

**Letter of Intent for CoC Program Grant Transfer**

Applicant Agency Name:

Contact Name:

Email:

Phone Number:

Please check the box(es) next to the grants the agency is interested in requesting. You may select one, two, or all three grants.

Permanent Supportive Housing:

Community Link, Northern PSH Combo, NC0221L4F032313

Counties served: Alamance, Caswell, Chatham, Person, Franklin, Granville, Halifax, Warren,

Vance and Rockingham (NC BoS CoC Region 6 & part of Region 9)

Budget: $1,453,687 ($1,255,740 in Rental Assistance; $127,836 in Supportive Services; $70,111

in Administrative Costs)

Units: 119 units were proposed in the last grant application

Grant operating year: 06/01/2024 – 05/31/2025 (FY2023 Renewal)

Permanent Supportive Housing:

Thrive, Pathways to Permanently Housed Consolidated, NC0281L4F032310

Counties Served: Henderson, Polk, Rutherford, Transylvania (Region 2)

Budget: $410,029 ($358,800 in Rental Assistance, $37,000 in Supportive Services, $14,229 in Administrative Costs)

Units: 22 units were proposed in the last grant application

Grant operating year: 08/02/2024 – 07/31/2025 (FY2023 Renewal)

Rapid Rehousing:

Thrive, Rapid Rehousing, NC0466L4F032302

Counties Served: Henderson, Polk, Rutherford, Transylvania (Region 2)

Budget: $232,856 ($226,128 in Rental Assistance and $6,728 in Supportive Services)

Units: 14 units were proposed in the last grant application

Grant operating year: 09/01/2024 – 08/31/2025 (FY2023 Renewal)

**Applicants must answer the following questions:**

Does the agency currently serve the geographic area covered by the grant(s)? If not, what will the agency do to prepare to serve the area that is not currently covered?

Describe the agency’s plans to provide adequate staffing for the new grants (including housing location, case management, and grant administration). Please note that there are staff currently serving the participants in these projects.

A 25% match is required for all grants. Match may be cash, in-kind, or a combination. Describe the agency’s plan to secure the required match, including sources of funds, and the use of those funds. (If selected to receive the grant(s), the agency will be required to submit documentation of the required match prior to signing the grant agreement.)

CoC Program grant funds are provided on a reimbursement basis. Describe the agency’s financial capacity to administer reimbursement-based grants.

Does the agency commit to following the Housing First model? Please check the boxes below that the agency commits to.

The agency will NOT screen out participants for:

Having too little or no income

Active or history of substance abuse

Having a criminal record (with exceptions for state-mandated restrictions)

Having a history of domestic violence (e.g. lack of protective order, separation from abuser, or law enforcement involvement)

The agency will NOT terminate participants for:

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

Domestic violence

Any other activity not covered in a lease agreement typically found in the project’s geographic area

**Applicants for the Community Link and/or Thrive Permanent Supportive Housing Grant(s) Only**:

Does the agency commit to following the [PSH Key Elements](https://store.samhsa.gov/sites/default/files/buildingyourprogram-psh.pdf) as defined by SAMHSA? Please check the boxes below that the agency commits to.

Leases or rental agreements do not have any provisions that would not be found in leases held by someone who does not have a disability.

Participation in services is voluntary and tenants cannot be evicted for rejecting services.

House rules, if any, are similar to those found in housing for people who do not have disabilities and do not restrict visitors or otherwise interfere with a life in the community.

Housing is not time-limited, and the lease is renewable at tenants’ and owners’ option.

Tenants have choices in the support services that they receive. They are asked about their choices and can choose from a range of services, and different tenants receive different types of services based on their needs and preferences.

As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.

Before moving into permanent housing, tenants are asked about their housing preference and are offered the same range of choices as are available to others at their income level in the same housing market.

Support services promoting recovery are designed to help tenants choose, get, and keep housing. In all forms of permanent supportive housing, the staff helps tenants establish a household, meet the obligation of tenancy (such as paying rent on time), and get along with neighbors.

The provision of housing and the provision of support services are distinct.

**Applicants for the Thrive Rapid Rehousing Grant Only**:

Does the agency commit to following the [Rapid Rehousing Performance Benchmarks and Program Standards](http://endhomelessness.org/wp-content/uploads/2016/02/Performance-Benchmarks-and-Program-Standards.pdf) as defined by the National Alliance to End Homelessness, the U.S. Department of Veteran Affairs (VA), the U.S. Department of Housing and Urban Development (HUD), the U.S. Interagency Council on Homelessness (USICH), and Abt Associates? Please check the boxes below that the agency commits to.

The program designates staff whose responsibility is to identify and recruit landlords and

encourage them to rent to homeless households served by the program. Staff have the knowledge, skills, and agency resources to understand landlords’ perspectives, understand landlord and tenant rights and responsibilities, and negotiate landlord supports. A program may have dedicated staff for whom this is the primary responsibility. If a program does not have a dedicated staff person(s) who performs this function, case manager job descriptions must include responsibilities including landlord recruitment and negotiation and at least some of the program's case managers must be trained in this specialized skill set to perform the recruitment function effectively.

The program has written policies and procedures for landlord recruitment activities,

including screening out potential landlord partners who have a history of poor compliance with their legal responsibilities and fair housing practices.

The program offers a standard, basic level of support to all landlords who lease to program participants. This support is detailed in a written policy distributed to landlords. Program can negotiate additional supports, as needed, on a case-by-case basis.

The program has a written policy requiring staff to explain to participants basic landlord-tenant rights and responsibilities and the requirements of their specific lease.

Program staff are trained on regulatory requirements of all Rapid Rehousing funding streams and on the ethical use and application of a program’s financial assistance policies, including, but not limited to, initial and ongoing eligibility criteria, program requirements, and assistance maximums. The program has a routine way to onboard new staff and to keep staff regularly updated on changing regulations and/or program policies.

The program has clearly defined policies and procedures for determining the amount of financial assistance provided to a participant, as well as defined and objective standards for when case management and financial assistance should continue and end. Guidelines are flexible enough to respond to the varied and changing needs of program participants, including participants with zero income.

A progressive approach is used to determine the duration and amount of rent assistance. Financial assistance is not a standard “package” and is flexible enough to adjust to households’ unique needs and resources, especially as participants’ financial circumstances or housing costs change. Policies detailing this progressive approach include clear and fair decision guidelines and processes for reassessment for the continuation and amount of financial assistance. Policies and procedures also detail when and how rapid rehousing assistance is used as a bridge to permanent subsidy or permanent supportive housing placement.

Except where dictated by the funder, program participants direct when, where, and how often case management meetings occur. Meetings occur in a participant’s home and/or in a location of the participant’s choosing whenever possible*.*

When case management and service compliance is not mandated by federal or state regulation, services offered by a program have voluntary participation.

The program has clearly defined relationships with employment and income programs that it can connect program participants to when appropriate.

The program has clearly defined policies and objective standards for when case management should continue and end. These guidelines are flexible enough to respond to the varied and changing needs or program changing needs of program participants. In instances where cases are continued outside of these defined policies and objective standards, there is a review and approval process.

Program staff are trained on the principles of Housing First and oriented to the basic program philosophy of rapid rehousing. The program has a routine way of onboarding new staff that includes training on Housing First and rapid rehousing principles.

The program has well-defined and written screening processes that use consistent and transparent decision criteria. Criteria do not include screening possible participants out for income or lack thereof.

Eligibility criteria for the program do not include a period of sobriety, a commitment to participation in treatment, or any other criteria designed to “predict” long-term housing stability other than a willingness to engage in the program and work on a self-directed housing plan.

Leases for program participants are legally binding, written leases. Leases with additional requirements, such as drug testing or program participation, are not allowed.

Does the agency agree to participate in the local coordinated entry process as designed by the Regional Committee(s) and only take referrals from the system’s prioritization waiting list?

Yes

No

**Only applicants that do not have an existing CoC Program-funded grant must answer the following questions. \*Please note that all non-CoC Program-funded agencies also need to submit additional documentation identified in the Request for Proposals.**

What type of organization is your agency?

Nonprofit

Public Housing Authority

Unit of local government

**Nonprofits Only**: Has the agency been in operation for at least 3 years?

Yes

If yes, what year did the agency begin operations?

No

Does the agency commit to enter 100% of the project’s beds into HMIS?

Yes

No