



# Letter of Intent (LOI)

## New Project

### FY2021 Competition

## Kansas Balance of State Continuum of Care New Project 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. 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.

### 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 Performance and Compliance Committee has identified a new best practice policy for the BoS CoC that is essential to achieve positive outcomes moving forward is noted below:**

The BoS CoC entrusts the Performance and Compliance Committee with the right to reject new grants that *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.

**\*\*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

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

## Letter of Intent Timeline and Due Dates

Items To Complete	Due Dates
HUD 2021 CoC Program NOFO Applicant Workshop	09.20.2021
LOI and documents due to KSHC	09.22.2021
Peer Review and Edits	To be determined
Submit HUD NOFA Electronic Application Due (e-SNAPS)	10.15.2021

### Letter of Intent Submission (LOI)

New project applicants are required to complete this LOI by answering all questions and providing the required documentation. New 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 **12:00 p.m. on September 10<sup>th</sup>, 2021**. **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, training, or to provide copies of application materials. For further questions or technical assistance, please contact Luella Sanders or Eric Arganbright.

Eric Arganbright	Director Community	<a href="mailto:earganbright@kshomeless.com">earganbright@kshomeless.com</a>
Luella Sanders	Executive Director	<a href="mailto:lsanders@kshomeless.com">lsanders@kshomeless.com</a>

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/Kansas Balance of State CoC and HUD. In addition, all applicants are strongly advised to review all applicable Terms and Conditions, Federal Requirements, and the Glossary of Terms.

It is strongly recommended that information related to the Continuum of Care Program is obtained and reviewed, 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 FY2021 Letter of Intent Form – New Projects

**DUE: Wednesday, September 22<sup>nd</sup>, 2021** via email to:

Eric Arganbright [earganbright@kshomeless.com](mailto:earganbright@kshomeless.com)

and Luella Sanders [lsanders@kshomeless.com](mailto:lsanders@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 \_\_\_\_\_  Bonus Funding  CoC Region: \_\_\_\_\_

Project Type:

Permanent Supportive Housing  
 Rapid Re-Housing  
 Domestic Violence Bonus

TH – RRH Joint  
 CoC Bonus Project

**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 the LOI via email:**

- Letter of support from organizational leader stating the organization has the capacity and intent to support the grant in its entirety.
- Demonstration of the ability to administer this CoC HUD grant (through other grant reports, a detailed narrative of a successful program, qualitative data, quantitative data, etc.)
- Acceptable Organizational Audit/Financial Review OR Equivalent (such as 990 forms etc.) Certification of Estimated Match

**Approval Body & Date**

Performance and Compliance  
Committee 08.26.21