuum of Care develop a Coordinated Access system, with a primary purpose of making rapid, effective, and consistent client-to-housing and service matches. The Interim Rule mandated that as part of Coordinated Access, CoCs must implement:

* Entry points into the CoC system of care that are clearly defined, easily accessible, and well-advertised
* A standardized and comprehensive assessment protocol and tool that is used to identify and document the needs of all individuals and families seeking housing or services
* A standardized referral process for all programs receiving funding through the CoC that consistently refers individuals and families to the most appropriate housing and service interventions and ensures that limited resources are used most effectively

All city funded permanent housing programs receiving funds are required to fill their program vacancies through referrals from the Continuum of Care’s Coordinated Access system. Street outreach programs, drop-in centers, and shelters must designate agency staff to become Coordinated Access navigators. Navigators assist individuals experiencing homelessness with applying for permanent housing through the Coordinated Access System.

1. **Contract Terms and Conditions**

By submitting this application and accepting an award, respondents agree to the following. We encourage potential respondents to seek technical assistance from MOHS if they are unsure of their ability to meet any of these requirements.

**Laws and Program Requirements**

1. The laws of the State of Maryland shall govern the agreement.
2. The selected respondent shall be located or provide services in Baltimore City and serve individuals and families experiencing homelessness.
3. The selected respondent shall comply with program requirements per the Baltimore City CoC Policies and Procedures and ARPA Rules and Regulations.
4. All projects must agree to utilize Baltimore’s City Coordinated Access System, comply with all program reporting and evaluation requirements, and participate in Baltimore City’s HMIS and provide accurate reporting to help measure progress and project performance.
5. Adhere to MOHS’ program compliance and monitoring as detailed in the final executed contract.
6. Work in collaboration with the CoC’s Lived Experience Advisory Committee, Youth Action Board, and other committees, as needed.
7. Incorporate individuals with lived experience of homelessness throughout project planning, design, and implementation.
8. Adhere to Housing First practices in serving individuals experiencing homelessness.
9. Fair Housing Compliance: The selected respondent awarded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action up to and including termination of funds. MOHS reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

**Rights Reserved and Administrative Information**

1. Should it become necessary to revise any part of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP, MOHS reserves the right to issue an Addendum to RFP registrants by posting such Addendum on its web site.
2. MOHS reserves the right to extend any dates in this RFP by a reasonable time period.
3. MOHS reserves the right to request additional information from any or all Respondents, if necessary, to clarify that which is contained in the Proposal.
4. MOHS reserves the right to require verbal inquiries to be provided in writing.
5. The Respondent selected for award agrees that it will comply with all Federal, State and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this RFP and the contract.
6. MOHS reserves the right to request a plan for the uses of the building and corresponding sources and uses for the proposed improvements to the property.
7. The developer should not rely on the City for due diligence with regards to the site. The Developer shall complete the following due diligence items as deemed necessary: zoning and general plan designations, soils/geotechnical, environmental, hazardous materials, title review, boundary/ATLA survey, traffic study (as needed), utility study, off-site study, acoustics, NEPA review, retail study, residential market study, development fee study, other studies as needed.

1. Converting hotels or motels from their original use to permanent supportive housing may be more cost-effective than constructing new units. HUD’s Office of Policy Development and Research (PD&R) highlighted the conversion of abandoned hotel properties to permanent supportive housing which greatly reduced the costs ([Learning From the Pandemic Response: Converting Hotels to Shelter or Housing](https://www.huduser.gov/portal/pdredge/pdr-edge-featd-article-051721.html)) and additional research has demonstrated that conversion of hotel or motel properties to permanent supportive housing is cost-effective. [↑](#footnote-ref-2)
2. Up to 3 awards are set aside for the highest scoring project applications where the PSH units are

located on Tribal reservations or trust lands. [↑](#footnote-ref-3)