Project Application Instructions
for 2015 Balance of State CoC Applicants

Except where noted, **all agencies** applying for Balance of State CoC funds in the 2015 competition **must** submit the items listed below.

Documents must be uploaded on NCCEH's website by Friday, October 16, at 5:00 p.m. EST.

The following items are required for ALL projects (new and renewals).

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

Applicant Profile
- Applicants must complete their Applicant Profile in esnaps and export it as PDF, including all attachments.

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 standards 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 within 60 days of the November 20 application deadline (i.e. between September 22 and November 20, 2015)
    - 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 and are not currently in process with NCCEH staff to correct data so that you are able to submit APRs, you must submit them 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 16 application deadline.
- Applicants must also mail the hard copy of the form to the address below by October 23:
  PO Box 27692, Raleigh, NC 27611

Grantee Certification
- All applicants must complete a form certifying that they will meet Balance of State CoC expectations for grant reporting, performance, and community engagement. Blank forms will be posted at www.ncceh.org/bos/currentcocapplication/.

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.
- HUD's listing of local Consolidated Plans in North Carolina can be viewed on their website. Jurisdictions with local Consolidated Plans include:
  - Burlington
  - Concord & Cabarrus/Iredell/Rowan counties
  - Goldsboro
  - Greenville
  - Henderson/Transylvania counties
  - Hickory
  - Jacksonville
  - Kannapolis
  - New Bern
  - Rocky Mount & Nash/Edgecombe counties
- 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: Services Funding Plan
- While services are an important component of supporting households in maintaining their housing, HUD prioritizes using CoC funds for housing and using other sources of available funding to provide services. Projects requesting CoC funds for supportive services must submit a plan describing how these services will be funded in the future from alternative sources. Plans should include:
  - All funding sources that the project is currently using to provide supportive services and if these resources will be expanded.
  - Other potential sources of funding that the project is working to secure to provide supportive services.
  - A plan for when the project will reduce its use of CoC funds for services.

ONLY Permanent Supportive Housing Projects: Key Elements of PSH
- Applicants requesting permanent supportive housing projects must submit a completed form regarding SAMHSA's six key elements of PSH. Blank forms will be posted at www.ncceh.org/bos/currentcocapplication/.
- Applicants must also submit the PSH program's eligibility requirements, a sample lease, program rules, and house rules (if any).

ONLY Projects Operating for One Year or More: Previous Project Spending Rates
- Applicants whose projects have been operating for one year or more must submit a screen shot of their "Project Portfolio" from eLOCCS documenting the grant amount awarded and the amount expended to date.
  - Renewal projects: submit the eLOCCS screen shot for the specific grant being renewed.
  - New projects: submit the eLOCCS screen shots for all existing CoC grants that have been operating for one year or more.

The items below are only required for NEW projects (not renewals).

Organizational Chart
- Applicants requesting new projects must submit an organizational chart demonstrating administrative capacity of the organization and services capacity for the proposed project.

ONLY Non-Profit Applicants: Budget and Audit Letter
- Non-profit applicants requesting new projects must submit:
  - 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 and loss statement, from the last fiscal year.
  - A copy of the agency's budget from the current fiscal year.

ONLY Non-Profit Applicants: Board of Directors List and Minutes
- Non-profit applicants requesting new projects must submit:
  - A current list of the members of the agency's Board of Directors
  - A copy of the minutes from the three most recent board meetings

ONLY Leasing Projects: Leasing Justification Statement
- Rental assistance projects are preferred to leasing projects as rental assistance projects adjust to FMR and provide tenants with leases in their name. Applicants requesting new leasing projects must submit a statement that explains why the project is not applying for rental assistance.

ONLY SSO Projects: SSO Justification Statement

- Applicants requesting new SSO projects must submit a statement demonstrating that the region has developed sufficient permanent supportive housing resources. The statement must clarify what elements of the SSO project make it preferable to a permanent supportive housing project.