City of Montgomery, Alabama

Department Community Development
Community Development Division

Application Package and Instructions for Participation in
The Emergency Shelter Solutions Grant (ESG) Program

Program Year 2027
May 1, 2027 through April 30, 2028

Due Date: December 7, 2026
2:00 PM

25 Washington Ave., 4th Floor
Montgomery, AL 36104

ESG FUNDS REQUESTED $_____

ESG PROGRAM OVERVIEW & INSTRUCTIONS

PROGRAM GOALS

The City of Montgomery's ESG Program Goals are concurrent with those stated in the National Objective and the PY 2025-2029 5-Year Consolidated Plan. The City funds organizations who exemplify the capacity to provide a service for homeless families and individuals to assist them in trying to find a stable home and end homelessness within the City of Montgomery, Alabama.

ESG REQUIREMENTS

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.

COMPONENTS OF THE ESG PROGRAM

ESG funds may be used for five program components:

1. Street Outreach,
2. Emergency Shelter,
3. Homelessness Prevention,
4. Rapid Re-Housing Assistance, and
5. HMIS.

ELIGIBLE PROGRAM COMPONENTS

Street Outreach

Essential Services are 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-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations.

See 24 CFR 576.101.

Emergency Shelter

Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least three (3) or ten (10) years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.

Essential Services, including 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.

Shelter Operations, including maintenance, rent, repair, 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 a hotel or motel voucher for that family or individual.

See 24 CFR 576.102.

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, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition.

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; and
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

See 24 CFR 576.103.

Rapid Re-Housing

Housing relocation and stabilization services 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; and
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

See 24 CFR 576.104.

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 (CoC) for the area.

See 24 CFR 576.107.

All agencies receiving funding from the City of Montgomery for ESG eligible activities will be required to participate in their local CoC and HMIS.

Eligible Applicants:

Private non-profit organizations that have received 501(c)(3) federal tax-exempt status from the U.S. Internal Revenue Service (IRS) and are registered as a non-profit corporation in the State of Alabama. Faith-based organizations may not restrict client participation based on required religious affiliation or services. The City of Montgomery will not accept applications from individuals.

Funding Cycle:

This application is for PY 2027 funds which run from May 1, 2027 to April 30, 2028.

Estimated Funds Available:

At the time of this application, Congress has not yet enacted HUD's appropriation for FY 2027.

2027-2028 Action Plan Development Schedule (Dates Subject to Change)

November 5, 2026	Public Hearing & Grant Application Release
December 7, 2026	**Application Due Date (2:00 P.M.) – DROP OFF IN PERSON (DO NOT MAIL/EMAIL)**
December 2026	Completion of Application Reviews
February 2027	Submission of Projects & Funding Recommendations to the Mayor's Office
March/April 2027	Completion of Draft Action Plan & Public Notice for 30-Day Comment Period of Action Plan
May 2027	Submission of Final Action Plan for Approval by Mayor & City Council by Resolution
TBD	Submit Action Plan to HUD Office for Review
TBD	Send Out Official Grant Award & Decline Letters
TBD	New Subrecipient Workshop
May 1, 2026	**NEW PROGRAM YEAR BEGINS**

****NO PROGRAM MAY START IMPLEMENTATION OF THE PROJECT OR ENTER INTO ANY CONTRACT/AGREEMENT WITH VENDORS UNTIL FINAL NOTIFICATION OF AWARD BY HUD AS WELL AS ENVIRONMENTAL CLEARANCE PROVIDED BY THE COMMUNITY DEVELOPMENT DIVISION. ****

GENERAL INFORMATION

An original, plus two (2) copies of the proposal and one (1) copy of the Organization Capacity Binder must be received by the City of Montgomery's Community Development Division NO LATER THAN 2:00 P.M. ON Monday, December 7, 2026. Proposals received after this deadline will be accepted but WILL NOT be reviewed or considered for funding. No exceptions will be granted. Please DO NOT staple, hole punch, or attach a cover sheet. The copies may be separated by a binder clip.

All THREE copies must have original signatures in BLUE INK.

Please mail **(please ensure application arrives before the deadline date and time)** or deliver your proposal to:

City of Montgomery
Community Development Division
25 Washington Avenue, 4th Floor
Montgomery, Alabama 36104

ESG APPLICATION INSTRUCTIONS FOR SUBMISSION

The ESG Application is divided up into **four (4) Parts**: **Part 1: Organization Capacity Binder**; **Part 2: Assurances and Certifications**; **Part 3: General Agency Information**; and **Part 4: Application for Funding**.

The ESG application will be submitted in **two (2)** separate parts: The Organization Capacity Binder and the ESG Funding application.

ORGANIZATION CAPACITY BINDER

The information for the Organization Capacity Binder must be neatly placed and tabbed in order as directed on **page 7** in a binder notebook while clearly identifying the organization that has submitted it. This page should also be the first page in your binder.

Required documents in Part 2 (**Assurances and Certifications)** of this application package must also be placed in the Organization Capacity Binder Notebook.

Failure to provide any information required in the binder will result in disqualification of the funding application. This binder will be reviewed for the quality and accuracy of its contents and does not guarantee acceptance or award of the grant application, and points may be deducted for items that are not completely satisfactory.

FUNDING APPLICATION

The application for funding must be submitted in the following order as a separate package from the Organization Capacity Binder Notebook:

- Part 3: ESG Application General Agency Information; Sections 1-3: General Agency Information- Pages 18-23.
- Part 4: ESG Application for Funding; Sections 1 -6; Pages 25-45.

Failure to organize the application in the instructed manner may result in disqualification of the funding application or deduction of points.

ESG Application Part 1
Organization Capacity Binder Instructions

Please provide the following information/documents listed below **SEPARATE FROM THE PROPOSAL INFORMATION** in a tabbed binder format that clearly identifies each section. Please write, place a label, or type information at the top of each page to identify each document (in addition to tabbing each section). The Binder must include a letter signed by your organization's Director AND Board President verifying the documents included are those of your organization.

If you have previously submitted an Organization Capacity Binder for an awarded application, you are required to submit an entirely new capacity binder. However, please check the appropriate box of "YES" or "NO" if any information for any tab has been changed since your last submission. If you answer "YES" to any one of the tabs, please briefly provide information about the change and the location in the document where the changes can be found in Part 2.

SECTION 1: ORGANIZATION CAPACITY BINDER			
ORGANIZATION NAME:			
TAB #	DESCRIPTION OF TABS	YES	NO
PART 1: Is this your first submission of the "Organization Capacity Binder' to the City of Montgomery?			
TAB 1	Non-profit Designation from the IRS - 501(c)(3)		
TAB 2	Articles of Incorporation		
TAB 3	Bylaws		
TAB 4	Detailed Organizational Chart		
TAB 5	Job Descriptions and Resumes for Staff Positions Involved with the Proposed Activity		
TAB 6	List of Current Board Members & Contact Information		
TAB 7	Minutes of Agency's Last Three (3) Recent Board Meetings (Certified by Board Chairman)		
TAB 8	Personnel Policy		
TAB 9	Non-Discrimination Policy		
TAB 10	Conflict of Interest Policy		
TAB 11	Confidentiality Policy		
TAB 12	Grievance Policy & Procedures		
TAB 13	Drug Free Workplace Policy & Procedures		
TAB 14	Accounting Policy & Procedures		
TAB 15	Inventory Policy & Procedures		
TAB 16	Resume(s) or Contact Information on Agency's Accounting Personnel		
TAB 17	Procurement Policy & Procedures		
TAB 18	Most Recent Audit with Management Letter (If Findings/Concerns, provide letter of Corrective Action Plan)		
TAB 19	Most Recent IRS Form 990 (Organizations < than $50K- Exempt Letter)		
TAB 20	13 Page E-Verify Memorandum of Understanding		
TAB 21	Original Signed "Affidavit for Business Entity/Employer/Contractor"		
TAB 22	Current Agency's Exclusion Record for System Award Management (SAM)		
TAB 23	City of Montgomery Assurances		
TAB 24	Certification Regarding Disbarment & Suspension		
TAB 25	Insurance Certificate		
TAB 26	Provide Three (3) Letters of Reference from Persons Benefitting from Your Agency's Services		
TAB 27	ESG Written Standards Certification		
Part 2: If you answer "YES" to any one of the tabs, please briefly provide information about the change and where in the document the change(s) can be found.			

ESG Application Part 2:
Assurances and Certifications Instructions

There are six (6) sections in this part of the application:

1. **City of Montgomery Assurances**
2. **City of Montgomery - Certification Regarding Disbarment & Suspension**
3. **Beason-Hammon Act**
4. **Agency Exclusion Record for System For Award Management (See www.SAM.gov)**
5. **E-Verify**
6. **ESG Written Standard Certification**

Please complete the Assurances and Certifications document - including checking all appropriate boxes on applicable forms. Please sign all forms in **"BLUE INK"** and place their appropriate section in the Organization Capacity Binder. All sections must be addressed – no sections should be left blank. Failure to follow these instructions may result in disqualification of your application.

CITY OF MONTGOMERY ASSURANCES

NON-CONSRUCTION PROGRAMS

Please appropriately tab this document and place in the "Organizational Capacity" binder

SIGN AND DATE IN BLUE INK

Note: Some of these assurances may not be applicable to your project. If you have questions, please contact the agency to which this proposal will be submitted. Further, the City of Montgomery may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will not use Federal funding to promote diversity, equity, and inclusion (DEI) mandates, policies, programs, or activities that violate any applicable Federal antidiscrimination laws.

7. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

8. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

9.That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form - LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, accurate, and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802; 24 CFR §28.10(b)(1)(iii)).

SIGNATURES	
Name of Organization:	
Printed name of Board President:	
Signature of Board President:	
Date:	
Printed name of Chief Executive Officer:	
Signature of Chief Executive Officer:	
Date:	

CITY OF MONTGOMERY- CERTIFICATION REGARDING DISBARMENT & SUSPENSION

Please appropriately tab this document and place in the "Organizational Capacity" binder

SIGN AND DATE IN BLUE INK

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principals are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e., general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The Proposer shall provide immediate written notice to the City of Montgomery's Community Development Division if, at any time prior to the award of potential grant award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from this proposal for default.

SIGNATURES	
Name of Organization:	
Printed name of Board President:	
Signature of Board President:	
Date:	
Printed name of Chief Executive Officer:	
Signature of Chief Executive Officer:	
Date:	

BEASON-HAMMON ACT

Please appropriately tab this document and place in the "Organizational Capacity" binder

SIGN AND DATE IN BLUE INK

PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED

This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.

State of _____

County of _____

"As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as _____(state position) for _____ _____ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama."

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program. (ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM).

_____ Signature

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b) and (c) as amended.

AGENCY EXCLUSION RECORD FOR SYSTEM FOR AWARD MANAGEMENT (See www.SAM.gov)

Please print, sign, and appropriately tab this document and place in the "Organizational Capacity" binder

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site.

E-VERIFY

Please print , sign, and appropriately tab this document place it in the "Organizational Capacity" binder

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts. (See www.e-verify.gov).

WRITTEN STANDARDS CERTIFICATION Checklist for the Emergency Solutions Grant Program	
The U.S. Department of Housing and Urban Development requires sub-recipients to develop and implement Written Standards for programs provided through the Emergency Solutions Grant Program. The following guidelines must be followed when developing these Standards. Standards for emergency shelter programs will be different than Standards for homeless prevention and rapid re-housing programs so agencies must ensure that the Standards developed are appropriate for programs offered. Enter a checkmark next to applicable areas as the Standards are completed to ensure all aspects of the requirements are met. Once developed a copy of the Written Standards, along with this checklist, must be provided to the Division.	
ALL PROGRAMS	**MARKED AS IMPLEMENTED (X)**
1. Standards include the area of service where assistance shall be offered.	
2. Standards include all type(s) of assistance that will be offered through the ESG program.	
3. Standards summarize the procedure in place that defines how program participants will be evaluated for eligibility for assistance under the ESG program. (Note: DV shelters must follow the requirements of the Violence Against Women Act and the Family Violence Prevention and Services Act, which prohibit agencies from making their shelter or housing conditional on the participant's acceptance of service).	
4. Standards include procedures describing the coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.	
5. Standards include a list of available programs that program participants will be referred to, including all programs reflected in 576.400 (b) and (c) such as Shelter + Care, VASH Voucher, Section 8, Emergency Food and Shelter program, etc., if available to program participants in the agency's area of service.	
6. Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The agency must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.	
7. Standards describe the program participant's formal grievance process. Included shall be the right for the participant to contact the agency's Director, the Community Development Division, or HUD.	
8. Standards include summaries regarding the requirement that clients served and activities provided with ESG funds will be entered into HMIS (or comparable database if a DV shelter), the timeframe for data to be entered, and the process for ensuring confidentiality of client records.	
9. Standards include steps used to ensure clients receiving ESG assistance are provided all applicable HMIS releases, forms, client complaint processes, etc. as required by HMIS regulations.	
STREET OUTREACH/ EMERGENCY SHELTER-OPERATIONS/EMERGENCY SHELTER-ESSENTIAL SERVICES	**MARKED AS IMPLEMENTED (X)**
1. Standards include a summary of how agency staff will target and provide services related to street outreach.	
2. Standards include steps for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of special populations, such as victims of domestic violence, sexual assault, etc.	
3. Standards include steps for admission, diversion, referral and discharge by emergency shelters assisted under ESG for individuals and families who have the highest barriers to housing and are likely to be homeless the longest.	

4. Standards include assessing, prioritizing, and reassessing individuals and families' needs for essential services related to emergency shelter.	
HOMELESS PREVENTION AND RAPID RE-HOUSING	**MARKED AS IMPLEMENTED (X)**
1. Standards shall include definitions of who is considered to be homeless and at-risk of homelessness, as defined in 576.2. Note: Agencies are not allowed to use the definition under 576.2(iii)(G) that states "Otherwise lives in housing that has characteristics associated with stability and an increased risk of homelessness" to determine if a client is at risk of homelessness since this definition has not been defined in the State's Consolidated Plan.	
2. Standards include a process for determining and prioritizing which eligible families and individuals will receive homeless prevention or rapid re-housing assistance.	
3. Standards include standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid rehousing assistance.	
4. Standards include a process for evaluating and documenting income eligibility since program participants' income must be below 30% of area median income as established by HUD for the area in which the participant lives when entering the program. Agencies must follow guidelines found under 24 CFR 5.609 when calculating income.	
5. Standards include the steps to determine the eligibility of rental assistance, including steps to determine that rent + utilities do not exceed Fair Market Rents for the area of service.	
6. Standards include how agency staff will document FMR and rent reasonableness standards, lead-based paint inspections, and housing inspections. Included shall be procedures to verify and document that units built before 1978 may contain lead-based paint.	
7. Standards include steps for determining how long a program participant will be provided rental assistance and whether or not (and how) the amount of that assistance will be adjusted over time, if applicable.	
8. Standards include steps for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, the maximum number of months the program participant receives assistance, or the maximum number of times the program participant may receive assistance.	
9. Standards that include the requirements of program participants to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability (and be documented in client case file and HMIS). Included shall be the agency's plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations such as the program participant's current or expected income and expenses, other public or private assistance for which the program participant will be eligible and likely to receive, and the relative affordability of available housing in the area. (Note: DV shelters must follow the requirements of the Violence Against Women Act or the Family Violence Prevention and Services Act, which prohibits agencies from making their shelter or housing conditional on the participant's acceptance of service.)	
10. Standards include requirements that clients will be re-evaluated for program eligibility and the types and amounts of assistance the program participant needs. This re-evaluation process shall be conducted not less than once every 3 months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance. Income limits shall not exceed 30% of AMI; the participant still lacks the resources and support networks necessary to retain housing.	
11. Standards shall include any requirements the agency may have regarding the requirement of the program participant to notify the agency of any change in income, stability, or support circumstances	

that would affect the program participant's need for assistance under the ESG program. If applicable, when notified of the relevant change, the agency shall include steps to re-evaluate the program participant's eligibility and amount and types of assistance the program participant needs.	
12. If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include the formal process for terminating a program participant that includes: 1) Written notice to the program participant containing a clear statement of the reasons for termination; 2) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person who made or approved the termination decision; and 3) prompt written notice of the final decision to the program participant. Included shall be language stating that termination does not bar the program participant from receiving assistance at a later date if the issue that caused the termination is resolved.	

I certify that the Written Standards developed for the Emergency Solutions Grant Program (ESG) follow guidelines reflected above and the regulations under 24 CFR Part 576. Enclosed is a copy of the Written Standards that will be used by all agency staff who will participate in the ESG program.

SIGNATURES **PRINT, SIGN AND DATE IN BLUE INK**	
Name of Organization:	
Printed name of Board President:	
Signature of Board President:	
Date:	
Printed name of Chief Executive Officer:	
Signature of Chief Executive Officer:	
Date:	

Part 3:
ESG Application General Agency Information Instructions

Please complete the General Agency Information Section as completely and accurately as possible. There are three (3) Sections in this part of the application:

- **SECTION 1: GENERAL AGENCY INFORMATION**
- **SECTION 2: GENERAL PROJECT INFORMATION**
- **SECTION 3: SUBMISSION OF GRANT AUTHORIZATION**

Please answer each question as precisely as possible in the allotted space provided. The font for each space is set at **Calibri 10.** **Each text box has been preset for size/amount of text.**

Please sign the **SUBMISSION OF GRANT AUTHORIZATION** with the appropriate signatures in **"BLUE INK".**

Please **DO NOT** change the size of or the style of font and **DO NOT** change the height and width of the text boxes, as doing so may result in disqualification of your application. If you are having technical difficulties with the application, please contact the Community Development Division as soon as possible for assistance.

SECTION 1: GENERAL AGENCY INFORMATION							
1. Agency Legal Name:			Tax ID (EIN)#:				
Unique Entity Identifier (UEI):							
2. Check One (X): New Applicant		Renewal Applicant (Continuation from a prior year)					
3. Date of Incorporation:		Type of Organization Check One (X)	For Profit		Non Profit		
4. Previous Agency Name (If changed since last program year):							
5. Address, City, State and Zip Code							
6. Suppressed Address? Check One (X)	YES		NO				
7. Mailing Address (If different from street address)							
8. Briefly describe the services that your agency offers							
9. Agency Phone #:		Agency Fax #:		Website Address:			
10. Agency Director's Name:		Title:					
11. Agency Director's Phone #:		Agency's Director's Email					
12. Agency's Proposal Preparer Name:		Title:					
13. Agency's Proposal Preparer Phone #:		Agency's Proposal Preparer Email:					
14. Has your organization been cited for mismanagement of funds from any funding Agency (local, state and/or Federal) or organization? Please check the box. If your answer is "YES", please provide a brief explanation below.	YES		NO				
15. Provide Information on your agency's current banking status.							
A.	Name of Banking Institution:						
B.	Banking Point of Contact & Phone#:						

C.	Type of Accounts:		
D.	Authorized Banking Account Signature(s):	1.	
		2.	
		3.	

16. Provide information on your agency's accounting procedures and management.

A.	What is your agency's accounting period?				
B.	What is the date of your agency's most recent certified financial audit?				
C.	Were there any Finding(s) and Concern (s) cited? If your answer is "YES", please describe what they were and how they were resolved.	YES		NO	

D.	What is the expected date of your next completed certified audit?	
E.	What is the contact person's name, phone number, and email address responsible for the agency's accounting function?	
F.	Please describe your agency's financial management control procedures as it relates to your accounting and purchasing policies.	

17. Please briefly describe your experience(s) with Federal, State, local, and other funding grants.

18. Please complete the table below listing current grants (Federal, State, Local and Other) that your agency is currently managing.

	Name of Funding Agency	Award Date	Dollar Amount
a.			
b.			
c.			
d.			
e.			
f.			
g.			

SECTION 3: GENERAL PROJECT INFORMATION

1. Which HESG activity is your agency requesting funding for (Please Check (X)?

Street Outreach	
Emergency Shelter: Operations	
Emergency Shelter: Essential Services	
Homeless Prevention	
Rapid Rehousing	
HMIS	

2. What amount of funds is your agency requesting?

3. Briefly describe the program that your agency would support with ESG funds from the categories in question #1 of this section.

4. How many individuals do you propose to serve with the requested ESG funds?	
5. How many households do you propose to serve with the requested ESG funds?	
6. How many agencies do you propose to serve with the requested ESG funds? (HMIS)	

7. Is your agency applying for Community Development Block Grant (CDBG) funds? If your answer is "YES", please briefly describe the program and requested amount from the CDBG Program.	**YES**		**NO**	

8. Has your agency been funded by CDBG/HOME/ESG Programs in the past? If your answer is "YES", please complete the funding table below for the last five (5) awards received and specify program(s) - CDBG/HOME/ESG. Example: 2025 (CDBG & ESG) or 2025 (CDBG).	**YES**		**NO**		
Year					
Amount	**$**	**$**	**$**	**$**	**$**

9. Please briefly describe the population that your agency will be serving with the ESG funds requested for.

10. If your agency is providing emergency shelter services, is the facility owned or leased. If your answer is "leased", please briefly describe the terms of your lease. Attach a copy of lease to this document.	

11. If your agency is providing emergency shelter, what year was your facility built?	

12. If your agency is providing emergency shelter, please provide a brief description of your facility including the number of beds your facility has and the annual amount of City residents your agency serves for which you are requesting funds for including last documented inspection.

13. Does your agency participate in the Homeless Management Information System (HMIS)? If not, does your agency use a comparable database and what is the name of the program?	**YES**		**NO**	

14. Is your agency faith-based? If your answer is "YES", please briefly describe your affiliation.	**YES**		**NO**	

15. Please check (X) below which Montgomery City Council District (s) in which your services will be provided:

District 1: Ed Grimes	
District 2: Julie Turner Beard	
District 3: Johnnie Sankey	
District 4: Franetta Delayne Riley	
District 5: Cornelius "CC" Calhoun	
District 6: Oronde K. Mitchell	
District 7: Andrew Szymanski	
District 8: Glen O. Pruitt, Jr.	
District 9: Charles W. Jinright	
Project Serves All Council Districts	

See City Council District Map at

City Council District Maps | City of Montgomery, AL (montgomeryal.gov)

At montgomeryal.gov, click on GOVERNMENT tab, then CITY GOVERNMENT tab, then CITY COUNCIL tab, then CITY COUNCIL DISTRIC MAPS tab

SECTION 3: SUBMISSION OF GRANT AUTHORIZATION	
AUTHORIZED SIGNATURES FOR SUBMITTAL OF GRANT APPLICATION	
The City of Montgomery's Department of Economic Development, Community Development Division, reserves the right to reject any application that is not completed in accordance with the following instructions. To the best of my knowledge and belief, all information in this application is true and correct	
SIGNATURES **Print and Sign in BLUE INK**	
Name of Organization:	
Printed Name of Board President:	
Signature of Board President:	
Date:	
Printed Name of Chief Executive Officer/Executive Director	
Signature of Chief Executive Officer/ Chief	
Date:	

Part 4:

ESG Application for Funding Instructions

The ESG Application for Funding Section consists of the following sections:

SECTION 1: ORGANIZATIONAL INFORMATION AND PROGRAM REQUIREMENTS

SECTION 2: PROJECT DESCRIPTION/SERVICE PLAN

- **CATEGORY A: STREET OUTREACH**
- **CATEGORY B: EMERGENCY SHELTER COMPONENT**
- **CATEGORY C: HOMELESS PREVENTION**
- **CATEGORY D: RAPID REHOUSING**
- **CATEGORY E: HMIS COMPONENT (FOR HMIS PROVIDER ONLY)**

SECTION 3: PROJECT EVALUATION

SECTION 4: ESG PROJECT GOALS AND OBJECTIVES

SECTION 5: PROJECT BUDGET

SECTION 5A: PROJECT BUDGET JUSTIFICATION

SECTION 5B: ESG PROJECT MATCH DOLLARS

SECTION 6: ESG PROJECT TIMELINE

Please answer each question as precisely as possible in the allotted space provided. The font for each space is set at Calibri 10. Each text box is has been preset to for a set amount of text. Please **DO NOT** change the size of or the style of font and **DO NOT** change the height and width of the text boxes.

Every applicant must complete **Sections 1, 3, 4, 5, 5A, 5B, and 6** of the ESG application. **Section 2** of the ESG application is color-coded for each ESG activity. Please place an "X" in the box provided for from the following ESG categories that your organization wishes to apply for. Please complete only that section that applies to your organization. Please place **"NA"** in the other sections that do not apply to your organization. You can only apply for one ESG activity.

Failure to obey these instructions may result in disqualification of your application. If you are having technical difficulties with the application, please contact the Community Development Division as soon as possible.

SECTION 1: ORGANIZATIONAL INFORMATION AND PROGRAM REQUIREMENTS
1. **Please describe the history of your agency. Include when it was founded, incorporation date, and purpose.**
2. **Please describe the type of services provided by your agency, including the staff to provide such services.**
3. **Please describe your capabilities to administer the types of activities for which your agency was formed.**
4. **Please describe the characteristics of the clients your agency serves and the annual average number of clients served.**

5. Please describe your project for the ESG funds that your agency is applying for, including a description of the service area.
6. Please describe your agency's coordination with other targeted homeless services in the area covered by the Continuum of Care over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area.
7. Please describe your agency's system and program coordination with mainstream resources for which families or individuals at risk of homelessness and homeless individuals and families may be eligible.
8. Please describe your agency's standard policies and procedures for evaluating individuals' and families' eligibility for assistance under the Emergency Solutions Grant Program.

9. **Please describe your agency's standards for targeting and providing essential services related to street outreach.**
10. **Please describe your agency's policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations.**
11. **Please describe your agency's policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.**
12. **Please describe your agency's policies and procedures for coordination among emergency shelter and essential service providers, homelessness prevention and rapid rehousing assistance providers, other homeless assistance and mainstream service/housing providers.**

13. **Please describe your agency's participation in the Homeless Management Information System (HMIS) to include information on active users, system security, and HMIS Policy. (Note: Victim Service Providers may answer this question using a comparable system.)**
14. **Please describe your agency's process for initial evaluation to determine the eligibility of each individual or family for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.**
15. **Please describe your agency's process for re-evaluation of a program's participant, including eligibility, amounts and types of assistance needed.**
16. **Please describe your agency's process for providing housing stability case management (whether they are or not receiving rental assistance or housing relocation and stabilization services).**

17. **Please describe your agency's formal policy for terminating assistance (whether they are or are not receiving rental assistance or housing relocation and stabilization services) for a program participant to include recognizing the rights of the individual affected.**
18. **Please describe your agency's standards for addressing lead-based paints remediation and disclosure (if applicable) and how your agency's facility meets the minimum standards for emergency shelters.**
19. **Please describe your agency's policy on Conflict of Interest as it relates to "Organizational Conflicts of Interest", "Individual Conflicts of Interest" and "Contractors Conflict of Interest".**

20. Please describe your agency's policy as it relates to either homeless or formerly homeless individual(s) serving on your agency Board of Directors. Identify current person serving in this capacity. If unable to meet this requirement, please describe plan of action to comply.
21. Please describe your agency's policy as it relates to faith-based activities and program participants or prospective program participants on the basis of religion or religious belief.
22. Please describe your agency's policy as it relates to creating and maintaining a Drug-Free Workplace.

SECTION 2: PROJECT DESCRIPTION/SERVICE PLAN: Please place an "X" in the box provided for from the following ESG categories that your organization wishes to apply for. Please complete only that section that applies to your organization.	
Category A: Street Outreach	
Category B: Emergency Shelter	
Category C: Homelessness Prevention	
Category D: Rapid Re-Housing	
Category E: HMIS Component (For HMIS Providers Only)	

CATEGORY A: STREET OUTREACH

1. **Please describe your agency's capacity and experience in providing street outreach to homeless persons.**

2. **Please describe which activities, from those eligible, your agency would engage in using FY24 ESG funds (see Guidelines for 24 CFR part 576.101).**

3. **Please describe your case manager capacity and experience in documenting homelessness according to HUD's new definitions as delineated in the HEARTH Act (as described in 24 CFR part 576.500; see Guidelines).**

4. How many individuals do you propose to serve with the requested ESG funds?	
5. How many households do you propose to serve with the requested ESG funds?	
CATEGORY B: EMERGENCY SHELTER COMPONENT	
1. Please describe how your facility meets the definition of "emergency shelter" in 24 CFR part 91.5 and 576.2.	
2. What is your bed capacity?	
3. What is the nature of your shelter or housing? Indicate your choice by placing an "X" in the appropriate category box.	
	Barracks
	Single-family detached house
	Group /Large Home
	SRO (Single Room Occupancy)
	Mobile Home/Trailer
	Other (Explain):

4.	**Please identify which persons are housed at your facility. Indicate your choice by placing an "X" in the appropriate category box.**	
	Males Only	
	Males and Children Only	
	Unaccompanied Minors	
	Males, Females, and Children	
	Females and Children Only	
	Couples without Children	
	Others (Explain):	

5. Please describe your requirements for those that enter and stay at your facility, including any age limitations.
6. Please describe the elements of your leasing or occupancy agreements, arrangements, etc.

7. What is the maximum length of stay for residents at your facility? Describe any fees that are assessed to clients staying at your facility.

8. Please describe which of the shelter operations costs in 24 CFR part 576.102 do you intend to use Emergency Shelter funds for.

9. Please describe who supervises the clients at the facility.

10. Please describe how you are able to document that your facility meets the minimum safety, sanitation, and privacy standards in 24 CFR part 576.403 (a and b) (see Guidelines)?

11. Please describe how your agency will certify that all housing meets HUD's standards as referred to in question #10 above. Please include information about who will conduct inspections and the qualifications of that person, particularly in regard to lead-based paint for structures built before 1978 where children under 6 may be present (n/a if no children present).				
12. Is every facility operated by your agency in compliance with local zoning ordinances? If your answer is "NO". Please explain below. New applicants must provide written confirmation from the appropriate governmental entity.	**YES**		**NO**	
13. Please identify and explain who is responsible for the maintenance, repair, and management of the facility.				
14. How many individuals do you propose to serve with these ESG funds?				

15. **How many households do you propose to serve with these ESG funds?**
CATEGORY C: HOMELESS PREVENTION
1. **Please specify the areas for which you would use homelessness prevention funds, for eligible activities in 24 CFR part 576.105 and 106.**
2. **Please describe in detail your agency's ability and capacity to carry out required and eligible activities when assisting clients for homelessness prevention per 24 CFR 576.105.**
3. **Please evaluate your case managers' capacity and experience in assessing Fair Market Rent as defined by HUD, performing rent reasonableness compliance, and including monthly utility allowances when calculating rent per 24 CFR part 576.106 (d)).**

4. **Please describe how your agency will enter into rental assistance agreements with property owners when providing rental assistance, per 24 CFR part 576.106(e) (see Guidelines). A rental assistance agreement is different from the lease between the property owner and the tenant.**
5. **Please provide information regarding your case managers' training, number of years of experience, and specific experience in case management for homelessness prevention and/or rapid re-housing (include previous experience with ESG and/or HPRP).**
6. **Please describe your case managers' capacity and experience in documenting homelessness according to HUD's new definitions as delineated in the HEARTH Act (this will be required for rapid re-housing assistance as described in 24 CFR part 576.500).**

7. **Please describe your case managers' capacity and experience in terms of evaluation of program participant eligibility and needs per 24 CFR 576.401 (see Guidelines). Note that you may disregard (b)(1) because our program will allow only 3 months of assistance.**	
8. **Please describe your case managers' capacity and experience in terms of terminating assistance as described by HUD (24 CFR 576.402).**	
9. **Please describe how your agency will certify that all housing for which rental assistance is provided for homelessness prevention will meet HUD's standards (24 CFR 576.403(a and c)).**	

10. **Please include information about who will conduct inspections and the qualifications of that person, particularly in regard to lead-based paint for structures built before 1978 where children under 6 may be present (n/a if no children).**
11. **How many individuals do you propose to serve with these ESG funds?**
12. **How many households do you propose to serve with these ESG funds?**

CATEGORY D: RAPID REHOUSING
1. **Please specify the areas for which you would use ESG rapid re-housing funds, from eligible activities in 24 CFR part 576.105 and 106.**
2. **Please describe in detail your agency's ability and capacity to carry required and eligible activities when assisting clients for rapid re-housing per 24 CFR 576.105, for required activities.**
3. **Please evaluate your case managers' capacity and experience in assessing Fair Market Rent as defined by HUD, performing rent reasonableness compliance, and including monthly utility allowances when calculating rent per 24 CFR part 576.106 (d)).**

4. **Please describe how your agency will enter into rental assistance agreements with property owners when providing rental assistance, as described per 24 CFR part 576.106(e)). A rental assistance agreement is different from the lease between property owner and tenant.**	
5. **Please provide information regarding your case managers' training, number of years of experience, and specific experience in case management for homelessness prevention and/or rapid re-housing (include previous experience with ESG and/or HPRP).**	
6. **Please describe your case managers' capacity and experience in documenting homelessness according to HUD's new definitions as delineated in the HEARTH Act (this will be required for rapid re-housing assistance as described in 24 CFR part 576.500; see Guidelines).**	

7. Please describe your case managers' capacity and experience in terms of evaluation of program participant eligibility and needs as described by HUD below (24 CFR 576.401).
8. Please describe your case managers' capacity and experience in terms of terminating assistance as described by HUD (24 CFR 576.402).
9. Please describe how your agency will certify that all housing for which rental assistance is provided for rapid re-housing will meet HUD's standards (24 CFR 576.403(a and c)).

10. **Please include information about who will conduct inspections and the qualifications of that person particularly in regard to lead-based paint for structures built before 1978 where children under 6 may be present (n/a if no children present).**
11. **How many individuals do you propose to serve with these ESG funds?**
12. **How many households do you propose to serve with these ESG funds?**

SECTION E: HMIS COMPONENT (FOR HMIS PROVIDER ONLY)	
1. Please describe which HMIS activities your agency would perform with FY24 ESG funds per 24 CFR 576.107.	
2. Please describe how your agency in operating and managing the HMIS system complete monitoring and reviewing data quality and complete data analysis.	
3. What is your agency's average data quality score for the previous ESG program year? Please attach a copy of the most recent HMIS data quality report to this application.	
4. Please describe how your agency's policy on authorization of use of the HMIS system and how the system and information entered into the system is secured.	

5. **Please describe what type of training your agency provides to authorized users of the HMIS system on an annual or a program year basis.**

SECTION 3: PROJECT EVALUATION
1. Based on the type of ESG activity selected and the proposed number of persons that you proposed to serve, please briefly describe how your agency evaluates the success of services provided? Specify the type of information collected and tracked when determining the number of people "served".

SECTION 4: ESG PROJECT GOALS AND OBJECTIVES	
Please briefly describe your organization's project goals and objectives for the proposed activity. NOTE: A goal is a broad overall statement that illustrates what you are trying to accomplish. Objectives are measurable, time specific, and they help achieve the stated goal.	
GOALS	**OBJECTIVES**

SECTION 5: PROJECT BUDGET
Program Year: May 1, 2027 to April 30, 2028
Please provide budget information for the ESG funds requested in the budget table below.

Agency Name:	
ESG Project Activity:	
Budget Amount Requested:	$

PART A: PROJECT BUDGET

Expense Category	ESG	Match Amount	Total Project Amount
1. Salaries	$	$	$
2. Payroll Taxes	$	$	$
3. Fringe Benefits	$	$	$
4. Consultant(s)	$	$	$
5. Insurance	$	$	$
6. Travel	$	$	$
7. Equipment	$	$	$
8. Supplies	$	$	$
9. Printing/Copying	$	$	$
10. Telephone/Fax	$	$	$
11. Mail/Postage	$	$	$
12. Rent	$	$	$
13. Utilities	$	$	$
14. Maintenance	$	$	$
15. Evaluation	$	$	$
16. Other	$	$	$
17. TOTAL AMOUNT	$	$	$

5A. PROJECT BUDGET JUSTIFICATION Please Complete the Budget Justification by Matching Corresponding Budget Expense Category	
1. Salaries	
2. Payroll Taxes	
3. Fringe Benefits	
4. Consultant(s)	
5. Insurance	
6. Travel	
7. Equipment	
8. Supplies	
9. Printing/Copying	
10. Telephone/Fax	
11. Mail/Postage	
12. Rent	
13. Utilities	
14. Maintenance	
15. Evaluation	
16. Other	

5B: ESG PROJECT MATCH DOLLARS Please Describe Match Source For The ESG Funds Requested - ESG MATCH MUST BE 100% OF REQUESTED FUNDS		
	DESCRIPTION OF MATCH SOURCE	MATCH AMOUNT
1		$
2		$
3		$
4		$
5		$
6		$
7		$
8		$
9		$
10		$
TOTAL AMOUNT OF MATCH		$

SECTION 6: ESG PROJECT TIMELINE FOR PROGRAM YEAR MAY 1, 2027 - APRIL 30, 2028
List all project/program milestones and their anticipated work period in the space provided below.
Use additional pages if necessary.

TASKS/ACTVITIES	MAY 2027	JUN 2027	JUL 2027	AUG 2027	SEPT 2027	OCT 2027	NOV 2027	DEC 2027	JAN 2028	FEB 2028	MAR 2028	APR 2028