



Letter of Intent (LOI)

Renewal and/or Expansion Project

FY2021 Competition

Kansas Balance of State Continuum of Care Renewal and Expansion 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. 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.

Renewal Eligibility

Projects are considered eligible for renewal in the FY2021 CoC Competition if; 1) the current contract with HUD will expire in calendar year 2021, 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 FY2021 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 ***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 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.

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)

Renewal applicants are required to complete this LOI by answering all questions and providing the required documentation. The LOI including all attachments must be electronically delivered by **12:00 PM on September 10th, 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 Dr. Luella Sanders or Eric Arganbright.

Eric Arganbright	Director Community	earganbright@kshomeless.com
Luella Sanders	Executive Director	lsanders@kshomeless.com

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 – Renewal Projects

DUE: Wednesday, September 22nd, 2021 via email to:

Eric Arganbright earganbright@kshomeless.com and **Luella Sander** 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: Renewal Expansion CoC Region: _____

Project Type:

Permanent Supportive Housing

HMIS Project

Transitional Housing

SSO

Rapid Re-Housing

Expansion Amount Request:

\$ _____

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

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

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 eLOCCS 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

Approval Body & Date
Performance and Compliance Committee 08.26.21