

City of Troy 2025-2026 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 \$151,008 for July 2025 through June 2026, per notification from HUD.

City of Troy anticipates making awards within the following parameters:

- No more than 60 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 no more than 30 percent may be obligated for rapid rehousing services.
- Of the remaining funds 70 percent or more may be obligated for homelessness 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 homelessness services and rapid rehousing/homelessness 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 funding for eligible activities.**

Applicant Eligibility

- Applicants must be non-profits and current on 990 filings, is your agency current?
- 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 accounting practices, and compliance with federal and state non-discrimination laws.
- 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 Homeless 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
- Participation in Coordinated Entry

Eligible Program Participants

Eligible program participants for emergency shelter, transitional housing and rapid re-housing programs must meet HUD's definition of homeless: **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.

Eligible Program Type	Purpose	Eligible Costs
Emergency Shelter	Essential services.	Case management, childcare, education services, employment assistance and job training, outpatient health services, substance abuse treatment services, transportation, and services for special populations.
Emergency Shelter	Shelter operations	Maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.
Homelessness 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, emergency financial assistance to avoid eviction, 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 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.	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.

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.	Technical Staffing and software
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The Rensselaer County Homeless Services Collaborative has developed Performance Standards as required by HUD regulations. These Standards are noted within the application for each program type.

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 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, 4:00pm, February 14th**, will be reviewed by the local CoC-appointed committee to establish that applicants meet the minimum threshold requirements.

Threshold Criteria:

- Eligible applicant
- Eligible program participants
- Eligible program type
- Eligible costs
- Follows Consolidated Plan
- Proposal received on or before deadline

Full proposals and all attachments are to be submitted to agraves@caresny.org.

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

CITY OF TROY
2025-2026 (Year 51) Emergency Solutions Grant Application

Each applicant must complete one application per project type.

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 _____ Outreach

3. b. ESG Funds Requested: \$ _____

Emergency Shelter \$ _____
Homelessness Prevention \$ _____
Rapid Re-housing \$ _____
Outreach \$ _____
HMIS \$ _____

4. Census Tract(s):

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

6. Mailing Address:

7. Executive Officer (of main organization): _____ **Phone:** _____

8. Contact Person for Application: _____ **Phone:** _____

9. 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:

10. What is the target population of your project? Please check all that apply.

<input type="checkbox"/>	An individual or family who lacks a fixed, regular and adequate nighttime residence
<input type="checkbox"/>	An individual or family who will imminently lose their primary nighttime residence
<input type="checkbox"/>	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
<input type="checkbox"/>	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.

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

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

13. Does your project prevent, prepare for, or respond to **coronavirus** among individuals and families who are homeless or at risk of homelessness?

14. Describe your agency's 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. Systems Participation

16a. Participation in a Continuum of Care - Please briefly note whether the agency was a member in good standing of the local CoC, and how their agency was active in CoC committees during the 2023-24 year.

16b. Will your program participate with the HMIS or a comparable database?

16c. Is your project in line with the City of Troy's Five-Year Consolidated Plan? *Please indicate which sections your project will work to improve. The Five-Year Consolidated Plan is available on the City of Troy's website.*

_____ Housing Needs _____ Homeless Needs _____ Community Development Needs
_____ Public Service Needs _____ Economic Development Needs

17. Coordinated Entry

17a. Has your agency signed and returned the annual Coordinated Entry MOU to the CE lead agency? *Please reach out to ce@josephshouse.org to confirm that the CE MOU is current and/or complete one if it is not.*

Yes No

17b. If funded, will your agency staff commit to participating in the Coordinated Entry process and receiving the required CE training?

Yes No

18. 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/moderate income residents.

19. Project Performance: Please state what your project is expected to achieve during the 2025-26 year as measured by the Rensselaer County Homeless Services CoC ESG Required Performance Standards.

ESG Activity	Rensselaer CoC Required Performance Standard
Homeless Prevention (HP)	<p>Reduce the Number of Homeless Households Seeking ES</p> <ul style="list-style-type: none"> • At least a 20% increase in diversions for homeless households within the City of Troy • At least 80% of households served will maintain PH for 90 days after discharge
Outreach	<p>Expand Homelessness Outreach Services</p> <ul style="list-style-type: none"> • At least 10% more households will be provided services than the previous year
Emergency Shelter (ES)	<p>Reduce Rates of Homelessness</p> <ul style="list-style-type: none"> • At least 30% of households will exit to PH destinations • Average length of stay is less than 20 days
Rapid Rehousing (RRH)	<p>Reduce the Number and Length of Period of Homelessness for Homeless Households</p> <ul style="list-style-type: none"> • At least 80% of households served will be placed in PH within 60 days • At least 80% of households served will maintain PH for 90 days after discharge
Homeless Management Information System (HMIS)	<p>Increase and Maintain Data Quality within HMIS</p> <ul style="list-style-type: none"> • No more than 5% missing or null data for all required fields

20. Please indicate if the entire 2024 ESG allocation for this project was expended. If not, please explain.

21. Provide a list of other funding sources that will make up the required cash/non-cash match requested for this project. Indicate the status of these funds (cash on hand, grant received, pending, conditional reservation of funds, fundraising planned, etc.).

22. Is the agency a non-profit? Is the agency current on 990 filings?

23. In the most recent monitoring visit for ESG, were any findings noted? If yes, were they resolved? Please explain.

Appendix F: PROGRAM OPERATING BUDGET for Year 51

Project Name:

Agency:

Project Type:

Program Year: Year 51

Please provide a brief narrative justification for each item for which funds are being requested, including staffing as well as non-personnel related expenditures.

	ESG	Other Funding	Total
PERSONNEL			
1. Salaries (list personnel and FTE amount for project)			
2. Fringe Benefits (include percentage of salary, if applicable)			
TOTAL PERSONNEL COSTS			
NON-PERSONNEL			
3. Contractual Services (Services you are contracting out, e.g. cleaning services)			
4. Travel (mileage, gas, etc. used for ESG Project)			
5. Equipment (purchased materials, supplies, etc.)			
6. Space Property Rental (Space that is being rented by the agency for this project)			
7. Utilities (Utility costs for agency attached to this project)			
8. Operating Expenses (space insurance, maintenance, etc. attached to this project, etc.)			
9. Other- Financial Assistance			
a. Rental Application fees			
b. Utility assistance			
c. Last month's rent			
d. Moving costs			
10. Other- Rental Assistance			
a. Rent payments			
b. Rental arrears			
c. Security deposits			
11. Other (admin is not allowable) -			
a. Housing search and placement			
b. Housing stability case management			
c. Landlord-tenant mediation			
d. Tenant legal services			
e. Credit repair			
f. Other _____			
TOTAL NON-PERSONNEL COSTS			
TOTAL PROJECT COSTS			