



North Carolina Balance of State Continuum of Care

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<https://ncceh.org/nc-bos-coc-overview/>

CY2027 ESG Annual Allocation - Project Applicant Instructions

On June 9, 2026, the North Carolina Emergency Solutions Grant Office (NC ESG 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 release 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.

ESG Program eligible project activities are 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 North Carolina Balance of State Continuum of Care (NC BoS CoC) applying for ESG Program funding through NC ESG Office must be a member organization of the NC BoS CoC and must apply for funding through the NC BoS CoC's competition for ESG Program funds by following the instructions below.

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

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

Applicants must ensure they have a plan to complete & submit all required documents by the deadlines listed below.

3-Step Application Process:

- **Step 1: Applicant agencies within the NC BoS CoC must complete Step 1: Intent to Apply/Intent to Return submission by 5 PM on Monday, June 15, 2026, to be considered for ESG Program funding within the NC BoS CoC.**
- **Step 2: Applicant agencies that meet eligibility requirements in Step 1, will be invited to submit an application for ESG Program funding to the NC BoS CoC at NCCEH by 5 PM on Monday, July 13, 2026, in Step 2.**
- **Step 3: Applicant agencies approved by the NC BoS CoC Governance Board will be invited to submit an application for ESG Program funding in Step 3 to the NC ESG Office by 5 PM on Monday, August 24, 2026.**



Applicant agencies must meet the deadlines listed below in each step. It is the applicant’s responsibility to ensure the correct documents are submitted using the correct platform by the corresponding deadlines.

Step 1: Intent to Apply/Intent to Return: Due by 5 PM on Monday, June 15, 2026

Agencies must complete and submit an Intent to Apply or Intent to Return Form to apply for ESG Program funding in the NC Balance of State CoC for the CY2027 ESG Program competition.

- **Intent to Apply:** Agencies that have never received ESG Program funding as well as agencies that have received ESG Program funding in the past, but not in calendar year 2026, are considered New Agencies and must complete and submit an Intent to Apply Form to NCCEH. The Intent to Apply form will open Monday, May 18, 2026, and is due by **5 PM on Monday, June 15, 2026.**
- **Intent to Return:** Agencies that received ESG Program funding for any project type activity in calendar year 2026 are considered Returning Agencies and must complete and submit an Intent to Return Form to NCCEH. The Intent to Return form will open Monday, May 18, 2026, and is due by **5 PM on Monday, June 15, 2026.**

NCCEH staff will review the information submitted, and if eligibility requirements are met, the applicant agency will be sent a link to complete and submit an application in ZoomGrants (application software).

Eligibility Criteria:

- Agency must be a member organization in the NC BoS CoC
- Agency must be a 501(c)3 or unit of local government
- Agency must have an active UEI#
- Agency must be applying for eligible activities of street outreach, emergency shelter, rapid rehousing, homelessness prevention, and/or HMIS (comparable database)

Office Hour on Intent to Apply/Intent to Return: Wednesday, June 3, 2026 at 1 PM

Step 2: Application: Due to NC BoS CoC at NCCEH in ZoomGrants by 5 PM on Monday, July 13, 2026

Application submission is required of all applicant agencies in the NC BoS CoC approved in the Step 1: Intent to Apply/Intent to Return process. Applicants will be sent a link to complete and submit an application in ZoomGrants for review and potential approval by the CoC ‘s Governance Board and membership to be eligible to submit an application to the NC ESG Office. Applications not submitted to the NC BoS CoC at NCCEH via ZoomGrants by the deadline will not be reviewed or approved for submission in Step 3 to the NC ESG Office.

These instructions are also provided in ZoomGrants.

All ESG Project Applicants:

All applicants, regardless of whether completing a new or returning application, must submit the following materials.



ESG FY26-27 Project Application (with some attachments, as listed in this instructions document)

New Applicants must complete the NC Emergency Solutions Grants Program- *New Applicants FY2026 – 2027 Project Application*. **New applicants are agencies that did not receive any ESG Program funding in CY2026.** The New Applicant Project Application is posted on the NC DHHS website, linked on page 1 of these instructions.

Returning Applicants must complete the NC Emergency Solutions Grants Program- *Returning Applicants FY2026 – 2027 Project Application*. **Returning applicants are agencies that received CY2026 ESG Program funding for any project type, even if applying for activities not funded with CY2026 ESG Program funding.** The Returning Applicant Project Application is posted on the NC DHHS website, linked on page 1 of these instructions.

ESG FY26-27 Project Budget

Applicants must complete a *Project Budget Form*. Each project activity tab must be completed to correspond with the project activity applied for in the ESG Project Application. The Project Budget Form is posted on the NC DHHS website linked on page 1 above.

ESG Program Operations Guidelines/Policies and Procedures (P&P)

Agencies must submit their policies and procedures for each project activity being applied for in the application. These P&P must adhere to the NC ESG Office's most current Desk Guide and the NC BoS CoC's Written Standards for the project type. 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 NC BoS CoC's ESG Program Scorecard.

ESG Grantee Agreement

Agencies must read and sign the ESG Grantee Agreement.

Current fiscal year operating budget

For the entire organization, not just NC ESG, with revenues and expenditures.

Organization Chart

For the entire agency, highlighting or noting the staff who will have any responsibilities for the proposed ESG Program-funded project(s).

Organization's audit or 990

For the most recently closed fiscal year. Include management letter if applicable. *If the organization does not have an audit, submit the most recent 990.*

HUD Corrective Action Plan (if applicable)

Any agency that has received any type of HUD Corrective Action Plan within the past 5 years (CY2022 through CY2026), if applicable.



NC ESG Corrective Action Plan (if applicable)

Applicant agencies who have, at the request of the NC ESG Office, developed a corrective action plan for any CY2025 or CY2026 ESG annual allocations should submit their document(s) for review. Submit as one pdf.

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 FY26-27 Project Application Attachments list under TAB F.

- Name, contact information, board position/officer/committee leadership, term, occupation and employer or representing entity, lived experience, and professional skills that add to the capacity of your organization's leadership.

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 via email to bos@ncceh.org**, a CSV Zip file of an Annual Performance Report (APR) from HMIS **by the deadline of 5 PM on Monday, July 13, 2026**. 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, 2025 – May 31, 2026. **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

- 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. Please contact the Data Center early with your questions. Questions regarding the APR received after July 8, 2026, are not guaranteed assistance in time to submit by the deadline.

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

Fiscal Sponsor:

For agencies applying for ESG Program funds using a fiscal sponsor, the Fiscal Sponsor needs to submit the following documents. The agency that intends to operate the ESG Program funded project can submit these, on behalf of the Fiscal Sponsor organization, as part of their application in ZoomGrants:

- Fiscal Sponsor Application
- Fiscal Sponsor's current fiscal year operating budget,
- Fiscal Sponsor's audit or 990
- Fiscal Sponsor's organization chart
- HUD Corrective Action Plan, if applicable



- NC ESG Corrective Action Plan, if applicable

The agency that intends to operate the ESG Program funded project needs to submit:

New Applicants:

- New Applicants Project Application
- ESG Project Budget
- ESG Program Operations Guidelines/Policies and Procedures
- ESG Grantee Agreement
- Non-Profits Only: Board of Directors list
- Current fiscal year operating budget
- Organization Chart
- Organization’s audit or 990
- HUD Corrective Action Plan, if applicable
- NC ESG Corrective Action Plan, if applicable

Returning Applicants:

- Returning Applicants Project Application
- ESG Project Budget
- ESG Program Operations Guidelines/Policies and Procedures
- ESG Grantee Agreement
- Non-Profits Only: Board of Directors list
- Current fiscal year operating budget
- Organization Chart
- Organization’s audit or 990
- HUD Corrective Action Plan, if applicable
- NC ESG Corrective Action Plan, if applicable
- HMIS (or Comparable Database) Annual Performance Report (APR)

Step 3: Applications approved by the NC BoS CoC Governance Board: Due to the NC ESG Office by 5PM on Monday, August 24, 2026, via Smartsheet link to be sent to each organization via email.

Only Applicants approved by the NC BoS CoC’s Governance Board are eligible to submit applications to the NC ESG Office in Step 3.

The NC BoS CoC’s Governance Board will meet on August 4th, 2026, at 10:30 AM to review and approve a slate of ESG Program applicants to submit applications at approved funding amounts to the NC ESG Office.

NCCEH staff will send approval and denial notifications via email to Applicants no later than August 5, 2026. NCCEH staff will send the Smartsheet link to approved Applicants to submit their application materials to the NC ESG Office by the deadline.

NCCEH staff will submit a Regional Application and a Regional Budget to the NC ESG Office on behalf of the NC BoS 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 FY26-27 Returning Project Application
- All appropriate Attachments as listed at the end of the ESG FY26-27 Returning Project Application

New Applicants:

- ESG FY26-27 New Project Application
- All appropriate Attachments as listed at the end of the ESG FY26-27 New Project Application

NC BoS CoC CY2027 ESG Program Annual Application Timeline

Activity	Date
NC BoS CoC ESG Competition Process Webinar	Thursday, May 21, 2026, at 10 AM
Mandatory Intent to Apply/Intent to Return Smartsheet Forms Available	Friday, May 22, 2026, at 9 AM
Intent to Apply/Intent to Return Office Hour	Wednesday, June 3, 2026, at 1 PM
Request for Applications (RFA) Released by the NC ESG Office	Tuesday, June 9, 2026
STEP 1: Mandatory Intent to Apply/Intent to Renew Smartsheet Forms Due	Monday, June 15, 2026, by 5 PM
NC BoS CoC Project Application Instructions Released	Wednesday, June 10, 2026, by 5 PM
NC ESG Office RFA Webinars	Friday, June 12, 2026, at 9:30 AM Monday, June 15, 2026, at 1 PM Thursday, June 18, 2026, at 9:30 AM
NC BoS CoC Webinar on ZoomGrants for ESG Project Applicants	Thursday, June 18, 2026, at 10 AM
NC BoS CoC ESG Office Hours	Tuesday, June 23, 2026, at 10 AM Thursday, June 25, 2026, at 10 AM Tuesday, July 7, 2026, at 1 PM Thursday, July 9, 2026, at 1 PM
Project Review Committee/Staff ESG Scoring Orientation	Wednesday, June 24, 2026, at 1 PM
STEP 2: Project Applications Due in ZoomGrants; APR due via email to bos@nceh.org	Monday, July 13, 2026, by 5 PM
Project Application Review	July 14 – July 28, 2026
Regional Review Form Due to NCCEH by Regional Leadership	Friday, July 24, 2026, by 5 PM
Project Review Committee Selection Meeting	Friday, July 31, 2026, at 10 AM
Governance Board Meeting to Approve Recommended Project Applications	Tuesday, August 4, 2026, at 10:30 AM
Appeals Due	Thursday, August 6, 2026, by 5 PM
Project Review Committee Meeting to Consider Appeals (if applicable)	Monday, August 10, 2026, at 1 PM
Governance Board Meeting to Consider Appeals (if applicable)	Tuesday, August 11, 2026, at 10:30 AM
STEP 3: Project and Regional Applications Due to the NC ESG Office	Monday, August 24, 2026, by 5 PM

