Emergency Solutions Grants (ESG)
Application Instructions

Thank you for your interest in applying for Emergency Solutions Grant (ESG) funding. It is important to review the ESG Notice of Funding Availability (NOFA) prior to completing this application. The NOFA and application materials can be accessed and downloaded from Housing Delaware's website.

Please recognize that a separate application must be completed for all funding requests. For example, if you are requesting funding for both Homelessness Prevention and Emergency Shelter Operations, you will need to complete two separate and complete applications.

Important Dates

October 14, 2026	ESG Program NOFA Announcement and FY2026 Funding Round Opens
October 22, 2026	Virtual ESG Stakeholders Meeting with FHLB members
December 1, 2026	ESG Program Funding Applications Due at 4:00pm
January, 2027	Notification of ESG Awards
January 1, 2027	Grant Term Begins

The Application

The ESG application process is an electronic application process; therefore, the application and required support documentation must be submitted to Housing Delaware electronically to the DSHA_comdev@delaware.gov **email** by the above-stated deadline. Applications will **not** be accepted in any other format (e.g. paper).

Packaging and Submitting the Application

- The following information must be submitted to Housing Delaware via email at DSHA_comdev@delaware.gov by the posted deadline:
  - Completed and signed fillable application. The application must be submitted as a PDF. Label file "Application-Program Name"; and
  - Required documentation for each individual exhibit needs to be separate and labeled by exhibit. e.g. "Exhibit A – Application/Organization Information."
- Partial application submissions will **not** be accepted. Please make sure to send the entire application package as described above. If your organization's email system limits the size of attachments per email, Housing Delaware will accept multiple emails sent in succession (label 1 of 3, etc.). For confirmation purposes, please send emails with a "Read Receipt" request.
- Applications are electronically time stamped and must arrive by 4:00 pm of the posted deadline. No exceptions.

If you need assistance during the application process, please contact:
Zoe Rawheiser at 302-739-0204.

Applicant Organization/Program Information		
Organization Name:		
Program Name:		Program Type: Homelessness Prevention
Unique Entity Identifier (UEI) Number:		Federal Tax ID:
Street Address:		Mailing Address:
Contact Name:	Contact Email:	Contact Telephone:
What counties will be served with this funding? ☐ Kent ☐ Sussex		
Please indicate the organization's level of experience with housing or similar type programs that serve low- and very low- income persons: ☐ 0-5 Years ☐ 6-10 years ☐ Over 10 years		

Signatory Authority	
Please provide the names of persons authorized to sign contracts and draw requests for ESG funding	
Name of Person and Title	**Authorized to Sign**
	☐ Contracts ☐ Draw Requests
	☐ Contracts ☐ Draw Requests
	☐ Contracts ☐ Draw Requests
	☐ Contracts ☐ Draw Requests

Match Budget		
Please provide a list of financial awards or grants that will be used to match ESG awarded funds		
Grantor	**Amount**	**Award Date**

Required Exhibits – Support Documentation

In addition to completing the fillable application, applicants are required to provide support documentation in the form of exhibits. Information provided in the application and required exhibits is used to score and rank applications. Please refer to the "Scoring and Ranking" section of the Emergency Solutions Grants (ESG) Program Manual which can be accessed at Housing Delaware's website under ESG Related Information.

Exhibit A – Organization Information

- Please provide IRS documentation demonstrating Section 501(c)(3) status.
- List current Board Members, including name, city and state of residence, occupation, and e-mail address. Please specify which Board Member meets the ESG requirement of 24 CFR 576.40, Homeless participation.
- Please provide a copy of your organization's Board minutes showing your organization's approval to apply for FY26 ESG Funding.
- Describe your organization's experience with the successful administration of *housing or similar-type programs* that serve low- and very low- income persons.
- Please provide at least two current letters of support from external collaborating organizations, dated within 12 months of the application.
- Are you currently in good standing with Housing Delaware's regulatory requirements? (e.g. monthly draw submissions, timely QPRs, program compliance, etc.)

Exhibit B – Demonstrated Need

- Please describe the current challenges faced by the proposed program's target communities. Include the following:
  - Local data supporting the need for the proposed program
  - Other statistical data supporting the need for the proposed program
  - Two client testimonials regarding your current program services

Exhibit C – Program Description

- Describe how the proposed or existing program operates **in detail**. The description should include services provided to clients from entry to exit of the program.
  - Please describe, in detail, the intake procedures for client entry. What methods are used to determine household income and eligibility at assessment?
  - How will you engage clients in defining priorities? Describe how direct-client assistance is determined, including what types of client assistance are needed for each household.
  - Describe the supporting documentation kept in the client file.
  - Describe the case management services provided in this program and explain how these services empower clients to stabilize their housing situation.
- Describe how the program is distinct and separate from other programs operated by the applicant.

Exhibit D – Program Budget

- Describe your organization's financial control system and procedures. Include a detailed explanation of how ESG funds will be monitored to ensure dollars are spent in a timely manner and how funds will be applied and tracked against eligible activities.
- ESG funds require a 100% match (dollar for dollar). The match must come from non-ESG sources and must be used for eligible ESG activities. Please include the following;
  - Documentation to support all **committed** funding (letters of commitment or equivalent documentation) that is included in the total proposed program budget.
- Please provide a detailed operational budget. Include all sources and uses for the proposed program, including staffing costs. The sources and uses must balance.
- Include a budget narrative to explain why each cost is necessary and how it supports your program objectives.

Required Exhibits Continued on Next Page

Exhibit E – Program Outcomes and Performance Measurements
• Please describe each expected client outcome of this program over the next 12 months. • What processes are in place to track these outcomes and measure progress toward each goal during the grant period? • Provide client outcomes from the past 12 months that demonstrate how your program assisted in stabilizing or improving clients' housing situations. • What will you do differently to sustain or expand your program effectively beyond the grant period?

Applicant Declaration

I, the undersigned, as the Applicant, hereby apply to Housing Delaware for ESG funding and attest that the information provided in this application is, to the best of my knowledge, true and accurate.

Furthermore, the Applicant hereby certifies to Housing Delaware that the Applicant is not in any way owned, operated, managed, contolled or otherwise affiliated with any person who has been found guility or pled guilty to any crime, including a felony, misdemeanor or offense involving fraud, dishonesty, deceit, breach of trust, embezzlement or any other financial crime.

I fully understand that it is a Class A misdemeanor punishable by fine up to $2,300, up to one (1) year in prison, restitution, and other conditions as the court deems appropriate, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 11, Delaware Code, Section 1233.

Disclaimers

Applicant understands the information submitted in this application is for the purpose of applying to Housing Delaware for ESG funding consideration and that acceptance of such submission does not constitute funding approval by Housing Delaware.

By submitting this application, the applicant acknowledges and agrees that the application shall be deemed a "public record" for the purposes of the Delaware Freedom Of Information Act ("FOIA"), codified at 29 Del. C. §§ 10001-10005. Applicant acknowledges and agrees that any portion of the application, which is determined by Housing Delaware to **not** constitute confidential financial or trade secret information exempt from disclosure under the FOIA, shall be subject to public examination and copying.

I electronically certify that all of the above is true: ☐ Yes ☐ No
Legal Name of Applicant:
Name of Authorized Signer:
Title of Authorized Signer:
Signature: /s/
Date:

Additional Contacts

Please list other members of your organization that you wish to be included with Application correspondence:

Name	Contact