**CoC Builds NOFO Local Selection Process**

**Date:** May 23, 2025
**Subject:** Approach for Selecting the Kansas BoS CoC’s Application for the FY2025 HUD CoC Builds NOFO

**1. Background**

HUD has released the FY2025 CoC Builds Notice of Funding Opportunity (NOFO), opportunity number FR-6901-N-25A. This competitive funding opportunity provides $75 million nationwide to develop new permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation for individuals and families with disabilities experiencing homelessness.

Each Continuum of Care (CoC) may submit only one application, unless a second is for a project located on Tribal reservations or trust lands. The Kansas Balance of State CoC is eligible to compete for a significant share of this funding, with at least $6 million likely reserved for states with populations under 2.5 million.

To meet HUD’s application deadline of June 26, 2025, the Kansas BoS CoC must adopt a focused, equitable, and efficient process to identify and support a single high-quality project application.

**2. Recommended Local Selection Approach**

The Kansas Statewide Homeless Coalition recommends the following framework for selecting the CoC Builds application. This is a limited-scope process developed specifically for this opportunity and does not alter the CoC’s standard Rank and Review procedures for annual NOFOs.

**A. Open Solicitation of Letters of Intent (LOIs)**
KSHC will release a detailed LOI form using Fillout. This form will align directly with HUD’s scoring criteria and collect project-specific information related to capital readiness, development experience, leveraging, supportive services, and alignment with Coordinated Entry.

**B. Scoring Based on HUD Criteria**
Each LOI will be reviewed using a rubric tied to HUD’s 100-point scoring system outlined in Section V.A of the NOFO. All questions in the LOI are designed to be objectively scored through a combination of multiple choice, date, and document-based fields.

While all scoring is automated based on applicant responses, each paragraph-based follow-up will be reviewed by KSHC and P&C Committee to ensure the applicant's narrative explanation or documentation supports the selected answer. If inconsistencies or insufficient justification are found, KSHC and the P&C Committee reserves the right to adjust scores accordingly.

**C. Selection of Highest Scoring Project**
The highest scoring LOI will be selected to move forward as the CoC’s application. If a second LOI is submitted for a project on Tribal land and meets all HUD requirements, it may also be advanced per NOFO allowances.

**D. Technical Assistance for Selected Applicant**
KSHC will provide one-on-one support to the selected project applicant to ensure a timely, compliant, and competitive application is submitted to HUD through e-snaps.

**F. Contingency Plan**
If no LOIs meet the basic eligibility and feasibility thresholds, KS BoS CoC reserves the right to extend the LOI submission window or solicit additional proposals.

**3. Roles and Responsibilities**

Kansas Statewide Homeless Coalition (KSHC)

* Develop and release the LOI form
* Ensure automatic scoring matrix is correct on all LOIs using the established rubric
* Provide technical assistance to applicants
* Coordinate HUD application submission

Performance and Compliance Committee

* Review LOIs and confirm scoring results
* Provide feedback on future NOFO Build Processes

CoC Steering Committee

* Vote to affirm the recommended selection process
* Receive summary of LOI scores and final project choice

**4. Communication Plan**

* Announce the LOI process to all stakeholders via KSHC’s listserv, website and social media.
* Conduct outreach to likely applicants including CoC providers, developers, and tribal housing entities
* Host a CoC Builds NOFO training within 24 hours after LOI release
* Provide a clear submission deadline and contact for support

**5. Strategic Alignment**

This recommended process supports the Kansas BoS CoC’s strategic goals to expand permanent supportive housing, prioritize high-need populations, encourage equitable access to funding, and strengthen housing system integration through Coordinated Entry and community partnerships.

**6. Documentation and Recordkeeping**

All submitted LOIs, scoring rubrics, communication materials, and final decisions will be documented and archived by KSHC for a minimum of five years in compliance with CoC Program and HUD requirements.

**7. Appeal Process**

Given the objective scoring framework, appeals will only be considered in the event of a documented material error, such as a scoring miscalculation or an overlooked submission item. Appeals must be submitted in writing within one day of LOI due date.

**8. Post-Selection Expectations**

The selected applicant is responsible for ensuring all materials are submitted accurately and on time through e-snaps. KSHC will provide technical assistance, but applicants must ensure compliance with environmental review, Davis-Bacon (if applicable), match documentation, procurement standards, and other capital project requirements under 24 CFR part 578 and 2 CFR part 200.

**9. Evaluation and Process Learning**

Following the completion of the CoC Builds competition, KSHC will conduct a brief internal and committee debrief to assess the effectiveness of the LOI-based process. Feedback will be used to improve any future capital-focused selection efforts.

**10. Summary Timeline**

| **Milestone** | **Target Date** |
| --- | --- |
| HUD Announcement of CoC Builds NOFO | May 20, 2025 |
| Performance and Compliance Review of Recommended CoC Builds NOFO Process | May 22, 2025 |
| CoC Steering Committee Review and Approval of CoC Builds NOFO Process | May 23, 2025 |
| LOI Released | May 30, 2025 |
| CoC Builds Training | May 30, 2025 at 2PM to 3:30PM |
| LOI Deadline | June 11, 2025 by Noon |
| Appeal Deadline | June 12, 2025 by Noon |
| Scoring and Review | June 12, 2025 |
| Final Selection | June 12, 2025 by 8PM |
| Technical Assistance for Selected Applicant | June 13, 2025 to June 24, 2025 |
| HUD Application Due | June 24, 2025 by 5PM Central Time |
| CoC Lead Submits Application to HUD  | June 26, 2025 by 5PM Central Time |

**11. Supporting Materials**

* CoC Builds NOFO Announcement
* HUD Scoring Rubric
* LOI Final Questions