

## Continuum of Care (CoC) Builds NOFO Application Submission Instructions

The following information is being provided to assist Continuum of Care (CoC) Collaborative Applicants in your process to submit the selected project application(s) in response to the CoCBuilds NOFO. While the project applicant will complete the application and forms for local CoC review, the CoC’s Collaborative Applicant must submit the application. We will not pull, consider, or review an application submitted by a project applicant or other ineligible applicant (e.g., individual, for-profit organization).

**Order of Submission:**

<p><b>Application Cover Letter:</b> A letter signed by the CoC Board President stating the CoC supports the submission of the selected application. The letter must include the:</p> <ul style="list-style-type: none"> <li>• CoC Number and Name;</li> <li>• name of the applicant organization;</li> <li>• name of the project; and</li> <li>• amount of funds that are requested.</li> </ul>
<p><b>Complete the following using Word, Double spaced 12-point (minimum) Times New Roman font, on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides. Label each rating factor addressed, e.g., V.A.1.a – Development Experience and Leveraging and enter your response below the heading:</b></p> <ul style="list-style-type: none"> <li>• Narrative responses to the Rating Factors in Section V.A.1 of the NOFO.</li> <li>• Non-scored Equity Responses: <ul style="list-style-type: none"> <li>○ Advancing Racial Equity;</li> <li>○ Affirmative Marketing and Outreach; and</li> <li>○ Affirmatively Furthering Fair Housing</li> </ul> </li> </ul>
<p><b>Required Forms:</b></p>
<p><a href="#">Application for Federal Assistance (SF-424)</a></p>
<p>Assurances for Construction Programs (SF-424D)*</p>
<p>Assurances for Non-Construction Programs (SF-424B)*</p>
<p><a href="#">HUD Applicant-Recipient Disclosure Report (HUD-2880)</a></p>
<p><a href="#">Applicant and Recipient Assurances and Certifications (HUD-424B)</a></p>
<p><a href="#">Disclosure of Lobbying Activities (SF-LLL)</a></p>
<p>Grants.gov Lobbying Form*</p>
<p><b>Additional Required Forms:</b> From the CoCBuilds NOFO grants opportunity in Grants.gov, select “Package” then select “Preview” and finally select “Download Instructions” to obtain the additional required forms. This will open a “Zip” file where you will save the forms to your computer so you can complete the information in the forms.</p>

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| <ul style="list-style-type: none"><li>• Grant Application Detailed Budget Worksheet (HUD-424-CBW); and</li><li>• Certification of Consistency with the Consolidated Plan (HUD-2991).</li></ul> |
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\*These forms only require the project applicant's signature. The project applicant can download the forms, manually sign, and then submit the signed forms to you as part of their application package.

**Instructions for CoC Collaborative Applicants to submit the selected CoCBuilds application via Grants.gov.**

There are a series of helpful, short videos on grants.gov that we encourage you to view prior to beginning the application submission process, and again as needed when you are ready to submit the application. See [Applicant Training](#) on Grants.gov. The videos provide helpful information to assist you with the process and are generally less than 5 minutes each. We strongly encourage you to view these video resources as you begin the application process.

**Step 1** – See Applicant Training videos on Grants.gov for video instructions. The registration must be under the Collaborative Applicant's name as the Collaborative Applicant must submit the selected project application(s). The CoC's Collaborative Applicant should complete the application by late-October 2024. Register with Grants.gov if you do not already have an account.

**Step 2** – Complete the Application for Federal Assistance (SF-424) with your information. This must be completed before you will have access to the application process. If your TIN or UEI numbers are incorrect; or your SAM.gov registration is not active, you will not be able to access the application in Grants.gov.

**Step 3** – Submit the application. All required forms built into Grants.gov must indicate your information (CoC's Collaborative Applicant). The following application package will be an attachment and should be placed in the following order:

- **#1 - Cover Sheet** – The letter signed by the CoC Board President stating the CoC supports the submission of the selected application (Section III.D.2 of the NOFO). The letter must include:
  - CoC Number and Name;
  - name of the applicant organization;
  - name of the project; and
  - amount of funds requested.
- If a second application from a Tribe or Tribally Designated Housing Entity for the construction, rehabilitation, or acquisition of new PSH units on Tribal reservations or trust lands is submitted, you must include the above information for the second application and include the AIAN Code(s).
- **#2 - Narrative Responses:**

- Provide responses to the Rating Factors in Section V.A.1 of the NOFO in a Word document, converted to PDF prior to submission.
  - Double spaced 12-point (minimum) Times New Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides.
  - Label each rating factor addressed, e.g., **V.A.1.a – Development Experience and Leveraging** and enter your response below the heading.
- **#3 - Non-scored Equity Responses** (Section III.F. of the NOFO). Label each page with the Equity topic you are addressing:
    - Advancing Racial Equity;
    - Affirmative Marketing and Outreach; and
    - Affirmatively Furthering Fair Housing.
  - **#4 - All Required forms from the chart above** will be included in the application as attachments:
    - Forms completed by the selected project applicant from the chart above.
      - If you are unable to obtain a fillable version of the forms, download the forms for the project applicant and have them manually complete the forms (handwrite and sign) to include in the attachment.
    - HUD-424-CBW.
    - Ensure the HUD-2991 form, Certification of Consistency with the Consolidated Plan is signed by the authorized jurisdiction’s official.

**Questions Related to the NOFO:**

Submit questions related to the NOFO to [CoCBuilds@hud.gov](mailto:CoCBuilds@hud.gov). Questions are answered Monday through Friday during regular business hours (eastern time). Questions submitted on the weekends or Federal holidays may take a few days longer to receive a response.

**Questions Specifically Related to Grants.gov:**

If you have questions specifically related to Grants.gov or issues with applying, as stated on page 30 of the NOFO, “Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. If you have difficulty accessing the application and instructions or have technical problems, contact Grants.gov customer support center by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to [support@grants.gov](mailto:support@grants.gov). The customer support center is open 24 hours a day, seven days per week, except Federal holidays.”