



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

FY2023 CoC Program Competition NC Balance of State CoC RENEWAL Project Application Instructions and Checklist

Except where noted, all agencies applying for **RENEWAL PROJECTS** in the FY2023 competition must submit the items below.

There are **two deadlines** for application materials: **July 25, 2023** and **August 1, 2023**. **THE SECOND SUBMISSION DEADLINE HAS BEEN EXTENDED TO FRIDAY, AUGUST 4, 2023 by 12 NOON**. It is the applicant's responsibility to ensure the correct documents are submitted by the appropriate deadlines. 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 and enter your email address as your confirmation that all materials have been submitted. If your submission has more than 10 attachments, please use a zip file to submit all documents together in one submission.

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. Checklists for each submission deadline are provided at the end of these instructions.

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 5:00 P.M. on July 25, 2023.

Submit documents here: <https://app.smartsheet.com/b/form/9d2f969494284b5f8d46d2d959a4ffb5>

Spending Rate

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

Grantee Certification

- All Renewal Project Applicants must complete this form certifying that they will meet NC Balance of State CoC expectations for grant reporting, performance, and community engagement. A blank form is posted at www.ncceh.org/bos/currentcocapplication/.



The following items are due by 5:00 P.M. on August 1, 2023 12 NOON on August 4, 2023.

Submit documents here: <https://app.smartsheet.com/b/form/2139d399e90441ad9edbea6245bec83>

Project Application

- Renewal Project Applicants must complete a Project Application in e-snaps (HUD's online application system) and export it as a PDF and submit it via the Smartsheet link above. Do not hit submit in e-snaps!

Applicant Profile from e-snaps

- Renewal Project Applicants must complete their Applicant Profile in e-snaps and export it as a PDF, including all attachments. Ensure all attachments have been newly uploaded to the Applicant Profile in 2023 even if they have not changed recently.

Renewal Applicant Form with attachments.

Applicants should complete and submit this form with the following attachments, if applicable.

- Anti-Discrimination Policy – if unchanged and submitted as an attachment in your program policies & procedures during the Pre-Competition Scoring and Standards Review, just reference page number(s) of where it can be found in the Renewal Applicant Form; otherwise, submit the Anti-Discrimination Policy
- Guidelines/Program Rules in a language other than English
- Interpreter Services Contract/MOU/Documentation
- Job Posting showing Equal Access Hiring Clause
- Hiring Announcement showing lived experience of homelessness as a relevant skill set
- Leverage MOU/MOA/Contract

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 unconditional commitment of services to residents in the housing project. 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 <https://www.ncceh.org/bos/currentcocapplication/> to collect all match documentation and to ensure all HUD criteria are met.
- For a more detailed explanation of match, refer to the match information provided on the HUD Exchange posted [here](#).

Determination of Certification with State Consolidated Plan

- All Renewal Project 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 submit the form by the ~~August 1, 2023~~ **August 4, 2023** application deadline.
- Applicants must also **mail the hard copy** of the form to the address below by **August 15, 2023**:
NCCEH, PO Box 27692, Raleigh, NC 27611

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

- Any Renewal Project 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
 - 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.

CHECKLIST: Renewal Project Applicant Required Documents for 1st Submission Due by 5:00 PM on July 25, 2023:

ALL RENEW PROJECT APPLICANTS:	
Spending Rate: CoC Program grants in operation for one year or more.	N/A, NCCEH staff will look at spending via APR submitted in Sage.
Spending Rate: CoC Program grants without an APR submitted in Sage by the July 25, 2023 deadline must submit actual spending information via an eLOCCS Screenshot.	<input type="checkbox"/>
Spending Rate: If less than 90% of the CoC funding awarded for the most recently completed CoC Program grant, submit a narrative (Word or pdf) explaining why the agency is underspending the grant.	<input type="checkbox"/>
Grantee Certification	<input type="checkbox"/>

CHECKLIST: Renewal Project Applicant Required Documents for 2nd Submission Due by ~~5:00 PM on August 1, 2023~~ 12 NOON on August 4, 2023:

ALL RENEWAL PROJECT APPLICANTS:	
Project Application (pdf)	<input type="checkbox"/>
Applicant Profile from e-snaps with attachments (pdf)	<input type="checkbox"/>
Renewal Project Applicant Form with attachments, if applicable: <ul style="list-style-type: none"> ○ Anti-Discrimination Policy - if unchanged and submitted as an attachment in your program policies & procedures during the Pre-Competition Scoring and Standards Review, just reference page number(s) of where it can be found in the Renewal Applicant Form; otherwise, submit your Anti-Discrimination Policy ○ Guidelines/Program Rules in a language other than English ○ Interpreter Services Contract/MOU/Documentation ○ Job Posting showing Equal Access Hiring Clause ○ Hiring Announcement showing lived experience of homelessness ○ Leverage MOU/MOA/Contract 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Documentation of Match (Letter or MOU)	<input type="checkbox"/>
Determination of Certification with State Consolidated Plan (Also mail to NCCEH by 8/15/2023)	<input type="checkbox"/>
ONLY Applicants from communities with a Local Consolidated Plan:	
HUD-2991	<input type="checkbox"/>

