

**Community-Based Alternatives to General Assistance Temporary Housing
State Fiscal Year 16
Guidance on Submitting a Letter of Intent**

Community partners who are considering an alternative approach to emergency housing in State Fiscal Year 2016 should submit a letter of intent as outlined below. The DCF housing team will accept letters of intent at any time. The team will review letters of intent and respond with the next step. Next steps could include, seeking additional information, issuing a Request for a Work-Plan and more.

Indicators of Community Readiness:

1. The organization worked with and/or vetted the concept with their local CoC to ensure coordination and lack of duplication
2. The concept directly addresses the community's reliance on motels through an alternative approach and/or provides additional capacity
3. The concept follows the [Family Connections](#) Framework
4. It will be acceptable to target a specific population and/or a specific geographic region
5. The organization commits to participating in the CoC designated HMIS and proactive participation in local coordinated entry planning and implementation

Guidance for the Letter of Intent – Please include the following:

- Lead Agency (the agency that receive and administer funds), Partner Agencies (those with significant roles to play should sign on to a letter of intent), Advisory Group (if applicable, such as a CoC Committee)
- Primary Contact Person and Contact Information
- Service Area: List Local Continuum of Care and AHS Districts
- Size and Scope of Target Population to be Served
 - reference the data from the Memo
 - identify any subpopulations
- Scale and Scope of Proposal
 - Timeframe of proposal
 - # of NEW beds, rooms, units the proposal will make available
 - # of nights available, intake hours

- For shelters, any identified site and whether town approval has been received already
 - Basic staffing structure (including volunteers)- # of new staff and their positions
- Basic Budget
 - total request
 - breakout start up vs. ongoing cost
 - estimate of funds to be leveraged from other sources
- Signature from Authorized Official at Lead Agency, and any Key Partner Agencies
- Please provide basic information; detailed narrative or lengthy description of approach is not necessary at this time. 2 pages maximum.