North Carolina Emergency Solutions Grants Program - CoC Application

#### FY 2023-2024 Regional Application Funding for the 2024 Program Year (January 1, 2024 – December 31, 2024)

*For submission information, refer to the NC ESG Application Information Packet.*

# CoC Lead Agency Information

Identify your CoC:

COC NC-500, WINSTON-SALEM/FORSYTH

COC NC-501, ASHEVILLE/BUNCOMBE

COC NC-502, DURHAM CITY AND DURHAM

COC NC-503, NC BALANCE OF STATE

COC NC-504, GREENSBORO/HIGH POINT

COC NC-505, CHARLOTTE/MECKLENBURG

COC NC-506, WILMINGTON/BRUNSWICK, NEW HANOVER, PENDER

COC NC-507, RALEIGH/WAKE

COC NC-509, GASTONIA/CLEVELAND, GASTON AND LINCOLN

COC NC-511, FAYETTEVILLE/CUMBERLAND

COC NC-513, CHAPEL HILL/ORANGE

COC NC-516, NORTHWEST NC

|  |  |
| --- | --- |
| Legal Name of Organization (as it appears on your organization’s tax return): | |
| Physical Address  (Including Street, City, State, Zip): | Mailing Address  (Including City, State, Zip): |
| Telephone: |  |

CoC Primary Contact: Provide the following information for the person to whom all communication regarding this application should be directed.

|  |  |
| --- | --- |
| Name: | Title: |
| Organization Name: | Telephone: |
| E-mail: | |

CoC Alternate Contact: Provide the following information for an additional person to whom all communication regarding this application should be directed.

|  |  |
| --- | --- |
| Name: | Title: |
| Organization Name: | Telephone: |
| E-mail: | |

Coordinated Entry Contact: Provide the following information for the person to whom all communication regarding Coordinated Entry should be directed.

|  |  |
| --- | --- |
| Name: | Title: |
| Organization Name: | Telephone: |
| E-mail: | |

Which HMIS Lead does your CoC use?

NCHMIS - Michigan Coalition Against Homelessness

HMIS@NCCEH - NC Coalition to End Homelessness

Bit Focus

Other (Please Identify):

Please list the staffing for CoC activities including paid staff and volunteers:

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Full Time Paid Position | Part Time Paid Position | Volunteer Position |
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Does the CoC Lead Agency provide direct services?

If yes, please describe:

What ESG Funding, if any, is the CoC requesting:

Street Outreach

Emergency Shelter

Rapid Rehousing

Prevention

HMIS

# Application & Selection Process

What avenues did your CoC use to share the Request for Applications and solicit interest in NC ESG funding (At least 3 are required)?

Website

Email listserv

Mailing

Advertising in a local newspaper

Advertising on the radio or television

Posting on social media

Direct outreach or solicitation of known agencies

Other (please specify):

Other (please specify):

Other (please specify):

Describe the review process implemented by the Selection Committee to choose applications for funding. Include any challenges that you encountered in your process this year. If there were delays in notifying subrecipients, please describe here as well. (Max 2500 characters):

List the dates of Selection Committee meetings (Max 2500 characters):

What tools were used to aid the Selection Committee’s evaluation of project applications (Max 2500 characters)?

List all members of the selection committee for NC ESG funding below:

|  |  |
| --- | --- |
| Name | Affiliation/Organization  (cannot be affiliated with an applicant agency) |
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List each organization that submitted project applications to the CoC for review.

Indicate which applications were SUBMITTED for the NC ESG activity in the “S” column. Indicate which activity applications were APPROVED in the “A” column.

List the date that each agency was notified of the CoC’s funding decision in the right-hand column.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Agency** | **Emergency Shelter** | | **Street Outreach** | | **Rapid Rehousing** | | **Prevention** | | **HMIS** | | **Date of Decision Notification** |
| **S** | **A** | **S** | **A** | **S** | **A** | **S** | **A** | **S** | **A** |
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Provide any other additional information regarding the application process, if needed (Max 2500 characters):

# Appeals Process

Please describe your appeals process for this application. (Max 2500 characters):

List each organization that filed an appeal, the type of NC ESG project involved (Street Outreach, Emergency Shelter, Rapid Rehousing, Prevention, HMIS) in the appeal, and the resolution.:

***NOTE:*** *If no appeals were submitted, this section can be left blank.*

|  |  |
| --- | --- |
| 1. Appealing Agency: | ESG Projects involved: |
| Appeal resolution: | |
| 2. Appealing Agency: | ESG Projects involved: |
| Appeal resolution: | |
| 3. Appealing Agency: | ESG Projects involved: |
| Appeal resolution: | |
| 4. Appealing Agency: | ESG Projects involved: |
| Appeal resolution: | |
| 5. Appealing Agency: | ESG Projects involved: |
| Appeal resolution: | |
| 6. Appealing Agency: | ESG Projects involved: |
| Appeal resolution: | |

Is the CoC Lead Agency or Selection Committee imposing any additional requirements beyond the NC ESG contract requirements on one or more of the project applicants? Include requirements for agencies that are not yet meeting the CoC written standards.

Yes

No

If yes, please list each agency with additional requirements, define the additional requirements and how the CoC intends to monitor compliance.

Optional: What additional information not covered elsewhere in this application would be helpful, regarding the CoC or CoC Lead Agency? (Max 2500 characters)

# Section 5: Application Certification

### Application Certification

To the best of my knowledge and belief, all information in this application (General Application and all Project Application Components) is true and correct.

|  |  |
| --- | --- |
| Name of Organization: | |
| Name of Authorized Signatory: | |
| Title: | Date: |
| Signature | |

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# Regional Application Required Documents Checklist

Each CoC must submit one regional application and one project application for each agency recommended for funding. The following chart outlines the required documents for the regional application.

|  |  |  |
| --- | --- | --- |
| TAB | Document |  |
| 1 | Signed, completed Regional Application (Word document) |  |
| 2 | Fiscal Sponsor application (if applicable) |  |
| 3 | Regional Budget Worksheet (Excel spreadsheet) |  |
| 4 | CoC Policies (in order): |  |
| * Written Standards, including appendix A as a cover page |  |
| * Coordinated Entry, including appendix B as a cover page |  |
| * Most recent annual evaluation of coordinated entry process (findings & outcomes) |  |
| * Violence Against Women Act Policies, (Emergency Transfer Plan) including appendix C as a cover page |  |
| * Nondiscrimination Policy |  |
| * Conflict of Interest Policy |  |
| 5 | Public notices to solicit NC ESG project applications |  |
| 6 | Materials used to evaluate NC ESG project applications |  |
| 7 | Funding notifications to project applicants |  |
| 8 | If applicable, any appeals received and outcome of appeal |  |

# APPENDIX A:

# WRITTEN STANDARDS COVER PAGE

**What is the last date that your written standards were updated?** \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If there have been any changes in your written standards since the last version was submitted**, please complete all sections of Appendix A below by entering the page number of the CoC’s Written Standards where the corresponding requirements can be found. Include the full Appendix A with the completed Regional Application under Tab 4.

**If there have NOT been any changes in your written standards since the last submission**, nothing further is required on this form. Include this cover page with the completed Regional Application under Tab 4.

|  |  |
| --- | --- |
| **ALL PROGRAM REQUIREMENTS** | **POLICY PAGE NUMBER** |
| Standards include the area of service where assistance shall be offered. |  |
| Standards include all type(s) of assistance that will be offered through the ESG program. |  |
| Standards summarize the procedure in place that defines how program participants will be evaluated for eligibility of assistance under the ESG program. (Note: DV shelters must follow the requirements of the Violence Against Women Act and the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participant’s acceptance of service) |  |
| Standards include procedures describing the coordination (coordinated entry) emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers. |  |
| Standards include a list of available programs that program participants will be referred, including all programs reflected in 576.400 (b) and (c) such as Shelter + Care, VASH Voucher, Section 8, Emergency Food and Shelter program, etc. if available to program participants in the agency’s area of service. |  |
| Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The agency must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant’s assistance is terminated only in the most severe cases. |  |
| Standards describe the program participant’s formal grievance process. Included shall be the right for the participant to contact the agency’s Director, the Housing Division or HUD. |  |
| Standards include summaries regarding the requirement that clients served and activities provided with ESG funds will be entered into HMIS (or comparable database if a DV shelter), the timeframe for data to be entered, and the process for ensuring confidentiality of client records. |  |
| Standards include steps used to ensure clients receiving ESG assistance are provided with all applicable HMIS releases, forms, client complaint process, etc. as required by HMIS regulations. |  |

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| STREET OUTREACH AND EMERGENCY SHELTER REQUIREMENTS | |
| Standards include a summary of how agency staff will target and provide services related to street outreach. |  |
| Standards include steps for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of special populations, such as victims of domestic violence, sexual assault, etc. |  |
| Standards include steps for admission, diversion, referral and discharge by emergency shelters assisted under ESG for individuals and families who have the highest barriers to housing and are likely to be homeless the longest. |  |
| Standards include assessing, prioritizing, and reassessing individuals and families’ needs for essential services related to emergency shelter. |  |
| HOMELESS PREVENTION AND RAPID RE-HOUSING REQUIREMENTS | |
| Standards shall include definitions of who is considered to be homeless and at-risk of homelessness, as defined in 576.2. |  |
| Standards include a process for determining and prioritizing which eligible families and individuals will receive homeless prevention or rapid re-housing assistance. |  |
| Standards include standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re- housing assistance. |  |
| Standards include a process for evaluating and documenting income eligibility since program participant’s income must be below 30% of area median income as established by HUD for the area in which the participant lives when entering the program. Agencies must follow guidelines found under 24 CFR 5.609 when calculating income. |  |
| Standards include the steps to determine the eligibility of rental assistance, including steps to determine that rent + utilities do not exceed Fair Market Rents for the area of service. |  |
| Standards include how agency staff will document FMR and rent reasonableness standards, lead based paint inspections, and housing inspections. Included shall be procedures to verify and document the age of the units built before 1978 may contain lead-based paint. |  |
| Standards include steps for determining how long a program participant will be provided rental assistance and whether or not (and how) the amount of that assistance will be adjusted over time, if applicable. |  |
| Standards include steps for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, the maximum number of months the program participant receives assistance, or the maximum number of times the program participant may receive assistance. |  |

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| Standards that include the requirements of program participants to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability (and be documented in client case file and HMIS). Included shall be the agency’s plan to assist the program participant to retain permanent housing after the ESG assistance ends, considering all relevant considerations such as the program participant’s current or expected income and expenses, other public or private assistance for with the program participant will be eligible and likely to receive, and the relative affordability of available housing in the area. (Note DV shelters must follow the requirements of the Violence Against Women Act or the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participants acceptance of service.) |  |
| Standards include requirements that clients will be re-evaluated for program eligibility and the types and amounts of assistance the program participant needs. This re-evaluation process shall be conducted not less than once every 3 months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance. Income limits shall not exceed 30% of AMI; the participants still lack the resources and support networks necessary to retain housing. |  |
| Standards shall include any requirements the agency may have regarding the requirement of the program participant to notify the agency of any change in income, stability, support circumstances that would affect the program participant’s need for assistance under the ESG program. If applicable, when notified of the relevant change, the agency shall include steps to re-evaluate the program participant’s eligibility and amount and types of assistance the program participant needs. |  |
| If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include the formal process for terminating a program participant that includes: 1) Written notice to the program participant containing a clear statement of the reasons for termination; 2) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person who made or approved the termination decision; and 3) prompt written notice of the final decision to the program participant. Included shall be language stating that termination does not bar the program participant from receiving assistance at a later date if the issue that caused the termination is resolved. |  |

# APPENDIX B: COORDINATED ENTRY POLICY COVER PAGE

**What is the last date that your Coordinated Entry Policy was updated?** \_\_     \_\_\_\_\_\_\_\_\_\_\_

**If there have been any changes in your Coordinated Entry Policy since the last version was submitted**, please complete all sections of Appendix B below by entering the page number of the CoC’s Coordinated Entry Policy where the corresponding requirements can be found. Include the full Appendix B with the completed Regional Application under Tab 4.

**If there have NOT been any changes in your Coordinated Entry Policy since the last submission**, nothing further is required on this form. Include this cover page with the completed Regional Application under Tab 4.

|  |  |
| --- | --- |
| COORDINATED ENTRY POLICY REQUIREMENTS | POLICY PAGE NUMBER |
| CES covers the entire geographic area claimed by the CoC. |  |
| CES is easily accessed by individuals and families seeking housing or services. |  |
| CES is well-advertised. |  |
| CES includes a comprehensive and standardized assessment tool(s). |  |
| CES provides an initial, comprehensive assessment of individuals and families for housing and services. |  |
| CES includes a specific policy to guide the operation of the centralized or coordinated assessment system to address the needs of individuals and families who are fleeing, or attempting to flee, Domestic Violence / Victim Service Provider, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim specific providers. |  |

# APPENDIX C: Violence Against Women Act (VAWA) EMERGENCY TRANSFER PLAN COVER PAGE

**What is the last date that your VAWA/Emergency Transfer Plan Policy was updated?** \_\_\_     \_\_\_\_\_\_\_\_\_\_

**If there have been any changes in your VAWA/Emergency Transfer Plan Policy since the last version was submitted**, please complete all sections of Appendix C below by entering the page number of the CoC’s VAWA/Emergency Transfer Plan Policy where the corresponding requirements can be found. Include the full Appendix C with the completed Regional Application under Tab 4.

**If there have NOT been any changes in your VAWA/Emergency Transfer Plan Policy since the last submission**, nothing further is required on this form. Include this cover page with the completed Regional Application under Tab 4.

|  |  |
| --- | --- |
| EMERGENCY TRANSFER PLAN REQUIREMENTS | POLICY PAGE NUMBER |
| Definition of Internal Emergency Transfer |  |
| Definition of External Emergency Transfer |  |
| Definition of Safe Unit |  |
| A tenant receiving rental assistance through, or residing in a unit subsidized under, a covered housing program who is a victim of domestic violence, dating violence, sexual assault, or stalking qualifies for an emergency transfer if:   * The tenant expressly requests the transfer; and * The tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or * In the case of a tenant who is a victim of sexual assault, either the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer. |  |
| The plan must detail the measure of any priority given to tenants who qualify for an emergency transfer under VAWA in relation to other categories of tenants seeking transfers and individuals seeking placement on waiting lists.   * Tenant Selection Plans (TSPs) should be amended to include any VAWA preference (this does not require HUD approval). |  |
| The plan must incorporate strict confidentiality measures to ensure that the housing provider does not disclose the location of the dwelling unit of the tenant to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant. |  |
| The plan must allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available.  The plan should define the term “immediately available.” For example, “a vacant unit, ready for move-in with a reasonable period of time.”   * Include time frames, possible internal transfer locations, and priority status relative to other tenants seeking an internal transfer. |  |
| The plan must describe policies for assisting a tenant in making an internal emergency transfer under VAWA when a safe unit is not immediately available, and these policies must ensure that requests for internal emergency transfers receive, at a minimum, any applicable additional priority that housing providers may already provide to other types of emergency transfer requests (e.g., transfers based on disability). |  |
| The plan must describe reasonable efforts the housing provider will take to assist a tenant who wishes to make an external emergency transfer when a safe unit is not immediately available. The plan must include policies for assisting a tenant who is seeking an external emergency transfer under VAWA out of the housing provider’s program or project, and a tenant who is seeking an external emergency transfer under VAWA into the housing provider’s program or project. These policies may include:   * Arrangements, including memoranda of understanding, with other housing providers to facilitate moves (such documents should be attached to the plan); and * Outreach activities to organizations that assist or provide resources to victims of domestic violence, dating violence, sexual assault, or stalking. |  |
| Nothing may preclude a tenant from seeking an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available. It is recommended that this policy be clearly stated in the plan. |  |
| The plan should state that a request does not guarantee continued assistance or an external transfer to other HUD housing. |  |
| Where applicable, the plan must describe policies for a tenant who has tenant-based rental assistance (e.g., voucher) and who meets the requirements of #1 above to move quickly with that assistance.  Housing providers should coordinate with local providers of the tenant-based assistance (e.g., local PHA). |  |
| The plan may require documentation from a tenant seeking an emergency transfer, provided that:   * The tenant’s submission of a written request to the housing provider, where the tenant certifies that they meet the eligibility requirements to request a VAWA transfer, shall be sufficient documentation of the requirements necessary to request an emergency transfer; * The housing provider may, at its discretion, ask an individual seeking an emergency transfer to document the occurrence of domestic violence, dating violence, sexual assault, or stalking, in accordance with 24 CFR §5.2007, for which the individual is seeking the emergency transfer, if the individual has not already provided documentation of that occurrence; and * No other documentation is required to qualify the tenant for an emergency transfer. |  |
| The housing provider must make its emergency transfer plan available upon request and, when feasible, must make the plan publicly available. |  |
| The housing provider must keep a record of all emergency transfers requested under its plan, and the outcomes of such requests, and retain these records for a period of three years, or for a time period as specified in program regulations. Requests and outcomes of such requests must be reported to HUD annually. |  |