

North Carolina Balance of State Continuum of Care

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Pre-Application Instructions for 2011 Balance of State CoC Applicants

New projects: Complete a 2011 pre-application form and submit the documentation listed in Section One below. Begin preparing the requirements listed in Section Two. A pre-application form must be received by NCCEH no later than Monday, August 1, 2011 to be considered for 2011 funding.

Renewal projects that are renewing for the first time: Complete a 2011 pre-application form and submit the documentation listed in Section One below. Begin preparing the requirements listed in Section Two. A pre-application form must be received by NCCEH no later than Monday, August 1, 2011.

Renewal projects other than those renewing for the first time: Complete a 2011 renewal pre-application and submit the documentation listed in Section One below. Begin preparing the requirements listed in Section Two. An individualized pre-application has been emailed to all of these applicants. The completed renewal pre-application must be received by NCCEH no later than Monday, August 1, 2011.

Except where noted, **all agencies** applying for Balance of State CoC funds in the 2011 **must** submit the following items.

SECTION ONE

TO BE SUBMITTED TO NCCEH WITH THE PRE-APPLICATION BY August 1, 2011

VIA EMAIL OR FAX (bos@ncceh.org, 888-742-3465)

I. Audit and Financial Documents

- Copy of the agency's budget from the current fiscal year and a statement verifying the organization's ability to operate the project on a reimbursement basis. Units of Local Government are **exempted** from this requirement.
- A signed letter from an authorized official (an auditor) stating that the agency has had an audit and summarizing any findings.
 - If the agency has not had an audit, it must submit a copy of its annual financial statements, including a profit/loss statement and budget, from the last fiscal year.

II. Annual Progress Reports (APRs)

APRs should be sent to bos@ncceh.org when they are submitted to HUD. If you have not submitted these to NCCEH, you must do so by August 1, 2011.

- Renewal projects must submit their project's most recent APR.
- New projects must submit the most recent APR from any other CoC-funded projects that their agency operates.

III. List of Expected Sources of Match

- Match is required for both SHP and S+C projects in the amounts shown below. The applicant agency must provide a list of its expected sources of matching funds and the amount expected to be provided from each source.

Project Type	Match Ratio	Match Type
Shelter + Care	1:1	In-kind (services)
SHP: Leasing	none	none
SHP: Acquisition	1:1	Cash
SHP: Rehabilitation	1:1	Cash
SHP: New Construction	1:1	Cash
SHP: Supportive Services	80:20	Cash
SHP: Operating Costs	75:25	Cash

IV. Renewal Projects Only: Eligibility Requirements

- Applicants must turn in an explanation of their program eligibility requirements. This can be a narrative explanation or existing eligibility documents.

V. Renewal Projects Only: Referral Process

- Applicants must turn in documentation their program's referral process. This must include how referrals are made, who make the referrals, how referrals are handled when they are received, and how the community is educated about the referral process.

VI. New Projects Only: Documentation of Board of Directors (Units of Local Government are exempt)

- Applicants submitting new projects must turn in:
 - A current list of members of the agency's Board of Directors
 - A copy of the minutes from the three most recent Board meetings

VII. New Projects Only: List of Expected Sources of Leverage

- Agencies that are submitting new projects must obtain leveraged funds/services from other organizations in their communities. In order to receive the maximum points during scoring, the applicant must have \$2 in leveraged funds for every \$1 requested from HUD. The applicant agency must provide a list of its expected sources of leverage and the amount expected to be provided from each source.

VIII. New Projects Only: Organizational charts

- Organizational chart showing administrative capacity of the agency and a second 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.
- Organizational chart showing services capacity for this program (distinguish full and part time) and clarification of whether or not any of these positions are shared with other programs. Qualifications of persons filling those positions may be requested.

SECTION TWO

THESE ITEMS WILL BE DUE AFTER THE NOFA IS RELEASED.

WHEN POSSIBLE, APPLICANTS SHOULD PREPARE THESE ITEMS DURING THE PRE-APPLICATION PROCESS.

The deadline for items in this section will be set once the NOFA is released.

Please note: This list may be altered after the 2011 application is available in esnaps.

I. Exhibit 2 Application

Applicants must complete an Exhibit 2 application in esnaps, HUD’s online application system. It includes:

- *SF-424 form* stating the agency’s intent to apply for federal assistance. In order to complete the 424, the agency must have:
 - Obtained a DUNS number (www.dnb.com/us or 1-866-705-5711)*
 - Registered with the Central Contractor Registration (www.bpn.gov/ccr)*
- *Narrative sections* describing the project’s goals, scope, and target population
- *Budget* listing the amount requested from HUD and required match amounts
- *Leveraged Funds Chart* detailing the leverage amounts and details

*These items can be completed before NOFA is released. Applicants are advised to complete these items now in order to be able to access esnaps as soon as the NOFA is released.

II. Documentation of Match

- Match is required for both SHP and S+C projects in the amounts shown below. The applicant agency must provide signed letters or MOUs as proof of match.

Project Type	Match Ratio	Match Type
Shelter + Care	1:1	In-kind (services)
SHP: Leasing	none	none
SHP: Acquisition	1:1	Cash
SHP: Rehabilitation	1:1	Cash
SHP: New Construction	1:1	Cash
SHP: Supportive Services	80:20	Cash
SHP: Operating Costs	75:25	Cash

III. Communities with a local Consolidated Plan: Consolidated Plan Certification (submit to BoS at bos@ncceh.org or 888-742-3465)

- Any applicant whose agency is located in a jurisdiction that has a local Consolidated Plan must submit a signed Consolidated Plan Certification ([HUD-2991](#)). This certification states that the project's goals and activities are consistent with the goals of the Con Plan.
- Jurisdictions with local Consolidated Plans include:
 - Burlington ([view plan](#))
 - Concord & Cabarrus/Iredell/Rowan counties ([view plan](#))
 - Goldsboro ([view plan](#))
 - Greenville
 - Hickory ([view plan](#))
 - Jacksonville ([view plan](#))
 - Kannapolis ([view plan](#))
 - Rocky Mount & Nash/Edgecombe counties ([view plan](#))
 - Salisbury ([view website](#))
- Applicants who are **not** located in a jurisdiction with a local Con Plan **do not** need to submit this form. NCCEH will obtain a certification with the State Consolidated Plan on your behalf.

IV. New Projects Only: Documentation of Leverage

- Agencies that are submitting new projects must obtain written agreements documenting leveraged funds. In order to receive the maximum points during scoring, the applicant must have \$2 in leveraged funds for every \$1 requested from HUD. These amounts will be entered into the Exhibit 2 application.
- Agreements can be in the form of signed letters, memoranda of understanding, or other written evidence of a commitment. At a minimum, they must:
 - Be on letterhead stationery from the organization providing the funds
 - Be signed and dated by an authorized official
 - Contain the name of the organization providing the contribution
 - Contain the type of contribution (cash, child care, case management, etc.)
 - Contain the monetary value of the contribution
 - Contain the name of the applicant agency and the name of the project to which the contribution will be given
 - Contain the date that the contribution will be available
- The value of commitments of land, buildings and equipment are **one-time only** and cannot be claimed in more than one competition. For example, the value of donated land claimed in the 2010 competition by a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.