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KANSAS EMERGENCY SOLUTIONS GRANT CARES ACT (ESG-CV) APPLICATION

ESG-CV PROGRAM DESCRIPTION

Emergency Solutions Grant – CARES (ESG-CV) - The Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) provided for a supplemental appropriation of Homeless Assistance Grants under the Emergency Solutions Grant (ESG) as authorized by McKinney-Vento Homeless Assistance Act of 1987 (P.L. 100-77), as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (P.L. 111-22) (42 U.S.C.S.§11371 et. seq.). The CARES Act provides for three allocations of homeless assistance funds to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

ESG CARES ACT CONDITIONS

- The funds may be used to cover or reimburse allowable costs incurred by a State or locality before the award of funding (including prior to the signing of the CARES Act) to prevent, prepare for, and respond to COVID-19;
- The funds are not subject to the spending cap on emergency shelter and outreach under 24 CFR 576.100(b)(1);
- Up to 10 percent of funds may be used for administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a);
- The funds are exempt from the ESG match requirements, including 24 CFR 576.201;
- The funds are not subject to the consultation and citizen participation requirements that otherwise apply to the Emergency Solutions Grants, however each recipient must publish how its allocation has and will be used, at a minimum, on the Internet at the appropriate Government web site or through other electronic media;
- The funds may be used to provide homelessness prevention assistance (as authorized under 24 CFR 576.103 or subsequent HUD notices) to any individual or family who does not have income higher than Low-Income Limit for the area and meets the criteria in paragraphs (1)(ii) and (1)(iii) of the “at risk of homelessness” definition in 24 CFR 576.3;
- That recipients may deviate from applicable procurement standards when using these funds to procure goods and services to prevent, prepare for, and respond to coronavirus, notwithstanding 24 CFR 576.407(f) and 2 CFR 200.317-200.326;
- While we encourage you to offer treatment and supportive services when necessary to assist vulnerable homeless populations, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.401(e).

KANSAS HOUSING

2020-2021 ESG-CV

KANSAS EMERGENCY SOLUTIONS GRANT CARES ACT (ESG-CV) APPLICATION

SECTION I: SUB RECIPIENT APPLICANT INFORMATION (City, County or Non-Profit)
Sub Recipient is responsible for the administration of the ESG and coordination of the ESG programs in the geographical jurisdiction.

A. Applicant Information

Sub Recipient _____

Authorized Representative _____ Title _____

Address: _____

Street Address *City*

_____ _____ Federal I.D. Number: _____

State *Zip Code* _____

Contact to whom questions about this application should be directed: _____

Telephone _____ Fax _____

E-mail Address _____

B. Total ESG REQUEST (all applying agencies)

ESG Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Totals
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
Sub Totals	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

C. Counties

1.) _____ 4.) _____

2.) _____ 5.) _____

3.) _____ 6.) _____

D. PERFORMANCE OUTCOME MEASURES

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

1. **Select one of the following that best fits your project objective:**

☐ Suitable living environment

☐ Decent affordable housing

☐ Creating economic opportunity

2. **Select at least one of the following that describes the outcome your project will achieve:**
(NOTE: Outcomes show how programs benefit a community or people served.)

☐ Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.)

☐ Affordability
(This applies to making an activity more affordable for low income persons.)

☐ Sustainability
(Using ESG resources in a targeted area to help make that area more viable/livable.)

3.Please describe the process to establish and select the above objectives and outcomes.
(Must be included)

Certification: To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will ensure compliance with the ESG regulations of 24 CFR Part 576, the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200, the ESG grant agreement and federal and state regulations if assistance is approved.

_____ _____

Signature of Authorized Official of Governing Body Date

_____

Title

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SECTION II: ESG-CV PROGRAM DESCRIPTION

Kansas Housing Resources Corporation (KS Housing), has received the first allocation of ESG-CV funds – an appropriation of $5,683,702 based on the U.S. Department of Housing and Urban Development (HUD) federal fiscal year 2020 formula distribution. KS HOUSING's priority for the use of these ESG funds will be to assist homeless providers and communities prepare for, prevent the spread of and respond to the coronavirus. KS HOUSING will use the ESG CARES funding to support applicants who will work to end or prevent homelessness quickly and as efficiently as possible for all vulnerable populations. All funded applicants will use a coordinated entry process established by their local Continuum of Care to ensure the homeless crisis response system is easy to access, the needs of the homeless population are quickly identified and assessed, and priority decisions are based on those known needs. Funded applicants will be expected to use a Housing First approach by ensuring people experiencing a housing crisis are quickly connected to permanent housing. All eligible activities include those listed in the ESG interim rule published in the Federal Register on December 5, 2011 located at 24 CFR 576 and address the priorities and any published supplemental requirements of the CARES Act in order to prepare for, prevent the spread of and respond to the coronavirus.

Housing First is an approach to provide permanent housing immediately and with few to no preconditions, behavioral contingencies, or barriers. The outcomes of the model will align with the coordinated entry quick access to housing and services, identifying and implementing low barriers to entry or service, utilizing data to drive decisions about housing prioritization, establishing relationships with housing providers to ensure a direct referral from the coordinated entry process, standardizing application screening processes, consistent involvement in the planning process with the CoC, using mainstream systems to support the housing first approach, and ensuring staff are adequately trained to employ evidenced-based systems. Communities are expected to prioritize individuals and families with the highest needs and vulnerabilities, work effectively to engage landlords and property owners to ensure housing availability, and to ensure programs are client- centered with all barriers removed for entering and remaining in the program.
KS HOUSING will provide maximum support available to applicants who identify activities to prevent, prepare for and respond to coronavirus. KS HOUSING reserves the right to modify any of the priorities as deemed necessary. Decisions to modify priorities are based on data assessments and emerging needs resulting from the impacts of coronavirus in Kansas. KS HOUSING will continue to permit applicants to design diverse projects to meet their local needs. However, we require each applicant to demonstrate coordination of their efforts with the local Continuum of Care priorities and demonstrate capacity to meet all ESG-CV program requirements. Applicants who design regional projects will be highly considered for funding if the project addresses a statewide need that is supported by data and is administered by an organization with capacity to fulfill all programmatic requirements.

KS HOUSING will contract directly with non-profit organizations that apply for a regional based project and demonstrates capacity to administer the grant.

Eligibility Requirements:

Applicant Eligibility:
KS HOUSING will accept applications from any unit of local government including cities and counties. Local governments may apply "on behalf of" nonprofit organizations which will perform services as a subrecipient or subgrantee. Nonprofits are eligible applicants or grantees ONLY to the extent the project will address a demonstrated regional (regional is defined as more than one county) need.
KS HOUSING intends to make grants for any single activity or combination of ESG activities as outlined below:

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- Emergency Shelter
- Homelessness Prevention
- Street Outreach
- Rapid Rehousing
- Homeless Management Information System (HMIS)
- Administration

Successful applicants who do not intend to provide direct services are required to enter into agreements with local housing and third party subrecipients. The agreement with a subrecipient does not absolve the successful applicant of its contractual responsibilities with KS HOUSING. The grantee should hold the subrecipient to high standards and develop a grant agreement that reflect similar contractual responsibilities as the grantee has with KS HOUSING. Grantees are to ensure, through regular monitoring and oversight, that subrecipients provide eligible and KS HOUSING approved services.

Credentials/Documentation:

Recipients must certify they will meet program requirements and applicable federal requirements. Government recipients and sub recipients must comply with Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

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.

Grant Term:

The ESG CV term will be 12 months, July 01, 2020 through June 30, 2021. The ESG CV may be extended as needed based upon availability of additional ESG CV funding.

ESG CV Reporting:

The use of a Homeless Management Information System (HMIS) is required for the ESG CV funding as stated in 24 CFR 576.107. The use of the provided ESG CV demographic reporting tool is also required to be completed and submitted monthly.

ESG CV Payments:

The ESG CV funding payments will be provided as reimbursements. Reimbursements will be provided based upon supporting documentation of approved ESG CV activities and expenses. Reimbursements will be provided on a monthly basis. All requests for reimbursements received by the 20th of the month will be processed in the receiving month and payments will generally be remitted by the end of the month. Any requests for reimbursement received after the 20th of the month will be processed the following month.

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SECTION III: ESG-CV PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Eligible Activities	
Street Outreach Component (24CFR §576.101) Services delivered on the street to persons living unsheltered	
Engagement	Activities to locate, identify, and build relationships with **unsheltered homeless people** for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.
Case Management	Assessing housing and service needs and arranging/coordinating/monitoring the delivery of individualized services.
Emergency Health Services	Direct outpatient treatment of medical conditions by licensed medical professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
Emergency Mental Health Services	Direct outpatient treatment of mental health conditions by licensed professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
Transportation	Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.
Services to Special Populations	Otherwise eligible Essential Services, as listed above, that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.
Emergency Shelter Component (24CFR §576.102) Services delivered to homeless persons in temporary shelter, rehabilitation of that shelter, and operation of shelters	
Essential Services	• Case Management • Child Care • Education Services • Employment Assistance and Job Training • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse treatment Services • Transportation • Services for Special Populations

	• Outpatient health services
Shelter Operations	• Maintenance & repairs • Utilities • Rent • Food • Security • Furnishings • Fuel • Insurance • Equipment • Supplies necessary for the operation of the shelter • Hotel/Motel –when no appropriate shelter is available • Temporary Emergency Shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, or respond to coronavirus and such temporary emergency shelters shall not be subject to the minimum periods of use required by 416(c)(1) of such Act (42 U.S.C. 11375(c)(1))

For both Rapid Re-housing and Homelessness Prevention Components	
Housing Relocation and Stabilization Services (24CFR §576.105)	
(a) Financial Assistance	
Rental Application Fees	• Application fees that are charged by the owner to all applicants
Security Deposits	• Equal to no more than 2 months' rent.
Last Month's Rent	• Paid to the owner of housing at the time security deposit and first month's rent if necessary, to obtain housing. (Is counted toward the 24 months of assistance in 3 years.)
Moving Costs	• Funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or temporary storage fees for a maximum of 3 months after the participant begins to receive services but before they move into permanent housing. Arrearages are not eligible.
Utility Deposits	• Standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage)
Utility Payments	• Up to 24 months of utility payments per participant, per service (i.e. gas, electric, water/sewage), including up to 6 months of arrearages, per service.

(b) Services Costs	
Housing Search and Placement	• Assessment of housing barriers, needs and preferences • Development of an action plan for locating housing • Housing search and outreach to, and negotiation with owner • Assistance with submitting rental applications and understanding leases • Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness • Assistance with obtaining utilities and making moving arrangements • Tenant counseling
Housing Stability Case Management	Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. • Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation. • Counseling • Developing, securing and coordinating services including Federal, state, and local benefits • Monitoring and evaluating program participant progress • Providing information and referrals to other providers • Developing an individualized housing and service plan • Assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing
Mediation	*Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which they currently reside.* • Time and/or services associated with mediation activities

Legal Services	*Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.* • Hourly fees for legal advice and representation • Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees. • Client intake, preparation of cases for trial, provision of legal advice, representation at hearings and counseling • Filing fees and other necessary court costs • Subrecipient's employees' salaries and other costs necessary to perform the services if the subrecipient is a legal services provider and performs the services itself. Note: Legal services related to mortgages are not eligible Legal representation and advice may be provided for: • Landlord/tenant matters • Child support • Guardianship • Paternity • Emancipation • Legal separation • Resolution of outstanding criminal warrants • Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking. • Appeal of veterans and public benefit claim denials
Credit Repair	• Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. • Assistance cannot include the payment or modification of a debt.
Requirements and Restrictions for Services	• Participants must meet with a case manager at least once a month* for the duration of assistance, except where funding under the Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVSP) prohibits the recipient or subrecipient from making shelter or housing conditional upon receipt of services. • Participants must be assisted as needed, in obtaining: - Appropriate supportive services like medical or mental health treatment or services essential for independent living. - Mainstream benefits like Medicaid, SSI, or TANF *Subject to waivers published by HUD on 4/1/2020, as amended.

Short- and Medium-Term Rental Assistance (24CFR § 576.106)	
Types of Rental Assistance	**Length of Assistance**
Short Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	4 to 24 Months
Payment of Rental Arrears	One-time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3-year period, including any payment for last month's rent.
Requirements and Restrictions	• Compliance with Fair Market Rents (FMR) limits and Rent Reasonableness • Compliance with Minimum Habitability Standards • Rental Assistance Agreement and Lease Standards: - The rental assistance agreement must set forth the terms under which rental assistance will be provided - Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for rental arrears. - Project-based rental assistance leases must have an initial term of one year. • **Cannot Use** with Other Subsidies - No rental assistance can be provided to a household receiving rental assistance from another public source for the same period (except 6 months of arrears) - Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under the Uniform Relocation Assistance (URA). • Late Payments - The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. - The recipient or subrecipient must make timely payments to owners in accordance with the rental assistance agreement. - The recipient or subrecipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.

Additional Training	[CARES Act specific] amounts provided under this heading in this Act may be used for training on infectious disease prevention and mitigation and to provide hazard pay, including for time worked prior to the date of enactment of this Act, for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness, and that such activities shall not be considered administrative costs for purposes of the percent cap
HMIS (24CFR § 576.107)	
HMIS	• **The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and third-party contractors.** - Third-party contractors serving victims of domestic violence cannot, and legal services organizations may choose to not, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead. - All recipients and third-party contractors may pay the costs of contributing data to the CoC's HMIS. - Recipients and third-party contractors that use comparable databases: Victim third- party contractors and legal third-party contractors may use ESG funds to pay the costs of establishing and operating a comparable database. - Recipients that have been designated HMIS Lead agencies by the CoC may pay the costs of establishing, hosting, customizing, and upgrading the HMIS.
Eligible Costs	• Hardware, Equipment and Software Costs • Staffing: Paying salaries for operating HMIS • Training and Overhead
Administrative Costs (24CFR §576.108)	
Administrative Costs	Applicants will receive up to 5% of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. Eligible Costs Include: - General Management/Oversight/Coordination - Training on ESG Requirements - Environmental Review

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SECTION IV: ESG-CV APPLICATION (completed by each agency providing ESG services)

A) SUB RECIPIENT AGENCY

Sub recipient 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).

Agency's Legal Name: _____ Federal 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 # _____

B) AGENCY SERVICE TYPE:

- ☐ Day Shelter
- ☐ Emergency Shelter
- ☐ Homeless Services Provider (Homeless Prevention or Rapid Re Housing)
- ☐ Street Outreach
- ☐ Other (Provide Description) _____

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

- ☐ Chronically homeless Persons or families
- ☐ HIV/AIDS
- ☐ Elderly
- ☐ Veterans
- ☐ SPMI /SMI
- ☐ Youth
- ☐ Domestic Violence Victims
- ☐ Substance abuse
- ☐ Other _____

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C) PROGRAM PARTNERSHIPS

Please ***identify and describe*** all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information *must* be included. **(att. 1)**

D) CONDITIONS FOR FUNDING

Statement of Need

Applicants must provide a need based and data-informed narrative that gives a detailed explanation of the homeless population in the community and impact of the coronavirus pandemic. Describe the nature of and impact of the pandemic in their homeless community and how the agency proposes to prevent, prepare for and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and support additional homeless assistance and homelessness prevention activities to mitigate the impact created by coronavirus.

HMIS

Grantees are required to input their homeless data into an HMIS. Domestic violence providers are prohibited from using an HMIS and therefore, must use a comparable database.

Housing First

Grantees and their subrecipients are required to use the Housing First approach to providing services. Applicants must demonstrate how the Housing First model will be implemented in the community for each activity of funding requested. HUD has identified the following as barriers to accessing housing services: having too little or little income, active or history of substance abuse, having a criminal record with exceptions for state-mandated restrictions, and fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). HUD has identified the following as reasons for project termination: failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to improve income, fleeing domestic violence, and any other activity not covered in a lease agreement typically found in the project's geographic area. If an agency has not eliminated any of these barriers, they are not implementing the Housing First approach.

E) **Attach 501 (C) 3 status letter (must be IRS letter) (att. 2)**

F) **Attach Certificate of Good Standing (must be copy of *current certificate* from Kansas Secretary of State) (att. 3)**

G) **Attach Certification of Local Unit of Government Approval Statement and Signature Form. (att. 4)**

Agency Certification: To the best of my knowledge and belief, the data in this agency's portion of this ESG application are true and correct.

_____ _____

Signature Date

_____

Title

SECTION V: ESG-CV
ACTIVITY FUNDING
Please provide details 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	$ 0.00

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

B. Emergency Shelter	
Emergency Shelter	**Amount Requested**
Essential Services	
Renovation Activities	
Shelter Operations	
Vouchers (Hotel or Motel where ES unavailable)	
TOTAL	$ 0.00

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	$ 0.00

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

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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	$ 0.00

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

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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	$ 0.00

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

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MATCH REQUIRMENTS

The CARES Act has waived the match requirements for the ESG-CV appropriation; therefore, KS HOUSING requires NO match for the use of these funds.

Program Income

Program income includes any amount of security or utility deposit returned to the grantee or subrecipient. Subrecipients providing security or utility deposits, must return these funds to their grantee when clients assisted with ESG-CV funding move from the rental property or utility services are discontinued.

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

- ☐ 10 or more years
- ☐ 5-9 years
- ☐ Less than 5 years

B. Is your organization an active member of any of the following? Please check those that apply.

- ☐ Balance of State Continuum of Care:
- ☐ Regional/Local Planning Meetings
- ☐ State/Local Consolidated Plan Process
- ☐ Regional/Local Homeless Committees

Please provide documentation of membership to organizations (letter signed by organization chair). (att.6)

C. How does sub recipient agency staff participate in these meetings/groups?

- Please describe level of involvement.

D. Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures?

If so, what entity is responsible for oversight?

1. **Attach List of Board Members for sub recipient agency (att. 7)**
2. **Attach an Organization Chart of sub recipient agency (att. 8)**

E. 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 of accounting system.

1. **Attach a copy of the agency's most recent audit. (att. 9)**
2. **Attach a completed W-9 Form for Sub recipient. (att. 10)**

F. 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:

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

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

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

J. Attach a copy of all program rules and policies. **(att. 11)**

K. Attach agency termination / grievance policy and procedures - Per 576.402 Terminating assistance. **(att. 12)**

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SECTION VII: PERFORMANCE OUTCOMES

A. Written Standards for Provision of ESG Assistance

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.

Please certify you have established applicable Written Standards for ESG.

(Do not attach at this time, agencies will be required to submit standards before receiving an award). (att.13)

Name _____ **Title** _____

Signature _____ **Date** _____

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MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS: CHECKLIST

2020 ESG: (att. 15)

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.

Approved	Deficient	Standard - *(24 CFR part 576.403(b))*
☐	☐	1. *Structure and materials*: 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. *Access*. 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. *Space and security*: 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. *Interior air quality*: 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. *Water Supply*: The shelter's water supply is free of contamination.
☐	☐	6. *Sanitary Facilities*: 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. *Thermal environment*: The shelter has any necessary heating/cooling facilities in proper operating condition.
☐	☐	8. *Illumination and electricity*: 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. *Food preparation*: Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
☐	☐	10. *Sanitary conditions*: The shelter is maintained in a sanitary condition.
☐	☐	11. *Fire safety*: 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).

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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): _____

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies to the best of his or her knowledge and belief that:

a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of an cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form III "Disclosure Form to Report Lobbying", in accordance with its instructions.
c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

Authorized Signature

_____

Title

_____

Date

STATEMENT REGARDING DISCRIMINATION

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The applicant agrees and warrants that in the performance of an executed third party contract with the state that it will not discriminate or permit discrimination against religious creed, age, marital status, national origin, sex, mental retardation or physical disability including, but not limited to, blindness, unless it can be shown by the applicant that such disability prevents performance of work involved in any manner prohibited by the laws of the United States or of the State of Kansas, and the applicant further agrees to provide the Commission on Equal Opportunities with such information requested by the Commission concerning the employment as they relate to the provisions of this section.

I, _____ (the duly authorized representative of the applicant) do hereby certify that all the facts, figures and representations made in this application are true and correct, to the best of my knowledge and belief.

_____
Authorized Signature

_____
Title

_____
Date

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STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS

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 2020 EMERGENCY SOLUTIONS GRANT - ESG - CV

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

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ESG CV Demographic Reporting Tool

Start Date: | | End Date: | |

1 - How many people were served with ESG grant funds?

Enter the unduplicated total number of people for each racial and ethnic group below

White	African American	Native American	All Other Races

Hispanic	Not Hispanic

2a - How many people experiencing homelessness in your system are symptomatic for COVID-19 (have fevers and other symptoms such as cough or difficulty breathing)?

Enter the unduplicated total number of people for each racial and ethnic group below

White	African American	Native American	All Other Races

Hispanic	Not Hispanic

2b - Of those people, how many were tested?

Enter the unduplicated total number of people for each racial and ethnic group below

White	African American	Native American	All Other Races

Hispanic	Not Hispanic

3a - How many people experiencing homelessness in your system have tested positive for COVID-19?

Enter the unduplicated total number of people for each racial and ethnic group below

White	African American	Native American	All Other Races

Hispanic	Not Hispanic

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3b - How many of those positives have received treatment?

Enter the unduplicated total number of people for each racial and ethnic group below

White	African American	Native American	All Other Races

Hispanic	Not Hispanic

4 - How many people experiencing homelessness have been referred to isolation and quarantine "beds" within your system?

Enter the unduplicated total number of people for each racial and ethnic group below

White	African American	Native American	All Other Races

Hispanic	Not Hispanic

5 – How many people experiencing homelessness who have either appeared symptomatic or tested positive for COVID-19 have received permanent housing?

Enter the unduplicated total number of people for each racial and ethnic group below

White	African American	Native American	All Other Races

Hispanic	Not Hispanic