



*Safe, appropriate and affordable housing for all Kansans*

# **Letter of Intent (LOI)**

## **New Projects**

**Kansas Balance of State**

**Continuum of Care**

**2019 Competition**

# Kansas Balance of State Continuum of Care Renewal Projects Letter of Intent Instructions

## Introduction

In 2012, for the first time, HUD required Continuums of Care (CoC) to list all projects approved locally in the order of the CoC priorities. HUD instructed CoCs to place all new and renewal project applications the CoC determined were high priority, high performing, and met the needs and gaps identified by the CoC in Tier 1. Ranking continued in order of priority until available funding was exhausted. Projects that met the needs and gaps of the CoC but were lower performing or a lower priority to the CoC were placed in Tier 2. HUD then selected projects consistent with HUD's selection priorities. HUD selected all projects in Tier 1 before selecting any projects in Tier 2. At that time, the KS Balance of State (BoS) CoC did not have the policies and procedures in place to completely conform to HUD's guidance. However, in 2019 the CoC has implemented policies and procedures to be in compliance.

## New Applicant Eligibility

The Kansas Statewide Homeless Coalition (KSHC) is taking action to ensure the BoS CoC's needs are being met and are in compliance with HUD priorities. As a result, the ***NOFA Committee has identified two new best practice policies for the BoS CoC that are essential to achieving positive outcomes moving forward.*** The new policies are as follows:

1. The BoS CoC entrusts the KSHC Board with the right to reject new grants that have exhibited *serious capacity issues in other funding and grants, this includes but is not limited to: performance and financial issues, HMIS issues, unresolved monitoring issues, or are deemed unqualified according to HUD threshold standards. Measurement of capacity and performance will use appropriate measurement tools that will determine the new applicant's capacity and/or experience based on current programming.* HUD will review recommended applications and make the final funding determinations.
2. The BoS CoC has determined that *renewal projects must meet a 50% scoring threshold, while new projects must meet an 85% scoring threshold and be considered an **\*\*eligible applicant to be considered for placement in Tier 1.*** The scores are derived from a variety of factors reviewed by the Rank and Review Panel.

**\*\*Eligible Applicants:** Non-profit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply. Rental assistance must be administered by a State, unit of general local government, or a public housing agency.\*\*

***All applicants are expected to be familiar with, and comply with HUD priorities and regulations.***

## LOI Content

1. Reviews will include, but may not be limited to:
  - Capacity to administer a federal grant
  - Demonstration of performance and ability to serve homeless population in the State of Kansas.
  - Meet a need of the Kansas BoS CoC as defined by CoC 2019 priorities.
  - The level of participation in the Kansas BoS CoC
  - The agency program description of proposed project to be attached to the LOI form below.

### **Letter of Intent Timeline and Due Dates**

The release date for the CoC Letter of Intent (LOI) is **July 10, 2019**. (Meaning that once this is approved by the BoS CoC, grantees will be able to submit the LOI and required information)

	<b>Due Dates</b>
Completed LOI and attachments including APR	July 19, 2019
Anticipated Release of NOFA	July 3, 2019
Peer Review and edits	To be determined
Submit HUD NOFA Electronic Application Due (e-SNAPS)	To be determined

### **Letter of Intent Submission (LOI)**

New or expansion project applicants are required to complete this LOI by answering all questions and providing the required documentation. New or expansion project applicants meeting submission criteria will be recommended for submission of their application in e-SNAPS and inclusion in the HUD competition.

The LOI including all attachments must be electronically delivered by 5:00 p.m. on July 19, 2019. Please request a delivery receipt. A response email will be sent by CoC staff to confirm.

### **Further Questions and Additional Resources**

KSHC is available to answer questions on the Letter of Intent, application deadlines, process, trainings, or to provide copies of application materials. For further questions or technical assistance, please contact Kate Watson or Dawn Myers.

Kate Watson – Executive Director	<a href="mailto:kwatson@kshomeless.com">kwatson@kshomeless.com</a>	785-760-4355
Dawn Myers – Program Coordinator	<a href="mailto:dmyers@kshomeless.com">dmyers@kshomeless.com</a>	785-856-4960

Specific questions regarding your HUD grant amount, HUD guidelines, etc., should be directed to your local HUD field office representative. **Please DO NOT contact the HUD office regarding Kansas Balance of State’s local application deadlines or process**, as KSHC staff is available to answer those questions.

### **Additional Information**

Organizations will be required to comply with terms set forth by the KHSC/CoC and HUD. In addition, all applicants are strongly advised to review all applicable Terms and Conditions, Federal Requirements and the Glossary of Terms.

And, it is strongly recommended that you obtain and review information related to the Continuum of Care Program, the CoC Interim Rule, and the HEARTH Act Regulations, along with any other related documents prior to completion of this LOI.

**Kansas Balance of State Continuum of Care  
2019 Letter of Intent Form**

**DUE FRIDAY JULY 19th @5:00pm to kwatson@kshomeless.com**

Project Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

SAM Registration Current Y/N: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Amount Requesting: \$ \_\_\_\_\_

Application Type:  New  Expansion Project CoC Region: \_\_\_\_\_

Project Type:  Permanent Supportive Housing  Rapid Re-Housing  
 Transitional Housing  Domestic Violence Bonus  
 HMIS Project  
 Supportive Services for Coordinated Entry

Please place an X if you have a staff member that participated on the following committee meetings who attended for the appropriate grant year listed below. 5 points for participation

<b>Committee Name</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Coordinated Entry Committee			
Nominating Committee			
Vets at Home Committee			
CoC Collaborative Application Meetings			
NOFA Committee			
HMIS Committee			
Monthly CoC Committee			
Regional Coordinator – 1 bonus point			

**\*\*\*\*\*Please attach a program description of the proposed project and how it meets a regional and statewide need while addressing the BoS CoC and HUD priorities. (1000 words or less)\*\*\*\*\***

**Please submit the following documentation with your LOI via email:**

- Letter of support from organizational leader stating the organization has capacity and intent to support the grant in its entirety.
- Demonstration of ability to administer HUD grant through submission of other grant reports.
- Acceptable Organizational Audit/Financial Review OR Equivalent (such as 990 forms etc.)
- Certification of Estimated Match

<b>Approval Body &amp; Date</b>