

Western PA CoC: FY24/25 RFP for CoC Expansion Projects

Table of Contents

Western PA CoC FY24/25 RFP for CoC Expansion Projects	2
Background Information.....	2
Application Process and Requirements for Submission.....	2
Eligible Project Types	3
Expansion of CoC-funded PSH,RRH, or TH-RRH projects to add supportive services dollars and/or additional units	3
Eligible Project Costs	3
Project Budget and Match	3
Applicant Selection Process.....	5
Questions and Resources	6

Western PA CoC FY24/25 RFP for CoC Expansion Projects

**Preliminary Application due by
12pm EST on Tuesday, January 20th, 2026**

Background Information

The Western PA CoC has a small amount of reallocated funds available to award through the FY24/FY25 CoC NOFO. The Western PA CoC is soliciting applications from existing CoC grantees for expansion projects to be submitted as part of the FY24/FY25 CoC Priority List.

*****This RFP is for existing CoC grantees only.**

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

- Expansion of existing CoC-funded PSH, RRH, and TH-RRH projects to add supportive services dollars and/or to add additional units

CoC grantees interested in applying for an expansion may apply for a minimum of \$10,000 and a maximum of \$81,959. The CoC has \$81,959 in reallocated funds available for expansion projects.

Application Process and Requirements for Submission

To indicate your interest in expanding your existing CoC project, please submit a brief application by **12pm EST on Tuesday, January 20th, 2025** via Alchemer.

- **The Preliminary Application will be submitted via Alchemer (online survey system) at the following link:** <https://survey.alchemer.com/s3/8653666/Western-PA-CoC-FY24-25-Expansion-Project-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://mcusercontent.com/e1a442ef49ad7761f7575387a/files/b8cfb49b-2ea3-5408-05d0-6c8ab50ad973/Western_PA_CoC_FY24_25_CoC_Expansion_Budget_Form.xlsx
 - The budget should ONLY include the newly proposed expansion budget amount (budget should NOT include the renewal amount)
- **A copy of the Preliminary Application** can be downloaded at:
<https://mcusercontent.com/e1a442ef49ad7761f7575387a/files/6aa9f1df-7cc6-a076-c3e7->

[b264a480407b/Western_PA_CoC_NOFO_FY24_25_Expansion_Project_Application_Hard_copy_for_reference.docx](#) so the questions can be reviewed outside of Alchemer.

Eligible Project Types

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

Expansion of CoC-funded PSH,RRH, or TH-RRH projects to add supportive services dollars and/or additional units

Current CoC-funded PSH, RRH, or TH-RRH providers may submit a new project application for an expansion of their existing grant to add supportive services dollars and/or to add additional units.

Eligible Project Costs

CoC grantees may request to add dollars under the following Budget Line Items:

- **Housing Costs:**
 - **Operating funds**
 - **Rental Assistance**
 - **Leasing**
- **Supportive Services Costs**
- **Administrative Costs**
 - The Admin amount can be up to 10% of the total new project grant amount less Admin.
- **VAWA Costs**
- **Rural Costs**

Further detail from HUD about eligible activities can be found in the CoC Virtual Binders¹ and in the CoC Interim Rule Subpart D – Program Components and Eligible Costs².

It is the responsibility of the project applicant that they are submitting applicants with only eligible budget line items.

Project Budget and Match

Available Funds

The Western PA CoC anticipates having the following funds available to allocate to expansion projects to be submitted to HUD:

¹ <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/>

² <https://www.ecfr.gov/current/title-24 subtitle-B/chapter-V/subchapter-C/part-578/subpart-D>

- CoC Reallocation funds: \$81,959

CoC grantees interested in applying for an expansion may apply for a minimum of \$10,000 and a maximum of \$81,959.

The CoC will review proposals for expansion 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.

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 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.

Overall Budget Parameters

- **In general, the maximum total cost per unit for Housing Projects submitted under this RFP should not exceed \$34,000 per unit. This will be calculated by the CoC as follows:**
 - Total CoC budget request (renewal + new dollars) ÷ Total number of units to be funded at a point in time with CoC Program dollars (renewal + new)
- 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.

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 at the time of contracting, if the project is awarded. 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.

Applicant Selection Process

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

The CoC Funding Policies³ outline the new project selection process that is followed by the Western PA CoC Funding Committee.

- **Selection Criteria/Scoring Factors:** Expansion projects will be scored based on several factors, including the below listed criteria:
 - Clear and compelling need for expansion
 - Cost effectiveness (compared to budget parameters as outlined above)
 - Considerations will include meeting HUD/DCED's grant management requirements, implementation of CoC standards, as well as performance outcomes of current/previous grants.

If the CoC does not receive sufficient quality applications through this RFP to apply for the full 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

- We anticipate that new project applicants will be notified if they are selected and of their final budget amount by **Monday, January 26th**. This timeline is subject to change if HUD revises the CoC NOFO or its timelines.
- **Selected Projects:**
 - Upon selection, you will be required to submit a PDF copy of your e-snaps new project expansion application to the CoC for review.
 - **We anticipate that this will be due to the CoC by Friday, January 30th.**
 - Due to the tight turnaround, we recommend that all expansion project applicants complete a draft of their new project expansion application in e-snaps prior to being notified of new project selection on January 26th.
 - By **Wednesday, February 4th** 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 **Friday, February 6th**.

³ <https://pennsylvaniacoc.org/western-pa-coc-fy25-coc-nofo-competition>

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 RFP”. We will attempt to respond to written questions as quickly as possible.