



Safe, appropriate and affordable housing for Kansans

Letter of Intent to Apply Notice

This is a notice from the Kansas Statewide Homeless Coalition, Balance of State (BoS) Continuum of Care (CoC) committee to request Letters of Intent to Apply for U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Program funding from prospective new and renewal applicants

These funds are targeted to provide housing and supportive services to those experiencing homelessness throughout Kansas excluding areas covered by the Wichita/Sedgwick County CoC, the Topeka/Shawnee County CoC, the Overland Park/Shawnee/Johnson County CoC and the Kansas City/Wyandotte County CoC.

Additional information on the types of CoC grant funds available, the full grant announcement, and targeted service populations can be found at: <http://www.hudhre.info/>. Please review program information on HUD's web site before submission of Letter of Intent to Apply.

Required Submission Format:

All Letters of Intent to Apply must include a Cover Letter detailing the information listed below. Contact information for KSHC Regional Coordinators can be found at:

<http://kshomeless.com/wp/wp-content/uploads/2010/02/2011-Regional-Coordinators-.pdf>. Required documents will be reviewed by the BoS CoC Committee to determine if they meet CoC priorities, HUD criteria, and eligibility requirements.

The Cover Letter must be submitted on agency letterhead and be signed by the Executive Director and/or the Chairperson of the Board of Directors. It shall contain the following information (please use corresponding section headings): 1) Primary contact person (include name, address, telephone, email and fax); 2) a brief description of the applicant agency and its services (limit of 500 words); 3) a brief explanation to justify project need (limit of 500 words); 4) an estimated total project budget amount; and 5) the following language: "Submission of this application is acknowledgment that the agency Board of Directors fully endorses this application for funding, agrees to participate in program reviews performed by KSHC and/or HUD, and is willing to sign such a Memorandum of Understanding (MOU) binding the agency to this contractual responsibility, participation, and obligation ."

Eligible programs for application include: the Supportive Housing Program, the Shelter Plus Care Program and/or the Section 8 Moderate Rehabilitation Single Room Occupancy Program. The total amount of funds available for renewal projects is \$2,013,223; the total amount of funds available for new projects is \$252,083 plus a potential bonus amount of \$339,796.

Please include the following Attachments to the Cover Letter:

The Letter of Intent to Apply; and
The Letter of Acknowledgement from the Regional Coordinator/regional planning group.

Please note that applications not submitted in the above format or by 4:00 p.m. CDT will not be accepted. All renewal requests will be limited to one year of funding.

The Letter of Intent package must be received in full in the KSHC office by Monday, September 19, 2011 either by ground mail or by email by 4:00 p.m. CDT (addresses below). Note; an email submission must contain scanned copies of the above described documents including the required signatures by the head of the agency and/or the Chair of the Board of Directors in a PDF format, no faxed or late submission will be accepted. The address is:

Atten: Peg McFadden, KSHC Board Member
Chair, Balance of State Continuum of Care Committee
501 SE Jefferson, Ste 30
Topeka, KS 66607

info@kshomeless.com