

CITY OF HARTFORD



EMERGENCY SOLUTIONS GRANT (ESG) APPLICATION FOR FUNDING ASSISTANCE

YEAR TWO OF THE 2015-2019 CONSOLIDATED PLAN
JULY 1, 2016 - JUNE 30, 2017

SUBMISSION DEADLINE
THURSDAY
FEBRUARY 25, 2016
3:00PM

INTRODUCTION

The City of Hartford is designated as an Entitlement Community by the U.S. Department of Housing and Urban Development (HUD), and is allocated grant funds on an annual basis to meet the needs of the low-to-moderate income individuals through the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships Program (HOME), and the Housing Opportunities for People with AIDS (HOPWA) Program.

ELIGIBILITY

The City's 2016-17 Application for Emergency Shelter Operations funding is currently underway. Eligible entities are invited to submit applications for funding to carry out eligible activities for the period July 1, 2016-June 30, 2017. Eligible entities:

- Are community-based agencies that operate Emergency Shelters
- Possess 501(c)(3) designation from the IRS at the time of application
- Are Incorporated with the Secretary of State
- Possess a DUNS number at the time of application
- Must provide proof of 100% matching funds

Eligible costs are the costs of maintenance (including minor or routine repairs), security, fuel, equipment, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Applicants may also use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities.

A committee will review applications and submit recommendations to the Mayor, who will issue his proposed funding levels by May 2016. The Court of Common Council will make the final funding allocations in June 2016, allowing activities to commence July 1, 2016.

APPLICATION INSTRUCTIONS

- An agency may only submit one (1) ESG application for funding.
- Each section of the application must be filled out; do not leave any questions blank.
- Applications submitted on prior year forms or hand-written applications will not be accepted.
- Budget must be calculated correctly.
- Board of Director's list must be current as of the application date.
- Audit or financial statements must reflect the agency's most recently completed fiscal year. Applications submitted with statements prior to fiscal year ending 12/31/14 or only submitting a 990 form will be considered nonresponsive.
- Applicants are required to complete only Part A of the Tax Certification Form. You DO NOT need to visit the Tax Office.

SUBMISSION INSTRUCTIONS

- Submit **one original application *with all required attachments.***
- Submit **three copies of the application *with all required attachments. The Grants Office will not make copies of your application.***
- Submit **one electronic version of the application *with all required attachments – except for the audit report or financial statement.***
- Applications and copies must be three-hole punched.
- Do not staple your application; please use clips
- The electronic copy may be emailed to dros002@hartford.gov or submitted on a CD or flash drive with the original application.

**Hand-deliver or mail your application to the Grants Office:
City Hall
3rd Floor, Room 302
550 Main St. Hartford, CT 06103**

All materials (printed and electronic) must be received by February 25, 2016 at 3:00 p.m. Applications received after this deadline will not be accepted.