

# ESG FY24-25 Application

Screenshots of the ESG Application (online). Sequencing pages from beginning to end.

# ESG: FY24-25 Application



My progress: 0%

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## ESG: FY24-25 Application

### FY 2024-2025 Timeline

Release Date:

Saturday, January 13, 2024

Submission Deadline:

Wednesday, February 14, 2024 @ 11:59PM EST

The City of Hartford is designated as an Entitlement Community by the U.S. Department of Housing and Urban Development (HUD), and is allocated grant funds on an annual basis to meet the needs of low-to-moderate income (LMI) individuals and households through the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships Program (HOME), and the Housing Opportunities for People with AIDS (HOPWA) Programs. **Under the City's 2024-2025 CDBG program application process, eligible entities are invited to submit applications for Community Development Block Grant (CDBG) funding to carry out community development activities for the period July 1, 2024-June 30, 2025.**

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My progress: 6%

## Funding Opportunity

Please confirm the funding opportunity are you applying for? Required

ESG

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My progress: 11%

## ESG Eligibility

On December 5, 2011 under the HUD McKinney-Vento program (HEARTH Act), HUD revised the regulations for the program previously known as the Emergency Shelter Grant (ESG). Significant changes were made to the HEARTH Act, among those changes; the previously named Emergency Shelter Grant was changed to the Emergency Solutions Grant (24 CFR 576). Changes to the Act include the definition of homelessness, requiring increased coordination and collaboration between the Emergency Solutions Grantee and the local Continuum of Care (CoC), requiring the adoption of performance and outcome measures and encourages Grantees to build on successful homelessness prevention and rapid re-housing strategies developed through the ARPA-funded Homelessness Prevention and Rapid Re-Housing Program (HPRP). Per the ESG regulations, there is a **60%** cap on the total amount allocated for Emergency Shelter Operations.

The ESG program also requires the following from awarded agencies:

- Participation in the Homeless Management Information System (HMIS)
- Participation in the Coordinated Access Network (CAN) and rapid rehousing initiatives
- 100% Matching Funding

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My progress: 22%

## Organization (Applicant) Information

Organization (Applicant) Name: Required

Maximum 500 characters (500 remaining)

Mailing Address: (Street, City, State, Zip) Required

*Please include the FULL mailing address.*

Example: 550 Main Street, Hartford, CT 06103

Maximum 46 characters (46 remaining)

Federal TIN/EIN#: Required

Please enter the **Tax Identification Number** (TIN)/Employer Identification Number (EIN), including the dash.

XX-XXXXXXX

Maximum 10 characters (10 remaining)

Federal UEI: Required

Visit <https://sam.gov/content/duns-uei> for more information.

Maximum 12 characters (12 remaining)

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My progress: 28%

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## CEO / Executive Director Contact Information

*Person authorized to sign contract and bind organization.*

Full Name: Required

Maximum 100 characters (100 remaining)

Title: Required

Maximum 100 characters (100 remaining)

Phone Number: Required

Maximum 20 characters (20 remaining)

E-mail address: Required

Maximum 30 characters (30 remaining)

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My progress: 33%

## Organization Financial Information

Organization Annual Budget: **Required**

Example: \$126,732

Maximum 10 characters (10 remaining)

Total Cost of Activity: **Required**

Example: \$29,041

% of Organization's Annual Budget: **Required**

Example: 59%

Maximum 3 characters (3 remaining)

ESG Funds Requested: **Required**

Example: \$200,000

Maximum 12 characters (12 remaining)

Leveraged Funds Available for Match: **Required**

**Minimum 1:1**

Example: \$15,721

Maximum 12 characters (12 remaining)

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## Section I: About Your Organization (Max 5 points)

5 Points

1. What is your organization's mission statement? Required

1 point

Maximum 500 characters (500 remaining)

2. What target population(s) does your organization serve? Required

1 point

Maximum 1000 characters (1000 remaining)

3. A brief summary of your organization's history. Required

1 point

Maximum 1000 characters (1000 remaining)

4. A brief description of the proposed activity for which funding is requested. Required

2 points

Maximum 2000 characters (2000 remaining)

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My progress: 44%

## Section II: Alignment to City's Community Development Goals

Required

- High Priority Goal: Reducing Homelessness **Required**
- High Priority Goal Description: Assistance for homeless individuals to move from living on the street or in unstable housing arrangements to stabilized, permanent housing situations. **Required**

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My progress: 50%

## Section III: Services Provided (Max 10 points)

Check off all the services your organization provides (8 points):

Required

- Emergency Shelter
- Soup Kitchen / Meal Distribution
- Health Care
- Mental Health Care
- Alcohol / Drug Program
- Child Care
- Outreach and Engagement
- Food Pantry
- School-aged children educational needs
- HIV / AIDS Services
- Employment Services
- Homeless Prevention and Rapid Re-Housing
- Other

Please indicate the following (2 points):

1. Average number of direct participants (number of adults and children) served daily.

Required

Maximum 8 characters (8 remaining)

2. Average number of direct participants served yearly (unduplicated). Required

Maximum 8 characters (8 remaining)

3. Percentage of Hartford residents. Required

%

Maximum 3 characters (3 remaining)

4. How clients are housed and how many units are available. Required

Please describe how clients are housed and the # of available units.

Maximum 1500 characters (1500 remaining)

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My progress: 56%

## Section IV: Collaboration / Coordination of Services (Max 30 points)

1. Describe how the organization supports the activities of the Greater Hartford Coordinated Access Network. **Required**

5 points

Maximum 1000 characters (1000 remaining)

2. Describe how the organization collaborates with partners and area mental health services to follow a discharge planning process to keep clients from again becoming homeless. **Required**

10 points

Maximum 1000 characters (1000 remaining)

3. Describe other shelters in the area and explain how your organization participates in collaborative efforts to meet prevention, emergency and transitional shelter needs.

Required

5 points

Maximum 1000 characters (1000 remaining)

4. What coordinating solutions have been implemented to find clients the services they need and move them from homelessness to finding and retaining stable housing? Required

Example: workforce development, shared housing, other innovative service models.

10 points

Maximum 1000 characters (1000 remaining)

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My progress: 61%

## Section V: Fair Housing (Max 5 points)

5 points

1. If funded by ESG during the operating year, grantees must carry out a minimum of one activity to further fair housing. Please discuss what specific action the organization will perform during the program year in the area of enforcement and/or promotion to affirmatively further fair housing. **Required**

5 points

Maximum 1000 characters (1000 remaining)

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## Section VI: Organizational Capacity (Max 10 points)

10 points

1. Describe the length of time and experience the organization and staff have in providing the shelter and related service activities outlined in your program plan. Include the names, titles, qualifications (years of experience, professional training and academic degrees) and hours per week and percentage of time of all staff assigned to the ESG funded program, and how this staffing pattern will successfully meet this NOFA's requirements in light of any other similar obligations for any other programming. Indicate vacant or new positions. Summarize the organization's procedures to secure and retain professional staff, and the method of evaluating personnel performance. Required

8 points

Maximum 5000 characters (5000 remaining)

2. Describe the staff's participation in professional training and how the staff keeps up to date on HUD regulations and priorities. Required

2 points

Maximum 5000 characters (5000 remaining)

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## Section VII: Performance (Max 20 points)

20 points

1. Over the past two years, have the services provided by the organization:  
Please respond to the questions below; 1A, 1B, 1C.

No response required here.

1A. Reduced participant's length of homeless episodes? Explain. Required

4 points

Maximum 5000 characters (5000 remaining)

1B. Reduced participant's recidivism back into homelessness? Explain. Required

4 points

Maximum 5000 characters (5000 remaining)

1C. Resulted in "permanent exits" from your shelter? Explain. Required

4 points

Maximum 5000 characters (5000 remaining)



2. If the organization has not made measurable progress towards the above goals, please discuss factors or strategies that are being investigated or implemented. **Required**

**2 points**

Maximum 3000 characters (3000 remaining)

3. Discuss the organization's current level of utilizations of HMIS and any difficulties being experienced.

**Required**

**3 points**

Maximum 3000 characters (3000 remaining)

4. Describe the organization's past experience in administering HUD or similiar grant programs.

**Required**

**3 points**

Maximum 5000 characters (5000 remaining)

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**Continue**

## Section VIII: Matching Requirements / Leverage (Max 10 points)

1. Explain how the organization meets the 1:1 matching requirement. If there are committed funds, include copies of the award letter(s). **Required**

**7 points**

Maximum 5000 characters (5000 remaining)

2. Indicate all other sources of funding for the proposed activity (committed, pending or planned) for the period of July 1, 2024 - June 30, 2025. **Required**

**2 points**

Maximum 3500 characters (3500 remaining)

3. What will be the impact if the proposed activity is not awarded ESG funds? **Required**

**1 point**

Maximum 3500 characters (3500 remaining)

## Section IX: Itemized Budget and Budget Justification (Max 10 points)

5 points

ITEMIZED BUDGET: Prepare a line item budget for the period of July 1, 2024 through June 30, 2025. Include all sources of funding and indicate if funds are committed or pending. Attach additional sheets if necessary. Required

5 points [ITEMIZED BUDGET Sheet Download](#)

Maximum 5000 characters (5000 remaining)

Download the following BUDGET FORM, which you will complete and upload below. Provide a breakdown of all sources of funding that will be used to operate your program. Required

Select file

Max file size: 1024 MB  
Max number of files: 10 files

BUDGET JUSTIFICATION: Describe how ESG funds will be used. Required

Example: shelter maintenance, operation, rent, non-capital repairs, fuel, equipment under \$1,000, utilities, food, furnishings, certain staff costs.

5 points

**Please note:** Insurance is **not** an allowable expenses under this application.

Maximum 5000 characters (5000 remaining)

## ESG Attachments

1 point will be deducted for each of the following items not submitted with the application:

- 501(c)(3) designation from the IRS
- Proof of insurance from the CT Secretary of the State
- Current list of the organization's Board of Directors
- Organization's single audit report for its most recent fiscal year (2022 or 2023); or Organization's financial statement for the most recent fiscal year (ending 2022 or 2023)

Document Name Required

**Required Documents:** The following documents must be included at the time of submission. See Official Instructions for information on submitting #1-8 (#9 is optional) with this application.

- 1. City of Hartford Grantee Certification and Official Application Signature (signed and dated) Required
- 2. City of Hartford Tax/Financial Certification and Declaration of Delinquencies (signed and dated) Required
- 3. City of Hartford Maintenance of Insurance Certification (signed and dated) Required
- 4. City of Hartford EEO Report (signed and dated) Required
- 5. Organization's Board of Director's List (current as of application date) Required
- 6. Organization's 501(c)(3) designation from IRS Required
- 7. Organization's proof of incorporation from the CT Secretary of State Required
- 8. Organization's single audit report for its most recent fiscal year (either 2022 or 2023); OR Organization's financial statement for the most recent fiscal year. Required
- 9. Award Letters, Commitment Letters (if applicable)

## Acknowledgements and Electronic Signature

**ATTENTION:** If your application needs to be left open for more than 24 hours before submitting, please click "SAVE" and come back to the saved form before submitting. If you are seeing a "File not Found" error, please re-upload your attachments before submitting and the error will be resolved.

The undersigned hereby certifies that s/he is duly authorized to negotiate execute and deliver agreements, documents and other instruments in the name of and on behalf of the organization submitting this application for funding assistance, and that the information contained in this application is, to the best of his/her knowledge, true, correct, complete, and represents under penalty of law the true intended usage of the funds for which the application is being submitted.

Please type your full name here, and sign in the box below. Required

Maximum 50 characters (50 remaining)

I hereby further acknowledge and attest that the information provided in this application is true to the best of my knowledge. Required


Draw signature below  Upload photo of signature

Name of signatory:

Once you click "Submit", the final application will be sent and information cannot be changed. You will receive an e-mail confirmation with your answers attached. Please confirm below you are ready to submit the application.

I acknowledge all answers are final, and I am ready to submit my application.

Please complete the following:

 I'm not a robot  reCAPTCHA  
Privacy Terms