



North Carolina Balance of State Continuum of Care

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Project Application Instructions for 2018 NC Balance of State CoC Applicants: NEW Projects

Except where noted, all agencies applying for **new projects** in the 2018 competition must submit the items below.

There are **two deadlines** for application materials: Thursday, July 26, 2018 and Thursday, August 9, 2018. It is the applicant's responsibility to ensure the correct documents are submitted by the appropriate deadline. Due to the large volume of applications, NCCEH staff will be unable to check submissions for completeness.

There are **three links** to submit application materials. Materials are listed, below, by the date they are due and the link by which they are submitted.

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 6:00 p.m. on Thursday, July 26, EST.
Submit documents here: [click here to submit July 26 materials](#)

New Project Thresholds Form

- Applicants must complete a form answering threshold questions from the scorecard. Blank forms are posted at <http://www.ncceh.org/bos/currentcocapplication/>.

Grantee Certification

- All applicants must complete a form certifying that they will meet NC Balance of State CoC expectations for grant reporting, performance, and community engagement. Blank forms are posted at www.ncceh.org/bos/currentcocapplication/.

Organizational Chart

- Applicants requesting new projects must submit an organizational chart demonstrating administrative capacity of the organization and services capacity for the proposed project.

Determination of Certification with State Consolidated Plan

- All applicants 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 at the [link on NCCEH's website](#) by the July 26 application deadline.
- Applicants must also **mail the hard copy** of the form to the address below by August 9:
NCCEH, PO Box 27692, Raleigh, NC 27611

ONLY Applicants from communities with a Local Consolidated Plan: Local Consolidated Plan Certification

- Any 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
 - 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.

ONLY Agencies with Existing PSH or RRH Programs: HMIS Reports

- Applicants that have existing PSH or RRH grants must run and submit a CoC-APR Report for January 1, 2017 – December 31, 2017 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 a CoC-APR for the above time period).
- The APR report is located under "Provider Reports" on the Reports Dashboard in HMIS. Once the report has 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.
- For DV providers only, agencies should follow the same instructions to run an APR-like 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 HMIS APR Report. Please do not wait until the last minute to ask the Data Center for help as it will be assisting many agencies and may not have time to help your agency with last minute requests.

ONLY Agencies with Existing CoC Grants: Previous Project Spending Rates

- Applicants who have existing CoC grants that have been operating for one year or more must submit the last APR submitted to HUD for each of these grants.
- If the applicant spent less than 90% of the funding awarded for any grant, the applicant must also submit a narrative explaining why the agency is underspending the grant.

ONLY Non-Profit Applicants: Budget and Audit Letter

- Non-profit applicants must submit:
 - 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 and loss statement, from the last fiscal year.
 - A copy of the agency's budget from the current fiscal year.

ONLY 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.
 - A copy of the minutes from the three most recent board meetings.



The following items are due by 6:00 p.m. on Thursday, August 9, 2018, EST.

These are needed by the Project Review Committee.

Submit documents here: [click to submit Project Review Committee documents](#)

Project Application

- Applicants must complete a Project Application in esnaps (HUD's online application system) and export it as a PDF. Do not hit submit in esnaps!

New Projects Standards Form

- Applicants must complete a form answering questions from the scorecard that are standards. Blank forms are posted at <http://www.ncceh.org/bos/currentcocapplication/>.

ONLY Permanent Supportive Housing Projects: Permanent Supportive Housing Form

- Applicants requesting new permanent supportive housing projects must submit a completed form regarding SAMHSA's Key Elements of PSH and other program design elements. Blank forms are posted at www.ncceh.org/bos/currentcocapplication/.
- Applicants that have an existing PSH program must also submit the PSH program's policies and procedures, eligibility requirements, a sample lease, program rules (if any), and house rules (if any).

ONLY Rapid Re-Housing Projects: Rapid Re-Housing Form

- Applicants requesting new rapid re-housing projects must submit a completed form regarding RRH Program Standards and other program design elements. Blank forms are posted at <http://www.ncceh.org/bos/currentcocapplication/>.
- Applicants must also submit the RRH program's eligibility requirements, a sample lease, and current program policies and procedures.

ONLY Leasing Projects: Leasing Justification Statement

- Rental assistance projects are preferred to leasing projects as rental assistance projects provide tenants with leases in their name. Applicants requesting new leasing projects must submit a statement that explains why the project is not applying for rental assistance.

ONLY Applicants Requesting Supportive Services Funding: Services Funding Plan

- While services are an important component of supporting households in maintaining their housing, HUD prioritizes using CoC funds for housing and using other sources of available funding to provide services. Projects requesting CoC funds for supportive services must submit a plan describing how these services will be funded in the future from alternative sources. Plans should include:
 - Other potential sources of funding that the project is working to secure to provide supportive services.
 - A plan for when the project will reduce its use of CoC funds for services.

The following items are due by 5:00 p.m. on Thursday, August 9, 2018, EST.

These are needed by NCCEH staff.

Submit documents here: [click to submit NCCEH staff documents](#)

Applicant Profile from esnaps



- Applicants must complete their Applicant Profile in esnaps and export it as PDF, including all attachments.

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. 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.
- Letters must meet the following criteria:
 - Be on letterhead stationery from the organization providing the contribution.
 - Be signed and dated by an authorized official of the organization within 60 days of the September 18 application deadline (i.e. between July 21 and September 18, 2018)
 - Contain the amount of cash OR the dollar value of the in-kind contribution
 - Contain the specific date the contribution will be made available AND the time period during which the contribution will be available
 - Contain the name of the applicant agency to which the contribution is being given
 - Contain the specific grant name and the fiscal year
 - Contain a description of the goods/services that will be provided (for in-kind contributions) OR a description of what the funds will be spent on (for cash contributions)
- For a more detailed explanation of match, refer to the Match Explainer posted at www.ncceh.org/bos/currentcocapplication/.

