



# COMMUNITY DEVELOPMENT BLOCK GRANT



STANISLAUS URBAN COUNTY

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*Prepared by the Stanislaus County  
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## SUBSTANTIAL AMENDMENT Fiscal Year 2011-2012 Annual Action Plan April 2012

Attachment 5

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## **SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2011-2012 ANNUAL ACTION PLAN FOR IMPLEMENTATION OF THE EMERGENCY SOLUTIONS GRANT PROGRAM**

*The substantial amendment must be prepared and submitted in accordance with the recipient's citizen participation plan and the requirements of 24 CFR part 91, as amended by the Interim Rule. The following outline is provided as a checklist to ensure an accurate and complete submission in accordance with the details of this Notice.*

### **EXECUTIVE SUMMARY**

#### **Overview of Program**

The Emergency Solutions Grant (ESG) program, formally the Emergency Shelter Grant program, is intended to supplement state, local and private efforts to improve the quality and number of emergency shelters and transitional facilities for homeless people as well as to provide case management and financial assistance to prevent homelessness and to permanently re-house homeless persons. The U.S. Department of Housing and Urban Development (HUD) issued an interim rule for the Emergency Solutions Grants Program on December 5, 2011. This rule amended the McKinney-Vento Homeless Assistance Act in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The interim rule established a list of eligible activities, and allows the local grantee, Stanislaus Urban County, to select activities in accordance with its own community development objectives. HUD then allocated a secondary allocation of Fiscal Year 2011-2012 funds, to be utilized in accordance with the ESG Interim Rule. To be eligible for use of these funds, a Substantial Amendment (SA) to the Fiscal Year 2011-2012 Annual Action Plan (AAP) must be prepared.

Designed as a first step in a Continuum of Care (CoC) plan of assistance, the ESG program strives to address the immediate needs of persons residing on the street and needing emergency shelter and transitional housing, as well as assisting their movement to independent living. While flexible in terms of serving all homeless subpopulations and preventing persons from becoming homeless, ESG program legislation and implementing regulations do limit the types of activities and amounts of funds that can be spent on different activities. The following categories of eligible activities and applicable limitations are discussed in the Program Requirements section of these Guidelines:

- STREET OUTREACH ACTIVITIES (*funding capped*)
- EMERGENCY SHELTER ACTIVITIES (*funding capped*)
- HOMELESS PREVENTION ACTIVITIES
- RAPID RE-HOUSING ACTIVITIES
- HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) ACTIVITIES

To be eligible for ESG assistance, a public service project must serve very low income households (at or below 30% of the area median income), homeless persons or those at-risk of homelessness.

The first allocation of Fiscal Year 2011-2012 funds was in the amount of \$109,464 and the second allocation is in the amount of \$61,338.

The interim rule eliminated the current program caps and replaced them with a 60% maximum (or Hold Harmless Need "HHN" maximum) of grant funds to be spent on shelter and street outreach activities. The remaining grant funds will be set aside for Homeless Prevention and Rapid Re-Housing and Administration activities. In addition, the Administration cap was increased from 5% to 7.5% of the total grant allocation. Based on the 60% maximum which must be applied based on the total cumulative amount of Fiscal Year 2011-2012 allocations, the following calculation identifies \$31,349 of the second allocation as eligible for Shelter Service activities:

### **SHELTER SERVICE CAP CALCULATION**

<i>First Fiscal Year 2011-2012 ESG Award:</i>	\$109,046
<i>Second Fiscal Year 2011-2012 ESG Award:</i>	<u>\$ 61,338</u>
<i>Total Fiscal Year 2011-2012 ESG Award:</i>	\$170,384
<i>60% Shelter Services Cap for Total Fiscal Year 2011-2012 ESG Award:</i>	\$102,230
<i>First Fiscal Year 2011-2012 Shelter Services Allocation:</i>	<u>\$ 70,881</u>
<b><i>Second Fiscal Year 2011-2012 Shelter Services Allocation:</i></b>	<b>\$31,349</b>

The following is a breakdown of the Stanislaus Urban County ESG allocations for the second allocation of Fiscal Year 2011-2012 funds, subject to the interim ESG Rule:

### **FISCAL YEAR 2011-2012 ESG SECOND ALLOCATION**

<b><i>ESG Program Administration</i></b>	<b>\$7,326</b>
Stanislaus County	\$7,326
<b><i>Shelter Services</i></b>	<b>\$31,349</b>
Children's Crisis Center Marsha's Protective Infant/Toddler Project	\$8,000
Family Promise Shelter Services for Homeless Families	\$1,349
The Salvation Army Emergency Shelter	\$9,000
The Salvation Army Berberian Transitional Living Center	\$6,000
We Care Cold Weather Emergency Shelter	\$7,000
<b><i>Homeless Prevention and Rapid Re-Housing Activities</i></b>	<b>\$22,663</b>
Children's Crisis Center Homeless Prevention and Rapid-Rehousing Project	\$9,058
Community Housing and Shelter Services Homeless Prevention Program	\$5,605
We Care Rapid Re-Housing Program	\$8,000
<b><i>Total Fiscal Year 2011-2012 Second Allocation</i></b>	<b>\$61,338</b>

## **SUMMARY OF CONSULTATION PROCESS**

*Describe how the recipient consulted with the Continuum(s) of Care on: determining how to allocate ESG funds for eligible activities; developing the performance standards for activities funded under ESG; and developing funding, policies, and procedures for the operation and administration of the HMIS.*

### **CONTINUUM OF CARE (CoC)**

The CoC is made up of representatives from the City of Modesto, the City of Turlock, the Housing Authority of the County of Stanislaus (HACS), Stanislaus County Behavioral Health and Recovery Services (BHRS), Stanislaus County Child Support Services, housing service providers, social service providers, fair housing service providers, health service providers

and homeless service providers. Draft Emergency Solutions Grant funding recommendations were presented to the CoC during their February 16, 2012 Housing Collaborative meeting.

### **ESG SUB-COMMITTEE**

A more detailed consultation occurred at the ESG Sub-committee, on February 16, 2012, following the general CoC meeting, to get input on the funding recommendations and policies and procedures for the ESG Fiscal Year 2011-2012 and Fiscal Year 2012-2013 awards (as amended by the HEARTH Act). Comments received centered around defining the new ESG regulations in line with lessons learned from implementing the HPRP Program. One main topic included the importance of requiring program participants to pay a portion of their rent incrementally to promote sustainable permanent housing, while still maintaining the flexibility of being able to waive this requirement if barriers exist that would make the decrease in rental assistance impede housing stability. Another topic was the difficulty of serving only 30% and under the AMI and how this population will most likely require more months of assistance than the 50% and below population. In general, the ESG Sub-committee agreed that the goal is to create clear and manageable policies and procedures that still maintain flexibility to allow housing plans that are based on each individual or family's unique needs. The ESG Sub-committee will continue to work on refining a list of barriers that impede housing stability, on a unified intake process and on the ESG Policies and Procedures.

### **HMIS SUB-COMMITTEE**

The Homeless Management Information System (HMIS), Sub-committee met on January 31, 2012 and began to evaluate the current HMIS Policies and Procedures. The Sub-committee is waiting for Housing and Urban Development (HUD) to release the revised HMIS standards however, before implementing any changes. The HACS, the CoC lead agency, was also consulted on February 7, 2012 regarding the use of ESG funds for the purpose of improving the CoC's HMIS system.

### **INSTITUTIONS THAT MAY DISCHARGE PERSONS INTO HOMELESSNESS**

Representatives from BHRS and the Stanislaus County Community Services Agency (CSA) regularly attend the monthly CoC Housing Collaborative meetings and are active participants in program planning for homeless fund utilization throughout Stanislaus County. The Health Services Agency (HSA) has been contacted in regard to recent and upcoming health care reform legislation, some of which encourages incorporating rental assistance and case management into discharge planning. Because Stanislaus County does not have a public hospital, private hospitals will ultimately need to be consulted in the future as to which health care reform measures they will be implementing. On October 1, 2011, California passed a corrections realignment plan, which shifts responsibility from the state to counties for the custody, treatment, and supervision of individuals convicted of specified non-violent, non-serious, non-sex crimes. In anticipation for the huge impact this will have on Stanislaus County in terms of discharging persons released from County jails into homelessness the CoC is pursuing collaborating with Stanislaus County Sherriff's and Probation Departments to develop a coordinated discharge policy.

### **SERVICE PROVIDERS**

Consultation with public and private agencies that provide assisted housing, health services, and social services to determine what resources are available to address the needs of any persons that are chronically homeless was addressed via coordination with the local CoC.

## **MEETING THE REQUIREMENTS OF 24 CFR §91.220**

The Stanislaus Urban County met the requirement of §91.100 through Stanislaus County Municipal Advisory Council public meetings and through consultation with the CoC. Meeting participants included homeless service providers, public service providers, Stanislaus Urban County members, community groups, business and civic leaders, and adjacent governmental entities throughout Stanislaus County.

## **SUMMARY OF CITIZEN PARTICIPATION PROCESS**

### **OVERVIEW**

Stanislaus Urban County's Citizen Participation Plan (CPP), as laid out within the Consolidated Plan (CP), was followed for the creation of this SA, including scheduling, publicizing and conducting community meetings and public hearings; providing technical assistance to applicants and other interested persons/groups; and maintaining accurate and current information regarding the ESG program which is available to citizens upon request.

In order to elicit public participation in the preparation of this SA, public notices were published and letters were mailed to homeless and support service organizations, CoC members and to HSA, BHRS and CSA to notify them of the development process and how they can participate. A Draft was submitted to various agencies and non-profits that serve Stanislaus County residents throughout the month of February 2012 requesting input and comments for consideration. In order to develop the SA, contributions were requested of residents of the participating jurisdictions at public meetings, at community centers, and were also made available on the Stanislaus County Department of Planning and Community Development website. This year, Stanislaus County was able to post announcements regarding the CDBG, and ESG programs on the Planning and Community Development homepage at the beginning of the 30-day public review period.

In order to foster citizen participation in the development of the amended Emergency Solutions Grant program, the Stanislaus County staff has participated in a number of presentations and informational meetings with public and private sector agencies and groups, as well as with advisory committees and groups of citizens who might or will benefit from program-funded activities. The six Stanislaus Urban County city members have conducted similar meetings and presentations with groups that provide services to their jurisdictions and to citizens that may benefit from program-funded activities. Notices were published defining the process and how persons, agencies and interested groups could participate. Stanislaus County staff posted announcements regarding the CDBG program on Stanislaus County's Department of Planning and Community Development internet homepage, which facilitated the receipt of citizen input online. A series of public meetings and hearings were scheduled (listed below) to be held in January and February 2012 to discuss the preparation and development of the SA.

<u>JURISDICTION</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>ADDRESS</u>
Stanislaus	1/11/12	<u>10:00am</u> <u>6:00pm</u>	County Admin. Building Tenth Street Place	Room 3001, 3 <sup>rd</sup> Floor 1010 10 <sup>th</sup> St., Modesto
Ceres	1/19/12	<u>4:00pm</u>	Ceres Community Center Upstairs Classroom	2701 Fourth St., Ceres
Hughson	1/12/12	<u>5:30pm</u>	Hughson City Council Chambers	7018 Pine St., Hughson
Newman	1/23/12	<u>5:00pm</u>	Newman Council Chambers	1200 Main St., Newman
Oakdale	1/12/12	<u>4:00pm</u>	Community Development Dept. Sierra Conference Room	120 S. Sierra Ave., Oakdale
Patterson	1/11/12	<u>5:00pm</u>	Patterson Council Chambers	1 Plaza, Patterson
Waterford	1/19/12	<u>6:00pm</u>	Beard Community Center	1540 C St., Waterford
<b>MUNICIPAL ADVISORY COUNCILS</b>				
Hickman	2/2/12	<u>7:00pm</u>	Hickman Charter School Office	13306 4 <sup>th</sup> Street, Hickman
Denair	2/7/12	<u>7:00pm</u>	Denair Unified School District Leadership Center	3460 Lester Road, Denair
South Modesto	2/9/12	<u>6:00pm</u>	Stanislaus County Ag Center Harvest Hall	3800 Cornucopia Way, Modesto
Empire	2/13/12	<u>7:00pm</u>	Empire Community Center	18 S. Abbie, Empire
Keyes	2/16/12	<u>7:00pm</u>	Keyes Community Center Keyes CSD Office	5601 7 <sup>th</sup> St., Keyes
Salida	2/28/12	<u>7:00pm</u>	Salida Library Community Room	4835 Sisk Rd., Salida

## Summary of Citizen Comments

Throughout the months of January and February, 2012, Stanislaus County staff conducted several public meetings throughout the unincorporated areas and at least one general meeting in each of the Stanislaus Urban County participating jurisdictions.

General meetings were held to discuss the needs within the Stanislaus Urban County areas to inform the public about the Citizen Participation Process in the development of the SA. The following includes a list of meetings and any comments received at each of these meetings:

### **Stanislaus County**

Two community meetings were held on January 11, 2012 at 10 am and 6 pm. No ESG comments were received.

### **City of Hughson**

A community meeting was held on January 12, 2012. No ESG comments were received.

### **City of Ceres**

A community meeting was held on January 19, 2012. No ESG comments were received.

### **City of Newman**

A community meeting was held on January 23, 2012. No ESG comments were received.



***City of Oakdale***

A community meeting was held on January 12, 2012.

One representative from the Family Support Network attended the meeting and inquired about the timing and competitive application process for CDBG/ESG public services grants. Stanislaus County staff followed up with the participant providing details regarding the public service application process via e-mail.

***City of Patterson***

A community meeting was held on January 11, 2012.

No ESG comments were received.

***City of Waterford***

A community meeting was held on January 19, 2012.

No ESG comments were received.

***Town of Hickman***

A community meeting was held on February 2, 2012.

No ESG comments were received.

***Town of Denair***

A community meeting was held on February 7, 2012.

No ESG comments were received.

***South Modesto***

A community meeting was held on February 9, 2012.

No ESG comments were received.

***Town of Empire***

A community meeting was held on February 13, 2012. Representatives from two non-profits, Friends of the Empire Library and Friends of the Empire Pool, attended and inquired about the competitive application process for CDBG/ESG public services grants. Stanislaus County staff followed up with information via e-mail.

***Town of Keyes***

A community meeting was held on February 2, 2012.

No ESG comments were received.

***Town of Salida***

A community meeting was scheduled for February 28, 2012.

Community meeting was cancelled.

***Stanislaus County Public Hearing***

A Public Hearing will be held on April 17, 2012.

***Services to Older Adults Advisory Council (STOAAC)***

A monthly meeting was held on February 1, 2012.

No ESG comments were received.

***Continuum of Care (CoC)***

A monthly meeting was held on February 16, 2012.

No ESG comments were received. The CoC was notified by e-mail on March 6, 2012 when the complete draft document was available.

### **ESG Sub-committee**

The ESG Sub-committee met on February 16, 2012. This sub-committee meets every other month, following the CoC Meeting. ESG comments, summarized within the Consultation section of this document, were received regarding developing ESG policies and procedures, the unified intake process and on implementing the new regulations. These comments were incorporated into the draft ESG written standards.

## **MATCH FUNDING**

*Describe: types of cash and/or non-cash resources used as match; specific amounts of resources used as match; proposed uses of match resources*

### **Match Funding Requirement Overview**

ESG awards must be matched dollar for dollar. Eligible matching sources include, any Federal source (other than the ESG program), as well as state, local, and private sources. Matching funds (both cash and non-cash) must be utilized during the grant period at an amount equal to or greater than 100% of the ESG amounts paid out. If Federal funds are to be used as match then the recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds. Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section. 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 sub-recipient.
2. **Non-cash contributions.** The value of any real property, equipment, goods, or services contributed to the recipient's or sub-recipient's ESG program, provided that if the recipient or sub-recipient had to pay for them with grant funds, the costs would have been allowable. Non-cash contributions may also include the purchase value of any donated building.
  - a. *Calculating the amount of Non-cash 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.
  - b. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or sub-recipient's organization. If the recipient or sub-recipient 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.
  - c. Some Non-cash contributions are real property, equipment, goods, or services that, if the recipient or sub-recipient 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 sub-recipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

3. **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 Funding Summary**

Below is a summary of the match funding identified for the Fiscal Year 2011-2012 Second ESG Allocation, listed by each agency receiving funding:

#### **CHILDREN'S CRISIS CENTER – HPRP PROGRAM**

##### **State Funds**

CA Department of Education	\$200,000
CA Department of Education	\$100,000
First Five, Prop 10	\$ 71,101

##### **Local Funds**

Emergency Childcare, Child Welfare Services	\$ 29,000
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##### **Private Funds**

In-N-Out Foundation	<u>\$ 15,000</u>
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<i>Total Match Funds</i>	<i>\$415,101</i>
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#### **CHILDREN'S CRISIS CENTER – MARSHA'S HOUSE INFANT SHELTER**

##### **State Funds**

CA Department of Education	\$210,704
First Five, Prop 10	<u>\$137,200</u>

<i>Total Match Funds</i>	<i>\$347,904</i>
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#### **COMMUNITY HOUSING AND SHELTER SERVICES – HOMELESS PREVENTION**

##### **Federal Funds**

CDBG, City of Modesto, Department of Housing and Urban Development	<u>\$ 60,000</u>
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<i>Total Match Funds</i>	<i>\$ 60,000</i>
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#### **FAMILY PROMISE – TRANSITIONAL SHELTER FOR HOMELESS FAMILIES**

##### **Other**

Private Donations	\$ 5,000
Fundraising	<u>\$ 14,708</u>

<i>Total Match Funds</i>	<i>\$ 19,708</i>
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#### **WE CARE OF TURLOCK – EMERGENCY COLD WEATHER SHELTER**

##### **Federal Funds**

CDBG, City of Turlock	\$ 15,000
Federal Emergency Management Agency (FEMA)	\$ 12,000

##### **Other**

Fundraising	\$ 10,000
Food Donations	\$ 7,550
Volunteers	\$ 16,500
Private Donations	<u>\$ 10,178</u>

<i>Total Match Funds</i>	<i>\$ 74,728</i>
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**WE CARE OF TURLOCK – RAPID RE-HOUSING*****Other***

In-kind	\$9,559
Private Donations	<u>\$2,000</u>
<i>Total Match Funds</i>	<i>\$11,559</i>

**PROPOSED ACTIVITIES AND OVERALL BUDGET**

*Please see table 3C for more detailed information*

All proposed awards went through a HUD approved/published competitive process and included representation from our CoC and Stanislaus Urban County members. This consultation was vetted through the CoC on February 16<sup>th</sup>, 2012, where staff collected input from our service providers, publically funded institutions, and participating business and civic leaders. Stanislaus Urban County has also engaged the HACS in the development of this amendment and developed a comprehensive community-wide survey that helped inform the development of this document. All stakeholders involved in the process agreed that the potential for our CoC's HMIS system to assist providers in tracking the continuum of care that clients receive is great. We highly prioritize increasing HMIS funding, in combination with our Economic Development program, to provide staff that can assist with data entry and increase data quality. These funds will be dedicated to HMIS improvements, and job training in the HMIS and homeless services fields, with the Fiscal Year 2012-2013 ESG allocation.

Below is a description, by activity, to be funded by Stanislaus Urban County's second Fiscal Year 2011-2012 ESG allocation of funds:

**Rapid Re-Housing – Rental Assistance**

*Annual Action Plan Priority Need – High* \$8,458

**Activity Description:** Medium-term rental assistance (between 4-24 months) as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

**Projected Outputs:** Five (5); 1-2 person Household(s) with children; One (1) individual without children.

**Rapid Re-Housing – Housing Relocation and Stabilization Services**

*Annual Action Plan Priority Need – High* \$4,600

**Activity Description:** Utility deposit, security deposit, case management and housing search and placement funds to be utilized in conjunction with medium-term rental assistance (between 4-24 months).

**Projected Outputs:** Five (5); 1-2 person Household(s) with children; One (1) individual without children.

### **Homelessness Prevention – Rental Assistance**

*Annual Action Plan Priority Need – Medium*

**\$8,708**

**Activity Description:** Short-term rental assistance as necessary to help an individual or family at-risk of becoming homeless, stabilize their housing.

**Projected Outputs:** Twelve (12); Household with children and/or individuals without children.

### **Homelessness Prevention – Housing Relocation and Stabilization Services**

*Annual Action Plan Priority Need – Medium*

**\$ 897**

**Activity Description:** Case management and housing search and placement funds to be utilized in conjunction with short-term rental assistance (between 1-3 months).

**Projected Outputs:** Threes (3); One (1) Household with a child or children; One (1) individual without children.

### **Emergency Shelter – Shelter Operations**

*Annual Action Plan Priority Need – High*

**\$3,849**

**Activity Description:** Funding will be utilized for costs associated with the operation of a homeless shelter, such as rent and utilities.

**Projected Outputs:** 130; 97 Homeless adult males; 2-3 homeless families (6 individuals); 27 at-risk homeless infants or toddlers.

### **Emergency Shelter – Essential Services**

*Annual Action Plan Priority Need – High*

**\$27,500**

**Activity Description:** Funding will be utilized for costs associated with the providing essential services associated with the operation of a homeless shelter, such as case management or shelter staff salaries.

**Projected Outputs:** 477; 97 Homeless adult males; 17 homeless adults (female and male, VA and non-VA) in transitional shelter; 337 homeless adults (both female and male) in emergency shelter.

*See Table 3C ("Consolidated Plan Listings of Projects" for local governments and territories attached)*

## **DISCUSSION OF FUNDING PRIORITIES**

*Explain why the recipient chose to fund the proposed activities at the amounts specified (recommended: if available, use locally-relevant data to support the funding priorities, and explain how the funding priorities will support the national priorities established in Opening Doors: Federal Strategic Plan to Prevent and End Homelessness)*

*Identify any obstacles to addressing underserved needs in the community.*

## Overview

To develop the Stanislaus Urban County's ESG funding priorities, the current condition of homelessness in the Nation and Stanislaus County was examined by pulling from the 2011 Point-in-Time (PIT) count, the CoC's 2011 Exhibit 1, the Stanislaus Urban County's 2012-2015 CP, the CoC's 10-Year Plan to End Long-Term Homelessness (2007), and the United States Interagency Council on Homelessness's Report, "Opening Doors – Federal Strategic Plan to Prevent and End Homelessness" (2010). A recent Community Survey, conducted in preparation for the development of Stanislaus Urban County's 2012-2015 CP, identified homeless services as a high priority and homeless prevention activities as a medium priority. The eligible activities under ESG, were then compared to existing services available to homeless and at-risk persons to develop ESG funding priorities that would serve target populations while not duplicating services.

The CoC's Exhibit 1 describes that Stanislaus County has experienced a loss of emergency and transitional shelter beds from Fiscal Year 2010-2011. These lower bed numbers occurred due to losses in non-profit funding and the paring down of non-profit services in an attempt to stay fiscally sound. The Stanislaus Urban County's goal for ESG funding is to assist non-profits in continuing to provide effective homeless assistance services, in terms of operational costs and essential services. Without emergency and transitional shelters providing temporary shelter for homeless individuals and families, re-housing the homeless would not be as effective. Since 2009, HPRP financial assistance funds combined with intensive case management has successfully housed 343 homeless individuals, made up of 95 households and has successfully prevented 222 individuals at-risk of homelessness, made up of 89 households, from losing their housing. This successful model implemented in conjunction with maintaining existing shelter facilities will allow the Stanislaus Urban County to continue to reduce the numbers of homeless individuals and families within Stanislaus County.

Second allocation Fiscal Year 2011-2012 and Fiscal Year 2012-2013 Rapid Re-housing funds will allow agencies awarded funding to build up their capacity for implementing these services under the new ESG regulations. A few of the biggest areas of adjustment under the new ESG regulations include, serving only 30% and below the Area Median Income, conducting habitability inspections on both Rapid Re-housing and Homeless Prevention units, improving data quality and participation for HMIS, and implementing a coordinated assessment system. Rapid Re-housing funds will be increased after this transition is successfully completed. With this in mind the Stanislaus Urban County is going to dedicate the full 60% cap of our combined (first and second) Fiscal Year 2011-2012 allocations to shelter services. The additional 2.5% in administration funds will allow staff to put in the time necessary to coordinate with local service providers and the CoC to develop and implement a coordinated assessment process for homeless programs receiving ESG funding and to allow for implementation of the amended ESG program. Homeless prevention activities, while remaining to be a service that is greatly needed throughout the Stanislaus Urban County, received slightly less priority than Rapid Re-housing and shelter services and accordingly, less funding is proposed to be allocated to this activity. Additionally, the Stanislaus Urban County, in recognition that HMIS has the potential to be utilized as a critical data tool in identifying the best methods for preventing and ending homelessness, will focus \$20,000 of its Fiscal Year 2012-2013 ESG award to improving the CoC's HMIS system. Lastly, in conjunction with our CDBG Economic Development program, a strong focus for ESG funds will be providing job training and placement opportunities for Rapid Re-housing and Homeless Prevention recipients.

The Federal Strategic Plan to Prevent and End Homelessness has the following 4 Goals:

- End Chronic Homelessness in five years
- Prevent and End Homelessness among Veterans in 5 years
- Prevent and End Homelessness for Families, Youth and Children in 10 years
- Set a Path to End all Homelessness

This document focuses on solving homelessness for the chronic homeless, homeless veterans, homeless families with children, and homeless unaccompanied youth. Within the document six strategies are discussed as paths to housing those target populations:

- Individualized Goal-Based Service Planning
- On-Going Support Services Connected to Mainstream Resources
- Independent Living Skills Training
- Connections to Supportive and Trustworthy Adults and Support Networks
- Employment and Education
- Housing

Similarly, the CoC's 10-year Plan to End Long-term Homelessness, identifies chronically homeless, long-term homeless adults and families, and homeless youth as target groups for homeless assistance. Currently, the focus of CoC funding has been to provide permanent supportive housing for chronically homeless, homeless veterans and for homeless youth out of foster care. The HPRP has been very successful in stably housing homeless families with children and long-term homeless adults. As HPRP comes to a close, there appears to be both a gap in funding and a high success rate for these two populations. ESG sub-grantees will assess individual clients' needs and will evaluate their potential for success in the appropriate program (Emergency, Transitional, Permanent Supportive Housing or Rental Assistance). If they are not able to offer the needed service, then clients will be referred to the appropriate resource.

### **Risk Factors for Homelessness**

Although we have no exact count as to the number of persons who lose their housing and become homeless each year, we do know what risk factors play into causing homelessness.

Some risk factors for homelessness include the following:

- Sudden and significant increase in utility costs
- Mental health and substance abuse issues
- Physical disabilities and other chronic health issues, including HIV/AIDS
- Severe housing cost burden (greater than 50 percent of income for housing costs)
- Homeless in last 12 months
- Young head of household (under 25 with children or pregnant)
- Current or past involvement with child welfare, including foster care
- Pending foreclosure of housing (rental or homeownership)
- Extremely low income (less than 30 percent of Area Median Income)
- Past institutional care (prison, treatment facility, hospital)
- Recent traumatic life event, such as death of a spouse or primary care provider, abandonment of spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities
- Credit problems that preclude obtaining of housing
- Significant amount of medical debt.

- Eviction within 2 weeks from a private dwelling (including housing provided by family or friends)
- Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals)
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation
- Sudden and significant loss of income

Persons who are "at-risk of homelessness" include individuals or families that are experiencing one or more of the risk factors described below. When evaluating these risk factors within the context of Stanislaus County a rise in persons at-risk of homelessness is anticipated. These factors will be taken into consideration when evaluating a client's risk of entering homelessness.

***Mental or Physical Disabilities, Substance Abuse and Other Chronic Health Issues***

Living with mental illness, physical disabilities, substance abuse or other chronic health issues can increase the risk of homelessness. The Health Services Agency's (HSA) Stanislaus County Community Health Assessment Survey for 2008 found that Stanislaus County residents who needed help for emotional or mental health problems increased from 14.6% in 2001 to 20.5% in 2005. However, the number of persons who did not see health professionals who needed it for emotional or mental problems was at 43.3%. When asked why those not receiving help did not get it, 62.4% responded that it was due to a lack of insurance. The 2010 American Community Survey estimates that 12.3% of Stanislaus County residents are living with a disability. Stanislaus County rates for chronic health issues, such as diabetes, asthma and obesity, are higher than averages for the State.

***Standard Condition & Substandard Condition But Suitable For Rehabilitation***

Housing that is substandard, such as housing units with inadequate plumbing or heating, increases the risk of homelessness. HUD's Community Planning and Development (CPD) Maps identify Stanislaus County as having 1,225 substandard housing units, 335 of which are occupied by persons who are 30% and under the AMI. A housing unit is considered to be in "Standard Condition" if:

- The unit is structurally sound and provides adequate shelter from the weather elements and a securable interior environment.
- Has operable indoor plumbing (a minimum of one of each: wash basin, water closet, bathing facilities, kitchen sink).
- Has an adequate, safe electrical system.
- Has sanitary food preparation facilities.
- Has no presence of environmental health concerns such as mold and lead.
- Meets HUD HQS standards.

A housing unit is considered to be in "substandard condition but suitable for rehabilitation" if the housing unit:

- Does not meet one or more of the conditions required for a dwelling to be in "standard condition" and the cost to bring the dwelling into compliance does not exceed 75% of the value of the house and property.
- Has been declared unfit or unsafe for occupancy by a government agency and the cost to bring the dwelling into compliance does not exceed 75% of the value of the house and property.



### ***Cost Burden and Severe Cost Burden***

Cost is the primary reason many individuals are unable to obtain or maintain quality housing. With the downturn in the economy, Stanislaus County has been one of the hardest hit areas in the country. Approximately 46% (75,474 households) of Stanislaus County's 165,761 households have monthly housing costs in excess of 30% of their monthly income. Approximately 54% (35,958 households) of rental households have monthly housing costs of 30% or greater compared to 40% (38,516 households) for owners.

### ***Unemployment and Underemployment***

Stanislaus County's unemployment rate is 18%, the population is extremely low income (less than 30 percent of Area Median Income), and many have suffered a sudden and significant loss of income. Job scarcity, pay rate cut-backs and low wage jobs also contribute to a higher risk for homelessness. Barriers to obtaining employment that provide adequate income for housing stability include, a lack of education, illiteracy, language barriers, lack of basic life skills, lack of transportation.

### ***Overcrowding***

Extremely low incomes, combined with substandard housing provide a high risk factor for homelessness. Households whose housing becomes uninhabitable or who have experienced a sudden decrease in income often lose their housing and end up staying with friends or family in a doubled up. In coping with economic challenges over the past few years, many of us have combined households with other family members or individuals. These "doubled-up" households are defined as those that include at least one "additional" adult – in other words, a person 18 or older who is not enrolled in school and is not the householder, spouse or cohabiting partner of the householder.

The Census Bureau reported that the number and share of doubled-up households and adults sharing households across the country increased over the course of the recession, which began in December 2007 and ended in June 2009. In spring 2007, there were 19.7 million doubled-up households, amounting to 17.0 percent of all households. Four years later, in spring 2011, the number of such households had climbed to 21.8 million, or 18.3 percent.

These factors combined with high amounts of household debt, and rising utility, gas and food costs raise the risk that individuals or families may enter into homelessness. Households at-risk of homelessness need access to the following services:

- Job training;
- Sustainable paying jobs;
- Affordable housing;
- Supplemental food supplies;
- Life-skills training;
- Basic coping skills, financial planning, food shopping, spending;
- Safe, affordable child care;
- Accessible and reliable public transportation;
- Case management services or supportive housing after leaving a shelter;
- Coordinated case management for those involved with a variety of public entities, such as the courts and parole;
- A safe environment that is drug and gang free;
- Recreational programs for adults;
- Chore services, including yard maintenance for the elderly;
- Medication administration assistance for the elderly; and,

- A short-term housing payment program for those with health problems or job loss.

## Summary of Funding Priorities

Based on the data provided above the following funding priorities have been identified for the Stanislaus Urban County's ESG Program:

**Target Populations:** Chronic Homeless, Homeless Veterans, Homeless Families with Children, Homeless Unaccompanied Youth

**High Priority Services:** Employment assistance and job training, Benefit Enrollment, Resource and Referral Services, Medium -term Rental Assistance, HMIS, Housing Search and Placement, Housing Stability Case Management, Life skills training, Shelter Operations, Essential Shelter Services

**Medium Priority Services:** Short-term Rental Assistance, Utility Assistance, Utility Deposits, Security Deposits, Rental Arrears, Rental application fees, Child care, Education services, Transportation

**Low Priority Services:** Legal Services, Mental Health Services, Last month's rent payments, Moving costs, Mediation, Credit repair, Outpatient health services, Mental health services, Substance abuse treatment services, Services for special populations, Renovation, Uniform Relocation Assistance

## DETAILED BUDGET

*Include detailed budget of planned activities and funding levels accounting for entire second allocation and any reprogrammed funds from the first allocation (may use Table 3 ESG in this Notice).*

Below is a list of ESG funding for Fiscal Year 2011-2012's second allocation by project and budget type:

### ESG Program Administration

#### **Stanislaus County**

**\$ 7,326**

ESG Program administration will be conducted by Stanislaus County Planning and Community Development Department staff and will include enforcing grantee and sub-grantee compliance with programmatic regulations in terms of recordkeeping, reporting, and implementing the program in accordance with standard policies and procedures. ESG program administration funds will also be utilized for program development, monitoring, training and for the allocation of funds.

### Marsha's Protective Infant/Toddler Project

#### **Children's Crisis Center**

**\$20,000**

This project will provide necessary shelter opportunities and specialized care for an impoverished population of high risk infants and toddlers living in Newman, Crows Landing, Ceres, Patterson, Waterford, Salida, and the unincorporated areas of Modesto. Each infant and toddler's physical, emotional, therapeutic, and nutritional needs will be attended by qualified, caring staff, trained in early childhood development, crisis management and emergency intervention. Case Management staff will guide families with the supportive services of crisis counseling, resource identification, referral services, and parent education.

This integration of services will protect children from unstable or violent living conditions and afford high risk parents opportunities to address the family circumstances responsible for creating homelessness.

<i>Emergency Shelter Operations</i>	\$2,500
<i>Emergency Shelter Essential Services</i>	\$17,500

## **Homeless Prevention and Rapid-Rehousing Project**

### ***Children's Crisis Center*** **\$32,254**

This project will provide rental assistance and homeless prevention services aimed at moving homeless families into safe and affordable housing, and helping families at imminent risk of losing their housing avoid eviction. Utilizing ESG funding, CCC Case Managers will work with high risk homeless families with children, enrolling only those families whose household income is at or below 30% of area median income (AMI) for Stanislaus County. Targeting for this program will consist of homeless families, including those fleeing domestic violence, exiting transitional sober living facilities, exiting long-term inpatient recovery programs, and exiting inpatient mental health programs. Prolonged unemployment will also qualify families for HPRP services if they have been evicted or are at risk of becoming evicted from their rental unit. All HPRP participants will be monitored by Case Managers who will determine family eligibility, assess housing barriers, develop a Housing Plan, offer rental assistance, provide life skills training, connect participants to potential employers, and track family progress towards goals outlined in their Housing Plan.

<i>Rapid Re-housing Housing Relocation and Stabilization Services</i>	\$9,742
<i>Rapid Re-housing Medium-term Tenant-based Rental Assistance</i>	\$15,000
<i>Homeless Prevention Housing Relocation and Stabilization Services</i>	\$2,512
<i>Homeless Prevention Short-term Tenant-based Rental Assistance</i>	\$5,000

## **Homeless Prevention Program**

### ***Community Housing and Shelter Services*** **\$4,400**

Funds will be used to provide rental/mortgage assistance to households and individuals at risk of losing their housing. They must be residents of Stanislaus County and be at or below 80% of the AMI for Stanislaus County. An appointment is set and the household is given a list of documents they must provide. The rental assistance staff works with the household and the landlord, to obtain necessary information and documentation. The address and property owner are verified through Stanislaus County Assessor's office or a title company. Rent reasonableness is determined.

<i>Homeless Prevention Housing Relocation and Stabilization Services</i>	\$880
<i>Homeless Prevention Short-term Tenant-based Rental Assistance</i>	\$3,520

## **Shelter Services for Homeless Families**

### ***Family Promise of Greater Modesto*** **\$16,375**

Family Promise of Greater Modesto provides homeless families with a safe shelter environment to remain together with their families, food, overnight accommodations, a Day Center to operate from, including showers and laundry facilities, phone and internet access and transportation from the Day Center to the shelter. ESG funds will be utilized to empower support families to move out of homelessness into permanent housing. Life Skills training is provided once a week in group meetings and daily intensive case management to assist them in moving out of homelessness.

<i>Emergency Shelter Essential Services</i>	\$16,375
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## **Emergency Shelter**

### ***The Salvation Army***

**\$30,984**

The Salvation Army's Emergency Shelter is a year round program, offering emergency beds for homeless individuals who are unable to find shelter elsewhere. The facility provides up to 100 beds per night to homeless citizens throughout Stanislaus County. The Shelter's target population is adult homeless persons who are over the age of 18 and without dependents. The Emergency Shelter exists to provide a warm, dry, and safe place for homeless persons to sleep each night. The Emergency Shelter offers services to the un-served and underserved at-risk adults with preference to 1) ambulatory physically handicapped and/or 2) 50 years of age and older who is at greater risk being in the night elements, and are unable to access other shelter facilities that are not ADA compatible, and/or need night time machines for their health (i.e. breathing, etc.) and have an emergency need of shelter during the months the Winter Shelter is not in operation. Clients who show stability and a desire for a greater self-determination are eligible to enroll in the Salvation Army's transitional living program, providing an opportunity to move closer towards obtaining permanent housing.

*Emergency Shelter Essential Services*

**\$30,984**

## **Berberian Transitional Living Center**

### ***The Salvation Army***

**\$14,000**

The Salvation Army Transitional Living Programs are designed to help participating clients meet three goals: 1) obtain and remain in permanent housing; 2) increase their skills and/or income; and 3) achieve greater self-determination. These program components provide a total of 40 beds as a "next step" in the continuum of care for homeless adults who have stabilized in the emergency shelter or another facility and are committed to moving towards self-sufficiency and permanent housing. The transitional living program will offer quality housing and supportive services for up to 24 months. The programs provide extensive case management, needs assessment, including follow-up services led by a dedicated case manager; job readiness instruction; life skills training, including personal budgeting, landlord/tenant relations and household management; assistance with legal issues; HIV/AIDS testing and counseling; medical screening; assistance accessing government benefits; assistance accessing permanent housing; substance abuse recover supports and transportation assistance. The program plans to accomplish introducing homeless individuals to a place where they can learn skills, gain income, receive assistance that will enable them to transition from homelessness to obtaining and remaining in permanent housing.

*Emergency Shelter Essential Services*

**\$14,000**

## **Emergency Cold Weather Shelter**

### ***We Care***

**\$38,000**

The We Care Program (WCP) Emergency Cold Weather Shelter serves chronically homeless men over the age of 18 throughout Stanislaus County. The WCP's Cold Weather Shelter has the capacity to shelter 34 homeless individuals a night during the worst part of the winter. The Shelter generally operates from December 1, 2011 to March 31, 2012, seven days a week from 6:30 p.m. to 8:00 a.m. Nutritious meals are provided nightly by various churches, organizations, clubs, individual families, and CSU Stanislaus faculty and students.

<i>Emergency Shelter Operations</i>	\$14,000
<i>Emergency Shelter Essential Services</i>	\$24,000

### **Rapid Re-Housing Program**

#### ***We Care***

**\$8,000**

The We Care Rapid Re-housing Program provides services for homeless individuals and families without children over the age of 18 who fall at or below 30% of the area median income. This project will assist 2-3 homeless individuals and families with housing search and placement, rental application fees, rental and utility assistance, rental and utility deposits, case management, referrals, and support services. Referrals to Alliance Worknet, in combination with the Stanislaus Urban County's Economic Development Program, will be provided to unemployed or underemployed program participants. Project participants receive a housing plan created specifically to meet their individual housing needs and goals. A case manager meets with program participants at least once a month in their home to assess their housing plan progress. The goal of the program is to move individuals and families that are homeless through the transition into a permanent, sustainable, housing situation.

<i>Rapid Re-housing Housing Relocation and Stabilization Services</i>	\$2,600
<i>Rapid Re-housing Medium-term Tenant-based Rental Assistance</i>	\$5,400

### **WRITTEN STANDARDS FOR PROVISION OF ESG ASSISTANCE**

*If the recipient is a metropolitan city, Stanislaus Urban County, or territory: include written standards for providing the proposed assistance. The written standards must include:*

- a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG.*
- b. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.*
- c. 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.*
- d. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid rehousing assistance.*
- e. 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.*
- f. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide 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 participants receives assistance; or the maximum number of times the program participants may receive assistance.*

## **Evaluating Eligibility for Assistance under ESG**

1. **Initial Evaluations.** The recipient or its sub-recipient must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing, in accordance with the centralized or coordinated assessment requirements set forth under 24 CFR §576.400(d) and the written standards established under 24 CFR §576.400(e).
2. **Determining Program Participant Eligibility.** The following criteria shall be used to determine program participant eligibility for assistance under ESG:
  - a. Income shall be annualized and calculated based on the standards for the Housing Choice Voucher Program (Section 8 Eligibility Standards). Program participants must be 30% and under the Area Median Income to be determined to be eligible.
  - b. A client cannot be determined to be ineligible for the program due to a lack of income.
  - c. Additional criteria, established by the CoC's ESG Sub-committee shall be followed.
  - d. Rapid Re-housing assistance, specifically for the target populations listed below, shall be prioritized over Homeless Prevention assistance:
    - i. Chronically Homeless
    - ii. Homeless Veterans
    - iii. Homeless Families with Children
    - iv. Homeless Unaccompanied Youth
3. **Annual income.** For each program participant who receives homelessness prevention assistance, or who receives rapid re-housing assistance longer than one year, the following documentation of annual income must be maintained:
  - a. Income evaluation form containing the minimum requirements specified by HUD and completed by the recipient or sub-recipient; and
  - b. Source documents for the assets held by the program participant and income received over the most recent period for which representative data is available before the date of the evaluation (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement);
  - c. To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by the recipient's or sub-recipient's intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available; or
  - d. To the extent that source documents and third party verification are unobtainable, the written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is reasonably expected to receive over the 3-month period following the evaluation.
4. **Determinations of ineligibility.** For each individual and family determined ineligible to receive Emergency Solutions Grant (ESG) assistance, the record must include documentation of the reason for that determination.

5. **Re-evaluations for homelessness prevention and rapid re-housing assistance.** The recipient or sub-recipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every three (3) months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance. At a minimum, each reevaluation of eligibility must establish that:
- a. The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and
  - b. The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance;
  - c. The recipient or sub-recipient may require each program participant receiving homelessness prevention or rapid re-housing assistance to notify the recipient or sub-recipient regarding changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance under ESG. When notified of a relevant change, the recipient or sub-recipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs;
  - d. Annual income. When determining the annual income of an individual or family, the recipient or sub-recipient must use the standard for calculating annual income under 24 CFR 5.609;
  - e. Connecting program participants to mainstream and other resources. The recipient and its sub-recipients must assist each program participant, as needed, to obtain;
  - f. Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and
  - g. Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:
    - i. Medicaid (42 CFR chapter IV, subchapter C);
    - ii. Supplemental Nutrition Assistance Program (7 CFR parts 271-283);
    - iii. Women, Infants and Children (WIC) (7 CFR part 246);
    - iv. Federal-State Unemployment Insurance Program (20 CFR parts 601-603, 606, 609, 614-617, 625, 640, 650);
    - v. Social Security Disability Insurance (SSDI) (20 CFR part 404);
    - vi. Supplemental Security Income (SSI) (20 CFR part 416);
    - vii. Child and Adult Care Food Program (42 U.S.C. 1766(t) (7 CFR part 226));
    - viii. Other assistance available under the programs listed in 24 CFR § 576.400(c).
6. **Eligibility for Rental Units.** The rental unit identified to receive financial assistance must meet the following minimum qualifications. This applies to both rental units receiving Rapid Re-housing and Homeless Prevention assistance:
- a. Unit must pass habitability inspections, which includes an assessment for lead-based paint hazards. Inspections shall be requested on a standard form and will be conducted by Stanislaus County Building Permits Division staff.
  - b. Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888.111-888.115, and complies with HUD's standard of rent reasonableness, as

established under 24 CFR 982.507. (1) For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

- c. Best efforts must be made to ensure that units receiving ESG assistance are legal dwellings and are not in the process of foreclosure.
  - d. Units receiving assistance must be located within the areas covered by the Stanislaus Urban County. These areas include the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, Waterford and the unincorporated areas of Stanislaus County.
7. **Terminating assistance.** In general if a program participant violates program requirements, the recipient or sub-recipient may terminate the assistance in accordance with a formal process established by the CoC that recognizes the rights of individuals affected. The recipient or sub-recipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.
- a. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:
    - i. Written notice to the program participant containing a clear statement of the reasons for termination;
    - ii. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
    - iii. Prompt written notice of the final decision to the program participant.
  - b. Ability to provide further assistance. Termination under this section does not bar the recipient or sub-recipient from providing further assistance at a later date to the same family or individual.

## **Rapid Re-Housing and Homeless Prevention Assistance**

1. **Rapid Re-Housing Assistance.** If a program participant can document that they meet the following criteria, then they shall be considered to meet the definition of "homeless" and may qualify for Rapid Re-Housing assistance, provided that all other eligibility criteria can also be met:
- a. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
    - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
    - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not



meant for human habitation immediately before entering that institution;

- b. An individual or family who will imminently lose their primary nighttime residence should be classified as Homeless Prevention
- c. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - i. Are defined as homeless under the Runaway and Homeless Youth, Head Start, Violence Against Women, Public Health Services, Food and Nutrition, or Child Nutrition Acts;
  - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addition, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- d. Any individual or family who:
  - i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual or family's primary nighttime residence or has made the individual or family afraid to return to their nighttime residence;
  - ii. Has no other residence; and
  - iii. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

2. **Homeless Prevention Assistance.** If a program participant can document that they meet the following criteria, then they shall be considered to meet the definition of "At-risk of Homelessness" and may qualify for Homeless Prevention assistance, provided that all other eligibility criteria can also be met:

- a. An individual or family who:
  - i. Has an annual income below 30 percent of area median family income;
  - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in the homeless definition; and
  - iii. Meets one of the following conditions:
    - 1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - 2. Is living in the home of another because of economic hardship;

3. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  4. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, state, or local government programs for low-income individuals;
  5. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than two (2) (1.5 people per room, as defined by the U.S. Census Bureau);
  6. Is exiting a publicly funded institution, or system of care, e.g., health-care facility, mental health facility, foster care, or other youth facility, or correction program or institution; or
  7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the Stanislaus Urban County approved consolidated plan;
- b. A child or youth who does not qualify as homeless under the HEARTH Act but qualifies as homeless under the Runaway and Homeless Youth, Head Start, Violence Against Women, Public Health Services, Food and Nutrition, or Child Nutrition Acts; or
  - c. A child or youth who does qualify as homeless under the HEARTH Act but qualifies as homeless under the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) of that child or youth if living with her or him.
3. **Short-term Rental Assistance.** (Medium priority as referenced in the Consolidated Plan (CP) survey results priority list) Short-term rental assistance is defined as rental assistance provided for up to 3 months.
  4. **Medium-term Rental Assistance.** (High priority as referenced in the CP survey results priority list) Medium-term rental assistance is defined as rental assistance provided for more than 3 months but not more than 24 months of rent, within a 3 year period.
  5. **Rental Arrears.** (Medium priority as referenced in the CP survey results priority list) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
  6. **Tenant-based rental assistance.** Includes providing rental assistance to program participants who pay rent for a unit that is under a lease. The following standards apply to this type of rental assistance:
    - a. A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.
    - b. The recipient may require that all program participants live within a particular area for the period in which the rental assistance is provided.
    - c. The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:
      - i. The program participant moves out of the housing unit for which the program participant has a lease;
      - ii. The lease terminates and is not renewed; or

- iii. The program participant becomes ineligible to receive ESG rental assistance.
7. **Project-based rental assistance.** Project-based rental assistance is an eligible ESG activity. However, any ESG funded project-based rental assistance program must work with Stanislaus Urban County staff to ensure the program complies with 24 CFR § 576.106 (i).
8. **Use with other subsidies.** Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.
9. **Maximum Amounts and Periods of Assistance.** Each program participant may receive up to 12 months of rental assistance and housing relocation and stabilization services. This assistance may be extended if the program participant's housing plan has been followed and the case manager determines that additional months of assistance are required for the participant to overcome additional barriers to housing. In no case can HPRP assistance exceed 24 months during any 3-year period.
10. **Prioritizing Assistance Type.** Standards 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.
  - a. Rapid Re-housing assistance, particularly for chronically homeless, for veterans, for unaccompanied youth, and for families with children, shall be prioritized over other financial assistance types.
  - b. When developing a client's housing plan, the following eligible activities should be considered a high priority:
    - a. Employment Assistance and job training
    - b. Benefit enrollment
    - c. Resource and referral services
    - d. Medium-term rental assistance
    - e. Housing search and placement
    - f. Housing stability case management
    - g. Life skills training
  - c. When developing a client's housing plan, the following eligible activities should be considered a medium priority:
    - a. Short-term rental assistance
    - b. Utility assistance
    - c. Utility deposits
    - d. Security deposits
    - e. Rental arrears
    - f. Rental application fees
    - g. Child care
    - h. Education services
    - i. Transportation
  - d. When developing a client's housing plan, the following eligible activities should be considered a low priority:
    - a. Legal services

- b. Mental health services
  - c. Last's month rental payments
  - d. Moving costs
  - e. Mediation
  - f. Credit repair
  - g. Outpatient health services
  - h. Mental health services
  - i. Substance abuse treatment services
  - j. Services for special populations
- e. If a client enters the program as Rapid Re-housing, then exits and re-enters are they will be reclassified as Homeless Prevention. The length of Rapid Re-housing and Homeless Prevention assistance will be counted towards the maximum number of months to receive assistance together.
11. **Program Participant Responsibilities.** Standards for determining the share of rent and utilities costs that each program participant is responsible to pay, if any, while receiving homelessness prevention or rapid rehousing assistance is as follows:
- a. If at intake a client is determined to have cash-income or benefits, their rental assistance shall decrease by 10% every month. If a case manager determines that barriers exist that would make this requirement an obstacle to stable permanent housing at program exit, then this requirement may be waived. Barriers shall be documented in client file and must be consistent with CoC established barriers.
  - b. Debt to income ratio limits include: 35% income to housing ratio; and a 45% total monthly debt to income ratio. If a case manager creates a housing plan that includes a plan for getting a program participant's debt to income ratio to these levels, then this requirement may be waived. This shall be documented in the client's Housing Plan and signed by the client.
12. **Rental assistance agreement.** The recipient or sub-recipient may make rental assistance payments only to an owner with whom the recipient or sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the recipient or sub-recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.
13. **Late payments.** The recipient or sub-recipient must make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The recipient or sub-recipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
14. **Lease.** Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled

checks. For program participants living in housing with project-based rental assistance under paragraph (i) of this section, the lease must have an initial term of one year.

15. **Housing Relocation and Stabilization Services.** 24 CFR § 576.105. Any rapid re-housing or homeless prevention rental assistance must be provided in accordance with the housing relocation and stabilization services, in particular monthly case management. Staff related costs cannot exceed 20% of the total grant award.

16. **Financial assistance costs.** Financial assistance costs are eligible activities under Housing Relocation and Stabilization Services. Subject to the general conditions under 24 CFR § 576.103 and 24 CFR §576.104, ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs in order of funding priority:

- a. *Rental application fees.* ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
- b. *Security deposits.* ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.
- c. *Last month's rent.* If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.
- d. *Utility deposits.* ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (v) of this section.
- e. *Utility payments.* ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
- f. *Moving costs.* ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

17. **Housing search and placement.** Housing Search and Placement is an eligible activity under Housing Relocation and Stabilization Services. This includes activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, as follows:

- a. Assessment of housing barriers, needs, and preferences;
- b. Development of an action plan for locating housing;
- c. Housing search;
- d. Outreach to and negotiation with owners;
- e. Assistance with submitting rental applications and understanding leases;

- f. Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
- g. Assistance with obtaining utilities and making moving arrangements; and
- h. Referral for tenant counseling, to local fair housing provider.

18. **Housing Stability Case Management.** Housing Stability Case Management is an eligible activity under Housing Relocation and Stabilization Services. Each program participant receiving homelessness prevention or rapid rehousing assistance must meet regularly with a case manager and the assistance provider must develop an individualized housing plan to help that program participant retain permanent housing after the ESG assistance ends. These requirements are intended to help ensure that the ESG-funded emergency, short-term or medium-term assistance will be effective in helping program participants regain long-term housing stability and avoid relapses into homelessness. ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:

- a. Using the centralized or coordinated assessment system as required under 24 CFR §576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
- b. Conducting the initial evaluation required under 24 CFR § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
- c. Counseling;
- d. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- e. Monitoring and evaluating program participant progress;
- f. Providing information and referrals to other providers;
- g. Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- h. Conducting re-evaluations required under 24 CFR § 576.401(b).

19. **Mediation.** Mediation is an eligible activity under Housing Relocation and Stabilization Services. ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

20. **Legal services.** Providing legal services is an eligible activity under Housing Relocation and Stabilization Services. ESG funds may pay for legal services, as set forth in 24 CFR § 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

21. **Credit repair.** Assisting with credit repair is an eligible activity under Housing Relocation and Stabilization Services. ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to

household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

22. **24 CFR § 576.107 HMIS component.** Provided funding from another local source is not already available for the HMIS related costs below, the recipient or sub-recipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area. Activities funded under this section must comply with HUD's standards on participation, data collection, and reporting under a local HMIS. Eligible activities under this category include:
- a. Purchasing or leasing computer hardware;
  - b. Purchasing software or software licenses;
  - c. Purchasing or leasing equipment, including telephones, fax machines, and furniture;
  - d. Obtaining technical support;
  - e. Leasing office space;
  - f. Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
  - g. Paying salaries for operating HMIS including, completing data entry, monitoring and reviewing data quality, completing data analysis, reporting to the HMIS Lead, training staff on using the HMIS or comparable database, and implementing and complying with HMIS requirements,
  - h. Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
  - i. Paying staff travel costs to conduct intake; and
  - j. Paying participation fees charged by the HMIS Lead, if the recipient or sub-recipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS;
  - k. If the sub-recipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

## Evaluating Outcomes

1. **Defining Stably Housed.** For the purposes of evaluating outcomes of Rapid Re-housing and Homeless Prevention assistance, a program participant is considered to be stably housed, if their residence at time of exit includes one of the following:
  - a. Permanent Supportive Housing
  - b. Rental by client no housing subsidy
  - c. Rental by client, VASH housing subsidy
  - d. Rental by client, other (non-VASH) housing subsidy
  - e. Staying or living with family, permanent tenure
  - f. Staying for living with friends, permanent tenure
2. **Additional Outcomes.** Additional outcomes to be tracked include the following:
  - a. Changes in employment
  - b. Changes in cash benefits
  - c. Changes in non-cash benefits
  - d. Supportive services received
  - e. Job or life skills training received

## Record Keeping

1. **Homeless status.** Documentation of homeless status must occur at intake. Lack of third-party documentation must not prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates on which entries are made. Priority for obtaining evidence is as follows:
  - a. Third Party Written
  - b. Third Party Oral
  - c. Documents provided by program participant
  - d. Self-declaration
  
2. **Documenting Homelessness.** For each individual or family who receives Emergency Solutions Grant (ESG) homelessness assistance, the records must include the evidence relied upon to establish and verify the individual or family's "homelessness" status. This evidence must include an intake and certification form that meets HUD specifications and is completed by the sub-recipient. Required documentation includes the following:
  - a. If the individual or family is lacking a fixed nighttime residence and is staying in either a place not meant for habitation or a shelter, acceptable evidence includes:
    - i. A written observation by an outreach worker of the conditions where the individual or family was living;
    - ii. A written referral by another housing or service provider, and
    - iii. or a certification by the individual or head of household seeking assistance.
  - b. If the individual or family is exiting a public institution where their stay was 90 days or less, and where they stayed either in a place not meant for habitation or a shelter prior to entry, acceptable evidence includes 2a.i-iii above and:
    - i. Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution. All oral statements must be recorded by the intake worker; or
    - ii. Where the evidence in paragraph (b)(2)(i) of this section is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in paragraph (b)(2)(i) and a certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided for 90 days or less.
  - c. For any other circumstances where an individual or family qualifies as homeless under 24 CFR §576.2 of the Federal Code, the evidence must comply with 24 CFR §576.500(b) of the Federal Code.
  
3. **Documenting At risk of homelessness status.** For each individual or family who receives Emergency Solutions Grant (ESG) homelessness prevention assistance, the records must include the evidence relied upon to establish and verify the individual or family's "at risk of homelessness" status. This evidence must include an intake



and certification form that meets HUD specifications and is completed by the recipient or sub-recipient. The evidence must also include:

- a. Determination of annual income
  - b. The program participant's certification on a form specified by HUD that the program participant has insufficient financial resources and support networks (e.g., family, friends, faith-based or other social networks, immediately available to attain housing stability and meets one or more of the conditions described of the definition of "at risk of homelessness" in 24 CFR §576.2)
  - c. The most reliable evidence available to show that the program participant does not have sufficient resources or support networks. Acceptable evidence includes:
    - i. Source documents (e.g., eviction notice, notice of termination from employment, unemployment compensation statement, bank statement, health-care bill showing arrears, utility bill showing arrears);
    - ii. To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., former employer, public administrator, relative) or the written certification by the recipient's or sub-recipient's intake staff of the oral verification by the relevant third party that the applicant meets one or both of the criteria under paragraph (1)(ii) of the definition of "at risk of homelessness" in 24 CFR § 576.2; or
    - iii. To the extent that source documents and third-party verification are unobtainable, a written statement by the recipient's or sub-recipient's intake staff describing the efforts taken to obtain the required evidence; and a statement that the intake staff that the staff person has visited the applicant's residence and determined that the applicant meets one or more of the criteria under paragraph (1)(iii) of the definition or, if a visit is not practicable or relevant to the determination, a written statement by the recipient's or sub-recipient's intake staff describing the efforts taken to obtain the required evidence.
4. **Rental assistance agreements and payments.** The records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.
5. **Utility allowance.** The records must document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
6. **Services and assistance provided.** The recipient must keep records of the types of essential services, rental assistance, and housing stabilization and relocation services provided under the recipient's program and the amounts spent on these services and assistance. The recipient and its sub-recipients that are units of general purpose local government must keep records to demonstrate compliance with the maintenance of effort requirement, including records of the unit of the general purpose local government's annual budgets and sources of funding for street outreach and emergency shelter services.

7. **Program participant records.** In addition to evidence of homeless status or "at risk of homelessness" status, as applicable, records must be kept for each program participant that document:
  - a. The services and assistance provided to that program participant, including, as applicable, the security deposit, rental assistance, and utility payments made on behalf of the program participant;
  - b. Compliance with the applicable requirements for providing services and assistance to that program participant under the program components and eligible activities provisions at 24 CFR § 576.101 through 24 CFR § 576.106, the provision on determining eligibility and amount and type of assistance at 24 CFR § 576.401(a) and (b), and the provision on using appropriate assistance and services at 24 CFR § 576.401(d) and (e); and
  - c. Where applicable, compliance with the termination of assistance requirement in 24 CFR § 576.402.

### **Coordination among Homeless Service Providers**

1. **Centralized or coordinated assessment systems and procedures.** The recipient and its sub-recipients must keep documentation evidencing the use of, and written intake procedures for, the centralized or coordinated assessment system(s) developed by the Continuum of Care(s) in accordance with the requirements established by HUD.
2. **Provider Coordination.** The ESG Sub-committee will meet once a month, after the general CoC meeting. ESG recipients must attend this sub-committee meeting bi-monthly to ensure standardized coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
3. **Coordination with Continuum(s) of Care and other programs.** The recipient and its sub-recipients must document their compliance with the requirements of 24 CFR § 576.400 for consulting with the Continuum(s) of Care and coordinating and integrating ESG assistance with programs targeted toward homeless people and mainstream service and assistance programs. The recipient must keep records of the participation in HMIS or a comparable database by all projects of the recipient and its sub-recipients.

### **Other**

1. **Match Funding.** The recipient must keep records of the source and use of contributions made to satisfy the matching requirement in 24 CFR § 576.201. The records must indicate the particular fiscal year grant for which each matching contribution is counted. The records must show how the value placed on third-party, Non-cash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.
2. **Program income.** Program income shall have the meaning provided in 24 CFR 85.25. Program income includes any amount of a security or utility deposit returned to the recipient or sub-recipient.

3. **Conflicts of interest.** The recipient and its sub-recipients must keep records to show compliance with the organizational conflicts-of-interest requirements in 24 CFR § 576.404(a)

## **PROCESS FOR MAKING SUB-AWARDS**

*Each recipient must describe its process for making sub-awards. Each state recipient must describe how it intends to make its allocation available to units of general local government and private nonprofit organizations, including community and faith-based organizations. Each territory or metropolitan city must describe how it intends to make its allocation available to private nonprofit organizations. Each urban county must describe how it intends to make its allocation available to private nonprofit organizations and to participating units of local government.*

ESG funds subject to this SA (second-round allocation of funds) were sub-awarded based on a competitive grant cycle to which homeless and homeless prevention service providers can apply. Applicants are restricted to submitting two (2) applications per agency, provided each application is a request for a different program or office. All applicants were required to attend a technical workshop prior to submission of an application. A panel made up of representation from each Stanislaus Urban County participants, the Stanislaus County Chief Executives Office, and a Continuum of Care members, reviewed each written application submission and oral presentation and scored them individually.

As part of the Stanislaus Urban County's Substantial Amendment to the Fiscal Year 2011-2012 Annual Action Plan, community outreach was conducted to prioritize the targeting of ESG funds within the community. A community survey, conducted as part of the 2012-2015 CP development process, requested that citizens rank the following eight (8) public services in order of importance:

- Homeless Services
- Homeless Prevention Services
- Services for Victims of Domestic Violence
- Services for At-risk Children and Youth
- Services for Persons with Physical and Mental Disabilities
- Services for the Elderly
- Emergency Food Assistance
- Workforce Development and Job Creation

Based on the survey results within the CP Survey, each public service applicant receives a score between 0-5 representing the priority, as identified by the community surveys, of the primary population they serve. Additional criteria for public service providers scoring during the competitive grant application process include:

### CAPACITY & EXPERIENCE

- Team Member Composition & Employees Experience
- Agency experience with carrying out activity

### NEED/EXTENT OF THE PROBLEM

- Benefit to Low-income Persons
- Stanislaus Urban County Area Served
- Consolidated Plan Priority

### SOUNDNESS OF APPROACH

- New or expanded program
- Sustainability of the agency in terms of program implementation
- Agency Referral & Collaboration,
- Comprehensive services
- Client outreach strategy
- Connection to housing either directly or through referral

### OUTPUTS

- Proposed number of people served/method of tracking,
- Ability to prevent duplication of services
- Income verification methodology
- Established eligibility criteria

### ACCOMPLISHMENTS

- Clear measurable accomplishments
- Performance in terms of numbers served in previous grant cycles
- Long range tracking of program accomplishments
- Clear and verifiable performance

### LEVERAGING RESOURCES

- Private Funding
- State and Federal Funding
- Donations, fundraising and Volunteers

### ACHIEVING RESULTS & PROGRAM EVALUATION

- Based on current Fiscal Year performance
- Timeliness of drawing down funds
- Monitoring results
- Numbers served
- Participation in the Stanislaus County Housing Collaborative (CoC)

As discussed earlier within the Consultation Process section of this document, the results of the competitive process and the Consolidated Plan survey results were then presented to the CoC, the HMIS Sub-committee and the HPRP/ESG Sub-committee for input.

## **HOMELESS PARTICIPATION REQUIREMENT**

*For those recipients who cannot meet the participation requirement in 24 CFR § 576.405(a), the substantial amendment must include a plan that meets the requirements under 24 CFR § 576.405(b).*

*24 CFR § 576.405 Homeless participation.*

*(a) Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG).*

*(b) If the recipient is unable to meet requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in*

*considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220.*

*(c) To the maximum extent practicable, the recipient or sub-recipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.*

The Continuum of Care (CoC) has been discussing methods for increasing homeless and formerly homeless participation for the planning and use of ESG and CoC funds. The City of Modesto's Blue Ribbon Commission on Homelessness has recommended that a homeless fair be held to connect homeless persons to medical screenings, enrollment assistance, documentation replacements, emergency food and clothing, as well as for general resource and referral services. The CoC hopes to coordinate this fair with the 2013 Homeless Count and to elicit input at this time from homeless persons, as well as to seek participation on the monthly CoC meetings, on the use of ESG funds throughout the Stanislaus Urban County.

## **PERFORMANCE STANDARDS**

*The recipient must describe the performance standards for evaluating ESG activities, which must be developed in consultation with the Continuum(s) of Care.*

For the purposes of evaluating outcomes of Rapid Re-housing and Homeless Prevention assistance, a program participant is considered to be stably housed, if their residence at time of exit includes one of the following:

- Permanent Supportive Housing
- Rental by client no housing subsidy
- Rental by client, VASH housing subsidy
- Rental by client, other (non-VASH) housing subsidy
- Staying or living with family, permanent tenure
- Staying for living with friends, permanent tenure

Additionally, sub-grantees will be required to document each program participant's barriers to obtaining and maintaining stable housing at program entry, re-certification, and at program exit. In particular, sub-grantees must keep detailed records for each program participant in the following categories:

- Changes in employment
- Changes in cash benefits
- Changes in non-cash benefits
- Supportive services received
- Job or life skills training received

In general, program participants whose residence at program exit is considered to be "stably housed" and who experiences a decrease in the number of barriers from program exit to program entry, will be considered to be a program success.

## WRITTEN STANDARDS FOR EMERGENCY SHELTER AND STREET OUTREACH ACTIVITIES

*If the Stanislaus Urban County funds emergency shelter activities with the second Fiscal Year 2011-2012 ESG allocation, policies and procedures must be provided within a Substantial Amendment of the 2011-2012 Annual Action Plan. Policies and procedures must address 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 and persons with the highest barriers to housing and assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.*

Shelter Services are capped at 60% of the total award first and second Fiscal Year 2011-2012 allocation.

### SHELTER SERVICE CAP CALCULATION

<i>First Fiscal Year 2011-2012 ESG Award:</i>	<i>\$109,046</i>
<i>Second Fiscal Year 2011-2012 ESG Award:</i>	<i><u>\$ 61,338</u></i>
<i>Total Fiscal Year 2011-2012 ESG Award:</i>	<i>\$170,384</i>
<i>60% Shelter Services Cap for Total Fiscal Year 2011-2012 ESG Award:</i>	<i>\$102,230</i>
<i>First Fiscal Year 2011-2012 Shelter Services Allocation:</i>	<i><u>\$ 70,881</u></i>
<b><i>Second Fiscal Year 2011-2012 Shelter Services Allocation:</i></b>	<b><i><u>\$ 31,349</u></i></b>

The following are the Stanislaus Urban County's policies and procedures that specifically apply to Shelter Services:

### **Definitions**

1. **Emergency shelter.** Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless (including transitional shelter), and which does not require occupants to sign leases or occupancy agreements.
  
2. **Homeless.** If a program participant can document that they meet the following criteria, then they shall be considered to meet the definition of "homeless" and may qualify for shelter assistance, provided that all other eligibility criteria established by the sub-grantee can also be met:
  - a. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
    - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
    - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not

- meant for human habitation immediately before entering that institution;
- b. An individual or family who will imminently lose their primary nighttime residence should be classified as Homeless Prevention.
  - c. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
    - i. Are defined as homeless under the Runaway and Homeless Youth, Head Start, Violence Against Women, Public Health Services, Food and Nutrition, or Child Nutrition Acts;
    - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
    - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
    - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addition, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
  - d. Any individual or family who:
    - i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual or family's primary nighttime residence or has made the individual or family afraid to return to their nighttime residence;
    - ii. Has no other residence; and
    - iii. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

## Eligible Activities

1. **Essential services.** ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
  - a. *Case management.* The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Eligible Case Management tasks include:
    - i. Using the centralized or coordinated assessment system as required under 24 CFR § 576.400 (d);
    - ii. Conducting the initial evaluation required under 24 CFR § 576.401(a), including verifying and documenting eligibility;
    - iii. Counseling;
    - iv. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
    - v. Monitoring and evaluating program participant progress;
    - vi. Providing information and referrals to other providers;
    - vii. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and

- viii. Developing an individualized housing and service plan, including planning a path to permanent housing stability.
- b. *Child care.* The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
- c. *Education services.* When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
- d. *Employment assistance and job training.* The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
- e. *Outpatient health services.* Outpatient health services may be provided in accordance with 24 CFR § 576.102(1)(v) to the extent that other appropriate outpatient health services are unavailable or inaccessible within the community.
- f. *Legal services.* Legal services may be provided in accordance with 24 CFR § 576.102(1)(vi) to the extent that other appropriate legal services are unavailable or inaccessible within the community.
- g. *Life skills training.* The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.
- h. *Mental health services.* Mental health services may be provided in accordance with 24 CFR § 576.102(1)(viii) to the extent that other appropriate mental health services are unavailable or inaccessible within the community.
- i. *Substance abuse treatment services.* Substance abuse treatment services may be provided in accordance with 24 CFR § 576.102(1)(ix) to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.



- j. **Transportation.** Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:
    - i. The cost of a program participant's travel on public transportation;
    - ii. If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
    - iii. The cost of purchasing or leasing a vehicle for the recipient or sub-recipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
    - iv. The travel costs of recipient or sub-recipient staff to accompany or assist program participants to use public transportation.
  - k. **Services for special populations.** ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
2. **Renovation.** Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.
3. **Shelter operations.** Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
4. **Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).** Eligible costs are the costs of providing URA assistance under 24 CFR § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered "program participants" for the purposes of this part, and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services" for the purposes of this part.
5. **Prioritizing eligible activities.** The following lists eligible Shelter services activities in order of priority;
- a. High priority:
    - i. Shelter operations
    - ii. Essential shelter services
    - iii. Resource and referral
    - iv. Benefit enrollment
    - v. Life skills training
    - vi. Case management
    - vii. Employment assistance and job training

- b. Medium priority:
  - i. Child care
  - ii. Education services
  - iii. Transportation
- c. Low priority:
  - i. Shelter renovation
  - ii. Uniform relocation assistance
  - iii. Mental health services
  - iv. Outpatient health services
  - v. Mental health services
  - vi. Services for special populations

## Shelter Standards

1. **Shelter and Housing Standards.** The revised standards for emergency shelters require all shelters to meet minimum habitability standards adopted from the SHP regulations and current Emergency Solutions Grant guidance. Shelters renovated with ESG funds are also required to meet state or local government safety and sanitation standards, as applicable, include energy-efficient appliances and materials. The records must include documentation of compliance with the shelter and housing standards in 24 CFR § 576.403, including inspection reports.
3. **Accessibility.** A recipient shall operate each existing program or activity receiving federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. Grantees are also required to provide reasonable accommodations for persons with disabilities in order to enable program participants with a disability to have an equal opportunity to participate in the program or activity. Grantees that undertake alterations to shelters may be subject to additional accessibility requirements in accordance with 24 CFR part 8.
4. **Shelter Rehab Activities.** (1) If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation; (2) If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion; (3) In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 year after the date the building is first occupied by a homeless individual or family after the completed renovation; any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.
5. **Minimum standards for emergency shelter renovation, conversion or rehab.** Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation, and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards as described in 24 CFR § 576.403.

## Shelter Program Requirements

1. **Prohibition against involuntary family separation.** The age, of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.
2. **Essential Shelter Services.** In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long as the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area. To the extent possible, sub-grantees shall assess, prioritize, and reassess individuals' and families' needs for case management and resource and referral services.
3. **Client Confidentiality.** Each ESG sub-recipient shall establish and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except within the written authorization of the person responsible for the operation of that shelter.
4. **Homeless Participation.** To the maximum extent practicable, ESG sub-grantees will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the program, and in providing services for occupants of facilities assisted under the program.
5. **Admission of program participants.** All participants shall be upon intake documented to be homeless and under 30% of the Area Median Income, as described within the eligibility section of the Homeless Prevention and Rapid Re-Housing Policies and Procedures. Policies and procedures for admission must be clearly defined in writing.
6. **Diversion and Referral of program participants.** Best efforts shall be made to connect program participants with resources and referrals to meet their most basic needs. In particular, program participants shall be referred to transitional and/or rapid re-housing programs, if appropriate. Policies and procedures for the diversion of program participants must be clearly defined in writing.
7. **Discharge of program participants.** Each sub-grantee shall have clear written policies and procedures for the discharge of program participants.
8. **Length of Stay.** Each shelter receiving ESG funds shall have written standards regarding length of shelter stay.

## **REQUIREMENTS FOR THE "AT RISK OF HOMELESSNESS" DEFINITION**

*If recipient plans to serve persons "at risk of homelessness," based on the risk factor "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness:" describe specific characteristics associated with instability and increased risk of homelessness.*

Stanislaus Urban County will not determine eligibility by determining those "at-risk of homelessness" to be homeless. However, persons "at-risk of homelessness" will continue to be eligible to receive Homeless Prevention assistance, provided they meet other eligibility criteria.

## **CENTRALIZED OR COORDINATED ASSESSMENT SYSTEM**

*If the recipient's jurisdiction, or a portion of the recipient's jurisdiction, currently has a centralized or coordinated assessment system and the recipient or sub-recipients utilize the centralized or coordinated assessment system, the recipient should describe the assessment system in the substantial amendment.*

The CoC has developed two working committees to evaluate the best method for implementing a coordinated client intake and assessment process. As it is required to participate in HMIS as an ESG sub-recipient, a common set of data is currently being collected through entry of client information into the HMIS. However, a HMIS sub-committee has been formed and the group is in discussions about the pros and cons of data sharing in terms of the implications that sharing has on client privacy vs. the benefits of not having to reproduce client intake. The Sub-committee has begun working on a common release form for client permission to be entered into HMIS. The HPRP Sub-committee has been utilizing a centralized intake process since its beginning. Some agencies may add more details to their intake forms but the same basic data must be contained on all intake forms, including SSN's, date of birth, race, ethnicity, sex, age, veteran status, prior residence, income, monthly expenses, familial information, etc. These fields are all required for HMIS entry and are therefore standardized for all HPRP providers. THE HPRP Sub-committee is transitioning into the ESG Sub-committee and will be developing a similar set of standardized intake fields for the HEARTH ESG program. This work will not be solidified until after revised HMIS data entry standards have been adopted by HUD.

## **MONITORING**

*If existing monitoring procedures are not sufficient to allow recipients to monitor compliance with the new requirements, HUD encourages recipients to update their monitoring standards and procedures in the process of submitting this substantial amendment. This should address appropriate levels of staffing.*

Stanislaus County staff will apply the same monitoring standards as those applied to the first ESG award. It is Stanislaus County staff's intent to monitor all sub-recipients of HUD Program funds on a regular basis. Monitoring will occur to ensure statutory and regulatory requirements are being met and that information submitted to Stanislaus County staff is accurate and complete.

Agreements are executed with all sub-recipients that clearly state the project scope of work, performance measurement standards, reporting requirements, draw-down requirements, and all applicable federal requirements. The monitoring process, which mirrors the Stanislaus Urban County's Policies and Procedures for the Community Development Block Grant Program and Emergency Solutions Grant Program, emphasizes on-site field visits, desk audits, open communication and assistance to sub-recipients to create an acceptable data collection and reporting system.

Specifically, the objectives of Stanislaus Urban County's monitoring program will be to:

- Ensure that sub-recipient implements its program and its individual activities, as described in the application and the sub-recipient Agreement.
- Ensure that sub-recipient conducts its activities in a timely manner, and in accordance with the schedule included in the Agreement.
- Ensure that sub-recipient charges costs to the project, which are eligible under applicable laws and CDBG regulations, and reasonable in light of the services or products delivered.
- Ensure that sub-recipient conducts activities with adequate control over program and financial performance, and reasonable in light of the services or products delivered.
- Ensure that sub-recipient has continuing capacity to carry out the approved project, as well as other grants for which it may apply.
- Identify potential problem areas and assist the sub-recipient with applicable laws and regulations compliance.
- Assist sub-recipients in resolving compliance problems through discussion, negotiation, and the provision of technical assistance and training.
- Provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected and not repeated.
- Comply with the federal monitoring requirements of 24 CFR 570.501(b) and 24 CFR 85.40.
- Determine if any conflicts of interest exist in the operation of the CDBG program per 24 CFR 570.611.
- Ensure that required records are maintained to demonstrate compliance with applicable regulations.
- Verify that the outputs and outcomes are realized in a timely manner.
- Track grantee's progress in fulfilling its goals and objectives set forth in The Plan measured with established guidelines to assure that the program remains on task. Additionally, with data collected by the grantee during monitoring visits and ultimately entered into the IDIS system, this program is capable of presenting the data to defend its progression towards accomplishment of its goals and objectives set forth in The Plan. On a semi-annual basis this information is compiled and compared with the goals and objectives in The Plan. If this information reflects the accomplishments set forth in The Plan, the programs will proceed as planned. If this information falls short of the goals set forth, appropriate adjustments will be made and notification sent to the respective sub-recipients to be cognizant of their need to meet certain milestones and timeliness requirements to assure receipt of expected funds for their respective programs.

Stanislaus County staff reviews quarterly ESG statistical tables, narratives, Request for Funds forms and budget printouts, which identify the total funds used/requested by each grantee during that reporting period. Staff verifies and cross-references the information on the quarterly budget activity reports. Monitoring visits are also scheduled quarterly by Stanislaus County staff for each grantee to ensure appropriate expenditure of funds (including match requirements). Monitoring will include on-site visits, review of records such

as client files, financial records, and interviews with staff and project participants. On-site monitoring will include formal and advance notification of the visit; pre-visit preparation based on review of existing information, and clear conclusions and recommendations provided to the grantee following the monitoring visit.

ESG sub-grantees are specifically monitored for the following:

- Match Funding
- Documentation of Housing Status
- Income Calculation
- Habitability Standards for Rental Units (including Lead-based Paint)
- Landlord Agreements
- Leases
- HMIS
- Case Notes (with resource and referral efforts)
- Barriers to Housing Assessment
- Centralized or Coordinated Assessment System
- Signed Housing Plans
- Re-certifications
- Fair Market Rent and Rent Reasonableness Assessments
- Foreclosure Check
- Financial Assistance Records (including bills)

# **APPENDICES**

## **ESG CERTIFICATIONS**

**TABLE 1 - DECLARATION OF FISCAL YEAR 2010 GRANT FUND COMMITMENTS**

**TABLE 3 - FISCAL YEAR 2011 DETAILED BUDGET TABLE**

**TABLE 3C - CONSOLIDATED PLAN LISTING OF PROJECTS**

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;



6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. 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, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) \_\_\_\_\_ , \_\_\_\_\_ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

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Signature/Authorized Official

---

Date

---

Title

## HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

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.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:



**Table 1: Suggested Format for Declaration of FY 2010 Grant Fund Commitments**

<b>Activity Type</b>	<b>Obligated Amount</b>	
Homeless Assistance	\$	71,151.60
Homelessness Prevention	\$	32,839.20
Administrative Activities	\$	5,473.20
<b>Total FY 2010 Award</b>	<b>\$</b>	<b>109,464.00</b>

Total FY 2011 Award	\$	170,384.00
60% Cap on Homeless Asst		
	\$	102,230.40
Homeless Assistance Awarded (1st Allocation)	\$	70,881.00
Remaining HA to allowable (2nd Allocation)	\$	31,349.40

FY 2011 Detailed Budget Table					
First Allocation	\$109,046.00	<b>FY 2011</b> <b><u>Emergency Shelter Grants/Emergency Solutions Grants</u></b> <b><u>Program Allocations</u></b>			
Second Allocation	\$61,338.00				
Grant Amount	\$170,384.00				
Total Administration	\$12,778.80				
		First Allocation		Second Allocation	Total Fiscal Year 2011
	Eligible Activities	Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount
<b>Emergency Shelter Grants Program</b>	Homeless Assistance	\$70,881.00	\$0.00		\$70,881.00
	<i>Rehab/Conversion</i>	\$9,577.00	\$0.00		\$9,577.00
	<i>Operations</i>	\$10,904.00	\$0.00		\$10,904.00
	<i>Essential Services</i>	\$50,400.00	\$0.00		\$50,400.00
	Homelessness Prevention	\$32,713.00	\$0.00		\$32,713.00
	Administration	\$5,452.00	\$0.00		\$5,452.00
	<b>Emergency Shelter Grants Subtotal</b>	<b>\$109,046.00</b>	<b>\$0.00</b>		<b>\$109,046.00</b>
<b>Emergency Solutions Grants Program</b>	Emergency Shelter**			\$31,349.40	\$31,349.40
	<i>Renovation**</i>			\$0.00	\$0.00
	<i>Operation**</i>			\$3,849.40	\$3,849.40
	<i>Essential Service**</i>			\$27,500.00	\$27,500.00
	<i>URA Assistance**</i>			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS		\$0.00	\$0.00	\$0.00
	Rapid Re-housing		\$0.00	\$13,057.80	\$13,057.80
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$3,500.00	\$3,500.00
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$9,557.80	\$9,557.80
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00
	Homelessness Prevention		\$0.00	\$9,604.80	\$9,604.80
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$1,120.96	\$1,121
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$8,483.84	\$8,484
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00
	Administration			\$7,326.00	\$7,326.00
	<b>Emergency Solutions Grants Subtotal</b>		<b>\$0.00</b>	<b>\$61,338.00</b>	<b>\$61,338.00</b>
				<b>Total Grant Amount:</b>	<b>\$170,384.00</b>

\*\*Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Stanislaus Urban County

**Priority Need:** Homeless

**Project Title:** ESG 11 Rapid Re-Housing – Rental Assistance (Second Allocation)

**Description:** A portion of the second allocation FY 2011-2012 funds will be utilized to assist homeless persons who are at or below 30% of the area median income, with obtaining permanent housing. Funds will be utilized for direct Medium-term rental assistance (between 3-24 months). Rapid Re-housing funds will be distributed to the following two (2) non-profits:

*Children's Crisis Center* - \$3,058 Medium-term Rental Assistance; Serves homeless households with at-risk children; 4 unduplicated individuals to be served

*We Care of Turlock* - \$5,400 Medium-term Rental Assistance; Serves homeless adults (including the chronically homeless) without children; 1 unduplicated individual to be served

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Ceres, Hughson, Newman, Oakdale, Patterson, Waterford and the unincorporated portions of the County.

**Street Address:** 1010 10<sup>th</sup> St. Suite 3400  
**City, State, Zipcode:** Modesto, CA 95354

Objective Number:	Project ID:
HUD Matrix Code: 05S	ESG Citation: 576.104
Type of Recipient: General (Individual)	CDBG National Objective: LMC
Start Date(mm/dd/yyyy): 07/01/2012	Completion Date (mm/dd/yyyy): 06/30/2013
Performance Indicator: Persons Served	Annual Units: 5
Local ID:	Units Upon Completion:

**Funding Sources:**

CDBG	
ESG	\$8,458
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$8,458

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Stanislaus Urban County

**Priority Need:** Homeless

**Project Title:** ESG 11 Rapid Re-Housing – Housing Relocation and Stabilization Services (Second Allocation)

**Description:** A portion of the second allocation FY 2011-2012 funds will be utilized to assist homeless persons who are at or below 30% of the area median income, with obtaining permanent housing. Funds will be utilized in conjunction with medium-term rental assistance (between 3-24 months) to provide case management and utility and security deposits. Rapid Re-housing funds will be distributed to the following two (2) non-profits:

*Children's Crisis Center* - \$2,000 security deposits; Serves homeless households with at-risk children; 4 unduplicated individuals to be served

*We Care of Turlock* - \$1,600 case management, \$840 security deposit, \$160 utility deposit; Serves homeless adults (including the chronically homeless) without children; 1 unduplicated individual to be served

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Ceres, Hughson, Newman, Oakdale, Patterson, Waterford and the unincorporated portions of the County.

**Street Address:** 1010 10<sup>th</sup> St. Suite 3400  
**City, State, Zipcode:** Modesto, CA 95354

Objective Number:	Project ID:
HUD Matrix Code: 05Q	ESG Citation: 576.105
Type of Recipient: General (Individual)	CDBG National Objective: LMC
Start Date(mm/dd/yyyy): 07/01/2012	Completion Date (mm/dd/yyyy): 06/30/2013
Performance Indicator: Persons Served	Annual Units: 5
Local ID:	Units Upon Completion:

**Funding Sources:**

CDBG	_____
ESG	\$4,600
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
Total	\$4,600

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Stanislaus Urban County

**Priority Need:** Homeless

**Project Title:** ESG 11 Homeless Prevention – Rental Assistance (Second Allocation)

**Description:** A portion of the second allocation FY 2011-2012 funds will be utilized to assist persons at-risk of becoming homeless who are at or below 30% of the area median income, with stabilizing their housing situation. Funds will be utilized for direct short-term rental assistance to stabilize housing for individuals and households at-risk of becoming homeless. Homeless Prevention funds will be distributed to the following two (2) non-profits:

*Community Housing and Shelter Services* - \$4,708 Short-term Rental Assistance; 12 unduplicated individuals to be served

*Children's Crisis Center* - \$4,000 Short-term Rental Assistance; 3 unduplicated individuals to be served

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Ceres, Hughson, Newman, Oakdale, Patterson, Waterford and the unincorporated portions of the County.

**Street Address:** 1010 10<sup>th</sup> St. Suite 3400  
**City, State, Zipcode:** Modesto, CA 95354

Objective Number:	Project ID:
HUD Matrix Code: 05S	ESG Citation: 576.103
Type of Recipient: General (Individual)	CDBG National Objective: LMC
Start Date(mm/dd/yyyy): 07/01/2012	Completion Date (mm/dd/yyyy): 06/30/2013
Performance Indicator: Persons Served	Annual Units: 15
Local ID:	Units Upon Completion:

**Funding Sources:**

CDBG	
ESG	\$8,708
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$8,708

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Stanislaus Urban County

**Priority Need:** Homeless

**Project Title:** ESG 11 Homeless Prevention – Housing Relocation and Stabilization Services (Second Allocation)

**Description:** A portion of the second allocation FY 2011-2012 funds will be utilized to assist persons at-risk of becoming homeless who are at or below 30% of the area median income, with stabilizing their housing situation. Funds will be utilized for essential costs related to providing case management, determining client eligibility and data collection and reporting of client data. Homeless Prevention funds will be distributed to the following non-profit:

*Community Housing and Shelter Services - \$897 Housing Relocation and Stabilization Services; 12 unduplicated individuals to be served*

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Ceres, Hughson, Newman, Oakdale, Patterson, Waterford and the unincorporated portions of the County.

**Street Address:** 1010 10<sup>th</sup> St. Suite 3400  
**City, State, Zipcode:** Modesto, CA 95354

Objective Number:	Project ID:
HUD Matrix Code: 05Q	ESG Citation: 576.105
Type of Recipient: General (Individual)	CDBG National Objective: LMC
Start Date(mm/dd/yyyy): 07/01/2012	Completion Date (mm/dd/yyyy): 06/30/2013
Performance Indicator: Persons Served	Annual Units: 12
Local ID:	Units Upon Completion:

**Funding Sources:**

CDBG	
ESG	\$897
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$897

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs



**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Stanislaus Urban County

**Priority Need:** Homeless

**Project Title:** ESG 11 Emergency Shelter – Shelter Operations (Second Allocation)

**Description:** A portion of the second allocation FY 2011-2012 funds will be utilized for homeless shelter operational costs. Eligible facilities must serve homeless persons who are at or below 30% of the area median income, with shelter. Emergency Shelter Operations funds will be distributed to the following three (3) homeless shelter facilities:

*Children's Crisis Center* – Marsha's Protective Infant Shelter; \$1,500; 27 unduplicated individuals to be served

*Family Promise* – Transitional Shelter for Homeless Families; \$1,349; 6 unduplicated individuals to be served

*We Care of Turlock* – Cold Weather Emergency Shelter; \$1,000; 97 unduplicated individuals to be served

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Ceres, Hughson, Newman, Oakdale, Patterson, Waterford and the unincorporated portions of the County.

**Street Address:** 1010 10<sup>th</sup> St. Suite 3400  
**City, State, Zipcode:** Modesto, CA 95354

Objective Number:	Project ID:
HUD Matrix Code: 05T	ESG Citation: 576.102(3)
Type of Recipient: General (Individual)	CDBG National Objective: LMC
Start Date(mm/dd/yyyy): 07/01/2012	Completion Date (mm/dd/yyyy): 06/30/2013
Performance Indicator: Persons Served	Annual Units: 130
Local ID:	Units Upon Completion:

**Funding Sources:**

CDBG	
ESG	\$3,849
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$3,849

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Stanislaus Urban County

**Priority Need:** Homeless

**Project Title:** ESG 11 Emergency Shelter – Essential Services (Second Allocation)

**Description:** A portion of the second allocation FY 2011-2012 funds will be utilized for homeless shelter essential services. Eligible facilities must serve homeless persons who are at or below 30% of the area median income, with shelter. Shelter Essential Service funds will be distributed to the following four (4) homeless shelter facilities:

*Children's Crisis Center* – Marsha's Protective Infant Shelter; \$6,500; 27 unduplicated individuals to be served

*Salvation Army* – Berberian Transitional Shelter; \$6,000; 17 unduplicated individuals to be served

*Salvation Army* – Emergency Shelter; \$9,000; 337 unduplicated individuals

*We Care of Turlock* – Cold Weather Emergency Shelter; \$6,000; 97 unduplicated individuals to be served

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Ceres, Hughson, Newman, Oakdale, Patterson, Waterford and the unincorporated portions of the County.

**Street Address:** 1010 10<sup>th</sup> St. Suite 3400  
**City, State, Zipcode:** Modesto, CA 95354

Objective Number:	Project ID:
HUD Matrix Code: 05	ESG Citation: 576.102(1)
Type of Recipient: General (Individual)	CDBG National Objective: LMC
Start Date(mm/dd/yyyy): 07/01/2012	Completion Date (mm/dd/yyyy): 06/30/2013
Performance Indicator: Persons Served	Annual Units: 478
Local ID:	Units Upon Completion:

**Funding Sources:**

CDBG	
ESG	\$27,500
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$27,500

Application for Federal Assistance SF-424		
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p><b>* 2. Type of Application:</b></p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<p><b>* If Revision, select appropriate letter(s):</b></p> <input type="text"/> <p><b>* Other (Specify)</b></p> <input type="text"/>
<p><b>* 3. Date Received:</b></p> <input type="text"/>	<p><b>4. Applicant Identifier:</b></p> <input type="text" value="B-02-UC-06-0100"/>	
<p><b>5a. Federal Entity Identifier:</b></p> <input type="text"/>	<p><b>* 5b. Federal Award Identifier:</b></p> <input type="text" value="N/A"/>	
<p><b>State Use Only:</b></p>		
<p><b>6. Date Received by State:</b></p> <input type="text"/>	<p><b>7. State Application Identifier:</b> <input type="text" value="N/A"/></p>	
<p><b>8. APPLICANT INFORMATION:</b></p>		
<p><b>* a. Legal Name:</b> <input type="text" value="STANISLAUS COUNTY PLANNING AND COMMUNITY DEVELOPMENT"/></p>		
<p><b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b></p> <input type="text" value="92417810001015400x"/>	<p><b>* c. Organizational DUNS:</b></p> <input type="text" value="0713672x"/>	
<p><b>d. Address:</b></p>		
<p><b>* Street1:</b></p> <input type="text" value="1010 10TH STREET, SUITE 3400"/>	<p><b>Street2:</b></p> <input type="text"/>	
<p><b>* City:</b></p> <input type="text" value="MODESTO"/>	<p><b>County:</b></p> <input type="text" value="STANISLAUS"/>	
<p><b>* State:</b></p> <input type="text" value="CALIFORNIA"/>	<p><b>Province:</b></p> <input type="text"/>	
<p><b>* Country:</b></p> <input type="text" value="UNITED STATES OF AMERICA"/>	<p><b>* Zip / Postal Code:</b></p> <input type="text" value="95354"/>	
<p><b>e. Organizational Unit:</b></p>		
<p><b>Department Name:</b></p> <input type="text" value="PLANNING AND COMMUNITY DEVELOPMENT"/>	<p><b>Division Name:</b></p> <input type="text" value="CDBG / ESG"/>	
<p><b>f. Name and contact information of person to be contacted on matters involving this application:</b></p>		
<p><b>Prefix:</b> <input type="text" value="Mr."/></p>	<p><b>* First Name:</b> <input type="text" value="AARON"/></p>	
<p><b>Middle Name:</b></p> <input type="text"/>	<p><b>* Last Name:</b> <input type="text" value="FARNON"/></p>	
<p><b>Suffix:</b></p> <input type="text"/>	<p><b>Title:</b> <input type="text" value="COMMUNITY DEVELOPMENT MANAGER"/></p>	
<p><b>Organizational Affiliation:</b></p> <input type="text" value="STAFF"/>		
<p><b>* Telephone Number:</b> <input type="text" value="(209) 525-5923"/></p>	<p><b>Fax Number:</b> <input type="text" value="(209) 525-5911"/></p>	
<p><b>* Email:</b> <input type="text" value="farnona@stancounty.com"/></p>		

**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**

C. County

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

HOUSING AND URBAN DEVELOPMENT

**11. Catalog of Federal Domestic Assistance Number:**

XXXXXXXXXX

CFDA Title:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**\* 12. Funding Opportunity Number:**

14-228

\* Title:

ENTITLEMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Stanislaus County Unincorporated areas, and the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, and Waterford

**\* 15. Descriptive Title of Applicant's Project:**

Substantial Amendment to the Stanislaus Co FY 11-12 Annual Action Plan, which includes an additional \$61,338 in FY 11-12 ESG funds as amended by the HEARTH Act and the ESG Interim Rule, effective December 14, 2011.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**\* a. Federal \* b. Applicant \* c. State \* d. Local \* e. Other \* f. Program Income \* g. TOTAL **\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes  No

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

 **\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**Prefix:  \* First Name: Middle Name: \* Last Name: Suffix: \* Title: \* Telephone Number: Fax Number: \* Email: \* Signature of Authorized Representative: \* Date Signed:

**Application for Federal Assistance SF-424**

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]