



# North Carolina Balance of State Continuum of Care

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## FY2023 CoC Program Competition NC Balance of State CoC Grantee Certification

### BACKGROUND

The North Carolina Coalition to End Homelessness (NCCEH) serves as the Collaborative Applicant for the NC Balance of State Continuum of Care (NC BoS CoC), and as such, is charged by the U.S. Department of Housing and Urban Development (HUD) to operate and administer CoC activities and to monitor grantee performance ([24 CFR Part 578](#)). To further NC BoS CoC goals and to clarify expectations, this document defines grant recipient responsibilities and is to be signed annually by an authorized representative of the grant recipient agency.

NC BoS CoC grant recipients have a grant agreement with HUD. The grant recipient must adhere to all requirements and obligations outlined by HUD. In the event that grant recipient responsibilities change, revisions will be made to this certification and require a new signature.

Before applying for renewal or new CoC Program funding, it is imperative that all project applicants read the CoC Program Interim Rule ([24 CFR Part 578](#)) as it provides the requirements for implementation and administration of the CoC Program.

Agency:	
Contact Person:	
Regional Committee(s) covered by grant activities:	

I have read and understand the expectations set forth in this certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## HMIS/Comparable Database Participation and Coverage

CoC Program grant recipients must collect the following information on the persons served and services provided during the grant period and enter this information into the Homeless Management Information System at NCCEH (HMIS@NCCEH). Victims service providers are prohibited from participation in HMIS but must demonstrate that they have a database comparable to an HMIS and are able to provide statistical information from that database upon request that does not compromise client privacy.

### Universal Data Elements

Name  
Social Security Number  
Date of Birth  
Race  
Ethnicity  
Gender  
Veteran Status  
Disabling Condition  
Living Situation  
Project Entry Date  
Project Exit Date  
Destination at Project Exit  
Personal ID  
Household ID  
Relationship to the Head of Household  
Client Location

### Program Specific Data Elements

Prior Living Situation  
Income & Sources of Income  
Non-Cash Benefits  
Health Insurance  
Physical Disability  
Developmental Disability  
Chronic Health Condition  
HIV/AIDS  
Mental Health Problem  
Substance Abuse  
Domestic Violence History  
Current Living Situation  
Date of Engagement  
Coordinated Entry Assessment  
Coordinated entry Event  
Housing Move-In Date  
General Health  
Well-being  
Moving On Assistance Provided  
NC County of Service

### Project Parameters

- All projects will follow the NC Balance of State CoC [written standards](#) for the project type.
- All Permanent Supportive Housing (PSH) Projects:
  - Permanent Supportive Housing project beds will be dedicated to households experiencing chronic homelessness.
  - Permanent Supportive Housing projects will follow HUD guidelines for targeting and prioritizing PSH units for chronically homeless participants ([HUD Notice CPD-16-011](#)) and will follow the order of priority as outlined in the NC Balance of State CoC [PSH written standards](#).
  - Permanent Supportive Housing projects will adopt the [Key Elements of Permanent Supportive Housing as defined by the Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#)<sup>1</sup>.

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<sup>1</sup> US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration Center for Mental Health Services. (2010) Permanent Supportive Housing: Building Your Program (Evidence-Based Practices KIT). Retrieved from <https://www.ncceh.org/media/files/files/3f79fb85/samhsa-key-elements-of-psh.pdf>



## Project Parameters Continued

- All Rapid Rehousing Projects will adopt the [USICH RRH <sup>2</sup>Performance Benchmarks and Program Standards](#).

## Grant Performance & Reports

- All grant recipients will notify NCCEH staff prior to requesting a grant extension from HUD.
- All grant recipients will receive approval from the NC Balance of State CoC prior to requesting a significant change from HUD, including grant transfers and budget changes of more than 10%, as outlined in the NC BoS CoC [Significant Change Policy](#).
- All grant recipients will meet [Data Quality Benchmarks](#) for their project type.
- All grant recipients will report grant spending to NC Balance of State CoC staff twice a year by submitting their project spending report screen shot from eLOCCS.
- All grant recipients understand performance measures and benchmarks approved by the CoC for the grant component type, regularly evaluate progress, and work toward meeting benchmarks during the grant operating year.
- All grant recipients will participate in the NC Balance of State CoC's Performance Improvement Process (PIP) and ongoing project technical assistance and evaluation activities provided by NCCEH staff.
- All grant recipients will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by NCCEH.
- All grant recipients will submit APRs to HUD on or before report deadline.
- Grant recipients will participate in all required trainings conducted by NCCEH staff and other technical assistance organizations.

## Regional Committee Activities

- All grant recipients will participate in at least 75% of Regional Committee meetings in a 12-month period, or if a CoC-wide project, do the same at Steering Committee meetings.
- All new project applicants will present their CoC project application(s) to the Regional Committee or in the case of CoC-wide projects to the Steering Committee for review prior to submission to NCCEH by the project application deadline.
- All grant recipients will present updates on grant activities to the Regional Committee(s) covered by the grant on at least a quarterly basis.
- All grant recipients will participate in the local coordinated entry process as designed by the Regional Committee(s), including only accepting referrals through the local prioritization by-name list.
- Grant recipients are expected to support Regional Committee(s) covered by grant activities as they achieve the following standards:
  - Meet minimum standards of NC BoS CoC Regional Committees
    - Hold regular meetings
    - Implement coordinated entry
    - Implement the regional unsheltered access coordination plan
    - Submit meeting minutes to NCCEH within 30 days of meeting date
  - Regional Lead, alternate or other designated member of the Regional Committee participates in at least 75% of Steering Committee meetings.

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<sup>2</sup> USICH Rapid Re-Housing Performance Benchmarks and Program Standards (2016). Retrieved from <https://www.usich.gov/tools-for-action/rapid-re-housing-performance-benchmarks-and-program-standards>.

