



**Alameda County Continuum of Care
Request for Letters of Interest (LOI)
For 2024 Continuum of Care (CoC) Funding for **New** Projects**

1. Introduction

The Alameda County Continuum of Care (CoC) is soliciting Letters of Interest (LOIs) from organizations seeking to apply for funding for new projects in the upcoming 2024 CoC Application cycle. **Letters of Interest are optional.** Organizations that do not submit an LOI will still be eligible to apply for funding when the HUD NOFO is released later this summer and the local CoC competition process begins.

2. Purpose of the LOI

The LOI process serves two purposes:

1. Providing the CoC with some advance information about projects that may be submitted for funding, which helps with planning for the local application process.
2. Providing potential applicants with an opportunity to begin developing a proposal in advance of the local process, and to receive feedback from the CoC's consultants (Homebase and Kate Bristol Consulting) about whether the project meets HUD's requirements and what changes might be needed for a potential project to be eligible for CoC funding. This feedback can help applicants determine whether to complete the full new project application once the local competition opens. The LOI process provides a quick and streamlined opportunity for applicants to receive feedback about their proposed project and learn more about CoC requirements in general. *Organizations that have never received CoC funding are encouraged to submit an LOI.*

The LOI process has no determinative impact on the local CoC application process, which will begin later this summer. Organizations submitting an LOI will still need to submit a full application. Based on the LOI contents, organizations may receive feedback that their proposed project is not eligible for CoC funding; however, these organizations can still adjust their project plan and submit a full application. Organizations choosing not to submit an LOI may still apply in the local competition.

*This LOI process applies only to **NEW** projects. Organizations seeking to renew existing CoC grants should not respond to this request for Letters of Interest.*

3. LOI Timeline

Date	Activity
April 19, 2024	Request for LOIs Issued
May 15, 2024 by 5:00 p.m.	LOIs due to the CoC via email to: alameda@homebaseccc.org
May 15 to May 31	Applicants receive feedback from CoC TA team via email; applicants may request a TA session via Zoom.*

*Technical assistance from the CoC’s consultants is limited to supporting applicants to understand HUD CoC requirements and whether their proposed project is eligible for funding. Consultants cannot assist applicants to develop their funding application or answer questions about how to make a project more competitive in the local application process.

4. Eligible New Projects

The CoC is a federal funding source administered by the U.S. Department of Housing and Urban Development (HUD). Each year, HUD issues a Notice of Funding Availability (NOFO) for the annual CoC funding cycle. Local Continuums of Care (CoCs) are required to design and manage a local application process that aligns to HUD’s requirements. In Alameda County, the majority of CoC funds are used to renew existing projects, but usually there is an opportunity to allocate some funds for new projects.

To qualify as a new project, the project or program must not be currently receiving CoC funding. The project may not yet exist (i.e. the applicant is proposing to create an entirely new program), or it might exist already but CoC funding is requested to stabilize the program’s funding or for expanded activities. Note: Federal maintenance of effort requirements apply – applicants cannot request CoC funding to supplant State or local funds.

New CoC funded projects must provide housing to program participants and must be one of the following three project types. Additional information about these project types may be found in Attachment A of this document.

1. Permanent Supportive Housing (PSH) – Provides housing with on-site supportive services for people who are experiencing chronic homelessness and have a documented disabling condition. Housing provided is NOT time limited. PSH generally integrates intensive supportive services to support tenants to maintain their housing and meet other service needs.
2. Rapid Rehousing (RRH) – Provides time-limited housing (up to 24 months) in the form of tenant-based rental assistance. This means that the organization receiving CoC funds must assist participants to locate rental housing in the private rental market and then make rental payments on their behalf to the owner of the housing. The program must also include housing stabilization services to ensure that participants are able to take over payment of the full rent once the rental assistance period ends.
3. Joint Transitional Housing and Rapid Rehousing (Joint TH/RRH) – Provides site-based transitional housing (e.g. housing owned or leased by the program provider) where participants can stay for up to a maximum of 24 months. The project must also provide Rapid Rehousing (see above) to support transitional housing participants to secure rental housing when they leave the transitional housing portion of the program.

Please review Attachment A for additional information on eligible participants, eligible projects, and other HUD CoC requirements.

5. Available Funding and Required Match

The exact amount of funding available for new projects will not be known until HUD releases its NOFO later this year. Last year, Alameda County was eligible to apply for \$3,105,835 for new housing projects and \$1,506,575 for new housing projects serving domestic violence survivors.

CoC funding may be used for one-time housing development activities (new construction, acquisition, rehabilitation) and/or for recurring and renewable activities (rental assistance, operating costs, supportive services costs, administration). CoC grants are generally awarded for one-year terms and must be renewed annually through the local CoC competition process.

Applicants must provide match equal to 25% of HUD dollars requested. For example, a project requesting \$1,000,000 in CoC funding would need to provide \$250,000 in match.

6. LOI Format

LOIs should be no more than 3 pages in length (using at least 11 point font and 1 inch margins). LOIs must include the following information:

1. Name of the Applicant Organization
2. Name and Contact Information of the Person Submitting the LOI
3. Brief Project Description, including:
 - a. Type of project – Permanent Supportive Housing (PSH); Rapid Rehousing (RRH) or Joint Transitional Housing and Rapid Rehousing (TH/RRH).
 - b. How housing will be provided – for example in a building owned by the applicant, in master leased units, through tenant-based rental assistance, etc. Note that Rapid Rehousing must be provided in the form of time-limited tenant-based rental assistance.
 - c. Population to be served
 - d. Services to be provided
 - e. Project timeline
 - f. Organizational capacity to manage federal funding, including any prior experience with State or federal grants. Please mention whether your organization has audited financial statements for at least the past two years.
4. Let us know any questions your organization has about CoC funding requirements as it relates to your proposed project.

7. Submission Process

Please submit your LOI in the form of a single PDF document of no more than 3 pages. LOIs should be emailed to alameda@homebaseccc.org, with the subject line: 2024 CoC New Project LOI. **Please submit LOIs no later than 5:00 p.m. on May 15, 2024.**

Attachment A: Brief Overview of HUD CoC Requirements for New Projects

The CoC program is a very complex federal funding source. Potential applicants are encouraged to familiarize themselves with HUD's CoC requirements. There is a very helpful [CoC Program Toolkit](#) available on the HUD website.

The information provided below is intended to briefly summarize key HUD requirements, but does not cover all requirements in detail.

1. Eligible Program Participants

The primary target of CoC funding is people who are experiencing literal homelessness, which means they are:

- Sleeping on the street, in a tent or improvised hand-made structure, in a park, or in a car
- Sleeping in an RV or in an abandoned building that is not hooked up to utilities
- Sleeping in an emergency shelter for people experiencing homelessness
- Staying in a motel if room is paid for by a government entity or non-profit
- Sleeping in jail or in the emergency room for a couple of nights, and then going back to sleeping outside

Sometimes, depending on program type, programs may serve clients who are not experiencing literal homelessness.

- People who are actively fleeing domestic violence, or who need to leave their home to escape an abuser and do not have other resources.
- People who have been evicted by a court of law, and who have nowhere else to go and no other resources.

Permanent Supportive Housing (PSH) projects *must* serve people experiencing chronic homelessness, meaning they have been experiencing literal homelessness continuously for one year (or four times in the past three years that adds up to one year), and have a disabling condition.

A CoC-funded program may target a specific subpopulation, such as youth (age 18 to 24), families with minor children, survivors of domestic violence, veterans or people with disabling conditions.

CoC funding cannot be used to serve people who are housed or unstably housed, such as:

- Couch surfing or doubling up
- Staying in a sober living home or room and board
- Staying in a motel room paid for by client
- Living in a rented unit but at-risk of housing loss

2. CoC Program Types

CoC funding can only be used to fund housing programs. Programs must align to one of the following three HUD-defined program types:

1. Permanent Supportive Housing (PSH) – Provides housing with on-site supportive services for people who are experiencing chronic homelessness and have a documented disabling condition. Housing provided is NOT time limited. The organization receiving CoC funds may secure housing units in a variety of ways, including new construction, acquisition and rehabilitation, master

leasing, or tenant-based rental assistance. Participants may remain in the program for as long as they are complying with the terms of their lease. PSH generally integrates intensive supportive services to support tenants to maintain their housing and meet other service needs.

2. Rapid Rehousing (RRH) – Provides time-limited housing (up to 24 months) in the form of tenant-based rental assistance. This means that the organization receiving CoC funds must assist participants to locate rental housing in the private rental market and then make rental payments on their behalf to the owner of the housing. Housing units MUST be secured through tenant-based rental assistance; no other forms of securing housing are eligible in this project type. The program must also include housing stabilization services to ensure that participants are able to take over payment of the full rent for their unit once the rental assistance period ends.
3. Joint Transitional Housing and Rapid Rehousing (Joint TH/RRH) – Provides site-based transitional housing (e.g. housing owned or leased by the program provider) where participants can stay for up to a maximum of 24 months. The project must also provide Rapid Rehousing (see above) to support transitional housing participants to secure rental housing when they leave the transitional housing portion of the program. The program may not require participants to participate in both the TH and the RRH components of the program. Participants may opt to just participate in the transitional housing or just the RRH.

The following types of programs are NOT eligible for CoC funding:

- Street outreach
- Emergency shelter
- Safe parking programs
- Transitional housing (unless it is part of a joint TH/RRH project)
- Supportive services (unless connected to housing units)
- Homelessness prevention (e.g. rental arrears payments, legal services, eviction prevention for people who are housed but at risk of losing their housing)

3. Other Requirements

- Participation in Coordinated Entry. Coordinated Entry is a centralized and coordinated process for intake, assessment, and referrals to ensure equal access to services. Households are referred based on need and vulnerability. CoC-funded projects must use the CES as their only source of referrals and enroll all eligible households referred by CES.
- Participation in Homeless Management Information System (HMIS): Programs must enter participant data into the Alameda County CoC's HMIS system, as per HUD and local requirements.
- Housing First: Programs must adhere to HUD's Housing First requirements. These include that program applicants may not be screened out due to having too little or no income, active or history of substance use, having a criminal record, or having a history of domestic violence. Participants may not be terminated from the program for failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to improve income, or being a survivor of domestic violence.