

Emergency Shelter – ESG Funding Availability May 2014

The State ESG program has a special circumstance (and exciting opportunity!) that makes additional NC ESG funds available for emergency shelter operations costs. The funds, like all ESG dollars, require a dollar-for-dollar match and will be paid on a reimbursement basis.

Here are parameters for accessing/using the funds:

- Only organizations with an existing ESG contract that includes funding for emergency shelter activities are eligible for the funds.
- The State will need to amend existing contracts in order for funds to be reimbursed to funded organizations.
- The funds need to be spent by August 15, 2014.
- Requests must be prioritized by CoCs/BoS Regions and be submitted to the State by a CoC/Regional Committee. Requests will not be accepted if they do not come through the CoC/Regional Lead.
- If a request is submitted after the due date and time, it will not be considered
- If there is no request submitted from a CoC/Regional Committee by the due date and time, the NC ESG program will assume the CoC/Regional Committee is not requesting funds.
- Not all requests will be funded.

The State will prioritize requests based on the following:

1. Maintenance/minor repairs (Note: shelter rehabilitation/renovation is not eligible)
2. Big-ticket equipment and furniture for shelter use, for example: commercial grade washers and dryers, commercial dish washers, refrigerators, walk-in freezers, beds, etc.
3. Supplies, for example: cleaning supplies, paper products, non-perishable food items, linens, supplies for bed bug control, etc.
4. Equipment for shelter staff, for example: office furniture, office supplies, etc.

Criteria for decisions on individual funding requests will include, but are not limited to:

- The size of the request (larger requests are preferred)
- Ability to expend funds by August 15, 2014
- Percentage of current contract funds requested from and reimbursed by the State through April 1, 2014
- Organizations that have demonstrated sound financial management practices
- Results of ESG monitoring (if applicable)

How to submit requests:

Each CoC/Regional Committee submits:

- a list of prioritized requests for your region (see CoC.Regional Committee Prioritized Requests attachment)
- the process used by the CoC/Regional Committee to prioritize requests while avoiding conflict of interest

For each organization in your CoC/Region that is requesting funds, submit:

- Completed Organizational Request Budget form (attached). Include the requested funds only; **do not** include funds that are already part of a contract with the NC ESG program.
- A brief narrative outlining:
 - the request(s)
 - the process that was used for the cost(s) of the request(s). If an organization is still working on getting its 3 price quotes, please note in this section.
 - the plan for spending the funds by August 15, 2014
 - match source
 - percentage of current contract funds reimbursed by the State to your organization prior to April 1, 2014

Scan materials and email to ncesg@dhhs.nc.gov by **12:00 noon on Friday, June 6, 2014**. **Any requests received after this date and time will not be considered.**

In order to make the best decisions possible, the State may request additional information once requests are submitted and reviewed.

We remind organizations to pay attention to their conflict of interest policy and procurement processes and policies when purchasing goods.

Please contact a member of the ESG team with any questions.

Amy H. Cole, MSW, MUP
N.C. Department of Health and Human Services
Housing and Homelessness Unit-Division of Aging and Adult Services
693 Palmer Dr.
Raleigh, NC 27603
Phone: [919-855-3454](tel:919-855-3454)
Fax: [919-733-5993](tel:919-733-5993)
amy.cole@dhhs.nc.gov
www.ncdhhs.gov/aging