



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Project Application Instructions for 2014 Balance of State CoC Applicants

Except where noted, **all agencies** applying for Balance of State CoC funds in the 2014 competition **must** submit the items listed below.

Documents must be [uploaded on NCCEH's website](#) by Friday, October 3, at 5:00 p.m.

Project Application

- Applicants must complete a Project Application in esnaps (HUD's online application system) and export it as a PDF.

Documentation of Match and Leverage

- **Match:** a 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects.
- **Leverage:** to meet threshold requirements on the BoS scorecard, applicants must document \$1.50 in leveraged funds for every \$1 requested from HUD. To receive maximum points, applicants must document \$2 in leveraged funds for every \$1 requested from HUD. Leverage can be cash or in-kind. Leverage 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. 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.
- Letters must meet the following criteria:
 - Be on letterhead stationery from the organization providing the contribution
 - Be signed and dated by an authorized official of the organization
 - Contain the amount of cash OR the dollar value of the in-kind contribution
 - Contain the specific date the contribution will be made available AND the time period during which the contribution will be available
 - Contain the name of the applicant agency to which the contribution is being given
 - Contain the specific grant name and the fiscal year
 - Contain a description of the goods/services that will be provided (for in-kind contributions) OR a description of what the funds will be spent on (for cash contributions)
- For a more detailed explanation of match and leverage, refer to the Match/Leverage Explainer posted at www.ncceh.org/bos/currentcocapplication/.

Annual Progress Reports (APRs)

- NCCEH needs the most recent APRs from all CoC-funded projects (including projects that are not renewing this year).
- APRs should be sent to NCCEH when they are submitted to HUD. If you have not already submitted your APR(s) to NCCEH, you must do so with your application. If you are not sure if we have your APR, turn it in!

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 www.ncceh.org/bos/currentcocapplication/.
- Applicants must [upload the form on NCCEH's website](#) by the October 3 application deadline.
- Applicants must also mail the hard copy of the form to the address below as soon as possible:
NCCEH
PO Box 27692
Raleigh, NC 27611

ONLY 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 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.
- Jurisdictions with local Consolidated Plans include:
 - Burlington ([view plan](#))
 - Concord & Cabarrus/Iredell/Rowan counties ([view plan](#))
 - Goldsboro ([view plan](#))
 - Greenville
 - Henderson/Transylvania counties ([view website](#))
 - Hickory ([view plan](#))
 - Jacksonville ([view website](#))
 - Kannapolis ([view plan](#))
 - New Bern
 - Rocky Mount & Nash/Edgecombe counties ([view plan](#))
 - Salisbury ([view plan](#))
- Applicants who are **not** located in an area with a local Con Plan **do not** need to submit this form.

ONLY Applicants Requesting Supportive Services Funding: Justification Statement

- Applicants requesting supportive services funding must submit a justification statement that explains why the project is asking for services funding from the CoC. The statement should describe what other funding sources the project uses 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.



