



North Carolina Balance of State Continuum of Care

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CONTINUUM OF CARE GRANTEE AGREEMENT

Background: The North Carolina Coalition to End Homelessness (NCCEH) serves as the collaborative applicant for the NC Balance of State Continuum of Care (CoC) and as such is charged by HUD to operate and administer CoC activities and to monitor grantee performance ([24 CFR Part 578](#)). To further CoC goals and to clarify expectations, NCCEH is setting out grantee responsibilities in this document to be signed by an authorized representative of the grantee agency. NCCEH reserves the right to update this agreement based on priorities published in the CoC NOFA, or other HUD policies.

Before applying for renewal or new CoC funding, it is imperative that all project applicants read the CoC Program Interim Rule ([24 CFR Part 578](#)) as it provides the requirements for implementation and administration of the CoC Program.

Agency:	
Contact Person:	
Regional Committees covered by grant activities:	

I have read and understand the expectations set forth in this agreement.

Signature

Date

Printed Name

Title

HMIS Participation and Coverage

CoC grant recipients must collect the following information on the persons served and services provided during the grant period and enter this information into NC Homeless Management Information System (HMIS). Domestic violence service providers are prohibited from participation in HMIS, but must demonstrate that they have a database comparable to an HMIS and are able to provide statistical information from that database upon request that does not compromise client privacy.

Universal Data Elements

Name
Social Security Number
Date of Birth
Race
Ethnicity
Gender
Veteran Status
Disabling Condition
Residence Prior to Project Entry
Project Entry Date
Project Exit Date
Destination at Project Exit
Personal ID
Household ID
Relationship to the Head of Household
Client Location
Length of Time on Street or in Emerg. Shelter

Program Specific Data Elements

Housing Status
Income & Sources of Income
Non-Cash Benefits
Health Insurance
Physical Disability
Developmental Disability
Chronic Health Condition
HIV/AIDS
Mental Health Problem
Substance Abuse
Domestic Violence
Residential Move-In Date (Rapid Rehousing)
Services Provided (Rapid Rehousing)
Financial Assistance Provided (Rapid Rehousing)

Project Parameters

- Permanent supportive housing projects will follow HUD guidelines for targeting and prioritizing PSH units for chronically homeless participants ([HUD Notice CPD-14-012](#))
- Permanent supportive housing projects will adopt the key elements of permanent supportive housing as defined by the Substance Abuse and Mental Health Services Administration (SAMHSA)¹
- All projects will adhere to the written standards of the Balance of State CoC once written standards are established

¹ US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration Center for Mental Health Services. (2010) Permanent Supportive Housing: Building Your Program (Evidence- Based Practices KIT). Retrieved from <http://store.samhsa.gov/shin/content//SMA10-4510/SMA10-4510-06-BuildingYourProgram-PSH.pdf>



Grant Performance & Reports

- All grantee agencies will receive approval from the Balance of State CoC prior to requesting a grant extension from HUD
- All grantee agencies will receive approval from the Balance of State CoC prior to transferring a grant to a different recipient agency
- All grantee agencies will report grant spending to Balance of State CoC staff on a quarterly basis by submitting project spending report screen shot from eLOCCS
- All grantee agencies will submit quarterly Balance of State Performance Improvement Process (PIP) reporting once this process is established
- All grantee agencies will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by NCEH and local Regional Committees
- All grantee agencies will submit APRs to NCEH for review prior to HUD submission
- All grantee agencies will submit APRs to HUD on or before report deadline

Regional Committee Activities

- All grantee agencies will participate in at least 75% of Regional Committee meetings in a 12-month period
- All project applicants will present their CoC project application(s) to the Regional Committee for local review prior to submission to NCEH by project application deadline
- All grantee agencies will participate in the ESG application process in every Regional Committee covered by grant activities
- All grantee agencies will present updates on grant activities to the Regional Committee(s) covered by the grant on at least a quarterly basis
- All grantee agencies will participate in the local coordinated assessment process as designed by the Regional Committee(s)
- Grantee agencies are expected to support Regional Committee(s) covered by grant activities as they achieve the following standards:
 - Meet minimum standards of BoS Regional Committees
 - Hold regular meetings
 - Implement coordinated assessment
 - Post meeting minutes to NCEH website within 30 days of meeting date
 - Regional Lead, alternate or other designated member of the Regional Committee participate in at least 80% of Steering Committee meetings

