



North Carolina Balance of State Continuum of Care

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Back@Home Housing Stability ESG-CV-2 Application Instructions

On Friday, December 04, the North Carolina Department of Health and Human Services (NC DHHS) released a [grant opportunity](#) for non-profits and local units of government to provide services related to assisting individuals or families experiencing homelessness or at-risk of becoming homeless affected by the COVID-19 Pandemic. This is the second opportunity for agencies to apply for Emergency Solutions Grant CARES Act funding.

On Wednesday, June 24, 2020, the North Carolina Balance of State Continuum of Care (NC BoS CoC) Steering Committee voted to participate in the state's plan to use Back@Home for Housing Stability Projects as part of the first round of ESG-CV funding. Participation in Back@Home will continue with the second round of ESG-CV funding.

All agencies applying for NC ESG-CV Housing Stability Back@Home funding from NC DHHS to serve counties within the NC BoS CoC must follow the instructions below. Housing Stability Back@Home Activities include Rapid Rehousing (RRH), Homelessness Prevention (HP), and HMIS costs.

Please note: Housing Stability Back@Home applicants must submit their application first to the CoC. This is a change from the first round of ESG-CV funding. Per the NC DHHS DAAS ESG office: "All eligible applicants applying for any activities must submit their Project Applications or Additional Funding Requests to their CoC at the timeline defined by their CoC. **This includes agencies under the Back@Home Program. In this funding cycle, all applications will be reviewed by the CoC. If an applicant crosses CoC lines and would like assistance in their budget, please contact the ESG Office for assistance.**"

Agencies interested in providing Street Outreach (SO) or Emergency Shelter (ES) or services must complete a separate Crisis Response Project Application.

ESG-CV Application Information for the NC BoS CoC are posted at www.ncceh.org/bos/esgcv.

Deadlines

There are **two deadlines and two links** for application materials.

1. Friday, January 08, 2021 at 6:00 P.M.

The first deadline is for submission to the NC BoS CoC for review and approval of applicants.

2. Friday, January 22, 2021 at 5:00 P.M.

The second deadline is the final submission directly to NC DHHS for applicants that have been approved by the NC BoS CoC. Approved applicants should only submit to NC DHHS after notification from NCCEH staff.



Applicants should read this entire document before starting the application process.

Applicants should refer to the [NC DHHS ESG-CV Grant Opportunity webpage](#) for more information including reviewing [NC DHHS Grant Application Instructions](#).

Applicants should make sure they have a plan to complete every required document by the deadline.

Materials are listed below by the date they are due and the link by which they are submitted. It is the applicant's responsibility to ensure the correct documents are submitted to the correct link by the appropriate deadline. Applications not meeting the prescribed deadlines may not be reviewed or approved for submission to NC DHHS.

Application Materials for Friday, January 08, 2021 Deadline – To NCCEH

Current Back@Home Agencies Applying for Additional Funding

[Additional Funding Request Form](#)

*NOTE: Agencies may apply for different funding activities, within the Housing Stability category, than they were awarded for in ESG-CV-1 using the "Additional Funding Request" form. They do not need to submit a full Project Application. For example, an agency that NC DHHS awarded RRH funds in the ESG-CV-1 competition may apply for both RRH and Homelessness Prevention funds in the second application without filling out a full Project Application. However, current ESG-CV-1 Back@Home/Housing Stability grantees *cannot* apply for Crisis Response activities (Emergency Shelter, Street Outreach) without submitting a full Crisis Response project application. The Additional Funding Request Form should be submitted in Word format.

[NC BoS CoC ESG-CV 2 Project Budget](#)

Project budgets should be submitted in Excel format for a contract term ending 06/30/2022. Note that eligible expenses can be billed starting March 10, 2020.

New Applicants

• [Housing Stability/Back@Home Project Application](#)

Applicants must complete a Housing Stability Back@Home Project Application. Responses should be the final answer intended for submission to NC DHHS. The Housing Stabilization Project Application should be submitted in Word format.

• [NC BoS CoC ESG-CV 2 Project Budget](#)

Project budgets should be submitted in Excel format for a contract term of 01/01/2021 – 06/30/2022. Note that eligible expenses can be billed starting March 10, 2020.

Link to Submit Application Materials

[Click here to submit application materials](#) to NC BoS CoC by 6:00 PM EST Friday January 08, 2021.



Due to the large volume of applications, NCEH staff will be unable to check submissions for completeness. When submitting documents, check the “Send me a copy of my response” box at the bottom of the form as your confirmation that all materials have been submitted.

Application Materials for Friday, January 22, 2021 Deadline – To NC DHHS

Only applicants that are approved by the NC BoS CoC are eligible to submit applications to NC DHHS. CoCs are required to submit a Regional Application and Regional Budget to NC DHHS. Only approved projects will be listed in this submission.

The following grant application items must be submitted to NC DHHS by Friday, January 22, 2021 at 5:00 PM EST:

Current Back@Home Agencies Applying for Additional Funding

Application Materials

- [Additional Funding Request Form](#) (same as submitted to NC BoS CoC)
- [NC BoS CoC ESG-CV 2 Project Budget](#) (same as submitted to NC BoS CoC)

Project Budgets should be submitted in Excel format for a contract term ending 06/30/2022.

New Applicants

Application Materials

- [Housing Stability/Back@Home Project Application](#) (same as submitted to NC BoS CoC)
 - [NC BoS CoC ESG-CV Project Budget](#) (same as submitted to NC BoS CoC)
- Project Budgets should be submitted in Excel format for a contract term of 01/01/2021 – 06/30/2022.

Contract Certification Forms and Documents

NC DHHS Required Contract Certification Forms & Documents in the order below

- [No Overdue taxes Certification Form](#)*
- [Annual IRS Tax Exemption](#)*
- [Annual Conflict of Interest Policy](#)*
- Current Certificate of Insurance*
- IRS Tax Exemptions Letter*
- [Substitute W-9](#)

*Units of Local Government are exempt from submitting these materials. They will only be required to submit the substitute W-9.

Link to Submit Application Materials

[Click here to submit application materials](#) to NC DHHS by 5:00 PM EST Friday, January 22, 2021.

Approved Project Applicants should only submit after notification from NCEH staff.



NC BoS CoC ESG-CV 2 Application Timeline

Activity	Due Date
RFA released	December 04
NC BoS CoC Instructions released	December 09
NC ESG Office RFA webinar - Register here: https://attendee.gotowebinar.com/register/6001577978916046864	December 10, 10-11:30 AM
Housing Stability/Back@Home Project Apps due to NCEH	January 08 at 6 PM
Housing Stability/Back@Home Project Apps Review/Selection	January 11-14
Housing Stability/Back@Home Project Selection Approval	January 15 (Steering Committee meeting)
Agency Notification	January 15
Application Finalization	January 18-21
Appeals due	January 19
Steering Committee Appeals Meeting (if needed)	January 20
All applications (Regional Application, Crisis Response Project Applications, and Housing Stability Back@Home Project Applications) due to NC DHHS	January 22 at 5 PM

