

**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](mailto:Sheryl.norteye@santacruzcountyca.gov) AND [tonygardnerconsulting@yahoo.com](mailto: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.