

Western PA CoC: FY25 Request for Proposals

New Project RFP – CoC Regular Bonus and DV Bonus Funds

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Western PA CoC FY25 New Project Request for Proposals

**Preliminary Application due by
12pm (noon) EST on Tuesday, December 9th, 2025**

Background Information

The Western PA CoC submits an annual application to HUD in order to secure federal funding for new and existing projects that work to reduce and end homelessness throughout the CoC's 20-county geographic area. The Western PA CoC is soliciting Preliminary Applications from agencies interested in applying for new projects to be submitted as part of the FY2025 Continuum of Care (CoC).

This RFP is for New Projects only.

This RFP does **not** apply to CoC renewal grantees who are interested in applying for a transition grant to transition from one project type to another (e.g. RRH to TH) – CoC renewal grantees interested in transitioning from one project type to another should follow the instructions provided by the CoC.

Eligible new project types/program components that can be funded under this RFP are limited to:

- **CoC Regular Bonus:**
 - New Transitional Housing (TH)
 - New Supportive Services Only for Street Outreach (SSO-SO)
 - New Supportive Services - Standalone (SSO)
 - Expansion of existing CoC-funded Permanent Supportive Housing (PSH) projects to add supportive services dollars
- **Domestic Violence Bonus:**
 - New Transitional Housing (TH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, and stalking

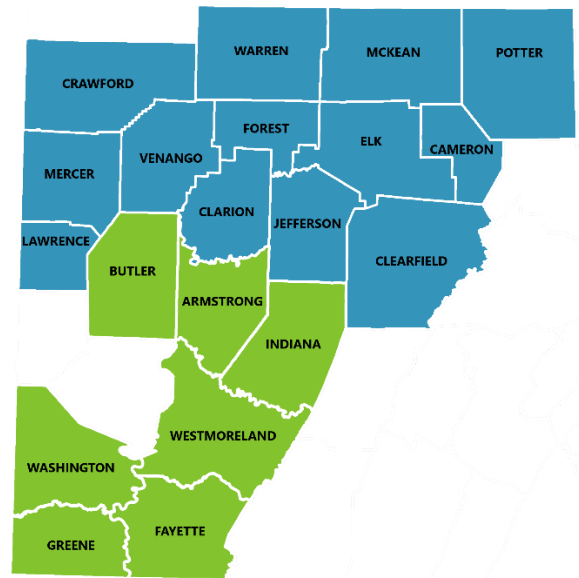
Agencies applying for new project funds are encouraged to review the FY2025 HUD CoC Program NOFO, which can be found here: <https://www.grants.gov/search-results-detail/360861>.

Agencies interested in applying for CoC Program funds are encouraged to carefully review the information provided in this RFP regarding project type, eligible participants, eligible activities, expectations and requirements of the project recipient, and the selection and scoring criteria to be used in the CoC's selection of new project applicants.

This RFP is for new projects that will provide services in the Western PA CoC's geographic area. The Western PA CoC includes 20 counties located in two regions, represented by Regional Housing Advisory Boards (RHABs):

- Southwest – Armstrong, Butler, Fayette, Greene, Indiana, Washington, Westmoreland

- Northwest – Cameron, Clarion, Clearfield, Crawford, Elk, Forest, Jefferson, Lawrence, Mercer, McKean, Potter, Warren, Venango



- The CoC is open to receiving applicants to serve single counties or multiple counties.
 - Applicants are strongly encouraged to use the CoC's 2025 Gaps Analysis to identify needs and gaps within the CoC. The 2025 Gaps Analysis (including recording of webinar presentation and link to Tableau data) can be found here: <https://pennsylvaniacoc.org/resources/western-pa-coc-2025-gaps-analysis>. Applicants can also review 2025 Point in Time Count data here: <https://pennsylvaniacoc.org/2025-point-time-pit-count-and-housing-inventory-count-hic>.
 - Applicants may apply for projects to serve multiple counties. This may include surrounding counties, counties throughout the entire RHAB, or the entire CoC.
- **Priorities:** The CoC Funding Committee would like to encourage any eligible organization interested in operating one of these eligible project types to apply. In addition, the CoC Funding Committee would like to encourage organizations to consider the following:
 - **Leveraging housing or healthcare:** Applicants are highly encouraged to submit new Transitional Housing projects that will leverage housing or healthcare resources. New projects that will leverage housing or healthcare resources within the project will receive additional points in the new project selection process. See Housing and Healthcare Leveraging section of this RFP for more details.
 - **Data Demonstrates a Need for the Project:** The Funding Committee strongly encourages applicants to review the CoC gaps analysis when considering a new project application. New project applicants will be asked to justify the need for their project using local data. Helpful local data on needs/gaps can be found in

the 2025 CoC gaps analysis: <https://pennsylvaniacoc.org/resources/western-pa-coc-2025-gaps-analysis>

Application Process and Requirements for Submission

To indicate your interest in a new project, please submit an Application and Required Attachments by **12pm (noon) EST on Tuesday, December 9th, 2025** via Alchemer (link provided below).

- **The Preliminary Application will be submitted via Alchemer (online survey system) at the following link:** <https://survey.alchemer.com/s3/8577601/Western-PA-CoC-FY2025-New-Project-Preliminary-Application>
- **Required Attachments (which will be submitted via Alchemer)**
 - **Budget:** You will also be asked to attach a budget using an Excel template which can be found at:
https://pennsylvaniacoc.org/sites/default/files/attachments/2025-11/Western%20PA%20CoC%202025%20CoC%20New%20Project%20Budget%20Form_0.xlsx
 - **E-snaps Project Applicant Profile:** All new project applicants must set up a Project Applicant Profile in e-snaps. New project applicants must **submit a PDF copy of their e-snaps applicant profile along with their Alchemer application.** A PDF of the applicant profile can be exported from e-snaps.
 - Applicants should follow HUD's instructions here to set up their e-snaps project applicant profile, if they do not already have one set up. E-Snaps Project Applicant Profile Application in e-snaps:
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY25-CoC-Project-Applicant-Profile-eSNAPs-Navigational-Guide.pdf>
 - Additional resources:
 - E-Snaps 101 Toolkit:
<https://www.hudexchange.info/resource/6170/esnaps-101-toolkit/>
 - E-Snaps 201 Toolkit:
<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>
 - This process will require your organization to be registered with System for Award Management (SAM) and have a UEI (Unique Entity ID) Number. The Unique Entity ID is assigned automatically to entities when they register on SAM.gov or when they request a Unique Entity ID. **If you have not already registered with SAM.gov, we recommend you complete this as soon as possible to ensure that**

you can meet the new project application deadline.

- **Housing or Healthcare Leveraging Commitments:** If any project has dedicated housing or healthcare leveraging, an initial letter of commitment must be attached to the new project application. See Housing and Healthcare Leveraging section of this RFP for more details.
- **A copy of the Preliminary Application** can be downloaded at: https://pennsylvaniacoc.org/sites/default/files/attachments/2025-11/Hard%20copy%20for%20reference_FY25%20CoC%20NOFO%20West%20Alchemer%20New%20Project%20Application.docx, so the questions can be reviewed outside of Alchemer.

Webinars/Office Hours

Webinar: A webinar to review the 2025 CoC Competition NOFO for the Eastern and Western PA CoCs will be held on Monday, November 24th from 11am-12:30pm. You can register for the webinar here:

https://zoom.us/meeting/register/Px_xYe7LR1OGCMkBSkhcA#/registration. A recording of the webinar will be posted here: <https://pennsylvaniacoc.org/western-pa-coc-fy25-coc-nofo-competition>.

New Project Office Hour: The CoC will host New Project Applicant Office Hours to answer questions from new project applicants. These sessions are not required; however, applicants can attend if they have specific questions about the new project application.

- Tuesday, December 2nd, 10am-11am, Link to register: https://zoom.us/meeting/register/KVu6vKABRsK_Aw39k-KVJQ
- Friday, December 5th, 10am-11am, Link to register: https://zoom.us/meeting/register/vC-QleaqT3CD_ni7BuH2MA

Available Funding

The Western PA CoC anticipated having the following funds available to allocate to new project to be submitted to HUD:

- CoC Regular Bonus: **\$5,026,753**
- CoC DV Bonus: **\$1,903,042**
- CoC Reallocation funds: Additional funding may be available to fund new projects through the CoC's reallocation process

The CoC will review proposals for new projects and select the projects that will be submitted to HUD for funding consideration. As part of the review and selection process, the CoC reserves the right to approve an amount of funding other than the amount requested.

CoC Program funding is not guaranteed to the organization(s) selected for funding consideration through this RFP. Funding will be made available by HUD based on available funds and the performance of the Western PA CoC in the 2025 Continuum of Care Program national competition.

Per the FY25 CoC NOFO, No more than 30% of a CoC's Annual Renewal Demand (ARD) under this NOFO will fund Permanent Housing (PH) projects, including PSH, RRH, and TH-RRH projects. As such, all funding decisions made under this RFP will align with this HUD cap.

Projects selected by HUD to receive CoC Program funds will initially be 1-year grants and will be eligible for annual renewal, dependent on the availability of funding from HUD and program performance.

HUD is likely to announce FY25 funding awards by May 1, 2026.

Eligible Applicants

The CoC accepts proposals from any eligible applicant, regardless of whether or not the applicant has received CoC Program funding in the past.

Eligible applicants

Eligible project applicants for the CoC Program Competition are found at 24 CFR 578.15 and in the Act and include nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes and Tribally Designated Housing Entities (TDHE) [as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)]. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion.

Faith-based organizations may apply on the same basis as any other organization.

Ineligible applicants

Please note the following:

- HUD does not award grants to individuals.
- For-profit entities are ineligible to apply for grants and are prohibited from being subrecipients of CoC Program grant funds.

HUD will not evaluate applications from ineligible applicants. As such, the CoC will not accept proposals from individuals or for-profit entities given that a project application to HUD from an individual or a for-profit entity would be deemed ineligible.

Eligible Project Types

Eligible Applicants may apply for new funds to implement the following project types:

Transitional Housing (TH)

- **General Description:** Transitional Housing (TH) provides temporary housing with supportive services to individuals and families experiencing homelessness with the goal of interim stability and support to successfully move to and maintain permanent housing.
- **Participant Eligibility:**
 - Program participants must meet the eligibility requirements set forth in the NOFO under which the project was funded.
 - FY2025 CoC NOFO: “must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act.
 - Recipients/subrecipients must follow the CoC’s written policies and procedures, including standards to prioritize referrals for TH.
- **Housing/Length of Stay¹:** TH projects can cover housing costs and accompanying supportive services for program participants for up to 24 months.
 - Participants in a TH project must have a signed lease, sublease, or occupancy agreement with the following requirements:
 - An initial term of at least one month
 - Automatically renewable upon expiration, except by prior notice by either party
 - A maximum term of 24 months
 - TH participants may remain in the project past 24 months if appropriate permanent housing has not been identified or if more time is needed for the household to achieve independence. However, HUD may discontinue TH funding if more than half of the households have exceeded 24 months.
 - Recipients/subrecipients must follow the CoC’s written policies and procedures which may limit the length of stay.
 - Please note that the CoC Written Standards may be updated in 2026 to align with HUD requirements within the FY25 CoC NOFO.
- **Case Management/Supportive Services²:** TH projects can cover supportive services for program participants for up to 24 months.
 - To facilitate the movement of program participants into permanent housing, transitional housing projects should provide a wide range of supportive

1 <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Program-Components.pdf>

2 <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-program-components/transitional-housing/supportive-services/>

services to participants while they reside in the program that meets the needs of their program participants.

- “Recipients and subrecipients may require the program participants to take part in supportive services that are not disability-related services provided through the project as a condition of continued participation in the program. Examples of disability-related services include, but are not limited to, mental health services, outpatient health services, and provision of medication, which are provided to a person with a disability to address a condition caused by the disability. Notwithstanding this provision, if the purpose of the project is to provide substance abuse treatment services, recipients and subrecipients may require program participants to take part in such services as a condition of continued participation in the program.”³
- Projects can provide services to former residents of TH projects for up to six months after exiting TH to assist in the household’s transition to independent living⁴
- Per the FY25 CoC NOFO, HUD is prioritizing transitional housing programs that commit to the following related to supportive services:
 - The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP.
 - Demonstrate that the proposed project will require program participants to take part in supportive services (e.g. case management, employment training, substance use treatment, etc) in line with 24 CFR 578.75(h) by attaching a supportive service agreement (contract, occupancy agreement, lease, or equivalent).
 - Demonstrate that the proposed project will provide 40 hours per week of customized services for each participant (e.g. case management, employment training, substance use treatment, etc.).
 - The 40 hours per week may be reduced proportionately for participants who are employed.
 - The 40 hours per week does not apply to participants over age 62 or who have a physical disability/impairment or a developmental disability (24 CFR 582.5) not including substance use disorder.

Supportive Services Only for Street Outreach (SSO-SO)

- **General Description:** Supportive Services Only – Street Outreach (SSO-SO) projects allow recipients to provide supportive services—such as conducting outreach to sheltered and unsheltered homeless persons and families and

³ [https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-F#p-578.75\(h\)](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-F#p-578.75(h))

⁴ <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-program-components/transitional-housing/supportive-services/>

providing referrals to other housing or other necessary services—to families and individuals experiencing homelessness.

- **Participant Eligibility:**

- In SSO Street Outreach (SSO-SO) projects, the recipient may only assist program participants for whom the recipient or subrecipient of the funds is not providing housing or housing assistance.
- Program participants must meet the eligibility requirements set forth in the NOFO under which the project was funded.
 - FY2025 CoC NOFO: “must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act.
- Recipients/subrecipients must follow the CoC’s written policies and procedures, including standards to prioritize referrals for SSO – Street Outreach.

- **Length of Stay:**

- There is no maximum length of stay in SSO- Street Outreach Projects – participants may remain in the project until they achieve stable housing.

- **Case Management/Supportive Services:**

- The CoC Program Interim Rule states that eligible activities for Outreach services are defined as:
 - Activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants
 - Specific eligible activities and services consist of:
 - initial assessment;
 - crisis counseling;
 - addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries;
 - actively connecting and providing people with information and referrals to homeless and mainstream programs; and
 - publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.
- The proposed project should have a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
- Eligible costs under street outreach “include the outreach worker’s transportation costs and a cell phone to be used by the individual performing the outreach.”⁵

5 <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578>

- Per the FY25 CoC NOFO, HUD is prioritizing street outreach programs that commit to the following related to supportive services:
 - The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP.

Supportive Services Only – Standalone (SSO)

- **General Description:**

- SSO projects are designed to provide supportive services to sheltered and unsheltered homeless persons and families. In general, recipients of a SSO project may not also provide housing or housing assistance to program participants in their SSO project.
- **All supportive services provided must help program participants obtain and maintain housing.**
- Services not specified in the CoC Interim Rule are not eligible (§ 578.53(d)). Eligible supportive services⁶ are:
 - Annual Assessment of Services (§ 578.53(e)(1))
 - Moving costs (§ 578.53(e)(2))
 - Case management (§ 578.53(e)(3))
 - Childcare (§ 578.53(e)(4))
 - Education services (§ 578.53(e)(5))
 - Employment assistance and job training (§ 578.53(e)(6))
 - Food (§ 578.53(e)(7))
 - Housing search and counseling services (§ 578.53(e)(8))
 - Legal services (§ 578.53(e)(9))
 - Life skills training (§ 578.53(e)(10))
 - Mental health services (§ 578.53(e)(11))
 - Outpatient health services (§ 578.53(e)(12))
 - Outreach services (§ 578.53(e)(13))
 - Substance abuse treatment services (§ 578.53(e)(14))
 - Transportation (§ 578.53(e)(15))
 - Utility deposits (§ 578.53(e)(16))
- Services provided through a SSO project CANNOT be limited to providing services from one or more housing-related projects. Services must be made available to any eligible household within the CoC.

- **Participant Eligibility:**

- In SSO projects, the recipient may only assist program participants for whom the recipient or subrecipient of the funds is not providing housing or housing assistance.
- Program participants must meet the eligibility requirements set forth in the NOFO under which the project was funded.

6 <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578>

- FY2025 CoC NOFO: “must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act.
 - Recipients/subrecipients must follow the CoC’s written policies and procedures, including standards to prioritize referrals for SO projects. In general, projects must prioritize unsheltered households.
- **Length of Stay:**
 - There is no maximum length of stay in SSO projects.
- **Case Management/Supportive Services:**
 - Interested applicants should carefully review the CoC Interim Rule related to eligible supportive services and ensure they submit an application that falls under one of the eligible activities. <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578>
 - The proposed project should have a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
 - Per the FY25 CoC NOFO, HUD is prioritizing SSO projects that commit to the following related to supportive services:
 - The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP.

Expansion of CoC-funded PSH projects to add supportive services dollars

Current CoC-funded Permanent Supportive Housing (PSH) providers may submit a new project application for an expansion of their existing grant to add supportive services dollars, in order to meet HUD and/or CoC requirements about requiring supportive services for participants.

DV Bonus Projects

CoC funds can be used to specifically serve survivors of domestic violence, dating violence, sexual assault, and/or stalking. Project participants are limited to individuals, families and youth who meet category 4 of the HUD Homeless Definition. Category 4 includes persons fleeing domestic violence, dating violence, sexual assault, and stalking. This also includes persons who are fleeing or attempting to flee human trafficking, including sex trafficking. However, a DV Bonus project may not exclusively serve people fleeing or attempting to flee human trafficking.

Applicants applying for DV Bonus funds may only apply for the following project types:

- Transitional Housing

More details can be found in the Additional Information for Domestic Violence Bonus Applicants section of this RFP.

Eligible Project Costs

A HUD CoC grant can be used towards:

- **Housing Costs:**
 - **Operating funds** to operate a site owned or leased by your agency
 - Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes.
 - **These costs may not be combined with rental assistance costs** within the same unit or structure.
 - Operating costs are not eligible under the SSO program component.
 - **Rental Assistance** to assist a household pay their rent;
 - Under a Rental Assistance model, the program participant enters into the lease with the landlord and pays 30% of their income to the landlord with the provider paying the balance of rent owed.
 - CoC program funds used for rental assistance may not be combined in a single structure or housing unit with CoC program funds used for: leasing; operating; or acquisition, rehabilitation, or new construction if TBRA (including short- or medium-term rental assistance).
 - **Leasing** of a single site or scattered site housing units;
 - Under a Leasing model, the provider enters into the lease with the landlord and has a sublease or rental agreement with the program participant. The provider pays 100% of the rent (up to Fair Market Rent) and the program participant pays 30% of household income to the provider.
 - Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid cannot exceed HUD-determined Fair Market Rents (FMRs).
 - Leasing funds may not be used for units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure, without a HUD-authorized exception.
- **Supportive Services Costs:**
 - Case management to assist households in obtaining and maintaining their housing. Where possible, applicants are encouraged to leverage existing services provided through your own organization and/or community partners

to provide supportive services. In addition, connecting program participants to mainstream benefits is expected. Per 24 CFR § 578.53 Supportive services, eligible supportive service costs may include:

- Annual Assessment of Service Needs
 - Assistance with moving costs
 - Case management
 - Child care
 - Education services
 - Employment assistance and job training
 - Food
 - Housing search and counseling services
 - Legal services
 - Life skills training
 - Mental health services
 - Outpatient health services
 - Outreach services
 - Substance abuse treatment services
 - Transportation
 - Utility deposits
- **HMIS Costs:** Costs affiliated with collecting and entering HMIS data are eligible.
- **Administrative Costs:**
 - Admin provides funding for your agency to manage the grant including drawing down funds and reporting to HUD.
 - The Admin amount can be up to 10% of the total grant amount less Admin.
 - Eligible administrative costs are limited to: general management, oversight and coordination of the grant; training on CoC requirements; and environmental review. Admin costs do not include staff and overhead costs directly related to carrying out eligible activities, as these are eligible under the corresponding Budget Line Items.
 - Please review 24 CFR § 578.59⁷ for more information about eligible administrative costs.
- **VAWA Costs:** Costs related to the following VAWA-related activities:
 - Facilitating Emergency Transfer Plans for project participants, including: moving costs, travel costs, security deposits, utilities, housing fees, case management, housing navigation, and technology to make an available unit safe.
 - Monitoring compliance with VAWA confidentiality requirements, including:
 - Monitoring and evaluating compliance with VAWA confidentiality requirements

⁷ <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.59>

- Developing and implementing strategies for corrective actions and remedies to ensure compliance.
 - Program evaluation of confidentiality policies, practices, and procedures.
 - Training on compliance with VAWA confidentiality requirements.
 - Reporting to Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements
 - Costs for establishing methodology to protect survivor information.
 - Staff time associated with maintaining adherence to VAWA confidentiality requirements
- While the CoC is not limiting this budget line item to Victim Services Providers, both Victim Services Providers and non-Victim Services Providers must provide a justification for why they are requesting this budget line item, and how the activities will be carried out. This information will be requested within the budget template form.
- **Rural Costs:** The NOFO indicates that this budget line item can be used for the following activities, if the project is operating in a rural area as defined by HUD.
 - Eligible costs include:
 - Payment of short-term emergency lodging, including in motels or shelters, directly through vouchers.
 - Repairs to units in which homeless individuals and families will be housed; or are currently not fit for human habitation.
 - Staff training, professional development, skill development, and staff retention activities.
 - Providers requesting this budget line item must provide justification for why they are requesting this budget line item, and how the activities will be carried out. This information will be requested within the budget template form.
 - The list of HUD-defined rural counties can be found here: <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY25-CoC-Rural-Area-Geocode-Report.pdf>.

Further detail from HUD about eligible activities can be found in the CoC Virtual Binders⁸ and in the CoC Interim Rule Subpart D – Program Components and Eligible Costs⁹. It is the responsibility of the project applicant that they are submitting applicants with only eligible budget line items.

Housing and Healthcare Leveraging

- **Leveraging housing costs:** HUD is providing CoCs with additional points for

⁸ <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/>

⁹ <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D>

submitting new housing project applications that utilize non-CoC resources to cover housing and healthcare costs. **New project applicants who can demonstrate housing leveraging commitments that meet the requirements below will receive additional points in the new project selection process.**

- Specifically, to receive points for leveraging housing costs in the Western PA CoC's new project scoring process: Transitional Housing projects need to provide housing subsidies or subsidized housing units for at least 25% of the units included in the project.
 - For example: If your proposed project will have 12 units, 9 of which will be paid for through CoC program dollars, and 3 of which will be paid for through a leveraged housing commitment (for 3 units/subsidies), this would meet the 25% threshold (3 out of 12 total units provided via leveraging)
 - These housing resources may come from private organizations, state/local government, Public Housing Agencies, including use of a set aside or limited preference, Faith-Based organizations, and/or Federal programs other than the CoC or ESG Programs. Examples of leveraging housing resources may include: an allocation of Section 8/ Housing Choice Vouchers from your local Public Housing Authority, versus utilizing CoC funding to provide Rental Assistance; an allocation of units at a Low Income Housing Tax Credit building that provides subsidized housing; among other opportunities. See the FY2025 NOFO for more information.
 - Please note that any project proposing to bring in housing leveraging must be able to provide a formal MOU/letter outlining this agreement. **If the project applicant is seeking consideration for additional points for a housing leveraging commitment, a preliminary commitment letter MUST be included with the new project application.** If your new project is selected for funding, the CoC will work with you to formalize an MOU commitment/letter that meets HUD's requirements.
 - The initial commitment letter must include the specific number of housing subsidies or units to be committed to the project.
- **Leveraging healthcare costs:** HUD is providing CoCs with additional points for submitting new housing applications that that utilize non-CoC resources to cover healthcare related costs. **New project applicants who can demonstrate healthcare leveraging commitments that meet the requirements below will receive additional points in the new project selection process.**
- Specifically, to receive points for leveraging healthcare costs in the Western PA CoC's new project scoring process, Transitional Housing applicants must demonstrate that:
 - In the case of an organization that provides substance use disorder treatment or recovery services, the leveraged resource provides access to all participants who qualify for those services; **or**
 - In the case of healthcare or behavioral health resources, the value of

assistance being provided is at least an amount that is equivalent to 25 percent of the funding being requested by the project.

- Healthcare resources can be direct contributions from a public or private health insurance provider to the project, or provision of health care services by a private or public organization tailored to the program participants of the project.
- Eligibility for the project must be based on HUD CoC Program fair housing requirements and cannot be restricted by the health care service provider.
- Please note that any project proposing to bring in healthcare leveraging must be able to provide a formal MOU/letter outlining this agreement. **If the project applicant is seeking consideration for additional points for a healthcare leveraging commitment, a preliminary commitment letter MUST be included with the new project application.** If your new project is selected for funding, the CoC will work with you to formalize an MOU commitment/letter that meets HUD's requirements.
 - The initial commitment letter must include the dollar amount commitment for in-kind or direct contributions and a description of the services to be provided.

Additional Information for Domestic Violence Bonus Applicants

- **The DV Bonus New Project RFP is not limited to Victim Service Providers/VSPs (i.e., non-VSPs can apply); however, non-VSPs must have a formal partnership with a VSP to operate the proposed project in order to apply under this RFP.** Organizations that are not VSPs are encouraged to discuss this funding opportunity with the VSP in their community.
 - “HUD defines a victim service provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence. This term includes permanent housing providers—including rapid re-housing, domestic violence programs (shelters and non-residential), domestic violence transitional housing programs, dual domestic violence and sexual assault programs, and related advocacy and supportive services programs.”¹⁰
- **Eligibility for Transitional Housing under the DV Bonus is limited to households qualified under Category 4 of the HUD Homeless Definition.** This includes persons who are fleeing or attempting to flee domestic violence, sexual assault, and human trafficking situations.
- **While Victim Service Providers are not permitted to enter into HMIS, data must be entered into a HMIS comparable database.** If your organization has not added the HMIS Program enhancements to your DV comparable database, this cost can be included under the HMIS Budget Line Item.
- Any activities funded through this RFP must be designed to ensure the CoC provides a survivor driven, trauma-informed housing/ homeless assistance response to survivors

¹⁰ <https://www.hudexchange.info/faqs/programs/continuum-of-care-coc-program/program-requirements/coordinated-entry/how-does-hud-define-victim-service-provider/>

across the Western PA CoC.

- Trauma-informed: This includes approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivor's feelings of safety, choice, and control.
- Survivor-centered: Placing the individual's priorities, needs, and interests at the center of the work with the survivor; providing nonjudgmental assistance, with an emphasis on client self-determination and assisting survivors in making informed choices; ensuring that restoring survivors' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize survivors; ensuring that survivors' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact survivors.

Project Budget and Match

Available Funds

- CoC Bonus (non-DV Bonus Projects): Projects may apply for a maximum of **\$2,362,659**, which is the approximate maximum amount of funds the CoC is eligible to apply for through the CoC Bonus. While a budget is requested in the Preliminary Application, if your project is selected, the CoC's Funding Committee reserves the right to approve an amount other than the amount requested.
- DV Bonus Projects: Projects may apply for a maximum of **\$1,903,042**, which is the approximate maximum amount of funds the CoC is eligible to apply for through the DV Bonus. While a budget is requested in the Preliminary Application, if your project is selected, the CoC's Funding Committee reserves the right to approve an amount other than the amount requested.

Supportive Service Budget Parameters

- **In general, the maximum supportive services cost per household for any projects submitted under this RFP should not exceed \$10,000 per unit/household.** This will be calculated by the CoC as follows:
 - Total supportive services budget ÷ Total number of units/households served at a point in time
 - Total number of units to be provided at a single point in time will be used to calculate Transitional Housing supportive services cost per household
 - Total number of households to be served at a single point in time will be used to calculate Supportive Service Only Standalone (SSO) and Supportive Service Only Street Outreach (SSO-SO) supportive services cost per household

- For reference, the current average supportive services cost per unit/household for Western PA CoC-funded housing and service projects (excluding those funded under the Youth Homelessness Demonstration Program) is \$4,589 per unit/household. This calculation excludes any project with zero dollars in their supportive services budget line item.
- Any project budget exceeding supportive service cost of \$10,000 per unit/household in their new project application will be asked to explain the need for this in their new project application

Transitional Housing: Overall Budget Parameters

- **In general, the maximum cost per unit for Transitional Housing Projects submitted under this RFP should not \$34,000 per unit. This will be calculated by the CoC as follows:**
 - $\text{Total CoC budget request} \div \text{Total number of units to be funded at a point in time with CoC Program dollars}$
- For reference, the current average cost per unit for Western PA CoC-funded housing projects (excluding those funded under the Youth Homelessness Demonstration Program) is \$16,756 per unit/household.
- Any project budget exceeding total of \$34,000 per unit in their new project application will be asked to explain the need for this in their new project application

Match Requirements

The grantee must provide a 25% match – either cash or in-kind. In-kind match, for example, can be any of the eligible services listed above. The leasing budget line item is not included in the grant's match calculation. Match commitments require an MOU and documentation. Monthly rents (program income) collected under the operations or leasing model can count towards the match, so long as rules related to program income are followed.

CoC Requirements for All Project Applicants

- Applicants must follow the [Western PA CoC's Written Standards for providing assistance](#).
 - Please note that the CoC Written Standards may be updated in 2026 to align with HUD requirements within the FY25 CoC NOFO.
- All CoC Program funded projects must enter complete, accurate, and timely data into the PA Homeless Management Information System (PA-HMIS). This will include adhering to the data quality and data timeliness expectations outlined within the PA HMIS User Agreement. Victim services organizations must enter data into a DV comparable database.
- All CoC-funded projects will be expected to participate in the meetings of the local Regional Homeless Advisory Board (RHAB) and Coordinated Entry By Name List (BNL) meetings (if applicable). In addition, all applicants must be or must become a member

of the Western PA CoC, attend meetings of the full CoC, and attend trainings provided through the CoC.

- All CoC-funded projects serving youth and young adults will be expected to coordinate with Advocates for Change, the CoC's Youth Action Board (YAB), in order to provide high quality services to youth and young adults.
- All CoC-funded projects will be expected to have the capacity to operate this program in accordance with HUD requirements including:
 - Submitting an Annual Progress Report (APR) to HUD on time/ no more than 90 days after the end of the grant period
 - Drawing down funds at least quarterly
 - Expending all of grant funds within the 12-month grant period
- All CoC-funded projects will be expected to comply with the CoC Program Interim Rule. Those unfamiliar with the CoC Program Interim Rule are advised to carefully review "Subpart F—Program Requirements" of the HUD CoC Program Interim Rule¹¹.
- **Transitional Housing Projects:** All project participants enrolled must come from the CoC's Coordinated Entry By Name List, a prioritized waiting list.

Applicant Selection Process

All Preliminary Applications will be reviewed by the Western PA CoC Funding Committee based on the following criteria.

The CoC Funding Policies¹² outline the new project selection process that is followed by the Western PA CoC Funding Committee.

- Threshold: to be considered, applicants must:
 - Project must be submitted by an eligible applicant (non-profit, state or local government or instrumentality of state or local government, public housing authority).
 - Per HUD, faith-based organizations may apply on the same basis as any other organization.
 - Application must be for an eligible project type and eligible geography (as outlined in the RFP).
 - Provide program participants with assistance securing Mainstream Benefits and health insurance.
 - Have experience working with the population to be served.
 - Agree to adhere to CoC Requirements for All Project Applicants as referenced above.
 - Be in good standing with HUD and PA DCED, with no outstanding monitoring findings or debts.
 - Submit a PDF copy of completed e-snaps new project application.

¹¹ <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

¹² <https://pennsylvaniacoc.org/western-pa-coc-fy25-coc-nofo-competition>

- Submit a fully completed budget that only includes eligible costs, per the CoC Interim Rule and this RFP. Project applicants that submit budgets with ineligible costs will not pass threshold. Please see Eligible Project Costs section of this RFP for additional detail.
- **In addition for Domestic Violence Bonus Applicants:** Applicant organization must either be a Victim Service Provider, OR have a formal partnership with a Victim Service Provider.

Applications that do not meet the criteria above will not be considered for funding.

- Selection Criteria/Scoring Factors: New projects will be scored based on several factors, including the below listed criteria:
 - Demonstration of need, through both data and narrative.
 - Geographic area: Preference given to projects that can clearly support the need for the project within a specific geographic area. Applicants should provide data to support the need for the project.
 - Organizational capacity to operate a CoC-funded project, including fiscal capacity and grant management capacity.
 - Preference may be given to projects located in and/or covering communities that have lost funding due to underperformance and/or underutilization, if applicable.
 - Being able to serve all household types (households with children, households without children, and couples).
 - Note: Data collected through the coordinated entry system has shown a significant demand for homeless assistance among single individuals. The CoC is interested in funding programs that have the capacity and expertise to serve all household types, including single individuals (households without children).
 - **For Transitional Housing Projects: Strategic partnerships with community providers, including:**
 - **the ability to document leveraged housing cost (points awarded for 25% of housing units in the proposed project come from community housing partners)**
 - **the ability to document leveraged healthcare services (maximum points awarded for 25% or more of your budget leveraged from healthcare/behavioral health care source or commitment from substance use treatment provider to provide services to all eligible households)**
 - Coordination and integration with other mainstream health, social services, and employment partners.
 - Cost effectiveness of approach, as compared to similar projects within the CoC.
 - Experience working with households experiencing homelessness, operating homeless assistance projects comparable to that being proposed, and (if

- applicable) experience serving the target subpopulation.
- Experience with and plan for providing case management/street outreach/supportive services, including staff to client ratio.
- Experience with and plan for supporting exits to permanent housing.
- **For scattered-site projects:** Strategy for providing housing search and location services, using either staff funded through the proposed CoC-funded project or services leveraged through other resources or community partners.
- If applicable, capacity of the applicant to implement a regional project, either directly or through partnerships with other organizations throughout the region.
- Experience incorporating persons with lived experience of homelessness into project decision-making, including design and delivery of services.
- For current and previous CoC/ESG project providers, considerations will include meeting HUD/DCED's grant management requirements, implementation of CoC standards, as well as performance outcomes of current/previous grants.
- Applicant's documented strong performance outcomes with other projects (those who are not current/former CoC/ESG grantees or for whom there is no data in HMIS).
- Additional consideration will be given to agencies that have not previously received CoC funding.
- Cost effectiveness of project.
- The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP.
- **Transitional Housing Projects:** Demonstrate that the proposed project will require program participants to take part in supportive services (e.g. case management, employment training, substance use treatment, etc) in line with 24 CFR 578.75(h) by attaching a supportive service agreement (contract, occupancy agreement, lease, or equivalent).
- **Transitional Housing Projects:** Whether the proposed project will provide 40 hours per week of customized services for each participant (e.g. case management, employment training, substance use treatment, etc.).
 - The 40 hours per week may be reduced proportionately for participants who are employed.
 - The 40 hours per week does not apply to participants over age 62 or who have a physical disability/impairment or a developmental disability (24 CFR 582.5) not including substance use disorder.
- **Street Outreach Projects:** History partnering with first responders and law enforcement to engage persons living unsheltered and support them to access emergency shelter, treatment programs, reunification with family, transitional housing or independent living.
- **Domestic Violence Bonus:**
 - Experience providing trauma-informed, survivor centered and culturally competent services to any household qualifying under Category 4 of the HUD homeless definition.

- Experience providing community-based housing/homeless assistance to survivors of domestic violence, either directly or with the assistance of a community partner, including the ability to provide housing search and location services.
- New project applications for expansion of existing CoC-funded Permanent Supportive Housing projects will be evaluated on their justification for the need for the funds. Availability of funding for PSH expansion projects will be based on the CoC's 30% permanent housing cap.
 - Per the FY25 CoC NOFO, No more than 30% of a CoC's Annual Renewal Demand (ARD) under this NOFO will fund Permanent Housing (PH) projects, including PSH, RRH, and TH-RRH projects. As such, all funding decisions made under this RFP will align with this HUD cap.

Please note that the score awarded to each applicant via the scoring tool is one component of how the Funding Committee will determine new projects that are selected to be submitted for funding under the CoC Competition. The Funding Committee will also factor in need for the project based on gaps analysis data, when compared to other projects submitted under this RFP, as well as prior performance of the applicant operating CoC or ESG-funded projects.

If the CoC does not receive sufficient quality applications through this RFP to apply for the full Bonus and Reallocation funds available, the CoC reserves the right to select additional new projects to submit to HUD for funding based on the CoC's priorities.

Next Steps if Selected

- You will be notified if your project has been selected and your final budget amount by **Monday, December 22nd**.
- **Selected Projects:**
 - Upon selection, you will be required to submit a PDF copy of your e-snaps new project application to the CoC for review.
 - **This will be due to the CoC by Monday, December 29th at 5pm.**
 - We understand that these deadlines coincide with times when people may be out of the office.
 - **As such, we strongly recommend that all new project applicants complete a draft of their new project application in e-snaps *prior to being notified of new project selection on December 22nd*.**
 - Completing the new project application in e-snaps can be time-consuming, particularly if you have not worked in e-snaps before. Therefore, we strongly urge new project applicants to work ahead to meet the December 29th deadline, as the CoC will not be able to provide extensions.
 - By **Tuesday, January 6th** you will receive feedback on any edits needed to your e-snaps application to adhere to HUD and CoC requirements and ensure your

project will pass HUD's Rating Factor review. You will be required to make any necessary corrections and submit your fully corrected application in e-snaps by **Thursday, January 8th**.

- **E-Snaps Resources:**

- As noted above, we strongly recommend that all new project applicants complete a draft of their new project application in e-snaps prior to being notified of new project selection on December 22nd.
- **HUD will be publishing e-snaps New Projects Detailed Instructions to guide new project applicants through submitting their application in e-snaps.** As of the 11/24/25 those resources are not yet available, but we anticipate they will be posted soon on the HUD CoC Competition page: <https://www.hud.gov/hud-partners/community-coc>. On that page, click "FY2025 Continuum of Care Competition" to navigate to the resources – the correct resource to use will be called "New Projects Detailed Instructions."

- **Selected Projects – Domestic Violence Bonus:**

- In addition to the next steps above: Organizations with projects that have been selected under the DV bonus will be required to work with the CoC to draft responses to a number of required questions in the CoC Consolidated Application, related to the experience of the applicant serving survivors of domestic violence and the proposed activities within the project. These questions will be similar to the questions you will be asked to answer in the preliminary application. The CoC will provide your organization with the questions and required timeline and will also provide technical assistance with this process.

Questions and Resources

If you have questions about this RFP, please send an e-mail to westerncoc@pennsylvaniacoc.org with the subject line "Question about New Project RFP". We will attempt to respond to written questions as quickly as possible. The CoC will not be available for virtual or phone-based technical assistance to new project applicants, except during the designated office hours listed below.

New Project Office Hour: The CoC will host New Project Applicant Office Hours to answer questions from new project applicants. These sessions are not required; however, applicants can attend if they have specific questions about the new project application.

- Tuesday, December 2nd, 10am-11am, Link to register: https://zoom.us/meeting/register/KVu6vKABRsK_Aw39k-KVJQ

- Friday, December 5th, 10am-11am, Link to register:
https://zoom.us/meeting/register/vC-QleaqT3CD_ni7BuH2MA

Webinar: A webinar to review the 2025 CoC Competition NOFO for the Eastern and Western PA CoCs will be held on Monday, November 24th from 11am-12:30pm. You can register for the webinar here:
https://zoom.us/meeting/register/Px_xYe7LR1OGCMkBSkhcA#/registration. A recording of the webinar will be posted here: <https://pennsylvaniacoc.org/western-pa-coc-fy25-coc-nofo-competition>.