



North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

NC Balance of State Continuum of Care Grant Significant Change Request Procedure

Requests for Change of Recipient (Grant Transfers)

Any recipient agency that wishes to transfer a CoC grant to another agency must adhere to the following procedure:

- Upon consideration of a grant transfer, the agency will contact NCCEH staff (bos@ncceh.org) to inform them of this possibility. NCCEH staff will assist the agency in considering strategies for making changes.
- The agency will submit a request for the significant change to NCCEH staff via the form posted on the NCCEH website (www.ncceh.org/bos/cocgrantees/).
- Once the form is received, NCCEH will create a written announcement describing the grant(s) available for transfer. The announcement will be shared widely through email, the NCCEH website, and direct engagement of agencies.
- All agencies interested in receiving the grant(s) will be asked to submit a Letter of Intent by an established deadline. Agencies that do not currently have a CoC grant of the same type as the available grant(s) will also be asked to submit a Written Proposal with additional information. These forms and instructions for completing them will be provided on the NCCEH website.
- The Project Review Committee will convene to review the documentation submitted and to select an agency to receive the grant(s). The Project Review Committee's recommendation will be brought to the Steering Committee for its consideration and approval.
- Following the Steering Committee's vote, NCCEH staff will provide a letter to the agency recording the Steering Committee's decision and any next steps.
- If the request is approved, the agency must then submit a written request to the HUD Field Office. The agency may not implement the grant transfer until approval is received from HUD.
- Once HUD approves the grant transfer and a grant amendment is executed, the agency will submit a copy of the amendment to NCCEH staff.

Requests for All Other Significant Changes

Any recipient agency that wishes to request a significant change to a CoC grant other than a grant transfer must adhere to the following procedure:

- Upon consideration of a significant change, the agency will contact NCCEH staff (bos@ncceh.org) to inform them of this possibility. NCCEH staff will assist the agency in considering strategies for making changes.
- Submit a request for the significant change to NCCEH staff via the form posted on the NCCEH website (www.ncceh.org/bos/cocgrantees/). For the request to be considered at the next Steering Committee meeting, this form must be submitted at least 30 days prior to the meeting date. Meetings are held monthly on the first Tuesday from 10:30 to 12:00.

- Following receipt of the form, NCCEH staff will share the request with members of the Steering Committee.
- The Steering Committee will consider and vote on the request at its next meeting. If the change request is not urgent, it may be considered at a later meeting. At least one representative from the agency requesting the change is required to attend the meeting to discuss the request and answer questions from Steering Committee members.
- Following the Steering Committee's review and vote, NCCEH staff will provide a letter to the agency recording the Steering Committee's decision and any next steps.
- If the request is approved, the agency must then submit a written request to the HUD Field Office. The agency may not implement any of the requested changes until approval is received from HUD.
- Once HUD approves the change and a grant amendment is executed, the agency will submit a copy of the amendment to NCCEH staff.

Noncompliance with Policy

If a recipient agency requests a grant amendment from HUD or otherwise implements a significant change without first receiving approval from the NC BoS CoC, the Steering Committee has the discretion to determine the consequences, which may include defunding the project in the next CoC competition.