FY2023 CoC Program Competition
NC Balance of State CoC
NEW Project Application Instructions and Checklist

Except where noted, all agencies applying for **NEW PROJECTS** in the FY2023 CoC Program Competition must submit the items below.

There are **two deadlines** for application materials: **July 25, 2023** and ~~August 1, 2023~~. ***THE SECOND DEADLINE HAS BEEN EXTENDED TO FRIDAY, AUGUST 4, 2023 by 12 NOON***. It is the applicant's responsibility to ensure the correct documents are submitted by the appropriate deadlines. Due to the large volume of applications, NCCEH staff will be unable to check submissions for completeness. When submitting documents at the links below, check the "Send me a copy of my responses" box at the bottom of the form and enter your email address as your confirmation that all materials have been submitted. If your submission has more than 10 attachments, please use a zip file to submit all documents together in one submission.

There are **two links** to submit application materials. Materials are listed, below, by the date they are due and the link by which they are to be submitted. Checklists for each submission deadline are provided at the end of these instructions.

Failure to submit all documents by the required deadline will disqualify the whole application.

Applicants should read this entire document before starting the application process. Applicants should have a plan to complete every required document by each deadline.

The following items are due by 5:00 P.M. on July 25, 2023.
Submit documents here: https://app.smartsheet.com/b/form/9d2f969494284b5f8d46d2d959a4ffb5

New Project Thresholds and Standards Form
- New Project Applicants must complete this form answering threshold and standards questions from the FY2023 New Project scorecard. This form requires a significant amount of both agency and program information. Please start early. A blank form is posted at http://www.ncceh.org/bos/currentcocapplication/.

Grantee Certification
- New Project Applicants must complete this form certifying that they will meet NC Balance of State CoC expectations for grant reporting, performance, and community engagement. A blank form is posted at www.ncceh.org/bos/currentcocapplication/.

Organizational Chart
- New Project Applicants must submit an organizational chart, <mark>highlighting</mark> staff who will have project responsibilities and demonstrating the organization's administrative capacity for the proposed project.

ONLY Agencies with Existing PSH or RRH Programs: Annual Performance Report from HMIS/Comparable Database
- Applicants that have existing PSH or RRH grants must run and submit a CoC-<u>APR</u> Report in HMIS for January 1, 2022 – December 31, 2022, for each existing grant that corresponds to the component type

being applied for (i.e., if the applicant is applying for RRH and has a RRH program funded through ESG, the applicant should run and submit an HMIS <u>APR</u> for the above time period).

- The CoC-APR report is located under "Provider Reports" on the Reports Dashboard in HMIS. Once the report has been pulled up on the dashboard, agencies should hit CTRL-P to pull up the print function and change the destination to pdf, then hit save. Submit this pdf copy with your application materials.
- <u>For DV providers only</u>, agencies should follow the same instructions to run an APR report through their comparable database.
- Applicants should contact the NCCEH Data Center at hmis@ncceh.org if they have questions about how to run the CoC-APR Report in HMIS. If you need assistance running your reports, please make your request to the NCCEH Data Center Helpdesk at least 3 business days in advance of the deadline to ensure staff have time to assist.

<u>ONLY</u> Agencies with Existing CoC Program Grants: Previous Project Spending Rates

- NCCEH staff will pull spending information for CoC Program grants that have been operating for one year or more from Sage. If the agency has a CoC Program grant for which it has not submitted the most recent APR in Sage by the deadline, applicants must submit actual spending information (an eLOCCS Screenshot) for each of these grants.
- If the applicant spent less than 90% of the funding awarded for the most recently completed CoC Program grant(s), the applicant must submit a narrative (Word or PDF doc) explaining why the agency is underspending the grant(s).

<u>ONLY</u> Non-Profit Applicants: Profit and Loss Statements and Balance Sheet

- Non-profit applicants must submit:
  - Profit and Loss statements showing actual expenses versus approved budget for the agency's last two completed fiscal years.
  - An agency Balance Sheet ending at the last completed fiscal year.

<u>ONLY</u> Non-Profit Applicants: Board of Directors List and Minutes

- Non-profit applicants must submit:
  - A current list of the members of the agency's Board of Directors, indicating any members with lived experience of homelessness.
  - A copy of the minutes from the <u>three</u> most recent board meetings.

The following items are due by ~~5:00 P.M. on August 1, 2023~~ <mark>12 NOON on August 4, 2023.</mark>
Submit documents here: **https://app.smartsheet.com/b/form/2139d399e90441ad9edbea6245beec83**

Project Application

- New Project Applicants must complete a Project Application in e-snaps (HUD's online application system), export it as a PDF, and submit it via the Smartsheet link above. <u>Do not hit submit in e-snaps!</u>

<u>ONLY</u> New Permanent Supportive Housing Projects (agencies applying for FY2023 PSH renewals do not need to submit these items)

- New PSH Project Applicants must submit the PSH program's policies and procedures, which should include eligibility requirements and participant rules.
- New PSH Project Applicants should complete and submit the New Applicant Policies and Procedures Page Reference Form.
- New PSH Project Applicants should submit a sample lease.

<u>ONLY</u> New Rapid Rehousing Projects (agencies applying for FY2023 RRH renewals do not need to submit these items)

- New RRH Project Applicants must submit the RRH program's policies and procedures, which should include eligibility requirements and participant rules.

- New RRH Project Applicants should complete and submit the New Applicant Policies and Procedures Page Reference Form.
- New RRH Project Applicants should submit a sample lease.

Applicant Profile from e-snaps
- New Project Applicants must complete their Applicant Profile in e-snaps and export it as PDF, including all attachments. <u>Ensure all attachments have been newly uploaded to the Applicant Profile in 2023 even if they have not changed recently</u>.

Documentation of Match
- **Match:** a 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects.
- **Documentation:** Cash and in-kind goods/property can be documented by signed letters. HUD requires that in-kind services be documented by a memorandum of understanding (MOU) in place by the time of grant execution, showing an <u>unconditional commitment of services to residents in the housing project</u>. For the purposes of this application, **you may submit a letter in place of the MOU**, provided the MOU will be in place by the time of grant execution.
- Please use the match letter template provided at www.ncceh.org/bos/cocapplication/ to collect all match documentation and to ensure all HUD criteria are met.
- For a more detailed explanation of match, refer to the match information on the HUD Exchange posted [here](#).

Determination of Certification with State Consolidated Plan
- <u>All New Project Applicants</u> must submit a Determination of Certification form. The state uses this form to determine whether the project is consistent with the state Consolidated Plan, which is required by HUD. You can download the form at www.ncceh.org/bos/currentcocapplication/.
- Applicants must upload the form by the ~~August 1st~~ **==August 4, 2023==** application deadline.
- Applicants must also **mail the hard copy** of the form to the address below by **August 15, 2023**.
    NCCEH, PO Box 27692, Raleigh, NC 27611

<u>ONLY</u> New Project Applicants from communities with a Local Consolidated Plan: Local Consolidated Plan Certification
- Any New Project Applicant whose agency is located in a jurisdiction that has a local Consolidated Plan must submit a Consolidated Plan Certification ([HUD-2991](#)) signed by a representative of the local plan. This certification states that the project's goals and activities are consistent with the goals of the local Consolidated Plan.
- HUD's listing of local Consolidated Plans in North Carolina can be viewed [on their website](#). Jurisdictions with local Consolidated Plans include:
    - Burlington
    - Concord/Kannapolis/Salisbury
    - Goldsboro
    - Greenville
    - Haywood/Clay/Graham/Jackson/Macon/Swain Counties
    - Henderson/Madison/Transylvania Counties
    - Jacksonville
    - Lenoir/Hickory/Morganton
    - New Bern
    - Surry County
    - Union County
    - Rocky Mount /Nash/Edgecombe
- Applicants who are **not** located in an area with a local Con Plan **do not** need to submit this form.

CHECKLIST: New Project Applicant Required Documents for 1st Submission Due by 5:00 PM on July 25, 2023:

ALL NEW PROJECT APPLICANTS:	
New Project Thresholds and Standards Form	☐
Grantee Certification	☐
Organizational Chart	☐
ONLY AGENCIES WITH EXISTING PSH or RRH PROGRAMS:	
Annual Performance Report (January 1, 2022 – December 31, 2022) from HMIS or from DV Providers a Comparable Database for each existing grant that corresponds to the component type of the New Project being applied for.	☐
ONLY AGENCIES WITH EXISTING CoC PROGRAM GRANTS:	
CoC Program grants in operation for one year or more.	N/A, NCCEH staff will look at spending via APR submitted in Sage.
CoC Program grants without an APR submitted in Sage by the July 25, 2023 deadline must submit actual spending information via an eLOCCS Screenshot.	☐
If less than 90% of the CoC funding awarded for the most recently completed CoC Program grant, submit a narrative (Word or pdf) explaining why the agency is underspending the grant.	☐
ONLY NON-PROFIT APPLICANTS:	
Profit and Loss Statement	☐
Balance Sheet	☐
Current Board of Directors list indicating members with lived experience of homelessness	☐
Minutes from the three most recent board meetings	☐

CHECKLIST: New Project Applicant Required Documents for 2nd Submission Due by ~~5:00 PM on August 1, 2023~~ <mark>*12 NOON on August 4, 2023*</mark>**:**

ALL NEW PROJECT APPLICANTS:	
Project Application (pdf)	☐
Applicant Profile from e-snaps with attachments (pdf)	☐
Documentation of Match (Letter or MOU)	☐
Determination of Certification with State Consolidated Plan **(Also mail to NCCEH by 8/15/2023)**	☐
ONLY New Permanent Supportive Housing Projects (agencies applying for FY2023 PSH renewals do not need to submit these items)	
PSH Program Policies & Procedures	☐
New Applicant Policies & Procedures Page Reference Form (PSH or RRH)	☐
Sample Lease	☐
ONLY New Rapid Rehousing Projects at agencies (agencies applying for FY2023 RRH renewals do not need to submit these items)	
RRH Program Policies & Procedures	☐
New Applicant Policies & Procedures Page Reference Form	☐
Sample Lease	☐
ONLY Applicants from Communities with a Local Consolidated Plan:	
HUD-2991	☐