



North Carolina Balance of State Continuum of Care

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CY2024 ESG Annual Allocation - Project Application Instructions

On June 6, 2023, the North Carolina Department of Health and Human Services (NC DHHS) will release a [grant opportunity](#) for non-profits and local units of government to provide services designed to assist individuals and families experiencing or at risk of homelessness. This is the annual allocation for Emergency Solutions Grant (ESG) funds for agencies providing Street Outreach, Emergency Shelter, Rapid Rehousing, and Homelessness Prevention services.

All agencies within the North Carolina Balance of State Continuum of Care (NC BoS CoC) applying for NC ESG funding through NC DHHS must follow the instructions below. Eligible activities include Street Outreach (SO), Emergency Shelter (ES), Rapid Rehousing (RRH), Homelessness Prevention (HP), and Homeless Management Information System (HMIS). **Agencies within the NC BoS CoC must meet the timelines listed in the instructions to be approved to submit a Project Application to the NC DHHS.**

Deadlines

There are **two deadlines** for application materials.

1. Wednesday, July 12, 2023 by 5:00 P.M.

This first deadline is for submission to the NC BoS CoC via Smartsheet for review and approval of applicants.

2. Monday, August 21, 2023 by 5:00 P.M.

This second deadline is ONLY for applicants that have been approved by the NC BoS CoC, and is the final submission directly to NC DHHS via Smartsheet. Approved applicants will receive a link to submit to NC DHHS from NCCEH staff.

Applicants should read this entire document before starting the application process.

Applicants should refer to the [NC DHHS ESG Annual Grant Opportunity webpage](#) for more information including reviewing NC DHHS ESG Grant Application Instructions.

Applicants should make sure they have a plan to complete every required document by the deadlines.

Materials are organized and listed below by the dates they are due and the link by which they are to be submitted. It is the applicant's responsibility to ensure the correct documents are submitted using the correct link by the appropriate deadlines. Applications not meeting the prescribed deadlines may not be reviewed or approved for submission to NC DHHS.



Application Materials for the NC BoS CoC July 12, 2023 5PM Deadline

Use this link to submit all Project Application materials to NC BoS CoC:

<https://app.smartsheet.com/b/form/4e7bd1fb696f4fb8b84fa82b01330485>

All Project Applicants:

All applicants, regardless of completing a new or renewal application, must submit the following materials for each project they are applying for. Contact NCCEH staff at bos@ncceh.org if you have any questions.

☐ ESG FY23-24 Project Application

- ☐ New Applicants must complete the North Carolina Emergency Solutions Grants Program – New Applicants FY2023 – 2024 Project Application. **New applicants are agencies that did not receive any ESG funding in CY2023.** The New Applicant Application is posted on the NC DHHS website linked on page 1 above.

- Submit as one digital file in Word format.

- ☐ Returning Applicants must complete the North Carolina Emergency Solutions Grants Program – Returning Applicants FY2023 – 2024 Project Application. **Returning applicants are agencies that received CY2023 ESG funding for any project type, even if applying for activities not funded with CY2023 ESG funding.** The Returning Applicant Application is posted on the NC DHHS website linked on page 1 above.

- Submit as one digital file in Word format.

☐ ESG FY23-24 Project Budget

Applicants must complete one Project Budget Form that includes all activities and upload it as an Excel File. The Project Budget Form is posted on the NC DHHS website linked on page 1 above.

- Submit as one digital file in Excel format.

☐ Program's Policies and Procedures

Agencies must submit policies and procedures for each activity. These policies and procedures should include any client rules. Please ensure that the documents submitted are the most recent and updated version that governs the activity for which the agency is applying.

- Submit as one digital file in PDF format.

☐ NC BoS CoC Supplemental Information Form

In addition to the ESG FY23-24 Project Application, Applicants must complete the Supplemental Information Form specific to the NC BoS CoC and return it along with the other application materials.

The Supplemental Information Form can be found at: www.ncceh.org/bos/esg

- Submit as one digital file in PDF format.

☐ Board of Directors List

Applicants must submit a Board of Directors list that contains the information outlined in the ESG Project Application attachments list under letter G.

- Name, contact information, board position/officer/committee leadership, term, occupation and employer or representing entity, race, gender, lived experience, and professional skills that add to the capacity of your organization's leadership.
 - Submit as one digital file in PDF format.



Returning Applicants:

In addition to the materials above, Returning Applicants must submit the following materials for each project seeking funding:

☐ HMIS (or Comparable Database) Annual Performance Report (APR)

Returning Applicants must run and attach an Annual Performance Report (APR) from HMIS (or their comparable database) for the period of June 01, 2022-May 31, 2023. **This report is different from the CAPER usually associated with ESG reporting.** Please follow the instructions at this link to run the APR: <https://www.ncceh.org/media/files/page/b4e11bec/coc-apr-guide.pdf>. If you have questions about running your APR, contact the NCCEH Data Center at hmis@ncceh.org. Please contact the Data Center early with your questions. Questions regarding the APR received after July 5, 2023 are not guaranteed review.

- Submit as a PDF.

☐ NC ESG Corrective Action Plan (if applicable)

Returning Applicants who have, at the request of the NC ESG Office, developed a corrective action plan for the CY2022 or CY2023 ESG allocations should submit their document(s) for review.

- Submit as one PDF.

New Applicants:

In addition to the materials listed above under “All Applicants”, agencies that did not receive ESG funding for any activity in CY2023 are considered New Applicants. Agencies that were funded for any activity in CY2023 are considered Returning Applicants. New Applicants must submit the following materials:

☐ Current fiscal year operating budget for the entire organization with revenues and expenditures

☐ Organization Chart for the entire agency, indicating the staff that will have any responsibilities for the proposed ESG-funded project(s)

All of the above listed application materials are due to NC BoS CoC by 5:00 PM on July 12, 2023

Due to the large volume of applications, NC BoS CoC staff will be unable to assist applicants to check submissions for completeness. When submitting documents at the links below, check the “Send me a copy of my response” box at the bottom of the form as your confirmation that all materials have been submitted.

Application Materials for the NC DHHS August 21, 2023 5PM Deadline (Approved applicants only)

Only applicants approved by the NC BoS CoC are eligible to submit applications to NC DHHS. The Continuum of Care will submit a Regional Application and Regional Budget to NC DHHS. Only approved projects will be listed in this submission.

NCCEH staff will send the appropriate link to Project Applicants to submit their application materials to NC DHHS. Staff will send notifications no later than August 8, 2023.



The following grant application items must be submitted to NC DHHS by August 21, 2023 by 5:00 PM:

Returning Applicant:

- ☐ See Application Required Documents in the ESG FY23-24 Returning Project Application on page 19 of the application package.

New Applicants:

- ☐ See Application Required Documents in the ESG FY23-24 New Project Application on page 22 of the application package.

NC BoS CoC CY24 ESG Annual Grant Application Timeline

Activity	Date
NC BoS CoC Instructions Released	Thursday, June 1, 2023
RFA released by NC DHHS	Tuesday, June 6, 2023
NC BoS CoC Webinar for all applicants	Thursday, June 22, 2023
NC ESG Office RFA webinar	Tuesday, June 13, 2023 Thursday, June 15, 2023 Tuesday, June 20, 2023
Project Applications Due to NCCEH	By 5 PM on Wednesday, July 12, 2023
Project Applications Review	July 13-28, 2023
Project Review Committee Selection Meeting	Thursday, August 3, 2023
Steering Committee Project Application Recommendation Approval	Tuesday, August 8, 2023
Appeals Due	Friday, August 11, 2023
Steering Committee meeting to consider appeals (tentative)	Tuesday, August 15, 2023
Project and Regional Applications Due to NC DHHS	By 5 PM on Monday, August 21, 2023

