

CHARLOTTE-MECKLENBURG CONTINUUM OF CARE
2016 NC Emergency Solution Grant (ESG) Funds

CHECKLIST FOR ALL PROJECT APPLICATIONS

A completed project application package for the 2016 NC ESG Application will include the following items. Please ensure that you have all components.

ALL PROJECT APPLICATIONS

- NC ESG Application Cover Sheet
- PDF Version of the Project Application and Project Budget Form
- Attach a 1-page, typed document to provide the following information:
 1. Briefly describe your project including specific ways funds would be utilized.
 2. If currently receiving NC ESG funds, provide current status of funds:
 - Percentage of reimbursement funds requested?
 - Are you on target to spend remaining balance? If no, what steps have you taken to ensure all funds are spent by contract deadline?
- Attach latest Agency Audit Summary Report.¹
- If your program collects client feedback surveys, submit results with application.
- September 2016 Data Quality Report from HMIS (does not apply to DV or non-hmis participating agencies)

APPLICATIONS REQUESTING RAPID REHOUSING FUNDS ONLY

- Attach a statement on agency letterhead that project utilizes a Housing First approach.*
**In contrast with housing readiness, this is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. (Housing Advisory Board, July 2016)*

If project does not utilize a Housing First Approach, please explain.
- Attach documentation of project referral process, documenting what occurs from time of project referral to housing placement. Please be specific.

DOMESTIC VIOLENCE AGENCIES ONLY

- Attach a statement on agency letterhead that your agency can meet the reporting requirements as outlined in the application instructions regarding data standards and the Consolidated Annual Performance Report (CAPER).

¹ Please ensure that the Audit Summary Document provided includes information on the results of your audit.