

City of Fresno Annual Action Plan

2015-2016

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Expected Resources***AP-15 Expected Resources – 91.220(c)(1,2)*****Introduction**

The City of Fresno has been the recipient of CDBG since the inception of the program. The HOME program was added to the portfolio of affordable housing funding in the 1990s and subsequently ESG was added to provide assistance to homeless individuals and families. In Year 1 of the new Consolidated Plan cycle, the City will be administering HOPWA for the first time.

The combined programs have experienced a decline since the last ConPlan period of 30% from \$12.9 million in 2010 to \$9 million in 2014. The lack of resources combined with Fresno's extreme poverty and limited local resources, constrains the City's ability to fund the entire spectrum of needs in the community.

The City has chosen to focus its limited resources on four key goals:

1. Safe and Affordable Housing
2. Homelessness and the Prevention of Homelessness
3. Community Services
4. Public Facilities and Public Improvements

These were identified in the ConPlan as high priorities by the community. The City will continue to seek additional resources to improve economic and property conditions in established neighborhoods within the City's historic core – comprised of a high concentration of poverty.

Anticipated Resources¹

¹ The Annual Action Plan was developed based upon the priorities and goals established in the draft Consolidated Plan. Additional and more up-to-date estimates of program income and prior year resources were used in this table. The Consolidated Plan SP-35 Anticipated Resources (table 65) will be updated following a 30-day public comment period on the Annual Action Plan to correspond to the more current estimates reflected in AP-15.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation : \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public federal	Acquisition & Rehabilitation, Housing, Admin & Planning, Economic Development, Public Improvements, Public Services	6,279,643	282,100	1,072,000	7,633,743	22,000,000	The City's CDBG allocation has been reduced 24% over the past 5-year plan. The City anticipates an annual reduction of 5% per year for the next 5-year cycle.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation : \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
HOME	Public federal	Acquisition, Homebuyer assistance, Homeowner rehab, Multifamily rental new construction, Multifamily rental rehab, New construction for ownership, TBRA	1,663,214	200,000	2,500,000	4,363,214	The City's HOME allocation has been reduced 53% over the past 5-year plan. However in the past three years the allocation decline has slowed to 14% or a 5% per annum rate. The City anticipates an annual reduction of 5% per year going forward.
						5,862,000	Expected Amount Available Remainder of ConPlan \$

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Narrative Description	
			Annual Allocation : \$	Program Income: \$	Prior Year Resources: \$		Total: \$
ESG	Public federal	Conversion and rehab for transitional housing, financial assistance, overnight shelter, rapid re-housing (rental assistance), Rental assistance, Services, Transitional Housing	559,850		517,584 ²	1,077,434	The City's ESG allocation has increased over 50% in the past 5-year plan cycle. However, the annual average has remained at \$440,000 per year. The City anticipates the 5-year average to remain the same.
						1,760,000	Expected Amount Available Remainder of ConPlan \$

² Program Year 2014 was not allocated during the prior program year. A separate workplan to bring ESG into timely performance will be submitted for review.

<p>HOPWA</p>	<p>Public federal</p>	<p>Permanent housing in facilities, Permanent housing placement, STRMU, Short term or transitional housing facilities, Supportive services, TBRA</p>	<p>383,139</p>	<p>3</p>	<p>383,139</p>	<p>1,400,000</p>	<p>The State of California has previously administered the City's HOPWA allocation but beginning in July 2015, the State will not accept new allocations on behalf of the City. The State will complete contracts for existing assistance prior to closing out the program. The City's HOPWA allocation has increased 10% in the past 5-year plan cycle. However, the annual average has remained at \$350,000 per year. The City anticipates the 5-year average to remain the same.</p>
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Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

HOME Program

The HOME program requires a 25% match. However, due to the large poverty population of Fresno, the City's match requirement is waived by HUD. The match continues to be tracked and is met through partnerships with Habitat for Humanity and reductions in city planning fees for infill projects.

Habitat for Humanity, a Private nonprofit agency participates in the construction of new housing, parks development, and neighborhood revitalization activities of the City. Habitat constructs 8 homes per year in Fresno and matches HOME program funds through volunteer hours, donations, grants, and proceeds from the ReStore.

Emergency Solutions Grant

The Emergency Solutions Grant requires a 100% match, which is met by subrecipients for program activities and by the City through both the CDBG homeless activity funds and the City's General Fund through the activities of the City's Homeless Task Force. Additionally, a local nonprofit organization, Fresno First Steps Home has provided a number of grants to reduce the match burden for agencies as part of its Housing First mission. While not guaranteed, it allows agencies to better leverage the ESG contracts.

Other Grant Programs Providing Investment to LM Areas and Households in Fresno

³ Prior year HOPWA Resources will continue to be administered by the California Department of Health.

CLPPP - Public State - Childhood Lead Poisoning Prevention Program: Education, Outreach, Testing & Remediation - \$145,490

The City has been successful over the past several years to be awarded a series of 3-year grants from the CA Department of Health for the identification, remediation and education regarding Lead Based Paint Hazards. In the past it has served as a match for the City's Healthy Homes Grant. The City has recently accepted a \$436,470 grant for the FY 2015-2017 cycle.

Housing Related Parks Program - Public State - Grants for creation of new parks or rehabilitation or improvements to existing parks. - \$1,300,000

The City has been successful in accessing state funds for capital investments in parks that improve park facilities in low and moderate income neighborhoods, especially in relation to higher density housing built with income restrictions.

Competitive McKinney-Vento Homeless Assistance Act - Public federal - Permanent Supportive Housing, Rapid Rehousing, HMIS, CoC Planning, Transitional Housing, Emergency Shelter - \$7,557,952*

Annually, the FMCoC applies for competitive/renewal funding for the purposes of serving Homelessness. *These activities take place across the entire two county region – not just Fresno.

Caltrans Environmental Justice Grant - Public state - Complete Streets planning in low-income target neighborhoods - \$112,000

Along with Habitat for Humanity, the City was awarded funds to conduct complete streets planning, environmental assessments, and engineering work in the Hwy 41 and North corridor; this work will leverage the Southwest Specific Plan and produce funding-ready projects for future funding cycles.

Brownfields Area-Wide Planning Cooperative - Public federal - Brownfields assessment and reutilization planning -

\$175,000

Along Elm Avenue, the City will be the lead agency with three property owners to assess brownfields environmental impacts, determine clean-up requirements and identify appropriate new uses for the sites; in close coordination with the planning work on the Hwy 41 and North project and the Southwest Specific Plan, this grant will create economic development opportunities in a very low income census tract.

Fresno Housing Authority

The Fresno Housing Authority is a key partner in the City's efforts to address safe and affordable housing in our community. The anticipated resources to be used in the City of Fresno this coming year are:

Program	Source of Funds	Uses of Funds	Expected Amount in 2015-2016				Narrative Description
			Annual Allocation (m\$)	Program Income (m\$)	Prior Year Resources (m\$)	Total (m\$)	
Public Housing Capital Funds (HACF)	Federal (HUD)	Capital improvements for Public Housing	\$ 2.30	\$ -	\$ 1.90	\$ 4.20	Capital Funds are used to maintain and rehabilitate public housing units.
Section 8 (HACF)	Federal (HUD)	Rental Assistance for Housing Choice Voucher recipients	\$ 79.50	\$ -	\$ 3.40	\$ 82.90	More than eleven thousand households in the City of Fresno receive vouchers from the Housing Authority of the City of Fresno and the Housing Authority of Fresno County

HUD-VASH	Federal (HUD)	Housing Assistance Payments for chronically homeless veterans	\$ -	\$ -	\$ -	\$ 1.02	\$ 1.02	We expect to pay \$921k in housing payments for 2015 and HUD will provide that same amount of funds to FHA to match the expenses. The additional \$100k in revenue is tied to administrative expenses to operate the program.
Shelter Plus Care	Federal (HUD)	Housing Assistance payments for homeless individuals/families	\$ -	\$ -	\$ -	\$ 1.30	\$ 1.30	\$1.3 funded in 2015-16. Shelter Plus Care is a HUD funded Continuum of Care program. FH provides tenant based rental assistance to homeless individuals/families. Social service providers such as Behavioral Health provide supportive services
TBRA	Federal (HUD)	Housing Assistance payments for homeless individuals/families	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	HOME TBRA is a tenant based rental assistance program for homeless individuals/families.

Housing Opportunities for Persons Living with HIV/AIDS (HOPWA)	Federal (HUD/ State managed)	Housing Assistance payments for persons living with HIV/AIDS	\$ 0.24	\$ -	\$ -	\$ 0.24	HOPWA is a tenant based rental assistance program for homeless individuals living with HIV/AIDS. FH provides rental assistance; services are provided by WestCare California, Inc.
Homeless Management Information System (HMIS)	Federal (HUD)	HUD mandated data collection system for Continuum of Care programs	\$ 0.21	\$ -	\$ -	\$ 0.21	FH is the Lead Agency for HMIS a management information system mandated by HUD for use by all HUD FMCoC funded agencies.
COC Planning Costs	Federal (HUD)	Planning activities of Fresno-Madera Continuum of Care (FMCoC)	\$ 0.72	\$ -	2014 – 1st year of this grant	\$ 0.72	This grant is to facilitate FH role as the Collaborative Applicant for the FMCoC; responsibilities include coordination of the annual HUD Notice of Funding Availability; execution of biennial Point in Time Count; assurance of compliance with HUD mandates as per HEARTH Act.

LIHTC Tax Equity (awarded + committed)	Federal - State	Development of 97 new low income units	N/A	N/A	See HACF RAD 2014-2015 Projects	\$ 16.52	The Fultonia West/Cedar Heights project closed on construction finance in March 2015 and the Edison Apartments Phase I is expected to close by December 2015
HRFC Funds	Local	Gap funding for two new development projects	N/A	N/A	\$ -	\$ 0.54	In 2015, \$540,500 was committed by the HRFC Board to Edison Apartments Phase I and Fultonia West/Cedar Heights. The HRFC Board is composed of members of the HACF and HACF Boards
HACF RAD 2014-2015 Projects	Federal - State	Redevelopment of 230 low income units	N/A	N/A	\$ -	\$ 42.30	Three RAD rehabilitation projects will be completed in 2015. The \$ amount in column G reflects the total rehabilitation cost (equity finance + other gap sources)

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

With the dissolution of the State's Redevelopment Agencies, the City has fewer resources for accessing land or property to address the needs identified in the plan. However, the remaining "housing property" inventory of the RDA is limited to

affordable housing activities. When these properties are released, they will be utilized for the construction of affordable housing for purchase or rent to low and very low income households and individuals. It is unknown if these properties will be released in this program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Safe and Affordable Housing	2015	2016	<ul style="list-style-type: none"> Affordable Housing 	N/A	Affordable Housing	HOME: \$4,196,000 CDBG: \$2,073,443 CDBG: \$19,200	Rental units rehabilitated/constructed: 30 Housing Units Homeowner housing units rehabilitated: 52 Housing Units Homeowner housing units constructed: 2 Housing Units Housing Code Compliance cases opened: 400 housing units

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Homelessness and the Prevention of Homelessness	2015	2016	<ul style="list-style-type: none"> Homeless 	N/A	Homelessness	HOPWA: \$344,825 ESG: \$946,626	Public service activities other than for low/mod income housing benefit: 50 Homeless Assisted 47 LMC – HOPWA Clients Assisted
3	Community Services	2015	2016	<ul style="list-style-type: none"> Non-Housing Community Development Non-Homeless Special Needs 	N/A	Community Services	CDBG: \$756,100	Public service activities other than for low/mod income housing benefit: 750 LMC – Senior Citizens 1860 LMH – Youth 400 LMH – target area 5000 incidents of graffiti removed

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Public Facilities and Public Improvements	2015	2016	<ul style="list-style-type: none"> • Non-Housing Community Development • Non-Homeless Special Needs 	N/A	Public Facilities and Public Improvements	CDBG: \$2,622,000	Public facility or infrastructure activities other than for low/mod income housing benefit: 20,000 incidents of graffiti removed 3813 LMH – Roy & Almy street reconstruction 6554 LMH – neighborhood street improvements 5 Neighborhood Parks improved

*Amounts listed above do not include funds for administration, Section 108 Loan Repayment, or programmed entitlement reductions.

Goal Descriptions

The Consolidated Plan identified the Goals above and described them in Table 62, Priority Needs Summary.

Projects

AP-35 Projects – 91.220(d)

Introduction

The four Consolidated Plan Goals represent high priority needs for the City of Fresno and serve as the basis for FY2015 programs and activities. These goals are listed below in no particular order or ranking:

1. Safe and Affordable Housing - Increase development, preservation, and rehabilitation of affordable housing for low-income and special needs households.
2. Homelessness and the Prevention of Homelessness - Provide assistance for the homeless and those at risk of becoming homeless through Housing First collaborations.
3. Community Services - Provide assistance to low-income and special needs households.
4. Public Facilities and Public Improvements - Provide public facilities improvements to strengthen neighborhood revitalization.

The City of Fresno's Consolidated Plan preparation coincides with the development of the first year Action Plan and the annual Notice of Funding Available (NOFA) process. The City awards Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funding to non-profits, public agencies, City departments, and developers that provide public services and housing for low-income and special needs households. The City of Fresno gives priority to NOFA-funded projects that are located in Downtown Fresno and its surrounding neighborhoods.

Projects

#	Project Name
1	Lead Paint
2	Senior Paint Program
3	Community Revitalization
4	Community Revitalization
5	Minor Code Compliance Grant Program
6	Anti-Graffiti Program
7	Anti-Graffiti Program
8	Section 108 Loan Repayment
9	CDBG Administration
10	Roy & Almy Reconstruction
11	Neighborhood Street Improvements
12	Park Facilities Improvements
13	Senior Hot Meals
14	Parks After School Program
15	HUD Repayment
16	CHDO Set Aside
17	Homeowner Rehab Program
18	HOME Rental Rehab and New Construction
19	HOME Program Administration
20	ESG 2015
21	ESG Repayment
22	HOPWA 2015
23	HOPWA Administration

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

CDBG

Acquisition and Rehabilitation

The Consolidated Plan identified neighborhood deterioration and decent, safe affordable housing as two very high priority concerns. The City manages several programs that serve to arrest deterioration and provide assistance to improve the livability of affordable housing.

Public Services

The Consolidated Plan identified services for seniors and youth to be high priorities. The City provides essential services to targeted low- and very-low income neighborhoods through its Senior Hot Meals and PARCS After School Programs.

Public Facilities and Improvements

The Consolidated Plan identified public facilities and improvements in low-moderate income neighborhoods as a high priority. In particular, roadway deterioration along with access to schools and parks was highlighted as critical to livability. The City is focused on strategic investments that will enhance other private and public investment targeted to low and very-low income neighborhoods.

HOME

The Consolidated Plan identified quality, affordable housing as a high priority. The City will utilize its one CHDO to develop new affordable housing for purchase, continue its contract with a local nonprofit to rehabilitate owner-occupied properties in target neighborhoods, and allocate new funding for owner-occupied rehabilitation for low and very-low income homeowners.

ESG

Homelessness was identified as a high priority for residents. The City will coordinate with Fresno County to issue a NOFA for the allocation of ESG funding and will consult with the Fresno Madera Continuum of Care to identify specific projects.

HOPWA

The City will coordinate with the State of California Department of Health and the Fresno County Department of Health to continue services and affordable housing programs for existing clients and to identify NOFA priorities for the allocation of the program.

AP-38 Project Summary

Project Summary Information

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
1	Lead Paint	Funding will be used to remediate lead paint hazards in low and very low income households; can be owner or renter	n/a	1. Safe and Affordable Housing	Affordable Housing	CDBG: \$150,000	Lead Paint	Homeowner housing units rehabilitated : 10 housing units
2	Senior Paint Program	Minor Rehabilitation	n/a	1. Safe and Affordable Housing	Affordable Housing	CDBG: \$100,000 CDBG: \$19,243	Senior Paint Program	Homeowner housing units rehabilitated : 20 housing units

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
3	Community Revitalization	Funding for two targeted neighborhood revitalization teams (NRT) to improve housing conditions through the identification of blight and code violations on private and public property, and to remove conditions of blight.	Targeted see page 32	1. Safe and Affordable Housing	Affordable Housing	CDBG: \$906,600	Community Revitalization	400 code violations related to health and safety resolved
4	Community Revitalization	Funding for two targeted neighborhood revitalization teams (NRT) to identify and connect resources to establish sustainable neighborhoods	Targeted see page 32	3. Community Services	Community Services	CDBG: \$100,000	Community Revitalization	400 households assisted with connection to resources

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
5	Minor Code Compliance Grant Program	Low income homeowners with minor code violations can access this program to remediate the code violations to create safe living environments	n/a	1. Safe and Affordable Housing	Affordable Housing	CDBG: \$50,000	Minor Code Compliance Grant Program	Homeowner housing units rehabilitated : 2 housing units
6	Anti-Graffiti Program	Funds are used to remove blight conditions that impair low income neighborhoods to foster safe living environments	n/a	4. Public Facilities and Public Improvements	Public Facilities and Public Improvements	CDBG: \$480,000	Anti-Graffiti Program	20,000 incidents removed
7	Anti-Graffiti Program	Funds are used to remove blight conditions that impair low income neighborhoods to foster safe living environments	n/a	3. Community Services	Community Services	CDBG: \$120,000	Anti-Graffiti Program	5,000 incidents removed
8	Section 108 Loan Repayment	Annual repayment of federal loan	n/a	n/a	n/a	CDBG: 501,100	Section 108 Loan Repayment	n/a
9	CDBG Administration	Homeless Administration Historic Preservation	n/a	n/a	n/a	CDBG: \$1,561,100	CDBG Administration	n/a

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
10	Roy & Almy Reconstruction	Housing Rehab Administration Grant Monitoring & Administration Southwest Specific Plan Southeast Specific Plan Fair Housing Council Reconstruction of two severely deteriorated streets with curbs, gutters, and sidewalks in a very low income neighborhood complementing ongoing revitalization efforts including new housing construction, commercial investment and a new neighborhood park	n/a	4. Public Facilities and Public Improvements	Public Facilities and Public Improvements	CDBG: \$812,800	Roy & Almy Reconstruction	Complete street reconstruction on project 3813 households

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
11	Neighborhood Street Improvements	Improvements to target area infrastructure based upon community input on access to schools, parks and services as well as leveraging other community revitalization activities such as new housing construction, rehabilitation and park improvements	n/a	4. Public Facilities and Public Improvements	Public Facilities and Public Improvements	CDBG: \$1,095,700	Neighborhood Street Improvements	public street improvements impacting 6,554 households
12	Park Facilities Improvements	Improvements to neighborhood parks which serve eligible low-mod areas	n/a	4. Public Facilities and Public Improvements	Public Facilities and Public Improvements	CDBG: \$113,500	Park Facilities Improvements	5 park facilities
13	Senior Hot Meals	Weekday meals and programming for limited clientele in targeted neighborhood community centers; compliments other clientele socialization activities	n/a	3. Community Services	Community Services	CDBG: \$155,100	Senior Hot Meals	750 LMC – Senior Citizens

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
14	Parks After School Program	Programs after school on weekdays and Saturday programming for targeted neighborhood community centers to provide enrichment activities, homework assistance, career development, socialization, crime & drug prevention, and meal supplements for low and very low income youth	n/a	4. Public Facilities and Public Improvements	Public Facilities and Public Improvements	CDBG: \$601,000	Parks After School Program	1860 LMH - Youth
15	HUD Repayment	Unprogrammed funds to address prior ineligible expenses	n/a	n/a	n/a	CDBG: \$500,000	n/a	n/a
16	CHDO Set Aside	Housing development activities carried out by certified CHDO entities and capacity building activities for newly developing housing development nonprofit agencies	n/a	1. Safe and Affordable Housing	Affordable Housing	HOME: \$249,500	CHDO Set Aside	Homeowner housing units constructed: 2 Housing Units

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
17	Homeowner Rehab Program	Housing rehabilitation for low and very low income homeowners;	n/a	1. Safe and Affordable Housing	Affordable Housing	HOME: \$1,447,400	Homeowner Rehab Program	Homeowner housing units rehabilitated 20 housing units
18	HOME Rental Rehab and New Construction	Affordable housing creation through rental rehab and new construction	n/a	1. Safe and Affordable Housing	Affordable Housing	HOME: \$1,300,000 CDBG: \$367,600	HOME Rental Rehab and New Construction	Rental units rehabilitated / constructed: 30 Housing Units
19	HOME Program Administration	Programmatic oversight and monitoring of HOME activities	n/a	N/A	N/A	HOME: \$166,300	HOME Program Administration	n/a

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
20	ESG 2015	Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations. 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.	n/a	2. Homelessness and the Prevention of Homelessness	Homelessness	ESG: \$1,027,434	ESG 2015	50 Homeless Assisted

#	Project Name	Description	Target Area	Goals Supported	Need Addressed	Funding	Planned Activity	Goal Outcome Indicator
21	ESG Repayment	Unprogrammed funds to address prior ineligible expenses	n/a	n/a	n/a	\$50,000	n/a	n/a
22	HOPWA 2015	Housing Information and Resource Identification, Rental Assistance, Homelessness Prevention, Supportive Services	n/a	2. Homelessness and the Prevention of Homelessness	Homelessness	HOPWA: \$344,825	HOPWA 2015	47 LMC – HOPWA Clients Assisted
23	HOPWA Administration	HOPWA Administrative expenses shared between City and subrecipients	n/a	N/A	N/A	HOPWA: \$38,314	HOPWA Administration	n/a

HOPWA Ongoing Considerations

DPH/OA also assumed the responsibility of administering the FY 2013-14 City of Fresno EMSA HOPWA grant totaling \$355,403. In addition, there was an unspent balance of \$437,889 from FY 2011-12 and FY 2012-13. Of the \$793,292 available, Previous editions are obsolete Page 21 form HUD-40110-D (Expiration Date: 10/31/2014) \$188,975 was allocated to Fresno County Public Health (Fresno County) for the continuation of homeless prevention and supportive services in FY 2013-14, and \$487,612 was allocated through a Request for Application process to the Fresno Housing Authority to launch a TBRA program with a case management component. DPH/OA retained a 3% allowable grant administration fee, and the balance of \$106,043 remains uncommitted. Fresno County provided homeless prevention housing services to 47 households and supportive services to 49 households during the program year. Fresno Housing Authority experienced a slow program start-up due to contracting and program development delays. The TBRA program

began operation July 1, 2014 and program accomplishments will be reported in the next reporting year. All prior year grant funds will be expended within the allowable three-year operating period.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Not applicable. The City has not established specific target areas to focus the investment of entitlement funds.

Geographic Distribution

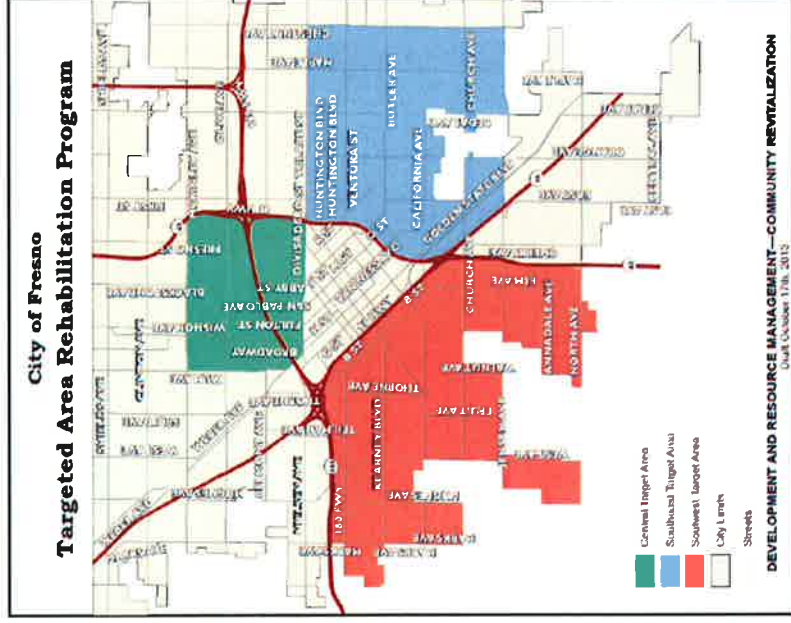
Target Area	Percentage of Funds
Not applicable	Not applicable

Rationale for the priorities for allocating investments geographically

The Consolidated Plan allocates federal entitlement dollars according to low- and moderate-income (LMI) census tracts without target areas. However, the City of Fresno recognizes the importance of a coordinated effort to invest in its neighborhoods. The Targeted Neighborhood Rehabilitation Program and Targeted Area Distressed Property Program will target funds to rehabilitate certain neighborhoods that have been determined through code enforcement as deteriorated and blighted, needing both public and private investments to curb the elements that created deterioration. These areas can be seen in the map and include neighborhoods in the followings areas:

- Southwest Fresno
- Southeast Fresno
- Central Fresno

Additionally, the City of Fresno gives priority to NOFA-funded projects that are located in Downtown Fresno and its surrounding neighborhoods. New



construction projects are not geographically targeted but are implemented citywide in an effort to provide location of choice to LMI persons. Projects that are developed outside of areas of minority concentration and high poverty are encouraged to promote mixed income and location choice. The City encourages developments to be located near major focus areas that are being revitalized through other economic development or public improvement activities.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Although entitlement dollars are limited, the City does anticipate expending a significant portion of its federal allocation dollars on the preservation and provision of affordable housing. A detailed discussion of how HUD entitlements will be used to support affordable housing needs within the City is provided in AP-20, with the number of households to be assisted itemized by goal.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	54
Special-Needs	47
Total	151

One Year Goals for the Number of Households Supported Through	
Rental Assistance	97
The Production of New Units	2
Rehab of Existing Units	52
Acquisition of Existing Units	0
Total	151

Discussion

See discussion above.

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

A portfolio application inclusive of all Public Housing developments within the City of Fresno was submitted to HUD for the Rental Assistance Demonstration (RAD) program. Additionally, site specific RAD applications were submitted for 50% of the City of Fresno portfolio. Conversions are anticipated to take place during this period which may include renovations and/or transfers of rental assistance to newly constructed developments.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority of City of Fresno (HACF) Resident Advisory Board (RAB) meets at least annually to review any changes to the Admissions and Continued Occupancy Policy (ACOP) and the HACF Annual Plan policies. In addition, residents are able to make comments before the Board of Commissioners and their comments are solicited for all major policy changes.

The Housing Authority of the City of Fresno (HACF) participated in a homeownership program in previous years where over 200 foreclosed homes (in the City and County) were renovated and sold to low-income residents and other individuals. There are 7 homes available for purchase in the City of Fresno.

Discussion

The City's plan includes working with responsible entities for the development of housing affordable to low- and moderate-income persons. The City will accomplish this goal by making funds available from its HOME grant for eligible multifamily rental developments and homebuyer assistance to those residents ready for homeownership. The City will continue to work with the Housing Authority of Fresno City (HACF) and other qualified private nonprofit entities during the next Program Year to address the needs of housing within the City's Jurisdiction. The City will actively market its Homebuyer Assistance Program to public housing residents to encourage homeownership. The City fully supports the HACF's efforts to ensure adequate affordable housing for all City residents.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The FMCoC, the 25 Cities Initiative, and the Homeless Task Force each have the ongoing task and responsibility to conduct street outreach and assessment. The Fresno Homeless Task Force conducts daily activities in areas where

homeless individuals and families congregate or are known to visit. The 25 Cities Initiative has weekly outreach activities to areas which have been identified as having the potential to attract or induce homeless persons and families to congregate. The FMCoC develops and carries out regular outreach and assessment activities such as Homeless Connect and the annual PIT Count.

Addressing the emergency shelter and transitional housing needs of homeless persons

Through a collaboration of mental health and governmental agencies, the community has identified the need for a general homeless shelter. This subset of agencies and institutions has met regularly and is in the process of drafting a plan to create a “come as you are” shelter; the FMCoC has had representation in the “Community Conversation” as it has been named. As the plans are further developed and needs identified, the City may choose to amend the Annual Action Plan to assist with the creation of such a shelter.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Through its subgrantees, the City is able to reach vulnerable individuals and families who are homeless. These agencies provide not only rapid rehousing and housing assistance, but also wrap-around services designed to create sustainable and safe housing opportunities for long-term permanent and independent living.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Through a network of social service agencies and supportive nonprofits, at-risk families and individuals are identified and assisted with short-term and long-term wrap-around services. These agencies include the Fresno County Mental Health network, the Fresno Police Department, the Fresno County Courts system, etc.

The City has no formal homeless discharge coordination policy in place. However, in the upcoming fiscal year, the City, through the FMCoC, will continue to support and coordinate with a number of community organizations and governmental agencies that actively engage in planning and implementing discharge plans and protocols that address the needs of individuals at risk of becoming homeless after receiving services. These individuals include youth aging out of foster care, homeless individuals who are frequent users of health care or mental health services, and individuals leaving county correctional facilities who have special needs and need assistance with transitioning to mainstream society. Members of the CoC work together to coordinate their efforts and build a continuum of care that provides supportive and preventative services to these individuals at high risk of homelessness after release.

Discussion

The City of Fresno will use the Emergency Solutions Grant program funds in the following categories of activities:

Street Outreach

The City of Fresno will provide a portion of its ESG allocation to fund a portion of the full-service multidisciplinary outreach and engagement program currently being undertaken as a part of the 25 Cities Initiative. The two main purposes of these programs are:

1. To provide a consistent presence on the streets and other outdoor locations throughout Fresno to build rapport and trust with unsheltered homeless residents with the goal of assessing their needs and eligibility for housing assistance and providing case management services to link them with emergency shelter, housing, and/or critical health services; and
2. To provide an avenue to alleviate resident concerns about homeless residents living in their neighborhoods or other areas of Fresno, by connecting unsheltered homeless people with emergency shelter, housing, and/or critical health services.

Emergency Shelter

The City of Fresno will offer a portion of ESG funds to be available to fund full-service emergency shelter program (s) that serve specific target populations, including homeless individuals, families, youth, and victims of domestic violence. Services will include the provision of shelter beds, case management, deposit/rental assistance, and other services as appropriate. The goal of this program is to provide all of the services and support that the participating families and youth need to become and remain permanently housed.

Homelessness Prevention

The City of Fresno will utilize local non-profit service providers to offer homelessness prevention services to stabilize housing for individuals and families at risk of homelessness.

Rapid Re-Housing

The City of Fresno will utilize eligible local non-profit service providers to offer housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in an emergency shelter or other place described in paragraph (1) of the “homeless” definition in 24 CFR 576.2 move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance may consist of short-term and medium-term rental assistance, rental arrearages, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

HMIS

The ESG program will continue to fund a portion of the costs of the Homeless Management Information System (HMIS) program. The City of Fresno requires the use of HMIS to monitor outcomes and performance measures for all of its funded homeless service agencies, except for populations that are specifically excluded from entering information into the database such as victims of domestic violence.

****25 Cities Initiative to End Chronic & Veteran Homelessness by 2015****

The City of Fresno has joined the national initiative that began in March of 2014. As a member of the Initiative, the City proposes to allocate ESG funds to match other resources, including private funding from Fresno First Steps Home, to support the efforts of local agencies by providing bridge housing to begin to stabilize and move homeless individuals and families to permanent housing. Spending for bridge housing will primarily include ESG eligible costs for rapid re-housing and may also include some emergency shelter costs (e.g. motel vouchers) subject to the applicable cap on ESG funding allocated for street outreach and emergency shelter, as required by federal law.

The specific request for bridge housing was submitted by the 25 Cities Community Team to assist 60 households; during the bridge period, clients are supported through the participating social service agencies. The intent is to allow time for document readiness to enroll in transitional or permanent supportive housing.

AP-70 HOPWA Goals - 91.220 (I)(3)

One Year Goals for HOPWA

Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	47
Tenant-based rental assistance	
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	
Total	47

Discussion

As stated in AP-35, the City will coordinate with the State of California Department of Health and the Fresno County Department of Health to continue services and affordable housing programs for existing clients and to identify NOFA priorities for the allocation of the program.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion:

The City of Fresno identified several constraints to the development, maintenance, and improvement of housing and affordable housing in its 2008-2016 Housing Element update:

- Market Constraints

- o Land Cost and Availability
- o Land Use Controls
- o Off-Site Improvements
- o Materials and Labor
- o Financing Costs
- Other Non-Governmental Constraints
 - o Accessibility to Mobility
 - o Social Perceptions
 - o Excessive Land Value in Select Areas
- Governmental Constraints
 - o Inclusionary Housing
 - o Governmental Layers for Entitlements
 - o Annexation
 - o Development Review Process Components
 - o Fees and Exactions

During the first year of the Consolidated Plan, the City will commit to the following actions to reduce the barriers to affordable housing:

- planning entitlement fee reductions for projects constructed in the City's Inner City Fee Reduction Target Area
- density bonuses for eligible projects
- Measure C TOD fee reduction programs for eligible projects

The City is also in the process of updating its over 40 year old Development Code. It expects to adopt the new Development Code in the late summer of 2015 with implementation occurring in the fall of 2015. This Code will make it easier to develop compact, walkable, affordable housing along high capacity transit corridors and in downtown. These Code changes will positively impact the availability of housing that meets the State of California guidelines for affordability for low and very low income households.

It is anticipated that the City will evaluate its post-RDA housing properties for reuse as affordable housing; however it is not expected that these properties will be available during the program year.

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

The City will update its Parks Master Plan to implement recreation opportunities throughout the community. With a recognized deficit of parks and open space, the City continues to seek partnerships which increase the availability of parks and open space in underserved neighborhoods. This includes the annual Housing Related Parks program offered by the State. The City has prioritized established neighborhoods for reinvestment – especially focusing on high intensity transit corridors for development and redevelopment. These actions will provide new or reconstructed infrastructure in low-mod census tracts and adjacent to low-mod neighborhoods. Bus Rapid Transit (BRT) will be under construction in the next year and operational in the next two years. This highly efficient alternative transportation option will enhance surrounding low-mod neighborhoods.

Actions planned to foster and maintain affordable housing

The City coordinates closely with the Fresno Housing Authority, local nonprofit housing providers, and other governmental agencies to identify resources available for fostering and maintaining affordable housing. These actions include support for LIHTC applications for both 9% and 4% tax credits, support for Cap & Trade applications for the development of new TOD housing options, support for Cal Home – the State’s first time homebuyer program, and monitoring of the mobile home rent control guidelines.

Additionally this year, the City will update its Housing Element to provide zoned land appropriate for higher density housing – within the State’s definition for affordable housing.

Actions planned to reduce lead-based paint hazards

To address potential and actual health hazards derived from lead-based paint (LBP) the City of Fresno will support the Fresno County Human Services Agency’s efforts to identify and remediate hazards caused by LBP, provide outreach to the community regarding structural dangers or cultural practices that may cause lead poisoning, and continue to include lead abatement practices in code enforcement and rehabilitation programs as feasible. The City of Fresno anticipates conducting the appropriate lead evaluations as part of its rehabilitation activities.

City will utilize CLPPP funding and CDBG to identify, test and remediate LBP in 10 LMH with children under the age of 6.

Actions planned to reduce the number of poverty-level families

The City of Fresno allocates funding for homeless prevention and housing, including emergency shelter, transitional housing, and permanent housing. The City of Fresno will continue to provide assistance for the homeless and those in danger of becoming homeless and improve communication and service delivery capabilities of agencies and organizations that provide programs to assist the homeless.

The City of Fresno assists persons that are homeless or vulnerable to becoming homeless is provided through nonprofit agencies and City of Fresno departments. Services and activities provided offset household costs so that low-income persons are able to use their income for other expenses:

- The Parks and Community Services Department provides seniors low cost or free meals at community centers in low-income neighborhoods.
- The City of Fresno provides cooling centers in the summer for homeless and low income persons that do not have access to cooled environments and also to offset the cost associated with cooling a home. There are also warming centers in the winter when the temperatures drop below 35 degrees.
- The City of Fresno Transportation Department provides bus services to these centers free of charge. These centers are located at community centers throughout Fresno and specifically in low-income areas.
- The Sustainability Division provides home energy audits for exterior and interior energy efficiency rehabilitation.
- Additionally, area nonprofits receive funding from HUD through the Supportive Housing Program (SHP) to assist homeless families and individuals, and the chronically homeless.

The City of Fresno has partnered with local homeless care providers and the FMCoC to adopt and implement a ten-year plan to end chronic homelessness. The City of Fresno is a part of the FMCoC and services provided by these agencies are direct services with the goal of ending chronic homelessness. Through the ESG Program the City of Fresno funds agencies that provide services and activities such as:

- Homelessness and psychosocial assessments
 - Case management
 - Referrals to other service and programs
 - Transportation; meals
 - Shelter

Economic Development Activities

As discussed in the Market Analysis, the City of Fresno will provide economic development and employment opportunity programs through a variety of funding sources, and will focus its economic activities and budget on four major areas:

1. Foster an environment that will lead to the creation of new jobs and the retention of existing jobs
2. Encourage entrepreneurs to establish new businesses
3. Work with existing Fresno businesses to encourage them to stay in Fresno. Expand, and create additional jobs
4. Attract new job creating

Actions planned to develop institutional structure

The City is undertaking a series of technological improvements and enhancements designed to streamline development applications, coordinate with other city services and provide more accessible information to the public. While these changes to the City's land management system will take several years to implement, the actions will provide the public with quick and easy access to zoning, business licensing, permitting, code enforcement, and other data currently difficult to access.

Housing Division staff will have access to additional online, local and regional training to improve and enhance the City's knowledge of federal and state funding opportunities. All new funding designated to service established neighborhoods will leverage the federal programs in eligible low-mod census tracts.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to participate as a member of the FMCoC with other social service and housing providers for homeless activities. City staff will participate in local and regional workshops designed to develop relationships with other providers and improve coordination.

The Administration of the City meets regularly with the Fresno Housing Authority, other cities in the Central Valley, and

nonprofit agencies. The City actively recruits new investment in underserved neighborhoods.



Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	282,100
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	282,100

Other CDBG Requirements

1. The amount of urgent need activities	n/a
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City will not employ other forms of investment beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Recapture provisions are based on 24 CFR 92.254 (a) (5) (ii), which stipulates the conditions for recapture of the HOME investment used to assist low-income families in purchasing a home. Homebuyer recapture provisions are included in, or as a deed restriction rider, to the recorded deed of trust that secures a HOME loan Note, and requires recapture of funds if the home does not continue to be the borrower’s principal residence or if all or any part of the property or any interest in it is sold, rented, conveyed or transferred during the duration of the period of affordability. Recapture provisions also stipulate that the only direct subsidy to the homebuyer is subject to recapture. With regard to development projects, only that portion of HOME funds that are provided to a homebuyer as down payment assistance is considered subsidy and shall not represent more than 10% of the total HOME funds to a development project.

The net proceeds are the sale price minus the senior loan repayment (other than HOME funds) and any closing costs. If the net proceeds are not sufficient to recapture the full HOME investment plus enable the homeowner to recover the amount of the homeowner’s down payment and any capital improvement investment made by the owner since the purchase, the City may share the net proceeds. The net proceeds may be divided proportionally between the City and the homeowner as set forth in the following mathematical formulas:

$$\frac{\text{HOME subsidy} \times \text{Net proceeds}}{\text{HOME subsidy} + \text{homeowner investment}} = \text{HOME amount to be recaptured}$$

$$\frac{\text{Homeowner investment} \times \text{Net proceeds}}{\text{HOME subsidy} + \text{homeowner investment}} = \text{amount to homeowner}$$

In the event of foreclosure, the amount subject to recapture is based on the amount of net proceeds (if any) from the foreclosure sale.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

For HOME-funded affordable housing development projects, the City records a HOME Regulatory agreement against the property that places a covenant and use restriction. The covenants and restrictions are for the benefit and protection of the City, and enforceable by the City, and bind the current borrower, its successors, assigns, transferees and future owner(s) of the property. The borrower agrees on behalf of itself and its successors and assigns, and each future owner of the property to adhere to all requirements of the HOME Program during the period of affordability. The requirements include, by way of example, but are not limited to: (1) requirements related to rent limitations; (2) requirements related to tenant income, and any required reporting and certification requirements; (3) requirements related to the provision of HOME Program-required tenant and participant protections; (4) requirements related to HOME Program nondiscrimination requirements and Affirmative fair housing marketing requirements; (5) requirements related to HUD required tenant protections as stated in The Violence Against Women Reauthorization Act of 2013. For HOME-funded homebuyer assistance loans, the Promissory Note, Deed of Trust, and Homebuyer Agreement stipulate the terms for early loan repayment or repayment due to default. The City chooses to recapture the funds if the repayment occurs during the affordability period, rather than to place continued affordability restrictions upon subsequent buyers/owners of the properties.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not refinance existing debt for multifamily housing projects.

**Emergency Solutions Grant (ESG)
Reference 91.220(I)(4)**

Include written standards for providing ESG assistance (may include as attachment)

The City and County administrations have jointly adopted ESG Policies and Procedures (PPGs) for ESG providers. The City will work cooperatively with the County and the FMCoC to update the ESG Policies and Procedures. A copy of the current document is included in the Appendix.

If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Fresno Madera Continuum of Care is a part of the 25 Cities initiative and is piloting a coordinated assessment system for chronically homeless and veterans. The system utilized by FMCoC is the Coordinated Assessment Housing Match (CAHM) system and is managed in partnership by FMCoC members. The CAHM system is a client-centered process that streamlines access to the most appropriate housing interventions for individuals or families experiencing homelessness. There are four key components to the system including:

1. Assessment,
2. Navigation and Case Conferencing,
3. Housing Referral with Choice, and
4. Data Collection and Communication.

The CAHM has several elements working in conjunction with each other to streamline services for homeless persons. Through the CAHM system, a homeless person is assessed by a match navigator to determine what resources are needed and identify the best available resources to meet the need, then, if needed, is temporarily placed in an unrestricted emergency shelter until the person is able to be housed or otherwise provided with needed resources. As the community continues participation in 25 Cities the coordinated assessment system will be fully integrated by all partners.

Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Within the HUD defined homeless categories, the City of Fresno has determined the following sub-populations are a high priority for ESG services:

- Unsheltered homeless persons who are living outdoors or in other places not intended for human habitation;
- Chronically homeless persons;
- Homeless veterans; and
- Other homeless persons who have been identified as highly vulnerable.

In addition, the following populations are also a priority for ESG services in the City of Fresno:

- Unaccompanied youth under the age of 18;
- Youth aging out of the foster care system;
- Victims of domestic violence; and
- Households with children.

Proposals that propose to serve these populations will be given additional points in the scoring process. Proposals providing ESG services to populations outside of the identified high priority population WILL be considered for funding. Bidders may propose to provide all or a portion of the ESG eligible activities stated above. Qualified/eligible vendor(s) are those agencies that are State certified non-profit entities, validly existing in California, with a tax-exempt IRS determination letter, as of the date the bid is submitted, or public agencies that are qualified to receive ESG funds under applicable federal rules. Qualified/eligible vendors are those that have a minimum of two years' experience serving the beneficiary populations and a minimum of two years' experience utilizing federal, state and/or local funding.

The County and City of Fresno are collaborating to effectively coordinate resources, leverage available funding, minimize overlapping of services, and target outreach efforts to program beneficiaries. The City of Fresno will invite the County of Fresno to participate in a selection panel to review proposals submitted in response to this RFP. The County of Fresno is expected to issue a separate RFP for ESG services that will be funded and administered separately by the County. The City and County of Fresno will continue to collaborate and may issue a combined RFP for ESG funding in future years.

If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

During the development of the Consolidated Plan, the City consulted with the FMCoC in making decisions related to ESG funds for the five year cycle. The FMCoC includes representation from the homeless community, which meet the homeless participation requirement in 24 CFR 576.405(a).

Describe performance standards for evaluating ESG.

The following performance standards will be included in both the RFP issued for ESG services and the ensuing ESG agreements:

1. Decrease the number of homeless youth and households with children by 10% from the FMCoC Point in Time Count of January 2012.
2. Increase the percentage of participants in transitional housing that move into permanent housing to 65% or more.
3. Increase the percentage of participants that are employed at program exit to 20% or more.

Appendix - ESG Policies and Procedures

FRESNO

City of Fresno and County of Fresno

Emergency Solutions Grant Policies and Procedures

Program Description

The Emergency Solutions Grant (ESG) is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The City and County of Fresno, separately, are recipients of an annual allocation of ESG funding. Both will work together to prepare a joint notice of funding availability/request for proposals for awarding ESG funds to eligible sub-recipients (“agencies”).

All funded agencies are required to follow federal guidelines in the implementation of the ESG. The City of Fresno and the County of Fresno have written the following policies and procedures to facilitate the agencies in implementing the ESG guidelines as set by the U.S. Department of Housing and Urban Development.

Agencies will provide assistance related to housing of persons at risk of becoming homeless and housing persons that are currently homeless, as well as provide housing relocation and stabilization services.

Target Population

The funds under this program are intended to target two populations of persons facing housing instability: 1) individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it, and 2) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit.

Emergency Solutions Grant Policies and Procedures

Each sub-grantee will first be directed to read and follow ESG guidelines as set forth issued by the U.S. Department of Housing and Urban Development, and as may be amended from time to time. The procedures contained herein serve to simplify the implementation of the regulations and identify the activities selected for funding by the City and the County of Fresno.

Sub-grantees will serve the population and provide the financial assistance and stabilization services as identified in the budget and scope of work as found in each of their contracts. Preliminary steps to be taken in implementing their ESG activities are as follows:

1. Execute all HMIS required documents, as requested by the Housing Authority of the City and County of Fresno (Housing Authority), as applicable.
2. Ensure all insurance documents, as required by the ESG contract with the City and County, have been submitted and approved by the City/County.
3. Provide the City and/or County with an outreach plan for identifying potential clients and/or marketing your agency's program.

Eligible Activities

Funding will only be provided as tenant based rental assistance for the following eligible activities:

1. Rapid Re-Housing – Rental Assistance

Eligible rental assistance includes:

- a. short-term rental assistance (up to 3 months)
- b. medium-term rental assistance (up to 24 months)
- c. one-time payment for up to 6 months of rent in arrears, to include late fees

Eligible costs includes: rental application fees, security deposits, last month's rent, utility deposits, utility payments (with a limit of 6 months in utility payment arrears), moving costs (including storage costs up to 3 months)

2. Rapid Re-Housing – Housing Relocation and Stabilization Services

Eligible services include: housing search and placement, housing stability case management mediation, legal services, and credit repair. Eligible services under case management include: including centralized coordinated assessments, initial

evaluation, counseling, and coordinating services (for a complete list of eligible case management activities please reference 24 CFR 576.105(b)(2)).

3. Homelessness Prevention - Rental Assistance

Eligible rental assistance includes:

- a. short-term rental assistance (up to 3 months)
- b. medium-term rental assistance (up to 24 months)
- c. one-time payment for up to 6 months of rent in arrears, to include late fees

Eligible costs includes: rental application fees, security deposits, last month's rent, utility deposits, utility payments (with a limit of 6 months in utility payment arrears), moving costs (including storage costs up to 3 months)

4. Homelessness Prevention - Housing Relocation and Stabilization Services

Eligible services include: housing search and placement, housing stability case management, mediation, legal services, and credit repair. Eligible services under case management include: including centralized coordinated assessments, initial evaluation, counseling, and coordinating services (for a complete list of eligible case management activities please reference 24 CFR 576.105(b)(2)).

5. Emergency Shelter and Street Outreach Component

Eligible emergency shelter costs include: costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters as identified in 24 CFR 576.102. Shelter services shall be restricted to the following populations: 1) domestic violence victims (provided by a domestic violence victim service provider), 2) homeless youth, and 3) families with children.

Eligible street outreach costs include: costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility, as further identified in 24 CFR 576.101. For the purposes of this section, the term "unsheltered homeless people" means individuals and families who qualify as homeless under paragraphs (1)(i) of the "homeless" definition under 24 CFR 576.2.

6. HMIS - All agencies receiving ESG assistance will be required to participate in the local HMIS.

Client Eligibility Verification

There is a three-step process for determining a client's eligibility, as noted below. Additionally, all sub-grantees must evaluate and certify the eligibility of ESG program participants (per the three steps below) at least once every three months for all households receiving homelessness prevention assistance, and once annually for households receiving rapid re-housing assistance.

A. FIRST STEP: Initial Consultation

Subrecipient's 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. These evaluations must be conducted 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).

Documentation to verify the requirements of this section have been met include completing a client in-take form. Sub-recipients may use their own form, if pre-approved by the City/County. All sub-grantees must keep verification of this requirement in each client file.

B. SECOND STEP: Verification of Income below 30% of the Area Median Income (see verification of income section below)

C. THIRD STEP: Verification of Homelessness or Risk of Homelessness

To receive assistance under **RAPID RE-HOUSING, or EMERGENCY SHELTER/STREET OUTREACH**, client(s) must be Homeless at the time assistance is requested. HUD has defined Homeless to mean:

To be considered Homeless, per HUD definition, an individual or family must be:

- (1) 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;

(2) 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's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, faithbased or other social networks, to obtain other permanent housing; and
- (iv) lives in an emergency shelter or other place described in paragraph (1) above.

ADDITIONALLY: The individual or family must have insufficient resources immediately available to attain housing stability.

- The sub-grantee must confirm that the individual or family does not have sufficient resources or support networks, e.g., family, friends, faithbased or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the homeless definition [in 24 CFR § 576.2].”

Note, HUD has provided additional guidance for determining eligibility of client(s) under the “homeless” definition, and this can be found at:

<http://hudhre.info/index.cfm?do=viewResource&ResourceID=4636>.

Subgrantees are also required to abide by the guidelines found at this web page.

To receive assistance under HOMELESSNESS PREVENTION, client(s) must be at risk of becoming homeless and rental assistance is only necessary to prevent

the individual or family from moving into an emergency shelter or other place not meant for human habitation as identified in the ESG regulations.

The individual or family must have insufficient resources immediately available to attain housing stability.

- The sub-grantee must confirm that the individual or family does not have sufficient resources or support networks, e.g., family, friends, faithbased or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the homeless definition [in § 24 CFR 576.2].”

ADDITIONALLY: The individual or family must meet one of the following definitions of “homeless”:

- (1) An individual or family who will imminently lose their primary nighttime residence provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (2) 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 section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - (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 addiction, 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
- (3) 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's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, *e.g.*, family, friends, faithbased or other social networks, to obtain other permanent housing.

ADDITIONALLY: The individual or family must also meet one of the following conditions:

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- (B) Is living in the home of another because of economic hardship;
- (C) 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;

- (D) 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;
- (E) 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 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

Note, HUD has provided additional guidance and criteria for each of the categories above, to be used for determining a client's eligibility as "at risk of becoming homeless", and this can be found at:

http://www.hudhre.info/documents/AtRiskofHomelessnessDefinition_Criteria.pdf.

Subgrantees are also required to abide by the guidelines found at this web page.

Documenting Client Eligibility

All sub-grantees must keep verification of client's eligibility in each client file at minimum as described below.

- A. Sub-grantees are required to ensure that the client does not have sufficient resources or support networks, e.g., family, friends, faithbased or other social networks, immediately available, as follows:

For Rapid Re-Housing and Emergency Shelter/Street Outreach clients:
as needed to obtain other permanent housing

For Homelessness Prevention clients: immediately available to attain housing stability and meets one or more of the conditions under paragraph (1)(iii) of the definition of "at risk of homelessness" in 24 CFR § 576.2;

- B. All subgrantees will ensure that all documentation is obtained and placed in the file in accordance with 24 CFR § 576.500 "Recordkeeping and reporting requirements", as required in the regulation for Rapid Re-Housing and/or Homelessness Prevention clients.
- C. The most reliable evidence that should be used in addressing the documentation required in A and B above includes, in order of priority:
 - 1. Source documents including check stubs, verification of employment, general relief documentation from the County of

Fresno, award letters from Social Security Administration, retirement income verification from source, leases, contracts, etc.

2. If source documents are unavailable: a written statement by the relevant third party, or a written statement by intake staff of the oral verification by the relevant third party of the required information and written verification by intake staff as to why source documentation could not be obtained.
3. If source documents AND written third party verification is unobtainable, a written statement by the client or client's intake staff describing the efforts taken to obtain the required evidence AND self-certification by client, identifying the required information needed.

Income Determination

All sub-grantees are required to determine a client's annual income, to verify that the client is income-eligible (annual income is at or below 30% of the area median income). To qualify for ESG assistance persons and/or households must earn 30 percent or below of the Area Median Income, as these are set annually by HUD, by household size. Annual income limits will be provided to each sub-recipient as they are made available by HUD. In determining the annual income of an individual or family, the subrecipient must use the standard for calculating anticipated annual income under 24 CFR 5.609.

- a) Annual income means all amounts, monetary or not, that go to, or are on behalf of, the family head or spouse (even if temporarily absent) or to any other family member 18 years old or older, or all amounts anticipated to be received from a source outside the family, during the 12-month period following admission or annual reexamination effective date. In determining income, sub-grantees must also determine the household size as directed in the section below "Determining Household Size".
- b) All sub-grantees must keep income verification documents in a client file, for each client (or household).
- c) All sub-grantees must have each client fill out a Household Composition form, as included in Exhibit A, to verify the size of the client household and to assist in determining income eligibility.
- d) Additionally, the income calculation worksheet, as included in Exhibit B, is required to be utilized by sub-grantee case managers to verify income. The worksheet can also be provided in excel format from the City/County upon request.

Treatment of Assets

Clients will be required to spend down their assets to an amount of \$500.00 before they become eligible to receive financial assistance. The assets to be considered for the draw down will be limited only to balances in a personal checking or savings account held by any household member. Assets held in a retirement or education account, or personal property are not included as part of this requirement.

Determining Household Size

Income limits are published based on the number of persons in the household (for example, 1 person, 2 persons, 3 persons) with increasingly higher income limits for families with more members.

When determining family size for establishing income eligibility, the sub-grantee must include all persons living in the unit except the following:

- a. Live-in aide
 - (1) A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities, and who:
 - (a) Is determined to be essential to the care and wellbeing of the person(s);
 - (b) Is not obligated for the support of the person(s); and
 - (c) Would not be living in the unit except to provide the necessary supportive services.
 - (2) To qualify as a live-in aide:
 - (a) The sub-grantee must verify the need for the live-in aide. Verification that the live-in aide is needed to provide the necessary supportive services essential to the care and well-being of the person must be obtained from the person's physician, psychiatrist or other medical practitioner or health care provider. The sub-grantee must approve a live-in aide if needed as a reasonable accommodation in accordance with 24 CFR Part 8 to make the program accessible to and usable by the family member with a disability. The sub-grantee may verify whether the live-in aide is necessary only to the extent necessary to document that applicants or tenants who have requested a live-in aide have a disability-related need for the requested accommodation. This may

include verification from the person's physician, psychiatrist or other medical practitioner or health care provider. The sub-grantee may not require applicants or tenants to provide access to confidential medical records or to submit to a physical examination.

- (b) Expenses for services provided by the live-in aide, such as nursing services (dispensing of medications or providing other medical needs) and personal care (such as bathing or dressing), that are out-of-pocket expenses for the tenant and where the tenant is not reimbursed for the expenses from other sources, are considered as eligible medical expenses. Homemaker services such as housekeeping and meal preparation are not eligible medical expenses (see below for more information on medical expenses.)
- (c) Qualifies for occupancy only as long as the individual needing supportive services requires the aide's services and remains a tenant. The live-in aide may not qualify for continued occupancy as a remaining family member.
- (d) Income of a live-in aide is excluded from annual income.

- (3) A relative may be considered to be a live-in aide if they meet the requirements in 1(a) through (c), above.
- (4) An adult child is eligible to move into an assisted property after initial occupancy only if they are essential to the care or well-being of the elderly parent(s). The adult child may be considered a live-in aide if all of the requirements in 1, above, apply and there is a verified need for a live-in aide in accordance with 2(a), above.
- (5) An adult child is not eligible to move into an assisted property after initial occupancy unless they are performing the functions of a live-in aide and are eligible to be classified as a live-in aide for eligibility purposes.

b. Foster children or foster adults.

c. Guests.

When determining family size for income limits, the sub-grantee must include the following individuals who are not living in the unit:

a. Children temporarily absent due to placement in a foster home;

- b. Children in joint custody arrangements who are present in the household 50% or more of the time;
- c. Children who are away at school but who live with the family during school recesses;
- d. Unborn children of pregnant women.
- e. Children who are in the process of being adopted.
- f. Temporarily absent family members who are still considered family members. For example, the sub-grantee may consider a family member who is working in another state on assignment to be temporarily absent;
- g. Family members in the hospital or rehabilitation facility for periods of limited or fixed duration. These persons are temporarily absent as defined in subparagraph f above; and
- h. Persons permanently confined to a hospital or nursing home. The family decides if such persons are included when determining family size for income limits. If such persons are included, they must not be listed as the head, co-head, or spouse on the lease or but may be listed as other adult family member. This is true even when the confined person is the spouse of the person who is or will become the head. If the family chooses to include the permanently confined person as a member of the household, the sub-grantee must include income received by these persons in calculating family income.

Client's Share of Rent Costs

The City/County will enforce a graduated subsidy format for determining the ESG client's share of rental costs. A graduated subsidy declines in steps based upon a fixed timeline, until the household assumes full responsibility for monthly housing costs. A graduated subsidy will help reduce the destabilizing cliff effect of a deep subsidy suddenly ending. Declining subsidies allow the household to gradually take over the responsibility of paying rent, and builds both a cushion and confidence along the way.

Initial assistance can be as much as 100% of rental assistance, then decreasing monthly, or every other month, in accordance with client needs and case plan objectives that are developed by the client and the sub-grantee's case manager. Timelines are based on maximum term of assistance; however, clients should be transitioned off of assistance in as short of a timeframe as is appropriate for them to successfully obtain housing stability.

Housing	Homeless Prevention	Rapid Re-Housing
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Month		
1	Case management, counseling assessment, initiate wrap-around services, linkages to service providers, facilitate life skills development, issue security and utility deposits, 100% housing subsidy + utility payment assistance	Case management, counseling assessment, initiate wrap-around services, linkages to service providers, facilitate life skills development, issue security and utility deposits, 100% housing subsidy + utility payment assistance
2	100% housing subsidy + utility payment assistance	100% housing subsidy + utility payment assistance
3	100% housing subsidy + utility payment assistance; 3 month evaluation	100% housing subsidy + utility payment assistance; 3 month evaluation
4	100% housing subsidy + utility payment assistance	100% housing subsidy + utility payment assistance
5	90% housing subsidy + utility payment assistance	90% housing subsidy + utility payment assistance
6	90% housing subsidy + utility payment assistance; 3 month evaluation	90% housing subsidy + utility payment assistance; 3 month evaluation
7	90% housing subsidy + utility payment assistance	90% housing subsidy + utility payment assistance
8	80% housing subsidy + utility payment assistance	80% housing subsidy + utility payment assistance
9	80% housing subsidy + utility payment assistance	80% housing subsidy + utility payment assistance
10	80% housing subsidy + utility payment assistance	80% housing subsidy + utility payment assistance
11	70% housing subsidy + utility payment assistance	70% housing subsidy + utility payment assistance
12	70% housing subsidy + utility payment assistance	70% housing subsidy + utility payment assistance
13	70% housing subsidy + utility payment assistance	70% housing subsidy + utility payment assistance
14	60% housing subsidy + utility payment assistance	60% housing subsidy + utility payment assistance
15	60% housing subsidy + utility payment assistance	60% housing subsidy + utility payment assistance
16	60% housing subsidy + utility payment assistance	60% housing subsidy + utility payment assistance
17	50% housing subsidy + utility payment assistance	50% housing subsidy + utility payment assistance
18	50% housing subsidy + utility payment assistance	50% housing subsidy + utility payment assistance

19	40% housing subsidy + utility payment assistance		40% housing subsidy + utility payment assistance
20	40% housing subsidy + utility payment assistance		40% housing subsidy + utility payment assistance
21	30% housing subsidy + utility payment assistance		30% housing subsidy + utility payment assistance
22	30% housing subsidy + utility payment assistance		30% housing subsidy + utility payment assistance
23	20% housing subsidy + utility payment assistance		20% housing subsidy + utility payment assistance
24	20% housing subsidy + utility payment assistance		20% housing subsidy + utility payment assistance
25	30-day Follow-up		30-day Follow-up
26	60-day Follow-up		60-day Follow-up
27	90-day Follow-up		90-day Follow-up

On a case by case basis, sub-grantees may be authorized to increase rental assistance (and not follow the decreasing subsidy scale above), only when extenuating circumstances arise for a client. Some of these extenuating circumstances may include, but is not limited to, reunification with a child, loss of employment (income), drop in income, medical emergency/illness, loss of other resources. In these cases, the sub-grantee will verify and document in each file the reasons for increasing financial assistance, and advise the City and/or County in regards to the specific circumstances of the client, to ensure the City/County will approve the change before it is enacted.

Determination of Unit Size Requirements

The City and County will require each sub-grantee to determine the appropriate number of bedrooms needed by an individual or family when it determines family eligibility for financial assistance, based on the information below.

The following requirements apply when determining the family unit size:

- The unit size determination must provide for the smallest number of bedrooms needed to house a family without overcrowding, regardless of the amount of the payment standard.
- The unit size determinations must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family's unit size.

- A family that consists of a pregnant woman only (with no other household members), must be treated as a two-person family.
- Two elderly or disabled household members may be given separate bedrooms.
- Any live-in aide (approved by the sub-grantee to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size.
- Unless a live-in aide resides with the family, the family unit size for any family consisting of a single person must be either a zero or one-bedroom unit. The City and County of Fresno will allow sub-grantees to provide for case-by-case exceptions to this rule, only after the following has been met:
 1. The client has searched for available zero or one-bedroom units, and at least 4 apartment complexes have been searched with no availability at that bedroom size as evidenced in writing. The sub-grantee may allow the client to rent up to a 2 bedroom unit as long as the payment is equal to the 0-1 bedroom payment.
 2. Client agrees in writing that they will not add additional person(s) to the lease nor move in any additional persons into the assisted unit without first seeking the approval of both the sub-grantee and the landlord. The client will have to be re-evaluated for eligibility on a monthly basis.

UNIT SIZE REQUIREMENTS	
Unit Size Range	Maximum Household Size
0 – 1 BR	2
2 BR	4
3-BR	6
4-BR	8
5-BR	10+

Rent Reasonableness

Rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD’s standard of “rent reasonableness.” “Rent reasonableness” means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, sub-grantees should consider (a) the location, quality, size, type, and

age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. Comparable rents can be checked by using a market study, by reviewing comparable units advertised for rent, or with a note from the property owner verifying the comparability of charged rents to other units owned (for example, the landlord would document the rents paid in other units).

All sub-grantees will be required to fill out the attached Exhibit C: Rent Reasonableness Checklist and Certification in its entirety, for each client assisted with rent, and keep the record in the client file. The form includes several columns where the sub-grantee is expected to find comparables units and comparable rates. In filling out the form, sub-grantees cannot exclusively utilize units within the same apartment complex that the client will be renting, nor can the sub-grantee utilize units that are more than 1 mile away from the unit to be rented.

Rental, Security and Utility Payments

Sub-grantees must not make payments directly to program participants, but only to third parties, such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee, sub-grantee or the parent, subsidiary or affiliated organization of the sub-grantee.

Sub-grantees can only make rental payments and/or security deposits for clients that have a signed lease for their eligible unit. Additionally, the program participant must be named on the lease.

Therefore, assistance could not be provided to an individual renting from a friend or relative if a legal lease is not in place. In cases where an individual is renting a unit from a friend or relative and a legal lease is in place, sub-grantees providing assistance must ensure that the arrangement is not in violation of conflict of interest laws and the rent charged and the terms of the lease must be the same for the participant as they are for other tenants renting comparable units.

If two unrelated individuals are joint parties to a lease, a sub-grantee must consider total household income to determine eligibility (i.e., either the whole household is eligible for assistance, or the whole household is not).

A sub-grantee can provide rental assistance to a client residing at a board and care facility only as long as each resident of the group home, assisted living facility, or boarding house has an individual lease, and has been assessed and certified to be eligible to receive ESG assistance.

Please note that financial assistance for persons in a group home-type setting is limited to: rent, security deposits, utility deposits, and utility payments. Service fee charges that might be applied at assisted living facilities are not eligible. In addition, if there is another rental subsidy being provided, ESG cannot be used for rent, and if there is a utility subsidy being provided, ESG cannot be used for utilities.

If sub-grantee incurs late fees due to a late submittal of a rental payment, these cannot be reimbursed by, or paid out of, ESG funds.

In addition, the ESG Program also requires a rental assistance agreement between the sub-grantee and the housing owner.

Maximum Rent

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.

Habitability Standards

Sub-grantees providing rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. Inspection of each unit must include the filling out and filing of the attached Exhibit D: ESG Housing Habitability Standards Inspection Checklist. Sub-grantees are to ensure that experienced staff performs all habitability inspections

Rental Payments in Arrears

Rental assistance may be used to pay up to 6 months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain in the housing unit for which the arrears are being paid or move to another unit. If ESG funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant's rental assistance.

Lead Based Paint Visual Assessment Requirements

Sub-grantees are required to provide a visual assessment of each selected property for client habitability to ensure that there are no hazards related Lead Based Paint. Visual assessments can be conducted by a HUD-Certified Visual Assessor under ESG, and must meet the requirements as outlined in the Lead-Based Paint Poisoning Prevention Act, as noted in Section VII.F of the Notice. A 20-minute online training course on conducting visual assessments can be found on HUD's website at <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>. After successful completion of the online course, sub-grantees will receive a certificate of completion which qualifies them for conducting the assessments. All sub-grantees are required to have at least one staff member conduct the test and pass.

Sub-grantees are also required to fill out and sign the ESG Lead Screening Worksheet, as enclosed in Exhibit E, and the ESG Lead-Based Paint Document Checklist, as enclosed also in Exhibit F, for each client receiving assistance.

Please note, that the form has a last page that requires staff signature and date. Sub-grantees will ensure that the form is signed and dated properly.

Reporting Requirements

HMIS

Sub-grantees are required to input HMIS client data as soon as feasibly possible, and at least on a bi-weekly basis. City and County staff will be working with the Housing Authority to pull data on a monthly basis and will contact sub-grantees who have not utilized HMIS as required. This reporting requirement is set forth to facilitate sub-grantee's quarter-end reporting process and to assist the City/County in its quarterly reporting to the federal government and HUD.

Sub-grantees who fail to meet this requirement will be in default of their agreement, which will trigger a performance review by the City and/or County.

Monthly/Quarterly Reporting

Sub-grantees are required to provide a monthly activity report to the City and/or County in addition to a quarterly performance report to the City and/or County, in the form attached as Exhibit G: Performance Reports.

Request for Disbursements

Sub-grantees will be allowed to request disbursements in arrears, for services provided during the preceding month, and only as identified in their appropriate ESG Agreements/Contracts. Reimbursements shall be made in compliance with the terms of the agreement(s). All requests for disbursements must be accompanied by sufficient supportive documentation verifying actual costs incurred.

City/County staff will review funding disbursement requests to ensure that funds requested are for allowable costs and are within the budget as established in the Agreements/Contracts.

All requests for disbursements will be only in the form(s) as provided in the attached Exhibit H: ESG Funds Disbursement Request.

Policy on Security and Utility Deposits

HUD is giving grantees the discretion to determine how to handle returned security deposits.

The City/County of Fresno will not require it's sub-grantees to recover a utility security deposit (i.e. PG&E) as these are credited as payment toward a final bill if service is turned off within the first 12 months of service. Beyond 12 months, the deposit is credited toward the 13 month of service (or close to it) if there are 12 consecutive on-time payments made. If there are not 12 consecutive on time payments, the deposit will be used for the final month of service.

Each sub-grantee who provides a utility deposit on behalf of an eligible client using ESG services shall make payment of such deposit directly to the vendor (utility provider, landlord or property manager) on behalf of the client. Clients are not eligible to receive a reimbursement for utility deposits which have been previously paid by them or paid on their behalf.

Each sub-grantee who provides a utility deposit shall count the deposit payment as one additional month of support for that eligible client.

In case of security deposits on housing units each sub-grantee who provides a security deposit on behalf of an eligible client using ESG services shall make payment of such deposit directly to the landlord or property manager on behalf of the client. Clients are not eligible to receive a reimbursement for deposits which have been previously paid by them or paid on their behalf.

Each sub-grantee who provides a rental deposit shall count the deposit payment as one additional month of support for that eligible client.

The security deposit minus any portion kept from the deposit, that may be needed to pay for costs incurred by the tenant such as damages to the unit, shall be returned to the sub-grantee and treated as program income. This program income can be utilized by the sub-grantee to pay for other eligible client deposits following the same method. Program income must be accounted for separately by each sub-grantee, and reported to the City/County.

Immigration Status

All sub-grantees are required to verify if a proposed client is a qualified alien. The City and County of Fresno have provided alternate requirements for victims of domestic violence due to the imminent danger these clients are facing.

Additionally:

- As long as there is one adult with legal status in the household and he/she is the primary lessee on the lease, the sub-grantee can serve that household.
- The sub-grantee will count ALL adults and children in the household, and enter them in HMIS
- The sub-grantee will only count income from/for those individuals who have legal status.
- The sub-grantee will NOT count income from those who do not have legal status because their income is not legal.

Confidentiality

Each sub-grantee must develop and implement procedures to ensure:

1. The confidentiality of records pertaining to any individual provided with assistance; and
2. That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Such procedures must be provided to the City/County before implementation of the program commences.

Termination of Housing Assistance

A sub-grantee may terminate assistance to a program participant who violates program requirements. Sub-grantees may resume assistance to a program participant whose assistance was previously terminated. In terminating assistance to a program participant, the sub-grantee must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law.

This process, at a minimum, must consist of:

1. Written notice to the program participant containing a clear statement of the reasons for termination;
2. 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
3. Prompt written notice of the final decision to the program participant.

Such procedures must be provided to the City/County before implementation of the program commences.

Non-Discrimination

No person in the United States shall, on the ground of race, color, religion, national origin or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or in part with funds made available through the City's ESG Program, or any program or activity receiving Federal financial assistance.

Appeals

If an application is turned down by a sub-grantee, the applicant may appeal, in writing, within ten (10) days after the occurrence. The appeal must clearly state the reasons for the appeal. The appeal will be filed with the sub-grantee, who will review the appeal and respond.

For City of Fresno Applicants: If the appellant is not satisfied with the response of the sub-grantee, the appeal may be presented to the City of Fresno ESG Program within thirty (30) days of the sub-grantee's response. The City will attempt to resolve the grievance within fifteen (15) days. The ruling of the City will be final.

For County of Fresno Applicants: If the appellant is not satisfied with the response of the sub-grantee, the appeal may be presented to the County of Fresno ESG County Coordinator within thirty (30) days of the sub-grantee's response. The County will attempt to resolve the grievance within fifteen (15) days. The ruling of the County will be final.

City/County Administration of the Program

The City and County of Fresno propose to jointly administer their respective ESG Programs, including updates as needed to this policies and procedures manual. Both agencies will jointly issue a request for funding availability, and work together to select the agencies (sub-grantees) who will receive ESG funding, based on the allocation levels identified in the Action Plans. Each entity will contract individually with each selected vendor. The City/County propose to administer ESG sub-grantee agreements over a two term period.

Monitoring

City/County of Fresno staff will meet with all service providers on a monthly basis to discuss performance, rules, and processes, coordinate services, collaboratively exchange best practices and discuss concerns in administering the program. City/County staff will conduct on-site monitoring and audits of all selected service providers to ensure proper administration of the program. All sub-grantees will be required to submit monthly, quarterly and yearly reports to the City/County to ensure

performance measures are being met. Additionally, the City/County will audit all requests for reimbursement of ESG funds before these are paid to the selected City service providers.

Amendments To Program Rules

The Fresno City Manager's office, or his/her designee(s), may change City program requirements from time to time to meet program objectives. The County Administrative Officer, or his/her designee(s), may change County program requirements from time to time to meet program objectives. All changes will be required to meet ESG guidelines.

ADOPTED June 5, 2012

REVISED September 19, 2014

EXHIBIT A

HOUSEHOLD COMPOSITION

HOUSEHOLD COMPOSITION						
HH Mbr #	Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	F/T Student (Y or N)	Social Security or Alien Reg. No.

I certify that the information presented in this document is true and accurate to the best of my knowledge.

Signature of Applicant

Date

Printed Name of Applicant

EXHIBIT B

ESG Income Eligibility Calculation Worksheet					
To be eligible for ESG households must be at or below 30% of the Area Median Income (and meet other ESG eligibility requirements, as identified in federal regulation). Grantees may use this worksheet to determine whether an applicant household meets the ESG income eligibility threshold. A copy of this worksheet should be kept in the ESG participant case file.					
Household Member Number	Household Member Name	Age of Household Member			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	Total Household Members (Household size)				
	30% of Area Median Income (AMI) for Household Size				\$
Household Member Number/ Name	Sources of Household Income	Gross Documented Current Income Amount	Frequency of Income	Number of Payments per Year	Annual Gross Income (gross income amount X # of payments per year)
	Earned Income (for ADULT household members only)	\$			\$
	Earned Income (for ADULT household members only)	\$			\$
	Earned Income (for ADULT household members only)	\$			\$
	Self-employment/business income	\$			\$
	Self-employment/business income	\$			\$
	Interest & Dividend Income	\$			\$
	Interest & Dividend Income	\$			\$
	Pension/Retirement Income	\$			\$
	Pension/Retirement Income	\$			\$
	Unemployment & Disability Income	\$			\$
	Unemployment & Disability Income	\$			\$
	TANF/Public Assistance	\$			\$
	TANF/Public Assistance	\$			\$
	Alimony, Child Support and Foster Care Income	\$			\$
	Alimony, Child Support and Foster Care Income	\$			\$
	Armed Forces Income	\$			\$
	Armed Forces Income	\$			\$
	Other (specify):	\$			\$
	Other (specify):	\$			\$
Total Annual Gross Income from all Sources				\$	-
30% of Area Median Income for Household Size				\$	-
Variance (if less than AMI, then household is income eligible)				\$	-
Is the household at or below 30% Area Median Income?				YES-Income Eligible	

Exhibit D: ESG Housing Habitability Standards Inspection Checklist

About this Tool

These standards apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of ESG assistance.

The habitability standards are different from the Housing Quality Standards (HQS) used for other HUD programs. Because the HQS criteria are more stringent than the habitability standards, a grantee could use either standard. In contrast to HQS inspections, the habitability standards do not require a certified inspector. As such, ESG program staff could conduct the inspections, using a form such as this one to document compliance.

Instructions: Mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved or Deficient	Element
	1. <i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. <i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply:</i> The water supply must be free from contamination.
	6. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. <i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.

	9. <i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. <i>Sanitary condition:</i> The housing and any equipment must be maintained in sanitary condition.
	11. <i>Fire safety:</i> Both conditions below must be met to meet this standard. <ul style="list-style-type: none"> a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.

(Source: U.S. Department of Housing and Urban Development, Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees under the Recovery Act)

CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

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

Therefore, I make the following determination:

- Property is approved.
 Property is not approved.

Case Name: _____
Street Address: _____
Apartment: _____ City: _____ State: _____ Zip: _____
Evaluator's Signature: _____ Date: _____
Please Print Name: _____
CBO Exec. Dir. Initial: _____

Exhibit E

ESG Lead Screening Worksheet

About this Tool

The *ESG Lead Screening Worksheet* is intended to guide grantees through the lead-based paint inspection process to ensure compliance with the rule. ESG staff can use this worksheet to document any exemptions that may apply, whether any potential hazards have been identified, and if safe work practices and clearance are required and used. A copy of the completed worksheet along with any additional documentation should be kept in each program participant's case file.

Instructions

To prevent lead-poisoning in young children, ESG grantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. Under certain circumstances, a visual assessment of the unit is not required. This screening worksheet will help program staff determine whether a unit is subject to a visual assessment, and if so, how to proceed. A copy of the completed worksheet along with any related documentation should be kept in each program participant's file.

Note: ALL pre-1978 properties are subject to the disclosure requirements outlined in 24 CFR 35, Part A, regardless of whether they are exempt from the visual assessment requirements.

Basic Information

Name of Participant
Address Unit Number
City State Zip
ESG Program Staff

Part 1: Determine Whether the Unit is Subject to a Visual Assessment

If the answer to one or both of the following questions is 'no,' a visual assessment is not triggered for this unit and no further action is required at this time. Place this screening worksheet and related documentation in the program participant's file.

If the answer to both of these questions is 'yes,' then a visual assessment is triggered for this unit and program staff should continue to Part 2.

1. Was the leased property constructed before 1978?

Yes
 No

2. Will a child under the age of six be living in the unit occupied by the household receiving ESG assistance?

Yes
 No

Part 2: Document Additional Exemptions

If the answer to any of the following questions is 'yes,' the property is exempt from the visual assessment requirement and no further action is needed at this point. Place this screening sheet and supporting documentation for each exemption in the program participant's file.

If the answer to all of these questions is 'no,' then continue to Part 3 to determine whether deteriorated paint is present.

1. Is it a zero-bedroom or SRO-sized unit?
 Yes
 No
2. Has X-ray or laboratory testing of all painted surfaces by certified personnel been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint?
 Yes
 No
3. Has this property had all lead-based paint identified and removed in accordance with HUD regulations?
 Yes
 No
4. Is the client receiving Federal assistance from another program, where the unit has already undergone (and passed) a visual assessment within the past 12 months (e.g., if the client has a Section 8 voucher and is receiving ESG assistance for a security deposit or arrears)?
 Yes (Obtain documentation for the case file.)
 No
5. Does the property meet any of the other exemptions described in 24 CFR Part 35.115(a).
 Yes
 No

Please describe the exemption and provide appropriate documentation of the exemption.

Part 3: Determine the Presence of Deteriorated Paint

To determine whether there are any identified problems with paint surfaces, program staff should conduct a visual assessment prior to providing ESG financial assistance to the unit as outlined in the following training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>.

If no problems with paint surfaces are identified during the visual assessment, then no further action is required at this time. Place this screening sheet and certification form (Attachment A) in the program participant's file.

If any problems with paint surfaces are identified during the visual assessment, then continue to Part 4 to determine whether safe work practices and clearance are required.

1. Has a visual assessment of the unit been conducted?
 Yes
 No

2. Were any problems with paint surfaces identified in the unit during the visual assessment?
- Yes
 No (Complete Attachment A – Lead-Based Paint Visual Assessment Certification Form)

Part 4: document the level of identified problems

All deteriorated paint identified during the visual assessment must be repaired prior to clearing the unit for assistance. However, if the area of paint to be stabilized exceeds the de minimus levels (defined below), the use of lead safe work practices and clearance is required.

If deteriorating paint exists but the area of paint to be stabilized does not exceed these levels, then the paint must be repaired prior to clearing the unit for assistance, but safe work practices and clearance are not required.

1. Does the area of paint to be stabilized exceed any of the de minimus levels below?

- 20 square feet on exterior surfaces Yes No
- 2 square feet in any one interior room or space Yes No
- 10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim Yes No

If *any* of the above are ‘yes,’ then safe work practices and clearance are required prior to clearing the unit for assistance.

Part 5: Confirm all identified deteriorated paint has been stabilized

Program staff should work with property owners/managers to ensure that all deteriorated paint identified during the visual assessment has been stabilized. If the area of paint to be stabilized does not exceed the de minimus level, safe work practices and a clearance exam are not required (though safe work practices are always recommended). In these cases, the ESG program staff should confirm that the identified deteriorated paint has been repaired by conducting a follow-up assessment.

If the area of paint to be stabilized exceeds the de minimus level, program staff should ensure that the clearance inspection is conducted by an independent certified lead professional. A certified lead professional may go by various titles, including a certified paint inspector, risk assessor, or sampling/clearance technician. Note, the clearance inspection cannot be conducted by the same firm that is repairing the deteriorated paint.

1. Has a follow-up visual assessment of the unit been conducted?
- Yes
 No
2. Have all identified problems with the paint surfaces been repaired?
- Yes
 No
3. Were all identified problems with paint surfaces repaired using safe work practices?
- Yes

No

Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.

4. Was a clearance exam conducted by an independent, certified lead professional?

Yes

No

Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.

5. Did the unit pass the clearance exam?

Yes

No

Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.

Note: A copy of the clearance report should be placed in the program participant's file.

Exhibit F

ESG Lead-Based Paint Document Checklist

About this Tool

The following checklist provides ESG grantees with an overview of common documents that can be used to verify compliance with the Lead-Based Paint Poisoning Prevention Act. Note that this checklist does not cover all of the documentation that providers would want to include in all instances. For example, additional documentation may be required if the property is found to meet exemptions listed under Part 2 of the Lead Screening Worksheet.

Document Name	Purpose	✓
Application	Documents age of children	
Screenshot of property record from online tax database	Documents age of property	
Lead Screening Worksheet	Documents exemptions (additional documentation will vary based on exemption)	
Lead-Based Paint Visual Assessment Certification	Documents that a visual assessment was conducted and problems with paint surfaces were not identified	
Owner Certification (if applicable)	Documents owner certification that any identified problems with paint surfaces have been repaired and that safe work practices were followed, as applicable	
Clearance Report (if applicable)	Documents that unit passed clearance	
Documentation of ongoing maintenance activities: <ul style="list-style-type: none"> • Visual Assessment Certification Forms • Clearance report from each maintenance job involving painted surfaces above the de minimis threshold • Notice of lead hazard reduction for each maintenance job involving painted surfaces 	Documents that a visual assessment is performed at least annually during the assistance period and that any deteriorated paint was appropriately addressed (including clearance and notice of lead hazard reduction)	
Documentation of response to EIBLL child: <ul style="list-style-type: none"> • Copies of risk assessment • Abatement or clearance report • Relocation documents • Correspondence with health department 	Documents that if an EIBLL child was identified in the unit, the situation was addressed in accordance with the Lead Safe Housing Rule.	

Exhibit G

MONTHLY PERFORMANCE REPORT EMERGENCY SOLUTIONS GRANT

Report To : County of Fresno or City of Fresno

Name of Agency: _____

Project: _____

Reporting Month _____

I. PROGRESS NARRATIVE

A. List specific accomplishments during this reporting period:

B. Problem areas:

C. Is the project following the approved implementation schedule?

D. Has there been any private sector involvement? If so, please provide information here.

II. STATUS OF HMIS REPORTING AND DATA INPUT

III. NARRATIVE DESCRIBING SPECIFIC HOUSING RELOCATION & STABILIZATION SERVICES PROVIDED DURING REPORTING PERIOD

IV. NARRATIVE DESCRIBING SPECIFIC HABITABILITY INSPECTION SERVICES PERFORMED OR CONTRACTED OUT DURING REPORTING PERIOD

V. PENDING ISSUES:

VI. CONCLUSIONS:

AGENCY

Name

Title

Date

CITY/COUNTY USE ONLY

Reviewed by City/County Staff

Date

Exhibit H

ESG Funds Disbursement Request

Report Period: _____

ORGANIZATION NAME: _____	ATTENTION: _____	ESG Program
PROJECT NAME: _____ ESG- _____	HUD CONTRACT TIME LAPSED: _____	0%
CONTRACT NUMBER: _____	CONTRACT TIME LAPSED: _____	0%
	CONTRACT FUNDS EXPENDED: _____	0%

SEND THE MONTHLY INVOICE FORM TO ESG Program, ALONG WITH COPIES OF ALL INVOICES VERIFYING EXPENDITURES TO THE FOLLOWING ADDRESS: City of Fresno, Planning and Development Department, Attn: ESG Program, 2600 Fresno St., Room 3065, Fresno, CA 93721

Homeless Prevention - Financial Assistance				Homeless Prevention - Relocation & Stabilization			
	Budget	Month Expense	Year to Date		Budget	Month Expense	Year to Date
Rental Assistance				Case Management Services			
Security & Utility Deposits				Outreach and Engagement			
Utility Payments				Housing Search			
Moving Cost Assistance				Legal Service			
				Credit Repair			
Total		\$0.00		Total		\$0.00	

Rapid Re-Housing - Financial Assistance				Rapid Re-Housing - Relocation & Stabilization			
	Budget	Month Expense	Year to Date		Budget	Month Expense	Year to Date
Rental Assistance				Case Management Services			
Security & Utility Deposits				Outreach and Engagement			
Utility Payments				Housing Search			
Moving Cost Assistance				Legal Service			
				Credit Repair			
Total		\$0.00		Total		\$0.00	

Administrative Cost				Emergency Shelter/Street Outreach			
	Budget	Month Expense	Year to Date		Budget	Month Expense	Year to Date
Total				Total			

FOR CONTRACTOR USE

Submitted by:

Name: _____ Title: _____

Date: _____ Phone: _____

Four /City/County Use Only:

Approved By:

Name: _____ Date: _____ Amount: _____