

NC Balance of State Continuum of Care

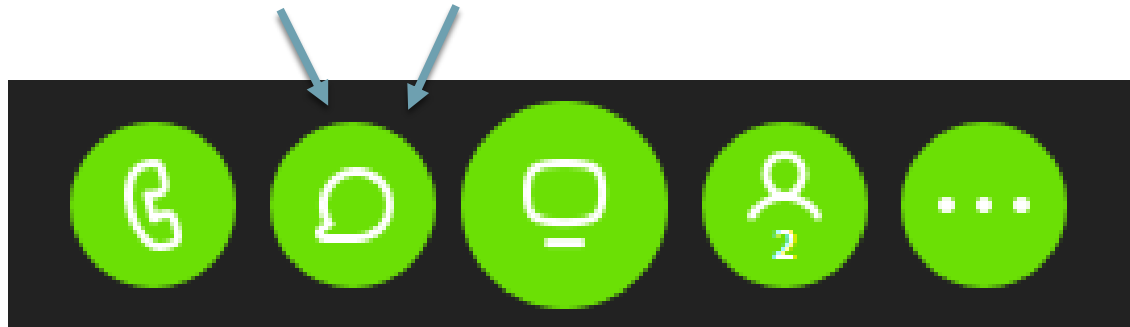
ESG Funding Process Lead Status Calls

October 19, 2018

10 AM

Welcome

- Reminders
 - Please mute your own line
 - *6 to mute/unmute line
 - Please do not put us on hold
 - The chat box is available



This box is located in the top, center of your screen



Agenda

Today's Agenda

- Recap
- ESG Application Submission
 - Report outs
- Next Steps
- Resources



Recap

NCCEH ESG Application Review

- Staff is reviewing both Regional application and Project Applications for all Regions.
 - Staff will send reviewed applications with our comments to the Funding Process Lead.
 - Staff has been conducting phone calls with Funding Process Leads to go through comments.



Extensions due to Hurricane Florence

Region	NCCEH Extension October 12	ESG Office Extension November 9
8	✓	✓
10	✓	✓
13	✓	✓



Electronic vs. Hard Copy Submission

Regional Application Submission

Applications must be received by the ESG Office
by 5 PM EST on October 26, 2018. NOT postmarked.

If using US Postal Services

Kim Crawford
DHHS-DAAS
2101 Mail Service Center
Raleigh, NC 27699-2101

If using Courier Services
(UPS, FedEx, etc)

Kim Crawford
DHHS-DAAS
918 Tate Dr
Raleigh, NC 27603

APPLICATIONS SHOULD NOT COME TO NCCEH!
We are NOT the ESG office.



Regional Application Submission

Please note that each Local Planning Area should submit the following in a 3-ring binder(s) no larger than 2 inches each tabbed according to the checklist:

- One Regional Application
- One Project Application for each of the agencies recommended for funding
- One soft (electronic) copy on a flash drive of the complete application.
 - Please be sure to write your LPA name on the flash drive

[Application Instructions: https://www.ncceh.org/files/9237/](https://www.ncceh.org/files/9237/)



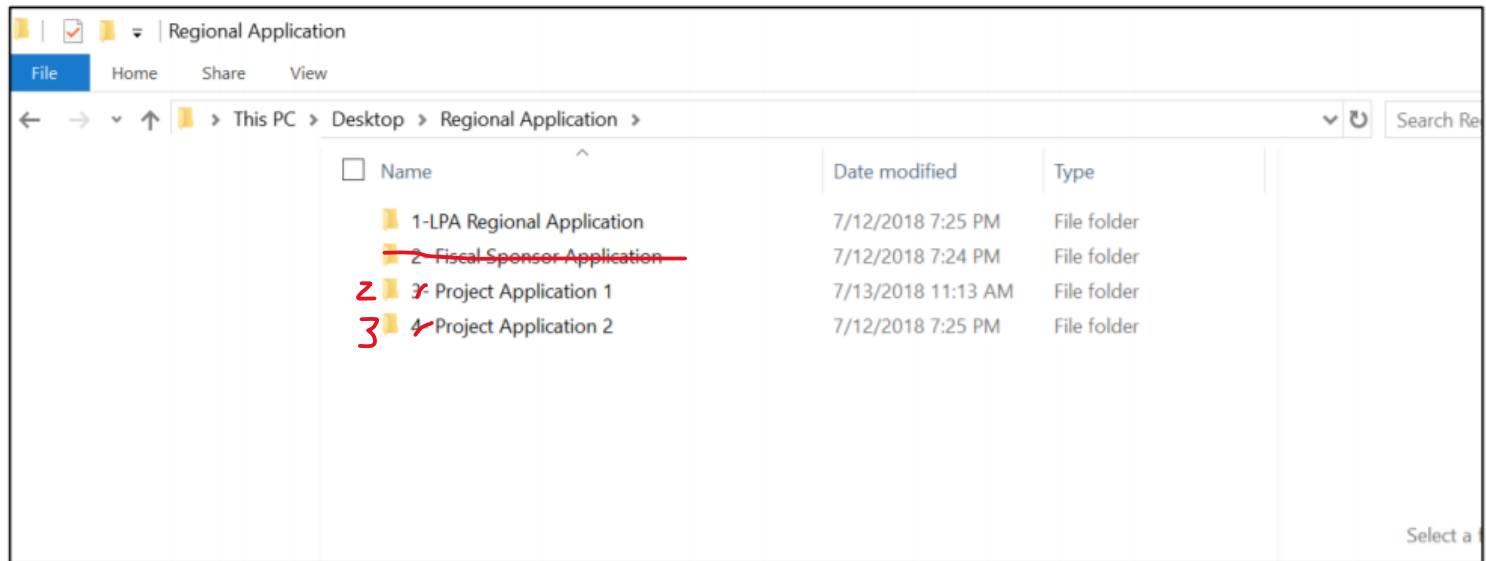
Regional Application Checklist

Tab	Document	Reminders
1	Completed Regional Application	<ul style="list-style-type: none"> • <i>Signed PDF version</i> • <i>Unsigned Word version</i>
2	Regional Budget Worksheet	<i>Excel format to show all tabs</i>
3 CoC Policies (in order)	Written Standards	<i>PDF / Word</i>
	Coordinated Entry, including: <ul style="list-style-type: none"> • The standardized assessment process, • Prioritization policies, • The handling of data collected, • Addressing the needs of households fleeing domestic violence, • Fair housing laws and requirements, • Prevention services, • Grievances, • Privacy policies 	<i>PDF / Word</i> <ul style="list-style-type: none"> • <i>Submit your Local Coordinated Entry Plans, posted on your Regional Committee Webpage, found at https://www.ncceh.org/bos/regionalcommittee/</i> • <i>Coordinated Entry Written Standards: https://www.ncceh.org/bos/</i>

Tab	Document	Reminders
3 cont'd	Most recent annual evaluation of coordinated entry process (findings & outcomes)	<i>N/A – coming <u>January 2019</u></i>
	Violence Against Women Act Policies	<i>PDF / Word</i> <ul style="list-style-type: none"> • <i>VAWA Emergency Transfer Plan: https://www.ncceh.org/bos/</i>
	Nondiscrimination Policy with Complain Procedure identified	<i>PDF / Word</i> <ul style="list-style-type: none"> • <i>Anti-Discrimination Policy: https://www.ncceh.org/bos/</i>
4	Materials used to solicit and evaluate ESG project applications and funding notifications to project applicants	<i>PDF / Word</i> <ul style="list-style-type: none"> • <i>Scorecard</i> • <i>ESG Funding Tiers</i> • <i>Regional Applicant requirements</i>
5	Staff Job Descriptions	<i>PDF / Word (if applicable)</i>
6	2018 HDX CoC Competition Report	<i>PDF</i> <ul style="list-style-type: none"> • <i>2018 HDX Competition Report NC-503: https://www.ncceh.org/media/files/files/27440660/2018-hdx-coc-report-.pdf</i>

Flash Drive Order

Main Folders on Flash Drive

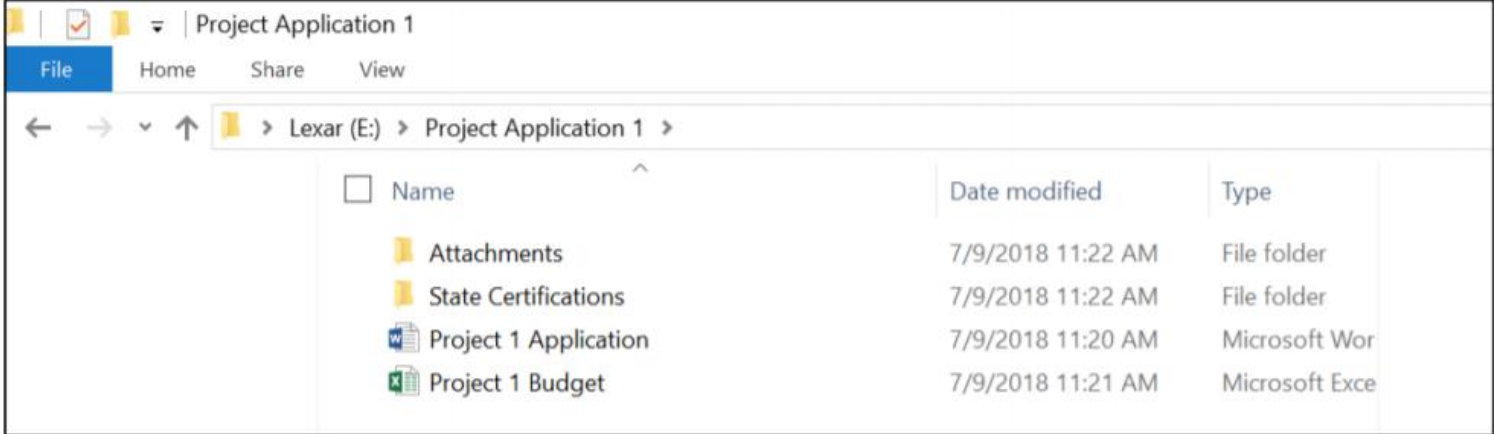


Application Instructions: <https://www.ncceh.org/files/9237/>



Flash Drive Order

Project Application's Sub-Folders

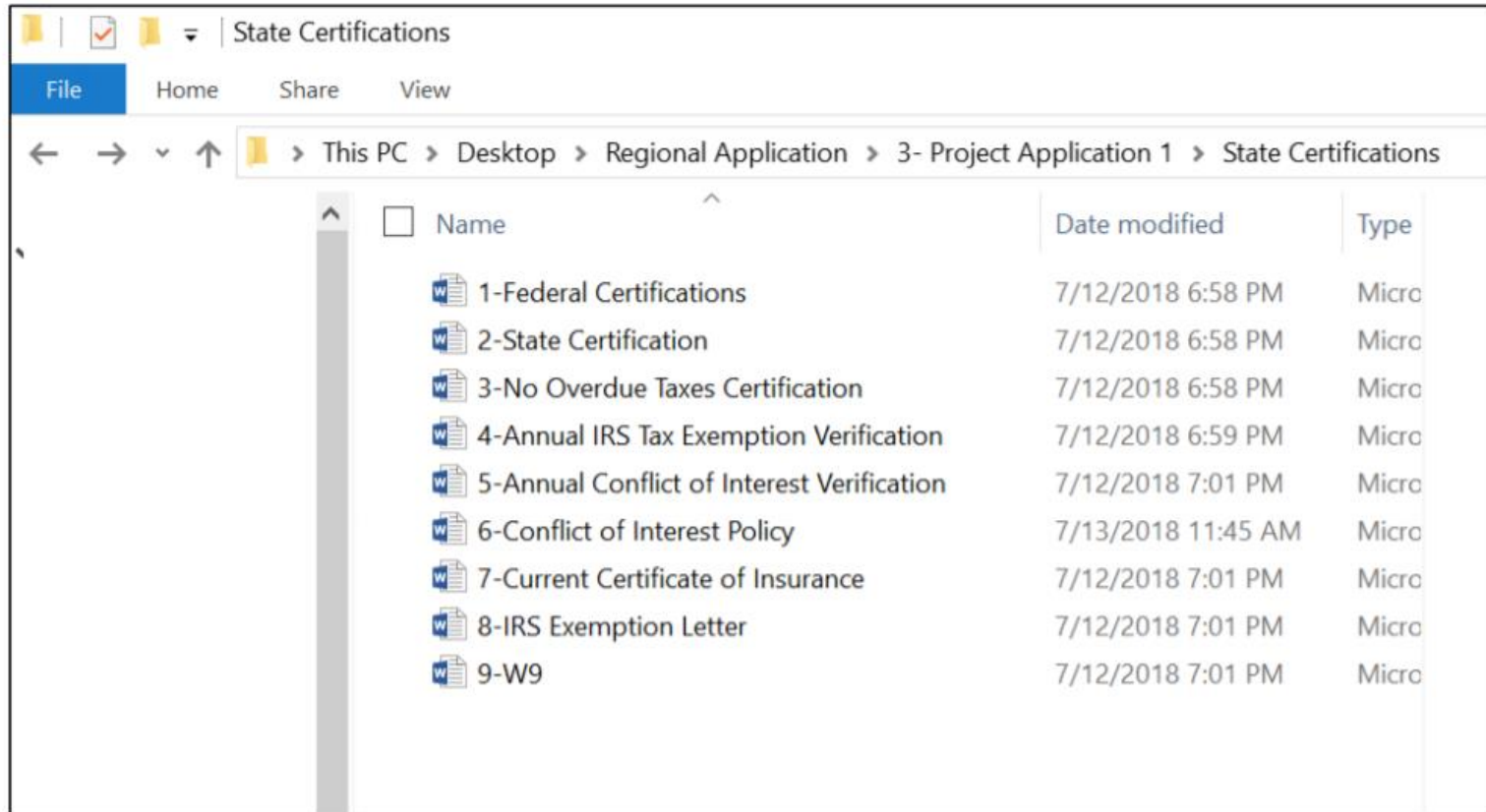


<input type="checkbox"/>	Name	Date modified	Type
<input type="checkbox"/>	Attachments	7/9/2018 11:22 AM	File folder
<input type="checkbox"/>	State Certifications	7/9/2018 11:22 AM	File folder
<input type="checkbox"/>	Project 1 Application	7/9/2018 11:20 AM	Microsoft Wor
<input type="checkbox"/>	Project 1 Budget	7/9/2018 11:21 AM	Microsoft Exce

Application Instructions: <https://www.ncceh.org/files/9237/>



Flash Drive Order



The screenshot shows a Windows File Explorer window titled 'State Certifications'. The address bar indicates the path: This PC > Desktop > Regional Application > 3- Project Application 1 > State Certifications. The window displays a list of nine files, each with a Word document icon, a name, a date and time of modification, and a type of 'Micro'.

Name	Date modified	Type
1-Federal Certifications	7/12/2018 6:58 PM	Micro
2-State Certification	7/12/2018 6:58 PM	Micro
3-No Overdue Taxes Certification	7/12/2018 6:58 PM	Micro
4-Annual IRS Tax Exemption Verification	7/12/2018 6:59 PM	Micro
5-Annual Conflict of Interest Verification	7/12/2018 7:01 PM	Micro
6-Conflict of Interest Policy	7/13/2018 11:45 AM	Micro
7-Current Certificate of Insurance	7/12/2018 7:01 PM	Micro
8-IRS Exemption Letter	7/12/2018 7:01 PM	Micro
9-W9	7/12/2018 7:01 PM	Micro

Application Instructions: <https://www.ncceh.org/files/9237/>



Project Application Checklist

Tab	Document	Reminders
A	Completed Application	<ul style="list-style-type: none"> • <i>Signed PDF version</i> • <i>Unsigned Word version</i>
B	Project budget worksheet	<i>Excel format to show all tabs</i>
C	NC ESG Quarterly Performance Report January 1, 2018 – September 30, 2018 (Q1, Q2, and Q3)	<i>Excel format to show all tabs</i> <ul style="list-style-type: none"> • <i>Make sure you get Q3 prior to final submission</i>
D	Current year operating budget (with Revenues and Expenditures)	<i>PDF / Word</i>
E	LPA Participation and Coordination	<i>PDF / Word</i>
F	Organizational Chart	<i>PDF / Word</i>
G	Board of Directors Information. List of names, email addresses, telephone numbers, occupations, with officers identified. Indicate homeless or formerly homeless board member.	<i>PDF: / Word</i> <ul style="list-style-type: none"> • <i>List of names, emails, telephone numbers, occupations</i> • <i>officers identified</i> • <i>Indicate homeless or formerly homeless board member</i>
H	Your agency's most the audit for your most recent closed fiscal year	<i>PDF / Word</i>
I	Project Operations Guidelines.	<i>PDF / Word</i> <ul style="list-style-type: none"> • <i>See checklist in Appendix 6</i>
J	HUD Corrective Action Plan (if any)	<i>PDF / Word</i>

Tab	Document	Reminders
K	NC DHHS Required Contract Certification Forms & Documents	
	1. Federal Certifications	<ul style="list-style-type: none"> • <i>Be sure these are dated 1/2/2019</i> • <i>Ensure all parts of the documents are complete. Sometimes, selections are missed from #4 of the federal certificate</i>
	2. State Certification	<ul style="list-style-type: none"> • <i>Be sure these are dated 1/2/2019</i> • <i>Sometimes, selections are missed from #3b of the state certifications.</i>
	3. No Overdue Taxes Certification Form	<i>PDF/ Word</i>
	4. Annual IRS Tax Exemption Verification Form	<i>PDF/ Word</i>
	5. Annual Conflict of Interest Verification	<i>PDF/ Word</i>
	6. Conflict of Interest Policy	<i>PDF/ Word</i>
	7. Current Certificate of Insurance	<i>PDF/ Word</i>
	8. IRS Tax exemptions Letter	<i>PDF/ Word</i>
	9. W-9	<i>PDF/ Word</i>
L	Agency's Financial Policies	<i>PDF/ Word</i>
M	Submit Shelter Habitability Inspection (ESG Form 3.2)	<i>PDF/ Word</i> <ul style="list-style-type: none"> • <i>Shelter Services and Operations Projects ONLY</i> • <i>Dated October 2018</i>

Regional Report Outs

Regional Report Outs

- Give a brief status update of where your region is with finalizing the regional application.
 - Is the Regional Application finalized?
 - Do you have all components of the checklist together
 - What date are you mailing your package?



FPC Next Steps

FPC Next Steps

October 26th (Nov. 9th for Region 8, 10, 13)

- Submit copy of Final Completed Regional Application to NCCEH staff:

<https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9>

- Your submission should include the following:
 - One completed regional application (in PDF/Word format)
 - One completed regional budget (in Excel format)
 - All completed project applications (in PDF/Word format)
 - All completed project budgets (in Excel format)



Resources

Resources

- Regional and project application submission link:
<https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9>
- BoS resources are posted on our website:
<https://www.ncceh.org/bos/esg/>
- ESG Funding Tip with Fed and State Certification forms:
<https://www.ncceh.org/esg/application/>
- ESG RFA and Application are posted on their website:
<https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>



Wrap Up

THANK YOU!



- Keep in touch
 - bos@ncceh.org
 - (919) 755-4393

