

**City of Allentown 2026 Funding Application - Grant for Temporary Shelter**

*Completed applications must be returned to by Friday, April 24<sup>th</sup> at 430pm to david.synnamon@allentownpa.gov. Late applications will not be accepted.*

I. Contact Information

1. Legal Name of Organization
  
2. Organization's Alias (if applicable)
  
3. Name of Executive Director/CEO
  
4. Federal Tax ID Number (if applicable)
  
5. Organization's Physical Address
  
6. Mailing Address (if different from physical address)
  
7. Organization's telephone number
  
8. Organization's website (if applicable)
  
9. Contact Person's Name & Title
  
10. Contact Person's phone number & email
  
11. Staff person in charge of Fiscal Management

## II. Organization Information

1. Tax Exemption Status (if applicable)

2. Geographic Areas Served

3. Mission and Primary Purpose

4. Date founded:

5. Is this organization registered and in good standing (“active” status) with the city, county and current with taxes?

Yes No

If no, please explain:

6. Is this organization currently in good standing and in compliance with all applicable Federal, State and Local Laws?

Yes No

If no, please explain:

7. Describe the services the organization currently provides to City of Allentown residents.

8. Does your organization have experience relocating persons into hotels/other forms of temporary shelter? Please explain.

### Programmatic Plan:

The applicant must lay out a plan to connect individuals to hotel access within the following framework (The attach a separate document entitled “Work Plan”).

- Clients/Households must be connected to Coordinated Entry prior to making the referral.
- Placements will not be for more than 5 days. If extended for more than 5 days justification must be recorded in the client’s file.
- There must be a housing exit plan in place prior to placement.
- Organization must conduct daily check-ins with clients placed in emergency hotel placement. If the hotel reports concerns, the referring agency is required to respond within 24 hours.
- Organization and Client must sign a hotel agreement form to outline expectations while staying in the hotel and email completed form to the City’s Unhoused Services Coordinator.
- Organization is responsible for ensuring individuals have access to food while in hotel placement.
- Organization is responsible for providing transportation to hotel placement and to discharge location.
- Organization will provide a 6-month update on individuals that utilized hotel placements to determine long-term outcomes.
- Organization is required to provide the contact person responsible for grant management.
- Organization is required to provide the contact person responsible for coordinating with hotels.
- Organizations must submit a monthly tracking log with funds spent, individuals housed and days of housing provided. These reports are to be submitted to the City of Allentown Unhoused Coordinator for the previous month no later than the 10<sup>th</sup> of the month.

#### IV. Budget

The applicant must lay out a budget to spend \$50,000 by the end of the fiscal year 2026. Please attach a separate document labeled "Budget"

- The budget may only be used for the cost associated with placing an individual in a hotel room .
  - o The budget must include cost of room per night and average expected costs per month.
  - o The grantee must maintain accurate fiscal detail records. The City of Allentown reserves the right to audit the files associated with expenditure of these funds at any time.
- Any unspent funds at the end of 2026 must be returned to the City of Allentown no later than January 31, 2027.