**2024 CoC INTENT TO APPLY for NEW PROJECT FORM**

**OH-500 Cincinnati/Hamilton County Continuum of Care for the Homeless**

**NEW Projects Only**

Intent to Apply Forms must be **emailed** to STEH @

NOFAS@end-homelessness.org

**Forms Due By 4:00 pm Monday, June 3, 2024**

Please complete one CoC Intent to Apply Form and one Housing First Questionnaire for each NEW CoC Project you would like to have included in the 2024 OH-500 Cincinnati/Hamilton County CoC Process and return the forms to Strategies to End Homelessness via email (address above). **Failure to submit this completed form by the deadline may make your project ineligible for consideration in the community prioritization process and thus ineligible for inclusion in the CoC Community application to HUD.**

Funding priorities may be established by the CoC Board, locally known as the Homeless Clearinghouse, and will be published once decided. All **new** projects are invited to apply under this process; however, certain eligibility criteria will be determined by HUD FY24 CoC NOFO criteria (yet to be released by HUD). Agencies new to CoC program funds are welcome to apply.

Completion of this form does not guarantee inclusion in the Community Prioritization process or 2024 CoC Community Application to HUD. Agencies proposing new projects must participate in a meeting with STEH to discuss your Intent to Apply. Additionally, in order to participate and be included in the community process, all applicant projects must meet all regulatory requirements (including match) as well as those established by the Continuum of Care Board (Homeless Clearinghouse). **It is the responsibility of the applicant project to research and complete these requirements**. All projects must participate in HMIS and be able to generate HMIS data to complete an Annual Performance Report (APR). All projects must participate in Coordinated Entry. Please note that the CoC Board may be informed of the identity and details of any agency and project filing a Notice of Intent to Apply, even if the agency later decides to withdraw from consideration prior to the official HUD application stage. First time applicants must participate in a risk assessment process performed by STEH.\*

Agency Name:

Agency Address:

**Intent to Apply**

[ ]  YES, we intend to apply, in the 2024 CoC Process, for grant funds to go toward the following NEW project:

|  |
| --- |
| **NEW Project Information** |
| **Project Name:**       | **Total Budget Request:**  |
| **General project description, including target population:**       |
| **Component Type:** **Budget Line Items:** [ ]  Admin [ ]  Rental Assistance [ ]  Operating [ ]  Leasing [ ]  Supportive Services  | **Anticipated number of *individuals* served annually:**       | **Anticipated number of *households* served annually:**       |

[ ]  YESWe acknowledge and accept that CoC award funds will be received through STEH as the CoC’s Unified Funding Agency.

# Match Commitment

Complete the information below to certify match for inclusion in the FY2024 CoC application. Please complete as many tables as needed to show all required match for the project. If the budget is reduced prior to inclusion in the CoC application, the amount of match reflected in the project application will be reduced accordingly. Formal match commitments and MOUs will be required before contracts will be awarded and STEH will provide detailed guidance on that process at the appropriate time.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Contributing Agency** | **Type** | **Source** | **Amount** |
| *Name of agency contributing the match funding* | [ ]  Cash[ ]  In Kind | [ ]  Government - **Source**:      [ ]  Private - **Source**:      [ ]  Program Income | $      |
| **CoC Eligible Activities:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Contributing Agency** | **Type** | **Source** | **Amount** |
| *Name of agency contributing the match funding* | [ ]  Cash[ ]  In Kind | [ ]  Government - **Source**:      [ ]  Private - **Source**:      [ ]  Program Income | $      |
| **CoC Eligible Activities:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Contributing Agency** | **Type** | **Source** | **Amount** |
| *Name of agency contributing the match funding* | [ ]  Cash[ ]  In Kind | [ ]  Government - **Source**:      [ ]  Private - **Source**:      [ ]  Program Income | $      |
| **CoC Eligible Activities:**  |

**Total match commitment: $**

[ ]  I certify that the match reported above has been committed for the FY 2024 CoC project and all information is true and accurate to the best of my knowledge. I understand that a formal match commitment and MOU (for in-kind service match) will be required before contracts will be awarded.

**Indirect Costs**

[ ]  YESThe organization intends to allocate funds according to an indirect cost rate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cognizant Agency (enter n/a if using de minimis rate)** | **Indirect Cost Rate** | **Direct Cost Base** | **Plan approved by cognizant agency or will use 10% de minimis rate[[1]](#footnote-2)** |
|       |      % | $      |       |

[ ]  NOThe organization does not intend to allocate funds according to an indirect cost rate.

**Point-of-contact for the CoC Intent to Apply process:**

Name:       E-mail:      Phone:

Additional staff that should be included in general Intent to Apply process communications:

Name:       E-mail:

# Name:       E-mail:

# Name:       E-mail:

Authorizing Signature/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director OR Chairperson of the Board of Directors Date

**\***Prior to entering into a subrecipient funding agreement for Federal awards, Strategies to End Homelessness, Inc. (STEH) is required to review certain information to ensure applicants have a proper framework in place to ensure compliance with funding obligations. Information provided must demonstrate that the applicant has adequate financial, administrative, and programmatic systems in place to administer the federal program. If an applicant is not able to fully meet some standards, STEH may choose to enter into a funding agreement with the applicant under special conditions that appropriately mitigate the risk posed by the applicant. However, applicants must meet all regulatory requirements prior to receiving a federal subaward.

1. 10% de minimis is subject to change. [↑](#footnote-ref-2)