FY2025 CoC Program Competition
NEW Project Application Instructions and Checklist

Except where noted, all agencies applying for **NEW PROJECTS** in the FY2025 CoC Program Competition must submit the application materials below.

There are two submission phases in ZoomGrants (Pre-Application and Application). Both phases must be completed and submitted to NCCEH no later than **5pm on December 15, 2025**. It is the applicant's responsibility to ensure that all required questions are answered, all required documents are uploaded, and each submission phase is complete by the appropriate deadlines. Due to the large volume of applications, NCCEH staff will be unable to check submissions for completeness before scoring begins.

Failure to submit required documents by the deadlines will disqualify the application.

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

Getting Started in ZoomGrants

To create an account in ZoomGrants, you must first be invited by NCCEH. NCCEH will send an invitation link to all agencies who submitted an Intent to Apply no later than November 24, 2025 by 5pm. If you have not received an invitation link or need it to be resent, please reach out to Natalie Rivera at natalie.rivera@ncceh.org.

Please follow these ZoomGrants University [instructions to create your account](). Once you have set up your account using the invitation link, please follow these [instructions to create a new application]() under the NC Balance of State Continuum of Care's FY2025 CoC Program Competition. See "[Creating an Additional Application in the Same Program]()" if you are applying for more than one new project. Once a new application has been created, you will be able to find and access it under your ZoomGrants homepage.

All ZoomGrants applications will start with a Summary section. Please make sure the Summary is complete before moving on to the Pre-Application (first phase) and the Application (second phase).

<u>Pre-Application</u>
<u>The following items are due by 5:00 P.M. on December 15, 2025</u>

Grantee Agreement
- New project applicants must complete and submit this form certifying that they will meet NC Balance of State CoC expectations for grant reporting, performance, and community engagement. A blank form is available to download as a template in ZoomGrants.

Organizational Chart
- New project applicants must submit an organizational chart, highlighting staff who will have project responsibilities and demonstrating the organization's administrative capacity for the proposed project.

<u>ONLY</u> Non-Profit Applicants: Board of Directors
- Non-profit applications must attach a current list of the members of the agency's Board of Directors, <u>highlighting</u> any members with lived experience of homelessness.

<u>ONLY</u> Non-Profit Applicants: Profit and Loss Statements
- Non-profit applicants must submit Profit and Loss Statements showing actual expenses versus approved budget for the agency's last **two completed fiscal years**.

<u>ONLY</u> Non-Profit Applicants: Balance Sheet
- Non-profit applicants must submit an agency Balance Sheet ending at the **last completed fiscal year**.

<u>ONLY</u> Agencies with Existing PSH or RRH Programs: Annual Performance Report from HMIS/Comparable Database
- Applicants that have existing PSH or RRH grants must run and submit a CoC-<u>APR</u> Report in HMIS for January 1, 2024 – December 31, 2024, for each existing grant that corresponds to the component type being applied for (i.e., if the applicant is applying for RRH and has a RRH program funded through ESG, the applicant should run and submit an HMIS <u>APR</u> for the above time period).
- The CoC-APR report is located under "Provider Reports" on the Reports Dashboard in HMIS. Once the report has been downloaded on the dashboard, agencies should hit CTRL-P to pull up the print function and change the destination to PDF, then hit save. Submit this PDF copy on ZoomGrants.
- For Victim Service Providers, agencies should follow the same instructions to run an APR report through their comparable database.
- Applicants should contact the NCCEH Data Center at hmis@ncceh.org if they have questions about how to run the CoC-APR Report in HMIS. If you need assistance running your reports, please make your request to the NCCEH Data Center Helpdesk at least 3 business days in advance of the deadline to ensure staff have time to assist.

<u>ONLY</u> Agencies with Existing CoC Program Grants: Previous Project Spending Rates
- NCCEH staff will pull spending information for CoC Program grants that have been operating for one complete operating year or more from Annual Performance Reports (APRs) submitted in Sage. If the agency has a CoC Program grant for which at least one operating year is completed, but the agency has not yet submitted the most recent APR in Sage because the 90-day deadline to submit falls after this first CoC Competition deadline, applicants must submit actual spending information (an eLOCCS screenshot) for each of these grants. Please note: applicants whose grants have been in operation for less than one

complete operating year are exempt from submitting any spending information and are held harmless for the 90% spending benchmark.

- If the applicant spent less than 90% of the funding award for the most recently completed CoC Program grant(s), the applicant must submit a narrative explaining why the agency underspent the grant(s) and how it will increase spending in the renewal grant operating year. Again, applicants whose grants have been in operation for less than one complete operating year are exempt from submitting a narrative and are held harmless for the 90% spending benchmark.

<u>Application</u>

<u>The following items are due by 5:00 P.M. on December 15, 2025</u>

Applicant Profile from e-snaps

- New project applicants must complete their Applicant Profile in e-snaps and export it as PDF to submit in ZoomGrants, including all attachments. <u>Ensure all attachments have been newly uploaded to the Applicant Profile in 2025 even if they have not changed recently.</u>

Project Application

- New project applicants must complete a Project Application in e-snaps (HUD's online application system), export it as a PDF, and submit it in ZoomGrants. **Do not hit submit in e-snaps!**

Project Supplemental Information Form with Applicable Attachments

- New project applicants must complete and submit this form and applicable attachments on ZoomGrants, answering threshold and standards questions from the FY2025 New Project Scorecard. This form requires a significant amount of both agency and project information. Please be sure to start early. A template is available to download in ZoomGrants.

Project Policies and Procedures

- New project applicants must submit their agency or project's policies and procedures, which should include information about the project's target population, low-barrier policies, policy for collecting client feedback, policy for requiring participation in supportive services, Anti-Discrimination Policy, Fair Housing Policy, and the NC BoS CoC Client Bill of Rights.

<u>ONLY</u> TH, RRH and PSH Projects:

- New TH, RRH, and PSH project applicants should submit a sample lease for their project.

Documentation of Match

- **Match:** A 25% cash or in-kind match is required for all budget components except leasing. A 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, showing an unconditional commitment of services to residents in the housing project. 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.
- Please use the match letter template in ZoomGrants to collect all match documentation and to ensure all HUD criteria are met.

- For a more detailed explanation of match, refer to the match information on the HUD Exchange posted [here](#).

Determination of Certification with State Consolidated Plan
- <u>All new project applicants</u> 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 in ZoomGrants.
- In addition to submitting in ZoomGrants, applicants must also **mail a SIGNED hard copy** of the form to the address below by **December 15, 2025.**
    - NCCEH, PO Box 27692, Raleigh, NC 27611

<u>ONLY</u> New Project Applicants from communities with a Local Consolidated Plan: Local Consolidated Plan Certification
- Any new project 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. **Applicants who are not located in an area with a local Consolidated Plan do not need to submit this form.**
- HUD's listing of local Consolidated Plans in North Carolina can be viewed [on their website](#). Jurisdictions with local Consolidated Plans include:
    - Bertie/Halifax (Lead Entity)/Hertford/Martin/Northampton Counties
    - Burlington (Lead Entity)/Alamance/Caswell/Davidson/Randolph
    - Concord (Lead Entity)/Cabarrus, Iredell & Rowan Counties/Kannapolis/Salisbury/Statesville/Mooresville
    - Goldsboro
    - Greenville
    - Haywood (Lead Entity)/Clay/Graham/Jackson/Macon/Swain Counties
    - Henderson/Madison/Transylvania Counties (Lead Entity: City of Asheville)
    - Jacksonville
    - Lenoir (Lead Entity)/Hickory/Morganton
    - Surry (Lead Entity)/Stokes/Yadkin/Davie Counties
    - Union County
    - Rocky Mount (Lead Entity) and Nash/Edgecombe Counties
    - McDowell (Lead Entity)/Polk/Rutherford Counties

- Applicants that are **not** located in an area with a local Consolidated Plan **do not** need to submit this form.

CHECKLIST: New Project Applicant Required Documents for Pre-Application Due by <u>5:00 PM on December 15, 2025</u>

ALL NEW PROJECT APPLICANTS:	
Grantee Agreement	☐
Organizational Chart	☐
ONLY NON-PROFIT APPLICANTS:	
List of Board of Directors, highlighting persons with lived experience of homelessness	☐
Profit and Loss Statements for previous 2 completed fiscal years	☐
Balance Sheet ending most recent completed fiscal year	☐
ONLY AGENCIES WITH EXISTING PSH or RRH PROGRAMS:	
Annual Performance Report (January 1, 2024 – December 31, 2024) from HMIS or from DV Providers a Comparable Database for each existing grant that corresponds to the component type of the new project being applied for.	☐
ONLY AGENCIES WITH EXISTING CoC PROGRAM GRANTS:	
CoC Program grants in operation for one year or more.	N/A, NCCEH staff will look at spending via APR submitted in Sage.
CoC Program grants that have operated for at least one full operating year but do not yet have an APR submitted in Sage by the December 15, 2025 deadline must submit actual spending information via an eLOCCS Screenshot.	☐
If less than 90% of the CoC funding awarded for the most recently completed CoC Program grant was spent, submit a narrative (Word or PDF) explaining why the agency underspent the grant. Applicants whose grants have been in operation for less than one complete operating year are exempt.	☐

CHECKLIST: New Project Applicant Required Documents for Application Due by <u>5:00 PM on December 15, 2025</u>

ALL NEW PROJECT APPLICANTS:	
Applicant Profile from e-snaps with attachments (PDF)	☐
Project Application (PDF)	☐
Project Supplemental Information Form and applicable attachments	☐
Project Policies and Procedures	☐
TH, RRH, PSH Projects: Sample Lease	☐
Documentation of Match (Letter or MOU)	☐
Determination of Certification with State Consolidated Plan **(Also MAIL to NCCEH by December 15, 2025)**	☐
ONLY Applicants from Communities with a Local Consolidated Plan: HUD-2991	☐