

November 14, 2018

Dear Friend,

Thank you for your interest in working with the Mendocino County Homeless Services Continuum of Care (MCHSCoC). We are excited to learn about your ideas and see if they fit into our plans as we work to fulfill our purpose as a Continuum of Care.

The attached e-packet should provide you with sufficient information to request consideration for funding under the Homeless Emergency Aid Program (HEAP) from the Continuum of Care. Documents included are:

- This Cover letter - 1 page PDF
- Continuum of Care Information Sheet – 4 page PDF: **Brief guide to the COC**
- HEAP Notice of Funding Availability (NOFA) – 5 pages PDF: **Guide to HEAP Funding**
- Request for Projects (RFP) - 4 pages Word: **Complete and submit as instructed below**
- HEAP RFP Scoring Tool - 2 pages PDF: **Informational only, this is how your project will be scored**

There are instructions on both the RFP and the Scoring Tool; it is **very important** that you also read and understand the NOFA completely as it includes additional information. The RFP is designed for you to enter information directly into. Please complete and ensure the formatting works for e-reading and printing.

The Budget and Time-line included in the RFP are **samples**. Please use the format provided, but complete them with the information specific to your project.

Funding Requests are limited to the total amount available. Indirect costs **are not allowed**, a 3% administrative charge may be included as indicated in the SAMPLE budget.

The deadline for submission is December 5<sup>th</sup>, 2018 by 7 AM.

Applications will be accepted in PDF by email only, and should be sent to:  
[stuartm@mendocinocounty.org](mailto:stuartm@mendocinocounty.org).

Only applications in alignment with the COC Purpose will be considered.

You will receive notification that your request was reviewed, regardless of funding approval.

Sincerely,

Maya Stuart, MCHSCoC Board Chair  
Desk: 707-468-7065

RFP\_CoverLetter\_HEAP\_11.2018