

# REQUEST FOR LETTER OF INTENT: PROJECTS TO ADDRESS UNSHELTERED HOMELESSNESS

## BACKGROUND AND OVERVIEW

The Washtenaw County Continuum of Care (CoC) is accepting Letters of Intent (LOIs) to apply for the 2022 CoC Supplemental to Address Unsheltered Homelessness Funding Competition. The US Department of Housing and Urban Development (HUD) has released the [Special Notice of Funding Opportunity \(NOFO\) to Address Unsheltered and Rural Homelessness](#). Washtenaw County is eligible to apply for up to \$2,064,692 through the 2022 funding process.

To ensure your agency's application aligns with federal priorities, please review V. Eligibility Information, B. Rules and Regulations Applicable to HUD NOFOs, 3. Program Specific Requirements and 4. Criteria for Applicants of the [Special NOFO](#).

HUD is scoring CoC Applications in key areas, most notable are system-wide performance measures, system coordination and engagement, serving individuals and families experiencing homelessness with severe service needs, leveraging healthcare resources, strategy to identify, shelter, and house individuals and families experiencing unsheltered homelessness with data and performance, and involving individuals with lived experience of homelessness in decision-making. Special consideration will be given to projects that focus on more than one of these areas. For more information, please see VII. Application Review Information, B. CoC Application Scoring of the [Special NOFO](#).

Once LOIs are received, CoC staff may work with interested applicants to either partner with another provider and/or reconsider application submission based upon competitiveness of the project according to HUD priorities. Projects must meet the eligibility criteria identified in the Unsheltered Ranking Policy to be considered for ranking by the Funding Review Team (FRT), a committee of the Washtenaw County CoC Board.

This request for LOIs uses definitions and requirements based on the [Special NOFO](#).

## APPLICATION PROCESS

**The Washtenaw County CoC will require applicants to participate in a two-part application process:**

Interested parties are first asked to submit a Letter of Intent (LOI) to be considered as an applicant. Applicants will be required to submit a full application to be reviewed and scored by the FRT.

Only applicants that submit an LOI will be eligible to complete the project application. The full application will be shared on September 7, 2022. Scoring criteria will be shared on September 14, 2022. After the FRT identifies which projects will move forward, applicants will enter and submit their application in e-snaps (HUD's grants management system).

## APPLICATION TIMELINE

1. Interested applicants submit LOI by **9/12/2022 at 5pm**
2. Interested applicants submit full application **9/20/2022 at 5pm**
3. FRT reviews applications and meets to select project(s) on 9/27 and 9/29
4. CoC Board will vote on the FRT's recommendations via a virtual poll on 9/30/2022
5. Applicants will be notified of their project status on **9/30/22**
6. Selected project(s) will enter and submit their application in e-snaps by **10/7/22 at 5pm**
7. Selected project(s) will be given feedback and corrections for final submission **10/14/22 at 5pm**

# PROJECT REQUIREMENT AND PRIORITIES

## Eligible Applicants:

Eligible project applicants for this [Special NOFO](#) are found at [24 CFR 578.15](#) and include nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes and TDHEs (as defined in section 4 of the Native American Housing and Self Determination Act of 1996 (25 U.S.C. 4103). Public housing agencies are eligible without limitation or exclusion. For-profit entities are ineligible to apply for grants or to be subrecipients of grant funds.

- Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in [24 CFR part 578](#) and provide evidence of eligibility required in the application (e.g., nonprofit documentation).
- Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of other funds.
- Project applicants must submit the required certifications as specified in this NOFO.
- Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

## Eligible Populations:

While the [Special NOFO](#) indicates additional eligible participants, Washtenaw County CoC determined that this [Special NOFO](#) should be used to target non-chronic households with histories of unsheltered homelessness that fit HUD's Category 1 Homelessness Definition (Literally Homeless).

## Eligible Projects/Activities:

The initial grant term for all other projects will be 3 years, including for CoC planning costs (up to 3% of the total award amount). Grant terms may be extended. While the [Special NOFO](#) indicates additional eligible projects, the below align with Washtenaw County CoC's Ranking Policy. However, the policy is pending approval by the CoC Board on September 21<sup>st</sup>, 2022 and thus, subject to change.

1. Supportive Services Only (SSO) Projects: Street outreach, Care coordination for high system utilizers (Community Mental Health, Health Care, Treatment Centers, Jails/Prisons, etc.), Discharge planning (Households exiting institutions), Collaborative case management, etc.
2. Supportive Services Only-Coordinated Entry (SSO CE) Projects
3. Homeless Management Information System (HMIS) Projects: License Fees and Staff to support increased training and technical support
4. New Rapid Re-Housing: New construction, acquisition, or rehabilitation is not eligible
5. CoC Planning Projects: Developing and supporting the CoC system, evaluating and monitoring recipients and subrecipients, preparing and participating in the consolidated plan, etc. as outlined in [24 CFR 578.39](#)

**Note:** Only a maximum of 3% of the total award can be allocated towards CoC Planning per the Special NOFO.

\*Except for CoC Planning Projects, there are no designated caps or maximum allotments for each respective Project. The community is interested in funding each project category.

**Important:** Please see the [Special Notice of Funding Opportunity \(NOFO\) to Address Unsheltered and Rural Homelessness](#) for more details and information.

# LETTER OF INTENT:

## Projects to address unsheltered homelessness

- All information is required to be submitted on **agency letterhead**. The CoC reserves the right to not review incomplete LOIs.
- LOIs are due by **Monday, September 12, 2022 at 5pm** and should be sent to Kristin Kunes at [kunesk@washtenaw.org](mailto:kunesk@washtenaw.org).
- Please contact [kunesk@washtenaw.org](mailto:kunesk@washtenaw.org) with questions.

### GENERAL INFORMATION (not scored)

#### 1. Agency Contact Information:

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type:  
 Non-profit 501(c)(3)    Public Housing Authority (PHA)    Government  
 Other (describe):\_\_\_\_\_
- c. Unique Entity Identifier (UEI):
- d. Is the agency a current HUD CoC grantee?  Yes    No

#### 2. Sub-Recipient Organization:

- a. Will your organization be using a subrecipient in the administration of the project?  
 Yes    No  
Subrecipient Organization(s):

#### 3. Contact person for this project:

Name:                      Title:  
Phone:                      Email:

#### 4. Proposed HUD Request (\$):

#### 5. Proposed Total Projected Budget \$ (Total HUD Requested + 25% Match):

#### 6. Proposed Grant Term:

#### 7. Propose Project Type:

- Supportive Services Only (SSO)    CoC Planning    HMIS  
 Supportive Services Only-Coordinated Entry (SSO-CE)    New Rapid Re-Housing (RRH)

#### 8. Proposed Project Description:

Provide a description (**limit 2000 characters**) that addresses the entire scope of the proposed project. The project description should be complete and concise. It must address the entire scope of the project, including:

- Current gaps or needs that this project will address
- The specific services that will be provided & how service providers will access them
- Projected outcomes
- Coordination with partners
- Project timeline
- HMIS Implementation