

City of Albany 2024-2025 Emergency Solutions Grant Request for Proposals

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 Albany is responsible for administering the City's ESG allocation. The allocation (less 7.5 percent for local government administrative costs) will be allocated to nonprofits.

The goal of the ESG program is to assist at-risk and homeless households obtain and maintain appropriate permanent housing. Through the 2024-25 funding year, the City of Albany will support emergency shelters, as well as street outreach, prevention and rapid rehousing programs to meet this goal.

Funding Levels

Please note actual HUD funding levels have yet to be determined on the federal level and may vary.

The City of Albany anticipates awarding organizations within the following parameters:

- Up to 60 percent of the funding (less administrative costs) will be obligated for emergency shelters and street outreach
- Of the remaining funds, 50 percent *or more* may be obligated for homeless prevention and 50 percent *or less* may for rapid rehousing services

Please note: Administrative costs are not eligible for applicants.

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

Applicant Eligibility

The following eligibility criteria will be used to consider ESG applications for funding. The applicant or proposed program *must*:

- Be eligible under the definitions of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act
- Coordinate activities with the Continuum of Care to carry out ESG eligible activities
- Demonstrate the capacity to participate in/and meet performance and reporting requirements under the Homeless Management Information System (HMIS)
- Strengthen the Albany County CoC by addressing gaps in residential and non-residential services
- Develop and implement a plan of homeless prevention that emphasizes "housing stabilization" (Homeless Prevention/Rapid Rehousing Programs)
- Develop goals and actions that specifically target chronic homeless, veterans, families with children and unaccompanied youth (Shelter/Outreach)
- Cultivate collaboration between the recipient agency and the Continuum of Care process
- Be able to match their ESG allocation with an equal amount of other federal, state and/or local resources (cash or in-kind) which must be used or counted towards eligible ESG activities.

Eligible Program Participants

ESG program participants in Emergency Shelter and Rapid Re-housing must meet HUD's definition of homelessness:

- 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.
	Shelter Operations	Maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.
Outreach	Engagement, Case Management, Emergency health and mental health services, transportation and services for special populations including homeless youth, homeless persons with HIV/AIDS, and Homeless Victims of Domestic Violence, Sexual Violence and Stalking. Services are provided to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying.	Staff salaries and transportation related to Outreach Services.
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 family income 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 to achieve stability.	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 repair credit.
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.

(ACCH) has developed performance standards per HUD regulations. These standards are noted within the application for each program type (see details within the ACCH Written Standards: <https://caresny.org/wp-content/uploads/2021/08/8.18.2021-ACCH-Written-Standards-FINAL-APPROVED.pdf>)

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 or more percent ownership interest in the property

Recipients will be monitored to assure that reimbursed ESG expenses adhere to 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.

Ineligible Activities

- Acquisition of a facility for use as an emergency shelter for the homeless
- Rehabilitation services (e.g., preparation of work specifications, loan processing, or inspections)
- Renovation or conversion of buildings owned by primarily religious organizations or entities. All services must be free from religious influences.

Required Documentation

The following documents **must** be submitted with application by submission deadline cited below:

- 501c3 Tax-exempt Status
- Audited Financial Data with Statement of Opinion
- Copy of Articles of Incorporation and By-Laws
- DUNS Number

Submission Deadline & Process

Complete proposals and required attachments must be submitted as PDFs to mvandeusen@caresny.org by **4 P.M. on February 1, 2024.**

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

City of Albany 2024-2025 Emergency Solutions Grant Application

1. **Project Title:**

2. **Applicant/Agency:**

3. **Agency Contact for Application:**

Email:

4. **Executive Director:**

5. **Mailing Address:**

6. **Agency DUNS Number:**

7. **Project Type:**

- Emergency Shelter Homelessness Prevention Outreach Rapid Re-housing

**If you are applying for more than one project type, you must complete a separate application for each project type. **

8. **ESG Total Funding Request:**

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

9. **Project Summary** (Provide a **BRIEF** synopsis: 1-5 sentences or short bullet list sufficient)

10. **Project Description:** Please provide a complete project description. **(0-10 points)**

- Applicants should include a brief description of the services provided, the target population served, number of beds/units served, and other relevant information pertaining to the scope of services being provided. (5pts)
- Applicants should also include expected long-term results of the project. (5pts)

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

	An individual or family lacking a fixed, regular and adequate nighttime residence
	An individual or family at imminent risk of losing their primary nighttime residence
	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
	An individual or family: a) who is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions relating to violence against the individual or a family member, including a child, that has taken place either 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 resources or support networks (e.g., family, friends, faith-based or other social networks to obtain permanent housing).

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

13. Describe your agency’s past accomplishments directly related to the objectives of HUD’s ESG Program

in no more than 250 words. *If you have not received ESG funding in the past, please provide details of current work and accomplishments in line with ESG program goals. (0-10 points).*

- 2.5 points for describing the funding you have received in the past (ESG or other) that demonstrates your capacity to administer an ESG program.
- 2.5 points for describing your experience administering HUD funding.
- 5 points for describing examples of successfully administering a housing program related to the ESG eligible activities outlined.

14. Capacity and Coordination

Describe your agency’s management capacity, including monitoring subrecipients (if any) in no more than 350 words. (0-10 points).

- *Provide specific details of direct or related experience with service provision to homeless individuals and families or those at-risk of homelessness. (5 pts)*
- *Applicants should 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. (5pts)*

15. Systems Participation

15a. Is your agency a member of the Albany CoC (Albany County Coalition on Homelessness)?

- Yes-5 pts No-0 pts

15b. Does/will your program participate with the HMIS or a comparable database?

- Yes -5 pts No -0 pts

16. Which of the following goals outlined in the City of Albany’s Draft Consolidated Plan 2020-2024

(https://www.albanyny.gov/Libraries/ACDA/City_of_Albany_Draft_Consolidated_Plan_March_2020.sflb.ashx) does your project support/provide? *Please check all that apply:*

- Affordable Housing Homeless Services Improvement of Existing Structures

17. Project Outcomes: What are the projected project outcomes? Please specify how you anticipate your project will benefit the City of Albany and/or its residents, especially low/moderate income residents.

Applicants should provide a description of the need for this project, including how the project objectives will address this need for City of Albany residents; no more than 250 words. (0- 5 pts).

18. Project Performance: Please provide a detailed description of how your project is expected to achieve the below required performance standards during the 2024-25 year as measured by the Albany CoC (per p. 9 ACCH Written Standards: <https://caresny.org/wp-content/uploads/2021/08/8.18.2021-ACCH-Written-Standards-FINAL-APPROVED.pdf> (0-10 pts).

ESG Activity	Albany CoC Required System Performance Standards
Emergency Shelter (ES)	Reduce Rates of Homelessness <ul style="list-style-type: none"> At least 30% of households will exit to PH destinations
Outreach	Expand Homelessness Outreach Services <ul style="list-style-type: none"> At least 10% more households will be provided services than the previous year
Homeless Prevention (HP)	Reduce the Number of Homeless Households Seeking ES <ul style="list-style-type: none"> At least a 20% increase in diversions for homeless households within the City of Albany At least 80% of households served will maintain PH for 90 days after discharge
Rapid Rehousing (RRH)	Reduce the Number and Length of Period of Homelessness for Homeless Households <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)	Increase and Maintain Data Quality within HMIS <ul style="list-style-type: none"> Increase and maintain data quality within HMIS No more than 5% error rate for all required fields

19. If funded in 2023-24, was/will the entire ESG allocation for this project be expended?

Yes/NA- 5pts No-0pts

20. Provide a list of other funding sources which will make up the required dollar per dollar cash or in-kind match (100%) required for this project. Indicate the status of these funds (cash on hand, grant received or pending, conditional reservation of funds, fundraising planned, etc.).

ESG requires a 100% match from the agency to be eligible for funds

Agency has provided required match detail- **5pts**

Agency has not provided required match detail- **0pts**

21. If the agency is a nonprofit, is the agency current on its 990 filings? Yes No

22. Were there any findings noted in your most recent ESG monitoring report? Yes- 0 points No/NA-5 points

If yes, were findings addressed and/or resolved? Please explain (0-5 pts).

23. Attachments

Please include the following attachments with your application as PDFs. Applications without the below attachments will be considered incomplete.

- Articles of Incorporation and By-laws
- Most recent audited financial data and statement of opinion
- Agency 501c3 Tax-exempt status documentation

ESG OPERATING BUDGET PROPOSAL

(5 points for complete and accurate budget proposal)

Agency:

Project:

Program Year 50: June 1st, 2024 to May 31st, 2025

Activity	ESG	Match Funding	Total
A. PERSONNEL	\$	\$	\$
1. Salaries	\$	\$	\$
2. Benefits- X% Statutory & Non-statutory: FICA, worker's compensation, disability insurance, Holiday, accrued vacation, sick and personal time, SEP, health, dental and life insurances	\$	\$	\$
3. Other (i.e., consultant)	\$	\$	\$
TOTAL PERSONNEL COSTS	\$	\$	\$
B. NON-PERSONNEL			
1. Office supplies	\$	\$	\$
2. Rent & Utilities	\$	\$	\$
3. Advertising/Marketing	\$	\$	\$
4. Other:	\$	\$	\$
a. Professional Fees	\$	\$	\$
	\$	\$	\$
TOTAL NON-PERSONNEL COSTS	\$	\$	\$
TOTAL PROJECT COSTS	\$	\$	\$