

Burlington/Chittenden CoC – VT501 Request for Letter of Intent to Apply for Funding within the HUD CoBuilds Notice of Funding Opportunity

The Burlington/Chittenden Continuum of Care (CoC) VT-501 requests Letters of Intent (LOI) to apply for funding under the [HUD CoBuilds NOFO](#).

For this NOFO, HUD will consider projects for funding that are new [Permanent Supportive Housing](#) (PSH) which must include a capital costs budget for new construction, acquisition, or rehabilitation. The application may also request no more than 20% of an award for [CoC Program eligible activities and costs associated](#) (Section IV.G.3 of the CoBuilds NOFO) with new Permanent Supportive Housing projects and no more than 10% for administrative costs.

The new PSH units must be dedicated to serve households experiencing homelessness with at least one household member meeting the [HUD definition of disability](#).

Deadline and Submission Process: Interested applicants must submit a Letter of Intent to Apply for Funding by **4:00pm on September 20th 2024**. The LOI should be sent by email to the Collaborative Applicant, CEDO: mgange@burlingtonvt.gov.

HUD will consider only one CoBuilds application from each CoC. The CoC is required to review proposed CoBuilds applications and if more than one application is received, the CoC must determine which application it will submit to HUD through a thorough review process. A Scoring and Ranking Committee will give approval for a single applicant to enter the formal application process.

Please read the [full CoBuilds NOFO](#) to understand HUD’s application submission process and all eligibility requirements and apply only if you are able to meet the conditions laid out by HUD, particularly pages 24-25 and 34 – 35). HUD encourages inclusion of one or more subrecipients that will contribute towards the goals of this NOFO (e.g., capital costs, housing, supportive services).

LOI Content and Review Process: The CCHA Scoring and Ranking Committee for this process will review and rate each LOI that is received according to the scoring and ranking criteria page 35 - the [HUD CoBuilds NOFO](#), described below.

Review Factor	Relative Weight	Required for Alignment
1. Development Experience and Leveraging. Maximum 5 pages for this narrative.	24/100	Demonstrate applicant, developer, and relevant subrecipient experience with at least four other projects that have a similar scope and scale as the proposed project; and experience leveraging resources substantially similar to the funds being proposed in the current project, including Low Income Housing Tax Credits, HOME, CDBG, Section 108, Section 202, and Section 811. Describe the availability of low-income housing tax credit commitments, project-based rental assistance, and other resources dedicated to the proposed project, including the dollar value of each of these commitments and the overall cost of the project, including the estimated cost per

		<p>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.</p> <p><i>**If there are current properties under construction or rehabilitation where CoC Builds funds could be used to obtain units, in addition to the 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; owner of the property and their experience with constructing or rehabilitation; and the number of units that will be finished using CoC Builds funds.</i></p>
<p>2. Managing Homeless Projects Maximum 4 pages.</p>	<p>12/100</p>	<p>Demonstrate applicant and subrecipients have experience administering programs for individuals and families experiencing homelessness where one member of the household has a disability.</p> <ul style="list-style-type: none"> • 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. (1point)
3. Budget and implementation Schedule – narrative maximum 2 pages	22/100	Based on the type of capital cost requested, provide an approximate annual budget and an approximate date that either a) construction will begin and end (and date the property will be available for move-in), b) property will be acquired, or c) rehabilitation of property will begin and end. Note that projects may be submitted for 2, 3, 4 or 5 year grant terms. 4 points each – development schedule, budget adequacy, project ready for occupancy within 36 months. *Budget must include required 25% match and match funding source* Describe number of persons served and number of units.
4. Property Maintenance – max 2 pages	5/100	Demonstrate how applicant will ensure the property will be maintained annually to prevent unnecessary costly repairs, including a) how the property will be maintained annually and needed repairs are conducted (e.g., checking for roof leaks, routine maintenance for heating and cooling), b) source of funds that will be used and whether there will be a reserve fund established specifically for maintenance and repair of proposed units, c) how the project will be able to cover replacement costs (e.g., replacing broken or damaged appliances, major equipment), and d) if there will be funds provided from other sources and what those sources will be.
5. Rental Housing Management – max 2 pages	7/100	Describe rental housing projects managed by applicant and partners 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*
6. Coordinated Entry	3/100	Confirm participation of project in CE system (If DV project please contact mgange@bulingtonvt.gov)

<p>7. Coordination with Housing providers, Healthcare Organizations, and Social Service Providers – max 2 pages</p>	<p>10/100</p>	<p>Demonstrate (attached letter of commitment) 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 – 5 Demonstrate (attached letter of commitment from a healthcare organization, housing provider, and/or social service provider) access to 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; and that 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. Letters of commitment must include the 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</p>
<p>8. Experience Promoting Racial Equity Max 4 pages</p>	<p>8/100</p>	<p>Describe experience:</p> <ul style="list-style-type: none"> • soliciting, obtaining, and applying input from underserved groups when designing, planning, and implementing housing projects; • building community partnerships with grassroots and resident-led organizations that provide housing, health care, and supportive services; • designing or operating programs that have improved racial equity outcomes, particularly among people experiencing homelessness.
<p>9. Community Integration for Persons with Disabilities – max 2 pages</p>	<p>7/100</p>	<p>Demonstrate how PSH 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.</p>

10. Section 3 Requirement	2/100	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
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Selection: Once selected by the CoC Ranking and Review Committee, the applicant must access, review, and complete all available application materials as detailed in the HUD CoCBuils NOFO and available in [Grants.gov](https://www.grants.gov). The full application must be submitted to the CoC Collaborative Applicant, CEDO by November 1st 2024. The final submission deadline for the Collaborative Applicant in Grants.gov is November 21st, 2024. The applicant will be required to have an active account in grants.gov.

Other Information: The CoC Program interim rule and other program resources can be found at the HUD Exchange: www.hudexchange.info/programs/coc/ Please note that some general information at this site may not apply to the CoCBuils NOFO. Applicants must read the CoCBuils NOFO for specific details.

Please read the [full CoCBuils NOFO](#) to understand HUD’s application submission process and all eligibility requirements. All applicants should also carefully review 24 CFR part 578 and the [CoCBuils NOFO announcement](#).

This Request for LOI is available upon request in alternative formats for persons with disabilities. Please contact the CoC Collaborative Applicant, CEDO, for this or any other reason, at mgange@burlingtonvt.gov 802.865.7178