NC Balance of State
Continuum of Care

2020 Renewal CoC Applicant Information
Agenda
Agenda

- Project Application
- Supporting Documentation
- Helpful Hints
- Next steps
Project Applications
Start your work by updating your Applicant Profile!

- Go through every screen and make sure you update all contact information, addresses, etc.
- HUD Form 2880: Threshold Determinations:
  1. Are you applying for assistance for a specific project or activity? **Answer: ‘Yes’**
  2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during the fiscal year? **Answer:** If grant(s) are $\geq 200,000$ answer ‘Yes.’ Otherwise answer ‘No.’
Start your work by updating your Applicant Profile!

- All attachments must be re-attached annually whether they have been updated or not!
  - Code of Conduct
  - Nonprofit Documentation
  - Survey on EEO *(only for nonprofit agencies)*
    - Fill out this form completely including the CFDA Number!
Project Applications typically have common errors you want to avoid!

- Narrative questions have not been updated but are simply imported from the prior year’s application.
  - Use the Project Application Detailed Instructions!
  - Update with the most recent information about the project.
  - Make sure to include the number of units and beds that will be served by the project, which should match the budget section.

- HUD allows submission without changes in the application. Use only after ensuring updates are not needed!
Common errors cont.

- Project start and end date
  - FY20 funds begin in 2021
  - Should match your current grant operating start and end dates

- Under Recipient Performance
  #4: Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request? Answer ‘Yes’ and provide an explanation if you did not spend ALL of the grant funds.
Common errors cont.

- Project Description needs to reflect what actually happens in your program and match your policies and procedures.

**Remember:**
- All PSH grants are dedicated for chronic homelessness and should be working with people with disabling conditions.
- Housing First is a standard and policies and procedures should reflect what is marked in the application!
Common errors cont.

- Housing First questions in Project Application are confusing: Check each box if you do NOT screen out or terminate.

3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

- Having too little or little income
- Active or history of substance use
- Having a criminal record with exceptions for state-mandated restrictions
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse)
- None of the above

3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- None of the above
Common errors cont.

- All NC BoS CoC PSH grants must be dedicated for chronic homeless households.
- Part 3C, Q1: Indicate whether the project is “100% Dedicated,” “DedicatedPLUS,” or “N/A” according to the information provided above. **Answer 100% Dedicated.**
Common errors cont.

4A. Supportive Services for Participants

1. For all supportive services available to participants, indicate who will provide them and how often they will be provided. Click ‘Save’ to update.

<table>
<thead>
<tr>
<th>Supportive Services</th>
<th>Provider</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Service Needs</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Assistance with Moving Costs</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Case Management</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Child Care</td>
<td>Partner</td>
<td>As needed</td>
</tr>
<tr>
<td>Education Services</td>
<td>Partner</td>
<td>As needed</td>
</tr>
<tr>
<td>Employment Assistance and Job Training</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Food</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Housing Search and Counseling Services</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Legal Services</td>
<td>Non-Partner</td>
<td>As needed</td>
</tr>
<tr>
<td>Life Skills Training</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Non-Partner</td>
<td>As needed</td>
</tr>
<tr>
<td>Outpatient Health Services</td>
<td>Non-Partner</td>
<td>As needed</td>
</tr>
<tr>
<td>Outreach Services</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Substance Abuse Treatment Services</td>
<td>Non-Partner</td>
<td>As needed</td>
</tr>
<tr>
<td>Transportation</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
<tr>
<td>Utility Deposits</td>
<td>Applicant</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Every box in this question must be answered. Do not leave blanks!
Common errors cont.

- Housing Type and Location should match the numbers listed in the 2020 GIW!

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**4B. Housing Type and Location**

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

<table>
<thead>
<tr>
<th>Total Units:</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Beds:</td>
<td>6</td>
</tr>
<tr>
<td>Total Dedicated CH Beds:</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Housing Type (JOINT)</th>
<th>Units</th>
<th>Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scattered-site apartments (</td>
<td>---</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
Common errors cont.

- Project Participants should match what’s listed in the Housing Type and Location section

### 5A. Project Participants - Households

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Households with at Least One Adult and One Child</th>
<th>Adult Households without Children</th>
<th>Households with Only Children</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults over age 24</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Adults ages 18-24</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Accompanied Children under age 18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unaccompanied Children under age 18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Persons</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
</tbody>
</table>

Click Save to automatically calculate totals
Common errors cont.

- Project Participants-Subpopulations should match what’s in the Housing Type and Location section as well.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Chronically Homeless &amp; Non-Veterans</th>
<th>Chronically Homeless &amp; Veterans</th>
<th>Non-Chronically Homeless &amp; Non-Veterans</th>
<th>Non-Chronically Homeless &amp; Veterans</th>
<th>Chronic Substance Abuse</th>
<th>Persons with HIV/AIDS</th>
<th>Severe Mental Illness</th>
<th>Victims of Domestic Violence</th>
<th>Physical Disability</th>
<th>Developmental Disability</th>
<th>Persons not represented by listed subpopulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults over age 24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adults ages 18-24</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Children under age 18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Persons</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

Click Save to automatically calculate totals

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Chronically Homeless &amp; Non-Veterans</th>
<th>Chronically Homeless &amp; Veterans</th>
<th>Non-Chronically Homeless &amp; Non-Veterans</th>
<th>Non-Chronically Homeless &amp; Veterans</th>
<th>Chronic Substance Abuse</th>
<th>Persons with HIV/AIDS</th>
<th>Severe Mental Illness</th>
<th>Victims of Domestic Violence</th>
<th>Physical Disability</th>
<th>Developmental Disability</th>
<th>Persons not represented by listed subpopulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanied Children under age 16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unaccompanied Children under age 16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Persons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Common errors cont.

- Project budgets must match the final 2020 GIW
  - If budget changes have been made in FY19 grants that projects intend to continue for FY20, make sure that you indicate this to staff during the GIW review process!
- Once the 2020 GIW has been set with HUD, project budgets cannot be changed.
- Double check your budget against the approved 2020 GIW before submission.
- Project match must be $\geq 25\%$ of total budget minus leasing!
Common errors cont.

- The attachments instructions are confusing. Here is what you need to do:
  - Attach a copy of your nonprofit documentation
  - Attach copies of each of your match letters
Supporting Documentation
Start updating your program policies and procedures now

- Much of an application’s score relies on your policies and procedures
  - Program design elements
  - Housing First tenets
  - HUD Notice 16-011 Prioritization Schedule
  - Should include your program’s eligibility requirements
  - Should include your program’s participation agreement or house rules as an appendix
Staff will provide a template letter for match documentation

- Almost every applicant has struggled with match documentation in the competition.
- To assist, *staff will provide a match template letter* where all of the required information will be included. The agency will simply need to fill in the relevant information, put it on letterhead, and get it signed.
Project performance relies on the calendar year APR data

- Applicants need to submit a calendar year 2019 APR by March 31st
  - Run the APR as a dashboard report and save as a pdf for submission. *We will not accept CSV files!*
  - Contact the Data Center for assistance at hmis@ncceh.org

- Review your data before submission and make corrections as needed
- Staff use APRs to measure your performance!
- Make sure you run it for CALENDAR YEAR 2019, not operating or fiscal year.
Con Plan information needs to be submitted and then mailed to NCCEH

- All forms need to be submitted electronically by the deadline and then mailed to NCCEH office
- Ensure that you fill out the state Con Plan form and all relevant local Con Plan forms
Helpful Hints
Get started early!

- Update your policies and procedures now

- Update your Applicant Profile in esnaps

- Review the 2019 renewal scorecard for reference and the 2020 renewal scorecard once approved.

- Check your SAMs registration and update, if needed

- Contact partners who will be providing match
Helpful hints before beginning and submitting your application

- Review competition instructions before starting the application and re-review before you submit your materials.

- Review the Project Application Detailed Instructions and ensure all information is included in the narrative questions.

- Have multiple eyes on the application and supporting documentation
  - Check for consistency
  - Ensure the budget matches the GIW
  - Check against the Detailed Instructions
Helpful hints before beginning and submitting your application

- Remember that your project will be scored on what you turn in by the due dates.
  - Make sure you send the most up-to-date versions of policies and procedures

- When submitting, hit the ‘send receipt’ button so projects know what they’ve submitted. Staff cannot verify your submissions.
FY20 CoC Competition Timeline
### Tentative Competition Timeline

Based on current information from HUD, this timeline is when applicants should be prepared for the FY20 CoC Competition.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Expected Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIW Review and Submission</td>
<td>March 2020</td>
</tr>
<tr>
<td>CY2019 APR Deadline</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>CoC Funding Priorities Approval</td>
<td>March/April 2020</td>
</tr>
<tr>
<td>2020 New and Renewal Scorecard Approval</td>
<td>May 2020</td>
</tr>
<tr>
<td>NOFA release</td>
<td>May 2020</td>
</tr>
<tr>
<td>Competition Instructions Released</td>
<td>May 2020 (soon after NOFA release)</td>
</tr>
<tr>
<td>Project Submission Deadlines</td>
<td>June 2020</td>
</tr>
<tr>
<td>Ranking Prioritization Approval</td>
<td>Early August 2020</td>
</tr>
<tr>
<td>Consolidated CoC Application Submission</td>
<td>Late August 2020</td>
</tr>
</tbody>
</table>
Wrap Up

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