City of Troy  
2014-2015 Emergency Solutions Grant Application Form

Emergency Solutions Grant (ESG) Overview

The ESG program is authorized by the McKinney-Vento Homeless Assistance Act funded through the U.S. Department of Housing and Urban Development (HUD) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). This federally funded program is administered through HUD by a formula allocation to ESG entitlement localities and states. The City of Troy is responsible for administering the city’s ESG allocation. The allocation minus 7.5 percent for local government administrative costs will be allocated to non-profits.

The goals of the ESG program are that:
- Individuals and families at-risk of homelessness obtain and maintain appropriate permanent housing; and
- Individuals and families experiencing homelessness obtain and maintain appropriate permanent housing.

The City of Troy will meet these objectives through supporting homeless shelter programs and effective rapid rehousing and prevention programs.

Funding Levels

The estimated total funding available for annual distribution through this competitive application is approximately $116,472 for July 2014 through June 2015. Please note that actual HUD funding levels have yet to be determined on the federal level and could vary.

City of Troy anticipates making awards within the following parameters:
- 56 percent of the funding less Administrative Costs will be obligated for Emergency Shelter services
- 10 percent of the funding less Administrative Costs will be obligated to mandatory HMIS.
- Of the remaining funds a minimum of 50 percent will be obligated for rapid rehousing services
- Of the remaining funds a maximum of 50 percent obligated for homeless prevention.

Please note: Administrative costs are not eligible costs for non-profit applicants. In addition, only the CoC HMIS lead is eligible to apply for HMIS funding.

The City of Troy will review recipient performance at least semi-annually and reserves the right to de-obligate and reallocate funds throughout the grant term.

All grants will be program-based awards for eligible homeless services and rapid rehousing/homeless prevention programs. Only proposals meeting minimum threshold requirements will be considered for funding. The City of Troy will give priority to current recipients of City of Troy ESG and/or CDBG funding for eligible activities.

Applicant Eligibility

- Applicants must be non-profits and current on 990 filings.
- Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. §576.406 shall apply to those receiving funds.
- Applicants must be in compliance with ESG guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws.
- Applicants must have established standard accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and be able to track agency and program budgets by revenue sources and expenses.
- Applicants with outstanding audit findings, IRS findings, City of Troy monitoring findings or other compliance issues are not eligible ESG recipients and any recipient will not be eligible to receive allocations if any of these conditions occur within the grant period. Please note that City of Troy will work with all interested parties, where appropriate, toward the resolution of unresolved matters.
- Eligible applicants must be able to demonstrate prior experience serving individuals and families at-risk of or currently experiencing homelessness.
- Continuum of Care membership is required.
- Applicants must certify that they will fully utilize the Homelessness Management Information System (HMIS) for their area. Please note: domestic violence programs are exempt from the HMIS requirement; however DV programs are required to provide aggregate data for reporting purposes.
All recipients must match their ESG allocation with an equal amount of other federal, state and local resources (cash and non-cash) in accordance with the matching requirements at 24 CFR 576.201

Key Applicant Eligibility Factors
- Non-profit
- No outstanding findings or other issues
- Experienced homeless services/prevention provider
- Must be able to meet recordkeeping and reporting requirements including HMIS Utilization (exception of domestic violence programs)
- Must be a local CoC member
- Proposal must be in line with City of Troy’s Five Year Consolidated Plan

Eligible Program Participants
Eligible program participants for emergency shelter, transitional housing and rapid re-housing programs must meet HUD’s definition of homelessness: **Homeless Status Eligibility**

(1) **An individual or family** who lacks a fixed, regular and adequate nighttime residence as defined by §576.2(1)(i)(ii)(iii);

(2) **An individual or family** who will imminently lose their primary nighttime residence as provided by §576.2(2)(i)(ii)(iii);

(3) **Unaccompanied youth** under 25 years of age, or **families with children and youth**, who do not otherwise qualify as homeless under this definition but who are defined as homeless under §576.2(3)(i)(ii)(iii)(iv);

(4) **An individual or family:**
   (A) who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary residence or has made the individual or family afraid to return to their primary nighttime residence;
   (B) has no other residence; and
   (C) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain permanent housing.

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<thead>
<tr>
<th>Eligible Program Type</th>
<th>Purpose</th>
<th>Eligible Costs</th>
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<tbody>
<tr>
<td>Emergency Shelter</td>
<td>Essential services.</td>
<td>Case management, childcare, education services, employment assistance and job training, outpatient health services, substance abuse treatment services, transportation, and services for special populations.</td>
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<tr>
<td>Emergency Shelter</td>
<td>Shelter operations</td>
<td>Maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.</td>
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</table>
| Homeless Prevention   | Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if:
   1) Annual income of the family is below 30% of median family income.
   2) Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing. | Utilities, rental application fees, security deposits, last month’s rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair. |
| Rapid Re-Housing      | Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help individuals or | Utilities, rental application fees, security deposits, last month’s rent, utility deposits and |
families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

HMIS

The ESG recipients are required to report program participant-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) database. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated locally.

**Ineligible** costs include, but may not be limited to:

- Recruitment
- Depreciation
- Costs associated with the organization rather than the specific program
- Any costs associated with advertisements, pamphlets, surveys, etc...
- Staff training, entertainment, conferences or retreats
- Public relations or fundraising
- Recipient bad debts/late fees
- Program participant mortgage assistance/payments
- Recipient mortgage/debt service
- Indirect costs
- Rental assistance in any unit in which the recipient or subsidiary has one percent or more ownership interest in the property

Recipients will be monitored to assure that reimbursed ESG expenses are in compliance with program guidelines.

**Documentation of Homelessness or At-Risk Status**

Documentation of participants' homelessness situation is an important aspect of ESG program compliance. ESG recipients are required to maintain adequate documentation of homelessness or at-risk status to determine the eligibility of persons served by HUD's homeless assistance or prevention programs. The documentation is typically obtained from the participant or a third party at the time of referral, entry, intake or orientation to the ESG-funded program. A completed Homeless Certification Form or At-Risk of Homelessness Certification Form (required documentation) and any supporting documentation must be maintained in the client file. Recipients will be monitored for compliance with this documentation requirement.

**Proposal Evaluation Criteria**

All proposals received by the deadline (3 P.M. on Friday, February 28, 2014) will be reviewed by the local CoC appointed committee to establish that applicant’s meet the minimum threshold requirements.

Threshold Criteria:

- Eligible applicant
- If multiple proposals, no shared program components
- Eligible activities
- Proposal received on or before deadline

Full proposals and all attachments are to be submitted to TCLEARY@CARESNY.org.

The local CoC will make funding recommendations to the City of Troy for final review and approval.
1. Project Title:

2. Sponsoring Organization(s) *(If a consortium, please name the lead organization first)*:

3. a Problem Area(s) Addressed:
   - Emergency Shelter
   - Homelessness Prevention
   - Rapid Re-housing
   - HMIS

3. b. ESG Funds Requested: $__________
   - Emergency Shelter $__________
   - Homelessness Prevention $__________
   - Rapid Re-housing $__________
   - HMIS $__________

4. Census Tract(s)

6 Project Summary: *(Provide a **BRIEF** synopsis, one to five sentences. One sentence or a short bulleted list should be sufficient for most projects.)*

7. Mailing Address

8. Executive Officer (of main organization): ___________________________ Phone: ________________

9. Contact Person for Application: ___________________________ Phone: ________________
10. **Project Description:** Please provide a complete description of your project. Include information you feel is relevant including expected long-term results of the activity.
Please answer the following questions:

11. What is the target population of your project?

12. At what location(s) will the project take place?

13. What geographic areas of the city will benefit from the project?

14. Describe your agencies past accomplishments that are directly related to the objectives of HUD’s Emergency Solutions Grant Program.

15. Capacity and Coordination
   Applicants will describe their management capacity, especially that of all subrecipients, if any. Provide specific details relating to direct or related experience with service provision to homeless individuals and families or those at-risk of homelessness. Applicants will provide their plan to coordinate and integrate ESG-funded activities with other programs targeted to serving homeless persons and with mainstream resources for which program participants may be eligible.

16. Participation in a Continuum of Care
   The applicant will briefly note how their agency was active in the CoC planning process during the 2013-14 year.

17. Project Results: Ideally, what will be the results of the project? Please specify how your project will benefit the city of Troy or its residents, especially low/mod residents.

18. Provide a list of other funding sources requested for this project. Indicate the status of these funds (cash on hand, grant received, pending, conditional reservation of funds, fundraising planned, etc.).
**APPENDIX F: BUDGET REQUEST JUSTIFICATION**

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<th>Project:</th>
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<th>Agency:</th>
<th>Program Year:</th>
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Please provide a brief narrative justification for each item for which funds are being requested, including staffing as well as non-personnel related expenditures.