

 **CoC Grantee Certification**

**Back@Home - Balance of State Program**

**BACKGROUND**

The North Carolina Coalition to End Homelessness (NCCEH) serves as the Collaborative Applicant for the NC Balance of State Continuum of Care (NC BoS CoC), and as such, is charged by the U.S. Department of Housing and Urban Development (HUD) to operate and administer CoC activities and to monitor grantee performance ([24 CFR Part 578](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0CCYQFjABahUKEwj39pfZj9vGAhXCOj4KHabiAiE&url=https%3A%2F%2Fwww.hudexchange.info%2Fresources%2Fdocuments%2FCoCProgramInterimRule_FormattedVersion.pdf&ei=oEOlVfemF8L1-AGmxYuIAg&usg=AFQjCNEmbVVIKiYLZygRAet6r8-M5B0r0Q&bvm=bv.97653015,d.cWw)). The North Carolina Office of Recovery and Resiliency (NCORR) serves as the Project Applicant for the HUD-funded elements of the Back@Home-Balance of State program. To further NC BoS CoC and NCORR goals and to clarify expectations, this document defines grant recipient and contractor responsibilities and is to be signed annually by an authorized representative of the contracted service provider agency.

As the Project Applicant, NCORR has a grant agreement with HUD and service providers will contract directly with NCORR. Contracted service providers must adhere to all requirements and obligations outlined by HUD and NCORR. In the event that grant recipient responsibilities change, revisions will be made to this certification and require a new signature.

Before applying to serve as a contracted provider with NCORR it is imperative that all applicants read the CoC Program Interim Rule ([24 CFR Part 578](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0CCYQFjABahUKEwj39pfZj9vGAhXCOj4KHabiAiE&url=https%3A%2F%2Fwww.hudexchange.info%2Fresources%2Fdocuments%2FCoCProgramInterimRule_FormattedVersion.pdf&ei=oEOlVfemF8L1-AGmxYuIAg&usg=AFQjCNEmbVVIKiYLZygRAet6r8-M5B0r0Q&bvm=bv.97653015,d.cWw)) as it provides the requirements for implementation and administration of the CoC Program.

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| --- | --- |
| Agency: |       |
| Contact Person: |       |
| Regional Committee(s) covered by grant activities: |       |

I have read and understand the expectations set forth in this certification.

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Signature Date

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Printed Name Title

**HMIS/Comparable Database Participation and Coverage**

Contracted service providers acting on behalf of NCORR must collect the following information on the persons served and services provided during the grant period and enter this information into the Homeless Management Information System at NCCEH (HMIS@NCCEH). Victims service providers are prohibited from participation in HMIS but must demonstrate that they have a database comparable to an HMIS and are able to provide statistical information from that database upon request that does not compromise client privacy.

**Universal Data Elements Program Specific Data Elements**

Name Prior Living Situation

Social Security Number Income & Sources of Income

Date of Birth Non-Cash Benefits

Race Health Insurance

Ethnicity Physical Disability

Gender Developmental Disability

Veteran Status Chronic Health Condition

Disabling Condition HIV/AIDS

Living Situation Mental Health Problem

Project Entry Date Substance Abuse

Project Exit Date Domestic Violence History

Destination at Project Exit Current Living Situation

Personal ID Date of Engagement

Household ID Coordinated Entry Assessment

Relationship to the Head of Household Coordinated entry Event

Client Location Housing Move-In Date

 General Health

 Well-being

 Moving On Assistance ProvidedNC County of Service

**Project Parameters**

* All projects will follow the NC Balance of State CoC [written standards](http://www.ncceh.org/bos/) for the project type and serve households experiencing homelessness with severe service needs as defined by HUD and the original RFA.
* Permanent Supportive Housing projects will adopt the [Key Elements of Permanent Supportive Housing as defined by the Substance Abuse and Mental Health Services Administration (SAMHSA)](https://www.ncceh.org/media/files/files/3f79fb85/samhsa-key-elements-of-psh.pdf)[[[1]](#footnote-1)](https://www.ncceh.org/media/files/files/3f79fb85/samhsa-key-elements-of-psh.pdf)[.](https://www.ncceh.org/media/files/files/3f79fb85/samhsa-key-elements-of-psh.pdf)
* All Rapid Rehousing Projects will adopt the [USICH RRH [[2]](#footnote-2)Performance Benchmarks and Program Standards.](https://www.usich.gov/tools-for-action/rapid-re-housing-performance-benchmarks-and-program-standards)

**Grant Performance & Reports**

* All service providers will receive approval from NCORR prior to making amendments to the approved budget.
* All service providers will submit required regular invoices and effort reporting on request to NCORR.
* All service providers will meet CoC [Data Quality Benchmarks](https://www.ncceh.org/hmis/data-quality-benchmarks/) for their project type.
* All service providers will understand performance measures and benchmarks approved by the CoC for the grant component type, regularly evaluate progress, and work toward meeting benchmarks during the grant operating year. Additionally, service providers will adhere to quality performance measures set by NCORR.
* All service providers will participate in the NC Balance of State CoC’s Performance Improvement Process (PIP) and ongoing project technical assistance and evaluation activities provided by NCCEH staff.
* All service providers will submit required data for Point-in-Time Count and Housing Inventory Count data to NCORR by deadlines established by NCCEH.
* All service providers will submit APRs to NCORR on or before established reporting deadline.
* Service providers will participate in all required trainings conducted by NCORR, NCCEH, and other technical assistance organizations.

**Regional Committee Activities**

* All service providers will participate in at least 75% of Regional Committee meetings in a 12-month period, for each region they serve. All service providers will participate in the local coordinated entry process as designed by the Regional Committee(s), including only accepting referrals through the local prioritization by-name list.
* Service providers are expected to support Regional Committee(s) covered by grant activities as they achieve the following standards:
	+ Meet minimum standards of NC BoS CoC Regional Committees
		- Hold regular meetings
		- Implement coordinated entry
		- Implement the regional unsheltered access coordination plan
		- Submit meeting minutes to NCCEH within 30 days of meeting date
	+ Regional Lead, alternate or other designated member of the Regional Committee participates in at least 75% of Steering Committee meetings.
1. US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration Center for Mental Health Services. (2010) Permanent Supportive Housing: Building Your Program (Evidence- Based Practices KIT). Retrieved from <https://www.ncceh.org/media/files/files/3f79fb85/samhsa-key-elements-of-psh.pdf> [↑](#footnote-ref-1)
2. USICH Rapid Re-Housing Performance Benchmarks and Program Standards (2016). Retrieved from <https://www.usich.gov/tools-for-action/rapid-re-housing-performance-benchmarks-and-program-standards>. [↑](#footnote-ref-2)