

Commission on Homelessness and Housing for Volusia &
Flagler Counties
Letter of Intent for 2020 Grant Funding

I. Purpose

The Commission on Homelessness and Housing for Volusia & Flagler Counties (COHH) is announcing its first Letter of Intent process for 2020. All organizations interested in applying for funds administrated by or through the COHH must first successfully complete the Letter of Intent process to be invited to submit program proposals. This process is designed so that each potential applicant can provide evidence of their general organizational viability, good financial standing, and eligibility for future funding.

II. Timeline

March 6, 2020	Release of Letter of Intent for COHH Funding
March 31, 2020	Letter of Intent due by 12:00 p.m.

III. How to Apply

All interested organizations shall submit a response to each Letter of Intent requirement through an online grants management system located at uwvfc.communityforce.com. Interested organizations must create a login account to view and complete the Letter of Intent application called "COHH 2020 Letter of Intent."

ALL APPLICATIONS MUST BE SUBMITTED ONLINE. No applications will be accepted if not submitted via this online system.

IV. Letter of Intent Components

A. Basic Organizational Information

- i. Organizational contact information
- ii. Organizational leadership
- iii. Organizational description (max 200 words)

B. Anticipated Proposal(s)

- i. Applicants should select all anticipated funding categories they intend to apply for, if invited.

C. Certification Requirements & Attachments

- i. Applicants must upload and attached documentation of all required items noted below in PDF format.

- ii. 501(c)3 IRS determination letter
- iii. Most recent IRS Form 990 or 990 EZ (*If the applicant applied for an extension, please include documentation of the extension request in the upload.*)
- iv. Board of Directors Roster
- v. Board of Directors Bylaws
- vi. Most recent financial audit or financial review (*From a third party independent financial auditor*)
- vii. Attestation to government funding requirements. (*See attached document and Attestation Form*)
- viii. Active registration with the Division of Corporations (*Please include an annual report in upload*)
- ix. Solicitation license from the Department of Agriculture
- x. Non-discrimination Policy
- xi. Drug-free Workplace Policy
- xii. ADA Compliance Policy
- xiii. Whistleblower Policy
- xiv. Current summary agency budget (*your own format, with timeframe noted*)
- xv. Evidence of operations for the last two years