

North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Project Application Instructions for 2013 Balance of State CoC Applicants

Except where noted, **all agencies** applying for Balance of State CoC funds in the 2013 competition **must** submit the items listed below. Documents should be emailed to bos@ncceh.org.

DEADLINES

Renewal Project Applications:

- Submit complete draft of Project Application and all applicable documents listed below by Friday, December 27th at 5 p.m.

REQUIRED DOCUMENTS

All Applicants: Project Application

- Applicants must complete a Project Application in esnaps (HUD's online application system), export it as a PDF, and email the PDF to bos@ncceh.org.

All Applicants: Documentation of Match and Leverage

- **Match:** a 25% cash or in-kind match is required for all program components except leasing. Match is required for both new and renewal projects.
- **Leverage:** in order to receive maximum points during BoS project review scoring, applicants must document \$2 in leveraged funds for every \$1 requested from HUD. Leverage can be cash or in-kind. Leverage applies to both new and renewal projects.
- Match & leverage documentation can be in the form of signed letters, memoranda of understanding, or other written evidence of a commitment. Documentation must include the following or it will be rejected by HUD:
 - 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 (either the amount of cash or the dollar value of in-kind services)

- 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
- 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 2012 competition by a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.

All Applicants: 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 with your application. If you are not sure if we have your APR, turn it in!

- Renewal projects must submit the most recent APR for each of their CoC-funded projects (including projects that are not renewing this year).

All Applicants: LOCCS Closeout Document

- All applicants must submit their most recent closeout document from LOCCS for each renewal grant. This document will be used to assess spending rates on the grant.

All Applicants: Determination of Certification with State Consolidated Plan

- All 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 <http://www.ncceh.org/bos/currentcocapplication/>.
- Applicants must email the form to bos@ncceh.org **AND** mail the signed original to:
 - NCCEH
 - PO Box 27692
 - Raleigh, NC 27611
- Emailed forms must be received by the December 27th deadline. Mailed originals should follow as soon as possible.

Applicants from Communities with a Local Consolidated Plan: Consolidated Plan Certification

- 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 local Consolidated 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 an area with a local Con Plan **do not** need to submit this form.

Applicants Requesting Supportive Services Funding: Justification Statement

- Applicants requesting supportive services funding as all or part of their project must submit a justification statement that explains why the project is asking for services funding from the CoC. The statement should include what other funding sources the project utilizes or has worked to secure for services. The statement should also include a plan for when the project will reduce its use of CoC funds for services.