



# North Carolina Balance of State Continuum of Care

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

## CY2027 ESG Program Grantee Agreement Form

### BACKGROUND

The state of North Carolina, as the recipient of ESG Program funding, is required [[24 CFR Part 576.400\(a\)](#)] to consult with the NC BoS Continuum of Care in determining how to allocate ESG funds each program year. This consultation requirement is carried out through a local NC BoS CoC competition for ESG Program funds as required by the state through their Request for Proposals process each year. NC BoS CoC ESG Program grant recipients have a grant agreement with NC DHHS as subrecipients. The grant recipient must adhere to all requirements and obligations outlined by NC DHHS.

Before applying for a New or Returning ESG Program-funded Project in the NC BoS CoC's ESG Program Competition, it is imperative that all project applicants read the Code of Federal Regulations for the ESG Program ([24 CFR Part 576](#)) as it provides the requirements for implementation and administration of the ESG Program.

Agency:	
Contact Person:	
Regional Committee(s) covered by grant activities:	

I have read, understood, and will comply with the expectations set forth in this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## HMIS/Comparable Database Participation

ESG Program grant subrecipients (grantees) must collect required data on the persons served and services provided during the contract period, enter this information into the Homeless Management Information System at NCCEH (HMIS@NCCEH), and comply with the CoC's HMIS Operating Policies and Procedures. Victim Service Providers are prohibited from participation in HMIS but must demonstrate that they have a database comparable to an HMIS and are able to provide statistical information from that database upon request that does not compromise client privacy.

To utilize HMIS, the Agency must agree to:

- Complete an [Agency Participation Agreement](#)
- Follow the CoC's [Data Quality Plan](#)
- Follow the CoC's Data Privacy and Security Plan (as outlined in [Operating Policies and Procedures](#))
- Maintain HMIS access, in accordance with the [HMIS User Agreement and Code of Ethics](#)
- Support CoC efforts to submit Federal Reports (Point in Time, Housing Inventory Count, System Performance Measures, Longitudinal System Analysis, and other applicable reports)

## Project Compliance

- All projects will adhere to the eligible activities as applied for and awarded according to [24 CFR Part 576](#) and further defined and restricted by the state of North Carolina in the NC ESG Office's Desk Guide.
- All projects will follow the NC Balance of State CoC's [ESG written standards](#) for the project type.
- All projects will follow the organization's financial policies that are in line with [2 CFR Part 200](#), as required, and will include a procurement policy.
- All projects, as applicable, will follow the [Coordinated Entry System](#) according to the described client intake process and order of eligibility.

## Project Expectations

- Grantees are expected to carry out the activities as applied for in the project application.
  - It is the responsibility of all ESG Program-funded service providers to notify NCCEH prior to making any significant change in the provision of ESG Program-funded services.
  - It is the responsibility of all ESG Program-funded service providers to notify NCCEH within 24 to 48 hours of any significant disruption to service delivery. When a significant disruption occurs outside business hours, such as on weekends or holidays, providers must submit a notification to NCCEH by emailing [bos@ncceh.org](mailto:bos@ncceh.org) by the next business day and include a summary of the contingency plan to ensure continuity of care for the individuals they support. This includes, but is not limited to, facility closures, utility interruptions (e.g., water, electricity), staffing shortages affecting operations, or any event—whether caused by natural factors (e.g., weather emergencies) or other unforeseen circumstances—that may limit or suspend client services. Failure to provide timely notification may be deemed as non-compliance with grant requirements and could jeopardize current or future funding.
- Grantees will notify NCCEH staff via email at [bos@ncceh.org](mailto:bos@ncceh.org) prior to requesting a budget amendment of any amount before working with the NC ESG Office to do so.



- Grantees will follow the NC BoS CoC's [Data Quality Plan](#) for their project type.
- Grantees will share with NCCEH via email at [bos@ncceh.org](mailto:bos@ncceh.org), a signed copy of their contract with the NC ESG Office for the CY2027 grant term and any amendments, as applicable.
- Grantees will participate in the NC Balance of State CoC's performance evaluation process, as required, and any technical assistance provided by NCCEH staff and any other technical assistance providers, as needed.
- Grantees will allow the NC ESG Office to share monitoring results and corrective action plans with the NC BoS CoC, as necessary.
- Grantees will participate in all required trainings conducted by NCCEH and any other technical assistance providers.
- Grantees (except Victim Service Providers) will communicate with the HMIS Lead Agency to set up and close out HMIS Projects for the grant term.
- Grantees will maintain HMIS license requirements/Comparable Database license requirements, including participation in annual training for HMIS/Comparable Database, as required.

### **Project Performance & Reporting**

- Grantees will meet [Data Quality Benchmarks](#) and published deadlines for the NC BoS CoC's data quality plan for their project type(s).
- Grantees understand that NCCEH will reach out to the NC ESG Office to obtain biannual spending reports (at 6 months and 12 months).
- Grantees understand performance measures and benchmarks approved by the NC BoS CoC for the project type and will regularly evaluate their progress and work toward meeting benchmarks during the grant operating year.
- Grantees will actively participate in the Point in Time and Housing Inventory Count and meet published deadlines for the Point in Time and Housing Inventory Count process established by NCCEH. All grant recipients will also work with HMIS@NCCEH to make data corrections for the System Performance Measure Report and Longitudinal System Analysis Report by deadlines established by HMIS@NCCEH.
- Grantees will submit CAPERs to the NC ESG Office and to NCCEH in ZoomGrants by the quarterly due dates set by the NC ESG Office.
- Grantees will submit APRs to NCCEH quarterly in ZoomGrants.

### **Regional Committee Engagement**

- Grantees will participate in at least 75% of Regional Committee/Membership meetings in a 12-month period.
- Grantees will present information on project activities as defined in the contract with the NC ESG Office and the NC BoS CoC's performance measure benchmarks to the Regional Committee(s) covered by the grant on at least a quarterly basis. Topics to cover include: project description; target population; staffing; # of people served within the last year or if a new project since the beginning of the calendar year; performance measure benchmarks per project type; successes of the project; barriers or difficulties in operating the project and/or achieving performance measure benchmarks.
- Grantees will participate in at least 85% of the local coordinated entry case conferencing meetings as designed by the Regional Committee(s) and permanent housing (rapid rehousing) projects will only accept referrals through the local prioritization by-name list.

