



North Carolina Balance of State Continuum of Care

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Back@Home Housing Stability CV-1 Application Instructions

On Monday June 22, 2020, the North Carolina Department of Health and Human Services (NC DHHS) released a [grant opportunity](#) for non-profits and local units of government to provide services related to assisting individuals or families that are homeless or at-risk of becoming homeless effected by the COVID-19 Pandemic. This is the first opportunity for agencies to apply for Emergency Solutions Grant CARES Act funding.

On Wednesday, June 24, 2020, the North Carolina Balance of State (NC BoS CoC) Steering Committee voted to participate in the state's plan to use Back@Home for Housing Stability Projects.

All agencies applying for NC ESG-CV Housing Stability Back@Home funding from NC DHHS to serve counties within the NC BoS CoC must follow the instructions below. Housing Stability Back@Home Activities include Rapid Rehousing (RRH), Homelessness Prevention (HP), and HMIS costs.

Agencies interested in providing Street Outreach (SO) or Emergency Shelter (ES) or services must complete a separate Crisis Response Project Application.

ESG-CV Application Information for the NC BoS CoC are posted at www.ncceh.org/bos/esgcv

Deadlines

In NC BoS CoC, there are **two deadlines and two links** for application materials.

1. Friday, July 3, 2020 at 6:00 P.M

The first deadline is for submission to the NC BoS CoC requesting a Back@Home letter of support from the CoC. [Click here to request a NC BoS CoC letter of support.](#) Applicants will receive the letter from NC BoS CoC staff by July 8, 2020 to turn in with other application materials to NC DHHS.

2. Friday, July 17, 2020 at 5:00 P.M.

The second deadline is the final submission directly to NC DHHS.

Applicants should read this entire document before starting the application process.

Applicants should refer to the [NC DHHS ESG-CV Grant Opportunity webpage](#) for more information including reviewing [NC DHHS Grant Application Instructions](#).

Applicants should make sure they have a plan to complete every required document by the deadline.

Materials are listed below by the date they are due and the link by which they are submitted. It is the applicant's responsibility to ensure the correct documents are submitted to the correct link by the appropriate deadline. Applications not meeting the prescribed deadlines will not be reviewed or approved for submission to NC DHHS.



Application Materials for Friday, July 17, 2020 Deadline

The following grant application items must be submitted to NC DHHS by Friday, July 17, 2020 at 5:00 PM EST:

Application Materials

- [Back@Home-CV projects](#)
- [NC BoS CoC ESG-CV Project Budget](#) Project Budgets should be uploaded as excel files.
- NC BoS CoC Letter of Support

Contract Certification Forms and Documents

NC DHHS Required Contract Certification Forms & Documents in the order below

- [No Overdue taxes Certification Form](#)*
- [Annual IRS Tax Exemption](#)*
- [Annual Conflict of Interest Policy](#)*
- Current Certificate of Insurance*
- IRS Tax Exemptions Letter*
- [Substitute W-9](#)

*Units of Local Government are exempt from submitting these materials. They will only be required to submit the substitute W-9.

[Click here to submit application materials](#) to NC DHHS by 5:00 PM EST Friday, July 17, 2020



NC BoS CoC ESG-CV-1 Application Timeline

Activity	Due Date
RFA released	June 22
NC ESG Office RFA webinar - Register here: https://attendee.gotowebinar.com/register/329923165269511184	June 25 at 12:30 PM
Instructions released	June 24 – 26
Back@Home Letter of Support Request due to NCCEH	July 3 at 6 PM
Crisis Response Project Apps due to NCCEH	July 6 at 6 PM
Back@Home Letter of Support Approval	July 7 (Steering Committee meeting)
Letters of Support sent to Back@Home Applicants	July 8
Letter of Justification Due to NC DHHS (if needed)	July 7 at 6 PM
Crisis Response Project Apps Review/Selection	July 7 – 10
Crisis Response Project Regional Support Form due to NCCEH	July 9
Crisis Response Selection Approval	July 13 (Steering Committee meeting)
Crisis Response Selection & Notification	July 13
Application Finalization	July 13 – 16
All applications (Regional Application, Crisis Response Project Applications, and Housing Stability Back@Home Project Applications) due to NC DHHS	July 17

