



GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

FY 2024-2025 HUD NOFO Local Competition Supplemental Documentation Instructions & Cover Letter

Organizations applying for the 2024 HUD Notice of Funding Opportunity (NOFO) Local Competition grant opportunities must submit a complete project application and supporting documentation. Please complete the project application in e-Snaps. **Do not submit**. Download a PDF copy of the draft completed project application and submit with supplemental documents via zip file to:

infoCoC@quilfordcountync.gov no later than 11:59pm on Thursday, September 5, 2024.

All applications received by this deadline will be reviewed. Late applications will not be reviewed absent extreme mitigating circumstances.

The following supporting documentation must accompany your completed project application and submitted to the Collaborative Applicant:

1. **Agency Cover Page (See 2024-2025 Local NOFO Competition Cover Letter below, page 3)**
2. **Supplemental Information (Please submit a narrative with up to 2,000 characters for each question)**
 - a. Describe how your agency includes Black, Brown, Indigenous, and Persons of Color and/or those representing historically marginalized or underserved communities on its Board of Directors, Board Subcommittees or advisory/program planning groups and has clear methods for receiving input from these communities.
 - b. Describe how your agency Board, Leadership and Staff have demonstrated efforts to analyze and identify barriers that result in differences in service delivery/outcomes for Black, Brown, Indigenous, and Persons of Color and/or those representing historically marginalized or underserved communities, have reviewed or revised policies, or received training/technical assistance to improve service delivery.
 - c. Describe how your agency has clear policies to ensure respect, safety, and access to programs and services for LGBTQ+, transgender, gender non-confirming, and non-binary individuals and households.
 - d. Describe how your agency includes persons with lived experience/expertise on its Board of Directors with clear methods for receiving input from those persons with lived experience/expertise. Describe how your agency includes persons with lived experience/expertise in program planning and/or implementation.
 - e. Describe how your agency leadership and staff is diverse, representative of the persons it intends to serve, and includes persons with lived experience/expertise in program planning, service delivery and/or program administration.
 - f. Describe how your agency has clear policies to ensure confidentiality and compliance with the VAWA, which is a federal law that, in part, provides protections for persons who have experienced domestic violence, dating violence, sexual assault, or stalking, or other unsafe conditions to reduce their likelihood of experiencing homelessness.

3. Agency Documentation

- a. Organizational/Administrative Information
 - i. Current list of Organizational Staff, including positions and demographic details regarding gender, racial/cultural identity, and lived experience.
 - ii. Current Board of Directors Roster, including demographic details regarding gender, racial/cultural identity, and lived experience.
 - b. Policies & Procedures
 - i. All Current/Proposed Operating Program Policies/Procedures
 - ii. Code of Conduct (as adopted and/or on file with HUD)
 - iii. Personnel Policies
 - iv. Accounting Procedures for the Organization
 - v. Conflict of Interest Policy (as applicable)
 - c. Training Participation
 - i. 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.
 - d. Financial Reports
 - i. Current fiscal year agency operating budget
 - ii. Most recent IRS 990, as submitted to the IRS.
 - iii. 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.)
- 4. HUD Grant Performance Reports & Data Sharing (Renewals only)**
- a. Annual Performance Report (APR), most recent
 - b. HUD Data Quality Report or Comparable database report
- 5. Housing First Assessment Checklist** (*New Applicants Only, please see the document below, pages 6-8*)

Deadline for Submission: Submit in a zip file no later than 11:59 PM on Thursday, September 5, 2024, via email to infoCoC@guilfordcountync.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.



2024-2025 HUD NOFO Local Competition Cover Letter

Date: _____

Agency Name:

Nature of Project (Renewal Project or New Project):

Project Type:

- Permanent Supportive Housing (PSH)
- Rapid Rehousing (RRH)
- New "Joint TH-PH-RRH Project"
- Supportive Services including HMIS and Coordinated Entry

Project Name:

Proposed Funding Amount:

Name and Contact Information of Agency Contact Person:

Name and Contact Information of the Person Responsible for Preparing the Application in e-Snaps:

_____ (Agency Name) and _____ (Date), We agree to abide by the NC 504 Continuum of Care Governance Charter and Written Standards, to adhere by attending at least 75% of the CoC membership meetings and actively participating in CoC committees, participating in Coordinated Entry (CE) and the established CE Policies and Procedures, and participating in the Homeless Management Information System(HMIS) if awarded funding.

HOUSING FIRST ASSESSMENT (New Applicants Only)

New applicants complete the Housing First Assessment Tool below and return the completed document via email to infoCoC@guilfordcountync.gov no with the project application. Additionally, please include a complete copy of the Agency's Operations/Project Manual and Intake Packet with the completed assessment for each of the Grantee's funded projects.

HOUSING FIRST ASSESSMENT	YES	NO	COMMENTS/DOCUMENTATION
The Grantee will follow a "Housing First" approach that is documented in the agency operating policies and procedures and intake documents?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
The Grantee will quickly move participants into housing from the referral from the Coordinated Entry System?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
The Grantees' Programs or projects that cannot serve someone referred through coordinated entry (CE), will work through the CE process to ensure that those individuals or families have access to housing and services elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Are people with disabilities offered clear opportunities to request reasonable accommodations within applications, screening processes, and during tenancy, that accommodate disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
The Grantee will comply with HUD Equal Access and Gender Identity final Rule?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
The Grantee will ensure that program participants are not screened out based on the following:	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
a. Having too little or no income.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
b. Active or history of substance and/or alcohol abuse.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
c. Having a criminal record/justice involvement.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
d. History of domestic violence (e.g. lack of protective/restraining order, period of separation from abuser, or law enforcement involvement).	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Will the Grantee ensure that project participants are not terminated from the program for the following reasons?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
a. Failure to participate in supportive services.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
b. Failure to make progress on a service plan.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
c. Loss of income or failure to improve income.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
d. Being a victim of domestic violence.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

e. Active substance and/or alcohol abuse, in and of itself, without other lease violations, is not basis for termination and/or eviction.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Project participants will be provided with written information at intake regarding their rights and responsibilities as tenants/participants, including the causes for project termination or eviction.			
Voluntary supportive services will be offered to project participants emphasize engagement and problem-solving over therapeutic goals.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Participation in services or compliance with service plans will not be conditional of tenancy but will be reviewed with project participants and regularly offered as a resource to those who may want to choose to engage in services at another time.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Services will be informed by a 'harm-reduction' philosophy that recognizes that drug and alcohol use and addiction are a part of some program participant's lives.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Project participants will be engaged in non-judgmental communication regarding drug and alcohol use and will be offered education regarding how to avoid risky behaviors and engage in safer practices.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Project participants in supportive housing will be given reasonable flexibility in paying their portion of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
The Grantee will make every effort to secure and maintain units for project participants, even if they leave their units due to illness, incarceration, in-patient treatment or any other temporary stay away from the unit.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Every effort will be made to provide project participants the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy or the household requires more appropriate support to maintain housing.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.