Project Application Instructions
for 2018 NC Balance of State CoC Applicants:
RENEWAL Projects

Except where noted, all agencies applying for **renewal projects** in the 2018 competition must submit the items below.

There are **two deadlines** for application materials: Thursday, July 26, 2018, and Thursday, August 9, 2018.
It is the applicant's responsibility to ensure the correct documents are submitted by the appropriate deadline.
Due to the large volume of applications, NCCEH staff will be unable to check submissions for completeness.

There are **three links** to submit application materials. Materials are listed, below, by the date they are due and the link by which they are submitted.

Applicants should read this entire document before starting the application process. Applicants should make sure they have a plan to complete every required document by the deadline.

The following items are due by 6:00 p.m. on Thursday, July 26, 2018, EST.
Submit documents here: **click to submit July 26 materials**

HUD 0640 Data Quality HMIS Report
- Applicants must run and submit the HUD 0640 Data Quality Report Framework for January 1, 2017 – December 31, 2017, for the renewal grant.
- The HUD Data Quality Report Framework is located in the "CoC Application" folder in HMIS. To access this folder, click: Public Folder > Provider Specific Reports > NC-503 Balance of State > CoC Application.
- Applicants should contact the NCCEH Data Center at hmis@ncceh.org if they have questions about how to run the HMIS reports. Please do not wait until the last minute to ask the Data Center for help as it will be assisting many agencies and may not have time to help your agency with last minute requests.

HUD Annual Performance Report (APR)
- Applicants must submit a PDF of the most recent APR that was submitted to HUD.

Previous Project Spending Rates
- For renewal grants that have been operating for one year or more, the APR will be used to assess spending rates.
- If the APR shows that the applicant spent less than 90% of the funding awarded for the grant, the applicant must submit a narrative explaining why the agency is underspending the grant.

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

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 July 26 application deadline.
- Applicants must also **mail the hard copy** of the form to the address below by August 9:
  NCCEH, PO Box 27692, Raleigh, NC 27611

ONLY Applicants from Communities with a Local Consolidated Plan: Local 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/Kannapolis/Salisbury
  - Goldsboro
  - Greenville
  - Henderson//Madison/Transylvania Counties
  - Jacksonville
  - Lenoir/Hickory/Morganton
  - New Bern
  - Surry County
  - Union County
  - Rocky Mount/Nash/Edgecombe

Applicants who are **not** located in an area with a local Con Plan **do not** need to submit this form.

<u>The following items are due by 6:00 p.m. on Thursday, August 9, 2018, EST.</u>
These are needed by the Project Review Committee.
Submit documents here: <u>click to submit Project Review Committee documents</u>

Project Application
- Applicants must complete a Project Application in esnaps (HUD's online application system) and export it as a PDF. Do not hit submit in esnaps!

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

<u>ONLY</u> Rapid Re-Housing Projects: Rapid Re-Housing Form
- Applicants requesting rapid re-housing projects must submit a completed form regarding RRH Program Standards and other program design elements. Blank forms are posted at http://www.ncceh.org/bos/currentcocapplication/.
- Applicants must also submit the RRH program's eligibility requirements, a sample lease, and program policies and procedures.

<u>ONLY</u> 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.

The following items are due by 6:00 p.m. on Thursday, August 9, 2018, EST.
These are needed by NCCEH staff.
Submit documents here: **click to submit NCCEH staff documents**

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

Documentation of Match
- **Match:** a 25% cash or in-kind match is required for all budget components except leasing. Match 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 September 18 application deadline (i.e. between July 21 and September 18, 2018).
  - 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, refer to the Match Explainer posted at www.ncceh.org/bos/currentcocapplication/.