



GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

FY 2023-2024 HUD NOFO COMPETITION SUPPORTING DOCUMENTATION OVERVIEW AND INSTRUCTIONS

Organizations intending to apply for the 2023 Local HUD Notice of Funding Opportunity (NOFO) Competition grant opportunities must submit a complete project application and supporting documentation. **A copy of the completed project application must be submitted via *e-snaps* (<https://esnaps.hud.gov/>) and all accompanying documentation must be sent to the Collaborative Applicant electronically via email at infoCoC@guilfordcountync.gov and/or via a file transfer link no later than 11:59pm on Sunday, August 20, 2023. All complete applications received by this deadline will be reviewed. Incomplete and/or late applications will not be reviewed absent extreme mitigating circumstances, as specified in the policies and procedures of the Guilford County CoC.**

The following supporting documentation must be submitted to the Collaborative Applicant:

- **Agency Cover Page** (See 2023 Local NOFO Competition Cover Letter on the Guilford County CoC website at <https://www.guilfordcountync.gov/our-county/human-services/continuum-of-care/grants>):
 - Agency Name
 - Nature of Project (Renewal Project or New Project)
 - Project Title
 - Program Type (Permanent Supportive Housing, Rapid Re-Housing, New “Joint Project”, and/or Supportive Services including HMIS and Coordinated Intake)
 - Proposed Funding Amount
 - Source and Amount of Match Funding (Including any in-kind contributions)
 - Name and Contact Information of Agency Contact Person
 - Name and Contact Information of Person Responsible for Preparing the Application in e-snaps
- **Agency Documentation**
 - 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)

- Policies & Procedures
 - Copies of Code of Conduct (as adopted and/or on file with HUD), Project Operations/Policies and Procedures (if applicable), Personnel Policies, Procurement Policies, Accounting Procedures for the Organization, and Conflict of Interest Policy (as applicable)
- Training Participation
 - Listing of staff participation in trainings on topics relevant to CoC work and policies, such as, but not limited to Equal Access, Fair Housing, Racial Disparity, Domestic Violence, Dating Violence, Sexual Assault, Stalking, etc., 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. 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 September 28, 2023 but no earlier than July 31, 2023.
 - 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).
- **HUD Grant Performance Reports & Data Sharing**
 - HMIS reports for each existing grant:
 - Copy of most recent Annual Performance Report submitted to HUD
 - HUD Data Quality Report (July 1, 2022 - June 30, 2023)
 - Listing of any grant amounts recaptured in previous 3 years
 - HUD Corrective Action Plan (if applicable)

- Copy of signed HMIS data sharing agreement with the CoC
- **Other Documentation**
 - Risk Analysis Documentation (if applicable)
 - Other organizational information needed to meet HUD and/or CoC requirements

Deadline for Submission: Submit no later than 11:59 PM on Sunday, August 20, 2023, via HUD's *e-snaps* online portal (<https://esnaps.hud.gov/>).

How to Obtain Further Information

Please direct all inquiries concerning this Local HUD NOFO Competition to:

Cheri Neal
Guilford County Department of Health & Human Services
CoC Program Manager/Collaborative Applicant of NC-504
Email: infoCoC@guilfordcountync.gov
Phone: (336) 641-7196

The Local Guilford County CoC grant process, timeline, and application details are available as part of the NOFO Competition packet and on the Guilford County CoC website at <https://www.guilfordcountync.gov/our-county/human-services/continuum-of-care/grants>.

The Collaborative Applicant is acting on the behalf of the Guilford County CoC and the Systems Performance Evaluation Committee to reserve the right to publish additional information in response to HUD updates and publications.

HUD NOFO information and training opportunities can be found on the HUD Exchange website at <https://www.hudexchange.info/programs/e-snaps/fy-2023-coc-program-nofa-coc-program-competition/>