

North Carolina Balance of State Continuum of Care

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Project Application Instructions for 2012 Balance of State CoC Applicants

Except where noted, **all agencies** applying for Balance of State CoC funds in the 2012 competition **must** submit the items listed below.

Documents should be emailed to bos@ncceh.org.

DEADLINES

New Project Applications:

- Submit first draft of Project Application by Friday, Nov. 30, at 5 p.m. NCCEH will contact you about any outstanding issues that need to be addressed.
- Submit complete draft of Project Application and all applicable documents listed below by Friday, Dec. 14 at 5 p.m.

Renewal Project Applications:

- Submit complete draft of Project Application and all applicable documents listed below by Friday, Dec. 7 at 5 p.m.

REQUIRED DOCUMENTS

Project Application

- Applicants must complete a Project Application in esnaps (HUD's online application system), export it as a pdf, and email the pdf to bos@ncceh.org.

Documentation of Match and Leverage

- **Match:** a 25% cash or in-kind match is required for all program components except leasing. Match is required for both new and renewal projects.
- **Leverage:** in order to receive maximum points during BoS project review scoring, applicants must document \$2 in leveraged funds for every \$1 requested from HUD. Leverage applies to both new and renewal projects. Renewal projects should note this is a NEW requirement under the HEARTH rule.

- Match & leverage documentation can be in the form of signed letters, memoranda of understanding, or other written evidence of a commitment. At a minimum, they must:
 - Be on letterhead stationery from the organization providing the funds
 - Be signed and dated by an authorized official
 - Contain the name of the organization providing the contribution
 - Contain the type of contribution (cash, child care, case management, etc.)
 - Contain the monetary value of the contribution
 - Contain the name of the applicant agency and the name of the project to which the contribution will be given
 - Contain the date that the contribution will be available
- Commitments of land, buildings, and equipment are **one-time only** and cannot be claimed in more than one competition. For example, the value of donated land claimed in the 2011 competition by a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.

Annual Progress Reports (APRs)

APRs should be sent to bos@ncceh.org when they are submitted to HUD. If you have not submitted these to NCCEH, you must do so with your application. If you are not sure if we have your APR, turn it in!

- Renewal projects must submit their project's most recent APR.
- New projects must submit the most recent APR from any other CoC-funded projects that their agency operates.

Communities with a local Consolidated Plan: Consolidated Plan Certification

- Any applicant whose agency is located in a jurisdiction that has a local Consolidated Plan must submit a signed Consolidated Plan Certification ([HUD-2991](#)). This certification states that the project's goals and activities are consistent with the goals of the Con Plan.
- Jurisdictions with local Consolidated Plans include:
 - Burlington ([view plan](#))
 - Concord & Cabarrus/Iredell/Rowan counties ([view plan](#))
 - Goldsboro ([view plan](#))
 - Greenville
 - Hickory ([view plan](#))
 - Jacksonville ([view plan](#))
 - Kannapolis ([view plan](#))
 - Rocky Mount & Nash/Edgecombe counties ([view plan](#))
 - Salisbury ([view website](#))
- Applicants who are **not** located in a jurisdiction with a local Con Plan **do not** need to submit this form. NCCEH will obtain a certification with the State Consolidated Plan on your behalf.

New and Renewal Projects Requesting Supportive Services Funding: Justification Statement

- Applicants requesting supportive services funding as all or part of their project must submit a justification statement that explains why the project is asking for services funding from the CoC. The statement should include what other funding sources the project utilizes or has worked to secure for services. The statement should also include a plan for when the project will reduce its use of CoC funds for services.

All New Projects: Organizational Charts

- Organizational chart showing administrative capacity of the agency and a second chart if that structure will change after the grant is awarded. Applicants may also be asked to give tenure and qualifications of persons filling those positions.
- Organizational chart showing services capacity for this program (distinguish full and part time) and clarification of whether or not any of these positions are shared with other programs. Qualifications of persons filling those positions may be requested.

New Projects Requesting Leasing Funds: Justification Statement

- Rental assistance projects are preferred as they adjust to FMR and provide tenants with leases in their names. New projects that wish to provide leasing must submit a justification statement that explains why the project is not applying for rental assistance.

New Non-Permanent Housing Projects: Justification Statement

- Applicants requesting a new project that is not a permanent housing project must submit a justification statement that shows the region has developed sufficient permanent supportive housing and clarifies what about this project would make it preferable to a permanent supportive housing project.

New Projects from Nonprofits: Audit, Budget, and Reimbursement Statement

- Nonprofit applicants submitting new projects must turn in:
 - A signed letter from an authorized official (an auditor) stating that the agency has had an audit and summarizing any findings.
 - If the agency has not had an audit, it must submit a copy of its annual financial statements, including a profit/loss statement, from the last fiscal year.
 - Copy of the agency's budget from the current fiscal year.
 - A statement verifying the organization's ability to operate the project on a reimbursement basis.

New Projects from Nonprofits: Documentation of Board of Directors

- Nonprofit applicants submitting new projects must turn in:
 - A current list of members of the agency's Board of Directors
 - A copy of the minutes from the three most recent Board meetings