

Idaho Balance of State Continuum of Care Region 3 Access Point

Request for Proposals

Proposal Deadline: January 30, 2026

5:00 pm MDT



Project Overview

- Funding Source: Idaho Housing and Finance Association (IHFA) is the primary recipient of Continuum of Care program funds. IHFA acts as the administrative agency (CoC Lead Agency) and collaborative applicant for the Idaho Balance of State (BoS) Continuum of Care (CoC) titled House Idaho Collaborative (HIC).
- The Region 3 Access Point acts as the centralized intake point to the Coordinated Entry System for participants throughout Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, and Washington counties.
- Component Type: Supportive Services Only- Coordinated Entry (SSO-CE)
- Grant Term: May 1, 2026 - June 30, 2027
- Maximum request amount: \$200,000
- Subrecipient must match 25% of awarded funds from non-federal sources. All match funds must be spent on CoC-eligible activities within the grant period. The following are eligible types of match contributions:
 - I. Cash
 - II. In-Kind (noncash contributions)
 - The value of any real property, equipment, goods, or services contributed to the subrecipient's CoC program, provided that if the subrecipient had to pay for them with grant funds, the costs would have been allowable.
 - Costs paid by program income shall count toward meeting the subrecipient's matching requirements, provided the costs are eligible CoC costs that supplement the subrecipient's CoC program.
- Proposal Deadline: January 30, 2026
- Submit all completed proposals to erikas@ihfa.org by 5:00 pm MDT on the due date.

Agency Minimum Eligibility Requirements

- Located within Region 3 boundaries and has a physical office that is easily accessible to the unhoused population
- Currently serving the unhoused population in some capacity
- Minimum of 2 full-time staff that can be dedicated to the Access Point
- Minimum of 30 hours each week open/accessible to public via phone or walk-in (over the course of at least 4 weekdays)
- Willing and able to conduct street outreach efforts and travel to all rural areas within the Region 3 boundaries (see above)
- No internal agency policies that prohibit providing services to sex offenders
- Victim service providers or agencies restricted to serving any one population are not eligible to receive funds

Minimum Expectations of Region 3 Access Point

- Conduct housing assessment appointments via phone and in-person, and on site at shelters, partner agencies, etc.
- Manage call volume of approximately 150/month, and return all client calls within 48 hours
- Enter participant and assessment information into the Homelessness Management Information System (HMIS)
- Facilitate Case Conferencing meetings with regional homelessness services agency partners twice a month
- Travel to all rural counties at least quarterly to conduct outreach and on-site assessments
- Distribute promotional materials to all places that serve individuals at risk of homelessness or experiencing homelessness in Region 3 at least annually
- Participate in Point-in-Time Count annually
- Participate actively in Region 3 Coalition meetings
- Partner with other subrecipients in the region to provide standardized information about the Coordinated Entry process and familiarize AP staff with housing project eligibility requirements
- Manage regional prioritization queue and conduct timely referrals to local housing projects
- Participate in onboarding and follow up training when required by the HIC or the CE Lead Agency
- Participate in monthly, virtual, Access Point meetings

“Bonus” Qualifications

- Prior experience determining eligibility based on HUD definitions of homelessness
- Ability and willingness to continue training partners on “No Wrong Door” approach
- Ability to insure and provide benefits to full-time AP staff members
- Ability to offer internships
- Already familiar to population being served and/or office is frequented by population to access services or assistance
- Preference given to non-housing provider

Project Proposal

Please outline your project proposal in detail by answering all questions below:

AGENCY INFORMATION	
AGENCY NAME:	
AGENCY ADDRESS:	
CITY:	ZIP:
AGENCY PHONE:	
AGENCY WEBSITE:	
AGENCY STATUS:	
<input type="checkbox"/> Unit of Local Government	<input type="checkbox"/> 501(C)(3)

REPRESENTATIVE INFORMATION	
CONTACT NAME:	TITLE:
EMAIL ADDRESS:	PHONE NUMBER:

1. Project Overview:
 - a. Describe the overall scope of your proposed project. Describe in detail how you will ensure that all the minimum expectations of an Access Point listed above are met.
 - b. What is the total amount of funding your agency requires to devote two full-time staff members to the Access Point and provide services for a minimum of 30 hours per week?
 - c. Provide a basic breakdown of the overall budget for the proposed project.

2. Needs/Outcomes:

- a. Describe how your application aligns with the mission, vision, and goals of the House Idaho Collaborative (HIC). If staff in your organization are already HIC members, please describe their role(s) or involvement.
- b. How will your partnerships and coordination with other housing and supportive service agencies in your region enhance the services you provide to homeless individuals and families being screened for entry into the CE system?

3. Service Area/Outreach:

- a. Describe any experience your agency has conducting outreach in places homeless individuals commonly frequent.
- b. Outreach to rural areas throughout Region 3 is required on a quarterly basis at minimum. What is your agency's ability and capacity to conduct this type of outreach?
- c. Describe your plan to reduce barriers to access to CE services for participants in rural areas.

4. Use of Federal Funds: The COC grant is a reimbursement funding model. Agencies will incur costs, submit draw requests to IHFA, and must wait for timely reimbursement.
- a. What experience does your agency have utilizing federal funds?
 - b. Please describe your agency's additional sources of funds and revenue to demonstrate the capacity to fund the startup and any delays in reimbursement for this project.
 - c. Specifically, how will your agency provide sufficient resources to fund all startup activities prior to the start of the grant year on May 1, 2026?

5. Agency Experience:

- a. Describe your agency's experience providing services or assistance to homeless individuals and families. Do any of your staff members have specific applicable training or education that is relevant to conducting assessments or determining eligibility for HUD assistance programs?
- b. Does the agency employ any staff members that are certified to oversee interns and/or have the expertise and capacity to offer internships?

6. Project Goals and Strategies:

- a. Provide a brief description of the proposed project's location. How will your agency ensure that the site and services are accessible and safe for all participants? (Ex: is your site accessible to sex offenders? How do you ensure safety for victims and survivors of domestic violence, sexual assault, stalking, or trafficking?)
- b. Describe the agency's strategy for conducting assessments in-person, over the phone, at partner sites and for managing a high volume of phone and online inquiries.
- c. How will you distribute promotional materials throughout Region 3 and ensure that partner agencies are educated on the CE process and eligibility requirements?