



2024-2025 Kansas ESG

March 15, 2024

Dear Emergency Solutions Grant (ESG) Applicant,

Attached you will find the ESG Application for program year 2024.

The projected amount of funding for the 2024 ESG will be at 2024 level of \$1.6 million. This amount is subject to change based on HUD's final allocation of 2024 ESG funds. Please note the ESG funds will not be available to reimburse agencies until KHRC receives the 2024 allotment of ESG funds.

This application requires that you certify that if awarded a 2024 ESG grant, your agency and your ESG funded recipient agencies are in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200. All agencies must use a Homeless Management Information System (HMIS) or HUD compliant, comparable database and be able to meet all ESG and Continuum of Care reporting requirements.

The ESG application has been revised this year. Be sure to use the current version of the application. Older versions created prior to 2024 will not be reviewed.

One (1) electronic copy of the application must be received by close of business on May 15, 2024, by email or uploaded into SharePoint. Hard copies of the applications that are mailed or dropped off at KHRC will not be reviewed. Contact Doug Wallace if you are not able to submit the application electronically.

For the 2024 ESG grant award, the program year has been extended to fifteen (15) months. The program year is July 01, 2024 through September 30, 2025. HMIS funds will be capped at 1.5% of the subrecipient's award.

All shelters must complete the ESG Shelter Habitability Checklist.

If you have questions or need additional information, please contact Doug Wallace at: (785) 217-2019 or dwallace@kshousingcorp.org.

Sincerely,

Doug Wallace
ESG / HOME-ARP Program Manager

SECTION I: ESG PROGRAM DESCRIPTION

EMERGENCY SOLUTIONS GRANTS (ESG)

CFDA Number: 14.231

Agency: Department of Housing and Urban Development

Office: Office of Community Planning and Development

(24 CFR Part 576 – Emergency Solutions Grants Program)

Regulations, Guidelines, and Literature:

The program regulations can be found at 24 CFR Part 576. Guidance on the program can be found at www.hudexchange.info/esg.

The Emergency Solutions Grants (ESG) program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11371-11378](https://www.law.cornell.edu/usc/text/html/42USC11371-11378.html)). The program authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of general-purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance

Objectives:

The Emergency Solutions Grants Program (ESG) program provides funding to:

- (1) engage homeless individuals and families living on the street,
- (2) improve the number and quality of emergency shelters for homeless individuals and families,
- (3) help operate these shelters,
- (4) provide essential services to shelter residents,
- (5) rapidly re-house homeless individuals and families, and
- (6) prevent families and individuals from becoming homeless.

Definitions:

- A. Recipient means any State, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general-purpose local government that is approved by HUD to assume fiscal responsibility and enters into a grant agreement with HUD to administer assistance under this part. Kansas Housing Resources Corporation is the recipient of the Kansas non-entitlement ESG funds.
- B. Subrecipient means a unit of general-purpose local government or private nonprofit organization to which a recipient makes available ESG funds. Kansas Housing Resources Corporation (KHRC) as a State Recipient subgrants ESG funds (except for funds for administrative costs and HMIS costs) to subrecipient organizations.
- C. ESG funded agencies are private nonprofit organizations that receive ESG funds through a subrecipient passthrough agency.

Section II: Eligibility Requirements:

Applicant Eligibility:

Kansas Housing Resources Corporation (KHRC) as a State Recipient must sub grant all of their ESG funds (except for funds for administrative costs and, under certain conditions, HMIS costs) to

units of general-purpose local government and/or private nonprofit organizations. KHRC as recipient must consult with the Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds. ESG Subrecipient agencies / ESG funded agencies must participate in the Continuum of Care operating within their jurisdiction.

Community agencies must coordinate the submission of the ESG funding application through a unit of local government (City or County). The municipalities will submit one joint application that includes the proposals from each agency on behalf of their jurisdiction.

Community agencies may submit a request to KHRC for an exemption to the rule of applying through a unit of local government. The exemption request should be submitted to the ESG@kshousingcorp.org and must be received prior to the submission deadline.

Credentials/Documentation:

Applicants must certify they will meet program requirements and applicable federal requirements. Government recipients and sub recipients must comply with ESG regulations listed in 24 CFR 576, KHRC ESG Policy Manual and Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

ESG Program Year:

ESG funds will be awarded to subrecipient agencies for fifteen (15) months. The program year will be 7/1/24 – 9/30/25.

All subrecipient agencies and ESG funded agencies will be expected to fully expend their awards within the 15-month grant period.

** KHRC reserves the right to recapture ESG funds from an agency if the agency is not able to fully expend the funds within the 15-month time frame.

Expenditure limits

Pursuant to 24 CFR 576.100, the combined total of funds for emergency shelter and street outreach is capped at 60% of the subrecipient's total awarded amount.

HMIS funds will be capped at 1.5% of the recipient's award.

Match

ESG requires a 100% match. The subrecipient and/or ESG funded agencies must make matching contributions to supplement the ESG program in an amount that equals the amount of the ESG award.

The match contribution may be cash or non-cash. The match contribution may be obtained from any source, including federal, state, local and private sources. Review 24 CFR 576.201 for additional information about the match requirement.

Reporting Requirements

I. Agencies must submit an FSR/Reimbursement Request at least once every quarter.

II. Agencies must submit an annual ESG CAPER report in January covering the previous year. A separate ESG CAPER report for each ESG component must be submitted in SAGE. The CAPER will report on the outcomes from the previous calendar year (Jan 1 – Dec 31) and is due on January 15th.

III. Agencies must submit a quarterly ESG CAPER report to KHRC. Each report will be cumulative, reporting on the clients served in the previous quarter plus clients enrolled during the reporting quarter. The quarterly reports are submitted to ESG@kshousingcorp.org.

Reporting periods:

Quarter 1 (Jan 1 – March 30) due on April 15

Quarter 2 (Jan 1 – June 30) due on July 15

Quarter 3 (Jan 1 – September 30) due on October 15

Quarter 4 (Jan 1 – December 31) due on January 15

SECTION III: ESG PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Emergency Solution Grant Funding can be used for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities.

Eligible Activities:

- A) Street Outreach – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
- B) Emergency Shelter – Funds may be used for costs of operating and the provision of essential services to families and individuals in emergency shelters.
- C) Homeless Prevention – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.
- D) Rapid Re-Housing – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
- E) HMIS – ESG funds may be used to pay the costs of contributing to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis,

monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system. The HMIS funds will be limited to 1.5% of the total funds awarded.

- F) ADMINISTRATION - KHRC as the recipient may use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under ESG, because those costs are eligible as part of those activities. As such KHRC will provide approximately 2.5% of ESG awarded funds as administrative costs to all ESG Subrecipients. (576.108. (4) (B))

Assistance to Eligible Persons/Households funded through the Emergency Solutions Grant cannot exceed 24 months of rental assistance, 24 months of utility payment assistance or 6 months of arrears (utility/rent) during any three-year period.

Evaluation and documentation of client eligibility for financial assistance shall be reassessed at least every three months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance (576.401 (b)) to ensure they meet the eligibility criteria, review program and appropriateness standards and to re-evaluate the continuation of services.

The minimum eligibility criteria for ESG beneficiaries are as follows:

1. For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2): An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground
2. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter).
3. For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103.
4. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

ESG Eligibility Criteria by Component

<p>ELIGIBILITY BY COMPONENT (Emergency Solutions Grants Program)</p>	<p>Street Outreach</p>	<p>Individuals defined as Homeless under the following categories are eligible for assistance in SO:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1) <p>SO projects have the following additional limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> • Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter
	<p>Emergency Shelter</p>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 4 – Fleeing/Attempting to Flee DV
	<p>Rapid Re-housing</p>	<p>Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)
	<p>Homelessness Prevention</p>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> • Category 2 –Imminent Risk of Homeless • Category 4 – Fleeing/Attempting to Flee DV <p>Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects.</p> <p>HP projects have the following additional limitations on eligibility with homeless and at risk of homeless:</p> <ul style="list-style-type: none"> • Must only serve individuals and families that have an annual income <u>below</u> 30% of AMI

Section IV: Application requirements

I. APPLICATION Requirements:

1. Applications must be submitted on or before the deadline to be reviewed. Late applications will not be considered for funding.
2. Applications must be complete and have all required attachments to be considered for funding.
3. Applications must be submitted electronically by email or uploading into the SharePoint drive. Paper applications will not be reviewed and will not be considered for funding.
4. ESG agencies must submit their application through a subrecipient agency (unit of local government), unless they have received written approval from KHRC that they can apply without going through a unit of local government. The preapproval from KHRC must be received prior to the due date of the application.
5. The subrecipient application will be combined with the ESG funded agency's application and will be reviewed together. During the review process, the review team will assign one score for the combined application (project).
6. The combined application must have a total matching contribution that equals the requested ESG funds.
7. Community agencies that have been approved to apply directly for the ESG funds without going through a unit of local government must submit both a Subrecipient application and an ESG Agency application.
8. ESG Agencies agree to complete the three computer trainings offered by KSHC: Data Ownership, The Power of a Strong Password, and Keeping your Data Safe.

II. APPLICATION Review Criteria: (applications will be scored on the following criteria)

Subrecipient Project Description:

1. Statement of Need describes why ESG funds are needed in the proposed service area.
2. The proposed project (subrecipient application combined with ESG Agency application(s)) describes how ESG funds will be used to address the need.
3. The subrecipient describes their capacity by providing information about the other federal grants they receive, any changes with key personnel and any changes with their financial system.
4. The subrecipient adequately described how the ESG funded agencies were selected, including outreach efforts and process used to select the ESG agencies.
5. The subrecipient described how the ESG agencies collaborate to address the needs in the service area.
6. The subrecipient adequately described how they will ensure ESG agencies adhere to applicable regulations, policies and requirements, including 24 CFR 576 and 2 CFR 200.
7. The proposed outcomes for the project are reasonable.

ESG Agency Project Summary:

8. The project summary adequately describes how the project will address the needs of persons experiencing homelessness and/or persons at risk of becoming homeless in the service area.
9. The applicant adequately describes their partnerships with other agencies related to the service delivery of ESG funded services.
10. The ESG agency provides an adequate description of the proposed ESG activities in proportion to the amount of funding requested for each ESG component.
11. Description of how the ESG agency collaborates with the continuum of care and other local, regional, and state planning groups.
12. Description of the ESG agency's experience working with the target population.
13. The ESG agency adequately describes their board of director's fiscal oversight committee
14. The ESG agency adequately describes their system of checks in balances in its fiscal management.

III. Bonus Points:

1. Renewal applications will receive up to 5 bonus points. The amount of bonus points awarded will be based on previous performance with achieving outcomes and expending funds.
2. Projects will receive up to 5 bonus points if located in a "high needs area" based on the most recent Point-in-Time count
3. Projects will receive up to 5 bonus points if they provide ESG services in more than 1 county
4. Projects will receive up to 5 bonus points if their project includes more than 1 ESG funded agency.

Applicants may submit a formal request to review their scoresheets by submitting an open records request to KHRC. Applicants have the right to appeal any funding decision.

IV. Submission requirements:

The project application must be received electronically by close of business on May 15, 2024. Applications may be submitted by email or uploaded into SharePoint. Hard copies of the applications that are mailed or dropped off at KHRC will not be reviewed. Contact Doug Wallace if you are not able to submit the application electronically.

Please submit the subrecipient application (with attachments) and each ESG Agency application (with attachments) separately. Do not combine into one PDF. Applicants are welcome to submit additional pages for the narrative questions.

V. Required Attachments:

Subrecipient Application:

- Organization Chart of Sub recipient
- Certification of Written Standards
- Attach a completed W-9 Form for Sub recipient.
- Attach the following sections of the subrecipient's most recent audit:
 - Schedule of Findings and Questioned Costs
 - Summary Schedule of Prior Audit Findings.
- Performance Outcomes certification
- Attach Certification of Local Unit of Government Approval Statement and Signature Form.

ESG Agency Application:

- Attach 501 (C) 3 status letter (must be IRS letter) for each ESG funded agency
- Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) for each ESG funded agency
- Environmental Review Certification for each ESG funded agency
- Attach an Organization Chart for each ESG agency
- Attach the following sections of agency's most recent audit:
 - Schedule of Findings and Questioned Costs
 - Summary Schedule of Prior Audit Findings
- Attach a copy of all program rules and policies.
- Attach a copy of ESG Written Standards
- Attach agency termination / grievance policy and procedures - Per 576.402 Terminating assistance.
- Attach documentation of membership to continuum of care (letter signed by continuum of care)
- Program Partnerships
- Match Certification form
- ESG Shelter Habitability Checklist (shelters only)
- Training certificates for the three trainings offered through KSHC: Data Ownership, The Power of a Strong Password, and Keeping Your Data Safe.