ESG Funding Process Lead Status Call

Minutes October 19, 2018

**ESG Funding Process Leads attending:**

- Region 1 – Destri Leger
- Region 2 – Trina hill
- Region 3 – absent
- Region 4 – Kevin Hege
- Region 5 – Nicole
- Region 6 – absent
- Region 7 – absent
- Region 8 -absent
- Region 9 –  absent
- Region 10 –absent
- Region 11 –absent
- Region 12 – Jim Cox
- Region 13 – absent

**NCCEH staff attending:** Jenn Von Egidy, Bagé Shade

**Recap**

NCCEH ESG Application Review

- Staff is reviewing both Regional application and Project Applications for all Regions.
    - Staff will send reviewed applications with our comments to the Funding Process Lead.
    - Staff has been conducting phone calls with Funding Process Leads to go through comments.

**Hurricane Florence Extensions**

| Region | NCCEH Extension October 12 | ESG Office Extension November 9 |
|---|---|---|
| 8 | X | X |
| 10 | X | X |
| 13 | X | X |

The NCCEH deadline for submitting application materials for review has been extended to regions impacted by Hurricane Florence. Those same Regions have been offered an extension by the ESG office at NCDHHS for November 9.

**Electronic vs. Hard Copy Submission**

Applications must be received by the ESG office by 5pm EST on October 26, 2018. NOT postmarked.

| | |
|---|---|
| **If using US Postal Services** | **Kim Crawford** <br><br> **DHHS-DAAS** <br><br> **2101 Mail Service Center** <br><br> **Raleigh, NC 27699-2101** |
| **If using Courier Services** <br><br> **(UPS, FedEx, etc)** | **Kim Crawford** <br><br> **DHHS-DAAS** <br><br> **918 Tate Dr** <br><br> **Raleigh, NC 27603** |

**\*\*APPLICATIONS SHOULD NOT COME TO NCCEH!  We are NOT the ESG office.**

- Please note that each Local Planning Area should submit the following in a 3-ring binder(s) no larger than 2 inches each tabbed according to the checklist:
    - One Regional Application
    - One Project Application for each of the agencies recommended for funding
    - One soft (electronic) copy on a flash drive of the complete application.
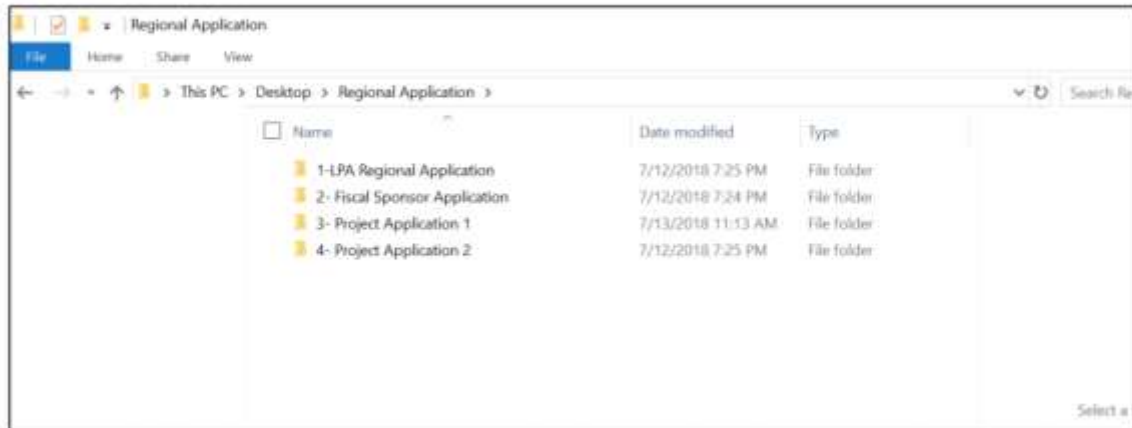    - Please be sure to write your LPA name on the flash drive

**Regional and Project Application Checklists**

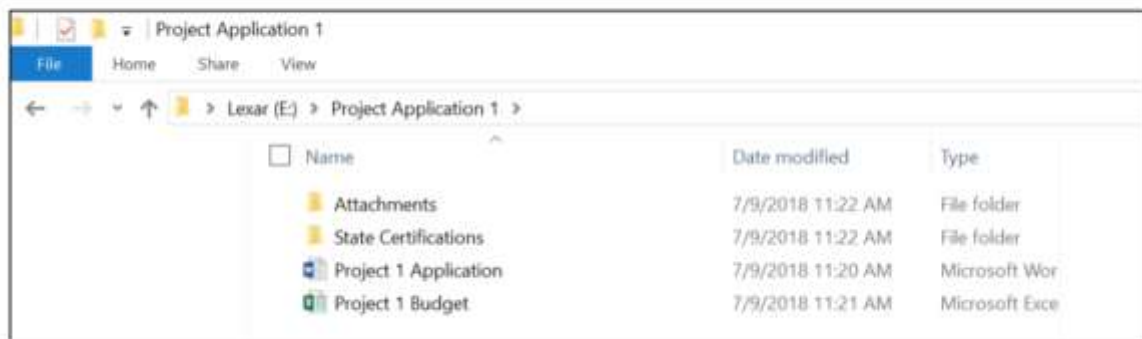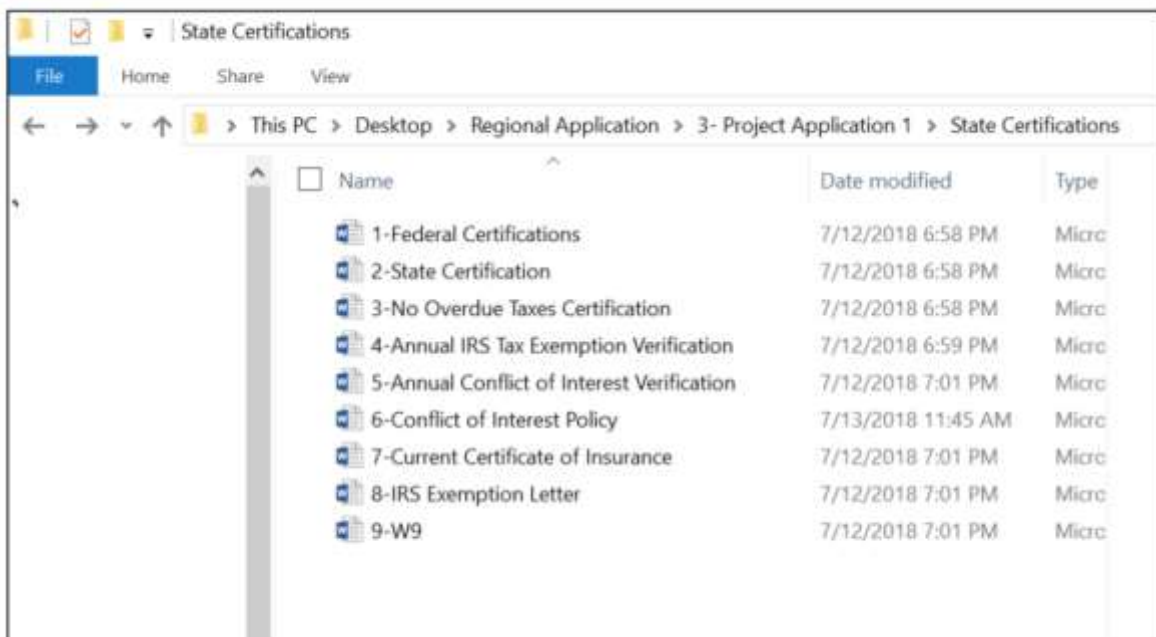Refer to slides posted on the website for table with submission specifications: https://www.ncceh.org/files/9517/

Flash Drive Order

## Main Folders on Flash Drive

| Name | Date modified | Type |
|------|---------------|------|
| 1-LPA Regional Application | 7/12/2018 7:25 PM | File folder |
| 2- Fiscal Sponsor Application | 7/12/2018 7:24 PM | File folder |
| 3- Project Application 1 | 7/13/2018 11:13 AM | File folder |
| 4- Project Application 2 | 7/12/2018 7:25 PM | File folder |

This PC > Desktop > Regional Application >

## Project Application's Sub-Folders

Lexar (E:) > Project Application 1 >

| Name | Date modified | Type |
|------|---------------|------|
| Attachments | 7/9/2018 11:22 AM | File folder |
| State Certifications | 7/9/2018 11:22 AM | File folder |
| Project 1 Application | 7/9/2018 11:20 AM | Microsoft Wor |
| Project 1 Budget | 7/9/2018 11:21 AM | Microsoft Exce |

- [Application Instructions: https://www.ncceh.org/files/9237/](https://www.ncceh.org/files/9237/)

**Regional Report Outs**

- Give a brief status update of where your region is with submitting the regional application.
    - Is the Regional Application finalized?
    - Do you have all components of the checklist together?
    - What date are you mailing your package?

- **Region 1:** Destri: Project applications have all but one submitted QPR. Plans to send Oct. 22nd.
- **Region 2:** Trina: Collecting documents and compiling materials. Needs hard copies that are signed.
- **Region 3:** absent:
- **Region 4:** Kevin: Regional app is complete. Tuesday he will collect project apps and will begin building flash drive. He will take the binder and go through the checklist together.
- **Region 5:** Nicole: Google drive organized and correct formats.
- **Region 6:** absent-NCCEH extension October 5th
- **Region 7:** absent
- **Region 8:** absent
- **Region 9:** absent
- **Region 10:** absent
- **Region 11:** absent

- **Region 12:** Jim- Waiting on feedback. Pitt Regional meeting on Wednesday in Beuford to approve final package.
- **Region 13:** absent--

**FPC Next Steps**

*October 26th (Nov. 9th for Region 8,10, 13)*

- *Submit copy of Final Completed Regional Application to NCCEH staff:*

*https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9*

- *Your submission should include the following:*
    - *One completed regional application (in PDF/Word format)*
    - *One completed regional budget (in Excel format)*
    - *All completed project applications (in PDF/Word format)*
    - *All completed project budgets (in Excel format)*

**Resources**

- Regional and project application submission link:
  https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9

- BoS resources are posted on our website: http://www.ncceh.org/bos/esg/

- ESG Funding Tip on our website: http://www.ncceh.org/esgapplication/

- ESG RFA and Application are posted on their website:

  https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities