



**GRANT TRANSFER PROJECT  
REQUEST FOR LETTERS OF INTEREST  
Due August 31, 2023**

This announcement serves as the opportunity for agencies to submit a Letter of Interest (LOI) for a grant transfer for an existing renewal project in Orange County, NC as part of the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) portfolio. Agencies considering submitting a letter of interest must clearly demonstrate their ability to successfully meet the FY22 grant terms of The Women’s Center, Inc Rapid Rehousing for DV Survivors and their Families renewal grant under [24 CFR Part 578.37](#)

## **INTRODUCTION**

Eligible Activities:

- **Renewal Rapid Rehousing Projects** that will serve any individual or family who:
  - Is fleeing, or is attempting to flee, domestic violence;
  - Has no other residence; and
  - Lacks the resources or support networks to obtain other permanent housing

## **CoC PROGRAM GOALS**

- Promote community-wide commitment to the goal of ending homelessness.
- Reduce disruption in services to people experiencing homelessness
- Provide funding for efforts by nonprofit providers and State and local governments to quickly house or rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness.
- Promote access to and utilization of mainstream benefits by homeless individuals.
- Provide supportive services that are voluntary, flexible and consumer-driven.
- Be able to meet the HUD criteria, as outlined in the [2022 Continuum of Care NOFO](#).
- Be ready to proceed in calendar year 2024.

## **COC POLICY AND PROGRAM PRIORITIES**

- Advance racial equity and reduce disparities across the homeless system
- Center people with lived expertise of the Chapel Hill / Orange County homeless system in program and system design, implementation, evaluation, and governance
- Using a Housing First Approach
- Seek opportunities to improve service design and delivery
- Provide opportunities to build local organizational capacity
- Strategic Resource Allocation

Funding for these projects is provided through the HUD Continuum of Care (CoC) program. Submission of an LOI does not constitute an application nor does it constitute approval for funding by the CoC or by HUD.

The Partnership anticipates that HUD will allow the Chapel Hill/Orange County CoC to transfer the following funding amounts:

- **\$157,208** for Rapid Rehousing rental assistance and supportive services
  - The funded project will use the above funds to exclusively serve households who meet [HUD Homeless Category 4](#)
- The project will serve no fewer than six households
- The project will commence January 1, 2024



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**WHO CAN SUBMIT A LETTER OF INTEREST**

Applicants that:

- Can serve persons experiencing homelessness in Orange County
- Can meet [HUD and CoC threshold measures](#) for renewal projects
- Meet Applicant thresholds in the [2023 Local Scorecard](#)
- Can meet local expectations as listed in [OCPEH CoC Grantee certification](#)

**PROCESS**

**Step 1:** Interested agencies must submit a Letter of Interest (LOI) and supporting documents by Thursday, August 31st, 2023

**Step 2:** The Project Review Committee (PRC) will review and evaluate all letters of interest received in response to this announcement. They will present their recommendations to the OCPEH Leadership Team (LT) for approval. CoC staff will provide written notification of the PRC funding recommendation to all applicants as well as the date, time, and location of the OCPEH Leadership Team meeting.

**Step 3:** Upon Board approval, applicants will be notified if they were or were not recommended for transfer. Applicants will be informed of the appeals process at that time.

**Step 4:** CoC staff notify HUD Field office of the transfer recommendation.

**SUBMISSION INSTRUCTIONS**

All LOIs must be received electronically no later than **5:00 Thursday, August 31, 2023** to [rwaltz@orangecountync.gov](mailto:rwaltz@orangecountync.gov)  
LOIs submitted after the deadline will not be reviewed or considered.

**REVIEW COMMITTEE**

The Project Review Committee (PRC) is responsible for applicant reviews and recommendations. The OCPEH Leadership Team is responsible for the selection process. PRC and LT members complete annual Conflict of Interest disclosure forms and adhere to the Conflict of Interest policy as described in the [OCPEH Governance Charter](#).

**CONTACT INFORMATION**

Questions may be directed to Rachel Waltz, Homeless Programs Manager for Orange County at [rwaltz@orangecountync.gov](mailto:rwaltz@orangecountync.gov) or 919-245-2496.



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**TIMELINE**

|                   |  |
|-------------------|--|
| Monday, Aug. 14   | Public notification of funding transfer opportunity  |
| Thursday, Aug 31  | Letters of Intent and supporting documents due   |
| Friday, Sept 1    | Project Review Committee receives applications / supporting materials received by the local deadline |
| Tuesday, Sept 5   | PRC develops funding recommendation  |
| Wednesday, Sept 6 | CoC staff provide written notification of funding recommendation                                     |
| Monday, Sept 11   | OCPEH Leadership Team makes funding determination  |
| Tuesday, Sept. 12 | CoC staff provide written notification of determination  |
| Tuesday, Sept 19  | Last day to appeal determination   |
| Friday, Sept 22   | CoC staff provide HUD Field office written notification of the CoC's transfer determination          |

**LETTER OF INTEREST NARRATIVE**

*Please submit a brief letter of interest - no more than 2 pages in length – on agency letterhead signed by applicants Director or authorized signer. LOIs that exceeds the 2-page limit may not be reviewed or considered. All LOIs should include the following:*

- 1. Applicant Information** – Applicant agency name, Agency Office location, Program Name, Executive Director name and contact information.
- 2. Attestation** - Applicant has reviewed and agrees that they meet threshold measures detailed in the HUD and CoC Renewal Applicant Threshold and CoC Local Scorecard. Agreement to work with CoC staff to develop and implement an improvement plan for unmet threshold measures.
- 3. Total Amount of HUD CoC Funding Request** – total projected budgeted and the description of the qualifying in-kind or cash match, minimum 25% of projected grant award.

**SUPPORTING DOCUMENTATION**

Completed and signed [CoC Agency certification form](#)  
Completed [CoC Local FY23 Scorecard](#) – threshold measures only