

**CITY OF WORCESTER FISCAL YEAR 2026
EMERGENCY SOLUTIONS GRANT PROGRAM**



REQUEST FOR PROPOSALS

The City of Worcester's Executive Office of Economic Development requests proposals for the Emergency Solutions Grant Program for the period of July 1, 2025, through June 30, 2026.

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I. REQUEST FOR PROPOSALS (RFP) SUMMARY

The City of Worcester is issuing a Request for Proposals (RFP) for funding consideration under the Emergency Solutions Grant (ESG) program for Fiscal Year 2026 (July 1, 2025, through June 30, 2026.) ESG funding from the U.S. Department of Housing and Urban Development has been made available to the City of Worcester in the estimated amount of \$596,846 to provide homelessness prevention, rapid re-housing, emergency shelter and street outreach programs for homeless individuals and families throughout the City of Worcester. All projects funded through the ESG program must adhere to federal regulations Part 576 – Emergency Solutions Grants Program (final rule). Please note that the City’s program guidelines are under review and that this RFP is subject to change or re-release based on Federal, State and/or local determinations.

II. APPLICANT ELIGIBILITY AND CRITERIA REQUIREMENTS

Applicants interested in applying for ESG funds must:

- Have a program that meets one of the ESG eligible activities and meets all activity criteria.
- Be eligible to participate in HUD and City-funded programs.
- Respond to the needs of the City of Worcester, as outlined in the City’s Consolidated Action Plan.
- Have no part in the organization or agency’s net earnings.
- Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have designated an entity that will maintain such an accounting system; and
- Provide a current budget showing the applicant’s capacity to execute the proposed project and the ability to secure additional funding necessary to operate the proposed project.

The Executive Office of Economic Development will hold two (2) Funding Overview and Technical Assistance Workshops. Workshop # 1 – General RFP Overview will be held on Tuesday, January 21, 2025, at 2:30 p.m. Workshop # 2 - Public Facilities RFP Overview will be on Tuesday, January 28, 2025, at 3:30 p.m., each will be held in the City of Worcester Levi Lincoln Chamber, Room 309, 455 Main Street Worcester MA. Applicants with questions and those requiring assistance should attend these meetings. Questions regarding this process and ESG eligibility may be submitted to development@worcesterma.gov for review and answers will be provided to all attendees at the **Technical Assistance Workshops. Staff may not answer any questions outside the ESG public review process.**

III. THRESHOLD REQUIREMENTS FOR PROPOSAL SUBMISSIONS

All applicants and proposals must meet following minimum threshold requirements:

- Applicant and its affiliates or subsidiaries must be current in all financial obligations with the City of Worcester. The City of Worcester will not fund an organization or agency with outstanding disallowed costs, defaulted loans, tax arrearages, debarment actions or any other legal encumbrances, regardless of the merits of the submitted proposal.
- Applicant organization must certify that it complies with the Americans with Disabilities Act of 1990 (ADA), as amended (P.L. 110-325).
- Applicants must have its Board of Directors certify that it has a three (3) month cash flow reserve; and
- Applicant must certify that it has a Non-Discrimination Policy and provide copies of that policy.

PLEASE NOTE: *Projects, programs or activities which fail to meet the applicable regulations and criteria **will not be considered for funding**. If the applicant fails to demonstrate that these requirements have been met, the proposal will not be reviewed.*

IV. GENERAL INFORMATION FOR ESG APPLICANTS

Proposal Format

- The application must be typed (not handwritten) with a legible typeface no smaller than 12-point type.
- All documents must be stapled or paper clipped with no binding.
- The original application should be signed in blue ink and the application package must include a total of **one hard copy** in addition 1 *PDF version of the application and exhibits emailed to Susann Ferraro at Ferraros@worcesterma.gov, by the deadline.*
- **Applications are due to the City of Worcester's Executive Office of Economic Development by Tuesday, February 11, 2025, at 4:00pm.** Incomplete applications or applications submitted after the deadline may not be considered.
- Applicants having minor clarification issues will have one business day to respond to the city's request. If an agency does not respond within the deadline the application will be considered incomplete and not considered. Once submitted, no proposal may be amended, unless the amendment has been requested by the city.

Funding Priorities

While the level of available funding for ESG resources are only able to supplement the range of services required to fulfill the City of Worcester overall homeless strategy, ESG-eligible activities that will be prioritized within this RFP are: *Financial assistance and service costs under the Homelessness Prevention component and financial assistance and service costs under the Rapid Re-housing component.*

Under Section VI of this RFP titled, “Eligible and Ineligible ESG Activities”, the activities noted with asterisks are considered priority funding activities for this RFP and will be scored highly advantageous over other proposed activities upon review by the ESG Review Committee.

Funding Priorities are derived from the City of Worcester Five-Year Consolidated Plan (2020-2025). The Review Committee, consisting of representatives from the Continuum of Care Advisory Board and City Departments, will consider the Homeless Needs Assessment and Homelessness Strategy from the most recent available Consolidated Plan in determining proposed activities’ alignment with the resource needs of the community. Applicants should reference these sections within the Consolidated Plan and 5th Year Action Plan, when designing programs for which ESG funds will be used. The 5-Year Consolidated Plan can be found at the City of Worcester Neighborhood Development

www.worcesterma.gov/uploads/8d/d7/8dd78bd2eba6fffc5a6113df99c578d7/5-year-consolidated-plan-2020-2025.pdf

Funding Decisions

Funding decisions will be based on the highest rated proposals that address the RFP criteria. Evaluation and scoring will be performed by a review committee representing the City of Worcester. Applicants are not eligible to serve on the committee. Based on recommendations provided by the committee, the City of Worcester reserves the right to adjust funding amounts requested based on availability of funds or as might be deemed necessary to achieve the best use of the funds. Receipt of an award letter is not a guarantee of funding. Prior funding awards do not guarantee continued or future funding. The City of Worcester, in its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City of Worcester. The City’s decisions in all matters regarding this RFP shall be final.

Incurred Expenses

The City of Worcester is not responsible for any expenses that applicant agencies may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations of proposals.

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Contractual Agreements

Agencies approved for funding will be required to sign an agreement with the City of Worcester in order to ensure compliance with ESG regulations. ESG funds may not be obligated until the funding authorization has been accepted and approved by the Worcester City Council, and a binding agreement executed by the appropriate signatories. Funding is disbursed on a reimbursement basis. Costs which will be allowable for reimbursement must be incurred between July 1, 2025, and June 30, 2026, and may only include items of expenditures allowed by HUD regulations governing the ESG program, as determined through negotiation of contract with the City of Worcester.

Matching Funds

Participants must provide matching funds (which may include in-kind contributions) equal to the amount of the grant. **Applicants must document the program's ability to match the ESG funding requested on a dollar-for-dollar basis by providing the sources of funds that are secured, amounts and how these funds will be used in the application. **The most advantageous proposals will provide additional matching funds beyond those required.***

Program Monitoring

Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

Reservation of Rights

The City of Worcester reserves the right, at its sole discretion, to award all, a portion, or none of the available funding from this application, as well as reject any and all applications based on the quality and merits of the applications received, or when it is determined to be in the public interest to do so. Furthermore, the City of Worcester may extend deadlines and timeframes, as needed. The City of Worcester reserves the right to substantiate any proposers' qualifications, capability to perform, availability, past performance records and to verify that the applicant is current in its financial obligations to the City of Worcester. All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations. The successful applicant shall agree to defend, indemnify and save the City of Worcester harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the City of Worcester's Legal Counsel. Pursuant to City of Worcester procurement policy and ordinance, the City of Worcester is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City of Worcester. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees.

Applicants who are delinquent in their financial obligations to the City of Worcester must do one of the following: bring the obligation current, negotiate a payment plan with the City of Worcester's Treasury office, or agree to an offset which shall be established by the contract which shall be issued to the successful applicant. The City of Worcester, Massachusetts, reserves the right to waive any informality in applications, to accept any

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application or portion thereof, and, to reject any and all applications, should it be in the best in the best interest of the City of Worcester to do so.

It is the custom of the City of Worcester, Massachusetts to pay its bills 30 days following the receipt of correct invoices for all items covered by the approved application.

V. EMERGENCY SOLUTIONS GRANT PROGRAM OVERVIEW

ESG Program Objectives

The Emergency Shelter Grants Program, originally established by the Homeless Housing Act of 1986 to address homelessness among individuals and families in the United States, was incorporated in 1987 into subtitles B of Title IV of the Stewart B. McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378).

On May 28, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, a bill that reauthorized the McKinney-Vento Homeless Assistance programs and substantially revised the Emergency Shelter Grants Program. In its revision, the Emergency Shelter Grants Program was renamed the Emergency Solutions Grant (ESG) Program.

ESG funds may be used to assist homeless persons and those at risk of becoming homeless. The ESG program provides 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.

Prior to implementing an ESG program, all subrecipients of ESG funding must be familiar with and knowledgeable of the following regulations and program requirements:

- **ESG Regulations: 24 CFR Part 576** – The ESG Interim Rule
- **HEARTH Homeless Definition Final Rule: 24 CFR Parts 91.582 and 583** – The final rule, published in the Federal Register on December 5, 2011, provides the homeless definition which applies to the ESG program.

The ESG Interim Rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act.

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The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

ESG subrecipients are required, as much as possible, to coordinate ESG activities with other programs targeted toward homeless individuals and families, as well as mainstream housing, health, social services, employment, education and youth programs for which homeless and at-risk families and individuals may be eligible. Other agencies with which subrecipients shall coordinate may include, for example, but shall not be limited to, the CoC, HUD-VASH, Education for Homeless Children and Youth, Health Care for the Homeless, Runaway and Homeless Youth, Homeless Veterans Reintegration, Section 8, Public Housing, HOME Investment Partnership, the Workforce Investment Act, and TANF programs.

The change in the program's name, from Emergency Shelter Grants Program to Emergency Solutions Grant Program, reflects the change in the program's focus from addressing the needs of the homeless people in emergency shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The new ESG funds can be utilized for the following purposes:

- The rehabilitation or conversion of buildings for use as emergency shelter for the homeless
- The payment of certain expenses related to operating emergency shelters
- Essential services related to emergency shelters and street outreach for the homeless, which cannot exceed 60% of the City's total ESG allocation, per; and
- Homelessness prevention and rapid re-housing assistance.

Only private non-profit organizations are qualified for funding. Each organization must have the capacity to provide matching funds (in-kind contributions) equal to the amount awarded, must involve, to the minimum extent practicable, homeless individuals and families in ESG activities, and must be able to provide written certification that they are a part of a Homeless Management Information System (HMIS).

VI. ELIGIBLE AND INELIGIBLE ACTIVITIES

Eligible Activities

Emergency Solutions Grant Funding can be used for five program activities: **street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS**. (The City of Worcester, as the grant recipient, is restricted from awarding any more than 60% of its allocation towards street outreach and emergency shelter activities combined, in accordance with federal regulations Part 576.1(b)).

**Activities noted with asterisks are considered priority funding activities for this RFP and will be scored highly advantageous over other proposed activities

Street Outreach

Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

Eligible Street Outreach Activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation

Emergency Shelter

Funds may be used for costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelters for homeless families and individuals, and operating emergency shelters.

Eligible Emergency Shelter activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- Essential Services:
 - Case management
 - Childcare
 - Education services
 - Employment assistance and job training
 - Outpatient health services
 - Legal services
 - Life skills training
 - Mental health services
 - Substance abuse treatment services
 - Transportation.

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- Renovation - Eligible costs include labor, materials, tools and other costs for renovation (including major rehabilitation or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.
- Shelter Operations - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include hotel or motel vouchers for that family or individual.

Homeless Prevention

Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness. Eligible Homelessness Prevention activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- **Financial assistance costs:
 - Rental application fees
 - Security deposits equal to no more than 2 months' rent
 - Last month's rent
 - Utility deposits
 - Utility payments
 - Moving costs
 - Temporary storage fees for up to 3 months
 - Up to 6 months of utility payments in arrears per service
- **Service costs:
 - Housing search and placement
 - Housing stability case management
 - Mediation
 - Legal services
 - Credit repair/Counseling Services
- Short-term and medium-term rental assistance (up to 24 months)
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

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Rapid Re-Housing

ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

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Eligible Rapid Re-housing Assistance activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- ****Financial assistance costs:**
 - Rental application fees
 - Security deposits equal to no more than 2 months' rent
 - Last month's rent
 - Utility deposits
 - Utility payments
 - Moving costs
 - Temporary storage fees for up to 3 months
 - Up to 6 months of utility payments in arrears per service

- ****Service costs:**
 - Housing search and placement
 - Housing stability case management
 - Mediation
 - Legal services
 - Credit repair/Counseling Services

- Short-term and medium-term rental assistance (up to 24 months)

- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

HMIS

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system.

Ineligible Activities

Ineligible costs include, but may not be limited to:

- Recruitment
- Depreciation
- Acquisition or new construction of an emergency shelter for the homeless
- Costs associated with the organization rather than the specific program renovation, rehabilitation, or conversion of structures used exclusively for religious purposes or which will otherwise promote religious interests except through the creation or utilization of a wholly secular entity
- 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

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- Recipient mortgage/debt service
- Indirect costs

**** Administrative Costs Under NICRA:** If the Subrecipient requests reimbursement for indirect costs, it shall have developed an indirect cost allocation plan that is acceptable to the City to determine the appropriate Subrecipient's share of administrative costs. Said plan shall have been submitted to the City for consideration as part of the Subrecipient's application for funding. If Subrecipient has a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government, that NICRA will need to be made available to the City and submitted as part of the Subrecipient's application for funding no matter the federal funding source. Failure to submit a NICRA as part of the application will result in the Subrecipient being subject to only the allowable administrative and indirect cost rate per the federal regulations of the funding source being utilized.

VII. CITY, STATE AND FEDERAL REQUIREMENTS

The use of ESG funds is subject to applicable City and State laws and regulations in addition to HUD regulations. These laws include procurement policies and the State's Prevailing Wage rates. Other Federal, State and local requirements may apply, including but not limited to: Equal Employment Opportunity; anti-kickback rules; Davis-Bacon Act (prevailing wages for construction projects in excess of \$2,000 or housing of 8 units or more); accounting records; bonding and insurance; and environmental laws.

Non-profit organizations that receive ESG funding for ESG-eligible activities are also subject to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also referred to as the Super Circular. The Super Circular supersedes federal guidance and regulations formally found in OMB Circular A-122, Cost Principles, OMB Circular A-133, Audits, OMB Circular A-87, and OMB Circular A-110, Uniform Administrative Requirements.

No funding will be disbursed to an ESG grant sub-recipient unless there is a grant contract in place between the City of Worcester and the respective sub-recipient. Contracts will stipulate regular performance-based reporting requirements to include grant activity goals and metrics required before grant drawn down or reimbursement requests can be approved by the City of Worcester.

Grant sub-recipients are expected to be monitored by the City of Worcester during the grant funded activity's project term and grant sub-recipient monitoring expectations may vary based on pre-contract risk assessment analyses completed by the City of Worcester.

VIII. FISCAL YEAR 2026 ESG APPLICATION

Organization/Agency Name:		Employer Federal I.D. Number:	
Website:		Unique Entity Identifier:	
Mailing Address:	City:	State:	Zip:
Telephone:	Fax:		If yes, how much? \$ _____
Has this agency received ESG funding in the Faith Based Organization?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Executive Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-Mail:			

SECTION II - PROJECT INFORMATION

Name of Project:			
Location of Project:		Census Tract(s):	
Does this program use scattered site temporary housing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is this a confidential location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Program Type: (please note the application must be for only ONE of the following)				
Homelessness Prevention <input type="checkbox"/>	Rapid Re-Housing <input type="checkbox"/>	Street Outreach <input type="checkbox"/>	Emergency Shelter (Services/Operations) <input type="checkbox"/>	HMIS <input type="checkbox"/>

SECTION III - PROJECT FUNDING SUMMARY

REQUESTED THIS APPLICATION	\$
OTHER FEDERAL FUNDS FOR PROJECT	\$
OTHER CITY FUNDS FOR PROJECT	\$
OTHER STATE FUNDS FOR PROJECT	\$
OTHER PRIVATE FUNDS FOR PROJECT	\$
TOTAL	\$
Will the program generate program income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please indicate the projected program income to be received.	\$ _____

SECTION IV - ESG ELIGIBILITY

<p>Does the agency have a 501 C 3 Status?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Pending</p> <p>Please check all that apply to the applicant?</p> <p><input type="checkbox"/> Current on 990 filings</p> <p><input type="checkbox"/> No findings on most recent agency financial audit</p> <p><input type="checkbox"/> No unresolved IRS finding</p> <p><input type="checkbox"/> No outstanding city findings</p>

SECTION V – PROJECT FUNDING BREAKDOWN

Please refer to Attachment A for Budget Form templates, Attachment B for Budget Guidelines, and sample completed budgets, all of which are available at

<https://www.worcesterma.gov/housing-neighborhood-development/housing-neighborhood-grants>

*** Applications that do not include a completed budget will be deemed incomplete and therefore disqualified.**

Budget Explanation:

In this space provide an explanation of the ESG activity operation and ESG funds requested. Be sure to provide appropriate details including explanation of other expenses, details of staffing costs for the program and source and status of other funding. For example, if the request will include ESG for rent expenses please explain how rent is specifically used in the operation of the program. Note: a detailed current and proposed program budget (2025-2026) including all expenses and funding sources must be submitted with this application.

SECTION VI – REQUIRED COMPLIANCE FOR ALL APPLICANTS SERVING HOMELESS AND HOMELESS PROGRAMS

The “**Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH),” H.R. 840**, reauthorizes the McKinney-Vento Homeless Assistance Programs that are administered by the U.S. Department of Housing and Urban Development (HUD). HEARTH provides greater decision-making at the local level, more closely aligns the HUD definition of homelessness with other federal agency definitions (including the Department of Education), expands resources for emergency shelter and supportive services, provides a framework for greater homeless prevention activity, and allows communities the flexibility to implement a range of housing solutions.

Many of the changes initiated by the HEARTH Act will affect homeless service providers. A few of the added requirements are included in the table below. In order for an organization’s homeless program to be funded in FY 2026 the organization must certify its willingness to comply with the criteria below and any additional criteria that may result from the reauthorization.

HOMELESS PROGRAM CRITERIA	YES	NO
1. Agency will coordinate services and programs with the Worcester City & County Continuum of Care.	<input type="checkbox"/>	<input type="checkbox"/>
2. Agency will enter all recipients of services in the Homeless Management Information System (HMIS).	<input type="checkbox"/>	<input type="checkbox"/>
3. Agency has aligned its outcomes for this program with the Federal Strategy to Prevent and End Homelessness located at: https://www.usich.gov/fsp	<input type="checkbox"/>	<input type="checkbox"/>
4. Agency is willing to have the Continuum of Care be a partner in any evaluation or monitoring of the program.	<input type="checkbox"/>	<input type="checkbox"/>
5. Agency is an active participant of the Continuum of Care according to the City’s working definition or another stated definition.	<input type="checkbox"/>	<input type="checkbox"/>
6. Agency is filling a gap, or the lack of this established program would cause hardship for homeless individuals and/or families in our community’s continuum of services by providing services and/or through their programs.	<input type="checkbox"/>	<input type="checkbox"/>

By signature below, the applicant acknowledges the above on this _____ day of _____ 202_.

Signature	Title	Organization
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(MUST BE SIGNED IN BLUE)

SECTION VII - PROJECT NARRATIVE & DESCRIPTION

Please respond to the following questions. Please limit your responses to 200 words.

1. Introduction. Briefly state your organization's mission. List the services and programs that your organization will provide, the number of individuals serviced by your agency, for FY26 (if awarded). Provide your actual numbers for FY 25, as well as the geographic area you serve. How is your agency complying with the Housing First Model (if applicable to this application)

2. Description of Program and Services. Provide a general description of the proposed program or service for which ESG funds will be used, the population targeted as recipients of the services to be provided, and the estimated number of clients to be served by the project in a one-year period (FY26).

3. Project Need/Demonstration of Need. Please describe the local needs and service gaps this program seeks to fill or currently fills. Be sure to provide supporting evidence for this need. This should be specific to the proposed service area. Demonstrate how the proposal does not duplicate existing programs.

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4. Target Population. Please describe the target population to be served by the proposed program. Document community outreach efforts including time spent with targeted populations both on-site and out in the neighborhoods, and specific actions taken to enhance outreach to underserved and isolated segments of the population that typically do not participate in your programs or services. List the total anticipated number of individuals and households to be served below. Provide information on previous FY's targeted population with outcomes. How does the agency coordinate with other service providers to reduce duplication of services?

Total number of individuals to be served:
Total number of households to be served:

5. Community Involvement/Collaboration. Please describe the key collaborations (current and/or proposed) specific to this program. Submit copies of memoranda of understanding, contacts or letters of support with other agencies that collaborate with this program in order to provide individuals with more comprehensive access and participation in services. Listing partners is not adequate.

6. Organizational Capacity and Capability. Describe your organization's qualifications for performing the proposed work. Describe the agencies past experience in administering programs to homeless and at-risk of homeless individuals and families. List your organizational Board Members, their places of employment, and a description of the Board's rule and duties.

7. HMIS/ CoC Current Capacity and Plans. Does your agency currently coordinate with the CoC and utilize HMIS? If so, please describe in detail your agency's current and proposed levels of CoC coordination and HMIS capacity. If your agency is not utilizing HMIS, please describe in detail what form of data collection your agency is utilizing and why you are not participating with HMIS.

8. Fiscal Management Structure. Describe the agency's fiscal management structure. Please list specific procedures and processes, detail of personnel, type of system software.

9. Measurable Outcomes. Provide what method is used for tracking clients. This will be done by recording data by individual client or household. Provide the unduplicated number of families/ persons that will benefit from the activity (output) and the cost to provide the service. Include an assessment of the outcomes for the ESG project, tracking, and follow-up services. The evaluation plan will measure the agency's progress in achieving the performance goal.

10. Delivery. Describe your service delivery plans, including your hours of operation, intake system, outreach and referral procedures, number of clients you expect to serve, and other major program features. Please provide previous years information on population/ethnicity of those serviced by your agency, if your agency serves a specific population or if services are shared.

11. Results and Evaluation. Describe how the project will address the problem statement/demonstration of need described above. Include anticipated results and previous results if the program is ongoing. What proportion of the identified need will be addressed by the project and what measurable results will be achieved?

12. Policy. Describe the policies and procedures for termination of services to clients or graduation from program and/or subsequent referrals that reflect a continuum of care and that appropriate support services have been provided. See 24 CFR 574.310(e). Describe the organization's plan or ability to maintain this program if Emergency Solutions Grant funds are decreased or eliminated.

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13. Sustainability. Please use the space below to briefly describe your organization's sustainability plans. Be sure to address such strategies as fees for service, tenant contributions for rent (where applicable), annual fund campaigns, major gift programs, corporate sponsorships, etc.

14. Consolidated Plan Consistency. Describe how the proposed service will be integrated and/or reduce the gap or barriers in the City's Consolidated Plan (2020-2025). The Plan is available at www.worcesterma.gov/uploads/8d/d7/8dd78bd2eba6fffc5a6113df99c578d7/5-year-consolidated-plan-2020-2025.pdf Applicants may reference consistencies between the proposed service and the strategies identified in the Consolidated Plan, including but limited to the following sections: NA-40 Homeless Needs Assessment; MA-30 Homeless Facilities and Services; SP-25 Priority Needs; and SP-60 Homelessness Strategy.

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15. Program Outcomes. Describe the outcomes associated with the project and how you will measure them: <u>You need to measure your outcomes.</u>	
Common Outcome 1:	
Indicator:	
Target:	
Data Source:	
Data Collection Method:	
Common Outcome 2:	
Indicator:	
Target:	
Data Source:	
Data Collection Method:	
Common Outcome 3:	
Indicator:	
Target:	
Data Source:	
Data Collection Method:	

SECTION IX - STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That this request may be forwarded for consideration under other budget processes if it is determined that alternative sources may be appropriate.
3. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
4. That the City of Worcester may request or require changes in the information submitted and may substitute its own figures which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
5. That, even if the project(s) is recommended and approved by City Council, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
6. The City of Worcester reserves the right not to fund any submittals received.
7. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
8. That, if the project(s) is funded, the organization agrees to abide by the city's locally established policies and guidelines
9. That past program and financial performance will be considered in reviewing this application.
10. All program income (i.e., fees, repayments, foreclosures, etc.) must be remitted to the city.

11. That, if the project(s) is funded, the city or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
12. That, if the project(s) is funded, the city will perform an environmental review prior to the obligation of funds.
13. That, if the project(s) is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the city prior to any expenditure of funds.
14. That a project's funding does not guarantee its continuation in subsequent action plans.
15. That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in Massachusetts, and in the aggregate naming the city, its employees and agents as additional insures) will be submitted to the city prior to receiving funds.
16. Agrees to comply with the following: Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.
17. That, if the project(s) is funded, the organization will repay to the City any funds expended on costs consequently disallowed by the City or HUD due to ineligibility based on programs rules and regulations.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT
U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above on this ___day of _____ 202_.

Certifying Representative Signature	Title	Organization
<i>Note: "Certifying Representative," means the individual who may legally submit proposals for the agency and enter into agreements with the City of Worcester, i.e. the Chairman of the Board of a social service agency. You may identify a different "contact person."</i>		
Preparer's Signature	Title	Organization

(MUST BE SIGNED IN BLUE INK)

Table 2. Project Implementation Table

Description of Activities as Per Table 1	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter

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X. MATCHING FUNDS WORKSHEET

SOURCES OF LOCAL MATCH:

*[Attach supporting documentation for available match. Documentation should reflect funding availability during the ESG contract year.] *Agency must provide information (even if in-kind contributions) equal to the amount of the grant on a dollar-for-dollar basis*

Other Federal (including pass-through funds, e.g., City CDBG, County FEMA, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

State/Local Government Funding

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Private (including recipient) Funding

Fund Raising/Cash	\$ _____
Loans	\$ _____
Building Value or Lease	\$ _____
Donated Goods	\$ _____
Donated Computers	\$ _____
New Staff Salaries	\$ _____
Volunteers (\$5/hr.)	\$ _____
Volunteer Medical/Legal	\$ _____
Other (specify)	\$ _____

I certify that the match funds have been identified and committed to support the proposed ESG project and have not been used to match previous ESG awards (i.e. the value of a donated building used as match in a 2025 ESG award cannot be used as match in 2026)

This form is a description of the sources and amounts of such match funds, which are not being used as match for any other federal program.

Signature/Title

Date

(MUST BE SIGNED IN BLUE INK)

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XI. APPLICATION CHECKLIST

The following documents in compliance with City, State and Federal regulations must be submitted as part of your application package. Please use this checklist as a guide to complete your proposal. Place a checklist by the items included in the proposal. If you feel the item does not apply to your proposal, please indicate with "N/A" and provide additional justification within the comment section.

Description	YES	NO	COMMENTS
1. Application Completed & Signed including Budget Attachment	<input type="checkbox"/>	<input type="checkbox"/>	
2. Articles of Incorporation and Bylaws	<input type="checkbox"/>	<input type="checkbox"/>	
3. State and Federal Tax Exemption Determination Letters	<input type="checkbox"/>	<input type="checkbox"/>	
4. Federal Employment Identification Numbers	<input type="checkbox"/>	<input type="checkbox"/>	
5. Unique Entity Identifier/SAM.gov	<input type="checkbox"/>	<input type="checkbox"/>	
6. List of Board of Directors, Titles and Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	
7. Most Recent Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>	
8. Job Description and Resume of Each ESG Program Salaried Position	<input type="checkbox"/>	<input type="checkbox"/>	
9. Resume of Chief Fiscal Officer	<input type="checkbox"/>	<input type="checkbox"/>	
10. Financial Statement and Most Recent Audit Report	<input type="checkbox"/>	<input type="checkbox"/>	
11. Matching Funds Commitment Documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
12. List of Collaborative Partners and their role, including letters of support.	<input type="checkbox"/>	<input type="checkbox"/>	
13. 504 Self Evaluation Plan (Americans with Disabilities Act) <i>Agencies with 15 Employees or More</i>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>	
15. Grievance Procedure/Policy (Clients)	<input type="checkbox"/>	<input type="checkbox"/>	
16. Project Implementation Timeline & Additional Outcome Objectives	<input type="checkbox"/>	<input type="checkbox"/>	
17. Program Income Plan	<input type="checkbox"/>	<input type="checkbox"/>	
18. Certificate of Authority <i>*To be submitted after funding is allocated & attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Certificate of Insurance <i>*To be submitted after funding is allocated & attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Tax Certification <i>*To be submitted after funding is allocated & attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Anti-discrimination policy. Include hard copy.	<input type="checkbox"/>	<input type="checkbox"/>	

**** ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION.**

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