



**ESG Project Applicant Instructions**  
**All Application Materials Due:**  
**Noon, Monday, July 15, 2024**

**ALL PROJECTS – Nonprofit Applicants**

- ESG FY24-25 Project application – Completed and Signed
- Project Budget Worksheet
- Current year operating budget with Revenue and Expenditures – entire organization, not just NC ESG program
- Organizational Chart – entire organization, not just NC ESG program
- Board of Directors/Senior Leadership Information: 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 (including grievance policy)
- 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 July 2024 if applicable**
- Completed OCEH ESG FY24-25 Scorecard
- Most recent Housing First assessment (if applicable)
- Racial Equity plan including organizational racial equity goals and disaggregated program outcomes
- Spending documentation from State ESG office for most recent ESG Annual grant
- HMIS reports for January 1, 2024 – June 30, 2024 for each ESG funded project
  - APR
  - CAPER

**ALL PROJECTS – Unit of Local Government Applicant**

- ESG FY24-25 Project application – Completed and Signed
- Project Budget Worksheet
- Board of Directors/Senior Leadership Information: 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
- ESG Program Operation Guidelines (including grievance policy)
- 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

*Email all application materials to Rachel Waltz, [rwaltz@orangecountync.gov](mailto:rwaltz@orangecountync.gov), by noon, 12:00 p.m. on July 15, 2024*



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- Organization's Financial Policies
- Shelter Habitability Inspection that **occurred no earlier than July 2024 if applicable**
- Completed OCPEH ESG FY24-25 Scorecard
- Most recent Housing First assessment (if applicable)
- Racial Equity plan including organizational racial equity goals and disaggregated program outcomes
- Spending documentation from State ESG office for most recent ESG Annual grant
- HMIS reports for January 1, 2024 – June 30, 2024 for each ESG funded project
  - CAPER
  - APR

Contact the NCCEH Data Center at [hmis@ncceh.org](mailto:hmis@ncceh.org) with questions about HMIS reports

Contact the NC ESG Office at [ncesg@dhhs.nc.gov](mailto:ncesg@dhhs.nc.gov) with questions about spending reports

Email all application materials to Rachel Waltz, [rwaltz@orangecountync.gov](mailto:rwaltz@orangecountync.gov), by noon, 12:00 p.m. on July 15, 2024