Project Application Instructions
for 2022 NC Balance of State CoC Applicants:
NEW Projects

Except where noted, all agencies applying for **new projects** in the 2022 competition must submit the items below.

There are **two deadlines** for application materials: August 12, 2022 and August 19, 2022. 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 responses" 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.

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 August 12, 2022, EST.
Submit documents here: **https://app.smartsheet.com/b/form/27ede292fcd24c21b82e75fdbe141a4f**

New Project Thresholds and Standards Form
- Applicants must complete a form answering threshold and standard questions from the scorecard. This form requires significant amounts of agency and program information. Please start early. 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, highlighting staff who will have CoC project responsibilities and demonstrating the administrative capacity of the organization for the proposed project.

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 in HMIS for January 1, 2021 – December 31, 2021 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 an HMIS APR for the above time period).

- The CoC-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 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 CoC-APR Report in HMIS. 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.

ONLY Agencies with Existing CoC Grants: Previous Project Spending Rates
- 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 awarded for the most recently completed CoC grant(s), the applicant must submit a narrative explaining why the agency is underspending the grant(s).

ONLY Non-Profit Applicants: Profit and Loss Statements and Balance Sheet
- Non-profit applicants must submit:
  - Profit and Loss statements showing actual expenses versus approved budget for the agency's last two completed fiscal years.
  - An agency Balance Sheet ending at the last completed 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, indicating any members with lived experience of homelessness.
  - A copy of the minutes from the three most recent board meetings.

The following items are due by 6:00 P.M. on August 19, 2022, EST.
Submit documents here: https://app.smartsheet.com/b/form/b2b1cfabcb7d491ba26fe369fce6239a

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.
- Applicants should complete and submit the New Applicant Policies and Procedures Page Reference Form.
- Applicants should submit a sample lease.

ONLY Rapid Re-Housing Projects
- Applicants must submit the RRH program's policies and procedures, which should include eligibility requirements and participant rules.
- Applicants should complete and submit the New Applicant Policies and Procedures Page Reference Form.
- Applicants should submit a sample lease.

Applicant Profile from esnaps
- Applicants must complete their Applicant Profile in esnaps and export it as PDF, including all attachments. <u>Ensure all attachments have been newly uploaded to the Applicant Profile in 2022 even if they have not changed recently</u>.

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, showing an <u>unconditional commitment of services to residents in the housing project</u>. 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 here.

Determination of Certification with State Consolidated Plan
- <u>All applicants</u> 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 by the August 19 application deadline.
- Applicants must also **mail the hard copy** of the form to the address below by <u>September 1, 2022.</u>
  NCCEH, PO Box 27692, Raleigh, NC 27611

<u>ONLY</u> 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](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
  - Haywood/Clay/Graham/Jackson/Macon/Swain Counties
  - 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.