**ESG-CV-1 Crisis Response Project Application Instructions**

On Monday June 22, 2020, the North Carolina Department of Health and Human Services (NC DHHS) released a [grant opportunity](https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities) for non-profits and local units of government to provide services related to assisting individuals or families that are homeless or at-risk of becoming homeless affected by the COVID-19 Pandemic. This is the first opportunity for agencies to apply for Emergency Solutions Grant CARES Act funding.

All agencies applying for NC ESG-CV Crisis Response fundingfrom NC DHHS to serve counties within the North Carolina Balance of State Continuum of Care (NC BoS CoC) must follow the instructions below. Crisis Response Activities include Street Outreach (SO), Emergency Shelter(ES), and Homeless Management Information System (HMIS).

Agencies interested in providing Homelessness Prevention and Rapid Rehousing services must complete a separate Housing Stability Project Application. ESG-CV Application Information for the NC BoS CoC are posted at [www.ncceh.org/bos/esgcv](http://www.ncceh.org/bos/esgcv)

Deadlines

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

1. **Monday, July 6, 2020 at 6:00 P.M.**The first deadline is for submission to the NC BoS CoC for review and approval of applicants.
2. **Friday, July 17, 2020 at 5:00 P.M.**The second deadline is the final submission directly to NC DHHS for applicants that have been approved by the NC BoS CoC. Approved applicants should only submit to NC DHHS after notification from NCCEH staff.

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

Applicants should refer to the** [**NC DHHS ESG-CV Grant Opportunity webpage**](https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities) **for more information including reviewing** [**NC DHHS Grant Application Instructions**](https://files.nc.gov/ncdhhs/ESG-CV%20Application%20Information%20_updated%20dates.docx)**.

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

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

# Application Materials for Monday, July 6, 2020 Deadline

* [Crisis Response Project Application](https://files.nc.gov/ncdhhs/Project_Application%20ESG-CV_Crisis%20Response_Final_locked_0.docx)

Applicants must complete a Crisis Response Project Application. Answers should be the final answer intended for the submission to NC DHHS.

* [NC BoS CoC ESG-CV Project Budget](https://www.ncceh.org/files/10813/)

Project Budgets should be uploaded as excel files. Note this is a different file than the budget template on the NC DHHS website. Applicants may request funding for July 1, 2020 to September 30, 2022.
This budget template asks applicants to budget for three time periods:

* March 10, 2020 – December 31, 2020
* January 1, 2021- December 31, 2021
* January 1, 2022 – December 31, 2022

Recognizing it may be difficult to project needs into 2021 and 2022, applicants may request funds for all three time periods, or one or two. There will be another future opportunity to apply for funds for 2021 and 2022.

[**Click here to submit application materials**](https://app.smartsheet.com/b/form/75690f7510a544ad916e13ecd50f88bf) **to NC BoS CoC by 6:00 PM EST Monday July 6, 2020**

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 Friday, July 17, 2020 Deadline

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

The following grant application items must be submitted to NC DHHS by Friday, July 17, 2020 at 5:00 PM EST:

**Application Materials**

* [Crisis Response Project Application](https://files.nc.gov/ncdhhs/Project_Application%20ESG-CV_Crisis%20Response_Final_locked_0.docx) (same as submitted to NC BoS CoC)
* [NC BoS CoC ESG-CV Project Budget](https://www.ncceh.org/files/10813/) (same as submitted to NC BoS CoC)

Project Budgets should be uploaded as excel files.

**Contract Certification Forms and Documents**
NC DHHS Required Contract Certification Forms & Documents in the order below

* [No Overdue taxes Certification Form](https://files.nc.gov/ncdhhs/F-No%20Overdue%20Tax%20Debts_0.doc)\*
* [Annual IRS Tax Exemption](https://files.nc.gov/ncdhhs/G-IRS%20Tax%20Exemption%20Verification%20Form%20%28Annual%29_2018%20%281%29.docx)\*
* [Annual Conflict of Interest Policy](https://files.nc.gov/ncdhhs/D-Conflict%20of%20Interest%20Policy.doc)\*
* Current Certificate of Insurance\*
* IRS Tax Exemptions Letter\*
* [Substitute W-9](https://files.nc.gov/ncdhhs/State_of_North_Carolina_Sub_W-9_01292019.pdf)

\*Units of Local Government are exempt from submitting these materials. They will only be required to submit the substitute W-9.

[**Click here to submit application materials**](https://app.smartsheet.com/b/form/a70501840ecf425ab78fb79c28c57de7) **to NC DHHS by 5:00 PM EST Friday, July 17, 2020
*Approved Project Applicants should only submit after notification from NCCEH staff.***

# NC BoS CoC ESG-CV-1 Application Timeline

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| Activity | Due Date |
| RFA released | June 22 |
| NC ESG Office RFA webinar - Register here: <https://attendee.gotowebinar.com/register/329923165269511184> | June 25 at 12:30 PM |
| Instructions released | June 24 – 26 |
| Back@Home Letter of Support Request due to NCCEH | July 3 at 6 PM |
| Crisis Response Project Apps due to NCCEH | July 6 at 6 PM |
| Back@Home Letter of Support Approval | July 7 (Steering Committee meeting) |
| Letters of Support sent to Back@Home Applicants | July 8 |
| Letter of Justification Due to NC DHHS (if needed) | July 7 at 6 PM |
| Crisis Response Project Apps Review/Selection  | July 7 – 10 |
| Crisis Response Project Regional Support Form due to NCCEH | July 9 |
| Crisis Response Selection Approval  | July 13 (Steering Committee meeting) |
| Crisis Response Selection & Notification | July 13 |
| Application Finalization | July 13 – 16 |
| All applications (Regional Application, Crisis Response Project Applications, and Housing Stability Back@Home Project Applications) due to NC DHHS | July 17 |