

North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

2011 Participant Checklist & Due Dates

The following action items are to assist Regional Committees to organize their participation in the Balance of State Continuum of Care. If you have questions, please contact NCCEH at 919-755-4393 or bos@ncceh.org.

Thank you for your participation!

Responsible Party	✓	Action Items	Due Date
All Participants	<input type="checkbox"/>	Attend Regional Committee Meetings (attendance at Steering Committee Meeting conference calls is optional)	Monthly
	<input type="checkbox"/>	Communicate BoS information to local partners	Ongoing
	<input type="checkbox"/>	Recruit Partners to attend CoC meetings	Ongoing
	<input type="checkbox"/>	Complete 2011 BoS Participant Form	Ongoing/before NOFA
	<input type="checkbox"/>	Participate in CHIN HMIS (Existing programs and other community agencies serving the homeless except DV)	ongoing
	<input type="checkbox"/>	Participate in Point in Time Count	January 26th
	<input type="checkbox"/>	Submit PIT Count and Housing Inventory Data	February 4th
Regional Leads	<input type="checkbox"/>	Attend BoS Steering Committee meetings	Monthly (First Tuesday at 10:30am)
	<input type="checkbox"/>	Communicate BoS Steering Committee info to local partners	Ongoing
	<input type="checkbox"/>	Recruit partners to attend CoC meetings	Ongoing
	<input type="checkbox"/>	Assign community volunteers to BoS committees	Ongoing
	<input type="checkbox"/>	Assist NCCEH in collecting information from RC participants and grantees	Ongoing
	<input type="checkbox"/>	Coordinate local Point in Time Count	January 2011
	<input type="checkbox"/>	Collect and turn in 2011 BoS Participant Forms	Ongoing
Bos Current Grantees	<input type="checkbox"/>	Submit Quarterly Progress Reports (QPRs) to NCCEH	30 days after the end of each quarter of your operating year
	<input type="checkbox"/>	Submit HUD APRs to NCCEH	90 days after the end of your operating year

<u>Responsible Party</u>		<u>Action Items</u>	<u>Due Date</u>	
BoS Prospective Grantees (for renewal or new projects)	<input type="checkbox"/>	Letter of Intent to apply for HUD funding	Prior to submitting pre-application	
	<input type="checkbox"/>	Self Evaluation Form	Prior to submitting pre-application	
	<input type="checkbox"/>	Complete Pre-application & Budget Worksheet	TBD	
	Items for HUD Project Application (Subject to Change)			
	<input type="checkbox"/>	Obtain a DUNS number	Before submitting application	
	<input type="checkbox"/>	View the esnaps training modules on HUD HRE website	Before submitting application	
	<input type="checkbox"/>	Auditor's letter from most recent agency audit	Before submitting application	
	<input type="checkbox"/>	Nonprofits: copy of agency budget and documentation of Board of Directors	Before submitting application	
	<input type="checkbox"/>	Organizational chart showing administrative capacity of agency*	Before submitting application	
	<input type="checkbox"/>	Organizational chart showing service capacity for program**	Before submitting application	
	<input type="checkbox"/>	Obtain letters documenting required match and leverage amounts	Before submitting application	
	<input type="checkbox"/>	Documentation of site readiness (zoning, site controls, etc)	Before submitting application	
	<input type="checkbox"/>	Consolidated Plan certification (if agency is located in jurisdiction with local Con. Plan)	Before submitting application	
	<input type="checkbox"/>	Transitional Housing Applicants: written explanation of why transitional housing is a better fit in your community then permanent housing with transitional supports	Before submitting application	
<input type="checkbox"/>	Exhibit 2 Project Application	TBD after release of NOFA		

* Possibly include a separate 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.

** Distinguish between full and part-time positions and clarify whether or not any of these positions are shared with other programs. Qualifications and tenure of persons filing those positions may be requested.