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CITY OF FRESNO

Annual Action Plan Amendments 2012-002, 2013-001, and 2014-002

Emergency Solutions Grant

Draft for City Council Consideration

10/30/2014

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Emergency Solutions Grant Program

Program Specific Elements

1. Sources of Funds: Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. They include the McKinney-Vento Homeless Assistance Act programs, other special federal, state, and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness: In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic Homelessness: The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness. Again, please identify barriers to achieving this.
4. Homelessness Prevention: The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy: Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Sources of Funds

Fresno receives a variety of funds to be used directly or indirectly for homeless services. These include the formula programs, such as the Emergency Solutions Grant (ESG) and Housing for Persons with AIDS (HOPWA), as well as locally funded programs through public and nonprofit agencies, and state and federally funded programs. The narrative below describes the types of funds and when available the anticipated funding levels for current and future fiscal years. For the federally funded programs such as ESG and HOPWA, the years referenced are the Federal Fiscal Year which generally begins three months prior to the calendar year in October. For example, Federal Fiscal Year 2012 began in October of 2011.

Emergency Solutions Grant

The City anticipates using funds from a variety of sources in its local Fiscal Year 2015 to address homeless needs and prevent homelessness. Primary sources of funds include ESG and matching funds from private sources that leverage the funds from those programs.

	Federal Fiscal Year				TOTAL
	2011	2012	2013	2014	
Street Outreach & Emergency Shelter		\$167,000	\$104,602	\$129,396	\$ 400,998
Homelessness Prevention		\$ 35,804	\$ 25,104	\$ 31,055	\$ 91,963
Rapid Re-Housing	\$174,886	\$199,180	\$123,882	\$166,556	\$ 664,503
HMIS	\$ 13,500	\$ 50,000	\$ 33,440	\$ 51,758	\$ 148,698
25 Cities		\$100,000	\$100,000	\$100,000	\$ 300,000
Administration		\$ 44,756	\$ 31,381	\$ 38,819	\$ 114,955
TOTAL	\$188,386	\$596,740	\$418,409	\$517,584	\$1,721,119
Allocation	\$188,386	\$596,740	\$418,409	\$517,584	

HOPWA

The State of California currently administers all Housing Opportunities for Persons with AIDS for the City of Fresno. The formula allocation for Fresno is as follows:

	HOPWA12	HOPWA13	HOPWA14
Fresno	\$358,363	\$355,403	\$379,006

Other Sources of Funds

The City of Fresno utilizes local General Funds for a variety of homeless support and prevention services. Namely, the Homeless Task Force is a cross-departmental, interdisciplinary team of specialists which is fully funded by the City's General Fund. This team works daily to provide outreach and resource connections for individuals and families who are homeless or at risk of homelessness.

Fresno First Steps Home

Fresno First Steps Home provides funding to area non-profits and agencies that help individuals move through each step toward independence. The nonprofit organization has committed \$100,000 in 2014 to match the 25 Cities Initiative for those agencies providing rapid rehousing and wrap around services as a subrecipient of the City's ESG program.

HOME Program

In addition to the ESG program, the City utilizes other formula programs to assist in homeless prevention through housing opportunities. In an effort to provide 'housing-first' opportunities for the unsheltered population, the City of Fresno

recently approved \$1 million in HOME Investment Partnerships Program funds to be directed to the Fresno Housing Authority for the formation of a local Tenant Based Rental Assistance (TBRA) program. Additionally, the City makes available CHDO funds for affordable housing projects which may include the creation of single room occupancy housing.

Fresno County

Fresno County works collaboratively with the City of Fresno to adopt common policies and procedures for the award and allocation of funding. Fresno County expects to allocate its funds in the following manner (table provided by Fresno County):

	FY 14/15	FY 13/14	FY 12/13
	County	County	County
FY 2012-2013 Program Funding Amounts	\$264,149.00	\$218,404.00	\$19,381.17
HMIS	\$30,000.00	\$30,000.00	\$19,381.17
Rapid Re-housing			
<i>Housing Relocation and Stabilization Services</i>	\$35,660.12	\$29,484.54	
<i>Tenant-Based Rental Assistance</i>	\$41,735.54	\$34,507.83	
<i>Project-Based Rental Assistance</i>		-0-	-0-
Homelessness Prevention			
<i>Housing Relocation and Stabilization Services</i>	\$35,660.12	\$29,484.54	
<i>Tenant-Based Rental Assistance</i>	\$41,735.54	\$34,507.83	
<i>Project-Based Rental Assistance</i>		-0-	-0-
Street Outreach and Emergency Shelter	\$59,546.51	\$44,038.96	-0-
Administration	\$19,811.18	\$16,380.30	

Veteran Affairs Supportive Housing

The Fresno Housing Authority provides Veteran Affairs Supportive Housing (VASH) to homeless veterans in partnership with the local Veteran Affairs Medical Center (VAMC), ensuring comprehensive case management services to participating veterans. This unique partnership includes case management and housing support services with direct contacts at both the Fresno VAMC and the Fresno Housing Authority.

Fresno Housing Authority

Fresno Housing Authority has partnered with regional experts and taken a leadership role to address the problems facing homeless families and individuals who are residents of Fresno.

In the past two years, the Housing Authority has:

- Participated in the Fresno Madera Continuum of Care Collaborative, to secure funds for homeless and supportive housing programs
- Worked through the Shelter Plus Care Program (federally-funded through the Stewart B. McKinney Homeless Assistance Act) to provide rental assistance to homeless individuals and families with disabilities
- Acted as lead agency, responsible for maintaining the Homeless Management Information System, which generates reports for local, state, and federal agencies
- Provided Veteran Affairs Supportive Housing (VASH) to homeless veterans in partnership with the local Veteran Affairs Medical Center (VAMC), ensuring comprehensive case management services to participating veterans
- Partnered with the city of Fresno, Fresno County Economic Opportunities Commission, and WestCare to create the Fresno Housing Homeless Pilot Program, which enabled 103 households that were formerly part of a downtown encampment to receive subsidized housing and services for ten months
- Furnished Homelessness Prevention and Rapid Re-Housing Services to 238 households that were homeless or at risk of becoming homeless, including financial assistance (rent, security deposit, arrears, utilities)
- Absorbed the costs associated with the required administration, operation, and enhancement of programmatic efforts (approximately \$500,000 in 2010).

Westcare – SSVF

WestCare, a family of tax-exempt nonprofit organizations, provides a wide spectrum of health and human services in both residential and outpatient environments. Our services include substance abuse and addiction treatment, homeless and runaway shelters, domestic violence treatment and prevention, and mental health programs. These services are available to adults, children, adolescents, and families; we specialize in helping people traditionally considered difficult to treat, such as those who are indigent, have multiple disorders, or are involved with the criminal justice system. Supportive Services for Veteran Families is provided by a grant agreement through the Westcare Foundation.

Description of ESG Programs

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 small portion (see table above) 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 (see table above) of ESG funds to be available to fund full-service emergency shelter program (s) that serve specific target populations, including homeless families and youth (including 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 arrears, 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 has committed 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.

Administrative Costs

In an effort to assure coordination, communication, and program management, the City of Fresno will set aside the maximum 7.5% administrative allocation for the upcoming Federal Fiscal years. In some cases, the City will pass through the Administrative Cost allocation to assist nonprofit agencies to administer the grant funds.

Homeless and Other Special Needs Activities

The City of Fresno works in collaboration with service agencies dedicated to providing shelter, housing and case management services to those in need. While the City of Fresno does not provide direct services, street outreach or case management services, it has established a strong partnership with local, state and federal agencies that continues to grow. The City Manager's Office oversees the Homeless Task Force, an interdepartmental group of specialists from across the City. This Task Force works closely with the Fresno/Madera Continuum of Care to provide street outreach and identification of those individuals and families in need of services and housing.

One-Year Goals and Specific Action Steps for Reducing and Ending Homelessness

Through the ESG program subgrantees, the goals are as follows:

- ***Reaching out to homeless 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*** – the FMCoC has identified a subgroup to evaluate the emergency shelter gap in Fresno. 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. 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 persons make the transition to permanent housing and independent living*** – 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*** – 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.

Nonhomeless Housing And Supportive Services

All residents of the City of Fresno are eligible to receive services through Fresno County. These are funded through local, state and federal sources. The Fresno County Department of Social Services (DSS) provides programs designed to promote services to ensure that individuals and families will be safe, self sufficient, healthy, out of trouble at home, in school or at work. DSS Programs include, but are not limited to:

Adult Protective Services

Adolescent Family Life Program (AFLP)

CalWORKS

Welfare to Work Teen Intervention Prevention

CalFresh (Food Stamps)

Child Welfare

Employment Services

Child Care

Program Activities

Foster Care

Relative/Mentor Support

General Relief

Housing Assistance

Homeless Assistance
In-Home Supportive Services
Independent Living Program
Interagency Council for Children & Families
Medi-Cal
1931 Program
ABD medical
Medically Indigent Services Program - MISP
Outreach Programs
Veterans Service Office

Chronic Homelessness

In September of 2008, the City and County of Fresno adopted a 10-Year Plan to End Chronic Homelessness. The City of Fresno remains committed to ensure progress with multiple community agencies to improve the quality of life for Fresno's most vulnerable individuals. Focused on the "housing first" model, several service agencies throughout Fresno and Madera counties remain dedicated to providing shelter, housing assistance and case management services to those in need.

In addition to resources and coordination at the local level, Fresno has also received technical assistance and designations as a high-priority city participating in other national initiatives aimed at preventing and ending homelessness. These opportunities provide access to expertise throughout the country as well as best practices in policy and service delivery. The City of Fresno's plans for using ESG funds are aligned with efforts the City is undertaking in collaboration with the Continuum of Care and other partners, including in particular those efforts associated with the following initiatives:

Dedicating Opportunities to End Homelessness: The initiative is a joint effort by HUD and the U.S. Interagency Council on Homelessness to help communities match their homeless supports with other mainstream resources such as housing choice vouchers, public housing, private multifamily housing units, and other federally funded services.

25 Cities Initiative to End Chronic and Veteran's Homelessness: The U.S. Department of Veterans Affairs in partnership with the Department of Housing and Urban Development (HUD) and the U.S. Interagency Council on Homelessness (USICH) launched the 25 Cities Effort in March 2014 to help communities with high concentrations of homeless Veterans intensify and integrate their local efforts to end Veteran homelessness by 2015. Fresno

launched its local 25 Cities Effort in May 2014, setting a 100-day goal to house 60 high priority homeless individuals through the development of a Coordinated Assessment and Housing Matching (CAHM) System.

Homelessness Prevention

In addition to the ESG program, the City utilizes other formula programs to assist in homeless prevention through housing opportunities. In an effort to provide 'housing-first' opportunities for the unsheltered population, the City of Fresno recently approved \$1 million in HOME Investment Partnerships Program funds to be directed to the Fresno Housing Authority for the formation of a local Tenant Based Rental Assistance (TBRA) program. Additionally, the City makes available CHDO funds for affordable housing projects which may include the creation of single room occupancy housing.

Discharge Coordination Policy

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.

Fresno/Madera Continuum of Care

Description

The Fresno Madera Continuum of Care (FMCoC) is organized, meeting the requirements of the United States Department of Housing and Urban Development (HUD), to provide a comprehensive coordinated homeless housing and services delivery system called a continuum of care (CoC). The Fresno Madera Continuum of Care assists homeless persons to make the critical transition from homelessness to independent or supportive permanent housing; accessing education, health and mental health services, employment training, and life skills development. The CoC is dedicated to increasing community awareness of homeless people and their problems; and the development and implementation of strategies to create permanent solutions to homelessness in our community. The Continuum of Care includes approximately 20 agencies.

Consultation with the Continuum of Care

In an effort to engage members of the Continuum of Care (CoC), City Staff made an initial presentation to the full CoC membership on the intent to submit a Work Plan to HUD for the expenditure of unallocated carryover funds from FFY 2011 and FFY 2012, and the proposed allocations of ESG funds awarded in FFY 2013 and FFY 2014. This meeting took place at 8:30 a.m. on Thursday, August 14, 2014 at WestCare, 2772 S Martin Luther King, Fresno, 93726. At this meeting, the City described its challenges to subgranting prior fiscal year funds and requested input from the agencies on the proposed Work Plan.

Due to the City's late allocation of funds, the agencies requested additional time to complete both the 2011 second allocation and the 2012 full allocation. The time needed to complete 2011 activities is an additional 4 months to January 24, 2015. The additional time needed to complete 2012 activities is an additional 9 months to July 5, 2015.

Concerns were raised regarding the City's ability to perform and to contract with the HMIS provider as well as how future grant allocations and awards might be time-compressed causing hardship to the subrecipients. Additional concerns were raised regarding the City's requirement that the 1:1 match be provided by the subrecipients.

The City considered these requests in the drafting of this amendment. The City will submit a Work Plan to HUD requesting a time extension for the second 2011 allocation and the 2012 allocation that expires this month.

In an effort to reduce the matching burden, the City will evaluate how it can leverage current Street Outreach activities funded by the City's General Fund as well as private dollars raised by Fresno First Steps Home, a private non-profit agency.

On October 9, 2014, City Staff attended a second FMCoC meeting to present the changes to the first document and request additional comment. At that meeting, additional comments were received. First the FMCoC wanted to clearly distinguish that the request for a "come as you are" shelter was received from a different community conversation and while the FMCoC was not opposed to the concept, it was not a party to the recommendation. The FMCoC members suggested that the HEARTH Act requires a more integrated relationship between the City and the continuum including monitoring accomplishments of subrecipients and development of notices of funding availability. The members also requested to be more fully included in changes to the policies and procedures, especially the requirement for subrecipients to utilize the new CAHM system.

These additional considerations have been evaluated and found to be reasonable inclusions into the City's actions related to the ESG program. To ensure continuing

improvement and coordination, the City will assign responsibility to the Housing Manager who will act as a liaison to the FMCoC and will serve as staff to the HCDC.

Coordination with the Continuum of Care

The City, as the local recipient of ESG funds, will continue coordinating with its public and private partners to ensure that the local Continuum of Care (CoC) is meeting all HEARTH requirements with respect to ESG funds, including:

- Evaluating the outcomes of projects funded under ESG and reporting them to HUD;
- Establishing and operating either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services, including a policy on how its system will address the needs of survivors of domestic violence seeking shelter or services from non-victim service providers;
- Establishing and consistently following standards for providing CoC assistance, including policies and procedures for:
 - Evaluating individuals' and families' eligibility for assistance
 - Determining and prioritizing which eligible individuals and families will receive emergency shelter and/or homelessness prevention assistance
 - Determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance
 - Determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance
- Planning for the allocation of ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

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Attachment A: 2013 Point In Time Count Summary

EXECUTIVE SUMMARY

The main purpose of the biennial Fresno Madera Continuum of Care Point-in-Time Report is to present a snapshot of the number of persons who are homeless on a given night within the Fresno & Madera regions. The Fresno Madera Continuum of Care (FMCoC) is an organized consortium of partners, meeting the requirements of the *United States Department of Housing and Urban Development (HUD)* to provide a comprehensive coordinated homeless housing and services delivery system called a continuum of care (CoC). The FMCoC partners, including homeless service providers, advocacy groups, government agencies, and homeless persons, work together to address the needs of the homeless in our two-county region.

HUD requires that all CoCs funded by HUD complete a survey and produce a report of statistically reliable, unduplicated counts of homeless persons in sheltered and unsheltered locations within their geographic region at a one-day point in time (PIT). As part of this annual count, CoCs must collect data to produce a Housing Inventory Count (HIC), a point-in-time inventory of provider programs within the CoC that provide beds and units dedicated to serve persons who are homeless.

For both the HIC and PIT, CoCs are to include all adults, children in households, and unaccompanied youth who meet HUD’s definition of homeless. HUD’s definitions are as follows:

Unsheltered homeless: a person that resides in a place not meant for human habitation. Included in this count are people who are literally sleeping on the streets and/or living in temporary tents, sheds, a shanty, encampments and vehicles. A place not meant for human habitation typically does not have running water or electricity.

Sheltered homeless: a person that resides in emergency housing (a shelter facility or in a hotel/motel paid for by Federal, State or local governments or charitable organizations), a warming center, transitional housing and/or supporting housing for homeless persons who originally came from the streets or emergency shelters.

Based on this year’s survey results, there are an estimated 3,045 homeless persons within Fresno and Madera County, of which 2537 (83.3%) are unsheltered. Table 1.1 further displays the 2013 Sheltered & Unsheltered Count for the Fresno and Madera area.

Table 1.1 SUMMARY DATA COLLECTION – 2013 FMCoC PIT COUNT

	Fresno	Madera	Total
• 2013 Sheltered Count:	504	90	594
• 2013 Unsheltered Count:	2295	242	2537
TOTAL:	2799	332	3131

It is important to note that HUD's new final definition of homelessness expands beyond the scope of these 'homeless' definitions, but those categories (deinstitutionalized persons, persons at imminent risk of homelessness & unaccompanied youth and families defined under other federal statutes) are not enumerated in the 2013 PIT Count or HIC.

In conjunction with the PIT count, the FMCoC conducted their Health and Housing Survey, which incorporated the Vulnerability Index and Registry method and collected identifying information of persons encountered. The information collected provided additional data and was instrumental in providing homeless subpopulation percentages and other homeless characteristics.

Although, the information gleaned from the Point-in-Time survey, Housing Inventory Count, and Health and Housing Survey is not a definitive measurement of homelessness within Fresno and Madera Counties, it does provide representative trends of homeless persons in the region. These completed counts and surveys also provide additional information, or a "snapshot", of our local homeless characteristics and issues that will:

- Assist in understanding the extent of homelessness and changes in trends among this population;
- Provide a measure to track local performance and progress toward ending homelessness;
- Identify local priorities and prioritizes allocation of resources;
- Provide guidance for planning and developing more effective services and resources;
- Increase public awareness and education about homelessness issues.

With our large geographic area to encompass, this was an enormous task to accomplish. The FMCoC extends its gratitude to the dedicated staff, volunteers, donors, agencies, and respondents that participated in this year's process.

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Attachment B: Policies & Procedures

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 Homeless Management Information System (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, on-facility-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 except as prohibited by law.**

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].

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

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 \$2,500 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 Month	Homeless Prevention	Rapid Re-Housing
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	100% housing subsidy +

	payment assistance; 3 month evaluation		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 HPRP 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 its 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 Homeless Policy and Prevention Manager 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 three year period, with the first contract lasting only one year, with options to renew for up to 2 years, at the discretion of the City, and upon approval by the City Council and/or County Board of Supervisors.

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.

Updated March 21, 2012

DRAFT

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

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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

DRAFT

**EMERGENCY SOLUTIONS GRANT PROGRAM
RENT REASONABLENESS CHECKLIST AND CERTIFICATION**

	Proposed Unit	Unit #1	Unit #2	Unit #3
Address				
Number of Bedrooms				
Square Feet				
Type of Unit/Construction				
Housing Condition				
Location/Accessibility				
Amenities				
Unit:				
Site:				
Neighborhood:				
Age in Years				
Utilities (type)				
Unit Rent				
Utility Allowance				
Gross Rent				
Handicap Accessible?				

CERTIFICATION:

A. Compliance with Payment Standard

Proposed Contract Rent + Utility Allowance = Proposed Gross Rent

The Proposed Contract Rent does does not exceed the maximum allowed monthly rent by bedroom count, as established by the U.S. Department of Housing and Urban Development for the use of the local public housing authority in administering the Housing Choice Voucher Program as follows:

Bedroom Count	Payment Standard
0	\$638.00
1	\$702.00
2	\$829.00
3	\$1,206.00
4	\$1,299.00
PAYMENT STANDARDS EFFECTIVE DATE: MONDAY, OCTOBER 1, 2011	

B. Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit is is not reasonable.

Department/Agency Name:	Signature:	Date:
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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: _____			

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.

ATTACHMENT 1: LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION TEMPLATE

I, (print name) , certify the following:

- I have completed HUD’s online visual assessment training and am a HUD-certified visual assessor.
- I conducted a visual assessment at (property address and unit number) on (date of assessment) .
- No problems with paint surfaces were identified in the unit or in the building’s common areas.

(Signature)

(Date)

Client Name: _____

Case Number: _____

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.	

**MONTHLY PERFORMANCE REPORT
HOMLESS PREVENTION AND RAPID REHOUSING**

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

DRAFT

ESG Funds Disbursement Request

Report Period: _____

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

SEND THE MONTHLY INVOICE FORM TO CLAUDIA CAZARES, ALONG WITH COPIES OF ALL INVOICES VERIFYING EXPENDITURES TO THE FOLLOWING
 ADDRESS: City of Fresno, Planning and Development Department, Attn: Housing Manager, 2600 Fresno St., Room 3070, 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: _____	