



**CITY OF PATERSON
DEPARTMENT OF COMMUNITY DEVELOPMENT**



HOMELESS EMERGENCY SOLUTIONS GRANT (HESG) PROGRAM

**REQUEST FOR PROPOSAL
PROGRAM YEAR 2022
(July 1, 2022 to June 30, 2023)**

PLEASE SUBMIT ONE (1) ORIGINAL APPLICATION AND TWO (2) COPIES

TO IMPLEMENT ELIGIBLE ACTIVITIES PURSUANT TO THE REGULATIONS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT THAT PRINCIPALLY BENEFIT LOW AND MODERATE-INCOME PATERSON RESIDENTS OR CONTRIBUTE TO THE PREVENTION AND ELIMINATION OF SLUMS AND BLIGHT.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE TIME AND DATE SPECIFIED IN THE INSTRUCTIONS IS SOLELY AND COMPLETELY THAT OF THE PROPOSER. THE CITY OF PATERSON, DEPARTMENT OF COMMUNITY DEVELOPMENT WILL IN NO WAY BE RESPONSIBLE FOR DELAYS OR LOSSES CAUSED BY THE U.S. POSTAL SERVICE OR ANY OTHER OCCURRENCE.



CITY OF PATERSON – REQUEST FOR PROPOSALS PY 2022 HUD ENTITLEMENT PROGRAMS HOMELESS EMERGENCY SOLUTIONS GRANT (HESG)

The Department of Community Development is now accepting proposals from Paterson organizations for inclusion in the City's 2022 HUD Entitlement Programs. **Proposals must be postmarked or hand-delivered no later than Friday, July 1, 2022 by 12:00 Noon** to the City of Paterson, Department of Community Development, Division of Housing, 125 Ellison Street, 2nd Floor, Paterson, NJ 07505.

Processing of Proposals

The Department of Community Development (CD) is the intake office for all proposal submissions. CD determines whether or not a proposal is eligible for HESG funding and meets national program objectives under federal regulations. CD convenes a review committee to evaluate eligible proposals in terms of federal and local program priorities, quality, and cost effectiveness. Under the supervision of the Director, the highest rated proposals will be considered and funded under 2022 HUD entitlement awards until the limit of our grant entitlement funding is reached. This Request for Proposal (RFP) solicits proposals from organizations to deliver projects, services, or activities that are consistent with the HESG priorities and objectives identified in the City of Paterson's 2020-2025 Consolidated Plan, which is available through the Department of Community Development and the City of Paterson's website (www.patersonnj.gov).

Program Overview

This final rule, published in the Federal Register, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Homeless Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Homeless Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

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 into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Homeless Emergency Solutions Grants (HESG) program. 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.



The City of Paterson has the responsibility of making use of ESG funds, as part of implementing a “Continuum of Care” to address the issue of homelessness and to coordinate activities with other non-profit service providers and organizations. This Request for Proposal (RFP) seeks to solicit proposals that will improve the quality of existing emergency shelters for the homeless and provide certain essential and preventative services to ameliorate homelessness. Specifically, we are focusing on Rapid Rehousing Assistance for homeless individuals and families. Within the City of Paterson’s 2020-2025 Consolidated Plan, the City lists its’ priority needs for its’ Homeless program as follows:

- Reduce the number of individuals and families that become homeless;
- Increase the availability of permanent supportive housing options for homeless individuals and families;
- Support the operations of existing emergency/transitional homeless facilities;
- Provide essential services to homeless populations;
- This assistance is only for homeless individuals as defined under the homeless definition.

Eligible Activities

The HESG program provides resources for the following activities: a) Homeless Prevention; b) Rapid Re-Housing; and c) HMIS; d) Street Outreach. Please see a description of each below.

- **Shelter Operations:** 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:** HESG funds may be used to provide housing relocation and stabilization services and short term rental assistance (up to 3 months) - or medium-term rental assistance (for more than three months but not more than 24 months of rent over any three-year period) to prevent an individual or family from moving into an emergency shelter and or homelessness situation. 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.
- **Rapid Re-Housing: (PRIORITY)** HESG funds may be used to provide housing stabilization services and short-and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that 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). Payment of rental arrears, including consists of a one-time payment for up to 6 months of rent in arrears, including late fees and moving cost.



- **HMIS:** HESG 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; salaries of operators; staff training costs; and participation fees.
- **Street Outreach:** HESG funds may be used for cost of providing essential services (case management) necessary to reach out to unsheltered homeless people; connecting them with emergency shelters, housing, or critical services; and to provide urgent – no facility-based care to unsheltered people, who are unwilling or unable to access emergency shelter, housing, and or appropriate health care facilities.

Applicants are encouraged to review the City of Paterson’s 2020-2025 Consolidated Strategic Five Year Plans to see the funding priorities identified that support the City in achieving its desired goals and objectives. Proposals submitted outside of the specified HESG priority funding areas will **not** be considered.

Technical Assistance

The City of Paterson will host a series of technical assistance workshops for organizations that intend to solicit financial support under one of the four HUD-funded programs, including the Community Development Block Grant (CDBG), Homeless Emergency Solutions Grant (HESG), HOME Investment Partnerships Program, and Housing Opportunities for Persons with AIDS (HOPWA) grant. The workshops will introduce the City’s 2022 funding priorities and provide clarification on all phases of the pre-award and post-award processes, as well eligible activities, proposal preparation, the contracting process, program outcomes and expectations, and compliance with City and federal standards. The schedule for the workshop series is provided in *Appendix 3* and is posted on the City of Paterson website at www.patersonnj.gov. If you have specific questions, regarding the eligibility of proposed activities and/or their compliance with national objectives or technical questions regarding specific activities proposed for grant funding, please contact the Department of Community Development at (973) 321-1212.

Evaluation Considerations

The process for reviewing HESG proposals is designed to increase efficiency and standardize the evaluation of proposals. The Administration intends to ensure transparency and the delivery of unbiased recommendations to the Municipal Council for approval of awards to the selected public, private, and nonprofit partners. New applicants and those organizations that have previously been funded are encouraged to apply.

Before submitting a proposal, organizations should consider the following:

- Capacity to complete the requested forms and submit the required documentation by the **Friday, July 1, 2022 by 12:00 Noon**



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- Capacity to deliver proposed services and meet expected program outcomes;
 - Ability to comply with municipal and federal standards related to the Homeless Emergency Solutions Grant (HESG) program; and
 - Current standing with the City of Paterson, including performance on grants from previous program years.

Evaluation Criteria

Before applications are considered, they must be complete and submitted to the Department of Community Development, Division of Housing by **Friday, July 1, 2022 by 12:00 Noon** deadline. A complete application includes ALL requested forms and documentation. Only complete and timely applications that are determined eligible for ESG funding will be evaluated using the following criteria:

- The applicants' understanding of the scope and magnitude of the work to be accomplished as evidenced by the proposal.
 - Applicant's capacity to complete the requested forms and submit the required documentation by the Friday, August 20, 2021 by 12:00 Noon deadline.
- The adequacy and comprehensiveness of the proposal with regard to the proposer's approach to fulfilling the eligible activities and responsibilities as provided for in the RFP.
- Prior experience in working with the eligible population.
- Prior experience, at minimum of three years, in administering a homeless program. Determination of whether the capacity and capability to effectively administer the activities has been established.
- Rapid start-up capability.
- Plans for funding costs of start-up and continuation of operations, exclusive of ESG funds.
- Past financial history, current financial outlook, and other financial responsibilities.
- Prior experience or knowledge of the management of City contracts and federal grants.
- Non-profit organization *Section 501(c) (3)* status and incorporation, if applicable.
- Compliance with the terms and provisions of the RFP.



Matching Funds Requirement

HUD strictly monitors the matching funds requirement stipulated in 24 CFR Part 576.71 of its ESG regulations. These regulations read as follows:

(a) General. Each grantee must match the funding provided by HUD under this part with an equal amount of funds from sources other than under this part. These funds must be provided after the date of the grant award to the grantee. Funds used to match a previous ESGP grant may not be used to match a subsequent grant award under this part. A grantee may comply with this requirement by providing the supplemental funds or voluntary efforts provided by any State recipient or non-profit recipient (as appropriate).

(b) Calculating the matching amount. In calculating the amount of matching funds, there may be included the value of any salary paid to staff of the grantee or to any State recipient or non-profit recipient (as appropriate) in carrying out the Emergency Shelter Program and the time and services contributed by volunteers to carry out the Emergency Shelter Program, determined at the rate of \$5.00 per hour. For purposes of this paragraph (b), the grantee will determine the value of any donated material or building, or any lease, using any method reasonably calculated to establish a fair market value.

Consequently, in the *Scope of Services* section of the proposal on the form marked *Part 5. Project Budget*, the applicant must indicate in the *Other Funding Source* column matching funds equal to or greater than the amount being requested from the HESG program. **The applicant must provide documentation of matching funds with the initial application.**

Level of Effort and Funding

All services requested in the RFP are on an “as needed” basis and the dollar values referred to in no way constitute a guarantee of the level in this effort that may be requested of the selected proposer or guarantee a certain dollar amount to the proposer. Those selected to be sub-recipients must invoice the City of Paterson for each individual service for which a contract is awarded, on a monthly basis, on or before the 10th day of each month following the month in which services are delivered. Reimbursement shall be on the basis of unit cost, fee for service or line item budget for all services and shall include monthly reports of service utilization data. Based on average monthly reimbursements, if a project sponsor is not spending at a rate that indicates it will expend its full allocation within the contract period, the City of Paterson reserves the right to reduce the dollar amount awarded to the sub-recipient for any category of service accordingly. **HUD Form 60002: Section 3 Summary Report must also be submitted monthly along with the reports. (See Appendix 4 for a copy of the form.)**

General Application Guidelines

Applicants should adhere to the following general guidelines for preparing the application for ESG funding. The application should be submitted with the required content and in the format



requested.

- 1) **Submit one (1) original and three (3) copies of the entire application package. The entire package must be *TYPED and UNBOUND* on 8.5" x 11" standard paper. Do not submit any document that is handwritten, bound (including staples, folders, spiral, or flat spines), on glossy, colored, heavy grade, or legal paper. Documents submitted in an inappropriate format **will not be** transferred to the review committee or evaluated.**
- 2) **Proposals must address the items specified in the *Proposal Narrative* section and must be organized exactly as specified in the *Application Content, Format, and Order* section.** Proposals that have incomplete responses to questions or which are improperly organized will lose points in the evaluation process in accordance with the corresponding Evaluation Criteria.
- 3) **Submit only the documents specified in the Required Documentation sections. Do not submit** annual proposals, video tapes, flyers, paraphernalia, or any other materials not requested at this time. Additional materials will not contribute to the evaluation process and will be discarded.
- 4) **Submit ALL DOCUMENTATION requested.** Before applications are considered, they must be complete. A complete application includes ALL requested forms and documentation. Applications that are missing any required documentation will not be transferred to the review committee or evaluated.
- 5) **Submit one (1) complete proposal for each funding request. Organizations applying for funding in more than one priority area should submit a separate application for each project.** Copies of all requested forms and documentation should be included in each application. Organizations submitting applications for other entitlement programs, i.e. the Community Development Block Grant (CDBG), Housing Opportunities for Persons with AIDS (HOPWA), and/or the HOME Investment Partnerships Program(s) should complete the application for that program. The contents and requirements outlined in this application are ONLY for participants who intend to solicit financial support under the Emergency Solutions Grant (ESG) program.
- 6) **Submit proposals to the Department of Community Development, Division of Housing, 125 Ellison Street, 2nd Floor, Paterson, New Jersey 07505. Proposals will only be accepted if postmarked or received at the above address before **Friday, July 1, 2022 by 12:00 Noon.****

Do not deliver proposals to any other office or staff person of the City of Paterson, including the Division of Economic Development, Division of Administration, Department of Police, the Office of the Mayor and Agencies, or the Office of the Business Administrator. Proposals submitted after the deadline and/or delivered to any office other than the Department of Community Development will not be accepted or reviewed.



The Administration reserves the right to request additional information or documentation not specified in this Request for Proposals at any stage during the process. Applicants will be expected to respond and comply with any additional requests in a timely manner.

Application Content, Format, and Order

This ESG Application is divided into three (3) parts: (1) Application Cover Sheet; (2) Application Form; and (3) Proposal Narratives. A complete application should include the items listed below as indicated, and in the order and within the page limits specified.

Part 1 - Application Cover Sheet

Part 2 - Application Form

- Section One – Organization Profile
- Section Two – Organization Financial Summary
- Section Three – Scope of Services

Part 3 - Proposal Narrative

- Section One – Organization Summary
 - Part A. Agency Background
 - Part B. Current Programs and Activities
 - Part C. Statement of Achievements
 - Part D. Organizational Staffing Qualifications
- Section Two – Project Summary
 - Part A. Need Addressed by the Proposed Project
 - Part B. Project Goals
 - Part C. Project Implementation Strategies
 - Part D. Specific Collaboration Strategies
 - Part E. Project Outcomes
 - Part F. Methods of Evaluating Project Effectiveness
 - Part G. Major Barriers to Service Delivery
 - Part H. Description of Project Staff Qualifications

NOTE- Respondents should organize the Proposal Narrative exactly as described above with the corresponding title pages described herein. The Proposal Narrative should have section divider pages, each placed in front of the corresponding section with the title of that section typed at the top of the page (e.g., Section One – Organization Summary). No other text should be typed on the section divider page. Please complete, use, and submit the fillable forms where applicable. All pages of the Proposal Narrative must be numbered. *Proposal narrative guidance is provided for each proposal narrative section*



and provides additional details on the content that applicants should address in each subpart of the narrative.

- **Financial Information**

- Organization Operating Budget (must specify revenues and budgeted expenditures for FY 2022)
- Organization Funding Sources

- **Required Documents**

- **Organization Documents**

- **Articles of Incorporation/By-laws:** Documents should include names of board members, officers, and date agency was incorporated. *NOTE: On a separate sheet of paper attached to the end of the incorporation documents, the agency must provide a list of the names, phone numbers, and addresses of all individuals who are authorized to sign official papers and documents on behalf of the organization.*
- **Audit Report and Financials:** Applicants are required to submit a 2021 Financial Audit or **2021 IRS Form 990 (if applicable)** along with Certified Financial Statements. *NOTE: Audit report and financial statements may not have an end date prior to December 31, 2020.*
- **Proof of IRS Status Determination Letter:** Legal documentation listing the IRS status of the firm or agency.
- **State of New Jersey Business Registration Certificate (For-profit organizations only)**

- **City of Paterson Forms**

* *These documents MUST BE NOTARIZED AND/OR INCLUDE THE CORPORATION SEAL*

- **Counterterrorism Compliance Form**
- **Disclosure Statement for Nonprofit Sub-recipients (Nonprofits only)**
- **Non-Collusion Affidavit**
- **Stockholder Disclosure Certification (For profit organizations only)**
- **Hold Harmless Agreement**



- **Certificate of Compliance with NJ Charitable Registration Act (Nonprofits only)**
- **Certification of Compliance with Executive Order on Pay to Play Reform (For profit organizations only)**
- **Paterson Political Contribution Disclosure Form (For profit organizations only)**

Additional Requirements for Physical Rehabilitation Contractors

If the organization is selected as a sub-recipient in the Physical Rehabilitation category, the organization must comply with the following:

- A. Davis Bacon and Prevailing Wages** – The General Contractor is responsible for full compliance with the requirements of Davis Bacon/Prevailing Wage laws for all contractors, subcontractors, and any lower-tier subcontractors as provided by the Davis-Bacon Wage Determinations established by the U.S. Department of Labor (provided by the Division of Housing Assistance).
- B. Affirmative Action Compliance** – Prior to the Order to Proceed, the sub-recipient needs to complete the required paperwork to ensure that the contractors and/or its subcontractors meet the compliance requirements for affirmative action.
- C. Authorization** – Submission of a list of all persons authorized to make signatory decisions on behalf of the sub-recipient organization.
- D. Reporting** – To ensure compliance, the non-profit must submit a concise monthly report. For projects involving residential rehabilitation or public facilities construction/renovation, the report must follow the format provided by a form from the Division of Housing Assistance. **HUD Form 60002: Section 3 Summary Report must also be submitted monthly along with the reports.**
- E. Timely completion** – Recipients under contract to receive ESG funds must complete project work within time specified in the contract unless an extension is obtained from the City. Failure to complete project work in the absence of an extension may be grounds, at the City's discretion, for cancellation of the contract.

Special Provisions for All Awarded Proposals

A. Letter from NJ Attorney General Confirming Charitable Registration

If a nonprofit organization is selected as a sub-recipient, the nonprofit organization is required to provide a copy of the Letter issued by the State of New Jersey Attorney General confirming charitable registration.



B. Certificate of Insurance (Required Coverage and Endorsement)

If the organization is selected as a sub-recipient, the organization becomes a **vendor** and must provide a certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverage to the City of Paterson. The **VENDOR** must notify the **CITY** immediately, of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. **As part of the certificate of insurance submission a broad endorsement form/additional insured endorsement form that lists the City of Paterson as additional ensured must also be included.** The **CITY** reserves the right to require complete copies of insurance policies at all times.

- a. *General Requirements:* The **VENDOR** shall maintain for the duration of the contracts, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the **VENDOR**, its agents, employees, representatives, assigns or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission and shall be in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b. *Primary Insurance:* The **VENDOR'S** insurance coverage shall be primary insurance as respect to the **CITY**, its officers, officials, employees, agents, and representatives shall apply separately to each project or location. Any insurance or self-insurance maintained by the **CITY**, its officers, officials, employees or volunteers shall be excess of the **VENDOR'S** insurance and shall not contribute with it.
- c. *Workers Compensation Insurance:* The **VENDOR** shall maintain for the duration of the contract, at its cost and expense, Workers Compensation Insurance in the statutory amounts pursuant to N.J.S.A. 34 et seq.
- d. *Additional Insured Status:* The **CITY** must be listed as additional insured for liability arising out of activities performed by or on behalf of the **VENDOR**. **As part of the certificate of insurance submission a broad endorsement form/additional insured endorsement form that lists the City of Paterson as additional ensured must also be included.**
- e. *Special Conditions:* The insurer must indicate on the Certificate of Insurance that it agrees to defend, indemnify, and hold harmless the City of Paterson, NJ its agents, servants, and administrators from any and all complaints arising out of work or duties to be performed under this contract between the City of Paterson and the **VENDOR**.



f. *Amounts:* All insurance shall be written up for the following limits of liability:

Bodily Injury Liability Insurance:	\$1,000,000.00 each person \$1,000,000.00 each occurrence
Property Damage Liability Insurance:	\$1,000,000.00 each person \$1,000,000.00 each occurrence
Professional Liability:	\$1,000,000.00

Submission Deadline

Interested nonprofits must hand deliver or postmark application responses by **Friday, July 1, 2022 by 12:00 Noon** deadline to be considered for funding under the City's 2022 Annual Action Plan.

One (1) original and Two (2) copies of *typed proposals* on 8.5" x 11" paper must be postmarked or hand-delivered no later than, **Friday, July 1, 2022 by 12:00 Noon** deadline. Applications must (*only*) be addressed or hand-delivered to:

Barbara A. Blake-McLennon, Director
City of Paterson
Department of Community Development
Division of Housing
125 Ellison Street, 2nd Floor
Paterson, New Jersey 07505

Failure to meet the submission deadline shall preclude a proposal from consideration by the City of Paterson.



**CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2022 HUD ENTITLEMENT PROGRAMS
HOMELESS EMERGENCY SOLUTIONS GRANT (HESG)
PLEASE SUBMIT ONE (1) ORIGINAL APPLICATION AND TWO (2) COPIES**

PART 1 - APPLICATION COVER SHEET

PROPOSED ACTIVITY

City of Paterson Funding Priority Area: (check all applicable Priority Areas and see Appendix 2 for Priority Area definitions)

- ☐ Street Outreach (05F/050)
☐ Homelessness Prevention (05Q)
☐ Emergency Shelter (03T)
☐ Rapid Re-housing (05T)
☐ Homeless Management Information System (required) (20A)

Project/Shelter Name and Location	
Funds Requested for Proposed Activity	

PROJECT SUB-GRANTEE/SPONSOR

Applicant Organization (Full Legal Name)	
Doing Business As	
Executive Director	
Proposal Contact Name	
Proposal Contact Title	
Proposal Contact Street Address	
City, State, Zip Code	
Proposal Contact Phone	
Proposal Contact Fax	
Proposal Contact Email	

I certify the information contained in this proposal is true and accurate. I further understand material omission or false information contained in this proposal constitutes grounds for disqualification of the proposer (s) and this proposal.

Authorized Signature _____ Date _____

Typed Name _____



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PART 2 - APPLICATION FORM

SECTION ONE - ORGANIZATION PROFILE

Applicant Organization (Full Legal Name)	
Street Address	
City, State, Zip Code	
Phone	
Fax	
Website	
Mailing Address (If different than above)	
City, State, Zip Code	
Number of Years in Operation	
Tax Exempt ID #	
Date of IRS Determination Letter	
DUNS Number	
Women owned/headed organization	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minority owned/headed organization	YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of minority staff members	



SECTION TWO – ORGANIZATION FINANCIAL INFORMATION

Name of Accountant (if applicable)			
Street Address			
City, State, Zip Code			
Contact Phone			
Total for Organization's Operating Budget for FY 2022			
Total Major Funding Sources			
Latest Financial Audit complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Dates covered by Financial Audit	From	To	Completed
Latest Annual Report complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Dates covered by Annual Report	From	To	Completed
2021 IRS Form 990 complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>		



SECTION THREE – SCOPE OF SERVICES

Part A. Organization Information	
Program/Project Title	
Anticipated Program/Project Start Date	
Total Budget for Program/Project	
Amount of (HESG) Request	
Total Matching Funds Secured	
Part B. Service and Target Population Profile	
Service Coverage Area in 5 (Check all that apply)	Paterson Wards <input type="checkbox"/> 1 st Ward <input type="checkbox"/> 2 nd Ward <input type="checkbox"/> 3 rd Ward <input type="checkbox"/> 4 th Ward <input type="checkbox"/> 5 th Ward <input type="checkbox"/> 6 th Ward <input type="checkbox"/> Other Location (Please Specify):
Complete Address of Facility Where Service Will Be Provided	
Is the site(s) where services are provided easily accessible and inviting to community residents? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of shelter beds and/or persons served daily as of 12/31/2021	
Number of shelter beds and/or persons to be served or increased by with this funding	
# Persons Served by All Activities – prior year (Count total unduplicated persons)	
# Persons to be served 2022 (Count total unduplicated persons)	
Target Population in 2022	Individuals Families
Target Population in 2022 by Age	Infants (<1 yr) Children (1yr -12 yr) Youth (13–18 yrs) Adults (19–64 yrs) Seniors (65 yrs+)



SCOPE OF SERVICES

Part C. Accomplishments (Quantifiable)

INSTRUCTIONS

- Please select the category(s) that best measures your proposed activity.
Then, insert the number of people you propose to served for 2022. And finally, please insert the actual number of people served during program year 2021,

Accomplishment Type (check one)	FY 2022 Proposed Accomplishments	FY 2021 Actual Accomplishments
<input type="checkbox"/> STREET OUTREACH		
<input type="checkbox"/> EMERGENCY SHELTER		
<input type="checkbox"/> HOMELESS PREVENTION		
<input type="checkbox"/> RAPID RE-HOUSING		
<input type="checkbox"/> HMIS		



SCOPE OF SERVICES

Part D. Project Summary Narrative

Instructions. In the space provided, describe the specific activity proposed for HESG funding.



SCOPE OF SERVICES
Part E. Project Budget

Instructions. Complete each of the attachments in accordance with the instructions provided on each form and attach after this page.

Attachment 2.

Budget/Cost Categories and Elements of Cost

Attachment 3.

Eligible Activities Costs Summary

Attachment 4.

Schedule A. Rapid Re-Housing Costs
Schedule B. Homeless Prevention Costs
Schedule C. HMIS Costs
Schedule D. Street Outreach Costs
Schedule E. Emergency Shelter Operation Costs



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 2 –
BUDGET/COST CATEGORIES AND ELEMENTS OF COST

A. Rapid Re-Housing assistance/Housing stabilization and relocation

Rental Application Fees

Security Deposits

Last month's rent

Utility Payments/Deposits

Moving Cost

Tenant Counseling

Housing Search and Placement

Essential Services (Case Manager)

B. Homeless Prevention

Short Term Rental Assistance (*up to three months of rent*)

Medium Term Rental Assistance (*more than three months not exceeding twenty-four months*)

Rental Arrears

Essential Services (Case Manager)

C. HMIS

Purchasing or leasing computer hardware, software, or software licenses

Paying salaries for completing data analysis

Paying staff cost to travel to and attend HUD-sponsored training on HMIS and programs

Paying Participant Fees charged by the HMIS Lead

D. Street Outreach

Essential Services – (Case Management)

Supplies and equipment

Intake Assessment (Engagement)

Emergency Health Services

Emergency Mental Health Services

Transportation

Special Population

E. Emergency Shelter Operation

General Essential Services – Case Management

Renovation

Shelter Operations

Assistance required under the URA and Real Property Acquisition Policies Act of 1970.



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 3 –
COSTS SUMMARY

ESG 2022	Sub-Recipient Name:		
For Cost Categories A through E, a SCHEDULE SHEET and JUSTIFICATION must be completed and submitted, where applicable.			
Cost Category	Total Funds Needed	ESG Funds Requested	Matching Funds
A. Rapid Re-Housing:			
TOTAL Rapid Re-Housing:			

For Cost Categories A through E, a SCHEDULE SHEET and JUSTIFICATION must be completed and submitted, where applicable.			
Cost Category	Total Funds Needed	ESG Funds Requested	Matching Funds
B. Homeless Prevention:			
TOTAL Homeless Prevention:			



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 3 –
ELIGIBLE ACTIVITIES COSTS SUMMARY

ESG 2022	Sub-Recipient Name:		
For Cost Categories A through E, a SCHEDULE SHEET and JUSTIFICATION must be completed and submitted, where applicable.			
Cost Category	Total Funds Needed	ESG Funds Requested	Matching Funds
C. HMIS:			
TOTAL HMIS:			

For Cost Categories A through E, a SCHEDULE SHEET and JUSTIFICATION must be completed and submitted, where applicable.			
Cost Category	Total Funds Needed	ESG Funds Requested	Matching Funds
D. STREET OUTREACH:			
TOTAL STREET OUTREACH:			

For Cost Categories A through E, a SCHEDULE SHEET and JUSTIFICATION must be completed and submitted, where applicable.			
Cost Category	Total Funds Needed	ESG Funds Requested	Matching Funds
E. SHELTER OPERATIONS:			
TOTAL SHELTER OPERATIONS:			



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 4 –
SCHEDULE A: RAPID RE-HOUSING PERSONNEL COSTS

ESG 2022	Sub-Recipient Name:				
<i>List all full and part-time staff paid, including fringe benefits. Provide an explanation of fringe benefits at the bottom of form.</i>					
<i>Position Title/Incumbent Name/Vacant</i>	<i>Responsibilities & Duties</i>	<i>Minimum Qualifications</i>	<i>Annual Salary</i>	<i>Weekly Hours on Project</i>	<i>Weekly Work Time on Project</i>
Subtotals	Explanation of Fringe Benefits:				
___ % Fringe Benefits					
TOTAL PERSONNEL COST					



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 4 –

SCHEDULE B: HOMELESS PREVENTION PERSONNEL COSTS

HESG 2022		Sub-Recipient Name:			
List all full and part-time staff paid, including fringe benefits. Provide an explanation of fringe benefits at the bottom of form.					
Position Title/Incumbent Name/Vacant	Responsibilities & Duties	Minimum Qualifications	Annual Salary	Weekly Hours on Project	% Weekly Work Time on Project
Subtotals	Explanation of Fringe Benefits:				
___ % Fringe Benefits					
TOTAL PERSONNEL COST					



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 4 –
SCHEDULE C: HMIS PERSONNEL COSTS

ESG 2022	Sub-Recipient Name:				
List all full and part-time staff paid, including fringe benefits. Provide an explanation of fringe benefits at the bottom of form.					
Position Title/Incumbent Name/Vacant	Responsibilities & Duties	Minimum Qualifications	Annual Salary	Weekly Hours on Project	% Weekly Work Time on Project
Subtotals	Explanation of Fringe Benefits:				
___ % Fringe Benefits					
TOTAL PERSONNEL COST					



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 4 –
SCHEDULE D: STREET OUTREACH PERSONNEL COSTS

ESG 2022	Sub-Recipient Name:				
List all full and part-time staff paid, including fringe benefits. Provide an explanation of fringe benefits at the bottom of form.					
Position Title/Incumbent Name/Vacant	Responsibilities & Duties	Minimum Qualifications	Annual Salary	Weekly Hours on Project	% Weekly Work Time on Project
Subtotals	Explanation of Fringe Benefits:				
___ % Fringe Benefits					
TOTAL PERSONNEL COST					



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 4 –
SCHEDULE E: SHELTER OPERATIONS PERSONNEL COSTS

ESG 2022	Sub-Recipient Name:				
List all full and part-time staff paid, including fringe benefits. Provide an explanation of fringe benefits at the bottom of form.					
Position Title/Incumbent Name/Vacant	Responsibilities & Duties	Minimum Qualifications	Annual Salary	Weekly Hours on Project	% Weekly Work Time on Project
Subtotals	Explanation of Fringe Benefits:				
___ % Fringe Benefits					
TOTAL PERSONNEL COST					



CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2022 HUD ENTITLEMENT PROGRAMS
HOMELSS EMERGENCY SOLUTIONS GRANT

PART 3 – PROPOSAL NARRATIVE

SECTION ONE – Organization Summary

Part A. Agency Background

Instructions. Describe the organization's background as it relates to establishing the agency's identity and legitimacy as an organization. Responses can detail but should not be limited to describing the agency's mission statement, history, expertise, longevity of presence in the community, etc.

Part B. Current Programs and Activities

Instructions. Describe activities in which the organization is currently engaged. Responses can detail any similar projects or activities in the same or a related area that are relevant to establishing the agency's credibility, track record, and ongoing performance in the delivering services for which grant funding is sought.



Part C. Statement of Achievements
--

<p>Instructions. Provide specific evidence of the organization's success in accomplishing past or current organizational or program goals. Responses can address but should not be limited to describing achievements such as organizational service or community awards, quantity and quality of services provided and benefits gained by participants receiving services, recurring grants based on performance, etc.</p>
--



Part D. Organizational Staffing Qualifications

Instructions. Describe the qualifications of the agency's leadership as it relates to establishing background on the organization's professional competency to implement the proposed project activities. Responses can include but should not be limited to addressing the credentials of key senior staff and management, organizational structure, processes for ensuring all staff are qualified and committed to working with the target population, strategies for organizational self-evaluation and continuous improvement, etc.

SECTION TWO – Project Summary

Part A. Need Addressed by the Proposed Project

Instructions. Describe the need that the proposed project seeks to address. Responses can address but should not be limited to describing in detail the specific issue or need, supporting background information and data, methods by which the need was identified, etc.



Part B. Project Goals

Instructions. Describe on (1) one page the goals that the project seeks to accomplish. Responses can address the breadth and/or depth of the organization's objectives, including but not limited to detailing short and long-term goals, the desired level or reach of services (i.e., neighborhood, City, county, region, state), the purpose served by the project, the specific targets of individual project activities, etc.



Part C. Project Implementation Strategies

Instructions. Describe on (1) one page the specific activities the agency will undertake to implement the project. Responses can detail the organization's action plan, including but not limited to specifying timelines, events, procedures to be followed, utilization of human and financial resources, etc.

Part D. Specific Collaboration Strategies

Instructions. Describe on (1) one page how the organization has or will engage families, agencies, organizations, or community groups in the implementation of project activities. Responses can specify ways in which the agency is any or all of its resources, such as staff, finances, materials, office space, service locations or facilities, etc, to deliver the proposed project services.



Part E. Project Outcomes

Instructions. Describe in detail the outcomes that the project will produce. Responses can identify the expected and/or desired results/outputs of the project that are aligned with the project goals, including but not limited to benchmarks for performance, descriptions of non-quantifiable evidence that the project is on track, numbers of program participants in target population being served, etc.

Part F. Methods of Evaluating Project Effectiveness

Instructions. Describe on (1) one page how the organization will gauge the effectiveness of its project. Responses can identify any tools that the agency will utilize to capture data or document that the project activities are reaching the target population, project goals are being met, etc. Tools might include but are not limited to surveys, client feedback forms, tracking systems, and/or anecdotal success stories about clients served through the project activities, etc.



SECTION TWO – Project Summary**Part G. Major Barriers to Service Delivery**

Instructions. Describe on (1) one page obstacles or impediments that the agency encounters or anticipates in being able to effectively and/or efficiently provide services to the target population. Responses can identify any challenges that the organization may be experiencing, including, where applicable, but not limited to, financial shortfalls, staff turnover, limited resources of the organization, language barriers, difficulty in marketing or disseminating materials, transportation, limited partners, etc.

Part H. Project Staff Qualifications

Instructions. Describe the qualifications of staff that will be engaged in the delivery of the Project. Responses can highlight the level of education, training, experience, awards or commendations for service, etc, that project staff possess and/or have received related to the specialty area or services proposed as part of the project activities.



APPENDIX 1

Forms



Counterterrorism Compliance

In compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws, the City of Paterson requests that each funded agency ("Organization") certify that it is in compliance.

ORGANIZATION NAME:

Check the Appropriate Box to Indicate Your Compliance With Each of the Following:	Comply	Do Not Comply
This Organization is not on any federal terrorism "watch lists," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not re-grant to organizations, individuals, programs and/or projects outside of the United States of America with out compliance with IRS guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>

* In this form, "material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

I certify on behalf of the Organization listed above that the foregoing is true.

Print Name: Title:

Signature: _____ Date:



DISCLOSURE STATEMENT FOR NONPROFIT SUB-RECIPIENTS

(page 1 of 2)

Part A: Please attach a copy of the Articles of Incorporation

Name of Corporation: _____

Principal Place of Business: _____

Incorporated in the State of: _____

1. I am _____ (Title) of the _____ (Name of Corporation), which is a Non-Profit Corporation organized under 15a of the Revised Statutes of the State of New Jersey.
2. Annexed hereto is a true copy of the Articles of Incorporation together with all Amendments thereto which are on file with the Secretary of the State of New Jersey.
3. I certify that no administrator, agent, servant, or employee of the City of Paterson has any indirect or direct interest in the corporation or this contract.
4. No Federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an administrator, agent, or employee of any agency, a member of Congress, an administrator, agent, or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan, cooperative agreement, extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
5. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an administrator, agent, or employee of any agency, a member of Congress, an administrator, agent, or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, then a Standard Form-LLL "Disclosure of Lobbying Activities" will be submitted in accordance with the instructions.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment and/or termination of the Contract.

Signature

Title

Printed Name

Date



DISCLOSURE STATEMENT FOR NONPROFIT SUB-RECIPIENTS

(page 2 of 2)

Part B: Other Funding Sources

Name and Address of Funding Sources

Amount of Funding

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Part C: Name of Person(s) authorized to sign contract and other official documents:

Name(s)

Title

Name of Fiscal Officer

Title

--	--



NON-COLLUSION AFFIDAVIT

State of _____
County of _____:

_____ (Name of Affiant), being first duly sworn deposes and says that he is _____ (Sole owner, a Partner, President, Secretary, etc.) of _____ (Name of Business Entity), the party making the fore-going proposal or bid, that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any other bidder, or person interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information of data relative thereto to any association or to any member or agent thereof.

(Affiant)

Sworn to and subscribed before me

this _____ day of _____, 20____.

Notary Public in and for

_____ County,

this _____ day of _____, 20____



STOCKHOLDER DISCLOSURE CERTIFICATE

(To be Completed by For Profit Business Entities Only)

Pursuant to the laws of the State of New Jersey as set forth in laws of 1977, Chapter 33, the undersigned does herewith certify to the City of Paterson that the following is a statement with names and addresses of all stockholders, partner, member or owner ("Owner") in the corporation, partnership, limited liability company or other business entity ("Entity") who own a 10% or greater interest therein, as the case may be. If one or more such Owner is in itself an Entity, the Owner holding 10% or more or greater interest in that Entity, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every Owner exceeding the 10% ownership criteria established above have been listed.

NAME	HOME ADDRESS
------	--------------

- | | |
|-----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

NOTE: NO POST OFFICE BOX NUMBER ACCEPTED, FULL STREET ADDRESS ONLY.

CRIMINAL CONVICTION TO SERVE AS GROUNDS FOR DISQUALIFICATION FROM AWARD OF CONTRACT:

Vendor must disclose whether any person(s) named above have a criminal conviction in any Municipal, County, State or Federal Court, in this State or any other State.

Yes ☐ No ☐

Any rejection by the City, based upon a prior conviction, shall not take place unless and until there has been a responsibility hearing held by the City. Also, vendor must report any conviction of any person(s) named above in any Municipal, County, State or Federal Court during the contract or agreement period to the Corporation Counsel of the City.

Any termination by the City, based upon subsequent conviction, shall not take place unless and until there has been a responsibility hearing held by the City.

Affiant (Authorized Agent of Corporation or Business Entity)

AFFIX CORPORATE
SEAL HERE

Print name and title of affiant

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____. Sworn and Subscribed before me this _____ day of _____, 20_____.

(Notary Public)



HOLD HARMLESS AGREEMENT

The Sub-recipient, shall defend, indemnify and hold harmless the City of Paterson, its agents, servants and administrators from and against any and all claims or actions at law, whether for personal injury, property damage or liability, including any cost of defense incurred by the City of Paterson and any payments, recoveries and judgments against the City of Paterson, which arise from actions or omissions of the Sub-recipient, his agents or employees in the execution of the work and/or duties to be perform under the contract.

Costs shall be deemed to include, but not limited to attorney's fees, filing expenses, expert witness fees, reproductions costs, and long distance travel and phone expenses in connection with defense and shall bear the prevailing interest rate, where applicable.

The Sub-recipient shall be responsible for all damage to persons or property caused or alleged to have been caused by or incident to the execution of this work, and shall defend claims or suits arising from or incident to the work under the aforementioned contract without expense to the City of Paterson, its agent's servants and/or administrators.

By: _____
Name:
Title:

Date:

On behalf of:

Name of Organization



Certification of Compliance with Charitable Registration and Investigation Act
(N.J.S.A. 45:17A-18 et seq.)

The New Jersey Charitable Registration and Investigation Act (N.J.S.A. 45:17A-18 et seq.) (the "Act") regulates the fund raising activities of most charitable organizations, professional fund raisers, and solicitors conducting business within the State of New Jersey by requiring a charitable organization, unless exempted from registration requirements pursuant to Section 9 of the Act, to file an annual registration statement with the New Jersey Attorney General.

Under the Act "Charitable organization" means: (1) any person determined by the federal Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code of 1986, 26 U.S.C. s.501(c)(3); or (2) any person who is, or holds himself out to be, established for any benevolent, philanthropic, humane, social welfare, public health, or other eleemosynary purpose, or for the benefit of law enforcement personnel, firefighters or other persons who protect the public safety, or any person who in any manner employs a charitable appeal as the basis of any solicitation, or an appeal which has a tendency to suggest there is a charitable purpose to any such solicitation.

I do hereby certify that I am a duly authorized officer of _____ (name of organization) and that I am authorized to certify on its behalf. I further certify that I have read or caused to be read the Act, and that I am knowledgeable of the laws and regulations contained therein, and that, _____ (name of organization) is in compliance with the all of the provisions of the Act, as amended.

I understand that the City of Paterson will rely on this certification to review and approve any contracts, agreements, or other related documentation with this organization.

By: _____
Name:
Title:

Date:



Certification of Compliance with Executive Order on Pay to Play Reform

(To be Completed by For Profit Business Entities Only)

The Sub-recipient hereby certifies that it has read or caused to be read the Executive Order on Pay to Play Reform, dated February 8, 2007 (MEO-07-0001), and that the Business Entity, as that term is defined in the Executive Order, has not made a Contribution or solicited a Contribution that would bar the award of this Contract.

I hereby certify that the foregoing is true to the best of my knowledge and belief.

Name of Organization:

By: _____
Name & Title:

Date:



APPENDIX 2

Eligible Emergency Solutions Grant Activities



Eligible Homeless Emergency Solutions Grant Activities

Street Outreach:

Eligible Program Participants: Unsheltered individuals and families, meaning those who qualify under paragraph (1) (l) of the definition of homeless.

Overview of eligible activities: Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.

Eligible Costs Overview:

Engagement
Case Management
Emergency Health Services
Emergency Mental Health Services
Transportation
Services to Special Populations

Emergency Shelter:

Eligible Program Participants: Individuals and families who are homeless.

Overview of Eligible Activities: Essential services to person in emergency shelters, renovating buildings to be used as emergency shelters and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.

Eligible Costs Overview:

Essential Services
Renovation
Shelter Operations
Assistance required under "URA"

Rapid Re-housing and Homelessness Prevention:

Eligible Program Participants:

- Rapid re-housing- individuals and families who are literally homeless, meaning those who qualify under paragraph (1) of the definition of homeless.
- Homelessness prevention- individuals and families who are at imminent risk or at risk of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless



definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI.

Overview of Eligible Activities: Short and medium- term rental assistance and housing relocation and stabilization services. Staff salaries related to carrying out rapid re-housing and homelessness prevention activities are also eligible.

HMIS-

Overview of Eligible Activities:

- Recipients and Sub-recipients: All recipients and sub-recipients may pay the costs of contributing data to the CoC's HMIS.
- Recipients and Sub-recipients that use comparable databases: Victim service providers and legal service providers may use ESG funds to pay the costs of establishing and operating a comparable database.

Street Outreach –

Definition of Homeless:

The final rule maintains these four categories. The categories are: (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided; (2) individuals and families who will imminently lose their primary nighttime residence; (3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and (4) individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.