

North Carolina Balance of State Continuum of Care

<http://ncbos.wordpress.com>

www.nccch.org/BoS

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Participant Checklist & Due Dates

The following action items are to assist regional groups organize their participation in the Balance of State Continuum of Care. If you have questions please contact Jennifer Olson at Jennifer.l.olson@dhhs.nc.gov or 919-733-4534. Thank you for your participation!

<u>BoS Participants</u>	<u>Action Items</u>	<u>Due Date</u>	<u>Done</u>
All BoS Participants	✓ Conduct PIT Count	End of January	<input type="checkbox"/>
All BoS Participants	✓ Submit PIT Count	March 1	<input type="checkbox"/>
All BoS Participants	✓ Assign community volunteer to BoS committees	Ongoing	<input type="checkbox"/>
All BoS Participants	✓ Attend BoS meetings	Ongoing	<input type="checkbox"/>
All BoS Participants	✓ Communicate BoS information to local partners	Ongoing	<input type="checkbox"/>
All BoS Participants	✓ Recruit partners to attend CoC meetings	Ongoing	<input type="checkbox"/>
All BoS Participants	✓ Complete CoC structure & membership questionnaire from DHHS	After NOFA (only 2wks to complete)	<input type="checkbox"/>
All BOS Participants	✓ Submit Housing Inventory data	Ongoing/before NOFA	<input type="checkbox"/>
Current Grantees	✓ Submit Quarterly Reports to DHHS	After each quarter beginning when your HUD grant was signed	<input type="checkbox"/>
Current Grantees, Applicants, and potential Applicants with existing programs, and other community agencies serving the homeless (except DV)	✓ Participation in HMIS	Ongoing	<input type="checkbox"/>
BoS HUD Applicants	✓ Complete Pre-application & Budget Worksheet	June 1	<input type="checkbox"/>

ITEMS FOR HUD APPLICATION ONLY			
<u>BoS Participants</u>	<u>Action Items</u>	<u>Due Date</u>	<u>Done</u>
BoS HUD Applicants	✓ Obtain a DUNS number	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ View the application submission training modules at HUD HRE	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Audit – letter to mgmt (for non-profits)	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Organizational chart showing admin capacity of agency *	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Org. chart showing service capacity for program	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Obtain Leverage letters	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Proof of match	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Documentation of site readiness (zoning, site controls, etc)	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Transitional Housing Applicants – ½ page(ish) explanation of why transitional housing is a better fit in your community than perm. housing with transitional supports	Before submitting application	<input type="checkbox"/>
BoS HUD Applicants	✓ Exhibit 2 Project Application	Application deadline TBD	<input type="checkbox"/>

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