

**CITY OF LAREDO**  
**COMMUNITY DEVELOPMENT DEPARTMENT**



**EMERGENCY SOLUTIONS GRANT (ESG)**  
**Application Guidance**

Applications Deadline: July 29, 2022 at 3:00 pm

**NO LATE APPLICATIONS WILL BE ACCEPTED**

Applications may be mailed or hand delivered to:

City of Laredo  
Community Development Department  
1301 Farragut St. (3<sup>rd</sup> floor, East wing)  
Laredo, TX 78040



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## Introduction

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### Objective:

The purpose of the Emergency Solution Grant is to provide funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

The City of Laredo encourage any unit of general purpose local government or private nonprofit organization to submit a proposal to award ESG grant funds.

### Eligible Program Components:

*\*Always refer to the program regulations at 24 CFR Part 576 for complete information about all eligible costs and program requirements.*

1. Emergency Shelter

- *Essential Services* consist of case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- *Operations* consists of maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter.

2. Street Outreach

Essential services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-family-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations.

3. Homelessness Prevention

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, or a place not meant for human habitation such as a car, park, abandon building, bus or train station, airport, or camping ground.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears

- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management

4. Rapid Re-Housing

Housing relocation and stabilization services and/or short-and/or 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.

Eligible costs include:

- Rental assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management

5. Data Collection (HMIS)

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area.

## **Program Requirements (if awarded)**

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### **Match**

Applicants must match ESG funding dollar-for-dollar (i.e. the match total must equal or exceed the amount of ESG funds requested). The funds may come from other public or private sources. Applicants must comply with this requirement by providing matching funds directly through cash or non-cash contributions.

For the specific match requirements, refer to HUD Regulations at 24 CFR 576.201

### **HMIS**

Participation in a Homeless Management Information System (HMIS) is a federal ESG requirement. Exception: Agencies whose primary mission is domestic violence victim services cannot participate in HMIS but must use a comparable database that produces un-duplicated, aggregate reports instead.

### **Coordinated Entry**

Applicants must be a Participating agency in the Laredo/Webb County Coordinated Entry Policies and Procedures by signing an MOU and attend the monthly meetings.

### **Written Standards**

Establish and consistently apply, written standards for providing ESG assistance.

### **Active Governing Body**

Governance of the agency shall be vested in a responsible and active voluntary board, which meets to establish and enforce policies. The Board shall be structured to be representative of the community it serves. Per 24 CFR 576.405 (a) sub-recipients must provide for the participation of not less than one homeless individual or family on the board of directors.

## Evaluation Criteria

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Proposals will rely primarily on information obtained from the records and reports from the applicant and may also consider relevant information pertaining to the recipient's performance gained from other sources.

Applicants who have previously received ESG funding will also be evaluated based on their past performance. Past performance will include but not be limited to:

- Attainment of objectives in a timely manner
- Expenditure of funds at a reasonable rate
- Timely submission of client data reports

## Application Process

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This checklist is provided as a guide for documentation and information needed for a complete ESG application.

- Cover letter
- Proposed Detailed Budget
- Proposed Match
- Operational Budget
- Recent Financial audit
- List of agency Board of Directors
- \$1 million in liability insurance
- IRS 501(c)(3)

For more information please contact:

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