

**CHARLOTTE-MECKLENBURG CONTINUUM OF CARE
2019 NC Emergency Solution Grant (ESG)
CHECKLIST FOR PROJECT APPLICATIONS**

A completed project application package for the 2019 NC ESG Application will include the following documents (unless noted).

Document
NC ESG Cover Application Cover Sheet
PDF version of Project application and Project Budget form
Latest Agency Audit Summary Form
<i>(If current NC ESG recipient)</i> HMIS Data Completeness Report for January 1, 2019 – August 31, 2019
Organization described the process for ensuring all agency staff understands and will meet ESG contract requirements around required reporting and submitting invoices.
Organization described why they were seeking funds at this time.
Organization described how they will fully fund program.
Organization described impact on program if funding is denied.
Organization described the process for ensuring all agency staff understands and will meet ESG contract requirements around required reporting and submitting invoices.
Project describes how project is different from other programs providing similar services.
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Project clearly describes how they will ensure compliance with HUD data requirements, including staffing, data entry, and data quality standards. (CoC HMIS system or DV Comparable database)
Project describes work around ensuring housing stability with participants to decrease returns to homelessness.
Project describes the type and scale of supportive services available to meet the client's needs. (Funding for these activities no not have to be through this grant).
Project provides specific ways funds will be utilized, including if project is contingent on other funding, how will project be sustained.
Project describes how it will monitor activities to ensure ESG dollars are spent in timely manner and how ESG monies will be applied and tracked against specific activities.

Organization described participation in CoC committee meetings and workgroups? Please include number of CoC Committee meetings were attended between July 1, 2018-June 30,2019.
Organization demonstrated effective community partnerships/collaborations to maximize program impact.
Organization offers evidence to demonstrate that it meets an existing gap in the continuum of services.
Organization described how they were involved in the January 2019 Point-in Time Count.
Project description of how services provided improve safety for person fleeing Domestic Violence, Dating Violence, Sexual Assault and Stalking Survivors.
<i>(Requesting Funds for Domestic Violence Services Only)</i> Statement on agency letterhead that organization can meet the reporting requirements as outlined in the application instructions regarding data standards and the Consolidated Annual Performance and Evaluation Report (CAPER).
<i>(Requesting RRH Funds Only)</i> Documentation of project referral process, documenting what occurs from time of project referral to housing placement. Please be specific. (limit 2-pages typed)
<i>(Requesting RRH Funds Only)</i> Project describes how it utilizes a Housing First implementation approach including 1) eligibility criteria, 2) process for accepting new clients, 3) process and criteria for exiting clients.
<i>(Requesting Prevention Funds Only)</i> Project describes how project is different from other programs providing similar services.