

**Polk County Continuum of Care  
2017 Continuum of Care Application**

**Letter of Interest – Renewal Project**

**OVERVIEW**

To assist in planning for the 2017 HUD Continuum of Care Application process, the Polk County Continuum of Care Board (“CoCB”) is implementing a Letter of Interest (LOI) process. The LOI process will assist the Board in (1) understanding the expenditure rate and budgetary needs of existing projects and whether they will request renewal funding; and (2) requesting assistance in implementing new permanent housing projects needed to fill specific gaps in the local continuum using HUD Continuum of Care (CoC) permanent housing bonus funds or through reallocation of existing program funds.

If your organization is considering renewing an either an existing Permanent Supportive Housing (PSH), Rapid Rehousing or Transitional Housing (TH) specifically for youth grant, you must submit a *non-binding* LOI by email to Mark K. Phillips at [m.phillips@pchsia.org](mailto:m.phillips@pchsia.org) **no later than May 19<sup>th</sup>, 2017 at 12:00 PM.** LOI’s submitted after this deadline **WILL NOT** be accepted and the organization **WILL NOT** be considered for submitting a full project application for 2017 HUD CoC funds.

**ORGANIZATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT**

Grant Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT**

HUD Grant Number: \_\_\_\_\_

HUD Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Program Type:

PSH       RRH       TH       HMIS

Primary Population Served: \_\_\_\_\_

Unit Configuration (PSH and RRH):

0 BR       1 BR       2 BR       3 BR       4 BR       Total

Total Number of Beds (TH): \_\_\_\_\_

**ELIGIBILITY**

Grant Expiration Date (mm/dd/yyyy): \_\_\_\_\_

Total Grant Amount: \$\_\_\_\_\_

Amount of Grant Drawn Down: \$\_\_\_\_\_

Date of Last Draw Down (mm/dd/yyyy): \_\_\_\_\_

Centralized Intake Verification – This project accepts referrals exclusively from the CoCB Centralized Intake System and follows all policies and procedures of the CoCB Centralized Intake System.

Yes       No

Housing First Verification – This project follows the CoCB’s Housing First policy.

Yes       No

Are there any unresolved City of Des Moines or HUD monitoring findings, or outstanding audit findings related to this project?  Yes       No      If “Yes,” briefly describe.

**MODIFICATIONS**

Have there been or will there be any significant changes in the project since the last funding approval? Check all that apply:

- Number of persons served: from \_\_\_\_\_ to \_\_\_\_\_
- Number of units: from \_\_\_\_\_ to \_\_\_\_\_
- Number of beds: from \_\_\_\_\_ to \_\_\_\_\_
- Location of project sites.
- Line item or cost category budget changes more than 10%.
- Change in project sponsor.
- Change in component type.
- Other: \_\_\_\_\_

Please explain changes:

**Person completing the Letter of Interest:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

*I certify, on behalf of my organization, that all information contained in this Letter of Interest is accurate and true to best of my knowledge and belief, and is consistent with my organization's records. I understand and acknowledge that presenting false information or failing to provide accurate and complete information as required could have a negative impact on my organization's application potentially including, but not limited to, rejection of my organization's grant application.*

\_\_\_\_\_  
Executive Director/CEO/President

\_\_\_\_\_  
Date

**Letter of Interest Submission:** Please submit this LOI by email to Mark K. Phillips at [m.phillips@pchsia.org](mailto:m.phillips@pchsia.org) **no later than May 19<sup>th</sup>, 2017 at 12:00 PM.** LOI's submitted after this deadline **WILL NOT** be accepted and the organization **WILL NOT** be considered for submitting a full project application for 2017 HUD CoC funds.