



## GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

Organizations intending to submit an application for the 2022 ESG and/or the CoC Notice of Funding Opportunity (NOFO) grant opportunities must submit an Intent to Apply letter and threshold documentation that includes the information and items listed in this document. Organizations applying for both grants will not need to submit duplicate documentation with their second letter of intent in the, but they will need to submit any grant-specific documentation (e.g. performance reports) that was not previously submitted. These letters and documentation must be submitted by the deadline set for each grant.

Organizations will still need to submit a full complete project application including any supporting documentation that is not included with the letter of intent prior to the local application deadline as published by the Collaborative Applicant.

**The Letter of Intent** should include the following information for each project that you intend to submit for consideration:

- Nature of Project (Renewal Project or New Project)
- Project Title
- Project Summary (1 paragraph)
- Program type (Permanent Supportive Housing, Rapid Re-Housing, New “Joint Project”, Supportive Services including HMIS and Coordinated Intake)
- Proposed Funding Amount
- Source and Amount of Match Funding (including any in-kind contributions)
- Contact person and contact information
- Name and contact information of person responsible for preparing application in e-snaps

**Attached documentation** must include:

- Agency Documentation:
  - o Organizational/Administrative Information:
    - Articles of Incorporation
    - By-Laws
    - Current Board of Directors roster, including demographic details regarding gender, racial/cultural identity and lived experience
    - Copies of organizational (not CoC project) budgets for last year, current year and next year (if available)
  - o Policies & Procedures
    - Copies of Code of Conduct (as adopted and/or on file with HUD), Personnel Policies, Procurement Policies, Accounting Procedures for the Organization, and Conflict of Interest Policy (as applicable)
  - o Training Participation
    - Listing of staff participation in *mandatory* annual trainings on Equal Access, Racial Disparity, Domestic Violence, Dating Violence, Sexual Assault, Stalking

and other topics of relevance to CoC work and policies, including course name, dates of training, name of presenting organization, and names and titles of participants

- Financial Reports
  - IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline)
  - Most recent IRS 990, as submitted to the IRS
  - Most recent audit report and auditor's management letter (if the agency has not had an audit, please submit a copy of annual financial statements, including a profit and loss statement, from the last fiscal year)
  - Current NC Solicitation license or exempt letter
  - Notarized statement of no overdue taxes
  - Documentation of agency match funding - match must equal 25% of all budget components except leasing and can be cash or in-kind and additional documentation must be provided for any in-kind match and must:
    - Be on letterhead of organization providing contribution
    - Be signed by authorized official of organization
    - Dated within 60 days of the October 3, 2022
    - List amount of cash OR dollar value of in-kind contribution
    - List specific date contribution will be made available AND time period during which contribution will be made
    - List name of the applicant agency to which contribution is being given
    - List specific project name and fiscal year
    - List description of the goods/services that will be provided (for in-kind contributions) OR description of what the funds will be spent on (for cash contributions)
- State & HUD Grant Performance Reports & Data Sharing
  - For State/ESG Grants:
    - Copy of most recent CAPR submitted to the State for each existing grant – please indicate the date the CAPR was submitted
    - Listing of any grant amounts recaptured in previous 3 years
    - State Corrective Action Plan (if applicable)
  - For HUD/NOFO Grants:
    - HMIS reports for April 1, 2021 to March 31, 2022 for each existing grant
      - APR Report
      - HUD DQ Framework
    - Copy of most recent APR submitted to HUD for each existing grant – please indicate the date the APR was submitted
    - Listing of any grant amounts recaptured in previous 3 years
    - HUD Corrective Action Plan (if applicable)
  - Copy of signed HMIS data sharing agreement with CoC
- Other Documentation
  - Risk Analysis Documentation
  - Other organizational information needed to meet HUD or CoC requirements