

2018-
2019

Kansas
ESG

2018

KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION

SECTION I: SUB RECIPIENT APPLICANT INFORMATION (City, County)

Sub Recipient is responsible for the administration of the ESG and coordination of the ESG programs in the geographical jurisdiction.

A. APPLICANT INFORMATION

Sub Recipient City of Lawrence

Authorized Representative Stuart Boley Title Mayor

Address PO Box 708 City Lawrence

State KS Zip 66044 Federal I.D. Number 48-6033520

Contact to whom questions about this application should be directed: Danelle Dresslar

Telephone 785-832-3108 Fax 785-832-3110

E-mail Address ddresslar@lawrenceks.org

B. TOTAL ESG REQUEST (all applying agencies)

ESG Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Totals
Willow Dom. Violence Ctr.		\$ 60,000.00				\$ 60,000.00
The Salvation Army			\$ 10,000.00			\$ 10,000.00
Law. Community Shelter		\$ 87,000.00			\$ 25,000.00	\$ 112,000.00
Catholic Charities of NEKS			\$ 10,000.00	\$ 37,000.00	\$ 2,000.00	\$ 49,000.00
						\$ 0.00
						\$ 0.00
Sub Totals	\$ 0.00	\$ 147,000.00	\$ 20,000.00	\$ 37,000.00	\$ 27,000.00	\$ 231,000.00

C. COUNTIES OF ESG SERVICES:

1. Douglas
2. _____
3. _____
4. _____
5. _____
6. _____

D. PERFORMANCE OUTCOME MEASURES

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

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

- ☒ Suitable living environment
☐ Decent affordable housing
☐ Creating economic opportunity

2. Select at least one of the following that describes the outcome your project will achieve:

(NOTE: Outcomes show how programs benefit a community or people served.)

- ☒ Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.)
☐ Affordability (This applies to making an activity more affordable for low income persons.)
☐ Sustainability (Using ESG resources in a targeted area to help make that area more viable or livable.)

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

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

Signature of Authorized Official of Governing Body

Mayor

Title

05/15/2018

Date

SECTION VII: PERFORMANCE OUTCOMES**A. Written Standards for Provision of ESG Assistance**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the federal regulations.
10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify you have established applicable Written Standards for ESG.

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

Name Stuart Boley Title Mayor

Signature _____ Date 05/15/2018

B. ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2016 ESG period.

Outcomes: An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

Performance Measurement: Performance measurement is generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.

Please certify you understand the performance outcomes and measurements for your ESG activities. (att. 14)

ESG ACTIVITY	EXPECTED OUTCOME	PERFORMANCE MEASUREMENT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.	data quality report (submitted quarterly)
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.	data quality report (submitted quarterly)
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)	data quality report (submitted quarterly)
Street Outreach	75% of clients will access Essential Services	Service Summary (submitted quarterly)
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	Agency follow up procedure (submitted quarterly)
Homeless Prevention	75% of clients will access permanent housing	data quality report (submitted quarterly)
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	Agency Follow up procedure (submitted quarterly)
Rapid Re Housing	75% of clients will access permanent housing	data quality report (submitted quarterly)
1 st Quarter 7/01/18 – 9/30/18 Report due 10/20/ 18	2 nd Quarter 10/01/18 – 12/31/18 Report due 01/20/19	3 rd Quarter 01/01/19 – 3/31/19 Report due 4/20/19
		4 th Quarter 4/01/19 – 6/30/19 Report due 7/20/19

Name Stuart Boley Title Mayor

Signature _____ Date 05/15/2018

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

Authorized Signature

Mayor

Title

05/15/2018

Date

STATEMENT REGARDING DISCRIMINATION

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

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

Authorized Signature

Mayor

Title

05/15/2018

Date

**STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL
REGULATIONS**

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

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

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

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

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

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

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

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

☐ Yes ☒ No ☐ Unsure

Does the proposed project area contain asbestos containing materials?

☐ Yes ☒ No ☐ Unsure

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

Authorized Signature

Mayor

Title

05/15/2018

Date

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2018 EMERGENCY SOLUTIONS GRANT (ESG)**

I, Stuart Boley, Mayor (name and title), duly authorized to act on behalf of
the City of Lawrence (name of jurisdiction), hereby approve the following emergency solutions
grant activities proposed by The Lawrence Community Shelter (name of nonprofit organization), which are to
be located in Lawrence, KS (name(s) of jurisdiction(s)).

By: _____
Signature and Date

Stuart Boley
Typed or Written Name of Signatory Local Official

Mayor
Title

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2018 EMERGENCY SOLUTIONS GRANT (ESG)**

I, Stuart Boley, Mayor (name and title), duly authorized to act on behalf of
the City of Lawrence (name of jurisdiction), hereby approve the following emergency solutions
grant activities proposed by Willow Dom. Violence Ctr. (name of nonprofit organization), which are to
be located in Lawrence, KS (name(s) of jurisdiction(s)):

By:

Signature and Date

Stuart Boley

Typed or Written Name of Signatory Local Official

Mayor

Title

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2018 EMERGENCY SOLUTIONS GRANT (ESG)**

I, Stuart Boley, Mayor (name and title), duly authorized to act on behalf of
the City of Lawrence (name of jurisdiction), hereby approve the following emergency solutions
grant activities proposed by The Salvation Army (name of nonprofit organization), which are to
be located in Lawrence, KS (name(s) of jurisdiction(s)):

By:

Signature and Date

Stuart Boley

Typed or Written Name of Signatory Local Official

Mayor

Title

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2018 EMERGENCY SOLUTIONS GRANT (ESG)**

I, Stuart Boley, Mayor (name and title), duly authorized to act on behalf of
the City of Lawrence (name of jurisdiction), hereby approve the following emergency solutions
grant activities proposed by Catholic Charities of NEKS (name of nonprofit organization), which are to
be located in Lawrence, KS (name(s) of jurisdiction(s)):

By:

Signature and Date

Stuart Boley

Typed or Written Name of Signatory Local Official

Mayor

Title

KANSAS HOUSING



RESOURCES CORPORATION

Attachment Checklist

These items must be tabbed as attachments and submitted with application in the following order.

Applications submitted without tabbing and not in order will not be reviewed.

1. Program Partnerships
2. 501 (c) (3) Status (must be IRS Letter)
3. Certificate of Good Standing (must be current certificate from Kansas Secretary of State)
4. Certification of Local Unit of Government Approval Statement and Signature Form
5. Match Certification form
6. Documentation of membership to organizations
7. List of Board Members for Sub recipient
8. Organization Chart of Sub recipient
9. Most recent audit for Sub recipient
10. W-9 Form for Sub recipient
11. Copy of program rules and policies
12. Copy of program termination policy and procedures
13. Written Standards certification
14. Performance Outcomes certification
15. ESG Shelter Habitability Checklist (shelters only)

Per Agency
To Be included
in final
submittal
to KHRC

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

A) SUB RECIPIENT AGENCY

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

Agency's Legal Name: The Willow Domestic Violence Center Federal ID#: 48-0853356

Street/P.O. Box: 1920 Moodie Road Phone # 785-331-2034

City: Lawrence State: KS Zip: 66046 County: Douglas

Chief Executive Officer: Megan Stuke CEO Email: mstuke@willowdvcenter.org

Chief Financial Officer: Nita Redmond CFO Email: nredmond@willowdvcenter.org

ESG Contact Person: (name and title): Megan Stuke, Executive Director

Email of ESG Contact Person: mstuke@willowdvcenter.org Phone # 785-331-2034 ext 106

Alt. ESG Contact Person (required): (Name and Title): Kelsey McClasky, Director of Survivor Services

Email of Alt. ESG Contact Person (required): kmccclasky@willowdvcenter.org Phone # 785-331-2034 ext 103

B. AGENCY TYPE:

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

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

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

C. PROGRAM PARTNERSHIPS

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

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(*Accomplishments must be described in terms of households served, people served, etc.*)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 815

Total unduplicated individuals to be served: 935

Indicate the number of unduplicated adults to be served: 815

Indicate the number of unduplicated children to be served: 125

Prior ESG (if previous grantee) accomplishments: YES ☒ NO ☐

Total number of households to be served: 809

Total unduplicated individuals to be served: 929

Indicate the number of unduplicated adults to be served: 809

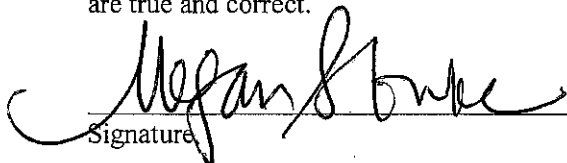
Indicate the number of unduplicated children to be served: 120

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

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

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

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


Signature

5/9/18
Date

Executive Director
Title

SECTION V: ESG ACTIVITY FUNDING

Please provide details on EACH activity your agency will provide if funded.

A. Street Outreach

Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	\$ 0.00

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

B. Emergency Shelter

Emergency Shelter	Amount Requested
Essential Services	
Renovation Activities	
Shelter Operations	\$ 60,000.00
Vouchers (Hotel or Motel where ES unavailable)	
TOTAL	\$ 60,000.00

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

The Willow Domestic Violence Center operates domestic violence shelter for individuals and their children fleeing violent situations. The shelter is operated 24/7 and 365 days a year. From July 1, 2016 to June 30, 2017, The Willow served 168 adults and 99 children in the safe home shelter. Additionally, 809 adults and 120 children were served agency-wide. Year over year, the number of victims served stays constant and often increases. The severity of domestic and relationship violence continues to grow.

In 2017, there was a sharp increase in domestic violence homicides in The Willow's service area. In Douglas County—the most densely populated area—there were 3 homicides. Two of these were a mother and her young daughter, murdered by the mother's former partner, who then killed himself. The third was a man shot and killed by an ex-partner and a friend of his ex-partner. In Jefferson County, the most rural of the three counties served by The Willow, there were 2 domestic violence homicides in 2017. In this case, it was a woman and her brother who were murdered by the woman's ex-partner.

In 2016, there were 2 domestic violence homicides in The Willow's service area, and only 1 of these was carried out by a partner or a former partner. All 5 of the homicides from 2017 were related to a partner or former partner of at least one of the victims, and represent an increase in domestic violence homicides of 150%.

Now, perhaps more than ever, victim services for IPV are essential; it is a matter of life and death. During this grant cycle, The Willow will provide survivors and their children with safe and secure shelter, food, peer counseling, support groups, community resources, court advocacy, and assistance in finding employment and permanent housing.

The Willow serves all survivors regardless of gender, gender identity, sexuality, race, ethnicity, or religion.

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	\$ 0.00

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

D. Rapid Re-Housing

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	\$ 0.00

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

E. HMIS

HMIS – up to 1.5% of the total ESG funds requested	Amount Requested
Hardware / Software	
Equipment Costs	
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	\$ 0.00

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

F. MATCH REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

Match Certification form (att. 5)

Sub Recipient Agency: The Willow Domestic Violence Center	Sub Recipient Agency DUNS #: 033362626	
Address: 1920 Moodie Road	City/State/Zip: Lawrence, KS 66046	
Executive Director: Megan Stuke	Executive Director Email: mstuke@willowdvcenter.org	Executive Director Phone: 785-331-2034 ext 106

MATCH CERTIFICATION:

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

Requested Activity	Amount Requested	Amount of Match	Match Description
Street Outreach			
Emergency Shelter	\$ 60,000.00	\$ 60,000.00	See Attachment 5
Homeless Prevention			
Rapid Re Housing			
HMIS			
Total	\$ 60,000.00	\$ 60,000.00	

Signature: Megan Stuke

Date: 5/9/18

Title: Executive Director

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

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

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

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

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

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

The Willow facilitates a Human Trafficking CCR and a Court Advocacy CCR. The agency also actively participates in the Coalition for Homelessness Concerns and the United Way of Douglas County Quarterly Partner Meetings.

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

The Willow Board of Directors maintains 8-10 members with rolling terms. The entire Board and Sub-Committees meet monthly. Responsibilities include, but are not limited to, financial status reviews, organizational development oversight, maintaining diversified funding, etc.

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

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

The Willow uses QuickBooks Pro Premiere Non-Profit Edition 2018 to manage the tracking of the agency's income and expenses. The Bookkeeper and Assistant Bookkeeper are responsible for entering deposits, bill payment, and creating reports. The deposits, bills, and reports are reviewed by the Executive Director to ensure accuracy and budgeting.

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

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

NO

- G. Provide an address and physical description of the shelter and/or service delivery site.

Domestic Violence providers provide only physical description:

The Willow Domestic Violence Center's Safe Shelter is in a secure (location is confidential), nine bedroom, four bathroom house with a shared kitchen, living room, laundry facilities, basement, and fenced secure backyard. The shelter has an on-site office for shelter staff with administrative offices off-site. Shelter capacity is 28.

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

All shelter residents and their children are domestic violence survivors fleeing violent homes. Each person residing in our shelter is homeless as a result of domestic violence.

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

NO

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

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

SECTION VII: PERFORMANCE OUTCOMES

A. Written Standards for Provision of ESG Assistance

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the federal regulations.
10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify you have established applicable Written Standards for ESG.

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

Name Megan Strike Title 5/9/18

Signature Megan Strike Date Executive Director

B. ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2016 ESG period.

Outcomes: An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

Performance Measurement: Performance measurement is generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.

Please certify you understand the performance outcomes and measurements for your ESG activities. (att. 14)

ESG ACTIVITY	EXPECTED OUTCOME	PERFORMANCE MEASUREMENT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.	data quality report (submitted quarterly)
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.	data quality report (submitted quarterly)
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)	data quality report (submitted quarterly)
Street Outreach	75% of clients will access Essential Services	Service Summary (submitted quarterly)
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	Agency follow up procedure (submitted quarterly)
Homeless Prevention	75% of clients will access permanent housing	data quality report (submitted quarterly)
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	Agency Follow up procedure (submitted quarterly)
Rapid Re Housing	75% of clients will access permanent housing	data quality report (submitted quarterly)
1 st Quarter 7/01/18 – 9/30/18 Report due 10/20/18	2 nd Quarter 10/01/18 – 12/31/18 Report due 01/20/19	3 rd Quarter 01/01/19 – 3/31/19 Report due 4/20/19
		4 th Quarter 4/01/19 – 6/30/19 Report due 7/20/19

Name Megan Staker Title 5/9/18

Signature Megan Staker Date 5/9/18

MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS: CHECKLIST**2018 ESG: (att. 15)**

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

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

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

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

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

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

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

MINIMUM STANDARDS FOR EMERGENCY SHELTERS

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

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

CERTIFICATION STATEMENT

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

- ☒ Property meets all of the above standards.
☐ Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: Kansas Housing Resources Corporation

ESG Subrecipient Name (if applicable): The Willow Domestic Violence Center

Emergency Shelter Name: The Willow Safe Home Shelter

Street Address: (Shelter location is confidential) Admin Offices: 1920 Moodie Road

City: Lawrence State: KS Zip: 66046

Evaluator Signature: _____ Date of review: _____

Evaluator Name: _____

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

Approving Official Name (if applicable): _____

CERTIFICATION REGARDING LOBBYING

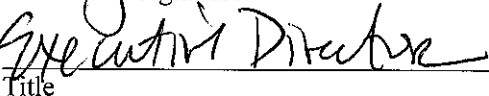
Certification for Contracts, Grants, Loans, and Cooperative Agreements

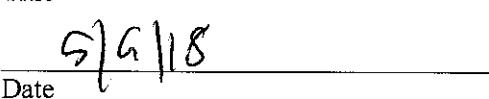
The undersigned certifies to the best of his or her knowledge and belief that:

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

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


Authorized Signature


Title


Date

STATEMENT REGARDING DISCRIMINATION

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

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

Megan Stulce
Authorized Signature

Executive Director
Title

5/19/18
Date

**STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL
REGULATIONS**

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

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

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

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

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

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

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

To the best of your knowledge:

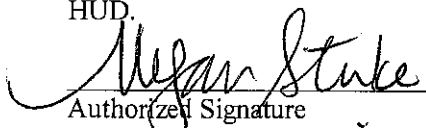
Does the proposed project area contain lead-based paint?

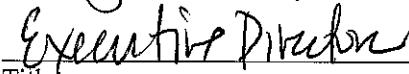
☐ Yes ☒ No ☐ Unsure

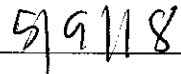
Does the proposed project area contain asbestos containing materials?

☐ Yes ☒ No ☐ Unsure

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


Authorized Signature


Title


Date

SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)**A) SUB RECIPIENT AGENCY**

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

Agency's Legal Name: _____ Federal ID#: 44-0545998

Street/P.O. Box: 946 New Hampshire Phone # 785-843-4188

City: Lawrence State: KS Zip: 66044 County: Douglas

Chief Executive Officer: Phillip Maxwell CEO Email: kandc@usc.salvationarmy.org

Chief Financial Officer: Rob Gates CFO Email: rob_gates@usc.salvationarmy.org

ESG Contact Person: (name and title): Corey Wheeler, Corps Officer

Email of ESG Contact Person: Corey_Wheeler@usc.salvationarmy.org Phone # 785-843-4188

Alt. ESG Contact Person (required): (Name and Title): Vivian Baars, Program Director

Email of Alt. ESG Contact Person (required): Vivian_Baars@usc.salvationarmy.org Phone # 785-843-4188

B. AGENCY TYPE:

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

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

- ☐ Chronically homeless Persons or families
- ☐ HIV/AIDS
- ☐ Elderly
- ☐ Veterans
- ☐ Mental Health
- ☐ Youth
- ☐ Domestic Violence Victims
- ☐ Substance abuse
- ☐ Other Individuals or families who are literally homeless or are at imminent risk of becoming homeless.

C. PROGRAM PARTNERSHIPS

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

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(*Accomplishments must be described in terms of households served, people served, etc.*)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 3-5

Total unduplicated individuals to be served: 6-15

Indicate the number of unduplicated adults to be served: 3-10

Indicate the number of unduplicated children to be served: 3-15

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

Total number of households to be served: _____

Total unduplicated individuals to be served: _____

Indicate the number of unduplicated adults to be served: _____

Indicate the number of unduplicated children to be served: _____

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

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

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

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

Signature

Date

Title

SECTION V: ESG ACTIVITY FUNDING

Please provide details on EACH activity your agency will provide if funded.

A. Street Outreach

Street Outreach	Amount Requested
Engagement Activities	\$ 0.00
Case Management	\$ 0.00
Emergency Health Services	\$ 0.00
Emergency Mental Health Services	\$ 0.00
Transportation	\$ 0.00
TOTAL	\$ 0.00

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

B. Emergency Shelter

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

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

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$3,000.00
Utility Assistance	\$2,000.00
Rental Arrears (1-time payments of up to 6 months)	\$4,000.00
Security Deposits (up to 2 months)	\$1,000.00
Moving Costs	
Services Costs	
TOTAL	\$ 10,000.00

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

The Salvation Army's (TSA) goal is to prevent households at imminent risk of becoming homelessness from becoming homeless through the collaborative interventions and initiatives. ESG funds will be used when resource needs are beyond the ability of the Emergency Services Council (ESC) or the Warm Hearts program to prevent an individual or family from becoming homeless.

Funds awarded through the ESG program will support this mission by directly supporting the needs of those individuals who are facing homelessness due to short term crisis. ESG funds are used to alleviate immediate crisis by preventing homelessness and then connecting individuals with ESC agencies to prevent a future short term crisis.

The grant will be allocated to the ESG Homeless Prevention program and is estimated that it will prevent 3-5 households, in Douglas County, from becoming homeless. The request for homelessness prevention assistance through ESG will empower individuals and families through providing case management and financial assistance. Following ESG guidelines, eligible participants may receive financial assistance for rent, rent arrears, utilities payments and assessed late fees, to prevent eviction. TSA will also provide assessment and case management services including life skills, budgeting and job training directly or through referrals to increase the ability of individuals and families to become self-sufficient and have a better quality of life through increased income and opportunity.

TSA received CDBG funding for FY17-18, and applied again for funding for FY 18-19, and received \$25,000 for FY118 from Douglas County. Funding resources dedicated to emergency assistance and case management for the Salvation Army include \$40,000 from the RICE foundation, \$5,000 from private foundations and other donors. Our Advisory Board is dedicated to procuring in-kind donations from the community. TSA ESG Homeless Prevention program funding will utilize the experience gained in administering these programs to provide services to additional families.

D. Rapid Re-Housing

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$ 0.00
Utility Assistance	\$ 0.00
Rental Arrears (1-time payments of up to 6 months)	\$ 0.00
Security Deposits (up to 2 months)	\$ 0.00
Moving Costs	\$ 0.00
Services Costs	\$ 0.00
TOTAL	\$ 0.00

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

E. HMIS

HMIS – up to 1.5% of the total ESG funds requested	Amount Requested
Hardware / Software	
Equipment Costs	
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	\$ 0.00

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

F. MATCH REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

Match Certification form (att. 5)

Sub Recipient Agency: The Salvation Army	Sub Recipient Agency DUNS #:	
Address: 946 New Hampshire	City/State/Zip: Lawrence, KS 66044	
Executive Director:	Executive Director Email:	Executive Director Phone:

MATCH CERTIFICATION:

- The ESG applicant completing this Match Certification has verified the eligibility of the match item(s) to which this certification relates;
- The ESG applicant has reviewed the Federal Guidelines regarding the match requirement **(24CFR576.201 and 2CFR200.306)**
- The ESG applicant has verified that the funds used to Match the ESG Program are not being used to match any other grant;
- The ESG applicant has / will collect valid documentation of Match for which this certification relates; and,
- The ESG applicant Executive Director has reviewed the Match documentation to which this Match Certification relates and has verified that all the representations made in this Match Certification are true and correct.

Requested Activity	Amount Requested	Amount of Match	Match Description
Street Outreach			
Emergency Shelter			
Homeless Prevention	\$10,000.00	\$10,000.00	Office space and supplies
Rapid Re Housing			
HMIS			
Total	\$10,000.00	\$10,000.00	

Signature: _____

Date: _____

Title: _____

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

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

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

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

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

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Balance of State (BoS) Continuum of Care (CoC) – The Salvation Army actively participates in monthly meetings. Lawrence is its own region and unique in that members are focused on Douglas County. The Salvation Army is also a vital member of Notice of Funding Availability (NOFA), a sub-group of BoS CoC, which focuses on implementation of funding requirement updates and agency compliance for HUD funded CoC programs.

- *Homeless Issues Advisory Committee (HIAC) – The Salvation Army actively participates in all HIAC meetings which are held quarterly in the City of Lawrence, addressing issues of homelessness in the best interests of our community. The Salvation Army reports on permanent supportive housing.*
- *The Salvation Army began administration of the Emergency Services Council (ESC) collaboration in January 2017. Quarterly meetings will be scheduled. The case manager for Emergency Assistance serves as administrator.*
- *The Salvation Army serves as administration support for Warm Hearts of Douglas County. The case manager for emergency assistance reviews all Warm Hearts applications that are submitted for seasonal utility assistance for final approval prior to processing. The case manager for emergency assistance attends all Warm Hearts Board meetings and provides weekly reports and summaries as well as a season end report and summary.*

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

If so, what entity is responsible for oversight?

The Salvation Army's fiscal policies and procedures are established by the governing board of The Salvation Army Central Territory in accordance with applicable laws and generally accepted accounting principles. All financial records are maintained by the Finance Department at the Divisional Headquarters of The Salvation Army. Purchasing and staffing decisions are made at the local level within the established guidelines. Financial records are maintained utilizing Shelby Systems software. All security for the computer system is controlled by the Central Territory Information Technology Department. An audit log is available which tracks all entries and access in the system. An internal audit is completed annually by Divisional Headquarters staff. An independent audit is also completed on an annual basis by an outside firm.

1. Attach List of Board Members for sub recipient agency (att. 7)

2. Attach an Organization Chart of sub recipient agency (att. 8)

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

The Salvation Army's fiscal policies and procedures are established by the governing board of The Salvation Army Central Territory in accordance with applicable laws and generally accepted accounting principles. All financial records are maintained by the Finance Department at the Divisional Headquarters of The Salvation Army. Purchasing and staffing decisions are made at the local level within the established guidelines. Financial records are maintained utilizing Shelby Systems software. All security for the computer system is controlled by the Central Territory Information Technology Department. An audit log is available which tracks all entries and access in the system. An internal audit is completed annually by Divisional Headquarters staff. An independent audit is also completed on an annual basis by an outside firm.

1. Attach a copy of the agency's most recent audit. (att. 9)

2. Attach a completed W-9 Form for Sub recipient. (att. 10)

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

No

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

The Salvation Army building in Lawrence is a brick 2-story multipurpose building that contains a chapel, community kitchen, food pantry, office and meeting space for the staff. The office is located at:

The Salvation Army
946 New Hampshire
Lawrence, KS 66044

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

We will comply with the policies and procedures set forth in the Federal ESG "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).

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

No

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

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

SECTION VII: PERFORMANCE OUTCOMES**A. Written Standards for Provision of ESG Assistance**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the federal regulations.
10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify you have established applicable Written Standards for ESG.

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

Name _____ Title _____

Signature _____ Date _____

B. ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2016 ESG period.

Outcomes: An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

Performance Measurement: Performance measurement is generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.

Please certify you understand the performance outcomes and measurements for your ESG activities. (att. 14)

ESG ACTIVITY	EXPECTED OUTCOME		PERFORMANCE MEASUREMENT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.		data quality report (submitted quarterly)
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.		data quality report (submitted quarterly)
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)		data quality report (submitted quarterly)
Street Outreach	75% of clients will access Essential Services		Service Summary (submitted quarterly)
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.		Agency follow up procedure (submitted quarterly)
Homeless Prevention	75% of clients will access permanent housing		data quality report (submitted quarterly)
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.		Agency Follow up procedure (submitted quarterly)
Rapid Re Housing	75% of clients will access permanent housing		data quality report (submitted quarterly)
1 st Quarter 7/01/18 – 9/30/18 Report due 10/20/ 18	2 nd Quarter 10/01/18 – 12/31/18 Report due 01/20/19	3 rd Quarter 01/01/19 – 3/31/19 Report due 4/20/19	4 th Quarter 4/01/19 – 6/30/19 Report due 7/20/19

Name _____ Title _____

Signature _____ Date _____

MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS: CHECKLIST**2018 ESG: (att. 15)**

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

- **Emergency Shelter Standards.**

- Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).
- In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.

- **Permanent Housing Standards.** The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

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

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

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

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

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

MINIMUM STANDARDS FOR EMERGENCY SHELTERS

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

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

CERTIFICATION STATEMENT

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

- ☐ Property meets all of the above standards.
☐ Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: Kansas Housing Resources Corporation

ESG Subrecipient Name (if applicable): _____

Emergency Shelter Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Evaluator Signature: _____ Date of review: _____

Evaluator Name: _____

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

Approving Official Name (if applicable): _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

Authorized Signature

Title

Date

STATEMENT REGARDING DISCRIMINATION

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

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

Authorized Signature

Title

Date

**STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL
REGULATIONS**

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

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

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

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

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

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

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

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

No _____

Does the proposed project area contain asbestos containing materials?

No

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

Authorized Signature

Title

Date

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2018 EMERGENCY SOLUTIONS GRANT (ESG)**

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

By: _____
Signature and Date

Typed or Written Name of Signatory Local Official

Title

2018-
2019

Kansas
ESG

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

A) SUB RECIPIENT AGENCY

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

Agency's Legal Name: Lawrence Community Shelter, Inc. Federal ID#: 74-2848203

Street/P.O. Box: 3655 E 25th St Phone # 785-832-8864

City: Lawrence State: Kansas Zip: 66046 County: Douglas

Chief Executive Officer: Sarah Jane Russell CEO Email: SarahJaneR@lawrenceshelter.org

Chief Financial Officer: N/A CFO Email: N/A

ESG Contact Person: (name and title): Charles G Frager, Director of Operations

Email of ESG Contact Person: cgfrager@lawrenceshelter.org Phone # 785-917-8880

Alt. ESG Contact Person (required): (Name and Title): Kenny Yates, Wrap-around Services Director

Email of Alt. ESG Contact Person (required): Kennethy@lawrence Phone # 785-221-6386

B. AGENCY TYPE:

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

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

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

2018-
2019

Kansas
ESG

C. PROGRAM PARTNERSHIPS

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

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(*Accomplishments must be described in terms of households served, people served, etc.*)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 500

Total unduplicated individuals to be served: 700

Indicate the number of unduplicated adults to be served: 630

Indicate the number of unduplicated children to be served: 70

Prior ESG (if previous grantee) accomplishments: YES ☐ NO ☒

Total number of households to be served: _____

Total unduplicated individuals to be served: _____

Indicate the number of unduplicated adults to be served: _____

Indicate the number of unduplicated children to be served: _____

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

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

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

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

Sarah Jane Russell
Signature

5/01/2018
Date

Executive Director

Title

2018-
2019

Kansas
ESG

SECTION V: ESG ACTIVITY FUNDING

Please provide details on EACH activity your agency will provide if funded.

A. Street Outreach

Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	\$ 0.00

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

N/A

B. Emergency Shelter

Emergency Shelter	Amount Requested
Essential Services	
Renovation Activities	\$ 55,000.00
Shelter Operations	\$ 17,000.00
Vouchers (Hotel or Motel where ES unavailable)	\$ 15,000.00
TOTAL	\$ 87,000.00

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

See attached supplement.

2018-
2019

Kansas
ESG

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	\$ 0.00

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

N/A

2018-
2019

Kansas
ESG

D. Rapid Re-Housing

Rapid Re-Housing	
	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	\$ 0.00

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

N/A

2018-
2019

Kansas
ESG

E. HMIS

HMIS – up to 1.5% of the total ESG funds requested	
Hardware / Software	Amount Requested
Equipment Costs	
Data Entry / Analysis	
Data Quality	\$ 10,000.00
Training	\$ 5,000.00
Reporting	\$ 5,000.00
	\$ 5,000.00
TOTAL	\$ 25,000.00

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

See attached supplement.

F. MATCH REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

Match Certification form (att. 5)

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

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

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

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

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

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.
See attached supplement.

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

See attached supplement.

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

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

See attached supplement.

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

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

See attached supplement.

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

Our facility is located at 3655 E. 25th Street, Lawrence, KS.
We are housed in a former warehouse with an approximate footprint of 24,000 sq/ft.
Our dorms are divided into three areas: a family dorm, a women's dorm, and a men's dorm.
We also have offices for about 8 employees, a conference room, a large common area, a dining room, a kitchen, and about 7,500 sq/ft warehouse which is slated for improvement into a winter expansion shelter.

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

LCS seeks 3rd party confirmation for all clients entering programming. If 3 unsuccessful attempts occur we will self-certify only once documentation of the above attempts is on file.

LCS actively uses the KSHRC provided Certification/ Self-Certification documents.

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

See attached supplement.

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

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

MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS: CHECKLIST
2018 ESG: (att. 15)

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

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

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

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

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

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

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

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

- a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of an cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form III "Disclosure Form to Report Lobbying", in accordance with its instructions.
 - c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Sarah Jane Russell
Authorized Signature

Executive Director

Title

05/01/2018
Date

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STATEMENT REGARDING DISCRIMINATION

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

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

Sarah Jane Russell
Authorized Signature

Executive Director

Title

05/01/2018
Date

STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS

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

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards. All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

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

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

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

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

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

☐ Yes ☒ No ☐ Unsure

Does the proposed project area contain asbestos containing materials?

☐ Yes ☒ No ☐ Unsure

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

Sarah Jane Russell
Authorized Signature

Executive Director

Title

Date

05/01/2018

2018 Emergency Solutions Grant Application

Lawrence Community Shelter

Application Supplement



a path to a positive future

Our Mission

The mission of the Lawrence Community Shelter is to provide a safe shelter and comprehensive programs that set individuals and families facing homelessness on a path to a positive future.

The Lawrence Community Shelter was established in 2005 as a 501(c)(3) non-profit corporation. It was founded by two nonprofit entities, the Lawrence Open Shelter and the Community Drop-In Center. Both organizations grew and expanded services to the homeless population. Soon both recognized that they could provide a wider and more effective range of care to many of the same people if they merged, forming the Lawrence Community Shelter.

Section 1: SUB RECIPIENT APPLICANT INFORMATION

Part D: PERFORMANCE OUTCOME MEASURES

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

The objective of Lawrence Community Shelter's programming and facility is to provide a suitable living environment for the homeless population of Douglas County.

2. Select at least one of the following that describes the outcome your project will achieve:

Availability/Accessibility

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

Lawrence Community Shelter provides the only unrestricted, low barrier emergency shelter in Douglas County. We embrace the no wrong door approach and ensure that all individuals who present at our facility receive service or an appropriate diversion to more specialized community resources.

Section IV: ESG Application

Part C: Program Partnerships

1. DCCCA

- a. Contact: Sandra Dixon
- b. Phone: (785) 841-4138
- c. Email: sdixon@dccca.org
- d. Description: Drug/alcohol abuse assessment, evaluation and treatment

2. Bert Nash Community Health Center

- a. Contact: Matthew Faulk
- b. Phone: (785) 843-9192
- c. Email: mfaulk@bertnash.org
- d. Description: Mental health assessment, evaluation and treatment; Homeless outreach team.

3. Heartland Community Health Center

- a. Contact: Allie Nicholson
- b. Phone: (785) 841-7297
- c. Email: anicholson@heartlandhealth.org
- d. Description: Physical health assessment, evaluation and treatment

4. Douglas County Health Department

- a. Contact: Charlie Bryan
- b. Phone: (785) 856-7357
- c. Email: cbryan@ldchealth.org
- d. Description: Physical health assessment, evaluation and treatment

5. Douglas County Correctional Facility

- a. Contact: Mike Brouwer
- b. Phone: (785) 830-1001
- c. Email: mbrouwer@dgso.org
- d. Description: Re-Entry program, case management

6. Lawrence-Douglas County Housing Authority

- a. Contact: Shannon Oury, Nickie Daneke
- b. Phone: (785) 830-2250
- c. Email: soury@ldcha.org, ndaneke@ldcha.org
- d. Description: Section 8, General housing, New Horizons (Family housing subsidy), transitional housing, permanent supportive housing.

7. Catholic Charities

- a. Contact: Namaste Manney
- b. Phone: (785) 856-2694 Ex. 1720
- c. Email: nmanney@catholiccharitiesks.org
- d. Description: Clothing, Food Pantry, Rapid Rehousing, Utilities assistance.

8. Disability Professionals

- a. Contact: Patrick Donahue
- b. Phone: (785) 832-8521
- c. Email: HELP@DISABILITYPROS.ORG
- d. Description: Disability benefits assistance and support.

9. Kansas Legal Services

- a. Contact: Kerrie Lonard
- b. Phone: (785) 354-8531
- c. Email: lonardk@klsinc.org
- d. Description: Access to affordable legal benefits

10. Just Food

- a. Contact: Elizabeth Keever
- b. Phone: (785) 856-7030
- c. Email: ekeever@justfoodks.org
- d. Description: Food assistance post move-out

11. The Salvation Army

- a. Contact: Lt. Corey Wheeler
- b. Phone: (785) 856-1530
- c. Email: corey_wheeler@usc.salvationarmy.org
- d. Description: Project ABLE (Permanent Supportive Housing), clothing, funds for housing, utilities

12. United Way of Douglas County

- a. Contact: Jannette Taylor
- b. Phone: (785) 843-6626
- c. Email: jtaylor@unitedwaydgco.org
- d. Description: Fundraising, volunteer engagement

13. Sexual Trauma & Abuse Care Center

- a. Contact: Chrissy Heikkila
- b. Phone: (785) 843-8985
- c. Email: chrissy@stacarecenter.org
- d. Description: Counseling, advocacy, response, education

14. Heartland RADAC

- a. Contact: Mary Jackson
- b. Phone: (785) 371-2782
- c. Email: mary@hradac.com
- d. Description: Drug/alcohol abuse assessment, evaluation and treatment

15. The Willow Domestic Violence Center

- a. Contact: Megan Stuke
- b. Phone: (785) 331-2034 Ex.106
- c. Email: mstuke@willowdvcenter.org
- d. Description: Emergency shelter, counseling, advocacy, response, education

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

See Attachment 2

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

See Attachment 3

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

See Attachment 4

Section V: ESG Activity Funding

Part B. Emergency Shelter

1. Mission

- a. Mission Statement: The mission of the Lawrence Community Shelter is to provide a safe shelter and comprehensive programs that set individuals and families facing homelessness on a path to a positive future.
- b. Strategic Vision: The vision for LCS is to continue to provide a place where individuals and families can seek shelter when they would otherwise suffer from homelessness. LCS provides critical services and timely diversions to address the root cause of guests homelessness either internally or with the assistance of community partners. The ultimate goal for those who are in our care is to be empowered to achieve a sustainable, successful, and permanent housing placement.

2. Background Information and Assessment.

a. Organizational capacity assessment.

- i. LCS is an emergency homeless shelter. LCS has the capacity and required zoning ordinances to shelter 125 adults and children, with an additional cold-weather allowance of 15 individuals whenever the nightly low is below 40°F.
- ii. LCS's goal is to help people find long-term, sustainable, independent housing.
- iii. LCS functions as a keystone diversion agency. When a guest arrives at our facility, they begin their stay with a detailed comprehensive intake to capture data to help us identify causes of their homelessness and emergent circumstances. If willing and interested, guests are placed on our case management waitlist. This is a FIFO list for those interested in our program services, based on arrival date and interest. Upon entry to case management, the guest in question will begin a structured 90-day case plan, with the goal of successful housing at the end of that 90 day period. (Extensions are granted on a case by case basis). During this period of their stay the guest receives relevant diversion to community services and works toward building a sustainable, empowering and independent foundation for housing success and healthy living. We seek to achieve the above by the following means:

1. Identification and pursuit of affordable housing opportunities, typically in conjunction with LDCHA (Douglas County Housing Authority).
2. Assessment of physical and mental health challenges, diversion for those issues that are beyond our ability to address generally occur to Bert Nash Community Mental Health Center or Heartland Community Health Center.
3. Assessment and referral for treatment for alcohol and substance abuse utilizing the resources of Heartland RADAC and DCCCA.
4. Identification, pursuit, and facilitation of suitable employment opportunities utilizing in-house employment supports, in addition to community vocational rehabilitation and job counseling services.
5. Facilitation of legal support through Kansas Legal Services periodic workshops and in person meetings.
6. Preparation support for disabled guests seeking SSI/ SSDI; these applications are then referred to Disability Professionals or the SOAR program.

b. LCS's capacity to build and sustain performance

- i. The strength and capability of LCS begins with its staff. We have a dedicated group of employees and volunteers with a heart for our mission, who are excellent teammates, highly engaged and competent in delivering the services detailed herein.
- ii. Partnership and collaboration. We have fostered a robust network of community partners, integrated LCS into the Lawrence ecosystem of service agencies, and improved active participation with the BoS CoC.

c. Opportunities to build and sustain performance.

- i. One of our core values is our focus on learning and improvement. We believe that, no matter whether a project is deemed a success or failure, we can always use the experience to inform our next approach to more effectively accomplish our objective. In that spirit of progress we seek to improve the following through 2018 into 2019:
 1. Our integration into CoC activities and supports (Eg. Coordinated Entry, HMIS committee, PIT Count, Etc.)
 2. Our capacity to utilize available resources for data collection and analysis (Apricot Database, MyResource Connection, MaacLink, Etc.)

3. Our collaborations with other community partners as well as our network of partner agencies.
4. Our execution of the Jan. 2010 Management Plan and Good Neighbor agreement developed in tandem with the City of Lawrence.

3. Strategy Development

a. Programs services and operations.

- i. For guests who do not suffer from debilitating mental illness, substance abuse or alcoholism, we seek to:
 1. Strengthen our case management, residential programs and referral services such that average length of stay for such guest is approximately 90-days
 - a. Development and execution of a set of benchmarks with the goal of helping the guest in question to develop skills which precipitate the transition to healthy, sustainable, and successful tenancy.

(See attached 90-Day benchmarks.)

- b. Continue to expand our volunteer network and utilize skilled volunteers to expand our direct services to guests and supplement case management activities.
 - c. Continue to put resources and staff hours into our wraparound supports to guests post move-out, as well as our volunteer corps which assists guest with building a foundation to support their transition out of LCS.
2. Further development and execution of programs that improve our guests':
 - a. Access to appropriate employment opportunities
 - b. Access to disability resources
 - c. Financial literacy and their willingness and/or ability to retain a bank account and accrue savings
 3. Advocacy within the community for the development of adequate and appropriate long-term affordable housing.

ii. In addition to the above, for guests who suffer from debilitating mental illness, substance abuse or alcoholism, we seek to:

1. Further develop and execute programs and diversions to help improve our guests':
 - a. Access to appropriate mental health services
 - b. Access to adequate and appropriate addiction and alcoholism resources and treatment options
2. Advocate within the community for the development of adequate and appropriate long term residential and treatment options for guests suffering from severe and persistent mental illness.
3. Construction and operation of an expanded winter shelter to be open from roughly October to March. See enclosed proposal.

b. Fundraising and Development

- i. Create, Foster, and encourage a culture of fundraising.
 1. Designate one LCS staff position whose primary responsibility is direction and execution of a comprehensive development plan.
 2. Conduct continued fundraising training for LCS board and leadership.
- ii. Develop fundraising infrastructure.
 1. Establish a fundraising budget.
 2. Develop fundraising materials, including fact sheets and gift range chart.
 3. Maintain and improve Every Action, LCS's fundraising database and tracking platform.
 4. Emphasize existing capability to establish recurring donation activity.
 5. Establish fundraising policy and procedure.
 6. Establish templates for cover letters, acknowledgement letters, and proposals.
- iii. Participate proactively in the public narrative about LCS.
 1. Establish a "story bank" of success stories and testimonials.
 2. Conduct community presentations and town halls.
 3. Systematically issue press releases to local media.
 4. Consistently communicate the "LCS story" through our newsletter, website, presentations, events, house parties, and media stories.
 5. Develop a PowerPoint presentation and video to support presentations, with guest participation if appropriate.

- iv. Increase donations from individual and corporate donors.
 - 1. Retain current private donors through direct solicitation, cultivation events, and communication of LCS's successes and effectiveness.
 - 2. Attract new individual and corporate donors through cultivating events and networking with Board members and current donors.
- v. Cultivate friends and nurture donor relations through special events.
 - 1. Chocolate & Tea at 3 2018
 - 2. Donor Appreciation Dinners
 - 3. Cultivation Events
- vi. Generate grant funding for needs that are not covered in the routine operating budget.
 - 1. Research and identify grant opportunities.
 - 2. Partner with qualified grant writers to achieve excellence in our applications to funders whose goals Align with LCS's mission and purpose.

c. Human Resources

- i. Maintain and improve the quality of LCS employees
 - 1. Professional development in the following areas:
 - a. Strengths based case management
 - b. Trauma-informed care
 - c. Hope-infused Care
 - d. Mental health first aid
 - e. Conflict resolution and de-escalation training
 - f. First aid, CPR and AED training
 - 2. Provide Bi-annual performance evaluation for every employee, including the Executive Director
 - 3. Provide fair and competitive compensation, conducting an annual review of industry wages and benefits
 - 4. Expansion of volunteer corps
 - a. Improve volunteer organization and tracking in order to better match volunteers with opportunities that take full advantage of their skills and interests.
 - i. Projection of 600 unique volunteers will serve by end of year, prior year was only 350 volunteers strong.

d. Relationships

- i. Build on and improve existing partnerships with:
 - 1. United Way
 - 2. Heartland Community Health Center
 - 3. Heartland RADAC
 - 4. DCCCA
 - 5. Independence Inc.
 - 6. Bert Nash Community Mental Health Center
 - 7. Douglas County Sheriff's Department (Both Correctional Facility and Reentry services)
 - 8. U.S.D. 497
 - 9. University of Kansas
 - 10. Haskell Indian Nations University
 - 11. Baker University School of Social Welfare
 - 12. Washburn University School of Social Welfare
 - 13. Peaslee Technical Training Center
 - 14. Lawrence Kansas Police Department
 - 15. Housing and Credit Counseling Inc.
- ii. Identify and develop partnership and collaboration opportunities with agencies that provide services that might be valuable to our guests.
- iii. Develop, maintain and improve our community relationships with:
 - 1. City of Lawrence
 - 2. Douglas County, Kansas
 - 3. Nearby neighbors and neighborhood associations.
 - a. Conduct quarterly Good Neighbor meetings
 - b. Conduct bi-annual community meetings
 - c. Circulate LCS newsletter to neighbors and neighborhood associations.
 - d. Successfully fulfill obligations established by Good Neighbor agreement.

ESTIMATE

AQUA FLOW PLUMBING LLC

2723 RAWHIDE LANE
LAWRENCE, KANSAS 66046

Phone: (785) 842-5444
Email: aquaflowplumbing@yahoo.com

Lawrence Community Shelter

(785) 845-0106

Estimate #

001397

Date

01/19/2018

Description	Total
Bathroom Referbish	
All countertops to be changed in bathrooms with integrated sinks and back splash	\$17,000.00
Replacing shower Heads and vavles	
Reset or replace toilets if needed	
Reset or replace urinals if needed	
Replace or rebuild flush vavles	
Replaced toilet stall	
Install grab bars	
Haul away all demolition	
Install new oven and move appliances in kitchen	
Subtotal	\$17,000.00
Total	\$17,000.00

Notes:

This is just an estimate. A fixed bid will be done after guarantee of the work to be done

Lawrence Community Shelter

LAWRENCE COMMUNITY SHELTER AUXILIARY SHELTER PROPOSAL

- I. Vision. The vision for the LCS auxiliary shelter is to provide a temporary daily safe shelter for these individuals during cold weather in a manner that, on the one hand, serves the more transient and service-resistant segment of the local homeless population but that, on the other hand, permits us to direct the majority of our limited case management resources to guests who are interested and actively engaged in receiving services.
- II. Target Demographic. A segment of the local homeless population either chooses not to avail themselves of current LCS services or is not permitted to do so because of previous misconduct (assault of staff or fellow guest, distribution of illegal narcotics, etc.). Many of these persons have nowhere to go because they have little or no other sources of support, whether from the community, friends, family, or otherwise. This problem becomes particularly acute during cold weather. The stereotypical case is that of an individual stranded in downtown Lawrence, having nowhere to go and having not committed any criminal act, in inclement weather. Lawrence currently has very few, if any, places to take such persons to spend the night. For such persons that are permitted at LCS, they are very often not interested in engaging in our solution-oriented programs and services, i.e. they are "service resistant". In our experience, we often spend an inordinate share of time, energy and resources on this population, often at the expense of spending those same resources on our guests who are very ready, willing and able to engage in our programs and services. We wish to focus our limited resources on and direct them into the areas and individuals most greatly impacted by our efforts.
- III. Location. The LCS auxiliary shelter would be located in our warehouse at our main facility at 3655 E. 25th Street on the east edge of Lawrence. The proposed footprint would be an area in the warehouse with approximate dimensions of 60'x 30' immediately to the east of and adjacent to the training room. This area has its own entrance and exit and is secured from the dayroom, kitchen, dining room, and dorms. Guests of the auxiliary shelter would not be permitted into any other part of the building other than the auxiliary shelter area, the auxiliary restrooms, and a smoking area at least 25 feet from the public entrance, as required by law. Attached hereto please find a Google Earth image of the facility, as well as a scale architectural drawing from the plans used to remodel the facility. We have added some rough graphics to the images to assist in envisioning the location and scale of this project.
- IV. Occupancy. Using the above-described dimensions, we believe that we could safely and comfortably shelter forty (40) persons per night in the auxiliary shelter.
- V. Time Frames. The auxiliary shelter would be open from approximately October 1 to the following March 31. Guests would be permitted into the facility at 7:00 p.m. and would be required to leave the following morning at 7:00 a.m. These seasonal and daily time frames would be adjusted in the event of particularly dangerous weather.

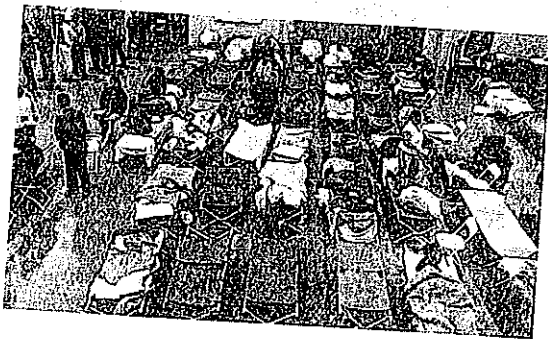
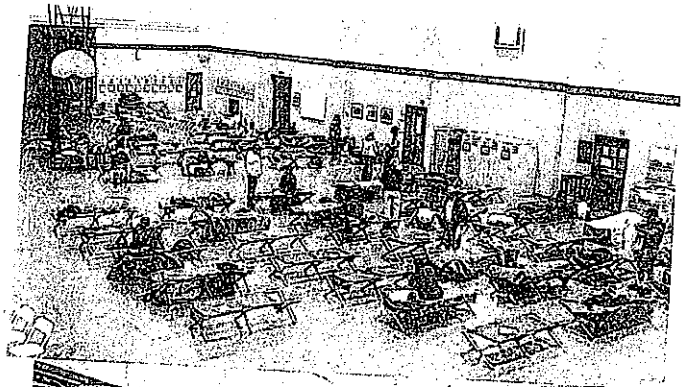
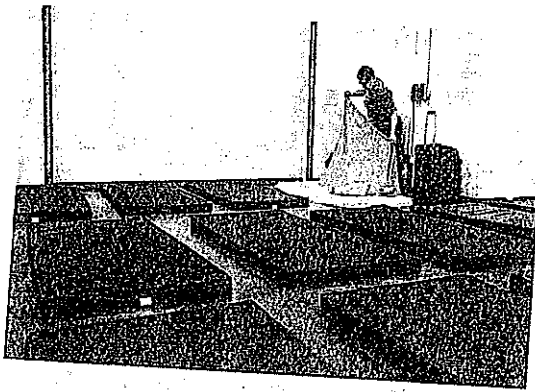
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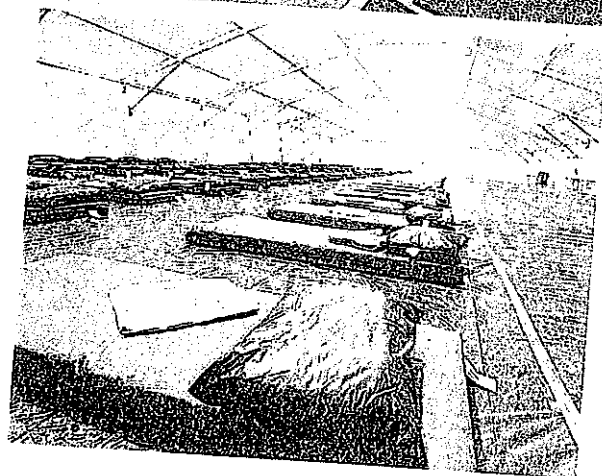
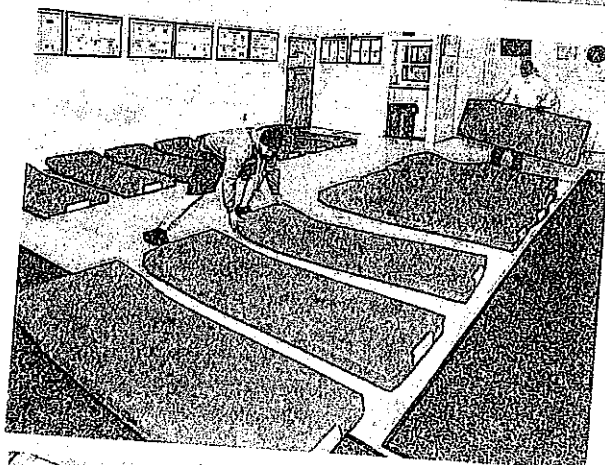
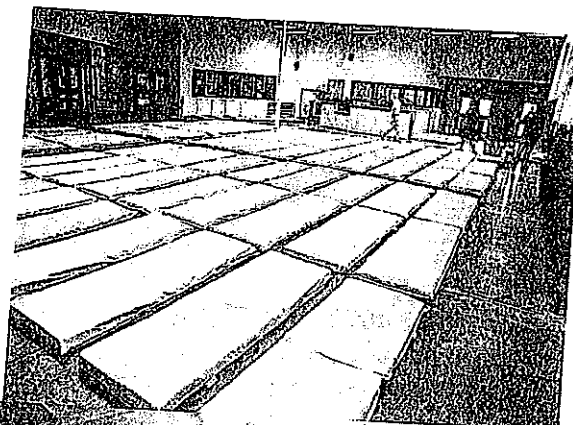
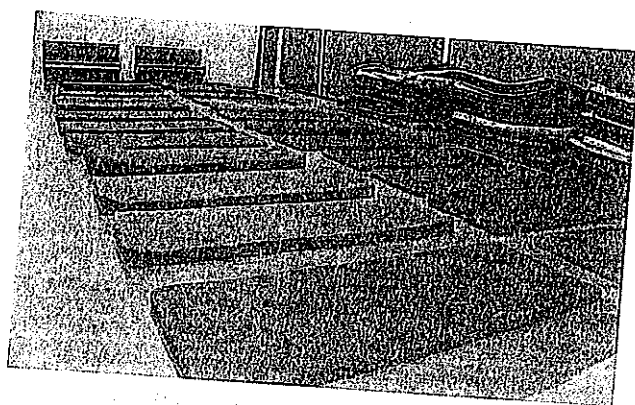
Zoning. LCS is currently permitted to house 125 guests when the outside temperature is above 40° F and 140 guests when the outside temperature is at or below 40° F. This zoning parameter was established by the City of Lawrence via a special use permit that was negotiated and developed when LCS moved to our current location. We would need to negotiate an agreement with the City that accommodates this increased occupancy while the auxiliary shelter is open.

VII.

Services and Amenities.

- A. Amenities. The auxiliary shelter would offer guests a cot or mat (such as those pictured below), blankets, sandwiches, coffee and water. Two bathrooms are currently located directly adjacent to the proposed location. Depending on the view of the local zoning authorities, we may be required to construct two more bathrooms. The warehouse is equipped with several forced air furnaces. The appearance and aesthetic of the facility would be very similar to that of the facilities pictured below.





- B. Guests at the auxiliary shelter will not receive or be required to participate in our typical case management programs and services. Consistent with our mission and philosophy, we would always do everything in our power to influence our guests to seek out and access services that might be helpful to them. To that end:
1. Information about potentially helpful programs and services would be available to guests for their review and consideration.
 2. Upon request, guests may be referred by LCS staff to potentially helpful programs, services and community partners, such as Bert Nash Community Mental Health Center, DCCCA, Health Care Access, etc.

3. If a guest of the auxiliary shelter eventually becomes interested in engaging in our core programs and services, he or she would be free and encouraged to apply to become a regular guest and to begin participating in regular and intensive case management.

VIII.

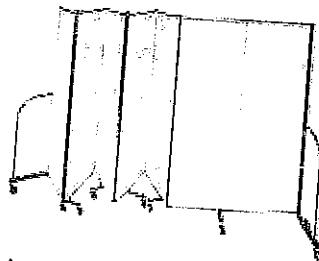
Staffing Levels. We believe that at least one staff person should be present in the auxiliary shelter at all times when guests are in the facility. Other LCS personnel would be nearby and available by radio in case of emergency.)

- A. Reassign a current LCS employee. We currently staff the facility in the evening, at night, and over the weekends with three (3) people from our direct guest services team. We could assign one of those three employees to have primary responsibility for the auxiliary shelter. All night staff carry an LCS-issued two-way radio at all times and are in touch with other staff on duty, so this option is, in our opinion, viable.
- B. Assign a fourth night monitor. We could hire a fourth night monitor, whose primary responsibility would be the auxiliary shelter.
- C. City staff. The auxiliary shelter could be monitored by an employee of the City of Lawrence, such as through the Lawrence Police Department.

IX.

Cost Estimates.

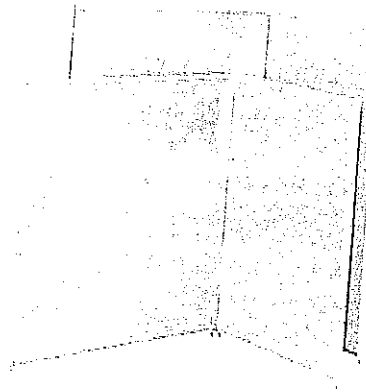
- A. Construction. In order to secure the remainder of the warehouse, physical barriers would need to be constructed or otherwise fashioned for the south boundary and part of the east boundary of the room. There are at least three options:
 1. Traditional interior walls. We estimate the cost of construction of traditional interior walls (2x4 studs, sheetrock, light finish) at approximately \$25,000 - \$35,000.
 2. Collapsible walls/dividers. Our purpose could be achieved with collapsible, portable walls or dividers, such as that pictured below.



The divider pictured is six feet high, 13 feet long when fully extended, 3/4" thick and constructed from sound absorbing and tackable fabric panels that are stain resistant. Full-length hinges hold panels straight or at any angle. The entire unit rolls smoothly on self-leveling casters which

can be locked to remain in place. These panels can be linked together end-to-end for longer runs. The panels fold flat and can be latched closed for storage. We would need about five of these panels. At that level of purchasing, the panels would be \$1,195 per unit, for a total of \$5,975.

3. Office cubicle walls. We have procured a supply of office cubicle walls that may be sufficient for our purpose. The walls stand about six feet high and are similar to those pictured below.



We are particularly interested in exploring the second and third options because 1) the initial investment is much lower, and 2) we could tear down and store the walls at the conclusion of the cold season so that we could use that area of the facility for other purposes during warmer months.

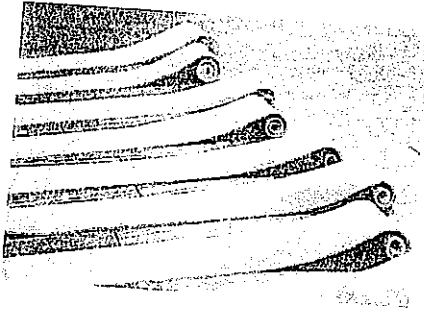
B. Security.

1. Additional security camera(s). \$500.
2. Based on our experience with this population, we believe that it would be valuable to have some capability to search for weapons with a walk-through or wand-style metal detector.
 - a. Walk-through metal detector. \$2,000 - \$4,000.
 - b. Wand metal detector. \$50 - \$200.

- C. Salaries/Wages. If we elect to hire a fourth monitor to staff the auxiliary shelter, LCS would incur \$26,000 per year in wages, assuming an average wage of \$12.00 per hour for this position. If this requires us to hire an additional employee who averages more than 30 hours per week, and if that person chose to enroll on our health insurance policy, then we would also incur another approximately \$6,000 in insurance premiums.

- D. Equipment and Supplies. We are exploring, among options, seeking funding from the Federal Emergency Management Administration.

1. Cots. \$29.00 at Wal-Mart.
2. Sleeping pads. \$7.00 at Wal-Mart.



3. Pillows and sheets. We generally are able to obtain donations of pillows and sheets that are appropriate and sufficient for our purposes. We expect that to continue for the auxiliary shelter, such that we expect very little, if any, additional costs for these items.
4. Blankets. All of the bedding would be laundered on a daily basis. We would therefore need an additional stock of approximately 100 blankets. In our experience, heavy cotton quilts and comforters drastically extend the laundering cycle due to the length of time it takes to dry those items. We are therefore transitioning to a lighter wool-blend blanket that is designed for the type of use and laundering that we anticipate. The blanket that we have in mind is 40% wool, flame-resistant, can be machine washed and tumble dried in low heat, weighs 2.6 lbs. per blanket, and runs about \$4.50 per unit.
5. Food. Guests of the auxiliary shelter would not be permitted into the regular kitchen or dining area. Instead, we would serve sandwiches every evening.
6. Beverages. We will serve water and coffee.

X. Rules and Protocols.

- A. Behavior. As with the residents of the main shelter, all guests at the auxiliary shelter would be expected to conduct themselves as good citizens of the facility. We will have zero tolerance for mistreatment of staff or other guests. We would reserve the right to refuse entry to any person based on our judgment and experience. Registered sex offenders would not be permitted into the facility under any circumstances. The fact that the auxiliary shelter is located away from the main portion of the facility gives us some flexibility to deal with guests whose behavior may be a result in whole or in part of their struggles with mental illness and drug/alcohol abuse.

- B. Persons under the influence of drugs or alcohol. We would permit persons who are under the influence of drugs and/or alcohol to enter the auxiliary shelter. No person will be permitted to bring alcohol or drugs into the facility. We would maintain the right to search the person and possession of any person seeking entry into the facility.
- C. Generally, we would expect and prefer for guests to be at the facility by 8:00 p.m. for admission into the auxiliary shelter. We would work very hard to discourage guests from waiting until late at night or early in the morning to come to the facility, especially considering the issues and challenges that typically accompany a person coming in at that hour. That said, in light of our vision for this project, we would be prepared to admit guests whenever they arrive, especially if directed or accompanied by personnel from our partner agencies, such as the Lawrence Police Department, Douglas County Sheriff's Department, other law enforcement agencies, and the Bert Nash homeless outreach team.
- D. Personal Property. LCS would not provide any secure storage for any personal items. All auxiliary shelter guests would be required to take all personal property with them upon leaving in the morning. LCS would dispose of any items of personal property left behind.
- E. Laundry. All guests would be expected to strip their cots, mats, etc., and place all bedding into a facility laundry hamper in the auxiliary shelter area.
- F. Chores. All guests at the auxiliary shelter would be expected to help out in the morning with some light chores (picking up and stacking mats, sweeping, mopping, picking up trash, etc.) in the morning prior to departing.

Part E: HMIS

HMIS Coordinator Position Description

Lawrence Community Shelter seeks a coordinator for its MAACLink HMIS database management system.

LCS is a 125-bed open emergency homeless shelter in Lawrence, Kansas. LCS provides basic safe shelter and food on an emergency and short-term basis. In addition, LCS provides extensive case management services designed to identify the root causes of a person's homelessness and then connect him or her with resources designed to address and remedy those root causes, whether they be attributable to housing, employment, mental and physical health, addiction and alcoholism, and/or disability.

MAACLink is a Homeless Management Information System (HMIS) and social service software suite developed and maintained by the Mid America Assistance Coalition. The system contains vital information regarding services provided to individuals throughout the communities MAAC serves. Access to this information helps service agencies manage limited resources more efficiently by minimizing duplication of services, capturing information about unmet community needs, and identifying households that could benefit from more comprehensive case management or support services. LCS is required to use the MAACLink system as part of LCS's receipt of grant funds from the U.S. Department of Housing and Urban Development's Emergency Solutions Grants (ESG) program. Part of such grant funding may be used to fund ESG recipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at risk of homelessness. See 24 CFR 576.107. Activities eligible for reimbursement through this program include contributing data to the HMIS designated by the Continuum of Care (CoC) for the area. MAACLink is the HMIS so designated by LCS's CoC.

The MAACLink coordinator's responsibilities include the following:

- Oversee LCS's execution of and compliance with the MAACLink Agency Partner Agreement, including applicable standards of privacy and confidentiality.
- Supervise data collection, assembly and entry processes for LCS.

-
- Prepare and sort documents for the purpose of data entry.
 - Supervise all personnel who assist with any duties related to LCS's MAACLink program.
 - Establish data entry priorities by maintaining understanding of what data needs to be entered first.
 - Enter guest data into MAACLink on a daily basis and in compliance with all ESG parameters.
 - Oversee processes for ensuring accuracy of data entered into MAACLink.
 - Follow data program techniques and procedures to maintain data entry requirements of MAACLink and ESG.
 - Secure entered information by creating data backups on a periodic basis.
 - Respond to information access and retrieval requests from authorized members.
 - Check source documents against entered data to ensure data integrity at every stage.
 - Assist in developing and maintaining improved records within the database system.
 - Produce automated data entry and integration reports when requested.
 - Generate statistical reports based on maintained data on a periodic basis.
 - Monitor and remain up to date on all MAACLink changes.
 - Monitor and remain up to date on all appropriate training opportunities and make arrangements for LCS staff persons to attend and complete such training.
 - Complete MAAC's Strengths Based Case Management training.
 - Work with LCS Executive Director to prepare and submit reports as requested by HUD, ESG, Kansas Housing Resources Corporation, Douglas County, the City of Lawrence and other agencies and entities as appropriate.
 - Other related duties as assigned.

Preferred qualifications:

- Heart for LCS's Mission
- World-class team skills
- Previous data entry and organization experience
- Detail-oriented
- Proactive mindset
- Ability and willingness to thrive through adversity, uncertainty and ambiguity.

Section VI: Agency Capacity

Part A: How long has your organization served homeless populations?

10 or more years

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

See Attachment 6

Part C: How does subrecipient agency staff participate in these meetings/groups? Please describe level of involvement.

Staff attends regular meetings, phone conferences and email discussions.

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

Fiscal oversight of LCS is handled by our Board of Directors, which currently has ten (10) members. The Board meets monthly. The Board supervises and approves hiring and retention of LCS's accountants for both regular accounting and bookkeeping functions and also annual audit and reporting functions. As described in further detail below, the LCS Executive Committee Supervises day-today financial operations.

1. Attach List of Board Members for subrecipient agency (att. 7)

a. See Attachment 7

2. Attach an Organization Chart of subrecipient agency (att. 8)

a. See Attachment 8

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

1. Deposit Procedure. For all incoming funds, we make regular deposits either in person at the bank or with our check scanning equipment and software. All funds are also entered into our revenue/donation tracking system in Every Action, our donation management software application. Each month, LCS management codes every deposit using codes developed and maintained by our accountant, Mize Houser & Co. of Lawrence. These codes permit us to track and categorize all funds that come into our system and to reconcile our bank deposit records with our records at the point of receipt of the funds.
2. Payroll Procedure. On designated days each month, LCS leadership downloads all payroll information out of our time tracking and management software system and compiles that information into a report. This report is forwarded to Mize Houser & Co. for payroll processing. Mize Houser cuts payroll checks and computes and executes the necessary state and federal withholding payments. All proposed payroll checks are presented electronically to two board members, who approve or disapprove the checks as proposed. Once the checks are cut and approved, they are distributed to LCS personnel.
3. Accounts Payable Procedure. LCS leadership collects invoices and forwards them to Mize Houser periodically, typically the day after payroll reporting. The invoices are coded using the same system described above so that all proposed expenses can be categorized in proposed payment of all such invoices. As with payroll, all proposed checks for accounts payable are presented electronically to two board members, who approve or disapprove the checks as proposed. Once the checks are cut and approved, they are mailed directly to vendors by Mize Houser personnel.

4. Each month, just prior to the monthly board meeting, Mize Houser prepares and distributes detailed monthly reports concerning profit and loss, cash flow, and our balance sheet.
5. Every board member has access to an online portal at Mize Houser using an application called Web Tools. All of the information described above, as well as hundreds of other reports and data entries, can be viewed in near real time by any board member who accesses his or her account.
1. Attach a copy of the agency's most recent audit. (att. 9)
 - a. See Attachment 9
2. Attach a completed W-9 Form for Sub recipient. (att. 10)
 - a. See Attachment 10

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

No

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

Our facility is located at 3655 E. 25th Street, Lawrence, KS.

We are housed in a former warehouse with an approximate footprint of 24,000 sq/ft.

Our dorms are divided into three areas: a family dorm, a women's dorm, and a men's dorm. We also have offices for about 8 employees, a conference room, a large common area, a dining room, a kitchen, and about 7,500 sq/ft warehouse which is slated for improvement into a winter expansion shelter.

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

We start with the fact that a person arrives at our facility, which is usually (but not always) a good indicator that they have nowhere else to go. Our guest services and case management teams then conduct an interview and intake, which gives us further information, and usually confirmation, about a person's status as homeless. We document that status in our data entry process (including MAACLink/HMIS).

LCS seeks 3rd party confirmation for all clients entering programming. If 3 unsuccessful attempts occur we will self-certify only once documentation of the above attempts is on file.

LCS actively uses the KSHRC provided Homeless Certification/ Self-Certification documents.

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

No

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

See Attachment 11.

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

See Attachment 12.

SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)**A) SUB RECIPIENT AGENCY**

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

Agency's Legal Name: Catholic Charities of Northeast Kansas Federal ID#: 48-1181305

Street/P.O. Box: 9720 West 87th Street Phone # 913.433.2100

City: Overland Park State: Kansas Zip: 66212 County: Johnson

Chief Executive Officer: Ken Williams CEO Email: kwilliams@catholiccharitiesks.org

Chief Financial Officer: Anthony Funk CFO Email: afunk@catholiccharitiesks.org

ESG Contact Person: (name and title): Dawn R Myers, Grant Manager

Email of ESG Contact Person: dmyers@catholiccharitiesks.org Phone # 913.433.2076

Alt. ESG Contact Person (required): (Name and Title): Denise Ogilvie, VP of Outreach and Grants

Email of Alt. ESG Contact Person (required): dogilvie@catholicch Phone # 913.433.2012

B. AGENCY TYPE:

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

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

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

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

Please list expected program accomplishment(s) if funding is awarded:
(Accomplishments must be described in terms of households served, people served, etc.)

6

SECTION V: ESG ACTIVITY FUNDING

Please provide details on EACH activity your agency will provide if funded.

A. Street Outreach

Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	\$ 0.00

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

N/A

B. Emergency Shelter

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

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

N/A

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$ 5,000.00
Utility Assistance	\$ 2,200.00
Rental Arrears (1-time payments of up to 6 months)	\$ 1,200.00
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	\$ 1,600.00
TOTAL	\$ 10,000.00

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

The Homeless Prevention Program provides rental assistance, utility assistance and supportive services directly related to the prevention of homelessness to eligible Lawrence individuals and families who are in the process of eviction, homelessness or utility disconnect. The program is designed to stabilize individuals and families in their existing homes, shorten the amount of time that individuals and families stay in shelters and assist individuals and families with securing affordable housing. Income guidelines are 30% of Area Median Income. The household must document a temporary economic crisis beyond their control and must be able to demonstrate an ability to meet the prospective rental/utility obligations after the assistance has been granted based on current or anticipated income. Services include:

1. Payment of rent arrears to prevent eviction (6 months maximum).
2. Payment of rental assistance (up to 3 months)
3. Payment of utility bills and arrearage (6 months maximum).
4. Supportive services to prevent homelessness or repeated episodes of homelessness, include:
 - i. Housing Location/Inspection
 - ii. Job Preparation/Employment Referral
 - iii. Landlord mediation
 - iv. Financial Counseling
 - v. Outreach
 - vi. Follow-up
 - vii. Case Management

D. Rapid Re-Housing

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$ 26,800.00
Utility Assistance	\$ 4,800.00
Rental Arrears (1-time payments of up to 6 months)	\$ 1,200.00
Security Deposits (up to 2 months)	\$ 1,000.00
Moving Costs	\$ 0.00
Services Costs	\$ 3,200.00
TOTAL	\$ 37,000.00

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

The Lawrence Emergency Assistance center has developed and strengthened relationships with landlords in the community and empowered the case managers to advocate and work with landlords to maintain residency to those struggling or facing eviction; however, in certain circumstances ESG Rapid Rehousing is required to ensure individuals and families are kept in safe, secure and affordable housing with utilities. The funds requested would be used to prevent homelessness and ensure healthy environments. Case Managers act as advocates for all clients. Landlords and utility companies are contacted and attempts made to resolve the financial issue in advance of utilizing rapid-rehousing funds, only when all alternatives have been exhausted will Catholic Charities utilize funding. Catholic Charities is the primary, if not only, source of rapid-rehousing funding in the city or county. Funding is always administered within guidelines, in a timely manner, and to those most needing the funding when alternate sources are not available. Catholic Charities is an expert in administering funding designated to combat homelessness.

The Rapid Re-Housing Program will provide financial assistance and services to assist Lawrence individuals and families experiencing homelessness with rehousing and stabilization. The funds under this program are intended to target individuals and families who would remain homeless without this assistance. Many individuals served with these funds are those that are forced from their homes due to domestic violence or financial situations beyond their control.

The funds will provide assistance including:

1. Rental application fees
2. Short-term (up to 3 months) or medium-term (up to 6 months) rental assistance
3. Payment of rent arrears to prevent eviction (6 months maximum).
4. Payment of security deposit (2 months maximum).
5. Payment of utility bills and arrearage (6 months maximum).

E. HMIS

HMIS – up to 1.5% of the total ESG funds requested	Amount Requested
Hardware / Software	
Equipment Costs	
Data Entry / Analysis	\$ 2,000.00
Data Quality	
Training	
Reporting	
TOTAL	\$ 2,000.00

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

The HMIS system to be used for ESG is MAACLink, client management software of the Mid-America Assistance Coalition. MAACLink is used to confidentially aggregate data on homeless population served. The use of MAACLink achieves the following:

- Reduction of duplication of services
- Confirms eligibility for services
- Limited assistance resources are stretched to meet the needs of the greatest number of clients
- Information about unmet needs is captured
- Reports on services, programs, and outcomes can be generated
- Comparative data can evaluate the community's response to the needs of low-income citizens.

F. MATCH REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

Match Certification form (att. 5)

Sub Recipient Agency: Catholic Charities of Northeast Kansas	Sub Recipient Agency DUNS #: 932720329	
Address: 9720 West 87th Street	City/State/Zip: Overland Park, Kansas 66212	
Executive Director: Ken Williams	Executive Director Email: kwilliams@catholiccharitiesks.org	Executive Director Phone: 913.433.2100

MATCH CERTIFICATION:

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

Requested Activity	Amount Requested	Amount of Match	Match Description
Street Outreach			
Emergency Shelter			
Homeless Prevention	\$ 10,000.00	\$ 10,000.00	Donated and in-kind food
Rapid Re Housing	\$ 37,000.00	\$ 37,000.00	Salary and United Way of Douglas Co.
HMIS	\$ 2,000.00	\$ 2,000.00	Salary and United Way of Douglas Co.
Total	\$ 49,000.00	\$ 49,000.00	

Signature:**Date:** April 30, 2018**Title:** President and CEO

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

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

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

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

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

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Catholic Charities encourage participation by Case manager - currently Atchison, Lawrence and Leavenworth site managers participate in Regional meetings, Coordinated Entry, CoC Balance of State and executive staff participates in Regional and Local Homeless committees.

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

The Board of Directors finance subcommittee consists of 8 board members, led by the Board Treasurer who serves as the committee chair. The committee reviews agency and program financial reports on a semi-monthly basis.

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

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

The Catholic Charities' accounting system follows accounting principles generally accepted in the United States of America. The overall system is an organized set of accounting methods, procedures, and controls established to gather, record, classify, analyze, summarize, interpret, and present accurate and timely financial data for stakeholders, both

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

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

N/A

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

1525 West 6th Street, Lawrence, Kansas 66044

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

Catholic Charities will use the HUD definition of homelessness as well as documentation specified by the HUD record keeping requirements. Catholic Charities will complete the eligibility paperwork with each client to determine status prior to administering assistance.

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

None

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

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

SECTION VII: PERFORMANCE OUTCOMES**A. Written Standards for Provision of ESG Assistance**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the federal regulations.
10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify you have established applicable Written Standards for ESG.

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

Name Ken Williams Title President and CEO
Signature [Signature] Date April 30, 2018

B. ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2016 ESG period.

Outcomes: An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

Performance Measurement: Performance measurement is generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.

Please certify you understand the performance outcomes and measurements for your ESG activities. (att. 14)

ESG ACTIVITY	EXPECTED OUTCOME		PERFORMANCE MEASUREMENT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.		data quality report (submitted quarterly)
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.		data quality report (submitted quarterly)
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)		data quality report (submitted quarterly)
Street Outreach	75% of clients will access Essential Services		Service Summary (submitted quarterly)
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.		Agency follow up procedure (submitted quarterly)
Homeless Prevention	75% of clients will access permanent housing		data quality report (submitted quarterly)
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.		Agency Follow up procedure (submitted quarterly)
Rapid Re Housing	75% of clients will access permanent housing		data quality report (submitted quarterly)
1 st Quarter 7/01/18 – 9/30/18 Report due 10/20/18	2 nd Quarter 10/01/18 – 12/31/18 Report due 01/20/19	3 rd Quarter 01/01/19 – 3/31/19 Report due 4/20/19	4 th Quarter 4/01/19 – 6/30/19 Report due 7/20/19

Name Ken Williams Title President and CEO

Signature [Signature] Date April 30, 2018

MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS: CHECKLIST**2018 ESG: (att. 15)**

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

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

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

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

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

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

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

MINIMUM STANDARDS FOR EMERGENCY SHELTERS

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

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

CERTIFICATION STATEMENT

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

- ☐ Property meets all of the above standards.
☐ Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: Kansas Housing Resources Corporation

ESG Subrecipient Name (if applicable): _____

Emergency Shelter Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Evaluator Signature: _____ Date of review: _____

Evaluator Name: _____

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

Approving Official Name (if applicable): _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

_____
Authorized Signature_____
President and CEO_____
Title_____
April 30, 2018_____
Date

STATEMENT REGARDING DISCRIMINATION

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

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



Authorized Signature

President and CEO

Title

April 30, 2018

Date

STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS

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

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

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

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

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

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

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

To the best of your knowledge:

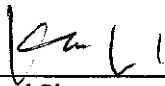
Does the proposed project area contain lead-based paint?

☐ Yes ☒ No ☐ Unsure

Does the proposed project area contain asbestos containing materials?

☐ Yes ☒ No ☐ Unsure

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



Authorized Signature

President and CEO

Title

April 30, 2018

Date