

**2024 Emergency Solutions Grant**

**Local Application Checklist & Submission Instructions**

Applicant:

Project:

Email this completed checklist and the following items listed below to Sheryl.norteye@santacruzcountyca.gov AND tonygardnerconsulting@yahoo.com by the deadline of **February 14th, 2025, at 5 PM**:

[ ]  Local ESG Project Application

[ ]  Local ESG 3-Year Project Budget

[ ]  Governing Board Authorizing Resolution (Must use State-approved format. May be a draft but must be fully executed prior to submission to the State)

[ ]  Need Narratives (one page maximum)

[ ]  Supplemental Narrative (only for agencies that received ESG funding in the past 2 years) Indicating:

1. Amount of each of your most recent two ESG awards
2. Amount expended from each of your most recent two ESG awards
3. Number of persons & households served by your most recent two ESG awards

[ ]  HMIS or Comparable Database Report for the project (for 10/1/23-9/30/24 or most recent 12-month period)

[ ]  Program Expenditure Financial Report for the project (for 10/1/23-9/30/24 or most recent 12-month period)

[ ]  Evidence of Leverage and Match Commitment for Funding Year 1

[ ]  Written Policies and Procedures (for all proposed program activities)

[ ]  Evidence of Site Control (only for Emergency Shelter applications)

[ ]  Most recent audit (nonprofits only)

[ ]  IRS 501(c)(3) Evidence of Nonprofit Status (nonprofits only)

Please DO NOT send paper copies of any of the above.

Note: If recommended by the H4HP Policy Board, the applicant must also submit a completed ESG application in eCivis to the State of California Department of Housing and Community Development (HCD) by the HCD deadline of **March 28, 2025, 5 PM.**  The HCD application is separate from the local application. The applicant is responsible for reviewing and understanding all HCD ESG application requirements, meeting all HCD timelines, and submitting a complete HCD ESG application and all required attachments in eCivis by the deadline.