



**CITY OF MCALLEN  
GRANT ADMINISTRATION DEPARTMENT  
COMMUNITY DEVELOPMENT DIVISION**

**EMERGENCY SOLUTIONS GRANT  
(ESG) ~ PROPOSAL**

The City of McAllen is soliciting proposals for Emergency Solutions Grant (ESG) funds for FY 2023-2024 (subject to funding availability). If interested, please complete this application and remit to the Grant Administration Department- Community Development Division **via email at [cdbg@mcallen.net](mailto:cdbg@mcallen.net) by Friday, February 10, 2023 at 4:00 P.M.**

These funds will be made available as part of the U.S. Department of Housing and Urban Development's Formula Program. Applying agency must have a 501 (C) 3 tax status. Project costs may address:

- **Street Outreach:** funds may cover costs related to essential services for unsheltered persons including emergency health or mental health care, engagement, case management, and services for special populations;
- **Emergency Shelter:** funds may be used for renovation of emergency shelter facilities and the operation of those facilities, as well as services for the residents including case management, child care, education, employment assistance and job training, legal, mental health, substance abuse treatment, transportation, and services for special populations;
- **Homelessness Prevention and Rapid Re-Housing:** both components fund housing relocation and stabilization services (including rental application fees, security deposits, utility deposits or payments, last month's rent and housing search and placement activities). Funds may also be used for short- or medium-term rental assistance for those who are at-risk of becoming homeless or transitioning to stable housing. **NOTE:** Homeless Prevention Services (unlike Rapid Re-Housing Services) are considered lower in priority due to various programs currently available and which likely be available through the period of performance.
- **HMIS:** funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible activities include computer hardware, software, or equipment, technical support, office space, salaries of operators, staff training costs, and participation fees. **NOTE:** The amount of funds requested under this category should be proportional to the number of proposed McAllen clients versus other area cases.

If the applicant did not apply for FY 2023-2024 CDBG funds, agency must remit with application:

- Audit/Financial Management Letter (If agency has adverse findings, statement of corrective action)
- DUNS Number (Data Universal Numbering System) located at <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>
- List of Current Board Members (indicate Executive Committee Members and contact information)
- List of Program Staff (include Executive Director, Finance Manager, Key Program Staff)
- Organizational Chart
- If requesting salaries, copies of job descriptions

*For additional information, please contact the Community Development Staff at (956) 681-1030.*



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**Agency Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, St Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **email** \_\_\_\_\_

- I. **Project Narrative** (On a separate sheet)
  - A. Describe the services you propose to undertake using the requested grant funds.
  - B. Provide a narrative of any benefits that clients would receive as participants in your program
  - C. Must have a

- II. **Project Budget**  
Please complete the charts below to indicate the proposed budget, match and source. As a reminder, ESG funds are subject to a dollar-for-dollar match requirement. Please identify any ESG funds received by other funding agencies.

<b>Emergency Shelter Component</b>				
	Project Cost	ESG Request	Match Amount	Match Source
<b>Essential Services</b>				
1. Case Management				
2. Outpatient Health Services				
3. Mental Health Services				
4. Transportation				
5. Services for Special Populations				
6. Child Care				
7. Educational Services				
8. Employment Assistance				
9. Legal Services				
10. Life Skills Training				
11. Substance Abuse Treatment				
<b>Shelter Operations</b>				
1. Custodial Supplies				
2. Office Supplies/Printing				
3. Utilities				
4. Insurance				
5. Emergency Medical Supplies				
6. Telephone				
7. Transportation				
8. Rent/Lease Payments				
9. Legal Costs				
10. Furnishings/Bedding				
11. Shelter Staff				
<b>Total Emergency Shelter</b>				

Homelessness Prevention Component				
	Project	ESG Request	Match Amount	Match Source
<b>Housing Relocation and Stabilization Services</b>				
1. Moving Costs				
2. Rental Application Fees				
3. Security Deposit				
4. Last Month's Rent				
5. Utility Deposit/Payments				
6. Housing Search/Placement				
7. Housing Stability Case Management				
8. Mediation and Legal Service				
9. Credit Repair/Budgeting				
<b>Rental Assistance</b>				
1. Short Term Rental Assistance (up to 3 months)				
<b>Rapid Re-Housing Component</b>				
<b>Total Homelessness Prevention</b>				

HMIS Coordination Component				
	Project Costs	ESG Request	Match Amount	Match Source
1. Computer hardware, software, licenses				
2. Equipment				
3. Participation Fees charged by HMIS Lead				
<b>Total HMIS</b>				

Total Program Costs			
	Total Costs	Total ESG Request	Match Amount
<b>Grand Total</b>			

### III. Emergency Shelter Facility Details

Please complete the following charts regarding your agency's shelter facility

A. Total Number of Beds: _____			
Number of Family Beds		Number of Individual Beds	

B. Daily Average of Persons Served			
Adults Served ≤ 18		Children Served ≥ 18	

C. Indicate the number of persons housed daily			
Barracks/Dormitories		Group/Large Homes	
Scattered Site Apartment		Single Family Detached Home	
Single Room Occupancy		Mobile Home/Trailer	
Hotel/Motel		Other:	

IV. **Agency Capacity** (On a separate sheet)

- A. Describe your organization’s experience utilizing HMIS/ClienTrak and/or any other reporting system. If active, submit the agreement affiliated with ClientTrak or comparable HMIS database.
- B. Indicate the number of staff who will work with the ESG Program. Please list job titles and number of employees for each position; also, please remit job descriptions for any position for whom the agency will request reimbursement.

V. **Barriers to Housing Stability**

- A. Mark the activity(ies) that are barriers to clients obtaining stable housing and indicate whether you will assist in addressing using ESG funds. Check all that apply.

	Potential Barriers	Intend to Address?
	Landlords are not interested in working with your organization	
	Rents are too high	
	Available units are not the right size for the household	
	Available units cannot/do not pass inspection	
	Inspection or criminal backgrounds reviews	
	Lack of sufficient income	
	Lack of transportation between units, services, jobs, and amenities	
	Not enough available rental housing	
	Poor credit	
	Previous or poor rental history	

- B. Mark the activity(ies) that are barriers to clients maintaining stable housing and indicate whether you will assist in addressing using ESG funds. Check all that apply.

	Potential Barriers	Intend to Address?
	Clients’ incomes are too low	
	Lack of employment opportunities	
	Lack of knowledge of tenant/landlord right and responsibilities	
	Lack of mental health services	
	Lack of tenancy supports	
	Lack of transportation between units, services, jobs and amenities	
	Unhealthy social network	

**CERTIFICATION**

I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided in this application is true and correct.

Name of Person Authorized to Submit Application: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_