



26-27 REGIONAL PLAN LOCAL COMPETITION

Letter of Interest Instructions and Form

OVERVIEW

The Coalition for the Homeless of Houston/Harris County, as lead agency for The Way Home Continuum of Care, is accepting Letters of Interest for potential regional plan projects.

The regional plan is intended to expand practical, flexible, and service-connected pathways that help individuals and families move from homelessness or housing crisis toward safe resolution, stability, and independence. This local competition is focused on identifying a limited number of high-capacity partners with demonstrated experience, clear implementation readiness, meaningful leverage, financial capacity, and strong alignment with local regional plan priorities.

This is not a general funding opportunity for traditional housing programs. Regional Plan funding is intended to support service models, rapid resolution strategies, stability supports, system access, economic mobility, and cross-system interventions that help people resolve homelessness more quickly, reduce inflow into the homeless response system, and provide practical options when CoC resources are at capacity.

Submission of an LOI does not guarantee invitation to submit a full application. Only selected applicants whose LOIs meet threshold requirements and best align with community needs, local priorities, project readiness, leverage, financial capacity, and available funding will be invited to move forward.

CFTH may decide not to invite all eligible applicants to submit a full application.

COMPETITION TIMELINE

Anticipated LOI Release Date	September 1, 2026
LOI Due Date	Friday, September 11, 2026
Invitations to Full Application Issued By	Friday, September 18, 2026 if not sooner.
Full Application Due Date	Wednesday, September 30, 2026
Award / Negotiation Meetings	Early October 2026
Anticipated Award Notifications	Mid-October 2026
Project Readiness Expectation	Projects should be ready to begin implementation within 30 days of award.
Submit LOI and required attachments to	contracts@cfthhouston.org
Questions Due	September 10, 2026

I. PURPOSE OF THE LOCAL COMPETITION

The plan is intended to support the region's next phase of homelessness response by expanding options beyond traditional housing programs. The goal is to identify practical interventions that help people resolve homelessness faster, reduce unnecessary entries into



the homeless response system, support safe resolution, improve stability, and connect people to the right support at the right time.

The plan is designed to help the region respond to three connected needs:

- People experiencing homelessness who may be able to resolve their housing crisis quickly with practical support.
- People with complex needs who require stronger connections to behavioral health, medical care, reentry, respite, income, employment, or other stability services.
- People entering or at risk of entering the homeless response system from other community systems, including hospitals, jails, courts, schools, eviction pathways, disaster recovery, and other crisis points.

This local competition is intended to select a limited number of projects that are ready, realistic, aligned with local need, and able to create new or expanded capacity.

II. IMPORTANT FUNDING LIMITATIONS

This LOI is not intended to fund traditional housing programs.

The following project types are not eligible under this LOI:

- Transitional Housing projects
- Permanent Housing projects
- Permanent Supportive Housing projects
- Rapid Re-Housing rental assistance projects
- Leasing or ongoing rental subsidies
- Projects primarily designed to operate as a housing program rather than a service, stability, access, or rapid resolution intervention

Applicants may propose service models that connect participants to housing resources, support housing stability, or help participants resolve homelessness. However, the project itself may not be structured as TH, PH, PSH, RRH, or any other housing program.

Limited flexible client assistance may be considered when directly tied to the proposed eligible service model, rapid resolution strategy, employment pathway, stabilization plan, or safe resolution outcome. Flexible assistance must be reasonable, time-limited, documented, and connected to the project's stated outcomes.

III. CAPACITY-BUILDING REQUIREMENT

The funds are intended to create new or expanded capacity, not simply maintain, supplant, or repackage existing agency services.

Applicants must clearly describe how the proposed project will build additional capacity for the region. This may include adding dedicated staff, expanding service hours, launching a new service pathway, increasing geographic reach, formalizing partnerships, improving referral capacity, building a new intervention model, or creating a measurable service expansion that does not currently exist.

Projects that rely only on existing staff capacity without demonstrating new or expanded capacity may not be invited to full application.



Applicants should be realistic about what can be implemented within the proposed timeline, staffing model, budget, and existing agency infrastructure. The plan is intended to support practical, measurable interventions that can be launched quickly and tied to the regional goal of reducing inflow into the homeless response system, creating more options outside of traditional CoC housing pathways, and helping people reach safe resolution when the CoC is at capacity.

Applicants should be prepared to explain:

- What new or expanded capacity the funding will create.
- How the project differs from current agency operations.
- Whether new staff will be hired, reassigned, or dedicated to the project.
- How quickly the project can launch after award.
- What systems, partnerships, or staffing must be in place before implementation.
- How the agency will sustain or transition the work if pilot funding ends.
- How the project will help reduce unnecessary entries into the homeless response system or provide appropriate options when CoC housing resources are limited.

IV. LEVERAGE AND EXISTING RESOURCES REQUIREMENT

The funding is intended to build on existing agency strengths, resources, partnerships, and community investments. Applicants must demonstrate what resources, funding, partnerships, staffing, service locations, or operational infrastructure they already have in place that can be leveraged to support the proposed project.

Leverage does not have to be cash match only. Leverage may include existing public or private funding, prevention dollars, staff positions, community access points, service locations, employer partnerships, transportation resources, benefits access, healthcare partnerships, flexible funds, volunteer capacity, faith-based resources, legal assistance, data systems, or other supports that strengthen the proposed model.

Examples of leverage may include:

- Existing prevention or rental assistance funds that can be aligned with the rapid resolution or stabilization goals.
- Existing workforce, employment, training, employer, or staffing partnerships that can support income and economic stability.
- Existing benefits access, SOAR, SSI/SSDI, SNAP, Medicaid, or public benefits navigation capacity.
- Existing behavioral health, substance use, healthcare, respite, or crisis response partnerships.
- Existing reentry, court, hospital, school, faith-based, food pantry, or community referral pathways.
- Existing staff, facilities, mobile service capacity, or community sites that can serve as access points.
- Existing flexible funds, transportation support, document assistance, childcare support, or other client-level resources.



- Existing data, reporting, case management, or performance tracking systems.

Applicants should clearly explain how the proposed project will use these existing resources to expand impact, avoid duplication, and help participants reach safe resolution, stabilization, income growth, or connection to the right support.

Projects that do not demonstrate meaningful leverage, partnership alignment, or existing operational capacity may be less competitive.

V. FINANCIAL AND COMPLIANCE READINESS REQUIREMENT

Applicants must demonstrate that they have the financial, administrative, and compliance capacity to manage a award responsibly.

Applicants should understand that awarded projects may be reimbursement-based and that payment timing may depend on invoice submission, documentation, review, approval, and fund availability. Agencies must be able to continue project operations during normal reimbursement cycles or temporary funding delays.

To be considered for full application, applicants must demonstrate:

- Active SAM.gov registration or clear documentation that registration is in process.
- A valid Unique Entity Identifier.
- No active federal debarment, suspension, or exclusion.
- Current agency insurance coverage appropriate to the proposed project.
- Financial systems capable of tracking project expenses separately.
- Internal controls for payroll, invoices, procurement, documentation, and cost allocation.
- Capacity to submit complete and timely invoices with backup documentation.
- Ability to comply with contract monitoring, reporting, and record retention requirements.
- At least 90 days of available operating capital, cash reserves, committed line of credit, board-designated reserve, or other documented financial capacity sufficient to continue project operations in the event of reimbursement delays or temporary funding interruptions.

Applicants that cannot demonstrate at least 90 days of operating capital or equivalent financial capacity may not be invited to full application unless CFTH determines there is an acceptable risk mitigation plan.

Financial capacity may be reviewed through submitted financial statements, audit reports, board-approved budgets, cash reserve documentation, operating statements, or other documentation requested by CFTH.

CFTH may conduct additional financial, compliance, risk, and capacity review before issuing an invitation to full application, before award, or before contract execution.

VI. LOCAL PRIORITY AREAS

CFTH expects to invite only a limited number of LOIs to full application. Priority will be given to applicants that demonstrate experience, readiness, leverage, financial capacity, and a clear service model aligned with one or more of the following local needs.



1. RAPID RESOLUTIONS

Rapid Resolutions is a strength-based intervention that helps participants identify safe, sustainable pathways to housing and stability outside the traditional homeless response system. Staff help clients explore personal networks, community resources, and creative solutions that may offer more immediate and lasting options for resolving housing instability.

Funded projects should:

- Adopt a flexible perspective on problem solving outside the homeless system.
- Assist clients with a pathway out of instability in less than 90 days.
- Provide onsite services in the field for clients.
- Offer short-term financial assistance (rent, utilities, deposits, family reunification) where allowable.
- Coordinate referrals from identified partners within the CoC.
- Connect clients with benefits and employment/job-readiness programs.
- Identify affordable non-traditional housing options based on the client's resources and need.

Key components of this intervention will be to adopt and execute a problem-solving approach that serves clients regardless of their barriers and/or amount of their resources.

2. SUBSTANCE USE STABILITY SERVICES

Individuals experiencing homelessness and housing instability encounter many barriers. Some experience a negative impact of substances on their daily lives. This impact could make it difficult to maintain housing, employment, or supportive relationships. The services in this intervention provide specialized mobile services across the use and/or recovery spectrum.

Funded projects should:

- Provide supportive services where the client is currently staying or at a neutral location easily accessible by the client.
- Substance use disorder screening, support, and treatment referrals.
- Provide or connect to Medication Assistance Treatment programs.
- Provide groups on substance use and/or recovery at key locations within the CoC.
- Referrals and warm handoffs to treatment programs and related community-based organizations.
- Develop recovery and stabilization plans.
- Demonstrate collaboration across treatment resources and homeless response systems to ensure no survivor falls through service gaps.
- Receive referrals for services for clients who are unsheltered and/or currently housed in a CoC program.
- Work collaboratively with outreach teams and law enforcement.

Key components of this intervention will be the mobility of the services and addressing the needs of people in a nonjudgemental way across the substance use and recovery spectrum.



3. INCOME, EMPLOYMENT, AND ECONOMIC STABILITY

Homelessness is not only a housing crisis; it is also an income stability crisis. Many households become homeless or remain homeless due to income loss, unstable work, barriers to benefits, limited access to documents, transportation challenges, disability-related barriers, or lack of connection to workforce and economic mobility supports.

This intervention is intended to strengthen income stability as a pathway to preventing homelessness, resolving homelessness more quickly, supporting housing retention, and helping participants move toward long-term stability. Projects should align with the Pathways to Stability framework by connecting participants to the right income, benefits, employment, training, or supportive service pathway based on their needs, readiness, and housing stability goals.

Priority will be given to projects that demonstrate existing partnerships with workforce, employer, benefits, training, vocational rehabilitation, supported employment, reentry, education, or economic mobility partners. Projects should not rely on job placement alone, but should show how employment and income supports will be paired with stabilization services such as benefits navigation, document readiness, transportation support, coaching, retention support, and housing stability planning.

Funded projects should:

- Provide job readiness, skills development, employment coaching, placement support, and post-placement retention support for individuals with lived experience of homelessness or housing instability.
- Connect participants to appropriate workforce pathways, including rapid employment, transitional employment, paid work experience, on-the-job training, apprenticeships, career pathways, supported employment, or credential-based training.
- Support income and benefits access, including SSI/SSDI through SOAR, SNAP, TANF, Medicaid, unemployment, VA benefits, Social Security, and other income or non-cash benefit supports.
- Deliver mobile or place-based income and employment supports at partner agency sites throughout the CoC.
- Use flexible assistance to address employment and income barriers, including IDs, work documents, transportation, phones, uniforms, tools, testing fees, certification costs, childcare gaps, or other allowable supports.
- Establish referral readiness and warm handoff processes before participants are referred to employers, staffing agencies, workforce partners, or training programs.
- Track outcomes such as increased earned income, benefits access, employment placement, retention, credential completion, housing retention, exits from homelessness, and reduced returns to homelessness.



- Support HMIS and system performance data quality by documenting income, benefits, employment progress, annual income updates, and exit income information when applicable.

Key components should include services available across multiple locations throughout the CoC, a clear process for partner referrals and follow-up, and a mechanism for participants to receive timely payment, stipends, gift cards, or other allowable incentives for work, training, paid work experience, or participation, when appropriate and allowable. Projects should describe how compensation or incentives will be distributed, how often participants will be paid, and how the project will ensure payments support income stability and continued engagement.

VII. MINIMUM THRESHOLD REQUIREMENTS

Applicants must meet all minimum threshold requirements to be considered for invitation to full application.

1. ORGANIZATIONAL EXPERIENCE

The applicant has prior experience serving people experiencing homelessness, people at risk of homelessness, extremely low-income households, or another highly vulnerable population.

2. RELEVANT PROGRAMMATIC SUCCESS

The applicant can demonstrate prior success implementing services similar to the proposed project, including outcomes, participant engagement, service completion, stabilization, housing connection, income connection, or other measurable results.

3. IMPLEMENTATION READINESS

The applicant has the staffing, leadership support, financial systems, operational structure, and timeline needed to begin implementation within 30 days of award.

4. NEW OR EXPANDED CAPACITY

The applicant can demonstrate that the proposed project will create new or expanded capacity and will not simply use existing internal capacity without a clear expansion of services.

5. LEVERAGE AND EXISTING RESOURCES

The applicant has existing resources, funding, partnerships, staffing, service locations, or operational infrastructure that can be leveraged to support the proposed project. The proposed project should not be entirely dependent on regional plan funds to create the full service model from scratch.

6. FINANCIAL CAPACITY AND 90-DAY OPERATING CAPITAL



The applicant can demonstrate at least 90 days of operating capital or equivalent financial capacity to continue project operations in the event of reimbursement delays, temporary funding interruptions, or start-up timing issues.

7. SAM.GOV / UEI / DEBARMENT STATUS

The applicant has an active SAM.gov registration, a valid UEI, and is not debarred, suspended, or otherwise excluded from participating in federal or publicly funded transactions. Applicants with pending SAM.gov registration must provide clear documentation and may be required to complete registration before contract execution.

8. REALISTIC PROJECT SCOPE

The applicant presents a realistic project scope that can be implemented within the proposed budget, timeline, staffing model, and partnership structure. Projects should be practical, measurable, and ready to begin within 30 days of award.

9. SYSTEM COORDINATION EXPERIENCE

The applicant has experience coordinating with The Way Home, Coordinated Entry, HMIS-participating providers, public systems, healthcare, workforce, legal aid, reentry, domestic violence, schools, faith/community partners, or other adjacent systems.

10. DATA AND REPORTING CAPACITY

The applicant can collect, track, and report participant-level service and outcome data. If HMIS participation is required for the final project, the applicant must be willing and able to meet HMIS, privacy, consent, and reporting expectations.

11. FINANCIAL AND COMPLIANCE CAPACITY

The applicant must have appropriate financial controls, insurance, SAM.gov/UEI status, and capacity to comply with contract, invoicing, monitoring, documentation, record retention, and reporting requirements.

12. ALIGNMENT WITH REGIONAL PLAN PRIORITIES

The proposed project must clearly align with one or more local priority areas listed in this LOI.

13. CONTRIBUTION TO REGIONAL PLAN GOALS

The applicant can clearly describe how the proposed project will help advance regional plan goals, including reducing inflow into the homeless response system, creating practical options when CoC resources are at capacity, supporting safe resolution, improving stability, and connecting people to income, services, or appropriate next steps.

14. NON-HOUSING PROGRAM CERTIFICATION



The applicant must certify that the proposed project is not a TH, PH, PSH, RRH, leasing, acquisition, construction, or ongoing rental assistance project.

Applicants that do not meet threshold requirements may be declined without further review.

VIII. REVIEW AND SELECTION PROCESS

This LOI is the first step in a competitive local selection process.

CFTH will review LOIs for threshold eligibility, local priority alignment, project design, organizational experience, implementation readiness, new or expanded capacity, leverage, financial capacity, budget reasonableness, and fit within the overall regional plan strategy.

The review process may include:

- Threshold eligibility review
- SAM.gov, UEI, and debarment screening
- Local priority and community need review
- Program design and readiness review
- New or expanded capacity review
- Leverage and resource alignment review
- Financial and compliance readiness review
- Budget reasonableness review
- Organizational capacity review
- Interview or clarification meeting, if needed
- Invitation to submit full application, if selected
- Scope of work and budget negotiation, if applicable
- Final award recommendation and approval

An invitation to submit a full application does not guarantee funding. CFTH may reduce funding requests, negotiate scopes of work, decline applications, or decide not to award funds if proposals do not meet local needs, readiness expectations, compliance requirements, leverage expectations, financial capacity expectations, or available funding.

Final award decisions may be subject to additional review, approval, contract negotiation, risk assessment, insurance review, SAM.gov verification, budget review, and compliance requirements.

IX. LOI REVIEW CRITERIA

1. ALIGNMENT WITH REGIONAL PLAN PRIORITIES

The project clearly supports rapid resolutions, substance use stability services, or income/employment.

2. DEMONSTRATED EXPERIENCE AND SUCCESS

The applicant has relevant experience and can show prior success serving the proposed population or delivering a similar intervention.



3. PROJECT DESIGN AND CLARITY

The proposed model is clear, realistic, service-focused, and not structured as a traditional housing program.

4. NEW OR EXPANDED CAPACITY

The proposal clearly describes what new or expanded capacity will be created through the funding.

5. LEVERAGE AND RESOURCE ALIGNMENT

The proposal demonstrates meaningful leverage of existing agency resources, funding, partnerships, service locations, staffing, or community supports. The project builds on what the agency already does well while creating new or expanded capacity aligned with the regional plan.

6. FINANCIAL AND COMPLIANCE READINESS

The applicant demonstrates the financial systems, operating capital, insurance, SAM.gov/UEI status, internal controls, and compliance capacity needed to responsibly manage funds and continue project operations during reimbursement cycles or temporary funding delays.

7. COMMUNITY NEED AND FIT

The project responds to a documented need within the local homeless response system, regional plan strategy, or adjacent systems that contribute to homelessness.

8. REALISTIC IMPLEMENTATION

The proposal is realistic about staffing, timeline, client volume, service delivery, partner roles, and expected outcomes. The project can reasonably begin implementation within 30 days of award and does not overpromise outcomes beyond the agency's demonstrated capacity.

9. COORDINATION AND REFERRAL PATHWAYS

The applicant has strong partnerships and a clear plan for referrals, warm handoffs, follow-up, and coordination with CFTH, The Way Home, community partners, and adjacent systems.

10. DATA, OUTCOMES, AND ACCOUNTABILITY

The applicant identifies clear outputs, outcomes, and reporting capacity, including how the project will measure safe resolution, service connection, income or benefits gains, stability, referral completion, reduced inflow, or other relevant outcomes.

11. SYSTEM IMPACT

The proposal shows how the project will help reduce unnecessary entries into the homeless response system, provide options when CoC resources are at capacity, support faster safe



resolution, or improve long-term stability through income, benefits, employment, behavioral health, reentry, prevention, or other stabilizing supports.

12. BUDGET REASONABLENESS

The proposed budget is reasonable, aligned with the project design, and reflects new or expanded capacity rather than simply repackaging existing services. CFTH may request revisions or supporting documentation to confirm that proposed costs are reasonable, allowable, and tied to the project scope.

X. SUBMISSION REQUIREMENTS

Applicants must submit the LOI as one PDF document. The LOI narrative must be no more than 10 pages, excluding required attachments.

Required attachments may be submitted as separate PDF or Excel files, as applicable.

Submit one LOI per proposed project. If an agency submits more than one LOI, each project must be submitted as a separate email with its own project name in the subject line.

Submit completed LOI and required attachments to	
Email subject line	FY2026 P2I LOI - [Agency Name] - [Project Name]
LOI file name	FY2026_P2I_LOI_[Agency Name]_[Project Name].pdf
Budget file name	FY2026_P2I_Budget_[Agency Name]_[Project Name].xlsx
SAM.gov/UEI documentation file name	FY2026_P2I_SAM_[Agency Name]_[Project Name].pdf
Agency insurance file name	FY2026_P2I_Insurance_[Agency Name]_[Project Name].pdf
Financial capacity documentation file name	FY2026_P2I_FinancialCapacity_[Agency Name]_[Project Name].pdf

Please use underscores instead of spaces in file names when possible.

Late, incomplete, or incorrectly formatted submissions may not be reviewed.



LETTER OF INTEREST FORM

SECTION 1: APPLICANT INFORMATION

Organization Name:

Primary Contact Name and Title:

Primary Contact Email and Phone:

Authorized Representative Name and Title:

Organization Type:

Counties Served:

SAM.gov / UEI Status:

Agency Insurance Status:

Does the agency have any current debarment, suspension, or exclusion from federal or publicly funded programs?

Has your organization previously received funding from CFTH, City of Houston, Harris County, State of Texas, HUD, or a private foundation? If yes, briefly describe the funding source, project type, and performance history.

SECTION 2: ORGANIZATIONAL EXPERIENCE AND CAPACITY

1. Describe your organization's experience serving people experiencing homelessness, at risk of homelessness, extremely low-income households, or other vulnerable populations.

2. Describe your organization's experience delivering services similar to the proposed project. Include any outcomes, volume served, success measures, or lessons learned.



3. Describe your current staffing and operational capacity to implement this project. Include whether staff are already hired, need to be hired, or will be reassigned.

4. Describe how this funding will create new or expanded capacity beyond your organization's current internal capacity.

5. Describe your organization's financial management, compliance, invoicing, reporting, and monitoring capacity.

SECTION 3: FINANCIAL READINESS AND OPERATING CAPITAL

1. Describe your agency's current financial position and ability to manage a reimbursement-based award.

2. Confirm whether your agency has at least 90 days of available operating capital, cash reserves, committed line of credit, board-designated reserve, or other documented financial capacity to continue project operations in the event of reimbursement delays or temporary funding interruptions.

3. Describe what documentation your agency can provide to verify 90-day operating capital or equivalent financial capacity. Examples may include recent financial statements, audit, board-approved budget, bank statement summary, reserve documentation, line of credit documentation, or other financial capacity documentation.

4. Describe any financial risks, cash-flow limitations, pending audits, monitoring findings, or repayment issues that may affect your ability to implement the proposed project.

5. Describe your agency's internal controls for payroll, procurement, invoices, cost allocation, documentation, and record retention.

SECTION 4: PROPOSED PROJECT OVERVIEW

Project Name:

Estimated Total Funding Request:

Estimated Number of Participants to be Served:



Proposed Project Length:

Proposed Service Area / Geography:

Primary Population to be Served:

Brief Project Summary: Describe the proposed project, the population served, the problem it addresses, the services provided, and the intended outcomes.

SECTION 5: PRIORITY ALIGNMENT

Select the primary regional plan priority area your project addresses. Select no more than two.

- ☐ Rapid Resolutions
- ☐ Substance Use Stability Services
- ☐ Income and Employment

Describe how the proposed project aligns with the selected priority area(s).

Describe the specific community need or system gap this project will address.

Describe why your organization is well-positioned to address this need.

Describe how the proposed project will support regional plan goals, including reducing inflow into the homeless response system, creating practical options when CoC resources are at capacity, supporting safe resolution, or improving long-term stability.



SECTION 6: INELIGIBLE HOUSING PROGRAM CERTIFICATION

Describe how the proposed project supports housing stability or safe resolution without operating as a housing program.

SECTION 7: SERVICE MODEL AND PARTICIPANT FLOW

1. What services will the project provide?

3. What will happen during the first 30 days after a participant is referred or enrolled?

4. How will the project support safe resolution, stabilization, or connection to the appropriate next step?

5. How will the project avoid duplicating existing services or simply repackaging current organizational work?

6. If existing staff or programming will be used, describe what new or expanded capacity these funds will add.

7. Describe how the proposed project will give participants options beyond waiting for traditional CoC housing resources.



SECTION 8: LEVERAGE AND EXISTING RESOURCES

1. Describe the existing resources, funding, partnerships, staffing, service locations, or operational infrastructure your agency will leverage to support this project.

2. If your agency currently receives prevention, rental assistance, workforce, benefits, behavioral health, reentry, legal aid, food/basic needs, or other related funding, describe how those resources could align with or support the proposed regional plan project.

3. Describe what portion of the proposed project is new or expanded because of regional plan funding, and what portion is supported by existing agency resources.

4. Describe how your project will avoid duplication with existing services and instead strengthen, expand, or connect current resources in a more coordinated way.

5. Describe how your project will help reduce entries into the homeless response system, create options when CoC resources are at capacity, or help participants reach safe resolution without relying only on traditional housing programs.

6. Describe the assumptions behind your projected number served and outcomes. How do you know this is realistic based on your current capacity, staffing, partnerships, and prior performance?



SECTION 9: COORDINATION AND PARTNERSHIPS

Describe your current coordination with The Way Home homeless response system, CFTH, Coordinated Entry, HMIS-participating providers, outreach teams, housing providers, or other homeless response partners.

Describe your current coordination with adjacent systems or community partners. Check all that apply and describe the relationship below.

- ☐ Schools / K-12 McKinney-Vento partners
- ☐ Community colleges / higher education
- ☐ Workforce / employment partners
- ☐ Benefits access partners
- ☐ Hospitals or clinics
- ☐ Behavioral health providers
- ☐ Substance use treatment / recovery providers
- ☐ Juvenile or adult justice partners
- ☐ Reentry partners
- ☐ Domestic violence / trafficking providers
- ☐ Legal aid / eviction prevention partners
- ☐ Food banks / basic needs partners
- ☐ Faith-based partners
- ☐ Group homes, nursing homes, respite, or higher level of care partners
- ☐ Business, employer, or civic partners
- ☐ Other: _____

Describe how these partnerships will support implementation of the proposed project.

Describe how the proposed project aligns with income, benefits, employment, workforce, rapid resolutions, or substance use stability services.



SECTION 10: OUTCOMES AND PERFORMANCE

List the key outputs the project will track. Examples may include number screened, number served, number referred, number completing intake, number connected to services, number receiving flexible assistance, number connected to benefits, number connected to employment, or number safely resolved.

List the key outcomes the project will track. Examples may include safe resolution, reduced time to resolution, income increase, benefits access, employment placement, service retention, housing stability, reduced returns to homelessness, or reduced inflow from a specific system.

Describe how the project will measure whether it is helping reduce inflow into the homeless response system or creating options outside of traditional CoC housing pathways.

Describe how your organization will collect and report data.

Describe any prior experience with HMIS, Apricot, Salesforce, ETO, Unite Us, HealthConnect, or another case management/data system.

If HMIS participation or HMIS-adjacent reporting is required, is your agency willing and able to participate in training and meet data entry, privacy, consent, and reporting expectations?



SECTION 11: BUDGET AND READINESS

Brief Budget Summary by Major Cost Category:

Describe the proposed use of funds and how the budget supports the service model.

Describe your implementation readiness and expected start-up timeline from notification of award.

Confirm whether your organization can begin implementation within 30 days of award. If not, describe what would prevent implementation within that timeframe.

Identify any major implementation dependencies or concerns.

Identify any funding, staffing, partnership, data, or compliance issues that must be resolved before project launch.

Describe how the proposed project could be sustained, transitioned, or scaled if the model is successful.

SECTION 12: REQUIRED ATTACHMENTS



- ☐ Completed LOI form as a PDF, no more than 10 pages excluding attachments
 - ☐ Preliminary project budget
 - ☐ SAM.gov / UEI documentation
 - ☐ Certificate of insurance
 - ☐ Financial capacity documentation showing at least 90 days of operating capital or equivalent capacity
 - ☐ Most recent audit or financial statement, if available
 - ☐ Current agency operating budget or board-approved budget, if available
 - ☐ Optional: one-page program model or logic model
 - ☐ Optional: letters of partnership or documentation of existing coordination
- CFTH may request additional documentation during threshold review, full application review, award negotiation, risk review, or contract execution.

SECTION 13: CERTIFICATIONS AND ACKNOWLEDGMENTS

By submitting this LOI, the applicant acknowledges and certifies the following:

- ☐ Submission of an LOI does not guarantee invitation to submit a full application.
- ☐ CFTH may decide not to invite all LOI submissions to full application.
- ☐ CFTH may limit the number of applicants invited to full application based on local needs, funding availability, readiness, leverage, financial capacity, and alignment with regional plan priorities.
- ☐ CFTH may reduce project requests, request revisions, negotiate scope or budget, or decline projects that do not align with local priorities or funding strategy.
- ☐ The proposed project is not a TH, PH, PSH, RRH, leasing, acquisition, construction, or ongoing rental assistance project.
- ☐ The proposed project will create new or expanded capacity and will not simply repackage existing organizational services.
- ☐ The proposed project will not rely solely on existing internal capacity unless the applicant can clearly demonstrate a measurable expansion of services.
- ☐ The applicant understands that regional plan funds are intended to create new or expanded capacity and should not simply replace, supplant, or repackage existing services.
- ☐ The applicant has identified existing resources, funding, partnerships, staffing, or infrastructure that can be leveraged to support the proposed project.
- ☐ The applicant understands that projects with clear leverage, readiness, demonstrated capacity, and financial stability may be more competitive.
- ☐ The applicant understands that proposed outcomes and service numbers should be realistic, measurable, and tied to demonstrated agency experience and capacity.



- ☐ The applicant understands that regional plan is intended to help reduce inflow into the homeless response system, create practical options when CoC resources are at capacity, and support safe resolution, stabilization, and long-term independence.
- ☐ The applicant has the experience, staffing, financial controls, and implementation capacity necessary to carry out the proposed project.
- ☐ The applicant has at least 90 days of available operating capital or equivalent financial capacity to continue project operations in the event of reimbursement delays or temporary funding interruptions.
- ☐ The applicant has an active SAM.gov registration and valid UEI, or has provided documentation of registration in process.
- ☐ The applicant is not currently debarred, suspended, or otherwise excluded from participation in federal or publicly funded programs.
- ☐ The applicant understands that SAM.gov/debarment verification may be completed before invitation, award, and/or contract execution.
- ☐ The applicant has current insurance coverage appropriate to the proposed project and understands additional insurance requirements may be required before contract execution.
- ☐ The applicant understands that final award and contract execution may require financial capacity review, risk assessment, budget review, compliance review, and additional documentation.
- ☐ If invited to submit a full application, the applicant will comply with all local deadlines, CFTH requirements, reporting expectations, and review processes.
- ☐ If awarded, the applicant will comply with applicable contract, insurance, monitoring, invoicing, data, privacy, documentation, procurement, and record retention requirements.
- ☐ The applicant understands that final award decisions are subject to funding availability, review, approval, and contract negotiation.
- ☐ The applicant understands that awarded projects are expected to begin implementation within 30 days of award.

Authorized Representative Name:

Title:

Signature:

Date:
