



EMERGENCY SOLUTIONS GRANTS PROGRAM

2026-2027 APPLICATION

ESG Program Overview

The Emergency Solutions Grants Program (ESG) is a federal block grant authorized by subtitle B of the McKinney Vento Homelessness Assistance Act and is funded by the US Department of Housing and Urban Development, the ESG Program is administered by Arkansas Development Finance Authority (ADFA).

ESG funds support services for individuals and families who are at risk of homelessness in these categories:

- **Street Outreach** to engage with unsheltered homeless populations
- **Emergency Shelter** to increase access to, or improve the quality of, temporary emergency shelters
- **Rapid Re-Housing** to rapidly move homeless individuals and families into permanent housing
- **Homelessness Prevention** to provide at-risk individuals and families with financial stabilization to prevent homelessness
- **Homeless Management Information System (HMIS)** to offset the cost of required data collection and reporting
- **Administration** to offset eligible program administrative expenses
- **Renovation**, major rehabilitation or conversion of a building for use as emergency Shelter facilities

Maximum and Minimum Requests

The maximum amount of ESG funds a single applicant may request is \$250,000. The suggested minimum request range is \$20,000 to \$25,000, though a lower amount may be requested if that is the minimum needed to operate the project.

No more than 60% of the total funding available for the annual distribution through this competitive application will be available for street outreach and shelter operation activities.

****IT IS EXTREMELY IMPORTANT TO FOLLOW ALL INSTRUCTIONS EXACTLY AS WRITTEN****

Application Deadline and Submission

- Complete applications are **due by 5:00 p.m. Central Time on 10/23/2026**. **Deadline is firm.**
- Only one application per agency will be accepted.
- No paper copies or emailed applications will be accepted.
- Completed application and required attachments must be submitted through the **ADFA Programs Portal Link**. Applicants need a Provider Number to access the Portal. If the applicant does not have a Provider Number, complete the [ESG Program Provider Setup Form](#) before submitting the application.
- Application Certification (page 18) must be executed and returned with the completed application along with other applicable items.

NOTE: Please complete **ALL** applicable sections of this fillable PDF. **ADFA will not consider incomplete or late applications.**

Applicants should review 24 CFR Part 576, the [full Notice of Funding Availability](#), and the ADFA [ESG Policies and Procedures](#) Manual before starting this application.

Eligible Applicants

- Applicants must be non-profits or units of local government.
- Applicants must comply with ESG guidelines and applicable state and federal policies and procedures, including federal and state non-discrimination laws.
- Applicants must have established accounting practices, internal controls, fiscal accounting procedures, and cost allocation plans, and must be able to track agency and program budgets by revenue source and expense.
- Applicants with outstanding audit, IRS, or ADFA monitoring findings, or other compliance issues are not eligible ESG sub-grantees until matters are resolved, unless ADFA determines otherwise.
- Applicants must be actively registered with SAM.gov and hold a valid Unique Entity Identifier (UEI). SAM.gov is the official government platform where recipients must hold a valid Unique Entity Identifier (UEI) and verify they are not debarred from receiving federal funds. The federal government uses the UEI number to better identify related organizations that are receiving funding under Federal grants and to provide consistent name and address data for electronic grant applications systems. If you do not already have a UEI number, visit [Home | SAM.gov](#).
- Applicants must be able to demonstrate prior experience serving individuals and families at risk of or currently experiencing homelessness, as well as evidence staff's expertise in case management skills.
- Awardees will be required to utilize HMIS or a comparable database for victim service providers. HMIS is an information system that complies with US Department of Housing and Urban Development's (HUD) data collection, management and reporting standards for use in collecting client-level data and data on the provision of housing and services to homeless individuals and families, and persons at risk of homelessness. Domestic Violence Providers are required to use the compatible reporting system in which to report aggregate data for the clients they serve with ESG funding.
- ADFA's goal is to reach every community across Arkansas, assist every individual or family in need and ultimately end homelessness in Arkansas.

Matching Funds

Each subrecipient must provide a match equal to the amount of ESG funds awarded. Matching funds 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 subrecipient must ensure that the laws governing any funds used as matching contributions do not prohibit those funds from being used to match ESG funds. Additionally:

- Matching contributions must be cash or in-kind contributions provided after the date HUD executes the applicable ESG grant agreement.
- Matching funds used to match a previous ESG grant may not be used to match the current grant cycle.
- Matching funds that have been or will be counted toward the match requirement of another Federal grant or award may not be counted toward the match requirement of this program.
- Match must be documented and verifiable.
- A Board of Directors resolution guaranteeing the availability of matching funds must be submitted with the application.

The matching requirement may be met by one or both of the following:

- Cash Contributions
- Non-Cash Contributions: The value of any real property, equipment, goods, services, or donated building used to support eligible ESG activities.

Selection Criteria

ADFA has created a competitive scoring process for application selection. Applications will be scored based on the following criteria with a maximum score of 100 points. Details on scoring are available in Appendix B of this application. Applicants must score at least 30 capacity points regardless of total score.

Narrative:	15 pts
Budget:	20 pts
Programmatic Need:	25 pts
Past Performance/ Capacity:	40 pts
Total:	100 pts

The ESG Application will be reviewed and underwritten by BDO and ADFA's FHP Coordinators. Subject to any limitations under federal or state law, BDO/ADFA may confirm eligibility through any means necessary, including consultation with other agencies or with any outside party deemed pertinent.

BDO/ADFA may recommend an award for less than the amount applied for or for fewer than all of the activities identified in the application, based on the demand for the ESG funds, the extent to which the respective activities address the needs of the program participants, and the reasonableness of the costs proposed.

Grant Administration

Grant funds will be considered obligated as of the date of the grant agreement. A grant agreement will be sent detailing the subrecipient's requirements and responsibilities, including those required for the environmental review. The subrecipient will be required to sign and return the original grant agreement to ADFA. The grant agreement will indicate the approved activities and the corresponding funding amounts by category.

Method Of Payment

Payment of ESG funds to the subrecipient will be completed as a reimbursement. Requests for payment are required to be submitted monthly. Draw requests are due by close of business on the 10th of each month. Reimbursement is limited to expenses that are eligible, fully compliant with ESG requirements, and supported by required documentation as specified in the ESG Policies and Procedures.

Requests must be submitted via electronic submission in a format approved by ADFA and must include a breakdown of expenses incurred and ESG funds requested. Copies of all expenses and sources must be submitted for verification purposes. Subject to any limitations under federal or state law, the authority may confirm eligible program costs through any means necessary, including consultation with other state agencies or with any outside party the authority deems pertinent, to evaluate draw requests and confirm eligible expenses. Lack of documentation or explanation may result in a delay in payment or no payment.

GENERAL INFORMATION

TOTAL AMOUNT OF ESG FUNDS REQUESTED: _____

This amount must equal the Summary of Funds Requested (Page 16) and the budget workbook attachment.

Name of Applicant _____

☐ Nonprofit Organization ☐ Unit of Local Government

Street Address: _____

City and Zip Code: _____

County: _____

Domestic Violence shelters should enter "CONFIDENTIAL" directly after the address to keep the address confidential.

Contact Person: _____

Title: _____

Phone Number: _____

Email Address: _____

SAM.gov Unique Entity Identifier (UEI) #: _____

Tax ID #: _____

If duties for the below are held by the same person, re-enter that person's information in each block:

Responsible Party (Executive Director, Commanding Officer, CEO, etc.):

Name: _____

Title: _____

Phone: _____

Email: _____

Invoicing Contact:

Name: _____

Title: _____

Phone: _____

Email: _____

Primary HMIS Contact:

Name: _____

Title: _____

Phone: _____

Email: _____

Additional Authorized Team Members *(List all additional staff or authorized representatives who may submit information, communicate about the application, manage the portal, or respond to questions applicant's behalf):*

Name	Title/Role	Phone	Email	Access Needed

ELIGIBILITY

Applicant has a written policy designed to ensure that their facility is free from illegal use, possession, or distribution of drugs or alcohol or alcohol by its beneficiaries and employees.

☐ **YES (attach document)** ☐ **NO**

Applicant has a written policy to ensure that activities conducted under ESG conform to the nondiscrimination and equal opportunity requirements contained in 24 CFR 576.407(a).

☐ **YES (attach document)** ☐ **NO**

Applicant will make known that use of the facilities, assistance and services are available to all individuals on a nondiscriminatory basis per 24 CFR 576.407(b).

☐ **YES** ☐ **NO**

Does your organization adhere to federal Violence Against Women Act (VAWA) requirements 24 CFR 576.409?

☐ **YES (attach document)** ☐ **NO**

If Applicant is a primarily religious organization, Applicant agrees to provide all eligible activities under this program in a manner that is free from religious influences in accordance with 24 CFR 576.406.

☐ **YES** ☐ **NO** ☐ **N/A**

Applicant agrees that all housing, whether the homeless/emergency shelter, or the rental housing units assisted with ESG, will meet the shelter and housing standards outline under 24 CFR 576.403.

☐ **YES** ☐ **NO**

Applicant agrees that all ESG-eligible individuals and families will be assisted in obtaining permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living; including obtaining other federal, state, local, and private assistance.

☐ **YES (attach proposed admin plan)** ☐ **NO**

To the greatest extent possible, Applicant agrees to incorporate participation of not less than one homeless individual or formerly homeless individual on their board of directors or other equivalent policy-making entity of the recipient, to the extent the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under ESG, as outlined in 24 CFR 576.405.

☐ **YES** ☐ **NO**

Is your agency currently a member of the Continuum of Care(CoC) for your district?

☐ **YES** ☐ **NO**

Number of local Continuum of Care meetings attended in calendar year 2026: _____.

Continuum of Care, check one:

- ☐ Central Arkansas Team Care for the Homeless (CATCH);
- ☐ Fayetteville / Northwest Arkansas CoC;
- ☐ Southeast Arkansas CoC (SOARS);
- ☐ Old Fort Homeless Coalition;
- ☐ Arkansas Balance of State.

New Applicants not Currently Participating/Associated with a Continuum of Care: provide a letter from the applicable CoC Chairperson. The letter must verify that the applicant has contacted the CoC regarding involvement in Coordinated Entry, participation in CoC activities, and collaboration with local homelessness response efforts.

Does your agency have the capacity and the available cash flow to effectively administer this program based on the reimbursement requirement?

☐ **YES**

☐ **NO**

Does your organization have separate staff responsible for invoice preparation and invoice approval?

☐ **YES**

☐ **NO**

HUD is committed to ensuring Racial Equity among program operations and services. Does your organization commit to operating and providing services in a racially equitable manner and providing racial equity data upon request?

☐ **YES**

☐ **NO**

Your organization certifies that:

Organization governing board consists of at least three (3) members: ☐ Yes ☐ No

Organization governing board meets at least quarterly: ☐ Yes ☐ No

Organization employs an Executive Director (or equivalent chief executive): ☐ Yes ☐ No

Organization has at least one paid employee: ☐ Yes ☐ No

****Note: Do not submit an application if you answer NO to any of the above questions****

Does your organization have any outstanding audit, IRS, or ADFA monitoring findings, or other compliance issues?

☐ **YES**

☐ **NO**

If yes, explain each finding or issue, its current status, and any corrective action taken or planned.

SITE CONTROL- Shelters Only

Indicate below the status of the shelter and attach documentation of site control (lease agreement, purchase option or property deed, if not already submitted).

- ☐ Applicant owns property: Date acquired: _____
- ☐ Lease: Expiration Date: _____
- ☐ Option to Purchase: Expiration Date: _____
- ☐ Other: Describe: _____

ESTIMATED NUMBER TO BE SERVED

List the proposed number of individuals and number of households to be served within the next 12 months with ESG funds for each applicable category:

	# Individuals	# Households
Street Outreach		
Emergency Shelter		
Rapid Rehousing		
Homeless Prevention		

PERFORMANCE OUTCOME MEASUREMENTS

Applicants may provide printed reports from HMIS or compatible systems for the following questions. Use annual numbers, not percentages, for the previous calendar year (January 1, 2025 through December 31, 2025). Individuals and families are counted in each program they participated in during the calendar year.

People Served, Previous Calendar Year

Category	Rapid Re-Housing	Homelessness Prevention	Shelter	Total Persons
Adults				
Children				
Unknown Age				
Missing Age				

Gender & Age, Previous Calendar Year

Provide annual numbers from HMIS or comparable reporting, including gender, age, race and ethnicity, destination residence at program exit, and reasons for leaving. Attach a report.

Please indicate the gender and age of people served (including children):

GENDER	TOTAL	AGE	Total
Man (boy, if child)	_____	Under 18	_____
Woman (girl, if child)	_____	18-24 years	_____
Don't Know	_____	25 and over	_____
Prefers Not to Answer	_____	Don't Know	_____
Missing Information	_____	Prefers Not to Answer	_____
		Missing Information	_____

Race & Ethnicity- Previous Calendar Year

Please indicate the race of people served (including children)

	Total
White	_____
American Indian/Alaskan Native or Indigenous	_____
Black/African American/African	_____
Native Hawaiian or Pacific Islander	_____
Asian or Asian American	_____
Hispanic/Latina/e/o	_____
Middle Eastern or North African	_____
Don't Know	_____
Prefers Not to Answer	_____
Missing Information	_____

Destination Residence- Previous Calendar Year

Annual Number (not percentages) for the previous calendar year, January 1, 2025 through December 31, 2025, answer according to the type of residence the household is in at the time of program exit.

- ___ Deceased
- ___ Emergency shelter (including hotel/motel paid for with emergency voucher)
- ___ Foster Care Home or Foster Care Group Home
- ___ Hospital or other residential non-psychiatric medical facility
- ___ Hotel or Motel paid for without emergency voucher
- ___ Jail, Prison, Juvenile Detention Facility
- ___ Long-term care facility or nursing home

- ☐ Moved from one HOPWA funded project to HOPWA PH
- ☐ Moved from one HOPWA funded project to HOPWA
- ☐ Owned by client, no housing subsidy
- ☐ Owned by client, with ongoing housing subsidy
- ☐ Permanent housing for homeless persons (such as CoC project; HUD legacy programs; HOPWA PH)
- ☐ Place not meant for habitation (vehicle, abandoned building, bus/train/anywhere outside)
- ☐ Psychiatric hospital or other psychiatric facility
- ☐ Rental by Client, no housing subsidy
- ☐ Rental by Client, with ongoing subsidy
- ☐ Rental by client, VASH subsidy
- ☐ Rental by client, other (non-VASH) ongoing housing subsidy
- ☐ Rental by client, with GPD TIP housing subsidy
- ☐ Safe Haven
- ☐ Staying or living with family, permanent tenure
- ☐ Staying or living with friends, permanent tenure
- ☐ Staying or living with family, temporary tenure
- ☐ Staying or living with friends, temporary tenure
- ☐ Substance Abuse Treatment or Detox Center
- ☐ Transitional Housing for homeless persons (including homeless youth)
- ☐ Other: _____
- ☐ Client Doesn't Know
- ☐ Client prefers not to answer
- ☐ Data Not Collected

Reasons for Leaving - Previous Calendar Year

Annual Number (not percentages) from 1/1/25-12/31/25: how many households left the program for the following reasons:

- ☐ Left for housing before completing program
- ☐ Completed program
- ☐ Non-payment of rent/occupancy change
- ☐ Non-compliance with program
- ☐ Criminal action/property destruction
- ☐ Reached maximum time allowed in program
- ☐ Needs could not be met by program
- ☐ Disagreement with rules/persons
- ☐ Unknown/Disappeared
- ☐ Other: _____

General Questions:

1. In the last three years, has your organization received ESG funding? Yes ☐ No ☐
Did your organization expend 100% of the ESG funds listed in your executed agreement? ☐ Yes ☐ No
If no, explain why: _____.
2. Have you ever had to change, revise, cancel, or had a draw request rejected under this or any other grant program? ☐ Yes ☐ No
3. Have federal funds ever been returned or deobligated from your organization? If so, when, how much, and why?

4. Date of your most recent HUD audit, if applicable, and attach the audit findings: _____
5. Names of your organization's Executive Director(s) over the past three years.

6. How many staff are currently employed at your organization, and what was your staff turnover rate over the past 1 year?

7. List all counties this project proposes to serve. Attach an additional page if needed.

8. Population(s) to be served, check all that apply:
☐ Men ☐ Women ☐ Families ☐ Unaccompanied Youth ☐ AIDS/Related Disease
☐ Homeless Individuals/Households ☐ Chronically Homeless ☐ At Risk of Homelessness individuals and/or households ☐ Drug or Alcohol Abuse ☐ Fleeing or Attempting to Flee Domestic and Sexual Violence
☐ Severe Mental Illness ☐ Veterans ☐ Other

NARRATIVE- ALL APPLICANTS

Only answer the questions relevant to the activities you are proposing and attach additional pages if needed. Responses should be concise, specific, and tied to the requested ESG activity.

Reviewers will consider the clarity, specificity, feasibility, evidence, equity, partnerships, and measurable outcomes described in the responses when scoring.

Not every narrative question receives separate points. Instead, responses will be scored across five narrative categories: Program Design and Delivery, Community Need, Housing Stability and Outcomes, Partnerships/Coordination, and Client-Centered Services.

Describe how your ESG proposed program will promote self-sufficiency, help clients gain access to benefits and/or improve their financial stability.

Describe the procedures that will be used to follow up with clients after they exit the program.

Describe your case management procedures, including how participant needs are assessed, the frequency of appointments, development of individualized goal planning, strategies for helping participants obtain and maintain permanent housing, and how progress toward housing stability and self-sufficiency is monitored and evaluated.

Describe the needs within your community and/or service area, how the need was determined, and provide a list of other agencies providing services.

If your agency is only applying for funding for a specific population, provide a narrative describing how you have partnered with other agencies in your community to help homeless individuals that you DO NOT serve to ensure they receive the services needed.

If your agency serves households with children, describe how your agency ensures that households are informed of their eligibility for and receive access to education services. In addition, include how your agency works with educational partners in your community to identify participants who may be eligible for the ESG programs.

Describe any limitations your agency may have within this program regarding the services, length of time or amount of assistance clients may receive.

Explain the intake process utilized within your ESG program and any diversion methods utilized. Include any additional eligibility requirements and justification of added restrictions on program entry.

Explain how your agency addresses recidivism, specifically describing the methods your agency utilized to identify participants who have returned to homeless and the services to those participants.

Describe how individuals experiencing homelessness are involved in the program. For emergency shelters: this may include constructing, renovating, maintaining, and operating facilities assisted under the grant, and providing services for occupants of these facilities. For homeless prevention and rapid re-housing applications: this may include representation in governance or advisory roles, paid positions, roles in implementation and program design.

If you are currently an Emergency Shelter and you do NOT plan to apply for Essential Services funding, please explain why.

Street Outreach ONLY

1. In what specific areas of the community will services be provided?

2. Will services be integrated with other homeless programs and mainstream resources? If so, how?

Emergency Shelter ONLY

1. Has the shelter recently passed an ESG Minimum Habitability Standards for Emergency Shelters inspection? Yes ☐ No ☐ If no, Emergency Shelter funds will not be awarded because this is required.
2. Describe the entry requirements for this shelter and any requirements clients must meet to remain in the shelter after entry.

3. To whom will this shelter offer services? Men ☐ Women ☐ Families ☐ Unaccompanied Youth ☐

4. If this shelter will not offer bed space to any of the groups above, how are those individuals helped instead?

5. How far away is the nearest shelter that accepts a demographic not accepted here, and how do those turned away get there? _____

6. Does this shelter ever charge a fee for an overnight stay? Yes ☐ No ☐. If yes, explain the fee structure, when it is charged, its purpose, and attach a fee schedule.

7. What was the average length of stay at this shelter during the most recent calendar year? _____

8. Operating model: 24-Hour Shelter ☐ Day Shelter Only ☐ Night Shelter Only ☐

If Day or Night Shelter only, describe how clients connect to shelter and services outside your hours of operation, and include as an attachment any formal partnerships, MOUs, or referral agreements.

9. Describe your process for assisting clients with obtaining and remaining in permanent housing.

10. Describe your strategy for individualized assistance for housing stability, including the type and frequency of services provided.

11. Describe this shelter's methods for reducing length of stay and time spent homeless.

Rapid Re-Housing and Homelessness Prevention ONLY

1. Describe the referral process for how clients are referred to your project and how the process connects to Coordinated Entry in your service area.

2. Describe your strategy for targeting funds to those most in need in your service area and your outreach methods.

3. Describe your strategy for individualized assistance for housing stability, including the type and frequency of services

4. Describe any program limitations, including length of time a client can remain in the project and the amount of assistance clients may receive.

ELIGIBILITY OF REHABILITATION.

Complete only if requesting funds for rehabilitation, conversion or renovation.

Renovation projects will be subject to a complete environmental review by ADFA prior to any work taking place. Complete all questions in this section.

1. Does the activity involve a building on the National Register of Historic Places, in a Historic District, immediately adjacent to a property listed on the National Register, or deemed eligible for inclusion on the National Register by the State Historic Preservation Officer?

☐ YES

☐ NO

☐ N/A

2. If you answered YES to Question 1, have the final plans and specifications for the rehabilitation project been approved by the State Historic Preservation Officer?

☐ YES

☐ NO

☐ N/A

3. Will the estimated value of the improvements exceed 75% of the appraised value of the building before the improvements are made?
☐ YES ☐ NO ☐ N/A
4. If ESG funds will be used for rehabilitation, does the Applicant agree that the emergency shelter building will continue to be operated as an emergency shelter for at least 3 years? If major rehabilitation or conversion of the building, then at least 10 years.
☐ YES ☐ NO ☐ N/A
5. Upon completion, will the building be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 et seq.) and Disabilities Act (42 U.S.C 12131 et seq.) and 28 CFR, Part 35?
☐ YES ☐ NO ☐ N/A
6. Describe in detail what renovation activities are being requested and attach at least two (2) competitive bids for the project. If you are requesting more than one renovation activity, indicate a priority order. (Attach additional pages.)

Complete Only if Requesting Renovation Funds:

1. Is this a 24-hour shelter? Yes ☐ No ☐. If no, explain hours of operation:
_____.
2. Total number of beds, population to be served, and area to be served:
_____.
3. Is the building currently occupied? Yes ☐ No ☐. If yes, occupied as a shelter? Yes ☐ No ☐
4. Owner of property: _____.
5. Address of property: _____.
6. Type of renovation: Major Rehab ☐ Conversion ☐ Other Renovation ☐

NOTE: If major rehabilitation cost exceeds 75% of the building value before rehabilitation, the minimum period of use is 10 years. Renovation other than major rehabilitation or conversion minimum period of use is 3 years. Conversion: if the cost to convert a building into an emergency shelter exceeds 75% of the building value after conversion, the minimum period of use is 10 years. Renovation projects exceeding \$250,000 will not be eligible.

SUMMARY OF FUNDS REQUESTED

Please ensure this is accurate and complete. Failure to do so may result in a reduction or denial of funding. Request only funds expected to be expended over a 12-month period. Round to the nearest \$1. Refer to 24 CFR Part 576 and ADFA'S ESG Desk Guide for further clarification of how and when these services can be provided.

Component Type	Requested Amount
EMERGENCY SHELTER	\$
Shelter Operations	\$ 0.00
Essential Services	\$
Renovation	\$
STREET OUTREACH	\$
RAPID RE-HOUSING	\$
Rental Assistance	\$
Financial Assistance	
Services	
HOMELESS PREVENTION	\$
Rental Assistance	\$
Financial Assistance	\$
Services	\$
HMIS	\$
ADMINISTRATIVE ACTIVITIES	\$
TOTAL 2026-2027 REQUEST	\$ 0.00

ALLOCATION MATCHING FUNDS	
1	100%
2	100%
3	100%
4	100%
5	100%
6	100%
7	100%
8	100%
9	100%
10	100%
11	100%
12	100%
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91	100%
92	100%
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94	100%
95	100%
96	100%
97	100%
98	100%
99	100%
100	100%

Each subrecipient must provide a match equal to the amount of ESG funds awarded. Matching funds 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 subrecipient must ensure that the laws governing any funds used as matching contributions do not prohibit those funds from being used to match ESG funds. If funds from the city, county, state agency, or a private source are to be used to meet the match requirement, please attach a letter of commitment or award. Also, provide a resolution from your board stating the match funds are available.

Source of Match	Amount of Match
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
-	\$
	\$
TOTAL MATCH	\$ 0.00

ATTACHMENTS

All documents must be submitted, complete and correct **by the deadline.**

Missing documents **will not** be considered.

The following items are all required:

- ☐ Bylaws and/or constitution
- ☐ Articles of Incorporation; check this box of public agency:
- ☐ HMIS Contract, showing software and term dates
- ☐ Organizational Chart showing board, staff, and staff involved with operation of ESG
- ☐ Board of Directors list and 3 most recent meeting minutes
- ☐ Board of Directors Resolution committing and guaranteeing the required match funding
- ☐ Provide evidence of financial accountability such as a recent audit or annual accounting with balance sheets
- ☐ Proposed ESG Admin Plan
- ☐ Applicants not Currently Participating in a CoC: CoC Chairperson Letter confirming outreach and coordination
- ☐ Confidentiality Policy
- ☐ Discharge Policy
- ☐ Drug-Free Workplace Policy
- ☐ Organizational Budget
- ☐ Budget Line-Item Workbook
- ☐ Case Management and Life Skill Coaches Cost Reasonableness
- ☐ Conflict of Interest Disclosure
- ☐ Verification of active SAM.gov registration
- ☐ IRS 501(c)(3) Determination Letter, if a Non-Profit Organization
- ☐ Two most recent independent audits, or Statement of Financial Position, Statement of Cash Flows and most recently filed IRS Form 990 if an independent audit has never been conducted
- ☐ Partnership Documentation or executed MOU, on partner letterhead, signed, and clearly stating the item or service the partner brings to the project
- ☐ Minimum Habitability Standards for Emergency Shelters inspection, if requesting Shelter funding
- ☐ Program Policies and Procedures Certification

For rehabilitation activities only:

- ☐ Bids - at least 2 competitive bids for renovation/rehabilitation activities, if applicable
- ☐ Copy of the purchase or lease agreement(s) for the building(s) currently used as a shelter and/or office space, if applicable
- ☐ Shelter pictures of any renovation activities (inside and/or outside)

CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining funds under the Emergency Solutions Grants Program and is true and complete to the best of the Applicant's knowledge and belief. The Applicant shall not discriminate against any person in the provisions of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap. Verification of any of the information contained in this application may be obtained from any source named herein.

I certify that I am authorized to execute this application on behalf of the Applicant.

Signature

Date

APPENDIX A

PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES:

- 1. Street Outreach (24 CFR 576.101)** – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

Eligible Activities:

- Engagement activities
- Case Management
- Emergency Health Services
- Emergency Mental Health Services; and
- Transportation

- 2. Emergency Shelter (24 CFR 576.102)** – Funds may be used to provide essential services to individuals and families in emergency shelters, renovate buildings for use as emergency shelters, and cover shelter operating costs, including case management, childcare, education services, employment assistance, health and legal services, life skills training, mental health and substance abuse treatment, transportation, maintenance, insurance, utilities, furnishings, food, and supplies.

Eligible Activities:

- Essential Services: provide essential services to individuals and families who are in an emergency shelter including case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services and transportation.
- Renovation Activities: Eligible costs include labor, materials, tools and other costs for renovation (including major rehabilitation or conversion of a building into an emergency shelter). Renovation projects are subject to a completed environmental review by ADFA prior to any work taking place.
- Shelter Activities: Eligible costs are the costs of maintenance (including minor or routine repairs), insurance, food, furnishings/appliances, and supplies necessary for the operation of the emergency shelter and providing emergency lodging when shelter is not available.

- 3. Rapid Re-Housing Assistance (24 CFR 576.104)** – Provides housing relocation and stabilization services and short or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Rapid Re-housing assistance may be provided to individuals and families lacking a fixed, regular and adequate nighttime residence or any individual or family who is fleeing or attempting to flee domestic violence, assault or other life-threatening conditions that relate to violence. Per definitions at 24 CFR 576.104 and 576.2.

Rapid Re-housing must be provided in accordance with ESG housing relocation and stabilization services requirements in 24 CFR 576.105, the short-term and medium-term rental assistance requirements in 24 CFR 576.106 and the written standards and procedures under 24 CFR 576.400.

Eligible Activities:

- Housing Relocation and Stabilization Services – Funds may be used to pay housing owners, utility companies and other third parties.
 - a) Rental application fees

- b) Security deposit equal to one month rent, per South Dakota Law. A larger deposit may be collected by mutual agreement where special conditions pose a danger to maintenance of the premises.
 - c) First and Last Month's Rent. Total rental assistance to a participant cannot exceed 24 months during any three-year period including first and last month's rent
 - d) Standard utility deposits
 - e) Utility Payments – Funds may pay for up to 24 months of utility payments per program participant, per service, including up to six months of utility payments in arrears per service. Total utility payment assistance to a participant cannot exceed 24 months during any three-year period.
 - f) Moving Costs – truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to three months provided that the fees are accrued after the date of enrollment and before the household moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
 - g) Service Costs – Housing search and placement assistance, housing stability case management, mediation activities, legal services necessary to resolve housing issues, and credit repair/counseling services.
- Rental Assistance – Program participants may be eligible to receive up to 24 months of rental assistance during any three-year period. This assistance may be short-term or medium-term assistance, payment of rental arrears, or any combination of this assistance.
 - a) Short-term Rental Assistance – assistance up to three months of rent
 - b) Medium-term Rental Assistance – assistance for more than three months but not more than 24 months of rent
 - c) Rental Arrears Assistance – one-time payment for up to six months of rent in arrears, including any late fees on those arrears.
 - d) Rental assistance can be tenant-based or project-based
 - e) All units must meet the Fair Market Rent and Rent Reasonableness requirements as established by HUD.
 - f) A rental assistance agreement between the agency and the landlord must be in place for each unit assisted. The agreement must specify the terms and conditions under which the rental assistance will be provided and conditions of the units occupied.

4. Homelessness Prevention (24 CFR 576.103) – Funds may be used to provide housing relocation and stabilization services and short and medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.

The following requirements apply to the homeless prevention component:

- Individuals and households assisted must have a household income below 30% of Area median Income (AMI) as determined by HUD, with adjustments for smaller and larger families.
- Individuals/families receiving funding under this component must qualify as a homeless or at-risk household as defined in 24 CFR 576.103 and the definitions contained in 24 CFR 576.2.
- Individuals/families eligible for assistance lack sufficient resources or support networks (e.g. family, friends, faith-based or other social networks, immediately available) to prevent them from moving into an emergency shelter or a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodation for human beings.

- This component gives priority to individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or who need assistance to move to another unit; and fall into at least one of these secondary risk criteria:
 - a) Household has moved two or more times due to economic reasons over a 60 day period;
 - b) Individual or family is living in a home of another or doubled up due to economic hardship;
 - c) Individual or family lives in a hotel or motel not paid for by a government or charitable organization;
 - d) Household lives in an overcrowded housing unit as defined by the US Census
 - e) Bureau;
 - f) A household is exiting a publicly funded institution or system of care;
 - g) Department of Social Services involvement with children and youth;
 - h) Domestic violence problems;
 - i) Households experiencing persistent housing instability due to factors such as chronic physical health or mental health conditions, substance addiction, histories of domestic violence or abuse, the presence of a child with disabilities or having two or more barriers to employment.
- The costs of homelessness prevention are only eligible to the extent necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.
- Homelessness Prevention must be provided in accordance with the ESG housing relocation and stabilization services requirements in 24 CFR 576.400.

Eligible Activities:

- Housing Relocation and Stabilization Services – Funds may be used to pay housing owners, utility companies and other third parties.
 - a) Rental application fees
 - b) Security deposit equal to one month rent, per South Dakota Law. A larger deposit may be collected by mutual agreement where special conditions pose a danger to maintenance of the premises.
 - c) First and Last Month's Rent. Total rental assistance to a participant cannot exceed 24 months during any three-year period including first and last month's rent
 - d) Standard utility deposits
 - e) Utility Payments – Funds may pay for up to 24 months of utility payments per program participant, per service, including up to six months of utility payments in arrears per service. Total utility payment assistance to a participant cannot exceed 24 months during any three-year period.
 - f) Moving Costs – truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to three months provided that the fees are accrued after the date of enrollment and before the household moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
 - g) Service Costs – Housing search and placement assistance, housing stability case management, mediation activities, legal services necessary to resolve housing issues, and credit repair/counseling services.

- Rental Assistance – Program participants may be eligible to receive up to 24 months of rental assistance during any three-year period. This assistance may be short-term or medium-term assistance, payment of rental arrears, or any combination of this assistance.
 - a) Short-term Rental Assistance – assistance up to three months of rent
 - b) Medium-term Rental Assistance – assistance for more than three months but not more than 24 months of rent
 - c) Rental Arrears Assistance – one-time payment for up to six months of rent in arrears, including any late fees on those arrears.
 - d) Rental assistance can be tenant-based or project-based
 - e) All units must meet the Fair Market Rent and Rent Reasonableness requirements as established by HUD.
 - f) A rental assistance agreement between the agency and the landlord must be in place for each unit assisted. The agreement must specify the terms and conditions under which the rental assistance will be provided and conditions of the units occupied.

REMINDER: Assistance to eligible individuals/households funded through the ESG program **CANNOT exceed 24 months of rental assistance and/or 24 months of utility payment assistance, INCLUDING** up to 6 months of rent and/or utility arrears, during any three-year period.

Evaluation and documentation of client eligibility for financial assistance is required to be re-assessed at least every three months for program participants receiving homelessness prevention assistance and annually for program participants receiving rapid re-housing assistance to ensure that they meet the eligibility criteria, review program and appropriateness standards and to re-evaluate the need for continuation of services.

- 5. HMIS (24 CFR 576.107)-** Up to 5% of the ESG funds may be used to pay the costs of participating in the Homeless Management Information System (HMIS). Costs include: hardware, software licenses or equipment; obtaining technical support; completing data entry and analysis; monitoring and reviewing data quality; training; reporting; and coordinating and integrating the system.
- 6. Administration (24 CFR 576.108)-** 7.5% of the ESG funds may be used for administration. 6.5% is retained by ADFA and 1% is available for subrecipients. Costs include: salaries, wages & related costs of staff engaged in program administration, including: preparing requirements, developing interagency agreements & agreements with subrecipients and contractors to carry out program activities; monitoring program activities for progress and compliance; preparing reports; coordinating the resolution of audit and monitoring findings; evaluating results; managing and supervising staff; travel costs and office supplies and rental & maintenance of office space.

Glossary

SAM Registration: The process by which an organization registers to be eligible for federal contracts, grants, or other federal assistance.

IRS 501(c)(3) Determination Letter: A letter confirming an organization's tax-exempt status, if applicable.

HUD-2991: A required HUD form indicating the proposed project aligns with the priorities and strategies in the local jurisdiction's Consolidated Plan.

Independent Audit: A formal review of financial statements by a certified public accountant to ensure compliance with accounting standards and federal requirements.

Statement of Financial Position: Also known as a Balance Sheet; a snapshot of an organization's financial condition.

Statement of Cash Flows: A financial report showing how cash moves in and out of an organization over a period.

Organizational Budget: A financial plan outlining projected income and expenses.

Partnership Documentation/MOU: A formal agreement explaining the terms of a collaborative relationship.

Minimum Habitability Standards for Emergency Shelters: Standards ensuring shelters provide safe, sanitary, and appropriate environments.

Program Policies and Procedures Certification: A certification that the organization has established and follows written policies and procedures for managing ESG funds.

Case Management and Life Skill Coaches Cost Reasonableness: A form supporting reasonableness of positions and salaries or wages.

Budget Line-Item Workbook: A detailed spreadsheet itemizing proposed income and expense categories.

Deobligation: The withdrawal of previously awarded but unspent or improperly spent grant funds.

Diversions: Helping a household identify safe, immediate alternatives to shelter and connecting the household with services or financial assistance to avoid entering shelter.

Scattered Site Housing: Housing units at multiple dispersed locations rather than a single building, commonly used for rapid re-housing or permanent housing placements.

Emergency Shelter: A facility whose primary purpose is providing temporary shelter for individuals and families experiencing homelessness, consistent with 24 CFR 576.102.

HUD Audit: A formal review to ensure alignment with HUD program requirements, including financial statements, compliance, program-specific, Office of Inspector General, and Single Audits.

APPENDIX B - SCORING MATRIX

Applications will be scored using a 100-point scale. Narrative responses are scored collectively under five 3-point narrative categories. Budget, Programmatic Need, and Capacity will be scored using the criteria below. Some items are threshold requirements and do not receive points, but failure to meet those requirements may result in the application being deemed ineligible or incomplete.

Scoring Criteria	Maximum Points	Applicant Self-Score	ADFA Audited Score	Final Score
1. Threshold and Eligibility Requirements	0			
Applicant meets all eligibility requirements and provides all required certifications and attachments. Failure to meet a threshold requirement may result in the application being deemed ineligible.	0	N/A	Pass / Fail	Pass / Fail
Applicant actively uses HMIS or a comparable database for victim service providers.	0	N/A	Pass / Fail	Pass / Fail
2. Narrative	15			
Program Design and Delivery: Clearly describes self-sufficiency strategies, follow-up procedures, case management, intake, diversion, and service delivery approach.	3			
Community Need: Clearly identifies community need, service area, target population, demographics, and counties to be served.	3			
Housing Stability and Outcomes: Describes housing stability strategies, permanent housing outcomes, reducing homelessness, and recidivism prevention.	3			
Partnerships/Coordination: Demonstrates partnerships, Continuum of Care coordination, referral practices, and coordination with community resources.	3			
Client-Centered Services: Demonstrates equitable service delivery and involvement of individuals with lived experience.	3			
Narrative Subtotal	15	0		
3. Budget	20			
Budget totals exactly match throughout the application, Summary of Funds Requested, and budget workbook submitted.	5			
Budget clearly demonstrates the required 100% match and includes supporting documentation.	5			
Applicant submits an organizational budget showing agency-wide expenses and the allocation methodology.	5			
Costs are reasonable, necessary, justified, and eligible under ESG requirements.	5			
Budget Subtotal	20	0		

Scoring Criteria	Maximum Points	Applicant Self-Score	ADFA Audited Score	Final Score
4. Programmatic Need	25			
Applicant proposes to serve counties or geographic areas not currently covered by another ESG-funded provider.	5			
Community need is supported by local data, Point-in-Time count, shelter demand, waiting lists, service gaps, or other verifiable data.	5			
Application dedicates at least 40% of requested funds to Rapid Re-Housing and/or Homelessness Prevention activities.	5			
Applicant demonstrates outreach to underserved populations, underserved geographic areas, or populations facing barriers to homelessness services.	5			
Applicant demonstrates successful housing outcomes and program impact through HMIS or comparable data, including exits to permanent housing, housing retention, reduced returns to homelessness, or other measurable outcomes aligned with ESG objectives.	5			
Programmatic Need Subtotal	25	0		
5. Past Agency Performance and Capacity	40			
Utilization of prior ESG funds: more than 99% expended during the grant term = 5 points; 75% to 99% = 3 points; less than 75% = 0 points.	5			
Reporting and reimbursement submissions are timely, complete, and compliant.	5			
Most recent audit had no findings = 10 points. Points may be reduced based on the severity and resolution of findings. Applicants without an independent audit may receive up to 10 points based on the strength of the Statement of Financial Position and Statement of Cash Flows.	10			
Demonstrates financial capacity and available cash flow to administer a reimbursement-based grant.	5			
Demonstrates staffing stability, organizational resources, and experience administering homelessness or federal grant programs.	5			
Demonstrates satisfactory federal grant performance, monitoring history, compliance history, and resolution of prior findings or deobligations.	5			
Demonstrates partnerships and community coordination supporting successful implementation. Shelter Operations applicants provide a signed partnership agreement for direct services. Points may be reduced if the agreement is not provided.	5			
Past Agency Performance and Capacity Subtotal	40	0		

Scoring Criteria	Maximum Points	Applicant Self-Score	ADFA Audited Score	Final Score
TOTAL SCORE	100	0		

The Final Score reflects ADFA's score after review of any deficiency corrections that ADFA permits. Corrections may address deficiencies but may not materially change the proposed project or increase the funding request. Applicants must score at least 30 of 40 capacity points regardless of total score.

Narrative Scoring Guide

Points	Description
3 Pts	Clear, specific, evidence-based, realistic responses directly connected to requested ESG activities
2 Pts	Relevant responses that address the question lack detail, measurable outcomes, staffing clarity, implementation detail, or supporting data.
1 Pt	Minimal detail, weak connection to ESG requirements, or insufficient supporting information.
0	Missing, non-responsive, inconsistent, or raises compliance concerns.