



## APPLICATION INSTRUCTIONS

*for*

## Special Rural Coordinated Entry Supportive Services Only Award

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### OVERVIEW

Community Partnership of Southeast Missouri (CPSEMO) serves as the **Grantee for HUD's Special NOFO for Unsheltered and Rural Homelessness** for the Missouri Balance of State CoC and is now **soliciting applications** for this Special Rural Coordinated Entry Supportive Services Only (SSO) award.

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### ABOUT RURAL CE SSO AWARDS

CPSEMO invites Missouri-based 501(c)(3) nonprofits to apply for **Rural Coordinated Entry SSO Awards** under HUD's Special NOFO for Unsheltered and Rural Homelessness. Funding will:

- Bolster CES capacity across the CoC's rural designated counties (9 regions for the purposes of this RFP)
- Support hiring CES staff to run access points, case conferencing, prioritization, and/or gap-filling activities
- Fill unfunded regional CES gaps
- Improve access for highly vulnerable individuals in remote areas



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## KEY PRIORITIES

### 1. Enhance CES Capacity & Reduce Wait Times

- Recruit/train CES Leads and/or Access Points to ensure rapid referrals for individuals with severe service needs.
- Streamline Coordinated-Entry workflows so that the average number of days from client assessment to housing referral is reduced—by improving processes and expanding resource capacity.

### 2. Address Regional Access Gaps

- Target underserved, structurally disadvantaged counties.
  - i. *Structurally Disadvantaged Area:*

For the purposes of this grant, “Structurally Disadvantaged Areas” are those ZIP Codes or census tracts within the CoC’s 101-county geography that meet any of the following thresholds based on the most recent ACS data and HUD Point-in-Time counts:

    1. Poverty rate > 20%;
    2. Unemployment rate > 10%;
    3. Over 15% of households experiencing severe housing cost burden;
    4. Point-in-Time homelessness rate > CoC average by more than 50% (applicants are not able to provide documentation of this item, as county-level PIT data is unpublished. CPSEMO may be able to determine this using unpublished data in collaboration with ICA, to then be considered for bonus points)
- Equalize CES availability across high- and low-population regions.

### 3. Strengthen Collaboration & Training



- Provide quarterly Coordinated Entry trainings for all front-line CES personnel and county partner staff (e.g., assessors, outreach workers, shelter staff, diversion screeners). Core topics will cycle through:
  - Housing First principles—so assessors and navigators understand how referrals are prioritized and can coach clients accordingly (housing providers are welcome but not required);
  - Trauma-Informed Care—for anyone who conducts VI-SPDATs, diversion screens, or case-conferencing;
  - Equal Access & Fair Housing—to ensure all CES partner agencies follow HUD nondiscrimination rules
  
- Participate in training and pilot testing for potential new vulnerability assessment tools that will aid decision for housing prioritization in the MO BoS CoC (as needed or available depending on rollout strategy per region).
  - i. Promote training workshops on new tools for CES personnel within specified regions.
  - ii. Facilitate data collection on rollout and implementation of new tools
  - iii. Provide critical insights to help evaluate and improve the new tools
  
- Foster continuous support and best-practice sharing.

#### **4. Integrate Healthcare & Supportive Services**

- Formalize referral pathways with behavioral health and primary care providers.

#### **5. Advance Equity & Lived-Experience Engagement**

- Engage persons with lived experience in design, oversight, and focus groups.
- Use their feedback to shape CES policies and procedures.

#### **6. Leverage Data for Targeting**

- Employ Census poverty and Point-in-Time Count data to identify greatest need areas.



- Allocate staff based on data-driven regional prioritization.

In addition to our local goals, projects must align with HUD’s Special NOFO Policy Priorities and Program Highlights:

1. **Unsheltered Homelessness**

Identify and engage people living in unsheltered situations—including encampments—who experience elevated health and trauma challenges, and connect them with housing and health resources. Leverage HMIS to collect robust data on unsheltered homelessness in rural areas.

2. **Rural Unsheltered & Severe Service Needs**

Target resources to rural areas that lack infrastructure and require tailored strategies. Support efforts to end unsheltered homelessness and serve individuals and families with severe service needs in these settings.

3. **Broad Stakeholder Involvement**

Engage a wide range of partners—affordable housing developers, mainstream service providers, businesses, victim service agencies, political and health leaders—in developing and executing the CoC Plan for individuals and families with severe service needs.

4. **Housing First Approach**

Focus on rapid placement and stabilization in permanent housing with no preconditions. Measure and reduce homelessness duration, engage landlords to expand housing inventory, remove entry barriers, and tailor service delivery to client preferences and needs.

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## COMPREHENSIVE COC PLAN REQUIREMENTS

Per HUD Special NOFO Section VII.B.4, your proposal **must describe** how your project will serve individuals and families experiencing homelessness with severe service needs by:

1. **Coordinated & Comprehensive Outreach**



- Detail strategies for identifying and engaging unsheltered individuals (including encampments) across rural regions.

## **2. Low-Barrier Shelter & Temporary Accommodations**

- Explain how you will improve access to emergency shelter or motel vouchers without preconditions.

## **3. Immediate Access to Low-Barrier Permanent Housing**

- Describe pathways for rapid placement into permanent housing—consistent with Housing First principles.

## **4. Leveraging Mainstream Housing & Healthcare Resources**

- Outline partnerships with PHAs, HOME-ARP, Medicaid/FQHCs, and other agencies to expand housing subsidies and health services.

## **5. Employment & Economic Stability**

- Demonstrate plans to connect participants to job training, employment specialists, or workforce partners.

## **6. Lived-Experience Engagement**

- Describe how individuals with lived experience will be involved in planning, decision-making, and ongoing evaluation.

## **7. Reducing Unsheltered Homelessness**

- Provide clear metrics for how funded activities will contribute to reducing the number of unsheltered people in your service area.

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## **FUNDING SOURCE**

Funds derive from HUD's CoC Program (Special NOFO – Rural Set Aside). All activities must serve HUD-defined homeless individuals (24 CFR § 578.3).



## FUNDING SUMMARY

- **Awards:** Up to 9 grants based on Regional Distribution
- **Regions Served:** Regions 2-10
- **Term:** No later than July 1, 2026 – June 30, 2027
- **Reimbursement:** Monthly submission of allowable cost claims to CPSEMO by the 20th of the following month
- **Match:** 25% of total eligible costs (cash or in-kind)

CPSEMO will pass through **Supportive-Services dollars** and **5 % admin** to each successful sub-recipient.

The other 5 % of admin on every sub-award is retained by CPSEMO for grant-level administration.

Region	# Eligible Counties	Supportive-Ser vices \$	Sub-recipient Admin (5 %) \$	Total Award per Region \$
2	6	<b>61,287</b>	3,064	<b>64,351</b>
3	11	<b>112,359</b>	5,618	<b>117,977</b>
4	14	<b>143,003</b>	7,150	<b>150,153</b>
5	12	<b>122,574</b>	6,129	<b>128,703</b>



6	6	<b>61,287</b>	3,064	<b>64,351</b>
7	5	<b>51,072</b>	2,554	<b>53,626</b>
8	9	<b>91,930</b>	4,597	<b>96,527</b>
9	11	<b>112,359</b>	5,618	<b>117,977</b>
10	7	<b>71,501</b>	3,575	<b>75,077</b>
<b>Subtotal (Regions 2-10)</b>	81	<b>\$ 827,374</b>	<b>\$ 41,369</b>	<b>\$ 868,743</b>

*(Supportive-service dollars are pro-rated by county share: \$ 909,090 ÷ 89 ≈ \$ 10,214 per county.)*

*CPSEMO retains Region 1 and the centralized 5 % admin share for all other regions, as permitted under 24 CFR §578.59.*

## **AREAS of FUNDING**

### **Eligible Rural Set-Aside Counties in Missouri BoS CoC**

*(one award may be made in each of the following nine regions).*



Region	Eligible Counties (intersection of the NOFO “Areas of Funding” list with the counties shown in the CoC regional map)
2	Marion · Pike · Ralls · Lewis · Shelby · Monroe
3	Adair · Knox · Clark · Scotland · Schuyler · Macon · Linn · Randolph · Chariton · Sullivan · Putnam
4	Atchison · Holt · Nodaway · Worth · Gentry · Harrison · Mercer · Grundy · Daviess · Caldwell · Carroll · Livingston · Clinton · Ray
5	Audrain · Montgomery · Gasconade · Osage · Phelps · Pulaski · Camden · Miller · Morgan · Cooper · Howard · Maries
6	Scott · Mississippi · New Madrid · Pemiscot · Dunklin · Stoddard
7	Reynolds · Wayne · Butler · Carter · Ripley
8	Dent · Shannon · Texas · Howell · Wright · Laclede · Douglas · Ozark · Oregon
9	Cedar · Vernon · Barton · Dade · Lawrence · Barry · Stone · Taney · McDonald · Dallas · Hickory
10	Johnson · Pettis · Henry · Saline · Benton · Bates · St. Clair ·



## Notes

- Only the counties listed above may be served with this Rural CE-SSO funding.
  - With this funding, applicants must cover **all eligible counties in the region(s)** for which they apply and must engage **at least one local partner in every county** served, as required in the RFP.
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## APPLICANT ELIGIBILITY

- Missouri-based 501(c)(3) nonprofit in good standing
  - Active SAM registration with valid UEI
  - Demonstrated financial/operational capacity for federal grants
  - Experience in rural service delivery and CES participation
  - No unresolved HUD/OIG findings
  - Verification of intention to participate in HMIS, or an HMIS comparable database for Victim Service Providers prohibited from using HMIS.
  - Ability to provide 25% match- Applications without Match Commitment Letters totaling at least 25 % of the requested award are ineligible.
  - Applications missing the signed CoC Engagement Commitment Form will not advance to scoring
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## ELIGIBLE PROJECTS



Proposals must:

1. Be designed **with Regional CES Leads**
2. Serve HUD-defined homeless populations
3. **Remove CES barriers** and decrease prioritization wait times
4. Fund CES staffing and core infrastructure activities, within the existing structure of the CoC, to:
  - Maintain HMIS prioritization lists
  - Convene monthly regional case conferencing
  - Enforce Regional CE Plans & Written Standards
  - Oversee a local process for clients to file grievances and non-discrimination complaints
  - Administer the Prevention and Diversion Screen and/or the VI-SPDAT, as applicable, to all people experiencing homelessness (see the [MO BoS CoC's Coordinated Entry Written Standards](#) for guidance on when to administer these screening tools)
5. Collect/submit CE data for CPSEMO compliance reviews
6. Innovate to fill gaps: e.g., street-outreach VI-SPDATs, targeted marketing

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## STRENGTHENING INITIATIVES

Applicants are encouraged to integrate:

- Partnerships with non-CES entities (libraries, businesses, community groups)



- Active advocacy for people experiencing homelessness in regional meetings
- Equal-access program design (no entry barriers)
- Region-wide marketing and outreach strategies

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## PARTNERSHIP REQUIREMENTS

To ensure broad local buy-in and seamless access to CES, **all proposals must:**

- **Collaborate with the Regional CE Lead ([Coordinated Entry Access Points – Missouri Balance of State CoC](#) )** in the design and implementation of your project.
- **Engage at least one partner organization in each county** you serve, such as libraries, faith-based groups, clinics, outreach teams, or other community entities, to assist with marketing, referral, and access to the CES.

**In your Project Narrative**, please describe:

1. **CE Lead Involvement:**

- How you will coordinate with the Regional CE Lead for planning, data sharing, case conferencing, and oversight, if you do not currently serve as the CE Lead.

2. **County-by-County Partner Strategy:**

- Your approach for leveraging and managing at least one agency in every county (e.g., outreach events, MOUs, kickoff trainings).
- Specific roles those partners will play in raising awareness of access points, referring clients, and supporting CES processes.

**Note:** Engaging at least one partner in each county is a **requirement**. Applications that do not clearly demonstrate this county-level partnership strategy will be considered incomplete.



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## ELIGIBLE COSTS

Because this RFP funds a **Supportive Services Only – Coordinated Entry (SSO – CE)** project under the Rural Set Aside, you may only budget costs that are:

1. **Supportive Services Only** under standard CoC rules (24 CFR § 578.53), **and**
2. The additional Rural Set Aside–specific activities at IV.B.3.e(2)(b) of the Special NOFO.

### **Core SSO – CE Costs (24 CFR § 578.53)**

#### **1. Staffing & Fringe**

- Salaries and benefits for CES Lead positions, case conferencing facilitators, outreach workers, etc.

#### **2. Travel**

- Mileage and per diem for staff conducting outreach, attending regional meetings, or performing site visits.

#### **3. Client Transportation**

- Bus passes, ride-share vouchers, etc., to help clients reach access points or appointments.

#### **4. Meeting & Training Expenses**

- Venue rental, materials, and trainer fees for quarterly CES trainings (Housing First, trauma-informed care, equity).

#### **5. HMIS/HMIS Comparable Database**

- Licensing, user fees, and technical assistance costs are necessary to maintain access to HMIS (or an HMIS comparable database for Victim Service Providers prohibited from using HMIS), which is necessary for the submission of the



CE-APR required for this grant.

- In addition, clients who are not added to the HMIS Prioritization List must also be added to the non-HMIS Prioritization List according to the CoC's process.

6. **Administrative Overhead** (up to 5%)

- Pro-rata share of rent, utilities, office supplies, and indirect costs tied directly to CES operations.

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## ***How to Apply***

### ***Submission format***

- *E-mail a **single PDF** to [snofo-rfp@cpsemo.org](mailto:snofo-rfp@cpsemo.org)*
- *Subject line → **Rural CE SS0 Application – [Your Agency]***
- *Deadline → **June 10, 2026 at 3:59 PM CDT***
- *Late or incomplete submissions will be ruled ineligible.*

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### ***1. Required PDF Contents***

<b><i>Section in PDF</i></b>	<b><i>Length/format</i></b>	<b><i>What it must contain</i></b>
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<p><b>Project Narrative</b></p>	<p><b>≤ 15 pages, single-spaced.</b></p> <p><b>Use headings A-J</b></p>	<p><i>A. Agency Overview</i></p> <p><i>B. Regional Need &amp; Gap Statement</i></p> <p><i>C. County-Partnership Plan</i></p> <p><i>D. Staffing &amp; Operating Model</i></p> <p><i>E. CES Infrastructure Activities</i></p> <p><i>F. Staff Training &amp; Case Management Deliverables</i></p> <p><i>G. Performance Targets &amp; Data</i></p> <p><i>H. Budget Narrative &amp; Match.</i></p> <p><i>I. Lived-Experience Commitments</i></p> <p><i>J. CoC Engagement &amp; Governance Commitments</i></p>
<p><b>Appendix A</b></p>	<p><i>Excel or PDF table</i></p>	<p><i>Region-specific <b>Line-Item Budget Form</b> (supportive services, 5 % admin, match).</i></p>
<p><b>Appendix B</b></p>	<p><i>Screenshot / PDF</i></p>	<p><i>Active <b>SAM.gov</b> registration showing UEI.</i></p>
<p><b>Appendix C</b></p>	<p><i>Screenshot / PDF</i></p>	<p><i>Missouri <b>Secretary-of-State</b> good-standing record.</i></p>
<p><b>Appendix D</b></p>	<p><i>PDF(s)</i></p>	<p><i><b>Letters of Support</b> – ≥ 1 per eligible county in your region + a letter/MOU from the Regional CE Lead (if you are not the Lead). Each letter must cite the signer’s concrete role within the CE system.</i></p>



<b>Appendix E</b>	<i>PDF</i>	<b>IRS 501(c)(3) determination letter.</b>
<b>Appendix F</b>	<i>PDF</i>	<b>Match Commitment Letter(s) – cash or in-kind, dollar value, time-frame.</b>
<b>Appendix G</b> <i>(if applicable)</i>	<i>PDF</i>	<b>Copy of current MOHIP CE-funding award letter/contract from MHDC. If no MOHIP CE funds, add a page titled “Not Applicable”.</b>

### Detailed Narrative Instructions

*(maximum 15 narrative pages; all subsections A – I must appear in order and exactly as titled below. Tables, charts, and graphics count toward the 15-page limit; appendices do not.)*

<b>Section</b>	<b>Purpose &amp; Required Content</b>	<b>Suggested Length Guide</b>
<b>A. Agency Overview &amp; Funding Context</b>	<p><b>1. Mission &amp; Footprint –</b></p> <ul style="list-style-type: none"> <li>– [One-sentence mission statement].</li> <li>– Operating since [Year]; current service area covers [Counties X–Y].</li> </ul> <p><b>2. CE-Leadership Status – complete mini-table:</b>  <b>CE-Leadership &amp; MOHIP Snapshot</b></p> <ul style="list-style-type: none"> <li>• Regional CE Lead? (Y/N, date)</li> <li>• MOHIP CE funds? (Y/N, annual \$ &amp; term) → attach award in App. G.</li> </ul>	1–3 pages



	<p><b>3. Current CE &amp; Data Capacity</b></p> <p>– For current HMIS users: How many additional licenses will you need for your proposed project; For new projects, not currently using HMIS, how many HMIS licenses will you need for your proposed project</p> <p>*For HMIS-participating agencies with existing Coordinated Entry projects, we will receive a year-to-date report from ICA evaluating the data quality for your CE project, including the following:</p> <p>*number of clients missing the ADD/REMOVE assessment</p> <p>*number of clients missing a Current Living Situation</p> <p>*number of clients missing VI-SPDAT information</p> <p>– Past HUD audit findings: [None/Resolved].</p> <p><b>4. Rural Service Delivery</b></p> <p>Applicants must demonstrate <math>\geq 50\%</math> of program activities over the last three years occurred in CPSEMO's rural counties via:</p> <ul style="list-style-type: none"><li>● Active rural office or satellite locations;</li><li>● Participant rosters or GIS maps showing county-level service;</li><li>● Letters/contracts with rural government or community partners.</li></ul> <p><b>4. Governance &amp; Policies</b></p>	
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	<p>– Org chart snippet showing CES staff reporting lines.</p> <p>– Board-approved Conflict of Interest and Code of Conduct policies on file (adopted MM/DD/YYYY); annual review by [Position].</p>	
<p><b>B. Regional Need &amp; Gap Analysis</b></p>	<p><b>Regional Data Snapshot</b></p> <p>Provide relevant data to support the need for your project using existing data from a variety of sources, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Unsheltered PIT count   Poverty %   Eviction filings   RRH &amp; PSH bed ratio (table or map)   CoC Gaps Analysis Data  Agency specific data   Qualitative Barriers – Transportation deserts; broadband gaps; racial/linguistic inequities  Key Sub-Populations – Chronic, youth, veterans, DV survivors, persons with disabilities   <b>Structurally Disadvantaged Areas-</b> ZIP codes/tracts meeting any:</li> </ul> <ol style="list-style-type: none"> <li>1. Poverty &gt; 20%</li> <li>2. Unemployment &gt; 10%</li> <li>3. ≥ 15% severe cost-burden households</li> <li>4. Unsheltered PIT rate &gt; CoC average + 50%</li> </ol> <p>Bonus pts awarded for proposals delivering ≥ 50% of activities in these areas (see Bonus B1).</p>	<p>1–1.5 pages</p>



<p><b>C. County-Level Partnership Plan</b></p>	<p>1. <b>Regional CE Lead Collaboration</b> – roles, meeting cadence, data-sharing SOP.</p> <p>2. <b>County Partner Matrix</b> – <i>required table:</i>  <b>County-Partner Matrix</b></p> <p>3. <b>Partner Engagement Strategy</b> – explain how you will <b>on-board, train, and support</b> each committed partner during the first 90 days (orientation sessions, shared HMIS access, marketing materials, etc</p> <p>4. <b>Ongoing Management &amp; Quality Control</b> – describe the touchpoints (monthly calls, site visits, data-quality checks) you will use to keep partners active and compliant.</p>	<p>1.5–2 pages</p>
<p><b>D. Staffing &amp; Operating Model</b></p>	<ul style="list-style-type: none"> <li>• Use <b>Staffing &amp; Salary Table to</b> list each CES position (title, % FTE, salary + fringe, counties covered). Totals must match Supportive-Services \$.</li> <li>• <b>Operations</b> – Access point hours per county; back-up coverage plan; mileage/per diem protocols.</li> </ul>	<p>1–1.5 pages</p>



<p><b>E. CES Infrastructure (Baseline Duties)</b></p>	<p><i>Describe how all baseline duties are to be performed in every served county:</i></p> <ol style="list-style-type: none"> <li>1. <b>HMIS &amp; Data-Tracking Framework</b>        *HMIS Participating Agencies (all agencies, except Victim Service Providers):       <ul style="list-style-type: none"> <li>- All clients who consent to share their data must have their CE assessment and referral entered in HMIS within 3 calendar day</li> <li>- Clients who do not consent to share their data in HMIS must have their CE assessment and referral entered on the non-HMIS Prioritization List within 3 calendar days</li> </ul>         *Victim Service Providers Required to Use HMIS Comparable Database       <ul style="list-style-type: none"> <li>- All clients have their CE assessment and referral added onto the non-HMIS Prioritization List and entered in the HMIS comparable database within 3 calendar day.</li> </ul> </li>   <li>2. <b>Monthly Case Conferencing</b></li>   <li>3. <b>Screening &amp; Grievance Process</b> <ul style="list-style-type: none"> <li>– Administer VI-SPDAT/Prevention &amp; Diversion screens; manage client complaints.</li> </ul> </li>   <li>4. <b>Annual System Evaluation</b> <ul style="list-style-type: none"> <li>– Co-lead HUD monitoring prep; participate in CoC CE reviews.</li> </ul> </li> </ol>	<p>1–1.5 pages</p>
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	<p><b>5. Data Submission</b> Timely HMIS exports per CPSEMO schedule</p> <p>– For HMIS-participating projects, agencies are required to correct 100% of the errors identified through the monthly BoS CE Data Quality Assurance plan. Adherence to this requirement will be evaluated on a quarterly basis through the submission of a report to CPSEMO.</p> <p>– Submit Data Timeliness for Entries Report, ROI Records Validation Report, CE-APR on a quarterly or monthly basis.</p>	
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<p><b>F. Staff Training &amp; Case Management Deliverables</b></p>	<p>Sub-award recipients will be required to meet the CoC's <b>Case Management Deliverables</b>, which include:</p> <p><b>1. Intake &amp; Assessment</b></p> <ul style="list-style-type: none"><li>● <b>Initial Assessment:</b> Conduct and document a full housing and needs assessment at intake, per CoC standards (24 CFR 578.3)—including victim service screening for DV clients.</li><li>● <b>HMIS Entry:</b> Enter all assessment data into HMIS or HMIS comparable database (Victim Service Providers only) within three calendar days of intake. Clients added to an HMIS comparable database or who do not consent to share their data in HMIS must also be added to the non-HMIS Prioritization List within 3 days.</li></ul> <p><b>2. Service Planning &amp; Connection</b></p> <ul style="list-style-type: none"><li>● <b>Written Service Plan:</b> Provide each client a written service plan within <b>two (2) weeks</b> of intake that outlines housing goals, referrals, and case-management activities.</li><li>● <b>Referral Tracking:</b> Document all mainstream and CoC-funded referrals (e.g., SNAP, WIC, behavioral health) per CoC <a href="#">“Recordkeeping Expectations”</a></li></ul> <p><b>3. Housing Stability Case Management- If the applicant provides case management as part of its programs</b></p>	
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	<ul style="list-style-type: none"><li>● <b>Frequency:</b> Minimum <b>monthly</b> one-on-one check-ins (in person or by phone) to review barriers, update service plans, and record progress. This meets the “Individual case management is required at least monthly” standard (24 CFR 578.3(f)).</li> <li>● <b>Content:</b> Each contact must cover at least three of the following:<ul style="list-style-type: none"><li>○ Re-assessment of housing barriers &amp; preferences</li><li>○ Action-plan updates (housing search, landlord outreach)</li><li>○ Education on lease rights, budgeting, tenant responsibilities</li><li>○ Coordination of supportive services (childcare, credit repair, legal support)</li><li>○ Exit planning &amp; sustainability supports</li></ul></li></ul> <p><b>4. Data Quality &amp; Performance Feedback</b></p> <ul style="list-style-type: none"><li>● <b>Bi-Annual Audits:</b> CPSEMO will audit a random 20% of client files twice a year for completeness. Client files must include up-to-date intakes printed from HMIS or a comparable database, complete case notes, and service plan updates.</li></ul>	
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<b>G. Performance Targets &amp; Data Plan</b>	<b><i>Performance Targets Table</i></b>	
<b>H. Budget Narrative &amp; Match</b>	<p>Sub-grantees will be required to provide a 25% match to all funds received through CPSEMO's SSO-CE grant. Match funds may be both cash match and in-kind supports, including staff time. Match must only be used for activities that are eligible supportive services costs as defined by 24 CFR § 578.53 in the CoC Interim Rule and directly related to coordinated entry. Match funds do not need to fall exclusively under annual assessment of service needs, case management, or outreach as long as the activity they fund is an eligible SSO-CE cost. Grantees will be responsible for collecting the documentation of the match and sending this documentation to CPSEMO in a timely manner and on a monthly basis.</p> <ul style="list-style-type: none"> <li>• Reference Appendix A line-item form; explain line items.</li> <li>• Explain indirect-cost methodology if used.</li> <li>• List each 25 % match source (cash, in-kind) with dollar value, deliverable, and timing; cross-reference letters in App. F.</li> </ul>	1 page



<p><b>I. Lived-Experience Commitments</b></p>	<ul style="list-style-type: none"> <li>• Every Rural CE–SSO project is required to embed <b>people who have experienced homelessness (PLE)</b> in governance, service design, and evaluation. Your narrative must demonstrate <b>power-sharing, fair compensation, and measurable influence</b> on agency policy.</li> <li>• How does your agency define <i>lived experience</i> (e.g., homelessness within the past 7 years or caregiver of a homeless youth).</li> <li>• <b>Board-Level Voice</b> – at least <b>one voting board seat</b> (or equivalent decision-making body) reserved for a PLE—state name/term if already seated or timeline to fill (≤ 90 days from grant start).</li> </ul>	<p>1 page</p>
<p><b>J. CoC Engagement &amp; Governance Commitments</b></p>	<ul style="list-style-type: none"> <li>• <b>PIT Count Participation</b> – name the staff lead, counties covered, and what roles your agency will fill (planning, volunteer recruitment, night-of surveying, data entry) or already fill. <a href="#">Point in Time Count Resources – Missouri Balance of State CoC</a></li> <li>• <b>CoC CE Committee Attendance</b> – describe attendance at CoC Committee Meetings.</li> <li>• <b>Regional CoC Meetings</b> – identify which regional case-conferencing or membership meeting you do/will attend and how often (monthly/quarterly).</li> <li>• <b>Governance Integration</b> – describe how information from these activities flows back to agency leadership and frontline staff.</li> </ul>	<p>1 page</p>

Total narrative: up to 15 pages.



## Attachment Checklist

Does not count against page limit

Appendix	Document	Notes
<b>A</b>	Region Budget Form	Must equal Supportive-Services \$ + 5 % admin line shown in Section 12 funding table
<b>B</b>	SAM.gov screenshot	UEI visible
<b>C</b>	Sec-of-State good-standing screenshot	
<b>D</b>	Letters of Support	≥ 1 per county + CE-Lead MOU if you're not the lead
<b>E</b>	IRS 501(c)(3) letter	
<b>F</b>	Match commitment letter(s)	cash or in-kind
<b>G</b>	MOHIP CE award letter	if applicable
<b>H</b>	Conflict of Interest Policy	Board-approved, signed by Board chair, dated within the last 5 years. If your organization does not yet



		have one, attach a signed statement committing to adopt a policy <b>within 60 days of award</b> .
I	Code of Conduct / Employee Ethics Policy	Board-approved, signed, current. May combine with personnel manual as long as the Code section is clearly labeled. If not yet adopted, provide the same 60-day commitment statement.
J	CoC Engagement Commitment Form	

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### **Format Rules**

- *Narrative: 1-inch margins, 11-point (minimum) font, numbered pages.*
  - *Tables may be landscape; do not shrink text below 9 pt.*
  - *Do **not** embed external links—everything must be viewable inside the PDF.*
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## **APPLICATION REVIEW & SELECTION**

A Rank-and-Review Panel will score every complete, on-time application against the rubric below (100 points). Top-scoring proposals in each competitive region (2 – 10) will be recommended for funding, subject to final CPSEMO Board approval.



#	Scoring Category	Max Pts	What Reviewers Look For
1	<b>County Coverage &amp; Partnerships</b>	<b>25</b>	<ul style="list-style-type: none"> <li>• <b>One signed partner letter for every eligible county is included in Appendix D</b>, and narrative shows concrete plans to train, support, and monitor those partners</li> <li>• Clear partner roles.</li> <li>• Backup plan if a partner withdraws.</li> <li>• Formal MOUs or letters of commitment with local stakeholders (e.g. school district, health provider, municipality).</li> <li>• Evidence of resource-sharing plans or joint initiatives (e.g. co-located access points, shared intake workflows).</li> </ul>
2	<b>Staffing Plan &amp; CES Infrastructure</b>	<b>20</b>	<ul style="list-style-type: none"> <li>• FTE count matches budget &amp; region size.</li> <li>• Plan for HMIS list updates &amp; monthly case-conferencing, where applicable</li> </ul>
3	<b>Priority: Current CE Lead &amp; Documented Funding Gap</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Applicant <b>is</b> the Regional CE Lead <b>and</b> shows an unmet CE budget gap, <b>or</b></li> <li>• Applicant has an MOU with the CE Lead to fill a documented gap.</li> </ul>



<b>4</b>	<b>Performance Targets &amp; Data Plan</b>	<b>10</b>	<p>For existing HMIS users, CPSEMO will work with ICA to create a performance table to accompany applications, with the following metrics:</p> <ul style="list-style-type: none"><li>• Avg. days CES-enrollment → housing referral</li><li>• # assessments completed per year</li><li>• CES Data Entry Timeliness Report</li><li>• Exit Outcomes</li><li>• Current Living Situation Update Rate</li></ul> <p>Once the table is complete with baseline data, we will return the table to applicants and request applicants to input data goals that are realistic for their project. This will then be submitted back and accompany project applications for rank and review.</p>
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<p><b>5</b></p>	<p><b>Budget Realism &amp; Match Quality</b></p>	<p><b>10</b></p>	<ul style="list-style-type: none"> <li>• Costs align with region ceiling &amp; narrative.</li> </ul> <p><i>Reviewers will verify that the 25 % minimum match is fully documented and then award points for match that:</i></p> <ul style="list-style-type: none"> <li>• <b>Exceeds the minimum</b>—higher percentages receive higher credit;</li> <li>• <b>Contains substantial cash</b> (vs. in-kind) or unrestricted funds that can flex with project needs;</li> <li>• <b>Directly supports key CES cost drivers</b> (e.g., salaries, mileage, data licenses, stipends for lived-experience advisors);</li> <li>• <b>Is secured for the full 12-month grant term</b> (multi-year letters preferred over pledges “as funds allow”);</li> <li>• <b>Comes from diverse, reliable sources</b> (local government, private donors, foundations, agency operating funds) that demonstrate project sustainability beyond the HUD award.</li> </ul>
<p><b>6</b></p>	<p><b>Lived-Experience Involvement</b></p>	<p><b>5</b></p>	<ul style="list-style-type: none"> <li>• At least one voting board or advisory seat held by a person with lived experience or plan (≤ 90 days) to seat one.</li> <li>• Paid stipends/wages identified in budget.</li> </ul>
<p><b>7</b></p>	<p><b>Rural Gap-Filling Innovations</b></p>	<p><b>5</b></p>	<p>Innovative CE Examples:</p>



			<ul style="list-style-type: none"> <li>• <b>Mobile or Pop-Up Intake Hubs</b> – van/RV, library-day kiosks, fair-day booths.</li> <li>• <b>Virtual or Phone-Based “Front Door”</b> – dedicated call center line, SMS or WhatsApp screening, video VI-SPDATs for very remote areas.</li> <li>• <b>Peer Navigator Network</b> – trained volunteers or stipended peers covering “hollow-county” gaps.</li> <li>• <b>County “Champion” Training Series</b> – CE 101 boot camps for small shelters, food pantries, law enforcement.</li> <li>• <b>Targeted Marketing &amp; Way-finding</b> – QR-coded maps, multilingual posters, church bulletin inserts.</li> <li>• <b>Transportation Linkages</b> – mileage bank, gas cards, or contracted ride service to bring clients to access points.</li> </ul> <p><b>Scoring focus</b> – clear link to a documented county gap, feasible within SSO-CE budget, timeline &amp; responsible staff identified.</p>
8	<b>Rural Service Delivery</b>	5	<p>Documentation that substantial (<b>at least 50%</b>) of all program activities over the last three years were delivered within one or more identified rural service counties (e.g., project reports, GIS maps, partner contracts).</p> <ul style="list-style-type: none"> <li>• Higher points (4–5) if evidence shows &gt; 60% rural activity; mid-range (2–3) for 50–60%.</li> </ul>



9	<b>Past Performance &amp; Compliance</b>	5	<ul style="list-style-type: none"> <li>• Timely reporting, HMIS data quality, no open HUD/CPSEMO findings, positive fiscal/monitoring track record.</li> <li>• Board-approved Conflict-of-Interest and Code-of-Conduct policies on file (or 60-day adoption statement).</li> </ul>
<b>Total possible points = 100</b>			
B1	<b>Bonus Points: Structurally Disadvantaged Focus</b>	5	<ul style="list-style-type: none"> <li>• ≥50% of activities in HUD-defined disadvantaged tracts = 3 pts;</li> <li>• ≥60% = 4 pts;</li> <li>• ≥75% = 5 pts.</li> </ul>
B2	<b>Bonus Points: Supportive Services &amp; Staffing</b>	3	<ul style="list-style-type: none"> <li>• ≥ 2 integrated SS streams in your model (e.g. financial counseling + employment navigation) = 3 pts; 1 stream = 1–2 pts.</li> <li>• Retention plan for CMs = +1 pt.</li> </ul> <p>*This element is directly responsive to the <a href="#">2024 Gaps Analysis</a> recommendations on supportive services/staffing</p>
B3	<b>Bonus Points: Multi-Sector Collaboration</b>	2	<ul style="list-style-type: none"> <li>• Signed MOUs with ≥3 stakeholder types (gov't, education, private sector) = 2 pts; 2 types = 1 pt.</li> </ul>



			*This element is directly responsive to the <a href="#">2024 Gaps Analysis</a> recommendations on cross-sector collaboration
<b>B4</b>	<b>Bonus Points: Participation in pilot testing assessments</b>	<b>4</b>	Demonstrate your capacity to participate in the rollout and pilot testing of a modified VI-SPDAT as part of your vulnerability assessment process. For example: capacity to document (i.e. qualitative and quantitative data collection on) the feasibility, procedures, and implementation of using the modified tool.  Stated willingness to share insights to help evaluate the implementation of the modified VI-SPDAT

*Note: Bonus points are added on top of the 100-point total and used for tie-breaking or final ranking.*

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## Threshold & Disqualification Provisions

- **Eligibility Screen.** Applications missing threshold items (501(c)(3), UEI, match, county letters, active SAM/SOS, etc.) will not be scored.
- **Right of Refusal for Poor Partnership History.** CPSEMO and the Board may deny or reduce an award—regardless of score—if the applicant has:
  1. Two + unresolved monitoring findings or late APRs within the past three years; **or**
  2. Demonstrated a recent (within the last three years) pattern of failing to fulfill its partnership obligations with CPSEMO, HUD, MHDC, or CoC, as evidenced by:
    - Written notices of performance deficiencies or corrective actions issued;



- Documented delays in critical project milestones or financial close-out;
  - Lack of responsiveness to compliance related communications (defined as no substantive reply within fifteen business days);
  - Any unresolved conflict of interest or violation of Code of Conduct;
- or**

3. Verified misuse of CoC or MOHIP funds.

Written rationale will be provided; the next-highest-scoring qualified applicant may be selected.

- **Tie-Breaker.** If two proposals in the same region finish within two points, preference goes to:
  1. The current CE Lead; if still tied,
  2. The proposal with the higher “County Coverage & Partnerships” score.
- **Board Approval.** Final award decisions will be made at the CPSEMO Rank and Review Board meeting no later than **June 24, 2026**.

Applicants may request a debrief (summary scores and general comments) within 30 days of award notice; individual panelist notes remain confidential.

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## APPLICATION TIMELINE

Date	Milestone
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<b>May 20, 2026</b>	RFP released
<b>June 10, 2026</b>	Applications due (3:59 PM CDT)
<b>June 15-19, 2026</b>	Rank & Review Panel meets
<b>June 24, 2026</b>	Board approval of awardees
<b>July 1, 2026</b>	Grant start date, no later than
<b>June 30, 2027</b>	Grant end date

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## **SUBMISSION INSTRUCTIONS**

Email your complete application to [snofo-rfp@cpsemo.org](mailto:snofo-rfp@cpsemo.org) by the deadline. Incomplete or late submissions will be disqualified.

Please direct any questions to the same email by **June 9, 2026**.

We look forward to partnering with you to strengthen Coordinated Entry and reduce rural unsheltered homelessness across the Missouri Balance of State CoC!

Below are **ready-to-copy tables to use with your submission**

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### 1. CE-Leadership & MOHIP Snapshot (insert in Section A)

Question	Response
Are you the officially designated <b>Regional CE Lead</b> ? (Y/N)	
If <b>Yes</b> , date designated (MM/YY)	
Do you receive <b>MOHIP CE funds</b> from MHDC? (Y/N)	
If <b>Yes</b> , current annual MOHIP award \$ _	
MOHIP grant term (Start – End)	

### 2. County-Partner Matrix (Section C)

County	Primary Partner Agency	CES Role (< 25 words)	Support Letter in App. D (Y/N)
<i>add rows for every eligible county</i>			

### 3. Staffing & Salary Table (Section D)

Position Title	% FTE on Grant	Counties Covered	Annual Salary	Annual Fringe	12-mo Cost (\$)
CES Lead 1	100 %	Clark, Lewis, Marion			
CES Lead 2	100 %	...			



Data/Outreach Tech	50 %	Region-wide			
<b>Totals</b>					= Supportive-Serv ices \$

**4. Performance Targets Table (Section G) for Example Only\* Baseline Data will come from HMIS Data**

Metric	Baseline (2025)	12-Month Target
Avg. days CES intake → housing referral		
CES Data-Entry Timeliness (≤ 3 days)		
Unsheltered assessments per year		
Exit Outcomes		
Current Living Situation” Update Rate		

**5. Budget Line-Item Form (Appendix A)**

Cost Category	Yr 1 (\$)	12-mo Total \$
<b>Supportive-Services</b>		= Region allocation
– Salaries & Fringe		
– Travel / mileage		



<b>Admin (5 %)</b>		<b>Subtotal</b>
<b>Grand Total</b>		<b>(matches Region ceiling)</b>

## Appendix J – CoC Engagement Commitment Form

*(complete, sign, and include this single-page form in your application PDF; label it “Appendix J”)*

<b>Field</b>	<b>Information to Provide</b>
<b>Applicant Agency (legal name)</b>	_____
<b>Region Applying For</b>	Region ____
<b>Executive Director / CEO</b>	_____
<b>Primary CE Project Contact</b>	Name _____ Phone _____ Email _____

### 1. Point-in-Time (PIT) Count Participation

#### Your Response

**Staff Lead for PIT activities** \_\_\_\_\_

**Counties you will cover** \_\_\_\_\_

**Roles you commit to perform** (check all that apply)

Planning Committee     
  Volunteer Recruitment     
  Night-of  
 Unsheltered Survey     
  Data Entry / Quality Review



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## 2. CoC Coordinated Entry Committee

### Your Response

**Voting Representative** \_\_\_\_\_ Title \_\_\_\_\_

**Alternate Representative** \_\_\_\_\_ Title \_\_\_\_\_

**Attendance Commitment**  We commit that one of the above representatives will attend at least **75 percent** of CE Committee meetings each grant year.

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## 3. Regional CoC Meetings & Case-Conferencing

### Your Response

**Name / location of the regional meeting or case-conferencing group you will attend** \_\_\_\_\_

**Frequency you will attend**  Monthly  Every other month  Quarterly

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## 4. Data & Information Sharing

### Your Response

**We agree to share required HMIS or HMIS Comparable data, PIT data, and other CoC-requested information with CPSEMO on the timelines set forth in the grant agreement.**  Yes

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## Authorized Executive Signature

I certify that the organization named above will fulfill the commitments indicated on this form for the full Rural CE-SSO grant term (July 1, 2026 – June 30, 2027).



**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Printed Name & Title** \_\_\_\_\_

*(Failure to include a signed Appendix J will render an application ineligible for scoring.)*

