



Request for Proposals – Montana Statewide CoC 2025 Competition

Purpose of the RFP

The Montana Continuum of Care Coalition (MT CoC) is soliciting proposals for new projects that will provide Transitional Housing for individuals and/or families experiencing homelessness in Montana. The MT CoC invites qualified nonprofit organizations, States, local governments, instrumentalities of State and local governments, Public Housing Authorities, Native American Tribes and Tribally Designated Housing Entities (TDHE) to submit proposals. These beds will provide people experiencing homelessness who meet the HUD definition of homelessness under [Category 1](#), [Category 2](#), or [Category 4](#) with short-term, safe accommodation and intensive services to assist them to stabilize and transition to permanent housing. The priority target populations are people experiencing unsheltered homelessness, people aged 62 and older, and people who require medical respite services.

The program must align with all applicable federal requirements, including those from the U.S. Department of Housing and Urban Development (HUD)¹. Higher-scoring projects have a better chance of being included in the MT CoC application to HUD and of getting funded. MT CoC will inform applicants whether their proposals will be part of the 2025 CoC Application to HUD. The final decisions on awards will be made and announced by HUD through the national CoC program competition. MT CoC welcomes applications from both newcomers who have not received CoC funds before and those who have received them in the past. MT CoC provides support to make the application process accessible to all.

Overview of Transitional Housing

Transitional Housing provides a short-term, service-intensive placement designed specifically to meet the needs of people experiencing homelessness, emphasizing immediate safety, medical and behavioral health treatment, housing navigation, employment and services to build self-sufficiency. Projects typically offer rapid access for those most at risk. Transitional Housing helps participants to stabilize physically and emotionally, re-establish connections to treatment and services, and resolve urgent barriers to housing such as obtaining identification, addressing untreated health and behavioral health conditions, obtaining/increasing income and/or reconnecting with family supports. Staffing models generally include 24/7 coverage, case managers, and on-site or partnered clinicians, creating an environment that functions as a bridge between homelessness and permanent housing. Transitional Housing is a critical system

¹ See, for example: [CoC Program Interim Rule](#); [Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards](#); [HUD CoC Program Notices](#)

component providing people experiencing homelessness with a dignified, safe space as they work with a case manager to rapidly develop and execute individualized housing plans.

HUD's Continuum of Care Program permits Transitional Housing programs to cover the costs of up to 24 months of interim housing with accompanying supportive services. Participants must have a lease, sublease or occupancy agreement for the duration of their stay, and programs must ensure that the Transitional Housing meets local health and safety codes and is accessible to persons with disabilities.

Site-based Transitional Housing houses clients in a facility (or facilities) owned, operated or sponsored by the program. Site-based programs can typically more easily provide on-site services such as case management, life-skills and self-sufficiency training and behavioral-health treatment. Transitional Housing can also be scattered-site and place participants in individual units throughout the community rather than in a single project facility. Scattered-site models often rely on master-leasing or less commonly short/medium term rental assistance to secure units and typically require mobile case management and strong relationships with private landlords. Either model (congregate or scattered-site) can use units located within a hotel/motel. Though shared units are permissible, private sleeping accommodations are preferred, particularly in scattered site models without 24/7 on-site staff.

Key Objectives & Core Services

Key overall program objectives and associated core services include:

1. **Rapid stabilization and safe accommodations:** Provide individuals and/or families with safe, interim housing and basic amenities, such as meals, hygiene supplies and transportation assistance in a supportive setting. The program must offer medium-term (up to 24 months) accommodations, services to resolve housing & treatment barriers and to promote self-sufficiency and assistance to transition households to permanent housing.
2. **Comprehensive supportive services:** Deliver comprehensive case management, mental-health and substance-use treatment, housing navigation, benefits enrollment and employment support, financial education, housing problem solving, conflict resolution & legal assistance. Projects must connect participants to primary and dental care. Projects proposing to serve people who in need of medical respite must provide access to medical respite services. Services may be provided directly or through partnerships. Each participant must be assisted to develop a housing plan that identifies barriers, sets goals and connects them to permanent housing options.
3. **Permanent housing outcomes:** Facilitate rapid exits to permanent housing. Programs should transition participants to permanent housing as quickly as possible, and length of stay may not exceed 24 months.
4. **Enhanced self-sufficiency:** Deliver services that help participants to build life skills, increase income and achieve self-sufficiency.

Eligible Applicants and Threshold Requirements

- **Eligible applicants:** Nonprofit organizations, States, local governments, instrumentalities of State and local governments, Public Housing Authorities, Native American Tribes and Tribally Designated Housing Entities (TDHE). For-profit entities and individuals are not eligible.
- **Experience:** Applicants must demonstrate a history of providing housing and/or services to people experiencing homelessness. Experience with people experiencing unsheltered homelessness, older adults, medical respite, behavioral-health services and working with law enforcement will be scored favorably.
- **Geography:** Projects must operate exclusively within the State of Montana.
- **Eligible Participants:** Projects must serve exclusively participants who meet the HUD definition of homelessness under Categories 1, 2, or 4. The priority target populations are people experiencing unsheltered homelessness, people aged 62 and older, and people who require medical respite services. Applications proposing an effective strategy to target those populations will be scored favorably.
- **Coordinated Entry:** Projects must participate in and accept only referrals through the applicable local Coordinated Entry System.
- **Match:** Applications must meet HUD's 25% [match requirement](#) (i.e., match must equal a minimum of 25 percent of the total grant request including administrative costs but excluding leasing costs.)
- **Compliance with federal and CoC policies:** Projects must operate in line with HUD's CoC program rules ([24 CFR 578](#)), the FY 2025-2026 CoC Program NOFO, [MT CoCC Requirements](#) and all existing subsequent guidance from HUD and MT CoCC. Applicants must agree to participate in the annual Point-in-Time Count, submit Annual Performance Reports (APRs) and other required data on time.
- **Data collection and coordination:** Projects must participate in [Montana's Homelessness Management Information System](#) (HMIS) or, for Domestic Violence Service providers, a [comparable database](#).

Grant Term & Eligible Expenses

- **Term:** Projects may apply only for a one-year term. Projects are anticipated to be renewable on an annual basis through the CoC Competition.
- **Eligible Expenses:** Projects can request funds for the following [CoC Program eligible expenses](#) only: leasing of a structure and units and/or operating costs; short- or medium-term tenant-based rental assistance (Rental Assistance cannot be combined with operating costs); supportive services; HMIS; project administration; and/or VAWA.
- Project administration costs are capped at 10% of the total budget request.

Proposal Components

Cover Sheet: The Cover Sheet must include the following information:

- Applicant's Legal Name

- Type of applicant organization (Nonprofit organizations, States, local governments, instrumentalities of State and local governments, Public Housing Authorities, Native American Tribes or Tribally Designated Housing Entities.
- Applicant EIN
- Applicant Address
- Contact Person Name, Title, Phone Number, and Email

Section 1 – Organizational Experience and Capacity

- Describe your organization's history and experience providing services to people experiencing homelessness and the target populations you propose to serve.
- Describe your organization's experience with providing housing and services, including programs like emergency shelter, stabilization beds, transitional housing, rapid rehousing, street outreach, and medical respite. Be sure to focus the description on your organization's experience designing and delivering the types of housing and services proposed in your application.
- Provide examples of your organization's experience managing federal, state, or local grants of similar size and scope. Experience managing federal grants will be scored favorably.
- Outline your staffing structure, including key staff positions, qualifications, and supervision.
- Describe your governance and financial management systems that ensure accountability and compliance.

Section 2 – Program Design

- Provide a concise overview of your proposed project, including the number of units and households to be served at a point-in-time, the target population, and the primary goals of the program.
- Describe the facility or housing setting where units will be located (include size, layout, and accessibility features).
- Explain your policies and approach regarding intake, length of stay, participant engagement, and discharge planning.
- Detail the supportive services to be provided, including case management, behavioral health, substance-use treatment, medical care, income supports, and life-skills training. Be sure the services described are well suited to your proposed target population(s)
- Describe how you will ensure participants are connected rapidly to permanent housing options.
- Explain your approach to working with participants who have high service needs, including older adults, people experiencing unsheltered homelessness, those who are medically fragile and/or those with long-term homeless histories, serious mental illness, substance-use disorders, domestic violence, and/or histories of justice system involvement.

- g. Describe your strategy for working with law enforcement, health care providers, treatment providers, and other community partners as warranted based on your proposed target population(s).

Section 3 – Performance and Outcomes for the Proposed Project

- a. State your projected annual occupancy rate and average length of stay.
- b. Provide your target outcomes for exits to permanent housing, increases in income, and reduced returns to homelessness.
- c. Describe how you will collect and report data in HMIS or a comparable database and use data for continuous program improvement.
- d. Explain how you will evaluate participant satisfaction and incorporate feedback into program operations.

Section 4 – Budget and Match

- a. Provide a detailed budget delineating leasing, operating, rental assistance, supportive services, VAWA, and administrative costs.
- b. Identify sources and amounts for the required 25% match (cash or in-kind)
- c. Budget must be submitted in the linked Excel document

Section 5 – Implementation Timeline

- a. Provide a detailed implementation timeline, including site/unit acquisition, hiring, program start-up, and anticipated full occupancy date.

Proposal Submission

All questions regarding this RFP must be directed, in writing via email, to submit@mtcoc.org before the deadline specified below. The early submission of questions is encouraged.

RFP Schedule:

RFP Released	October 17, 2025
Deadline for Questions	October 24, 2025
Proposals Due	5pm (MDT) October 31, 2025
Notification of Invitation to Submit Application to HUD	TBD dependent on CoC NOFO release and Consolidated Application due date
Notification of Award By HUD	TBD by HUD - Anticipated Winter to Spring 2026
HUD Grant Start	TBD by HUD - Anticipated Late 2026

Proposal Instructions

Submission Requirements:

- Send proposals and attachments via email to submit@mtcoc.org with subject line 2025 Transitional Housing Application by **5pm (MDT) October 31, 2025**

Format:

- 6 pages (not including cover sheet and budget); font – 12 or larger; all submissions in PDF format, except budget which must be submitted in excel format)
- Display applicant name in header and page number in footer

6. Evaluation of Applications

The MT CoC Grants Review Panel will evaluate responses submitted. Only submissions found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed and scored. To be eligible for evaluation, responses must (1) be from an eligible applicant; (2) be received on or before **5pm (MDT) October 31, 2025**; (2) meet the format requirements; (3) follow the required section outline; (4) be complete; and (5) meet threshold criteria. Responses that fail to comply with all instructions and minimum requirements will be rejected without further consideration.

Scoring - Responses meeting the minimum submission requirements will be evaluated according to the scoring details below. The criteria specified in this RFP will be used to evaluate proposals for a total of 100 points:

- Organizational Experience and Capacity (30 points)
- Program and Service Expectations (40 points)
- Performance and Outcomes (10 points)
- Budget and Budget Narrative (10 points)
- Implementation Timeline (10 points)

Applicant Selection - Any applicant selected will be notified by email and provided with instructions on next steps in the event that HUD does not release a FY2025 CoC NOFO

Contract Details

The selected entity will enter into a contract HUD. The award of any contract pursuant to this RFP is dependent upon the availability of funding.