



# North Carolina Balance of State Continuum of Care

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## CY2026 ESG Annual Allocation - Project Applicant Instructions

On June 10, 2025, the North Carolina Emergency Solutions Grant Office within the Department of Health and Human Services (NC DHHS) released a [grant opportunity](#) for non-profit agencies and units of local government to provide services designed to assist individuals and families experiencing homelessness or at risk of becoming homeless. This is for the annual allocation of the Emergency Solutions Grant (ESG) for agencies to provide 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 ESG Program 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) (or comparable database for Victim Service Providers).

**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. Tuesday, July 15, 2025, by 12:00 PM (Noon)**

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

**2. Monday, August 25, 2025, by 5:00 PM**

This second deadline is **ONLY for applicants that have been approved by the NC BoS CoC's Steering Committee on August 5th**, 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.**

Application materials are organized and listed below by the dates they are due along with the Smartsheet 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 corresponding deadlines. Applications not submitted by the prescribed deadlines may not be reviewed or approved for submission to NC DHHS.



## Application Materials for the NC BoS CoC July 15, 2025, 12:00 PM (Noon) Deadline

- Use this link to submit all ESG Project Application materials to NC BoS CoC: <https://app.smartsheet.com/b/form/0195f28629c97ca7bc2da4dbe4098cd5>

### All ESG Project Applicants:

All applicants, regardless of whether completing a new or returning application, must submit the following materials. Contact NCCEH staff at [bos@ncceh.org](mailto:bos@ncceh.org) if you have any questions.

#### ☐ ESG FY25-26 Project Application (without attachments)

- ☐ New Applicants must complete the North Carolina Emergency Solutions Grants Program- New Applicants FY2025 – 2026 Project Application. **New applicants are agencies that did not receive any ESG Program funding in CY2025.** The New Applicant Project Application is posted on the NC DHHS website linked on page 1 above. No attachments need to be submitted to the NC BoS CoC, just the application document should be submitted.
  - Submit in Word format.
- ☐ Returning Applicants must complete the North Carolina Emergency Solutions Grants Program- Returning Applicants FY2025 – 2026 Project Application. **Returning applicants are agencies that received CY2025 ESG Program funding for any project type, even if applying for activities not funded with CY2025 ESG Program funding.** The Returning Applicant Project Application is posted on the NC DHHS website linked on page 1 above. No attachments need to be submitted to the NC BoS CoC, just the application document should be submitted.
  - Submit in Word format.

#### ☐ ESG FY25-26 Project Budget

Applicants must complete a Project Budget Form for each project activity being applied for in the application. The Project Budget Form is posted on the NC DHHS website linked on page 1 above.

- Submit in Excel format.

#### ☐ Project's Policies and Procedures

Agencies must submit policies and procedures for each project activity being applied for in the application. These policies and procedures must adhere to the NC BoS CoC's Written Standards for the project type and 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 and addresses items to be reviewed as indicated in the 2025 ESG Program Scorecard.

- Submit as one digital file in PDF format.
  - Include Anti-Discrimination Policy
  - Include NC BoS CoC Client Bill of Rights
  - Include P&P for soliciting participant feedback



#### ☐ NC BoS CoC Supplemental Information Form

Applicants must complete and submit the NC BoS CoC Supplemental Information Form. This form is specific to the NC BoS CoC as it addresses items to be reviewed as indicated in the CY2026 ESG Program Scorecard. The NC BoS CoC Supplemental Information Form can be found at: <https://ncceh.org/funding-opportunities/> under the ESG Program Overview, CY2026 ESG Program Application RFA – Issued June 10, 2025

- Submit attachments, as appropriate:
  - Guidelines/program rules in a language other than English
  - Job Posting showing Equal Opportunity Hiring Clause
  - Hiring Announcement citing lived experience of homelessness and/or lived experience of interpersonal violence for Victim Service Providers as a relevant skill
- Submit as one digital file in PDF format.

#### Non-Profit Applicants Only:

##### ☐ Board of Directors List

Non-profit Applicants must submit a Board of Directors list that contains the information as outlined in

the ESG FY25-26 Project Application Attachments list under TAB 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 in PDF format.

#### Returning Applicants Only:

In addition to the materials above, Returning Applicants must submit the following materials for each activity type for which the applicant is seeking funding.

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

Returning Applicants must run and submit a CSV Zip file of an Annual Performance Report (APR) from HMIS. Victim Service Providers must also run and submit a CSV Zip file of an Annual Performance Report (APR) from their comparable database for the period of June 01, 2024 – May 31, 2025. **This APR report is different from the CAPER that is usually associated with ESG reporting.** Please follow the instructions at this link to run the APR in HMIS and how to download a CSV Zip file:

[https://ncceh.zendesk.com/hc/en-us/article\\_attachments/36936413842835](https://ncceh.zendesk.com/hc/en-us/article_attachments/36936413842835)

- Submit as a CSV Zip file. (Select all parts of the CSV file, right click on your mouse, and select Compress to a Zip file.)

If you have questions about running your APR in HMIS, contact the NCCEH Data Center at [hmis@ncceh.org](mailto:hmis@ncceh.org). Please contact the Data Center early with your questions. Questions regarding the APR received after July 9, 2025, are not guaranteed assistance in time to submit by the deadline.

**Victim Service Providers using comparable databases: Please reach out to your software vendor (Osnium, Empower DV, etc.) for instructions on how to pull an APR and download a CSV Zip file specific to that software.**



☐ **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 CY2024 or CY2025 ESG annual allocations should submit their document(s) for review.

- Submit in PDF format.

**New Applicants Only:**

In addition to the materials listed above under “All Applicants”, agencies that did not receive ESG funding for any activity in CY2025 are considered New Applicants. Agencies that were funded for any ESG project activity in CY2025 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 Program-funded project(s)

**All of the above application materials are due to NC BoS CoC by 12:00 PM (Noon) on July 15, 2025.**

Due to the large volume of applications, NC BoS CoC staff are 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 and enter your email address to have the Smartsheet email sent to you as your confirmation that all materials have been submitted.

**Application Materials for the NC ESG Office August 25, 2025, 5:00 PM Deadline (NC BoS CoC Steering Committee Approved Applicants Only)**

**Only applicants approved by the NC BoS CoC’s Steering Committee are eligible to submit applications to NC DHHS.**

NCCEH staff will send approval and denial notifications via email to Project Applicants no later than August 6, 2025. NCCEH staff will send the appropriate link to approved Project Applicants to submit their application materials to the NC ESG Office by the deadline.

The Continuum of Care will submit a Regional Application and Regional Budget to NC DHHS on behalf of the CoC. Only approved projects will be listed in this submission.

The following application materials must be submitted to the NC ESG Office by the deadline.

**Returning Applicants:**

- ☐ ESG FY25-26 Returning Project Application
- ☐ All appropriate Attachments as listed in the ESG FY25-26 Returning Project Application on pages 17 & 18

**New Applicants:**

- ☐ ESG FY25-26 New Project Application
- ☐ All appropriate Attachments as listed in the ESG FY25-26 New Project Application on pages 22 & 23



## NC BoS CoC CY2026 ESG Program Annual Application Timeline

Activity	Date
Request For Applications (RFA) Released by NC ESG Office	Tuesday, June 10, 2025
NC BoS CoC Project Application Instructions Released	By 5 PM, Wednesday, June 11, 2025
NC ESG Office RFA Webinar	Friday, June 13, 2025 Monday, June 16, 2025 Wednesday, June 18, 2025, at 10 AM
NC BoS CoC Webinar for all ESG Project Applicants	Wednesday, June 18, 2025, at 1 PM
<b>Project Applications Due to NCCEH</b>	<b>By 12 PM (Noon) on Tuesday, July 15, 2025</b>
Project Applications Review	July 16 – 29, 2025
Regional Review Form Due to NCCEH by Regional Leadership	By 5 PM on Friday, July 25, 2025
Project Review Committee Selection Meeting	August 1, 2025, at 10 AM
Steering Committee Project Application Recommendation Approval	Tuesday, August 5, 2025, at 10:30 AM
<b>Appeals Due</b>	<b>By 12 PM (Noon) on Friday, August 8, 2025</b>
Project Review Committee Meeting to consider appeals (if needed)	Monday, August 11, 2025, at 2 PM
Steering Committee Meeting to consider appeals (if needed)	Tuesday, August 12, 2025, at 10:30 AM
<b>Project and Regional Applications Due to NC DHHS</b>	<b>By 5 PM on Monday, August 25, 2025</b>

