



**ESG Project Applicant Instructions
All Application Materials Due:
Noon, Thursday, September 1, 2022**

ALL PROJECTS – Nonprofit Applicants

- ESG FY22-23 Project application – Completed and Signed
- Project Budget Worksheet
- Current year operating budget with Revenue and Expenditures – entire organization, not just NC ESG program
- CoC Participation and Coordination Agreement Form - Completed and Signed
- Organizational Chart – entire organization, not just NC ESG program
- Board of Directors Information Form: Name, contact information, board position / officer/committee leadership, term, occupation and employer or representing entity, race, gender, lived experience, professional skills that add to the capacity of your organization’s leadership
- Organizational audit – most recent closed fiscal year with management letter if applicable (if the Organization does not have an audit, submit the most recent 990)
- ESG Program Operation Guidelines
- HUD Corrective Action Plan (if applicable)
- City or County ESG Corrective Action Plan (if applicable)
- NC DHHS Required Contract Certification Forms & Documents in the order below:
 - 1. No Overdue Taxes Certification Form
 - 2. Annual IRS Tax Exemption Verification Form
 - 3. Annual Conflict of Interest Verification
 - 4. Conflict of Interest Policy
 - 5. Current Certificate of Insurance
 - 6. IRS Tax exemptions Letter
 - 7. Substitute W-9
- Organization’s Financial Policies
- Shelter Habitability Inspection that **occurred no earlier than August 2022**
- Completed CoC FY22-23 Scorecard
- Spending documentation from State ESG office for most recent ESG Annual grant
- HMIS reports for April 1, 2021 – March 31, 2022 for each ESG funded project
 - CAPER
 - APR

ALL PROJECTS – Unit of Local Government Applicant

- ESG FY22-23 Project application – Completed and Signed
- Project Budget Worksheet
- CoC Participation and Coordination Agreement Form - Completed and Signed
- ESG Program Operation Guidelines
- HUD Corrective Action Plan (if applicable)
- City or County ESG Corrective Action Plan (if applicable)
- NC DHHS Required Contract Certification Forms & Documents in the order below
 - 7. Substitute W-9
- Organization’s Financial Policies
- Shelter Habitability Inspection that **occurred no earlier than August 2022** if applicable

Email all application materials to Rachel Waltz, rwaltz@orangecountync.gov, by noon, 12:00 p.m. on September 1, 2022



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Contact the NCCEH Data Center at hmis@ncceh.org with questions about HMIS reports

Contact the NC ESG Office at ncesg@dhhs.nc.gov with questions about spending reports