



**North Carolina Department of Health and Human Services
OFFICE OF ECONOMIC OPPORTUNITY**

**Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary**

Verna P. Best, Acting Director

July 8, 2009

Dear Grantee:

As outlined in the contract between our agencies, in the section entitled "Contractor's Duties," grantees are required to annually submit the Emergency Shelter Grants Program Annual Performance Report. Failure to adhere to this reporting requirement may result in the suspension of grantee funding. The FY 2008-2009 Emergency Shelter Grants Program Annual Performance Report must be submitted electronically by Friday, July 24, 2009.

Please print and review the on-line FY 2008-2009 Emergency Shelter Grants Program Annual Performance Report. The on-line form is located at http://www.nchomeless.org/Archives_2008/Forms/ESG_08_09_Annual.pdf. It is also posted on CHIN's Phaseware Self-Service portal in the "Downloads" section. In addition, a link to the form is posted on the CHIN homepage at www.nchomeless.org. Once you have reviewed the form, we suggest that you print and complete a hard copy of the FY 2008-2009 Emergency Shelter Grants Program Annual Performance Report prior to entering the data in the electronic reporting form. Grantees should note that they cannot save data once it is entered in the electronic reporting form for later retrieval. Grantees should also print a completed copy of the electronic report for their records.

Agencies that contract with the Carolina Homeless Information Network (CHIN) will have a preliminary FY 2008-2009 Emergency Shelter Grants Program Annual Performance Report posted to their Phaseware Self-Service portal by July 6, 2009. This report is based upon monthly client data that has been entered in CHIN by grantees. Grantees should review the report and make corrections if needed. A final CHIN report will be sent to participating grantees no later than July 17, 2009. Agencies should use this information when completing the on-line form.

This year, the category "Other Non-HMIS" has been added back to the report. All clients should be entered into HMIS with the exception of those who have expressly requested to "Opt-Out" of the network. There is a specific category on the form for these individuals. Agencies are required to maintain separate records outside of the network on these individuals.

In advance, we appreciate your timely submission of the FY 2008-2009 Emergency Shelter Grants Program Annual Performance Report. If you have questions regarding the on-line report, please telephone 919-827-4500 for technical assistance.

Sincerely,

Verna P. Best

VPB:ML

cc: Michael Leach, MPA

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