



Letter of Intent Template

FY 2025 Continuum of Care Competition and Youth Homeless Demonstration Program Grants WY CoC Local Grant Competition

Instructions:

On Agency Letterhead, please complete the information requested below for any CoC funding project.

Letters of Intent must be submitted to the WY CoC Coordinator at anna.edwards@wycoc.org by end of business day on **December 1, 2025**. Please include the following subject line in your email: ***Letter of Intent – FY2025 CoC Program Competition.***

Below is a list of items that need to be addressed in your LOI:

General Information

- Project Name:
- Project Contact (Name, Email, Phone):
- UEI:
- SAM Registration Status:
- Proof of Eligibility: (Nonprofit documentation, government entity, etc.)
- Renewal or New Project:

Project Details

- Program Component: (PH-PSH, PH-RRH, TH, SSO, HMIS, CE, Joint TH/PH-RRH)
- Type of Housing Provided: (Scattered-site, single-site, congregate, shared)
- Special Target Populations: (DV survivors, youth ≤ 24 , chronically homeless, veterans)
- Mental Health Treatment Services Offered:
- Substance Use Treatment Services Offered:
- Other Supportive Services Offered: (Case management, employment assistance, transportation, life skills training)
- Total Funds Requested: \$_____

- **Annual Funding Amount:** \$_____
 - % for Housing:
 - % for Supportive Services:
 - % Administrative Costs (≤10%):
- **Proposed Match:** (≥25% except leasing)
- **Number of People Served Annually:**
- **Eligibility Process:** (HUD homeless definition + Coordinated Entry)
- **Cost Effectiveness:**
- **Accessibility & Integration:** (ADA compliance, trauma-informed design)
- **Employment & Income Strategy:** (Describe efforts to increase earned income)

Compliance Agreement

Wyoming CoC NOFA Letters of Intent must also contain agreement with the following:

We agree to:

- Serve only clients meeting HUD homeless criteria (24 CFR 578.3).
- Enter client data into HMIS (or comparable system for DV providers).
- Participate in Coordinated Entry.
- Draw funds quarterly and expend timely.
- Submit APR, quarterly reports, and participate in on-site monitoring.
- Participate in annual Point-in-Time count.
- Comply with FY2025 NOFO requirements, including:
 - Fair Housing, VAWA, and nondiscrimination laws.
 - No operation of drug injection sites or facilitation of illicit drug use.
 - Integration of behavioral health and recovery services.
 - Contribution to system performance measures.
- Do not use funds for prohibited activities (e.g., drug injection sites or illegal drug use facilitation).
- Ensure housing is ADA-compliant and promotes integration for persons with disabilities.
- Offer or coordinate access to mental health and substance use treatment services.
- Implement strategies to improve income and housing stability.

Authorized Signature

Authorized Signature:

Title:

Date:

Thank you for taking interest in the year CoC competition and for your dedication to serving those who are homeless or at risk of becoming homeless in Wyoming.

Sincerely,

A handwritten signature in black ink, appearing to read "Anna Edwards". The signature is fluid and cursive, with the first name "Anna" written in a more compact, looped style and the last name "Edwards" in a more extended, flowing script.

Anna Edwards
CoC Coordinator