



Guidance for 2011 HUD Application Process and 2011 LETTER OF INTENT (LOI)

Agencies desiring to participate in the 2011 Kings/Tulare Continuum of Care (CoC) Homeless Assistance application for HUD funding will need to complete several steps and be involved in the following process in order to be eligible and prepared for this year's application submission.

Applications are due (by the CoC) on **October 28, 2011**. Please note the enclosed schedule, which includes a mandatory meeting, due date for the Letter of Intent (LOI) and initial Exhibit II, prior to ranting and ranking. There are several important milestones, and it is the responsibility of interested applicants to be aware of those dates, and respond on time.

The Letter of Intent (LOI) template is included of this notice as Exhibit B, and should be completed and submitted with the attachments noted on page 3 of this notice. If an organization is requesting funding for two separate program or projects, they must complete a LOI for each project and/or program that they are requesting funding for.

To access to NOFA, visit: <http://portal.hud.gov/hudportal/documents/huddoc?id=2011cocnofa.pdf>

Several preliminary steps must be accomplished immediately:

- Review HUD's general information bulletin titled "**Notice of Fiscal Year (FY) 2011 Opportunity to Register and Other Important Information for Electronic Application Submission for Continuum of Care Homeless Assistance Programs**" for eligibility, general instructions, and guidance related to participation in applying for HUD funding. To access this information, visit: <http://www.hudhre.info/esnaps/index.cfm?do=viewEsnapsIssuances>. This includes obtaining a DUNS number and completing CCR registration if not previously completed.
- Visit www.hudhre.info to learn more about the grants and how to participate.
- **Friday, September 9, 2011 at noon is a mandatory CoC application meeting** on for agencies who intend to submit a LOI by the September 22, 2011 deadline.
- For agencies who choose to participate in this year's application, a Letter of Intent (LOI) and attachments listed on page 3 must be *received by 5:00 p.m. PST* ~~September 22, 2011~~ to Sarah Scott at sarah@unitedwaytc.org, or fax to (559)685-9541, or mail to 1601 E. Prosperity, Tulare, CA 93274. Email is preferred. Please ensure you get a receipt confirmation that your materials are received. **Deadline has been extended to October 3, 2011 at 5pm PST.**

- Attend all CoC meetings (participation in the Continuum of Care is a HUD requirement for all funded agencies). **All applicants and/or project sponsors must be members of the Kings/Tulare Continuum in good standing.**
- Prepare, if funded, to **participate in the HUD-mandated Homeless Management Information System (HMIS)**, administered by the Kings United Way. HUD funded agencies are responsible for the technological and financial responsibilities of participation in HMIS. To request more information about HMIS visit <http://kingstularecoc.org/about-us/contact-us/>. **Applicants should include HMIS as a line item in their 2011 grant application.**
- Applicants should start to plan for and secure commitments of leverage sources. The CoC has set a goal of having 200% leverage with the 2011 application. Sources of leverage include other program funding, in-kind contributions, donations of buildings and/or professional services, other grants, etc.
- The housing ratio requirement for 2011 is 75% housing funding request, which includes leasing, acquisition, Shelter Plus Care (S+C), and the operations eligible activities.
- HUD offers a Permanent Supportive Housing bonus of 15% for Permanent Supportive Housing (PSH) projects. Projects requesting the bonus tend to be more competitive, and the CoC has set a goal to apply for this funding in 2011. Potential applicants should indicate in the LOI if you are eligible to utilize the PSH Bonus.
- **It is the responsibility of each agency to understand and adhere to all HUD guidelines and regulations.**

Attached (Exhibit A) is a complete schedule of the process, including the rating and ranking interviews (subject to change at the discretion of the CoC Executive Committee). The Ranking and Rating Committee is responsible for ensuring that the entire application is complete and submitted appropriately, however each agency will have to contribute information for the Exhibit I section of the application and complete their Exhibit II (project information) according to CoC deadlines and protocols. There is a substantial time commitment for agencies participating in the CoC application process.

The attached Letter of Intent (LOI) (Exhibit B) form must be submitted by any agency located in Kings or Tulare County interested in submitting a project for funding under the 2011 HUD SuperNOFA. A LOI is required for all projects submitted, *both new and renewal projects*, but a LOI does not obligate you to submit a proposal.

The LOI is a non-binding expression of interest, which may later be followed by a comprehensive written project proposal to the CoC. Subject to the evaluation and ranking process, projects may be included in the combined application for funding under HUD's 2011 CoC Notice of Funding Availability (NOFA).

Projects submitted by organizations that do not provide the LOI with complete documentation as required by this notice will not be included in the 2011 combined application. Additional information may be required at a later time from organizations submitting the LOI, and site visits of an applicant's/sponsor's premises by representatives of the CoC may be required as part of the application process.

Letters of Intent (LOI) must be received by Sarah Scott no later than ~~Thursday, September 22, 2011~~ October 3, 2011 before 5:00 p.m. (PST). Please ensure you get a receipt confirmation that your materials are received.

Completed forms should be emailed to sarah@unitedwaytc.org, faxed to (559)685-9541, or mailed to 1601 E. Prosperity, Tulare, CA 93274.

Questions should be directed to Betsy McGovern-Garcia at betsymcgoo5@msn.com or (563)505-5558.

THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR EACH APPLICANT AND/OR SPONSOR AS ESSENTIAL ELEMENTS OF THE LOI:

1. Copies of bylaws and articles of incorporation (non-governmental only)
2. Proof of 501(c)3 status (non-governmental only)
3. List of current directors, which must include a brief statement of each director's experience, qualifications, and tenure on the board.
4. Financial statements prepared by a licensed Certified Public Accountant in accordance with Generally Accepted Accounting Principles for the most recently available two years. For organizations with annual revenues of \$300,000 or more, these statements should be audited in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States of America. Organizations with annual revenues over \$50,000 but less than \$300,000 may submit statements that have been reviewed by a Certified Public Accountant in accordance with standards applicable in the United States of America to review engagements. Organizations with annual revenues of \$50,000 or less may submit compiled financial statements prepared by an independent Certified Public Accountant. All statements submitted must include any management letters or other correspondence issued by the auditors in connection with the financial statements.
5. Applicants/sponsors with previous HUD grants must provide **Annual Performance Reports** as submitted to HUD for the last two years for all projects of the applicant/sponsor, as well as any monitoring reports issued by HUD within the last two years for all projects. Projects submitted by organizations that do not provide the LOI with complete documentation as required by this notice will not be included in the 2011 combined application. Additional information may be required at a later time from organizations submitting the LOI, and site visits of an applicant's/sponsor's premises

When completing the budget section of the LOI, applicants should consider the following:

1. The Exhibit I must meet threshold in order for new Exhibit II applicants to be eligible for funding.
2. The CoC will score higher for requesting more housing funding, and applicants with a higher housing ratio will score better on the ranking and rating process. **The housing ratio requirement for 2011 is 75%. Applications not meeting this requirement will be considered, but may not be included if the combined ratio doesn't not meet and exceed 75%.** Housing includes leasing, acquisition, S+C, and operations. This % is compared to supportive service requests; HMIS and admin are excluded from the calculation. The formula is as follows:

$$\frac{(\textit{leasing} + \textit{acquisition} + S+C + \textit{operations})}{(\textit{leasing} + \textit{acquisition} + S+C + \textit{operations} + \textit{supportive services})} = \textit{Housing \%}$$

3. The Kings/Tulare CoC has \$1,161,854 of Pro Rata Share available in 2011, and the available Permanent Supportive Housing Bonus of 15% is \$174,278.

EXHIBIT A
TIMELINE OF 2011 CoC APPLICATION
KINGS/TULARE CONTINUUM OF CARE

Notice of Funding Availability (NOFA) Published	August 30, 2011
Mandatory HUD Application Training*	Friday, September 9, 2011, <i>Noon</i> <i>*Working Lunch; please bring brownbag lunch</i>
Letter of Intent (LOI) Received by 5:00 p.m. (PST)	Thursday, September 22, 2011 Deadline extended to Monday, October 3, 2011
Initial Exhibit II Due by Midnight	October 6, 2011 Deadline extended to Monday, October 10, 2011
Rating & Ranking Interviews*	October 14, 2011, <i>1:00 pm to 3:00 pm</i>
Final Exhibit II Due by Midnight	October 21, 2011
CoC Combined Application Due	October 28, 2011

***THESE MEETINGS WILL BE LOCATED AT:**

Housing Authority, 5140 W. Cypress Ave., Visalia

EXHIBIT B
2011 LETTER OF INTENT
KINGS/TULARE CONTINUUM OF CARE

Project Name _____
 Project Address (if applicable) _____

1.) Project sponsor:

Agency Name _____
 Agency Contact Person _____
 Address of Agency _____
 Contact Phone _____ Contact E-mail _____

2.) Is this a Renewal Project?

Yes _____ No _____

If yes:

HUD Grant #CA- _____
 End date of HUD contract _____
 Amount to be requested: _____
 Date most recent APR Submitted _____

3.) Please indicate which target population your project is intended to address. Indicate at least one under each heading.

Sub-populations of Homeless Persons

Populations of Homeless Persons

- _____ Chronic Homelessness*
- _____ Mental Illness
- _____ Substance Abuse
- _____ General
- _____ Domestic Violence
- _____ HIV/AIDS
- _____ Physical Disability

- _____ Individuals
- _____ Families
- _____ Unaccompanied Youth (Ages 12-17)
- _____ Seniors

*HUD definitions: **Chronically Homeless Person** – “An unaccompanied homeless individual with a disabling condition or a family with at least one adult member who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years.” To be considered **homeless**, persons must have been sleeping in a place not meant for human habitation and/or in an emergency homeless shelter during that time.

4.) My project is intended to serve primarily veterans.

Yes _____ No _____

5.) Program Type

- _____ Permanent Supportive Housing / Leasing (scattered apartments)
- _____ Permanent Supportive Housing / Project-Based (one site/building)
- _____ Safe Haven – Permanent
- _____ Transitional Housing / Rolling Stock (scattered apartments; graduates may stay in apt.)
- _____ Transitional Housing / Leasing–Temporary (scattered apartments; graduates must move out)
- _____ Transitional Housing / Project-Based (one site/building; graduates must move out)

_____ Supportive Services Only (no housing)

6.) For which HUD Program are you applying?

SHP _____ Shelter + Care _____ SRO _____

7.) Estimated Project Budget:

Please attach your project's anticipated budget using the following format. Enter only ONE-YEAR amounts in the chart, but indicate if your application will be for ONE, TWO or THREE-YEARS.

Project Activities	SHP, Shelter+Care, or SRO Funding	Other Sources of Funding	Total estimated Project Budget
Acquisition			
Rehabilitation			
New Construction			
Real Property Leasing			
Supportive Services			
Operations			
HMIS			
Subtotal			
Administration (not to exceed 5% of Subtotal)		<input type="checkbox"/> 1 Year Amt–Renewal <input type="checkbox"/> 2 Year Amt – New <input type="checkbox"/> 3 Year Amt – New	
Total			

The amount requested in your SuperNOFA application may not exceed this estimated amount requested by more than 25% or \$100,000—whichever is less.

8.) Is your Agency considering and/or **eligible** to apply for the Permanent Supportive Housing Bonus of \$174,278 for a Permanent Supportive Housing project?

Yes _____ No _____

9.) Does your Agency participate with the Kings/Tulare CoC?

Yes _____ No _____

If yes, describe that participation
