



Safe, appropriate and affordable housing for all Kansans

Letter of Intent (LOI)

Renewal 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.

Renewal Eligibility

Projects are considered eligible for renewal in the 2019 CoC Competition if; 1) the current contract with HUD will expire in calendar year 2019, 2) the project has been included and confirmed on the final Grant Inventory Worksheet (GIW), 3) the project has met all performance spending and capacity requirements, and any other requirements outlined in the upcoming HUD 2019 CoC Notice of Funding Availability (NOFA).

LOIs will be reviewed to assess; 1) the renewal applicant's current accomplishments, 2) project performance, and 3) total spending data including specific data as contained in the Annual Progress Report (APR).

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 renewal grants that have exhibited *serious capacity issues in prior grants, including performance and financial issues, HMIS issues, or unresolved monitoring issues, or are deemed unqualified according to HUD threshold standards.* HUD will review final applications and make the final funding recommendations.
2. The BoS CoC has determined that *renewal projects must meet a 50% scoring threshold, while new projects must meet an 85% threshold to be eligible for consideration to be placed in Tier 1.* The scores are derived from a variety of factors reviewed by the Rank and Review Panel.

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:
 - Renewal applicant's current data in the Annual Progress Report (APR)
 - The level of participation in the Kansas BoS CoC
 - Level and frequency of drawdown of HUD funds
 - 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)

	Due Dates
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

(NOTE: Dates will be updated after NOFA is released.)

Letter of Intent Submission (LOI)

Renewal applicants are required to complete this LOI by answering all questions and providing the required documentation. Renewal 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	kwatson@kshomeless.com	785-760-4355
Dawn Myers – Program Coordinator	dmyers@kshomeless.com	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: Renewal CoC Region: _____

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

***Please note that there could be changes/additions when the NOFA comes out.**

Our agency will be open to new project types if that becomes available.

HUD Grant Expenditure Detail	Grant Year Ending in 2019	Grant Year Ending in 2018	Grant Year Ending in 2017
Grant Dates			
Amount of HUD Project Grant			
Amount of HUD Funding Expended			
Amount of HUD Funding Unspent			
Percent of Grant Expended			

Please explain why funds were unspent by grant year (include in program description if additional space is needed).

Are you interested in voluntarily reallocating any funds? Y/N: _____ Amount: _____

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

Committee Name	2018	2017	2016
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:

- All LOCCS draw records for the current grant year from start of award (to date if still open)
- Latest submitted APR or current APR with one page narrative explaining data correction efforts
- Acceptable Organizational Audit/Financial Review OR Equivalent (such as 990 forms etc.)
- Certification of Estimated Match

For those agencies with data issues who have not completed or submitted the current APR, please submit the APR as it is with a one page narrative outlining:

- The data issue being experienced and missing data or issue.
- Efforts made to correct data – include dates and correspondence with MAAC
- Plan to remedy issue prior to next grant competition.

A final and SAGE submitted APR will be expected prior to the closing of the NOFA process.

Approval Body & Date
NOFA Committee 6/18/19