

# Application -

NOTE: This is a blank 2024/2025 ESG application for sample purposes only. Applicants must complete and submit the 2024/2025 ESG application using KHC's Universal Funding Application (UFA) online platform. This document shows what applicants will see when accessing the application in the UFA.

## Applicant Information

### Company

Company Name	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
State	<input type="text"/>
City	<input type="text"/>
Zip	<input type="text"/> - <input type="text"/>
County	<input type="text"/>
Phone Number	<input type="text"/>
EIN	<input type="text"/> <i>exclude dash</i>
UEI	<input type="text"/>

### Contact

Contact	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>		

## KHC Capacity Scorecard

### **i** Resources:

- [Capacity Scorecard Policy/Guidance](#)
- [Capacity Scorecard Definitions](#)
- [Capacity Scorecard Overall Performance Questions](#)

### Entity/Developer Name (Required)

<input type="text"/>	<input type="text"/>
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### General Partner

<input type="text"/>	<input type="text"/>
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### Consultant

<b>Management Company</b>	

**NOTE:** For the Capacity Scorecard Threshold Requirements Section, if the answer is **Yes** to any of the Capacity Scorecard Threshold Requirements, please provide an explanation (Line 9) regarding the circumstances of the infraction. Please be advised that a **Yes** answer may result in the Entity or Development Team member(s) being ineligible for funding. KHC, in its sole discretion, will make the determination. 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.

Capacity Scorecard Threshold Requirements		Response	Staff Only
1	Is the Entity or any Development Team member currently suspended or debarred by KHC or any agency of the federal government?	<input type="text" value=""/>	<input type="text" value=""/>
2	Does the Entity or Development Team member(s) currently own, or in the <b>past 3 years</b> owned, a KHC-financed / assisted affordable housing property that currently has uncured outstanding 8823's or unresolved compliance findings that resulted in the review being closed, but with open findings?	<input type="text" value=""/>	<input type="text" value=""/>
3	Does the Entity or any Development Team member(s) currently administer, or in the <b>past 3 years</b> , administered a KHC Housing Contract Administration affordable housing program that currently has uncorrected compliance findings as identified by KHC compliance staff?	<input type="text" value=""/>	<input type="text" value=""/>
4	Does the Entity or Development Team member(s) currently own, or in the <b>past 3 years</b> owned, a KHC-financed/assisted affordable housing property that went through foreclosure or deed-in-lieu of foreclosure that resulted in the loss of affordable housing during the affordability period?	<input type="text" value=""/>	<input type="text" value=""/>
5	Is the Entity or Development Team member(s) delinquent on KHC required annual reports such as the Annual Performance Review (APR) for multifamily rental projects or the Annual Project Compliance Report (APCR) required for Housing Contract Administration projects?	<input type="text" value=""/>	<input type="text" value=""/>
6	Does the Entity or Development Team member(s) have an active KHC affordable housing loan that is more than <b>30 days</b> delinquent? This includes escrow account only payments collected and disbursed by KHC.	<input type="text" value=""/>	<input type="text" value=""/>
7	Does the Entity or Development Team member(s) have an active KHC affordable housing loan which has <b>unpaid late fees</b> ?	<input type="text" value=""/>	<input type="text" value=""/>
8	Does the Entity or Development Team member(s) have any unpaid owed fees to KHC such as APR fees, HMIS fees, Credit Reservation fees, etc.?	<input type="text" value=""/>	<input type="text" value=""/>

9	Response		
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Capacity Scorecard Fair Housing Threshold	Response	Staff Only
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**NOTE: A "No" response to this question will disqualify the application from submission.**

1	Does the proposed project address one of KHC's Impediments to Fair Housing found on KHC's website?	<input type="text"/>	<input type="text"/>
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Capacity Scorecard Self-Certification Questions		
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NOTE: The Entity / Development Team member(s) must respond accordingly to the self-certification questions listed below. This is a non-scoring section, but will be used by KHC staff to ensure that there are no outstanding issues that could prevent the project from being funded. There is a self-certification response section (12) that can be used to provide additional information for any of the self-certification questions. **KHC has the right to ask for additional information for clarification purposes.**

1	Does the Entity or Development Team member(s) have procedures and controls for program/project management as required by applicable state and federal funding sources? This includes property management companies' policies on programmatic compliance procedures for determining tenant eligibility.	<input type="text"/>	<input type="text"/>
2	Does the Entity or Development Team member(s) have a system in place to accurately track receipts, expenditures, and budgets as required by applicable state and federal funding sources?	<input type="text"/>	<input type="text"/>
3	Do the Entity or Development Team member(s) financial reports indicate cash flow problems?	<input type="text"/>	<input type="text"/>
4	Does the Entity or Development Team member(s) have a system in place to track and report proper time records for all staff associated with this project?	<input type="text"/>	<input type="text"/>
5	Is any member of the Applicant Entity or Development Team currently under investigation for activities related to the member's work? If yes, provide or attach a description of the investigation.	<input type="text"/>	<input type="text"/>
6	Has any member of the Applicant Entity or Development Team been convicted of a criminal charge or civil judgment for activities related to the member's work? If yes, provide or attach a description of the conviction and/or judgment.	<input type="text"/>	<input type="text"/>
7	Does the Entity or Development Team member(s) have an adverse business or personal credit history problem?	<input type="text"/>	<input type="text"/>
8	Does the Entity or Development Team member(s) have any performance or unresolved compliance issue with a government-funded project in another state?	<input type="text"/>	<input type="text"/>
9	Is the Entity or Development Team member(s) aware of any information (e.g. by auditors, other funders, other entities) that would highlight potential risk to KHC if this application is approved?	<input type="text"/>	<input type="text"/>
10	Has the Entity or Development Team member(s) successfully utilized and/or administered federal funds similar to the proposed project?	<input type="text"/>	<input type="text"/>
11	Has the Entity or Development Team member(s) been determined by HUD to have any Fair Housing violations?	<input type="text"/>	<input type="text"/>

11a	Response
12	Self-Certification Comment

I, [redacted], certify that to the best of my knowledge, all of the responses (including any attachments) submitted in response to the self-certification questions are true and correct and that I am legally authorized to sign and submit the responses to KHC on behalf of [redacted] organization. I understand and acknowledge that providing misleading or false information to the self-certification questions could result in a recapture of funds and/or possible suspension or debarment from opportunities for future funding from KHC.

Name: [redacted] Title: [redacted]

Agency/Firm name: [redacted]

\*By submitting the answers to the self-certification questions, I agree that my electronic signature (typing in my name) is the legally binding equivalent and has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

Staff Overall Comment
[redacted]

## Fair Housing

### Practices

1. Credit [redacted]

2. Appraisals [redacted]

3. Lending [redacted]

4. Predatory Practices [redacted]

5. Environmental [redacted]

a. The site location of the development is in an environmentally safe area, free from environmental hazards. [redacted]

6. Zoning [redacted]

a. Urban New Construction - The development obtained appropriate zoning change for new multifamily development outside of qualified census tracts. [redacted]

7. Insurance [redacted]

8. Tax Credit Projects

9. Foreclosures

10. Miscellaneous

## Processes

11. Inadequate State and Local Laws

12. Criminal Justice System

13. Fair Housing

14. Connectivity: Transportation and Internet

a. The development is linked to other resources, with access to affordable transportation.

b. The development will provide high-speed internet access or on-site computer lab.

15. Inadequate Affordable Housing Stock

## Populations

16. Populations

a. The development will be inclusive for all protected classes and will not discriminate based on race, color, religion, gender, disability, familial status, national origin, sexual orientation, or gender identity.

b. The development will help aging Kentuckians age in place by providing accessible units.

c. The development will adhere to the Violence Against Women Act.

d. The development will create new housing opportunities for families with children.

e. The development will address acute homelessness in rural Kentucky by creating new units.

f. The development will accept tenants who receive Section 8 assistance.

17. Mobile Homes

18. LGBT

19. Elderly

20. Individuals with Disabilities

21. Domestic Violence Victims

22. Immigrants

23. Families with Children

24. Rural

## Public Outreach

25. Public Culture

a. The development makes efforts to actively engage the community by providing community-based services.

b. The development has a marketing plan that will increase awareness of the property's available units to those in protected classes.

26. Education

a. The development will provide bi-lingual resources to tenants who do not speak English.

b. The development participates in a tenant education program with focus on the tenant or the children of the tenants

## Notice of Funding Availability and Resources

**REMINDER! Throughout the application, remember to ALWAYS CLICK "SAVE" before proceeding to another section of the application.**

**Before proceeding to the rest of the application, make sure you have thoroughly reviewed the 2024 Emergency Solutions Grant (ESG) Notice of Funding Availability (NOFA), the 2024 ESG Competition Scoresheets, the [KHC ESG Policy Manual](#), and the [ESG Interim Rule \(24 CFR Part 576\)](#).**

**These documents, as well as other related application materials and resources, can be found on the [ESG page](#) of Kentucky Housing Corporation's website.**

## A. Applicant Information

1. Legal Name of Applying Agency:

Company

Company Name

Address Line 1

Address Line 2

State

City

Zip  -

County

Phone Number

EIN  *exclude dash*

UEI

**Contact**

Contact

First Name  Last Name

Email

**2. Applicant's Date Last Registered with the System for Award Management (SAM)?**

The System for Award Management (formerly the Central Contractor Registration) can be accessed here:  
<https://sam.gov/SAM/>

**3. Applicant's Fiscal Year Start Date:**

**4. Applicant's Fiscal Year End Date:**

**5. Please select your ESG status.**

- First-time ESG applicant for regular, non-ESG-CV, funding.
- Current ESG-funded project. This includes regular ESG funding only, not ESG-CV.
- Previously received regular ESG funding, but not for Program Year 2022 (grant term 7/1/22 to 12/31/23) or Program Year 2023 (grant term 7/1/23 to 12/31/24).
- Have applied previously, but have not been funded

**6. Please provide a brief summary of how you will use the ESG funds (this is not used for scoring purposes so you do not need to go into great detail).**

**7. Is your agency a Victim Service Provider (VSP), as defined by the Violence Against Women Act (VAWA) 34 U.S.C. 12291 (a)(50)?**

**8. Executive Director/President:**

First Name  Last Name

Email

Phone Number

**9. Contact for Application:**

First Name  Last Name

Email

Phone Number

**10. Congressional District**

- First
- Second
- Third
- Fourth
- Fifth
- Sixth

**11. Kentucky House District**

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**12. Kentucky Senate District**

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**13. Continuum of Care Region**

- 1
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- Lexington
- Louisville

**14. Area Development District (same as KY BoS CoC Coordinated Entry Local Prioritization Community)**

- Barren River
- Big Sandy
- Bluegrass
- Buffalo Trace
- Cumberland Valley
- FIVCO
- Gateway
- Green River
- Kentucky River
- KIPDA
- Lake Cumberland
- Lincoln Trail
- Northern Kentucky
- Pennyryle
- Purchase

**15. Will ESG assistance be primarily provided in a Rural or Urban area?**

- Urban
- Rural

**16. Population(s) Served (select all that apply):**

*Select all that apply*

- Men
- Women
- Families
- Youth (under 25)
- Children (under 18)
- DV Victims
- Veterans
- Chronically Homeless

**17. Household Type(s) (select all that apply):**

*Select all that apply*

- Without Children
- Adults and Children
- ONLY Children (Under 18)

**18. READ CAREFULLY: Select the ESG component(s) you are applying for through this application. IMPORTANT: To request funding for an eligible ESG component, including HMIS and Admin, YOU MUST select the relevant component(s) below. By selecting a component, you will then have access to required questions for that component and you will be able to request funds for the component in the Financial Plan Section.**

*Select all that apply*

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing Assistance
- HMIS
- Admin

**19. If you received ESG funding as part of the Program Year (PY) 2023 allocation, are you proposing a change to your program components in this application (e.g. In PY 2023 you received Homelessness Prevention funding but this year you are not requesting this component; or, in PY 2023 you did not have RRH but this year you will be applying for this component)? SELECT NOT APPLICABLE (N/A) IF YOU DID NOT RECEIVE regular ESG FUNDS IN PY 2023.**

a. If yes, briefly explain the change(s) and the reason(s) for the change(s). (This will not be used for scoring purposes)

20. What is the service area as stated in your By Laws (list all counties).

County

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### Emergency Shelter Facilities

1. Shelter Address:

Address Line 1:

Address Line 2:

State:

City:

Zip:  -

County:

2. Briefly describe the layout of your shelter facility (e.g. is shelter provided in a large room with multiple beds and/or are there separate rooms with multiple beds? Do people from different households stay in the same room or do you separate households into more private rooms?). NEW THIS YEAR: You will be asked to submit photographs of your shelter as part of this application.

3. Maximum Year-Round Bed Capacity per Night:

4. Annually, how many individuals do you expect to serve in the Emergency Shelter using ESG Shelter Funds with this application?

### Homelessness Prevention

1. Counties Served:

County

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2. Annually, how many households do you expect to serve with ESG Homelessness Prevention Funds?

### Rapid Re-Housing

1. Counties Served:

County

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2. Annually, how many households do you expect to serve with ESG Rapid Re-Housing Funds?

### Street Outreach

1. Counties Served

County

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**2. Annually, how many households do you expect to serve with ESG Street Outreach Funds?**

**B.1: Street Outreach Component §576.101**

Street Outreach Component 576.101

Respond clearly and specifically to each of the questions below, describing your intended ESG Street Outreach Component.

As applicable, respond to the following questions in a manner that demonstrates your clear understanding of the requirements detailed in 576.101 for street outreach and the expectations of your street outreach project being part of your community's efforts to make homelessness brief and non-recurring. **Do not assume KHC already knows your program or the required ESG regulations.**

**1. In the space below, please list the counties where you plan to provide street outreach.**

**2. Describe the need your street outreach will fulfill in your proposed service area. To receive maximum points you must: 1) include quantitative data to describe the need and include the source(s) of your data 2) explain why other street outreach in the proposed service is insufficient to meet need. (Limit 2,500 characters)**

**3. Using information from Subpart B (Program Components and Eligible Activities) of the ESG Interim Rule (24 CFR 576), please select which category or categories (also referred to as paragraphs) of the HUD "homeless definition" (24 CFR 576.2) are eligible for the Street Outreach component (24 CFR 576.101). Select all that apply.**

- "At-risk" of homelessness
- Category (1)(i)
- Category (1)(ii)
- Category (1)(iii)
- Category (2)
- Category (3)
- Category (4)

**4. Using the KHC ESG Toolkit, please list the Name and Form Number of the KHC Form that tells you what homelessness eligibility form(s) are required to verify a program participant's eligibility, depending on which definition of HUD homelessness they meet.**

**5. Using the KHC ESG Toolkit, for the Street Category—24 CFR 576.2 (1)(i) of homelessness--what form(s) should be used to document program eligibility from the list below? Select all that could apply.**

- Form 101
- Form 102
- Form 103
- Form 105
- Form 106
- Form 107
- Form 108
- Form 109
- Form 113
- Form 115

**6. Describe how you will provide street outreach assistance in your proposed service area. To receive maximum points, include in your response (1) frequency of outreach and (2) how you plan to reach the most vulnerable people living unsheltered, especially those least likely to access shelter and services in your proposed service area**

such as those who are experiencing chronic homelessness. (Limit 2,500 characters)

7. Describe your plan to assess eligible clients to determine their level of need and how you will connect them with appropriate emergency shelter, housing, and services. (Limit 2,500 characters)

8. Describe in detail how your proposed project will be low-barrier and align with the Housing First model. (Limit 2,500 characters)

## B.2: Emergency Shelter Component §576.102

### Emergency Shelter Component §576.102

Respond clearly and specifically to each of the questions **below** describing your intended ESG Emergency Shelter (ES) Component, including shelter operations, renovations, and essential services.

As applicable, respond to the following questions in a manner that demonstrates your clear understanding of the requirements detailed in 576.102 for emergency shelter and the expectations of your shelter being a part of the community's effort to ensure homelessness is brief and non-recurring. **Do not assume KHC already knows your program, the population it does/does not serve, or the required ESG regulations.**

1. Does other year-round emergency shelter exist in the county where your shelter is/will be located? (This includes shelters that do not receive ESG funding, Year-round means the shelter is open all year, not just during winter months, etc.)

a. If you answered yes to Q1, please list the names of the other shelter(s) that exist in your shelter's county and state the household type(s) and gender(s) they serve. (e.g., do they serve just households with children headed by females, just single men, etc.)

2. Select the household type(s) your shelter will serve. (Select all that apply)

- Households with adults (18+) and children (17 and under)
- Households with only adults (18+)
- Households with only children (17 and under without an adult in the household)

3. Does your shelter serve males only, females only, or both males and females? This question is referring to the adults served by your shelter, not children. If your shelter serves only children, select the applicable genders. (IMPORTANT: Shelters MUST comply with the 2012 Equal Access to Housing Final Rule and the 2016 Equal Access in Accordance with Gender Identity Final Rule, which ensures that all individuals have equal access to shelter in accordance with their gender identity) .

- Males Only
- Females Only
- Both Males and Females

4. Describe the need for your emergency shelter in your proposed service area. To receive maximum points, you must (1) include quantitative data and list the source(s) of your data and (2) explain how your shelter strengthens your community's homelessness response system and (3) explain how other shelters in your area (if any) are insufficient to meet the need you have described. (Limit 4,000 characters)

5. The grant term for FY 2024 ESG funding is 7/1/2024 to 12/31/2025. How many months do you anticipate using these 2024 ESG funds (e.g, 12 months, 15 months, 18 months)?

6. What is your shelter's expected operating budget for the period you listed in Q5? (e.g. if you listed 12 months, what is your operating budget for 12 months).

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7. What other sources of funding do you expect to have to support your shelter operations over the time period you listed in Q5? Please list each source and the expected amount from each. For example, if you receive a grant from another governmental program, list the name and the expected dollar amount. If you expect to receive grants from various private foundations, you can list "private foundations" and the expected dollar amount. If you expect to receive financial donations from individuals and businesses, you can list "Donations" and the expected dollar amount.

8. Please explain why other sources of funding are not sufficient to meet your shelter's needs. (Limit 2,500 characters)

#### LOW-BARRIER, HOUSING-FOCUSED SHELTER COMMITMENT

**As stated in the 2024 ESG NOFA, increasing the availability of low-barrier shelter that significantly minimizes the criteria persons experiencing homelessness have to meet in order to quickly gain access to emergency shelter (e.g., not requiring photo IDs, complete sobriety, or criminal background checks) and minimizing rules for participants to stay in shelter (e.g., not requiring participation in services, mandatory chores, not having zero tolerance policies for minor rule infractions, etc.) and that focuses from the very beginning on working to solve a person's homelessness, is essential to an effective homelessness response system. While low-barrier does not mean "no barrier" or that there should be zero rules for behavior once in shelter, KHC and the KY BoS CoC expect shelters funded with ESG to evaluate their existing policies and rules and commit to eliminating unnecessary barriers, arbitrary rules, and policies that do not contribute to solving a person's homelessness. Lower-barrier shelters help end unsheltered homelessness (e.g., "street homelessness"). Housing-focused shelter places emphasis on ending a person's homelessness as quickly as possible and not only focusing on meeting immediate basic needs.**

9. Does your shelter require a photo ID to be able to stay at the shelter?

a. If you answered yes to Q9, please explain your policy and justification behind it. Include in your response what happens if a person does not have a photo ID.

10. Does your shelter require people to submit a breathalyzer test or any other type of alcohol/drug test in order to enter your shelter?

a. If you answered yes to Q10, explain your specific policy and the rationale behind it.

11. Does your shelter have a curfew (i.e., a time in which people must be in the shelter in order to stay the night)?

a. If you answered yes to Q11, please describe: 1) your policy and the rationale behind it; 2) state if your shelter makes accommodations for people who have work schedules that conflict with the curfew (e.g., your policy is that shelter participants have to be in the shelter by 7 p.m., but a person needing the shelter works the night shift); 3) what your shelter does, if anything, to try to connect someone needing shelter "after hours" with other shelter resources/other immediate solutions. (Limit 2,500 characters)

12. KHC expects your shelter to be housing-focused, which means not only are immediate basic needs met, but the shelter serves as a pathway to permanent housing. Describe how your shelter works with participants to help them obtain permanent housing as quickly as possible. To receive maximum points, include in your response (1) the process your staff uses, including evidence-based case management practices and specific assessment/planning tools; (2) how your shelter works with the KY Bose Coca Coordinated Entry System; (3) the frequency and strategy with which you engage the participant; (4) how you help participants obtain permanent housing when ESG or CoC-funded housing is not available or appropriate; and (5) if your shelter has a maximum length of stay, please note what that time period is and explain if and how you are able to accomplish the activities you listed in parts 1-4 of this question. If your shelter does not have a maximum length of stay, please write: "5) N/A" (Limit 5,000 characters)

13. In the space below, please detail your shelter's termination policy, including specific circumstances that would constitute grounds for termination. In your response, if a reason for termination is required by the ESG Interim Rule, please indicate that. ATTACHMENT REQUIRED: Please attach a copy of your shelter's written termination policy. (Limit 2,500 characters)

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## Additional Activities

14. Describe the specific ways your project will help participants 1) increase earned income through employment, 2) increase non-earned income such as SSI or SSDI (if applicable), and 3) how you will assist them in obtaining mainstream benefits for which they may be eligible (e.g., K-TAP, Food Stamps, Child Care Assistance, Medicaid, etc.). Be specific in your response about the literal steps/actions/level of involvement your staff will take to provide this assistance. (Limit 2,500 characters)

15. Will your shelter provide transportation assistance to participants using ESG funds or ESG-eligible match sources?

a. If you answered yes to Q15, please describe the transportation assistance you will provide using ESG funds or match sources.

b. If you answered no to Q15, state if and how your shelter will connect participants with transportation assistance.

16. The ESG Interim Rule states in 24 CFR 576.405(c): "To the maximum extent practicable...the subrecipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services." Please describe how your

shelter provides volunteer or employment opportunities for homeless individuals and families to assist with your shelter's work.(Limit 2,500 characters)

17. Describe how your project will ensure participants are connected with 1) outpatient physical health services,2) mental health services, and 3) substance use treatment if needed (and the participant chooses to be connected). State if you will be using ESG funds or match sources to provide any of these services. (Limit 2,500 characters)

18. Besides employment/job training and connecting to mainstream resources, health/treatment services, and transportation assistance discussed previously in this section, 1) what other services does your shelter provide or connect participants to to help them be able to obtain and maintain housing, 2) state if any of these services are paid for with ESG funds or match sources. (Limit 2,500 characters)

19. Are you proposing minor or routine repairs eligible under Shelter Operations-24 CFR 576.102(a)(3)?

a. Describe the repairs to be completed and the rationale for undertaking these activities at this time (for example, if you are proposing to replace carpeting outline condition and need for replacing carpet). (Limit 2,500 characters)

20. Are you proposing renovation activities (including rehabilitation or conversion) eligible under Renovation-24 CFR 576.102(a)(2)?

a. Describe the renovation(s) to be completed and the rationale for undertaking these activities at this time (for example, if you are proposing to replace a roof, identify the age and condition of the current roof.) (Limit 2,500 characters)

### B.3: Homelessness Prevention Component §576.103

#### [Homelessness Prevention Component §576.103](#)

Respond clearly and specifically to each of the questions **below** describing your intended ESG Homelessness Prevention Component.

As applicable, respond to the following questions in a manner that demonstrates your clear understanding of the requirements detailed in 576.103 for homelessness prevention and the expectations of your prevention project being part of your community's efforts to make homelessness rare. **Do not assume KHC already knows your program or the required ESG regulations.**

1. In the space below, please list the counties where you plan to provide ESG prevention assistance.

2. Describe the need for your prevention project in your proposed service area. To receive maximum points, you must (1) use quantitative data and list the source(s) of your data, (2) explain why other sources of prevention funding, if any, are unable to meet the need you have identified, and (3) explain how your prevention project will strengthen your community's homelessness response system that is aimed to make homelessness rare, brief, and one-time when it does occur. (Limit 4,000 characters)

**3. Using information from Subpart B (Program Components and Eligible Activities) of the ESG Interim Rule (24 CFR 576) for the Prevention component (24 CFR 576.103), please select which category or categories (also referred to as paragraphs) of the HUD "homeless definition" (24 CFR 576.2) are eligible for the Prevention component. Select all that apply.**

- "At-risk" of homelessness
- Category 1
- Category 2
- Category 3
- Category 4

**4. Using the information included in 24 CFR 576.103 of the ESG Interim Rule for the Prevention Component, please select the additional HUD-required participant eligibility criteria and assistance requirements below that applies for the Prevention Component besides the "homeless definition" category or categories selected in the preceding question. Select all that apply:**

- Household must have income at or below 30% AMI for the area.
- The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability
- Homeless prevention must be provided with the housing relocation and stabilization services requirement in § 576.105, the short-term and medium-term rental assistance requirements in § 576.106, and the written standards and procedures established under § 576.400,
- Household must complete a household budgeting course to continue to receive Prevention assistance.
- None of the above.

**5. Describe your plan to assess eligible participants to determine their level of housing assistance need and their potential to achieve stable housing within 24 months or less within a 3-year period. (Limit 2,500 characters)**

**6. Describe how you will use ESG Prevention funds to help people remain housed and to obtain housing if they are not able to stay where they are. Include in your response the specific ESG-eligible costs you are requesting funding for and how these activities will help you best assist the participants you will serve. If you are not requesting ESG fund to help participants obtain/maintain housing, explain how these activities will be funded. (Limit 2,500 characters)**

**7. Describe specific ways your project will help participants 1) increase their income through employment 2) increase non-earned income such as SSI or SSDI (if applicable) and 3) how you will assist them in obtaining mainstream benefits for which they may be eligible (e.g., K-TAP, Food Stamps, Child Care Assistance, Medicaid, etc). Be specific in the literal steps/actions/level of involvement you will take to provide this assistance. (Limit 2,500 characters)**

**8. In addition to income and mainstream benefits needs, how will your project assess the other service needs of participants and connect them with appropriate services in your community (including any provided by your agency). (Limit 2,500 characters)**

### **Low Barrier/Housing First**

All ESG Prevention projects are expected to be extremely low barrier because the assistance is provided to households living on their own (i.e., tenant-based) and the intention is to quickly prevent people from becoming literally homeless. Therefore, ESG-funded Prevention projects may not, under KHC policy, "screen-out" households for having too little or no income, having active or a history of substance abuse, having a criminal record, or having a history of domestic violence (e.g., lack of a protective order, period of separation from the abuser, or law enforcement involvement). Furthermore, termination (besides ESG-regulatory requirements such as time or income limits) from the project should happen in only very limited circumstances. ESG-funded Prevention projects may not, under KHC policy, terminate participants for failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to improve income, or being a victim of domestic violence. "Termination" means the participant is removed entirely from your project and should not happen if a

participant loses their housing while being served by your project (e.g., if they are evicted from an apartment assisted with your project, you should work to find them another apartment, not immediately terminate them).

**9. In the space below, please detail your Prevention project's termination policy, including specific circumstances that would constitute grounds for termination. In your response, if a reason for termination is required by the ESG Interim Rule, please indicate that. ATTACHMENT REQUIRED: Please attach a copy of your Prevention project's written termination policy. (Limit 2,500 characters)**

## **B.4: Rapid Re-Housing Assistance Component §576.104**

### [Rapid Re-housing Assistance Component §576.104](#)

Respond clearly and specifically to each of the questions **below** describing your intended ESG Rapid Re-Housing Component.

As applicable, respond to the following questions in a manner that demonstrates your clear understanding of the requirements detailed in 576.104 for RRH and the expectations of your RRH project being a part of your community's effort to make homelessness brief and non-recurring. **Do not assume KHC already knows your program, the population it does/does not serve, or the required ESG regulations.**

**Please make sure to refer to the 2024 ESG NOFA for requirements relating to RRH projects funded through this competition.**

**1. In the space below, please list the counties where you plan to provide RRH assistance.**

**2. Select the household type(s) your RRH project will serve (select all that apply)**

- Households with adults (18+) and children (17 and under)
- Households with only adults (18+)

**3. Will your project serve only females, only males, or both? This is referring to the adult members of the households, not children. (IMPORTANT: ESG-funded RRH projects MUST comply with the 2012 Equal Access to Housing Final Rule and the 2016 Equal Access in Accordance with Gender Identity Final Rule, which ensures that all individuals have equal access to housing in accordance with their gender identity.)**

- Males Only
- Females Only
- Both Males and Females

**4. Describe the need for your RRH project in your proposed service area. To receive maximum points, you must (1) include quantitative data and list the source(s) of your data and (2) explain how your RRH project and the specific types of assistance it will provide (e.g., security deposits, arrears, ongoing rental assistance, etc.) strengthens your community's homelessness response system and (3) how other RRH in your area, if any, is insufficient to meet the need you have described. (Limit 4,000 characters)**

**5. Using information from Subpart B (Program Components and Eligible Activities) of the ESG Interim Rule (24 CFR 576) for the RRH component (24 CFR 576.104), please select which category or categories (also referred to as paragraphs) of the HUD "homeless definition" (24 CFR 576.2) are eligible for the RRH component. Select all that apply.**

- "At-risk" of homelessness
- Category 1
- Category 2
- Category 3
- Category 4 Only
- Category 4, BUT must also live in a place described in Category 1

**6. Using the KHC ESG Toolkit, what is the name of the form that tells you what documents must be included in the client file for each RRH program participant?**

# RRH Core Components

Per the 2024 ESG NOFA, all ESG-funded RRH projects are required to include the National Alliance on Ending Homelessness (NAEH) RRH Core Components in their project design. The NAEH has also developed more specific RRH standards that can help RRH projects be more effective. Links to the NAEH Core Components and RRH Standards are available on the [ESG page](#) of the KHC website.

In your responses below, demonstrate how your RRH project incorporates these core components.

## 7. Will your RRH project provide short and medium-term rental assistance per 576.106

a. If yes, please describe your plan to ensure the rental assistance (amount and duration) provided is individualized and person-centered based on the strengths and needs of each household and not on a “one-size fits all” pre-determined package of assistance. Include in your response your agency’s policies and procedures for determining each household’s level of need for rental assistance and how the agency will periodically assess if the household is on a path to housing stability or if additional rental assistance is needed. (Limit 3,000 characters)

b. If no, explain why you are not providing rental assistance (e.g. is RRH rental assistance provided for the population you serve through another project in your area? Are Housing Choice Vouchers accessible, but security deposits are causing a barrier for participants to access the vouchers?) Be specific. (Limit 2,500 characters)

## 8. It is the goal of RRH to move people as quickly into housing as possible. The KY BoS CoC benchmark is 30 days or less from the time of referral from the Coordinated Entry System. Using the NAEH RRH Core Components, effective RRH projects should provide direct service assistance to participants in identifying/obtaining housing as well as providing any financial assistance (e.g. security deposits, moving costs) needed to secure housing.

a. Describe in detail how your staff works with program participants in the housing search and placement process [24 CFR 576.105(b)(1)] while they are experiencing Category 1 homelessness to help them identify and obtain permanent housing. Be specific in the literal steps/actions/level of involvement your staff will take to assist with obtaining housing. (Limit 2,500 characters)

b. Describe in detail what financial assistance eligible under 24 CFR 576.105(a) your project provides to participants to help them secure housing. In your response include if you are requesting ESG funds to cover these costs, or if not, how you ensure these costs are covered and do not prevent people from securing housing (e.g., security deposits, moving costs, etc.). (Limit 2,500 characters)

## 9. Describe in detail the housing stability case management activities—24 CFR 576.105 (b)(2)—and other eligible service costs--24 CFR 576.105(b)(3-5)—this project provides to participants to help them MAINTAIN permanent housing. To receive maximum points, include (1) the process and planning tools used to determine the participant's needs, (2) client-engagement techniques (e.g., evidenced best practices) your staff uses when helping support stabilization, (3) the frequency with which case management is provided, and (4) whether you are requesting ESG funding to support these activities, or if not or in addition to, what other funding will be used to ensure these services are provided. (Limit 2,500 characters)

## 10. Describe specific ways your project will help participants 1) increase their income through employment, 2)

increase non-earned income such as SSI or SSDI (if applicable) and 3) how you will assist them in obtaining mainstream benefits for which they may be eligible (e.g., K-TAP, Food Stamps, Child Care Assistance, Medicaid, etc.). Be specific in the literal steps/actions/level of involvement your staff will take to assist with increasing income/securing benefits.(Limit 2,500 characters)

11. Describe how your project will ensure participants are connected with 1) outpatient physical health services, 2) mental health services, and 3) substance use treatment if needed (and the participant chooses to be connected). (Limit 2,500 characters)

### **Low Barrier/Housing First**

All ESG RRH projects are expected to be extremely low barrier because the assistance is provided to households living on their own (i.e., tenant-based) and the intention is to quickly move people out of literal homelessness without preconditions. Therefore, ESG-funded RRH projects may not, under KHC policy, "screen-out" households for having too little or no income, having active or a history of substance abuse, having a criminal record, or having a history of domestic violence (e.g., lack of a protective order, period of separation from the abuser, or law enforcement involvement). Furthermore, termination (besides ESG-regulatory requirements such as time limits) from the project should happen in only very limited circumstances. ESG-funded RRH projects, per KHC policy, may not terminate participants for failure to participate in supportive services, failure to make progress on a service plan, loss or income or failure to improve income, or being a victim of domestic violence. "Termination" means the participant is removed entirely from your project and should not happen if a participant loses their housing while being served by your project (e.g., if they are evicted from an apartment while in your program, you should work to find them another apartment, not immediately terminate them).

12. In the space below, please detail your termination policy, including specific circumstances that would constitute grounds for complete program termination. Provide a justification for why these grounds for termination are necessary and helps end homelessness. If a reason for termination is required by the ESG Interim Rule, state that in your response. ATTACHMENT REQUIRED: Please attach a copy of your RRH Termination Policy. (Limit 2,500 characters)

## **B.5: HMIS (or comparable database as applicable) §576.107**

[HMIS \(or comparable database as applicable\) §576.107](#)

1. If your agency is applying for Homeless Management and Information System (HMIS) funding, clearly and specifically describe how your agency will utilize your HMIS funding in accordance with federal ESG program guidelines of the HMIS Component. (Limit 2,000 characters)

## **B.6: Administrative Activities §576.108**

[Administrative Activities §576.108](#)

1. If your agency is applying for Administrative Costs, clearly and specifically describe how your agency will utilize your administrative funds for eligible activities in accordance with federal ESG program guidelines of the Administrative Activities Component.(Limit 2,000 characters)

## **Area-Wide Systems Coordination**

ESG subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to people experiencing or at risk of experiencing homelessness in the area covered by the Continuum of Care or area over which the services are

coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area. Examples include coordination with CoC-funded programs (Transitional Housing, Permanent Supportive Housing and Rapid Rehousing), HUD-VASH, Healthcare for the Homeless. See 24 CFR Part 576.400 (b) for more examples. Coordination within the KY Balance of State Continuum of Care includes working with other service providers within your Coordinated Entry Local Prioritization Community (LPC) to evaluate system gaps and determine what resources are needed to better prevent homelessness when possible, and ensure it is brief and non-recurring when it does.

**1. Describe your plan for area-wide coordination with other targeted homeless programs in the determined service area(s). Be specific. To receive maximum points: (1) Describe how your project enhances the efforts of your LPC to end homelessness, (2) Include existing or planned partnerships and how you do/will actively coordinate services with these partners. If you have Memorandums of Understanding (MOUs) or other written agreements with other service providers, please include this information and (3) how you worked with other providers in your area to determine your proposed project is needed.(Limit 2,500 characters)**

ESG subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Examples of these programs include tenant-based and project-based assistance, TANF, Medicaid, services funded under the Workforce Investment Act, etc. See 24 CFR Part 576.400 (c) for more examples.

**2. Describe your plan for coordination and integration with mainstream resources in your determined service area(s). Be specific. To receive maximum points: 1) Describe how your project enhances the efforts of the overall social service system, and 2) Include existing or planned partnerships with mainstream programs and how you do/will actively coordinate services with these partners. If you have Memorandums of Understanding (MOUs) or other written agreements with other service providers, please include this information.(Limit 2,500 characters)**

## Financial Plan

In the chart below, please outline the costs associated with each activity to be funded with ESG and all matching amounts and sources. For match requirements and stipulations, refer to 24 CFR Part 576 §576.201.

- Insert the dollar amounts to be expended in each eligible ESG category.
- Check to ensure that the totals have produced your intended result.

All sources listed as match in the tables below must meet these criteria:

- The source and amount has not already been committed as match (including match for a previous ESG allocation).
- The match must be provided during this ESG grant term.
- The match must be used for ESG eligible activities.
- The match must be used for ESG eligible clients.
- The match must be documented in the same way that an ESG dollar would be.
- There is no prohibition for this source to be used as match for ESG.
- No funding source that is matched by this ESG grant can be used to match ESG in return (i.e., reciprocal matching is not permitted).

**1. Funding Request (All totals and percentages are recalculated when the application is saved.)**

**All totals and percentages are recalculated when the application is saved.**

**Street Outreach Component: \$576.101**

Essential Services for Unsheltered Homeless	ESG Request Amount	Match Amount	List Source of Match	Total
1. Engagement		<input type="text"/>	<input type="text"/>	\$0.00
2. Case Management		<input type="text"/>	<input type="text"/>	\$0.00
3. Emergency Health Services		<input type="text"/>	<input type="text"/>	\$0.00
4. Emergency Mental Health Services		<input type="text"/>	<input type="text"/>	\$0.00
5. Transportation		<input type="text"/>	<input type="text"/>	\$0.00
6. Services for Special Populations		<input type="text"/>	<input type="text"/>	\$0.00
Sub Total Request	\$0.00	\$0.00		\$0.00

**Emergency Shelter Component: \$576.102**

Essential Services for Homeless <u>IN</u> Emergency Shelters	ESG Request Amount	Match Amount	List Source of Match	Total
1. Case Management		<input type="text"/>	<input type="text"/>	\$0.00
2. Child Care		<input type="text"/>	<input type="text"/>	\$0.00
3. Education Services		<input type="text"/>	<input type="text"/>	\$0.00
4. Employment Assistance & Job Training		<input type="text"/>	<input type="text"/>	\$0.00
5. Outpatient Health Services		<input type="text"/>	<input type="text"/>	\$0.00
6. Legal Services		<input type="text"/>	<input type="text"/>	\$0.00
7. Life Skills Training		<input type="text"/>	<input type="text"/>	\$0.00
8. Mental Health Services		<input type="text"/>	<input type="text"/>	\$0.00
9. Substance Abuse Treatment Services		<input type="text"/>	<input type="text"/>	\$0.00
10. Transportation		<input type="text"/>	<input type="text"/>	\$0.00
11. Services for Special Populations		<input type="text"/>	<input type="text"/>	\$0.00
Sub Total Request	\$0.00	\$0.00		\$0.00
Shelter Operations	ESG Request Amount	Match Amount	List Source of Match	Total

Essential Services for Homeless IN Emergency Shelters	ESG Request Amount	Match Amount	List Source of Match	Total
1. Maintenance		<input type="text"/>	<input type="text"/>	\$0.00
2. Rent		<input type="text"/>	<input type="text"/>	\$0.00
3. Security		<input type="text"/>	<input type="text"/>	\$0.00
4. Fuel		<input type="text"/>	<input type="text"/>	\$0.00
5. Equipment		<input type="text"/>	<input type="text"/>	\$0.00
6. Insurance		<input type="text"/>	<input type="text"/>	\$0.00
7. Utilities		<input type="text"/>	<input type="text"/>	\$0.00
8. Food		<input type="text"/>	<input type="text"/>	\$0.00
9. Furnishings		<input type="text"/>	<input type="text"/>	\$0.00
10. Supplies		<input type="text"/>	<input type="text"/>	\$0.00
11. Hotel/Motel Vouchers		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
Renovation	ESG Request Amount	Match Amount	List Source of Match	Total
1. Labor		<input type="text"/>	<input type="text"/>	\$0.00
2. Materials		<input type="text"/>	<input type="text"/>	\$0.00
3. Tools		<input type="text"/>	<input type="text"/>	\$0.00
4. Other <input type="text"/>		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**Homelessness Prevention Component: \$576.103**

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
1. Rental Application Fees		<input type="text"/>	<input type="text"/>	\$0.00
2. Security Deposits		<input type="text"/>	<input type="text"/>	\$0.00

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
3. Last Month's Rent		<input type="text"/>	<input type="text"/>	\$0.00
4. Utility Deposits		<input type="text"/>	<input type="text"/>	\$0.00
5. Utility Payments		<input type="text"/>	<input type="text"/>	\$0.00
6. Moving Costs		<input type="text"/>	<input type="text"/>	\$0.00
7. Housing Search and Placement		<input type="text"/>	<input type="text"/>	\$0.00
8. Housing Stability Case Management		<input type="text"/>	<input type="text"/>	\$0.00
9. Mediation		<input type="text"/>	<input type="text"/>	\$0.00
10. Legal Services		<input type="text"/>	<input type="text"/>	\$0.00
11. Credit Repair		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
Short-Term & Medium-Term Rental Assistance \$576.106	ESG Request Amount	Match Amount	List Source of Match	Total
1. Short-Term Rental Assistance – TBRA		<input type="text"/>	<input type="text"/>	\$0.00
2. Short-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
3. Medium-Term Rental Assistance - TBRA		<input type="text"/>	<input type="text"/>	\$0.00
4. Medium-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
5. Payment of Rental Arrears		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**Rapid Re-Housing Assistance Component: \$576.104**

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
1. Rental Application Fees		<input type="text"/>	<input type="text"/>	\$0.00
2. Security Deposits		<input type="text"/>	<input type="text"/>	\$0.00

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
3. Last Month's Rent		<input type="text"/>	<input type="text"/>	\$0.00
4. Utility Deposits		<input type="text"/>	<input type="text"/>	\$0.00
5. Utility Payments		<input type="text"/>	<input type="text"/>	\$0.00
6. Moving Costs		<input type="text"/>	<input type="text"/>	\$0.00
7. Housing Search and Placement		<input type="text"/>	<input type="text"/>	\$0.00
8. Housing Stability Case Management		<input type="text"/>	<input type="text"/>	\$0.00
9. Mediation		<input type="text"/>	<input type="text"/>	\$0.00
10. Legal Services		<input type="text"/>	<input type="text"/>	\$0.00
11. Credit Repair		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
Short-Term & Medium-Term Rental Assistance \$576.106	ESG Request Amount	Match Amount	List Source of Match	Total
1. Short-Term Rental Assistance – TBRA		<input type="text"/>	<input type="text"/>	\$0.00
2. Short-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
3. Medium-Term Rental Assistance - TBRA		<input type="text"/>	<input type="text"/>	\$0.00
4. Medium-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
5. Payment of Rental Arrears		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**HMIS Component \$576.107**

HMIS	ESG Request Amount	Match Amount	List Source of Match	Total
1. Purchasing/leasing hardware		<input type="text"/>	<input type="text"/>	\$0.00
2. Purchasing software/licenses		<input type="text"/>	<input type="text"/>	\$0.00

HMIS	ESG Request Amount	Match Amount	List Source of Match	Total
3. Purchasing/leasing equipment		<input type="text"/>	<input type="text"/>	\$0.00
4. Technical support		<input type="text"/>	<input type="text"/>	\$0.00
5. Leasing office space		<input type="text"/>	<input type="text"/>	\$0.00
6. Utility services necessary to operate HMIS		<input type="text"/>	<input type="text"/>	\$0.00
7. Salaries for operating HMIS		<input type="text"/>	<input type="text"/>	\$0.00
8. Travel to attend APPROVED HMIS training.		<input type="text"/>	<input type="text"/>	\$0.00
9. Travel cost to conduct HMIS intake		<input type="text"/>	<input type="text"/>	\$0.00
10. HMIS participation fees		<input type="text"/>	<input type="text"/>	\$0.00
11. VSP Agency Costs to establish and operate comparable database		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**Administrative Costs \$576.108**

Administrative Costs (3.75percent)	ESG Request Amount	Match Amount	List Source of Match	Total
1. General Management, Oversight and Coordination		<input type="text"/>	<input type="text"/>	\$0.00
2. HUD Sponsored Training on ESG requirements		<input type="text"/>	<input type="text"/>	\$0.00
3. Environmental Review (Local Government Only)		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request (limited to 3.75percent of total ESG Request Amount)</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

Sub Total ESG Request \$0.00

Sub Total Proposed Match \$0.00

Match Percentage 0%  
 Rapid Re-Housing Percentage 0%  
 Admin Cost Percentage 0.00%

2. For each source of match listed in budget chart above, please describe how you have determined that laws governing this funding source do not prohibit its use for the proposed activity. Please limit your responses to two paragraphs per source of match.

## Agency Experience

Respond clearly and specifically to each of the questions below.

**Agency Experience and Capacity** – Using the chart below, please name all other grant and/or housing programs your agency has successfully implemented within the past three years, and identify the number of times your agency has received that type of funding during that time.

Street Outreach	Does your agency have experience in Street Outreach	<input type="text"/>
Construction/Rehabilitation	Does your agency have experience in Construction/Rehabilitation	<input type="text"/>
Shelter Operations	Does your agency have experience in Shelter Operations	<input type="text"/>
Rental Assistance	Does your agency have experience in Rental Assistance	<input type="text"/>
Case Management/Services	Does your agency have experience in Case Management/Services	<input type="text"/>
HMIS	Does your agency have experience in HMIS	<input type="text"/>

## Staff Experience

**Staff Experience** – Please complete this table to identify all staff at your agency who will be involved with your ESG program for which you are requesting ESG funds. Please note that "staff" can include paid staff, board members, and community volunteers.

Position	Name(s)	Start date with agency (mo/year)	List Federal housing programs name (looking for program name not a number in this column) administered in last 2 years – even if administered at a different agency
Exec. Dir./CEO		MM <input type="text"/> YYYY <input type="text"/>	
Program Manager or Other Key Leadership Position		MM <input type="text"/> YYYY <input type="text"/>	



2. Did someone from your agency attend the 2023 KY BoS CoC Full Membership Meeting in-person or via webinar on August 25, 2023? The meeting was held in person at the Central Bank Center in Lexington following the KHC Affordable Housing Conference. In-person or webinar attendance will be confirmed by KHC.

3. (Bonus) Did anyone from your agency attend a 2024 K-Count training held in-person or via webinar? This will be confirmed by KHC based on webinar attendee records.

4. (Bonus) Did anyone from your agency attend the 2024 Housing Inventory Count Training held via webinar on January 29, 2024? This will be confirmed by KHC based on webinar attendee information.

### Board of Directors – Nonprofits only

1. Complete the table below for each current member of the applicant's Board of Directors. Government entities should attach information about advisory boards that are used to provide input into ESG program activities.

Board Member	Position on Board	Homeless or Formerly Homeless?	Term	Length of Service
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### Required Attachments and Submission Directions

#### Required Attachments

In Section G (Required Attachments/Submit), you will be asked to attach various documents. You MUST attach all documents unless a specific document does not apply to your organization or the specific components you are requesting through this application round.

In the event a specific document does not apply to your organization/funding request (e.g., a document is required for emergency shelters, but you are only requesting RRH funding), you MUST select (i.e., check) the "N/A" box. If a document is not attached or if you do not select "N/A" the system will not allow you to submit the application.

#### Review Your Application Prior to Submission

Make sure to thoroughly review your application prior to submitting. Go back to Q18 in Section A (Application Information) and check that you have correctly selected all of the program components you intent to apply for (including HMIS and Admin) through this application round. The selections in Q18 determine what questions you will need to answer on the rest of the application. If you do not select a component you wish to apply for, you will not be able to answer questions for that component and thus will not be considered for funding for that specific component.

You can print the application in PDF format at any point during the process (i.e., while working or after submission) to review your responses. KHC strongly recommends reviewing your application in PDF format prior to submitting as it is easier to read this way and this is the same format KHC staff will use to review the application. To print the application, click the gray box in the upper right corner of the screen with three blue lines and the words "Other Actions". Next click "Print Application".

#### Ready to Submit

After you have successfully completed all sections of the application (each section title will be highlighted in green), you can submit the application by clicking "Save" and then clicking "Submit".

## Required Attachments/Submission

### 1. 2024 ESG Certifications and Assurances

Document available on the ESG page of the KHC website



### 2. Proof of 501(c) status

Not required for governmental agencies. You must select N/A if a governmental applicant.



N/A

### 3. Certification of Local Approval for Emergency Shelter (Note: Select N/A if not requesting funds for Emergency Shelter)

Document available on the ESG page of the KHC website. Applies only to private, non-profit 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 applicant intends to expend emergency shelter component funds. See 576.202. You must select N/A if not requesting funding for Emergency Shelter through this application.



N/A

### 4. Evidence of Submission to State Clearinghouse

Evidence can include a letter from the State Clearinghouse, a screenshot of your submission in the State Clearinghouse system, an email confirming submission, or any other official proof of submission)



#### a. What is your State Applicant Identifier Number.

[Link to the Kentucky e-Clearinghouse](#)

**5. Submit a separate CAPER in PDF format for each ESG- funded project you have active in HMIS (or a VSP-comparable database) for the period May 1, 2023 to April 30, 2024 for each component you are seeking funding for through this application. If you are funded for more than one ESG component (e.g. ES and RRH) do NOT submit a CAPER that combines both of these components. If you are currently not receiving ESG funding, but use HMIS for a project or projects for which you are applying now (e.g., you have an Emergency Shelter that uses HMIS but does not receive ESG funding) please still attach a CAPER for the time period listed.**

You must select N/A if you do not currently use HMIS (or an HMIS-comparable database if a VSP) for the component(s) you are applying for through this applications.



N/A

### 6. Government Entities Only - Homeless Participation Advisory Board Information



N/A

### 7. Emergency Shelter Termination Policy (if applying for ESG-ES funding)

You must select N/A if you are not applying for Emergency Shelter funding through this application.



N/A

### 8. Prevention Termination Policy (if applying for ESG-Prev funding)

You must select N/A if you are not applying for Prevention through this application.



N/A

### 9. RRH Termination Policy (if applying for ESG-RRH funding)

You must select N/A if not applying for RRH through this application.



N/A

**10. Emergency Shelter Photographs (if applying for ESG-ES funding, please include at least one photograph of a sleeping space, bathroom, common/shared space, and kitchen)**



**Technical Submission Documents**

**1. ESG Technical Submission Questionnaire**



**2. Copy of SAM.gov active registration (can be a screenshot)**



**3. Authorized Signature Form**



**4. Signatory Authority Policy**



**5. Electronic Funds Transfer (EFT) Form**

*Required if new agency and/or banking information on file with KHC has changed.*



**6. Civil Rights Title VI Survey ( if previous approval expires within the next 2 months)**



**7. Revised budget to reflect award amount.**

All totals and percentages are recalculated when the application is saved.

**Street Outreach Component: \$576.101**

Essential Services for Unsheltered Homeless	ESG Request Amount	Match Amount	List Source of Match	Total
1. Engagement		<input type="text"/>	<input type="text"/>	\$0.00
2. Case Management		<input type="text"/>	<input type="text"/>	\$0.00
3. Emergency Health Services		<input type="text"/>	<input type="text"/>	\$0.00
4. Emergency Mental Health Services		<input type="text"/>	<input type="text"/>	\$0.00
5. Transportation		<input type="text"/>	<input type="text"/>	\$0.00
6. Services for Special Populations		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**Emergency Shelter Component: \$576.102**

Essential Services for Homeless IN Emergency Shelters	ESG Request Amount	Match Amount	List Source of Match	Total
1. Case Management		<input type="text"/>	<input type="text"/>	\$0.00
2. Child Care		<input type="text"/>	<input type="text"/>	\$0.00
3. Education Services		<input type="text"/>	<input type="text"/>	\$0.00
4. Employment Assistance & Job Training		<input type="text"/>	<input type="text"/>	\$0.00
5. Outpatient Health Services		<input type="text"/>	<input type="text"/>	\$0.00
6. Legal Services		<input type="text"/>	<input type="text"/>	\$0.00
7. Life Skills Training		<input type="text"/>	<input type="text"/>	\$0.00
8. Mental Health Services		<input type="text"/>	<input type="text"/>	\$0.00
9. Substance Abuse Treatment Services		<input type="text"/>	<input type="text"/>	\$0.00
10. Transportation		<input type="text"/>	<input type="text"/>	\$0.00
11. Services for Special Populations		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
Shelter Operations	ESG Request Amount	Match Amount	List Source of Match	Total
1. Maintenance		<input type="text"/>	<input type="text"/>	\$0.00
2. Rent		<input type="text"/>	<input type="text"/>	\$0.00
3. Security		<input type="text"/>	<input type="text"/>	\$0.00
4. Fuel		<input type="text"/>	<input type="text"/>	\$0.00
5. Equipment		<input type="text"/>	<input type="text"/>	\$0.00
6. Insurance		<input type="text"/>	<input type="text"/>	\$0.00
7. Utilities		<input type="text"/>	<input type="text"/>	\$0.00
8. Food		<input type="text"/>	<input type="text"/>	\$0.00
9. Furnishings		<input type="text"/>	<input type="text"/>	\$0.00
10. Supplies		<input type="text"/>	<input type="text"/>	\$0.00

Essential Services for Homeless IN Emergency Shelters	ESG Request Amount	Match Amount	List Source of Match	Total
11. Hotel/Motel Vouchers		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
Renovation	ESG Request Amount	Match Amount	List Source of Match	Total
1. Labor		<input type="text"/>	<input type="text"/>	\$0.00
2. Materials		<input type="text"/>	<input type="text"/>	\$0.00
3. Tools		<input type="text"/>	<input type="text"/>	\$0.00
4. Other <input type="text"/>		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**Homelessness Prevention Component: \$576.103**

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
1. Rental Application Fees		<input type="text"/>	<input type="text"/>	\$0.00
2. Security Deposits		<input type="text"/>	<input type="text"/>	\$0.00
3. Last Month's Rent		<input type="text"/>	<input type="text"/>	\$0.00
4. Utility Deposits		<input type="text"/>	<input type="text"/>	\$0.00
5. Utility Payments		<input type="text"/>	<input type="text"/>	\$0.00
6. Moving Costs		<input type="text"/>	<input type="text"/>	\$0.00
7. Housing Search and Placement		<input type="text"/>	<input type="text"/>	\$0.00
8. Housing Stability Case Management		<input type="text"/>	<input type="text"/>	\$0.00
9. Mediation		<input type="text"/>	<input type="text"/>	\$0.00
10. Legal Services		<input type="text"/>	<input type="text"/>	\$0.00
11. Credit Repair		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
Short-Term & Medium-Term Rental Assistance \$576.106	ESG Request Amount	Match Amount	List Source of Match	Total
1. Short-Term Rental Assistance – TBRA		<input type="text"/>	<input type="text"/>	\$0.00
2. Short-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
3. Medium-Term Rental Assistance - TBRA		<input type="text"/>	<input type="text"/>	\$0.00
4. Medium-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
5. Payment of Rental Arrears		<input type="text"/>	<input type="text"/>	\$0.00
Sub Total Request	\$0.00	\$0.00		\$0.00

**Rapid Re-Housing Assistance Component: \$576.104**

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
1. Rental Application Fees		<input type="text"/>	<input type="text"/>	\$0.00
2. Security Deposits		<input type="text"/>	<input type="text"/>	\$0.00
3. Last Month's Rent		<input type="text"/>	<input type="text"/>	\$0.00
4. Utility Deposits		<input type="text"/>	<input type="text"/>	\$0.00
5. Utility Payments		<input type="text"/>	<input type="text"/>	\$0.00
6. Moving Costs		<input type="text"/>	<input type="text"/>	\$0.00
7. Housing Search and Placement		<input type="text"/>	<input type="text"/>	\$0.00
8. Housing Stability Case Management		<input type="text"/>	<input type="text"/>	\$0.00
9. Mediation		<input type="text"/>	<input type="text"/>	\$0.00
10. Legal Services		<input type="text"/>	<input type="text"/>	\$0.00
11. Credit Repair		<input type="text"/>	<input type="text"/>	\$0.00
Sub Total Request	\$0.00	\$0.00		\$0.00

Housing Relocation & Stabilization Services \$576.105	ESG Request Amount	Match Amount	List Source of Match	Total
Short-Term & Medium-Term Rental Assistance \$576.106	ESG Request Amount	Match Amount	List Source of Match	Total
1. Short-Term Rental Assistance – TBRA		<input type="text"/>	<input type="text"/>	\$0.00
2. Short-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
3. Medium-Term Rental Assistance - TBRA		<input type="text"/>	<input type="text"/>	\$0.00
4. Medium-Term Rental Assistance – PBRA		<input type="text"/>	<input type="text"/>	\$0.00
5. Payment of Rental Arrears		<input type="text"/>	<input type="text"/>	\$0.00
Sub Total Request	\$0.00	\$0.00		\$0.00

**HMIS Component \$576.107**

HMIS	ESG Request Amount	Match Amount	List Source of Match	Total
1. Purchasing/leasing hardware		<input type="text"/>	<input type="text"/>	\$0.00
2. Purchasing software/licenses		<input type="text"/>	<input type="text"/>	\$0.00
3. Purchasing/leasing equipment		<input type="text"/>	<input type="text"/>	\$0.00
4. Technical support		<input type="text"/>	<input type="text"/>	\$0.00
5. Leasing office space		<input type="text"/>	<input type="text"/>	\$0.00
6. Utility services necessary to operate HMIS		<input type="text"/>	<input type="text"/>	\$0.00
7. Salaries for operating HMIS		<input type="text"/>	<input type="text"/>	\$0.00
8. Travel to attend APPROVED HMIS training.		<input type="text"/>	<input type="text"/>	\$0.00
9. Travel cost to conduct HMIS intake		<input type="text"/>	<input type="text"/>	\$0.00
10. HMIS participation fees		<input type="text"/>	<input type="text"/>	\$0.00

HMIS	ESG Request Amount	Match Amount	List Source of Match	Total
11. VSP Agency Costs to establish and operate comparable database		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**Administrative Costs \$576.108**

Administrative Costs (3.75percent)	ESG Request Amount	Match Amount	List Source of Match	Total
1. General Management, Oversight and Coordination		<input type="text"/>	<input type="text"/>	\$0.00
2. HUD Sponsored Training on ESG requirements		<input type="text"/>	<input type="text"/>	\$0.00
3. Environmental Review (Local Government Only)		<input type="text"/>	<input type="text"/>	\$0.00
<b>Sub Total Request (limited to 3.75percent of total ESG Request Amount)</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

Sub Total ESG Request \$0.00

Sub Total Proposed Match \$0.00

Match Percentage 0%

Rapid Re-Housing Percentage 0%

Admin Cost Percentage 0.00%