**FY2024 CoC Program Competition**

**RENEWAL Project Application Instructions and Checklist**

There are **two deadlines** for application materials: **August 19, 2024** and **August 28, 2024.** It is the applicant’s responsibility to ensure the correct documents are submitted by the corresponding deadlines. Due to the large volume of applications, NCCEH staff will be unable to check submissions for completeness.

There are **two links** to submit application materials, one for each deadline. Materials are listed, below, by the date they are due and the link by which they are to be submitted. Checklists for each submission deadline are provided at the end of these instructions.

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.

**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 5:00 PM on August 19, 2024.**

**Submit documents here:** [**https://app.smartsheet.com/b/form/a9ba2a5a506543abb8f71ff029f7c1f3**](https://app.smartsheet.com/b/form/a9ba2a5a506543abb8f71ff029f7c1f3)

**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 explaining why the agency underspent the grant(s) and how it will increase spending in the renewal grant operating year.

**The following items are due by 12:00 PM on August 28, 2024.**

**Submit documents here:** [**https://app.smartsheet.com/b/form/33db9f1f791845148421547a7aca9615**](https://app.smartsheet.com/b/form/33db9f1f791845148421547a7aca9615)

**Applicant Profile from e-snaps**

* Renewal Project Applicants must complete their Applicant Profile in e-snaps, export it as a PDF, including all attachments, and submit it via the Smartsheet link above. Ensure all attachments have been newly uploaded to the Applicant Profile in 2024 even if they have not changed recently.

**Project Application**

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

**Renewal Applicant Form with attachments.**

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

* + Guidelines/Program Rules in a language other than English
	+ Interpreter Services Contract/MOU/Documentation
	+ Anti-Discrimination Policy– applicants can either submit their entire policies and procedures, for review of the Anti-Discrimination Policy or just submit the portion of their policies and procedures that contains the Anti-Discrimination Policy.
		- Be sure the policy addresses all parts of the Anti-Discrimination Policy, as applicable:
* Equal Access Policy and Procedures
* Family Separation Policy, as appropriate
* Faith-Based Inclusion Policy
* Grievance and Anti-Retaliation Policy and Procedures
	+ Job Posting showing Equal Opportunity Hiring Clause
	+ Client Bill of Rights– applicants can either submit their entire policies and procedures for review of the Client Bill of Rights or just submit the portion of their policies and procedures that contains the Client Bill of Rights.
	+ Soliciting Client Feedback P&P
	+ Hiring Announcement showing lived experience of homelessness as a preferred skill
	+ 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](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/match-requirements/).

**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/](http://www.ncceh.org/bos/currentcocapplication/).
* Applicants must submit the form by the **August 28, 2024** application deadline.
* Applicants must also **mail the hard copy** of the form to the address below, not the address on the form by **September 13, 2024**:

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](https://www.hud.gov/sites/dfiles/OCHCO/documents/2991.pdf)) 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](https://www.hudexchange.info/consolidated-plan/con-plans-aaps-capers/). Jurisdictions with local Consolidated Plans include:
	+ Bertie/Halifax/Hertford/Martin/Northampton Counties

(*Lead Entity: Halifax County*)

* + Burlington
	+ Cabarrus/Iredell/Rowan/Concord/Kannapolis/Salisbury

(*Lead Entity: City of Concord*)

* + Goldsboro
	+ Greenville
	+ Haywood/Clay/Graham/Jackson/Macon/Swain Counties

(*Lead Entity: Haywood County*)

* + Henderson/Madison/Transylvania Counties

(*Lead Entity: City of Asheville)*

* + Jacksonville
	+ Lenoir/Hickory/Morganton

(*Lead Entity: City of Lenoir*)

* + Town of Mooresville
	+ New Bern
	+ Surry/Stokes/Yadkin/Davie Counties

(*Lead Entity: Surry County*)

* + Union County
	+ Rocky Mount/Nash/Edgecombe

(*Lead Entity: City of Rocky Mount*)

* + McDowell/Polk/Rutherford Counties

(*Lead Entity: McDowell County*)

* Applicants that are **not** located in an area with a local Consolidated Plan **do not** need to submit this form.

**CHECKLIST**

**Required Documents for 1st Submission Due by 5:00 PM on August 19, 2024**

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| --- | --- |
| **ALL RENEWAL PROJECT APPLICANTS**: |  |
|  Spending Rate: CoC Program grants in operation for one year or more. | NCCEH staff will view spending via APRs in Sage. |
|  Spending Rate: CoC Program grants without an APR submitted in Sage by the August 19, 2024 deadline must submit actual spending information via an eLOCCS screenshot.  | [ ]  |
|  Spending Rate: If less than 90% of the CoC funding awarded for the most recently completed CoC Program grant, submit a narrative explaining why the  agency is underspending the grant. | [ ]   |

**CHECKLIST**

**Required Documents for 2nd Submission Due by 12:00 PM on August 28, 2024**

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| --- | --- |
| **ALL RENEWAL PROJECT APPLICANTS:** |  |
|  Applicant Profile from e-snaps with attachments (PDF) | [ ]  |
|  Project Application (PDF)  | [ ]  |
|  Renewal Project Applicant Form with attachments, if applicable:* + Guidelines/Program Rules in a language other than English
	+ Interpreter Services Contract/MOU/Documentation
	+ Anti-Discrimination Policy
	+ Job Posting showing Equal Opportunity Hiring Clause
	+ Client Bill of Rights
	+ Soliciting Client Feedback P&P
	+ Hiring Announcement showing lived experience of homelessness as a preferred skill
	+ Leverage MOU/MOA/Contract
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  Documentation of Match (Letter or MOU) | [ ]  |
|  Determination of Certification with State Consolidated Plan  **(Also mail to NCCEH by September 13, 2024)** | [ ]  |
| **ONLY Applicants in communities with a Local Consolidated Plan:** |  |
|  HUD-2991 | [ ]  |