



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Project Application Instructions for 2019 NC Balance of State CoC Applicants: RENEWAL Projects

Except where noted, all agencies applying for **renewal projects** in the 2019 competition must submit the items below.

There are **two deadlines** for application materials: Monday, July 29, 2019 and Monday, August 12, 2019. 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. When submitting documents at the links below, check the "Send me a copy of my response" box at the bottom of the form as your confirmation that all materials have been submitted.

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 submitted.

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

The following items are due by 6:00 p.m. on Monday, July 29, 2019, EST.

Submit documents here: [click to submit July 29th materials](#)

HUD Annual Performance Report (APR)

- NCCEH staff will pull spending information for CoC grants that have been operating for one year or more from Sage. If the agency has a CoC grant for which it has not submitted the most recent APR in Sage by the deadline, applicants must submit actual spending information for each of these grants.
- If the applicant spent less than 90% of the funding award for the most recently completed CoC grant(s), the applicant must submit a narrative explaining why the agency underspent the grant(s) and how it will increase spending in the renewal grant operating year.

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/.

The following items are due by 6:00 p.m. on Monday, August 12, 2019, EST.

Submit documents here: [click to submit August 12th documents](#)



HUD 0640 Data Quality Report in HMIS

- Applicants must run and submit a HUD 0640 Data Quality Report Framework for January 1, 2018 – December 31, 2018, for each renewal grant.
- The [HUD Data Quality Report Framework](#) is located in the “ART Gallery Reports” folder in HMIS. To access this folder, click: Public Folder > ART Gallery Reports and Resources > ART Gallery Reports > 0640-HUD Data Quality Report Framework-v8.
- Save the full report and submit as an Excel workbook.
Applicants should contact the NCCEH Data Center at hmis@ncceh.org if they have questions about how to run the HMIS reports. 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.

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!

ONLY Permanent Supportive Housing Projects

- Applicants must submit the PSH program’s policies and procedures, which should include eligibility requirements and participant rules (if any).
- Applicants should complete and submit the Renewal Applicant Permanent Supportive Housing Form.
- Applicant should submit a sample lease (for leasing grantees, a sub-lease).

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

- Applicants must submit the RRH program’s policies and procedures, which should include eligibility requirements and participant rules (if any).
- Applicants should complete and submit the Renewal Applicant Rapid Re-housing Form.
- Applicant should submit a sample lease.

Applicant Profile from esnaps

- Applicants must complete their Applicant Profile in esnaps and export it as a PDF, including all attachments. Ensure all attachments have been newly uploaded to the Applicant Profile in 2019.

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.
- 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 Explainer posted at www.ncceh.org/bos/currentcocapplication/.

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 on NCCEH's website by the August 12th application deadline.
- Applicants must also **mail the hard copy** of the form to the address below by August 26th:
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.

