

MO-604 CoC Grant Transfer Policy

Original Approval	2/17/2023
Approved Revisions	6/21/2023

Purpose: If a funded agency voluntarily decides to transfer their grant to another agency outside of the Notice of Funding Opportunity (NOFO) reallocation process, it requires a contract between the Department of Housing and Urban Development (HUD) and the two grantees. This policy recommends factors to consider in the decision-making process and HUD requirements. Following this policy allows the Continuum of Care (CoC) the ability to recommend the transfer.

Recommendations:

1. The agency to which the project is transferred is recommended to currently be funded by the Continuum of Care (CoC); but is not required to be funded.
2. The agency that is transferring the grant should provide: full general ledger (year-to-date and last completed grant year), match, salary information, indirect rate differences, renewal Grant Applications, original grant application, APR's, property disclosure and all relevant information to the grantee that is receiving the grant.
3. Is the agency receiving the grant operating a similar program, meaning permanent supportive housing, rapid re-housing, etc. If the program is not similar, the agency should provide a business plan with a program description to the CoC. Further, the agency should provide letters stating that the program will remain in agreement with HUD to the CoC.
4. All agencies, including the CoC lead agency, should be involved in the approved transfer and are highly recommended to actively participate in the transition meetings, including prior to transition, during transition and post transition. The number of meetings will depend on the complexity and needs of the grant and agencies involved.
5. The receiving agency must be operating in the MO-604 region.
6. The transferring agency should provide a letter to the CoC lead agency explaining the reason for request of transfer.
 - o The letter should include steps that have been done to preserve the grant, and how the agency that is receiving the grant is going to address any capacity issues.
7. If in the best interest of the CoC, the grant can be subcontracted rather than transferred. The transferring agency should consult HUD for additional due diligence to decide suitability.
8. Transition should include discussion of staff and capacity and impact to clients.

To initiate a grant transfer, please complete this [form](#).