



2024
KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION

ESG AGENCY APPLICATION
(The ESG agency application form should be completed by each agency requesting ESG funds)

A) Applicant Information

Applicant agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).

- Renewal application - currently receives ESG funding
New funding application - does not currently receive ESG funding

Agency's Legal Name:
Unique Entity ID #:
Street/P.O. Box: Phone #
City: State: Zip: County:
Chief Executive Officer: CEO Email:
Chief Financial Officer: CFO Email:
ESG Contact Person: (name and title):
Email of ESG Contact Person: Phone #
Alt. ESG Contact Person (required): (Name and Title):
Email of Alt. ESG Contact Person (required): Phone #
Primary Contact person for your ESG program to be listed on the KHRC website:
Contact Person: (name and title):
Email of ESG Contact Person: Phone #

B) AGENCY TYPE:

- Day Shelter
Emergency Shelter - 90 days or less
Homeless Services Provider (Homeless Prevention or Rapid Re Housing)
Street Outreach
Other (Provide Description)

Please identify the primary homeless category the program(s) will serve. Please check the appropriate categories below:

- Category 1: Literally Homeless
- Category 2: Imminent Risk of homeless
- Category 4: Fleeing / Attempting to Flee DV

AGENCY CAPACITY

1. Please identify and describe all partnerships with other agencies related to the service delivery of ESG funded services.

2. How long has your organization served homeless populations?
 - 10 or more years
 - 5-9 years
 - Less than 5 years

3. Is your organization an active member of any of the following? Please check those that apply.
 - Continuum of Care:
 - Regional/Local Planning Meetings
 - State/Local Consolidated Plan Process
 - Regional/Local Homeless Committees

4. How agency staff participate in local planning meetings/groups?
 - Please describe the level of involvement.

10. What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

11. Does your agency have pending civil or criminal proceedings filed or being processed currently or have been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue:

12. Provide an address and physical description of the shelter and/or service delivery site. (Domestic Violence providers provide only physical description)

13. Explain how your agency will identify and document homeless status of a client. Per 576.500 Recordkeeping and reporting requirements (b) Homeless Status:

14. Are there any current HUD findings against the agency? If yes, please explain:

1. PROPOSED PROJECT ACCOMPLISHMENTS

Please provide the proposed accomplishments if awarded funding.

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: _____

Total unduplicated individuals to be served: _____

Indicate the number of unduplicated adults to be served: _____

Indicate the number of unduplicated children to be served: _____

If a current ESG agency, please provide the accomplishments you achieved during the 2023 grant year.

Prior ESG (if previous grantee) accomplishments: YES ____ NO ____

Total number of households served: _____

Total unduplicated individuals served: _____

Indicate the number of unduplicated adults served: _____

Indicate the number of unduplicated children served: _____

ESG activity	Outcome	2023 outcomes	Briefly explain if you did not achieve the expected outcome
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations		
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.		
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)		
Street Outreach	75% of clients will access Essential Services		
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.		
Homeless Prevention	75% of clients will access permanent housing		
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.		
Rapid Re Housing	75% of clients will access permanent housing		

ESG ACTIVITY FUNDING

Please provide a detailed description on EACH activity your agency will provide if funded.

A. Street Outreach	
Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	

Street Outreach: Please provide a detailed description of your program and service delivery.

B. Emergency Shelter

Emergency Shelter	Amount Requested
Essential Services	
Minor Renovation Activities	
Shelter Operations	
Vouchers (Hotel or Motel where ES unavailable)	
TOTAL	

* Major rehabilitation and/or conversion projects will not be considered. Major rehabilitation is defined as a rehabilitation cost of an emergency shelter that exceeds 75 percent of the value of the building after conversion.

Emergency Shelter: Please provide a detailed description of your program and service delivery



C. Homeless Prevention	
Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	

Homeless Prevention: Please provide a detailed description of your program and service delivery

D. Rapid Re-Housing	
Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	

Rapid Re-Housing: Please provide a detailed description of your program and service delivery

E. HMIS

HMIS – up to 1.5% of the total ESG funds requested	Amount Requested
Hardware / Software	
Equipment Costs	
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	

HMIS: Please provide a detailed description of your program and service delivery

MATCH REQUIREMENTS

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The sub recipient may count as match the value specified in 2 CFR 200.306(d) for any building the recipient or subrecipient donates for long-term use in the recipient's ESG program, provided that depreciation on the building is not counted as match or charged to any Federal award. If a third party donates a building to the recipient or subrecipient, the recipient may count as match either depreciation of the building and fair rental charges for the land for each year the building is used for the recipient's ESG program or, if the building is donated for long-term use in the recipient's ESG program, the fair market value of the capital assets, as specified in 2 CFR 200.306(h)(2), (i), and (j). To qualify as a donation for long-term use, the donation must be evidenced by a recorded deed or use restriction that is effective for at least 10 years after the donation date. If the donated building is renovated with ESG funds, the minimum period of use under §576.102(c) may increase the period for which the building must be used in the recipient's ESG program.

(d) *Eligible types of matching contributions.* The matching requirement may be met by one or both of the following:

(1) Cash contributions. Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.

(2) Noncash contributions. The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

(e) *Calculating the amount of noncash contributions.* (1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value.

(2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

(3) Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

(f) *Costs paid by program income.* Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

Match Certification Form

Sub Recipient Agency:	Sub Recipient Agency - Unique Entity ID #	
Address:	City/State/Zip:	
Executive Director:	Executive Director Email:	Executive Director Phone:

MATCH CERTIFICATION:

- The ESG applicant completing this Match Certification has verified the eligibility of the match item(s) to which this certification relates;
- The ESG applicant has reviewed the Federal Guidelines regarding the match requirement (24 CFR 576.201 and 2 CFR 200.306);
- The ESG applicant has verified that the funds used to Match the ESG Program are not being used to match any other grant;
- The ESG applicant has / will collect valid documentation of Match for which this certification relates; and,
- The ESG applicant Executive Director has reviewed the Match documentation to which this Match Certification relates and has verified that all the representations made in this Match Certification are true and correct.

Requested Activity	Amount Requested	Amount of Match	Match Description
Street Outreach			
Emergency Shelter			
Homeless Prevention			
Rapid Re Housing			
HMIS			
Total			

Signature: _____

Date: _____

Title: _____

Written Standards for Provision of ESG Assistance

Attach a copy of the agency's written standards. At a minimum, the written standards must contain the following:

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (*e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this

assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the [federal regulations](#).

10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Section XI: MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS:**CHECKLIST 2023 ESG:**

The Emergency Solutions Grants (ESG) Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

- Emergency Shelter Standards.
 - Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).
 - In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.
- Permanent Housing Standards. The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Recipients and subrecipients must document compliance with the applicable standards. Note that these checklists do not cover the requirements to comply with the Lead-Based Paint requirements at §576.403(a). For more discussion about how and when the standards apply, see ESG Minimum Standards for Emergency Shelters and Permanent Housing, located at <http://OneCPD.info/esg>.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients and subrecipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that its subrecipient is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the subrecipient to make necessary changes.

Prior to beginning the review, the subrecipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter's or unit's status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an "approving official," if the recipient or subrecipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

MINIMUM STANDARDS FOR EMERGENCY SHELTERS

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. A copy of this checklist should be placed in the shelter's files.

Approved	Deficient	Standard (24 CFR part 576.403(b))
		1. <i>Structure and materials.</i> a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents. b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and Water Sense products and appliances.
		2. <i>Access.</i> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.
		3. <i>Space and security.</i> Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
		4. <i>Interior air quality.</i> Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		5. <i>Water Supply.</i> The shelter's water supply is free of contamination.
		6. <i>Sanitary Facilities.</i> Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		7. <i>Thermal environment.</i> The shelter has any necessary heating/cooling facilities in proper operating condition.
		8. <i>Illumination and electricity.</i> a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
		9. <i>Food preparation.</i> Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		10. <i>Sanitary conditions.</i> The shelter is maintained in a sanitary condition.
		11. <i>Fire safety.</i> a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas. b. All public areas of the shelter have at least one working smoke detector. c. The fire alarm system is designed for hearing-impaired residents. d. There is a second means of exiting the building in the event of fire or other emergency.
		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.
		13. Meets additional recipient/subrecipient standards (if any).

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:



Property meets all of the above standards.

Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: Kansas Housing Resources Corporation

ESG Subrecipient Name (if applicable): _____

Emergency Shelter Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Evaluator Signature: _____ Date of review: _____

Evaluator Name: _____

Approving Official Signature (if applicable): _____ Date: _____

Approving Official Name (if applicable): _____



STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS

ESG Agency Name: _____

ESG Contact Person: _____

The use of federal funds triggers the requirement of compliance with federal environmental regulations developed by the Department of Housing and Urban Development (HUD). These regulations, contained in 24 CFR Part 50 and Part 58 "Environmental Review Procedures for Recipients Assuming HUD Responsibilities", require compliance with the National Environmental Policy Act (NEPA), as well as several related federal laws, regulations and Executive Orders. In order to ensure compliance with these environmental regulations, the state shall require a complete description of all physical work to be undertaken, including specifications and drawings where applicable. This information is necessary to ensure that all environmental reviews and paperwork can be completed by the state in order to satisfy HUD requirements. No funds will be released, or vouchers paid for physical activities unless environmental clearance has been obtained from HUD. NO construction activities may occur without formal notification from the City that the release of environmental conditions has occurred.

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards.

All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

Historic Properties: All properties to be rehabilitated, renovated, demolished or physically changed in any manner will be reviewed to determine if they are contained on the State of Kansas Historic List. If a structure is contained on the Historic List, rehabilitation or renovation activities must adhere to the National Secretary of the Interior's Standards for Rehabilitation. Any proposed activity which does not adhere to the Secretary of the Interior's Standards must be reviewed by the Kansas State Historic Preservation Office (SHPO) prior to commencement of the activity. All requirements outlined by SHPO and, where necessary, the Advisory Council on Historic Preservation, must be met before funds can be released. These requirements also pertain to demolition activities.

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state, and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state, and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the



release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

Lead-Based Paint Abatement: Prior to the rehabilitation of any residential structure or non-dwelling facility commonly used by children under seven years, all applicable surfaces of units constructed prior to 1978 shall be inspected to determine if lead-based paint surfaces exist. If defective lead-based painted surfaces are present, notification and abatement, in accordance with all local, state, and federal laws and regulations must occur prior to the release of funds. If no lead-based paint is present, a signed letter, stating the date of inspection, the name of the inspector, and the absence of lead-based paint, must be presented to the state.

Other Applicable Statutory Requirements:

If a property to be rehabilitated is located within a flood zone, wetland area or coastal zone, the proposed project must be reviewed to ensure consistency with applicable local, state and federal regulations. If the subject property is located in an airport clear zone or within an industrial/commercial area, the project must be reviewed to ensure that any potential site safety hazards are addressed.

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

_____ Yes _____ No _____ Unsure

Does the proposed project area contain asbestos containing materials?

_____ Yes _____ No _____ Unsure

As the applicant, the undersigned assures the commitment to compliance with the Environmental Regulations outlined by HUD.

Authorized Signature

Title

Date



CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2024 EMERGENCY SOLUTIONS GRANT (ESG)

I, _____ (*name and title*), duly authorized to act on behalf of the
_____ (*name of jurisdiction*), hereby approve the following emergency solutions
grant activities proposed by _____ (*name of nonprofit organization*), which are to
be located in _____ (*name(s) of jurisdiction(s)*):

By: _____
Signature and Date

Typed or Written Name of Signatory Local Official

Title