



Housing Contract Administration

KENTUCKY BALANCE OF STATE EMERGENCY SOLUTIONS GRANT PROGRAM (ESG) 2021 NOTICE OF FUNDING AVAILABILITY

NOTE: This competitive application round is for ESG Program Year 2021 only. A separate competitive application round is anticipated to be held in the spring of 2022 for ESG Program Year 2022 funding.

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Notice of Funding Availability Purpose

Kentucky Housing Corporation (KHC), through this Notice of Funding Availability (NOFA), seeks eligible applicants committed to ending homelessness to administer low-barrier, housing-focused Emergency Solutions Grant (ESG) projects across the Kentucky Balance of State Continuum of Care (KY BoS CoC).

The ESG Program, established by The McKinney-Vento Homeless Assistance Act, as amended by S.896 The HEARTH Act of 2009, is designed to help communities build homelessness response systems that work to make homelessness **rare, brief, and non-recurring with emphasis on helping people quickly regain permanent housing stability.**

ESG funds may be used for the rehabilitation or conversion of buildings for use as emergency shelter; the payment of certain expenses related to operating emergency shelters; essential services related to emergency shelters; street outreach for people experiencing unsheltered homelessness; homelessness prevention; and rapid re-housing assistance.

The [ESG Interim Rule \(24 CFR Part 576\)](#) aligns the ESG program with the Continuum of Care (CoC) program (24 CFR Part 578) to facilitate coordination and foster efficient use of resources to prevent and end homelessness. Specifically, **implementation of the ESG program is required to be done in consultation and collaboration with the Participating Jurisdiction's (PJ) CoC planning entity, which in the case of this application and ESG program, is the KY BoS CoC.** The KY BoS CoC is responsible for the homeless response system, including how federal resources are utilized for all counties in Kentucky except Jefferson and Fayette, which have their own CoC planning bodies. The KY BoS CoC is comprised of housing and homeless service providers, advocates, and other stakeholders involved in the homeless response system. KHC serves as the lead agency for both the CoC and ESG programs and facilitates the collaboration between the two.

This ESG NOFA outlines KHC's policy and funding priorities and the application process applicants must follow to be considered for funding through this competitive application round.

If funded, ESG projects will be governed by the cumulative information contained in this NOFA, all federal and state statutes and regulations, KHC's ESG Program Policies, KHC's 2020-2024 Consolidated Plan, the 2020 Action Plan and policies and procedures adopted by the KY BoS CoC.

NOTE: *KHC reserves the right to revise these guidelines as necessary.*

Deadlines and Pertinent Dates

- May 13, 2021 – Application Opens (including KHC Capacity Scorecard)
- May 17, 2021 – Application Overview Webinar (Optional), 10:00 a.m., ET. [Registration required.](#)
- May 26, 2021 – **(DEADLINE)** Capacity Scorecard Closes, 11:59 p.m., ET (**NOTE: applicants MUST complete the Capacity Scorecard by this date to be considered for ESG funding.**)
- June 11, 2021 – **(DEADLINE)** Application Closes 11:59 p.m., ET

Funding Source:	Emergency Solutions Grant (ESG)	CFDA #
Approximate Amount Available:	\$2,595,355	14.231

Eligible Program Components and Activities

Applicants may request funding for any eligible ESG program component and activity under Subpart B of the ESG Interim Rule (§§ 576.100 - 576.109). Program components include: Street Outreach (SO); Emergency Shelter (ES), Homelessness Prevention (PREV), Rapid Rehousing Assistance (RRH), and Homelessness Management Information System (HMIS). An applicant may also request funds for Administration (Admin) activities in an amount not to exceed 3.75% of the total amount it requests for all other program components.

Applicants are required to read both the [ESG Interim Rule](#) and the [KHC ESG Policy Manual](#) and administer its ESG projects in a manner consistent with both.

Applicants are expected to strategize with partners in their respective CoC Local Prioritization Communities (LPCs) used for coordinated entry implementation to determine what configuration of resources are most needed in each LPC and propose program components that align with the identified need.

➤ Rapid Rehousing Requirements

- All RRH projects must utilize a low-barrier, Housing First approach (see page 7 of this NOFA for more information).
- All RRH projects, including those only providing security deposits, utility deposits, and/or last month's rent, must provide, at a minimum, Housing Search and Placement—§576.105(b)(1) and Housing Stability Case Management—§576.105(b)(2) activities. These activities can be funded with ESG funds, through Match contributions, or provided through other sources.
- RRH projects only providing security deposits, utility deposits, and/or last month's rent must provide Housing Stability Case Management for at least 90 days from the time the participant moves into housing or ensure appropriate housing stability case management is being provided by another party.
- All RRH grantees are expected to incorporate the [National Alliance on Ending Homelessness \(NAEH\) RRH Core Components](#) into their program design, which includes Housing Identification, Rent and Move-In Assistance, and Case Management .

Maximum Funding Requests

No applicant may request more than \$150,000 per application. Unlike previous ESG funding rounds, an applicant may submit two applications per county if it operates more than one shelter in a county. However, in each application, the applicant must clearly justify why both shelter projects are needed in the same county. No applicant may submit more than two applications in total (i.e., two per county or one each for two counties). **If your agency is interested in submitting more than one application per county, you are strongly encouraged to contact KHC to discuss your plans prior to submitting an application.**

Match Requirement

Applicants must agree to match 100% of their award. The ESG program requires at least a dollar-for-dollar match. More information on match requirements can be found in section [576.201](#) of the ESG Interim Rule.

Eligible Applicants

All of the allocation will be made available to:

- Units of local government or
- Private nonprofit organizations

NOTE: Balance of State ESG resources are NOT eligible for projects or activities located in Jefferson or Fayette counties

Nonprofit organizations must be exempt from taxation under subtitle C of section 501(c), have an accounting system, a voluntary board, and practice nondiscrimination in the provision of assistance. Assistance may be provided to primarily religious organizations that agree to provide all eligible activities in a manner that is free from religious influences.

NOTE: Temporary or seasonal shelters (e.g., shelters only open for certain months during the year) are not eligible to apply for ESG emergency shelter funding.

Allocation Plan

KHC will allocate 2021 ESG funds through a competitive application process. This competition is for 2021 ESG funds only. A separate competitive application round is expected to be held in the spring of 2022 for the 2022 ESG allocation.

KHC will make every attempt to award limited resources as prudently as possible and will award those agencies with the greatest capacity to effectively administer the funds in accordance with the goal of building an effective homelessness response system. In general, the amount of funds awarded will depend on how well a particular application scores. KHC intends to fund projects based on project viability, applicant capacity, performance, community collaboration and program design. It is KHC's goal to achieve as much geographic distribution as possible, while ensuring that the strongest applications receive funding based on their total scores. KHC reserves the right to consider factors in addition to how an applicant scores such as the lack of similar resources available in an area when making funding

determinations. KHC may elect to award funding to lower scoring projects to achieve this end. Furthermore, an applicant's previous or current administration of ESG funds, such as expenditure rates or compliance concerns, will also be considered. KHC reserves the right to limit the minimum award amount.

In case of a tie, the applicant with the highest rate-of-homelessness score in its service area will be ranked above the other project(s) with the same score. (Confirmed by 2021 K-Count sheltered data and 2020 K-Count unsheltered data).

- **RRH Requests Considered Separately**

KHC will consider requests for RRH separate from an applicant's request for other program component funds. Applicants will still complete one application, but the RRH request will be scored and considered separately from the rest of the application.

KHC intends to award a minimum of \$1 million for RRH projects but reserves the right to award more or less than this amount depending on the applications received and need for proposed services across the KY BoS CoC.

Grant Funds Expenditure Requirements

- **Grant Funds Must be Expended in 18 months**

All grant funds awarded through this Federal Fiscal Year 2021 allocation must be expended by December 31, 2022. The grant period will be July 1, 2021 to December 31, 2022.

In the event the grantee is not able to expend the funds in 18 months, KHC reserves the right recapture the funds and to determine the most effective process for redistribution at such time, which may include another competitive process, a proportional distribution, or another method deemed most judicious at the time.

Applicants are expected to request only the amount of funds they can realistically spend in 18 months or less. This will allow KHC to distribute funding to agencies around the KY BoS CoC in a more strategic manner that will allow people to have quicker access to assistance.

Alignment with Policy Priorities

KHC, in consultation with the KY BoS CoC, has aligned its ESG policy priorities and goals with [*Home, Together: The Federal Strategic Plan to Prevent and End Homelessness*](#). *Home, Together* is an update to the original federal strategic plan, *Opening Doors*.

As stated in *Home, Together*, achieving the goal of ending homelessness requires a shared vision:

“...That every community must have a systemic response in place that ensures homelessness is prevented whenever possible; or if it can’t be prevented, it is rare, brief, and a one-time experience. That means that every community must have the capacity to:

- Quickly identify and engage people at risk and experiencing homelessness.
- Intervene to prevent people from losing their housing and divert people from entering the homelessness response system.
- Provide people with immediate access to shelter and crisis services without barriers to entry if homelessness does occur.
- Quickly connect people experiencing homelessness to housing assistance and services tailored to their unique needs and strengths to help them achieve and maintain stable housing.”

ESG applicants are expected to design and administer their projects in a manner that achieves this shared vision and furthers the progress of the KY BoS CoC in its goal of building a low-barrier, housing-focused homelessness response system. In addition, it is the expectation that ESG applicants provide flexible participant-driven services and project components that address the unique needs of those experiencing homelessness with the goal of promoting participant choice and resiliency in stable permanent housing. ESG applicants should not view their project design as a “one size fits all” but rather focus on the unique needs that present at the LPC, local and participant level.

Coordinated Entry

24 CFR 576.400 (d): Once the Continuum of Care has developed a centralized assessment system or a coordinated assessment system in accordance with requirements to be established by HUD, each ESG-funded program or project within the Continuum of Care's area must use that assessment system.

As described in the [KY BoS CoC Coordinated Entry Policies and Procedures](#), Coordinated Entry is defined as a process to coordinate program participant intake, assessment, and provision of referrals. It covers the geographic area, is easily accessed by individuals and families seeking housing and services, is well advertised, and involves a comprehensive and standardized assessment tool. The KY BoS CoC has termed its Coordinated Entry System (CES) the Any Door Kentucky CES. Funded ESG projects are required to participate in the Any Door Kentucky CES in accordance with the KY BoS CoC Coordinated Entry Policies and Procedures as it relates specific ESG Program components (e.g., ES, RRH). All applicants are expected to thoroughly read these policies and procedures as well as design their projects in accordance with the outlined expectations of the KY BoS CoC.

Housing-Focused Project and System Design

- **Housing First Principles** In every aspect of the work to end homelessness, the focus must remain on quickly connecting people experiencing homelessness and housing instability to permanent housing and working to keep them housed. This service delivery model is the core of the ESG program at the federal level. It is important to NOTE the housing-focused approach is not just limited to rapid rehousing. A housing-focused approach includes street outreach, emergency shelters, and prevention as well. This means that across all ESG components, staff engagement with people experiencing homelessness, the services offered, and project design are all oriented towards finding, obtaining, and maintaining permanent solutions to the person’s homelessness.

Projects should be housing-focused from first interaction with persons experiencing homelessness through the conclusion of the service or project assistance, and in some cases after the assistance has ended. In addition to being housing-focused, applicants are strongly encouraged to implement projects that are low-barrier and use a Housing First approach. As explained by HUD, Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing (remember emergency shelters can play a key role in this connection) without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements, or a minimum income threshold.

Projects should be designed as low-barrier, meaning arbitrary policies and barriers to entry into a project should be removed. People seeking assistance should not be screened out or discouraged to participate because they have too little or no income, have an active or history of substance abuse, have a criminal record (with exceptions for state-mandated restrictions), or have a history of domestic violence (e.g. a survivor who does not have a protective order against her abuser, has or has had law enforcement involvement, etc.).

Once participants are enrolled in the project, projects should be designed in a way to keep people housed and to achieve permanent housing stability as quickly as possible. Therefore, projects should not terminate participants for the following reasons: failure to participate in supportive services, failure to make progress on a service plan; loss of or failure to improve income; survivors having current or history of domestic violence; or any other activity not covered in a lease agreement typically found in the project's geographic area. Further, projects should be versed in eviction prevention, landlord outreach and negotiation and tenancy management best practices to ensure participants are supported in their housing and are able to maintain housing.

It is important to understand that case management, though considered a supportive/essential service for budgeting purposes, CAN be required by a project when using a Housing First model. It is expected that projects regularly and actively engage with participants, build rapport and provide housing-focused case management services. Projects may use evidenced-based techniques such as motivational interviewing and progressive engagement as well as other best practices to build successful case management relationships. Projects will be expected to document all case management attempts and sessions. While case management can be required by a project to ensure housing stability, a project having a zero-tolerance policy (e.g., missing one meeting with the case manager resulting in termination) will not be considered as using a Housing First model. It is the responsibility of the project to ensure supportive services are offered throughout project assistance to help participants achieve housing stability, but participants must be allowed to choose whether or not to participate.

- **Minimum Requirements for ESG-funded Prevention, RRH, and Street Outreach Projects Relating to Low-Barrier/Housing First**

All Prevention, RRH, and Street Outreach projects must adhere to all aspects of the Housing-First model. This explicitly means these projects cannot screen people out (i.e., not accept/enroll) people for having too little or no income, having an active or history of substance abuse, having a criminal record (with exceptions for state-mandated restrictions), or having a history of domestic violence (e.g. a survivor who does not have a protective order against her abuser, has or has had law enforcement involvement, etc.). Furthermore, these projects cannot require participation in supportive services (e.g., life skills, budgeting classes, or substance use recovery programming) or require sobriety as a condition of being served by the project. Projects may not terminate program participants for failure to participate in supportive services, failure to make progress on a service plan, loss of or failure to improve income; or for being a survivor having current or a history of domestic violence.

- **Low-Barrier Shelter:** In some communities, shelter may not be available at all. In others, the shelters that do exist are high-barrier or the populations they serve do not match the characteristics or the needs of the people who are unsheltered. KHC expects shelters funded with ESG to operate, to the greatest extent possible, using a Housing First approach that includes low-barrier access to shelter. This low-barrier orientation means shelters do not have unnecessary requirements for who can access the shelter (e.g., blanket criminal background checks, having income, sobriety) and reduces programmatic requirements of staying in the shelter (e.g., participation in services). While “low-barrier” does not necessarily mean “no-barrier” (e.g., it may be appropriate for a shelter that serves households with children to not allow registered sex-offenders to stay), shelters should work to screen people “in”, not “out”. Being a low-barrier shelter means the shelter works to keep the person in shelter while a permanent housing solution is found, not setting up so many rules that people simply return to being unsheltered. The National Alliance on Ending Homelessness has an entire [learning series](#) dedicated to making the shift to low-barrier shelter. Applicants are strongly encouraged to evaluate their current policies and procedures for entry into the shelter and expectations of people staying in the shelter to eliminate any arbitrary requirements that do more to keep people out than actually helping them to resolve their homelessness.

- **Minimum Requirements for ESG-funded Emergency Shelters Relating to Low-Barrier/Housing First**

At a minimum, emergency shelters funded through this application cannot require people seeking shelter assistance to have income. In addition, shelters cannot require participation in supportive services (e.g., life skills or budgeting classes) or completion of any other programs for a person to stay in the shelter. Shelters will be evaluated for application scoring purposes on the extent to which they further implement low-barrier and Housing First principles in addition to the requirements in this section.

Reducing Unsheltered Homelessness

- **Street Outreach:** The KY Balance of State has very few formalized street outreach programs. Street outreach is a critical part of any successful homelessness response system, especially for reaching the most vulnerable people least likely to access shelter. Direct street outreach helps communities identify and assist people experiencing unsheltered homelessness and connect them with the KY BoS CoC Coordinated Entry System, emergency shelter, housing-focused services, and permanent housing. LPCs should consider gaps in street outreach services or lack of street outreach when applying for ESG funds through this competition.

Reducing Homelessness Among Individuals

While the KY BoS CoC system must continue to be able to respond appropriately to homelessness for families with children, it must increase its capacity to end homelessness among individuals as well. Individuals experiencing homelessness continues to grow both in Kentucky and nationally. When designing proposed projects, applicants should make every effort to be flexible as possible to serve households regardless of composition or gender. To the maximum extent possible, ESG-funded projects should serve households with and without children as well as all genders. (NOTE: All ESG-funded projects are required to comply with the 2012 Equal Access to Housing Rule and the 2016 Equal Access in Accordance with Gender Identity Final Rule).

Expanding the Availability and Effectiveness of RRH

RRH programs rapidly connect families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. RRH programs help families and individuals living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term.

Applicants are strongly encouraged to provide RRH assistance in as many counties as possible and to structure staffing and budgets in a manner that can support the NAEH core components of effective RRH. Applicants are expected to provide (or secure from a third party) flexible participant-driven services that address the unique needs of those experiencing homelessness with the goal of promoting participant choice and resiliency in the permanent housing resource (i.e. the RRH unit).

It is important to note that RRH rental assistance is meant to meet the presenting needs of the participant rather than the participant meeting the strict demands of the project. Some participants may need just a few months of rental assistance, while others will require longer more intensive rental assistance (up to 24 months) paired with housing-focused services. Applicants should be evaluating participant need and income throughout participation in RRH to ensure housing stability can be met by the end of rental assistance. It is a recommended best practice that evaluation of need occur periodically over a predetermined course of rental assistance, with first evaluation of participant need and income at 3 months and then every 3 months thereafter until housing stability is met (within the 24 month period). As participants increase their income, the amount of RRH assistance (e.g., amount of

rental assistance paid through the ESG grant) can be reduced. While RRH is intended to be flexible based on individual need, applicants should evaluate whether their current policies (e.g., only allowing rental assistance for 3 months) are helping people maintain housing and successfully meeting the needs of the population served by the LPC locally through the Any Door KY Coordinated Entry System.

Reducing Returns to Homelessness by Connecting People to Employment

While helping participants regain permanent housing is a fundamental component of a homelessness response system, helping people maintain housing stability is just as important. While people often have unique challenges that can make maintaining housing more difficult, having insufficient income is often a significant contributor. ESG-funded projects should increase efforts to connect participants to employment. Projects are expected to develop meaningful relationships with employment programs in their service areas and connect participants with these programs upon entry into the ESG project.

System Performance Measures

A major component of both the ESG and CoC Programs is a requirement for communities to measure their performance as a coordinated system, in addition to analyzing performance by specific projects. HUD is required to use system-level performance outcomes when awarding CoC funding each year (ESG-funded projects contribute to the system outcomes). HUD has established seven (7) measures for CoCs to track and report progress. Applications submitted through this competition will be scored based on their participant level outcomes and their plans to improve outcomes going forward.

Application Submission Requirements

Universal Funding Application System

Applicants are required to complete and submit the application using KHC's [Universal Funding Application](#) (UFA) system. Applicants needing assistance, including for how to register and create an application, should refer to the [FAQ](#) section within the UFA or contact the Housing Contract Administration (HCA) [Help Desk](#).

The title of the application to be completed within the UFA is **2021 Emergency Solutions Grant (ESG) Application**.

NOTE: When naming application(s) in the UFA system, applicants must use the following naming model incorporating the agency's name:

- “[Agency Name] 2021 Emergency Solutions Grant (ESG) Application

KHC Capacity Scorecard

*****IMPORTANT REMINDER*****

Applicants **MUST** submit a completed KHC Capacity Scorecard (which includes a section relating to Fair Housing) through the UFA System by 11:59 p.m. ET on **May 26, 2021**. Applicants who do not meet this requirement will NOT be able to submit a full application.

To create consistency and equity, KHC utilizes a “Capacity Scorecard” for all program areas that have competitive applications or formula grant allocation process. The scorecard is used to determine the overall capacity of the Entity or Development Team member(s) that will administer the proposed project and/or program they are applying for. The scorecard is divided into three (3) sections:

1. Capacity Scorecard Threshold Requirement

The first section of the scorecard consists of minimum thresholds that must be achieved. If the Entity or Development Team member(s) answers “yes” to any of the Capacity Scorecard Threshold Requirements, the application may not be eligible for submission. All “yes” answers are required to provide an explanation as to circumstances of the infraction. KHC will review the response when determining whether the applicant may apply through this funding round.

Capacity Scorecard Threshold Requirements will be verified at both the submission of the application and reviewed again prior to funding award announcement. If the status of a Capacity Scorecard Threshold Requirement changes prior to announcement of funding, the application may be disqualified. Depending on the circumstances, an Entity may be asked to correct the outstanding issue prior to a funding award.

2. Capacity Scorecard Self-Certification

The Capacity Scorecard Self-Certification section of the scorecard is a series of statements to which the applicant preparer must certify. This is a non-scoring section but will be used by KHC review staff to ensure there are no outstanding issues that could prevent the project from being awarded funds. There is a response section in the self-certification section that can be used to provide additional information to any of the self-certification questions. KHC review staff may request additional information for clarification purposes.

The Entity will need to complete the certification acknowledgement that states the responses to the self-certification statements are true and accurate, to the best of their knowledge. Falsification of these statements could result in a recapture of funds or suspensions/disbarment from KHC.

3. Capacity Scorecard Overall Performance

The Capacity Scorecard Overall Performance section is the part of the scorecard where KHC staff will indicate if a capacity deduction will be applied. Guidance on the type of infractions that KHC will

consider for possible capacity deductions are listed in this section of the scorecard. Please note, the list is not all inclusive, but provides guidance as to what criteria is used to determine a potential capacity deduction. A capacity deduction can be determined at any time throughout the administration of a project/program and through the affordability/compliance period. The capacity deduction can apply to the Entity or any member of the Development Team.

Please note, it is not KHC's intention to issue capacity deductions on minor occurrences. A capacity deduction can occur if the Entity has repeated administrative issues or unresolved compliance finding for which corrections have been requested and not received. At the time a capacity deduction is issued, the agency or organization will receive a written notice from KHC explaining the reason for the capacity deduction and the amount of time the deduction will be applicable. KHC typically looks back 3 years, from the date of application submission, to determine capacity related issues.

KHC Capacity Scorecard deductions will be applied to the overall score for the Agency Experience and Capacity Section. For example, if the Agency Experience and Capacity Section of the application is worth a total of 25 points and a capacity deduction of -2 was determined, then the application will be docked 2 points and will receive 23 out of a total 25 possible points.

Once submitted, KHC staff will review the capacity scorecard, respond with any questions and determine a total capacity deduction, if applicable. While KHC is reviewing the scorecard, applicants may proceed to the rest of the application sections but should be aware that responses on the scorecard may result in the applicant not being allowed to ultimately submit the application or be awarded funding if the application has already been submitted.

Analysis of Impediment to Fair Housing

Impediments to fair housing are outlined on pages 17-34 of the [2020-2024 Commonwealth of Kentucky Analysis of Impediments to Fair Housing](#) available on the KHC website. Applicants must identify which of those impediments to fair housing their ESG project will address. In addition, applicants must address how the ESG project will reduce or eliminate impediments to fair housing.

If the ESG application does not identify which impediments to fair housing will be addressed and explain how the ESG project will reduce or eliminate these impediments, your application will not be reviewed.

General Application Guidance

This application is designed to obtain information for ESG funding selection. It is evaluated on the specifics of a proposal as it relates to each priority in the application point system.

Your application **must**:

- Include only responses to the ESG Application and required attachments. Any other information provided **will not** be reviewed for use in scoring the application.

In addition, applicants should provide responses in the following manner:

- When writing narrative responses, do not assume that the KHC application reviewer already knows your program based on previous knowledge or responses to questions earlier in the application, which populations you serve (e.g., victims of domestic violence only), or the requirements of 24 CFR 576 and other related policies and regulations. Make sure to write responses to each question as if the reviewer does not know anything about your program or your processes or has not read other responses throughout your application.
- Demonstrate to the reviewer your knowledge of ESG program definitions, requirements, policies and procedures as outlined in 24 CFR 576 and the [KHC Emergency Solutions Grant \(ESG\) Policy Manual](#) and ensure application responses are consistent with said policies. For example, even if your project does not typically serve persons who meet the definition of homeless in Category 4 of the “homeless” definition because people falling under this category are referred to a local Victim Service Provider who is able to serve them, you should still state that Category 4 is a eligible category to be served by your project. This ensures we know you understand the allowable criteria and are not omitting the category because you do not know the population is eligible to be served.
- In some cases, you may be asked to answer questions that are similar to questions asked in other sections of the application. Do not assume because you provided information in one section (especially non-scored sections) that the reviewer will use that information to score you on another question where you did not provide the information.
- Pay attention to the instructions listed in the application itself, especially when it tells you what you must include to receive maximum points. You might provide a lengthy response, but if you are not being responsive to the specific information requested, you will not receive full points.
- Consider using bullets and numbering the different parts of your answer to a specific question to correspond to any numbering provided in the question that tells you what is required to receive maximum points. For example, if a question says “to receive maximum points your response must include 1) ..., 2) ..., and 3) Then when writing your response, you should include the appropriate number your answer is responding to. This will help the application reviewer know you have attempted to answer all required parts of the question and will help you ensure you have provided a complete response.
- Review the sample scoresheet to fully understand the criteria used to score your projects and use that information to complete your responses.
- Fully review this NOFA for additional information on what is expected in your responses.
- On the scoresheet, when it says, “applicant described” or “applicant explained”, applicants will be scored on the extent to which a thorough explanation was provided, but also on the quality of the proposal. For example, when asked to describe your outreach plan, you might provide an extensive response, but you must be proposing a plan that is reasonable and well thought out for your specific project component to receive full points.

Required Attachments

- Proof of 501(C) Status (If not previously submitted and on file with KHC; not required for local government applicants)

The following attachments require current documentation dated no earlier than May 13, 2021:

- Certification of Local Approval (Applies only to private, nonprofit organizations ***applying for emergency shelter component*** funds. The sub-recipient must obtain a certification of approval from the unit of general-purpose local government for the geographic area in which the emergency shelter activities are to be carried out. See 24 CFR §576.202
- Signed copy of 2021 ESG Certifications and Assurances
- Evidence of Submission to [Kentucky State Clearinghouse](#). (You will also be asked to provide your State Applicant Identifier Number in the application section with this attachment. More information about this requirement is included at the bottom of this page).

Consolidated Annual Performance and Evaluation Report (CAPER):

- Copy(s) of all HMIS or HMIS-comparable database-generated Consolidated Annual Performance and Evaluation Report (CAPER) for all ESG project components you currently have active in HMIS for which you are applying for again for **the period May 1, 2020 to April 30, 2021. If you do not currently receive ESG funding, but use HMIS for a project (e.g. emergency shelter) you are now seeking funding for, please submit a CAPER for that project.**

*****IMPORTANT NOTE PERTAINING TO CAPER(s)*****

Please submit a separate CAPER for each ESG project component you have in HMIS or your comparable database you are requesting funding for in this application. In other words, if you are funded for ESG-ES and ESG-RRH, do not combine the projects into one CAPER. You must submit a CAPER for your ES project and another CAPER for your ESG-RRH project.

Please submit each CAPER in PDF format. [Instructions](#) for how to save the CAPER report generated out of KYHMIS as a PDF are available on the KHC HCA Help Desk.

The ESG CFDA Number is 14.231.

State Clearinghouse Review

To comply with Executive Order 12372, all applicants must complete the online Kentucky State Clearinghouse review application. This application is available on the Department for Local Government's Web site: <https://kydlgweb.ky.gov/Index.cfm> under [Kentucky State Clearinghouse](#). If you have any questions about this application, please contact:

Ms. Lee Nalley
Department for Local Government
Office of the Governor
KY State Clearinghouse, Office of Federal Grants
1024 Capital Center Dr., Ste, 340
Frankfort, KY 40601
(502) 573-2382 ext. 274

Application Review Process

Notice to Applicants

It is the applicant's responsibility to submit all required documentation to adequately support its Application. Any material deficiency in the Application or omission from the mandatory submissions may result in an immediate rejection of the application. In addition, the Application must meet all eligibility requirements set forth in the guidelines. Any application which does not contain sufficient information to be reviewed will be rejected.

KHC may, at its discretion, request information from applicants to address and resolve issues identified during application review. The application will be reviewed and scored as submitted.

Application Scoring Response Period

Once all applications have been fully reviewed and scored, and prior to submission to the KHC Credit Committee (group comprised of KHC Executive Leadership that makes final funding determinations), KHC will make the preliminary project score sheet available to the appropriate contact for each application. Applicants will not be made aware how other applications have scored. KHC will establish a time by which applicants can review their initial scores and offer a written response if they disagree with their preliminary score. This is not a cure period; therefore, applicants will not be able to submit any additional or revised documentation. The purpose of the scoring response period is to allow the applicant the opportunity to address any oversights or calculation errors by KHC staff.

Scoring Decision Reconsideration Request

Any applicant wishing to request a reconsideration of a preliminary scoring decision by KHC may do so in writing via email to the Managing Director of Housing Contract Administration, Curtis Stauffer at cstauffer@kyhousing.org

Reconsideration requests must specifically identify the basis for the reconsideration request. The burden is on the applicant to demonstrate any alleged errors in the review and/or scoring process. KHC will review the applicant's written responses and, if KHC concurs with the applicant, appropriate scoring corrections will be made. KHC's final scoring decision will be shared in writing with the applicant.

Conditional Approval Process

Funding recommendations are made by the application review team within KHC's Housing Contract Administration Department. The recommendations are based on application review as submitted by the applicant with possible minor scoring adjustments.

Staff recommendations are presented to KHC's Credit Committee for conditional project approval. Once conditional approval is received, applicants will be notified via email. Approved projects will receive a preliminary award letter based upon technical submission requirements. In order to be funded, the applicant will be required to comply with the terms and conditions. If a conditional funding commitment is cancelled, the applicant may reapply in the next competitive funding round. Execution of the ESG funding agreement will occur after the successful completion of the conditional commitment of funding and all terms and conditions are met.

Resources

If you have any questions, contact the Housing Contract Administration (HCA) [Help Desk](#).

Please find below some useful resources in developing your ESG project. Applicants should also refer to the ESG section of the HCA Help Desk for additional resources.

[KHC ESG Program Policy Manual](#)

[ESG Interim Rule \(24 CFR 576\)](#)

[NAEH Rapid Rehousing Core Components](#)

[NAEH Rapid Re-Housing Performance Benchmarks and Program Standards](#)

[NAEH Emergency Shelter Learning Series](#)

[Rapid Rehousing: ESG vs. CoC](#)