

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

123



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
April 26, 2012

**SUBJECT:** Substantial Amendment to the 2011-2012 One Year Action Plan

**RECOMMENDED MOTION:** That the Board of Supervisors approve the Substantial Amendment to the 2011-2012 One-Year Action Plan, of the 2009-2014 Five-Year Consolidated Plan, to add the following:

Emergency Solutions Grant - Second Allocation \$219,363

**BACKGROUND:** This Substantial Amendment to the County of Riverside's 2011-2012 One Year Action Plan of the 2009-2014 Five Year Consolidated Plan will be submitted to the US Department of Housing and Urban Development (HUD) to allow the County to receive the second allocation of 2011-2012 Emergency Solutions Grant (ESG) funding.

(Continued)

*Robert Field*

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

**COMPANION ITEM ON BOARD OF DIRECTORS AGENDA:** No

<b>SOURCE OF FUNDS:</b> 2011-2012 Emergency Solutions Grant	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

BY: *Jennifer L. Sargent*  
Jennifer L. Sargent

**County Executive Office Signature**

- Dep't Recomm.:  Consent
- Per Exec. Ofc.:  Consent
- Policy
- Policy

FORM APPROVED COUNTY COUNSEL  
 BY: *Annie T. Sahhar*  
 DATE: *4/23/12*  
 Departmental Concurrence

Prev. Agn. Ref.: 3.10 of 5/10/11

District: 1/1

Agenda Number: **3.8**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**BACKGROUND:** (Continued)

This Substantial Amendment to the County of Riverside's 2011-2012 One Year Action Plan of the 2009-2014 Five Year Consolidated Plan will be submitted to the US Department of Housing and Urban Development (HUD) to allow the County to receive the second allocation of 2011-2012 Emergency Solutions Grant (ESG) funding.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, revised the Emergency Shelter Grant program and renamed it as the Emergency Solutions Grants (ESG) program. On December 5, 2011, the interim regulation for the Emergency Solutions Grants program was published (Interim Rule), and on January 4, 2012, the revised ESG regulations went into effect.

ESG program regulations were still being revised when Fiscal Year 2011-2012 ESG funds became available. HUD elected to allocate the 2011-2012 ESG funds in a two-stage process. The first allocation was made available immediately, to avoid a lapse in funding for existing ESG activities. The County received \$389,978, which was available on July 1, 2011. This first allocation was subject to the existing Emergency Shelter Grants regulations in effect at that time.

For the second ESG allocation, the County will receive an additional \$219,363, resulting in a total FY 2011-2012 ESG allocation of \$609,341. The funds provided in the second allocation will be subject to all of the requirements of the HEARTH Act and the revised ESG regulations.

To receive the second allocation of funds for the FY 2011-2012 ESG grant, the County is required to prepare and submit to HUD a substantial amendment to the FY 2011-2012 One Year Action Plan, in accordance with County's Citizen Participation Plan and 24 CFR Part 91, as amended by the Interim Rule. The substantial amendment must be submitted to HUD no later than May 15, 2012.

Pursuant to 24 CFR 91.105, the Economic Development Agency published a 30-day public notice notifying the public of the proposed ESG Substantial Amendment to the 2011-2012 One Year Action Plan and the 2009-2014 Five-Year Consolidated Plan.

**ATTACHMENTS:**

ESG Second Allocation Substantial Amendment

Public Notice – 03/01/2012

# **COUNTY OF RIVERSIDE**

**ECONOMIC DEVELOPMENT AGENCY  
COMMUNITY SERVICES DIVISION**



**2011-2012 EMERGENCY SOLUTIONS GRANT PROGRAM**

**SUBSTANTIAL AMENDMENT**

**TO THE**

**2011-2012 ONE YEAR ACTION PLAN**

**2009-2014 FIVE YEAR CONSOLIDATED PLAN**

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## **I. INTRODUCTION**

This Substantial Amendment to the County of Riverside's 2011-2012 Annual Action Plan of the 2009-2014 Five Year Consolidated Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) to allow the County to receive the second allocation of 2011-2012 Emergency Solutions Grant (ESG) funding.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, revised the Emergency Shelter Grant program and renamed it the Emergency Solutions Grants (ESG) program. On December 5, 2011, the interim regulation for the Emergency Solutions Grants program was published (Interim Rule), and on January 4, 2012, the revised ESG regulations went into effect.

ESG program regulations were still being revised when Fiscal Year 2011-2012 ESG funds became available. HUD elected to allocate the 2011-2012 ESG funds in a two-stage process. The first allocation was made available immediately, to avoid a lapse in funding for existing ESG activities. The County of Riverside received \$389,978, which was available on July 1, 2011. This first allocation was subject to the existing Emergency Shelter Grants regulations in effect at that time.

The grant amounts for the second ESG allocation, which reflect a national increase in ESG funding from FY 2010 to FY 2011, were posted on HUD's website at the same time that HUD posted the Interim Rule for the revised ESG program. For the second ESG allocation, the County will receive an additional \$219,363, resulting in a total FY 2011-2012 ESG allocation of \$609,341. The funds provided in the second allocation will be subject to all of the requirements of the HEARTH Act and the revised ESG regulations.

To receive the second allocation of funds for the FY 2011-2012 ESG grant, the County is required to prepare and submit to HUD a substantial amendment to the FY 2011-20112 One Year Action Plan, in accordance with County's Citizen Participation Plan and 24 CFR Part 91, as amended by the Interim Rule. The substantial amendment must be submitted to HUD no later than May 15, 2012.

The Interim Rule shifts the focus of ESG away from emergency shelter operations to assisting people to quickly regain stability in permanent housing. This is reflected in the ESG expenditure limits on street outreach and emergency shelter activities, which is capped at 60% of the 2011-2012 grant, or the amount that the County committed to street outreach and emergency shelter activities in the 2010-2011 ESG program. Consequently, through this substantial

amendment, the County of Riverside will prioritize rapid rehousing and homelessness prevention activities for the 2nd allocation of ESG funds.

In addition, the Interim Rule raised the cap on program administrative expenses from 5.0% to 7.5% of the 2011-2012 ESG. This allows grantees to increase their program oversight and strategic planning capacity.

## **II. CITIZEN PARTICIPATION AND PUBLIC COMMENTS**

Pursuant to *24 CFR 91.105(c)(3)* and the County's Citizens Participation Plan, a draft substantial amendment to the 2011-2012 One Year Action Plan for the use of Emergency Solutions Grant funding (Phase 2) was released for public review and comment on April 5, 2012. A public notice was published in the *Press Enterprise and Desert Sun*, papers of general circulation in Riverside County. The public notice was also placed on County of Riverside, Economic Development Agency (EDA) internet home page at [www.rivcoeda.org](http://www.rivcoeda.org).

The public notice informed the public that the review and comment period would end at 5:00 PM on May 7, 2012. The notice stated that the draft substantial amendment could be viewed at the Riverside offices of the Economic Development Agency or on EDA's website at [www.rivcoeda.org](http://www.rivcoeda.org). Further, the public notice informed the public that the Board of Supervisors would consider approval of the Substantial Amendment and its regular Board meeting on May 8, 2012.

No oral or written comments were received during the public comment period.

EDA, the lead agency for the ESG program, recommended that the Board of Supervisors approve the Substantial Amendment to the FY 2011-12 One Year Action Plan allowing for the use of the second allocation of ESG funds. The Board approved the Substantial Amendment at their May 8, 2012, meeting. The Substantial Amendment was completed and submitted to HUD on May 15, 2012, in accordance with the County's Citizen Participation Plan, 24 CFR Part 91, and the Interim Rule.

A copy of the Substantial Amendment public notice is presented in Appendix A. A summary of citizen comments received prior to and during the Board of Supervisors meeting and responses to these comments are presented in Appendix B. A copy of the County of Riverside Board of Supervisors minute order approving the Substantial Amendment is presented in Appendix D.

### **III. CONSULTATION PROCESS**

The Interim Rule promotes greater collaboration between the County, ESG sub-recipients, and the Continuum of Care in the planning, funding, implementing, and evaluation of homeless assistance and homelessness prevention programs in Riverside County. The Homeless Emergency Assistance & Rapid Transition to Housing Act (HEARTH Act) of 2009, authorized the new Emergency Solutions Grant and also codifies into law and enhances the Continuum of Care planning process - the coordinated response for addressing the needs of homelessness established administratively by HUD in 1995. Therefore, it is the intent of the County (EDA) to consult with the Riverside County Continuum of Care in the allocation of ESG funds at the local level and the development and evaluation of performance standards.

The Riverside County Department of Public Social Services (DPSS) is the primary agency that coordinates the linkages between other groups to implement the County's "Ending Homelessness in Ten Years" Plan and also administers and manages the HMIS for the Continuum of Care. EDA will assist DPSS in the ongoing funding, planning, and procedures for the operation and maintenance of the HMIS in Riverside County.

In Riverside County, the ESG program has been, and continues to be, a minor component of the total Federal funding for homeless programs when compared to the HUD's Shelter Plus Care, Supportive Housing, as well as the Emergency Food and Shelter Program (EFSP). ESG's minor role in funding for homeless services is further appreciated when compared to the total number of homeless persons in the County and the vast geographic area covered by the Continuum of Care and the County's ESG program. As a result, the County's ESG program has never significantly impacted any one homeless shelter or program serving the homeless.

Consequently, until the recent implementation of the HEARTH Act, the level of consultation and collaboration between the Continuum of Care and EDA was minimal. Typically, EDA would request that DPSS, as the representative of the Continuum of Care, to:

1. Certify that activities being proposed by applicants for ESG funds facilitated and supported the 10 Year Plan to End Homelessness; and
2. Address Continuum of Care and homeless issues for the development of the Five Year Consolidated Plan.

However, with the implantation of the HEARTH Act, and a modest increase in ESG funding for the County, EDA will facilitate and promote improved cooperation and collaboration with the Continuum of Care, where practical and feasible, to ensure the most effective, efficient, appropriate, and equitable use, allocation, and performance standards for ESG.

EDA will seek input from the Continuum of Care on their identification of priority funding needs for activities including emergency shelter (transitional, youth, families, cold weather, domestic violence, etc.); homeless outreach and homeless supportive services; regional funding needs (West County, Mid-County, East County/Desert, etc.); and organizational support and development.

### **Summary of Consultation Process**

The amount of time available to the County to prepare, develop, and process the 2011-2012 ESG Substantial Amendment was very limited. This was due to several factors including:

- The publication of the Interim Rule on December 5, 2011, and the January 4, 2012, effective date of the regulations;
- The timing of HUD’s webinar workshops on the ESG regulations;
- The requirement to process a Substantial Amendment to the 2011-2012 One Year Action Plan pursuant to HUD regulations and the County’s Citizen Participation Plan; and
- The requirement that the ESG Substantial Amendment must be submitted to HUD no later than May 15 (corresponding to the date when the County’s 2012-2013 One Year Action Plan must be submitted to HUD).

Ideally, EDA would have had more time to meet and consult with DPSS and the Steering Committee of the Continuum of Care on the preparation of the draft ESG written standards, performance standards, and proposed ESG allocations prior to the 30-day public comment period for the proposed ESG Substantial Amendment. However, DPSS, the Steering Committee, members of the Continuum, and other stakeholders throughout the County have the opportunity to review and comment on the draft ESG substantial amendment during the comment period before consideration by the Board of Supervisors.

It should also be noted that HUD considers the ESG Substantial Amendment, including the ESG written standards and performance standards, as a “living document”. It is fully expected that the document will be revised, modified, and amended as needed by the County and the Continuum Care once the Emergency Solutions Grant is implemented.

### **Comments**

No written or oral comments regarding the ESG Substantial Amendment have been received by the County.



## **IV. Match**

In accordance with 24 CFR 576.201, program regulations require the County to match the second ESG allocation with an equal amount of funding from federal, state, or local resources. The County of Riverside will utilize a match from the County's Housing Authority Veterans Affairs Supportive Housing (VASH) award which is earmarked for chronically homeless veterans on the streets and in shelters. The total leverage would be 100 vouchers (or a portion of these vouchers) which per HUD are valued at \$792,041.

## **V. Proposed Activities and Overall Budget**

### **a. Proposed Activities**

The County is proposing to utilize the second allocation of the 2011-2012 ESG for short and medium term rental assistance and housing relocation and stabilization services for both homelessness prevention and rapid rehousing of homeless individuals and families and necessary administrative costs. The County will also use a portion of the ESG funds for program administrative expenses and support of HMIS.

#### **1. Corresponding priority needs from recipient's Annual Action Plan**

The County has established the following programs/objectives during the five year Consolidated Plan period to address priority-housing needs in the County:

- Objective/Outcome: SL-1 Suitable Living Environment
- Availability/Accessibility Indicator: Improve and maintain facilities for homeless persons

The County's 2009-2014 Five Year Consolidated Plan identified and established priorities for allocating CPD funds based on a number of criteria, including:

- Urgency of needs
- Cost efficiency
- Eligibility of activities/programs
- Availability of other funding sources to address specific needs
- Funding program limitations
- Capacity and authority for implementing actions
- Consistency with countywide goals, policies, and efforts

Further, the Consolidated Plan indicates that the County will use ESG funding to "support activities that continue to build the capacity of residents to empower themselves and help strengthen their community, through the funding of needed services for homeless and those at risk of homelessness."

Based on the comprehensive Housing and Community Development Needs Survey, ranking was assigned to each category of need. It was determined that “assisting homeless people living in emergency or transitional shelters quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness” is a high priority need. For the purposes of allocating Federal and local resources overall priority is given to projects meeting a “High” priority need.

## **2. Concise description of the activities, including the number and types of persons to be served**

Descriptions and other details for all four (4) proposed activities funded under the second ESG allocation can be found in the Table 3Cs (Appendix E). Below is a summary of each activity:

Rapid Re-Housing, \$142,162: ESG funds will be utilized to help individuals and families who are homeless, meaning those who qualify under paragraph (2) and (3) of the homeless definition. Individuals and families must have an income at, or below, 30% of Area Median Income (AMI) limits. ESG funds will be used for housing relocation and stabilization services, short and medium term tenant-based rental assistance, and for staff salaries (direct cost). Number to be served: 19 households.

Homelessness Prevention, \$50,000: ESG funds will be used to provide assistance to individuals and families who are at imminent risk, or at risk, of homelessness - meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. ESG funds will be used for both short and medium-term rental assistance, housing relocation and stabilization services, and staff salaries (direct cost). Number to be served: 13 households.

General ESG Program Administration, \$26,201: funding will provide staffing and overall program management, coordination, monitoring, and evaluation for the ESG program

Homeless Management Information System (HMIS), \$1,000: HMIS is the local information technology system that HUD requires ESG sub-recipients to use to collect client-level data on persons served. ESG funds will be used to cover the annual license fee for two HMIS data entry staff members.

## **3. Corresponding standard objective and outcome categories**

The second allocation of the Emergency Solutions Grant will be used for Performance Objective and Outcome DH-2; Affordability for the purpose of providing Decent Housing as described in the 11/12 Annual Action Plan.

## **4. Start date and completion date**

The County anticipates starting the projects funded with the second ESG allocation upon execution of ESG Grant Agreement with HUD and ending the program twenty-four (24) months from that date.

## **5. ESG and other funding amounts**

The second allocation of the Emergency Solutions Grant will be used for Homelessness Prevention and Rapid Re-Housing activities for the purpose of regaining stability and diverting families and individuals from Emergency Shelters. In addition, funds will also be used for administrative activities including management, oversight, coordination, monitoring, and evaluation, as well as HMIS.

### **b. Discussion of Funding Priorities**

Homelessness is a concern that impacts the County as a whole. The County continues its support of many homeless shelters and programs that provide comprehensive and coordinated approaches to addressing the problem of homelessness

The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) revises the Emergency Shelter Grants program and renames it the Emergency Solutions Grant (ESG) program. The ESG program builds upon the existing Emergency Shelter Grants program but places a much greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The key changes to the program reflect a shift in focus from addressing the needs of homeless people in emergency or transitional shelters to the expansion of the homelessness prevention component of the program and the addition of a new rapid re-housing assistance component.

The County's funding priorities of the ESG program are homelessness prevention, rapid re-housing, and administrative activities. These ESG components will broaden existing emergency shelter and homelessness prevention activities and add short-and medium-term rental assistance and services to rapidly re-house homeless people. All proposed activities under the County's ESG Program will comply with the eligible activities as set forth in the ESG regulations.

The County will use ESG funds to provide additional support and opportunities similar to the highly successful HPRP Program. HPRP provides financial assistance for housing, utility, and moving costs; housing case management services; housing location services; and linkages to other community resources. HPRP services are targeted to low-income households that with temporary assistance can sustain housing on their own once HPRP assistance is discontinued. The County anticipates serving approximately 385 households with Homelessness Prevention services and 150 households with Rapid Re-housing services over the course of the funding period. HPRP services continue to wind down towards the completion of the program on August 18, 2012.

### **c. Detailed Budget**

The Interim Rule requires the County to provide a detailed budget of planned activities and funding levels accounting for entire second allocation and any reprogrammed funds from the first allocation. Please refer to Table 3, Detailed Budget, attached as Appendix C.

## **VI. Written Standards for Provision of ESG Assistance**

The County is required to include written standards for providing the proposed ESG assistance in this substantial amendment as required under 24 CFR 91.220(l)(4)(i) and 576.400 (e)(1) and (e)(3). As noted by HUD, the development of comprehensive, coordinated, and effective policies and procedures is a process that takes a substantial amount of time and thought. Consequently, the County has established initial standards for ESG and will continue to develop and refine these standards in the Annual Action Plans as the County and Continuum of Care adapt and further develop strategies for targeting resources, and as new best practices are established. The County will initially utilize the policies and procedures developed for their Homelessness Prevention and Rapid Re-Housing Program (HPRP) with changes as necessary to meet ESG requirements. The written standards are presented in Appendix F of this Substantial Amendment.

The County's written ESG standards will comply with the following regulatory provisions concerning rental assistance:

- (1) Program participants receiving project-based rental assistance must have a lease that is for a period of 1-year, regardless of the length of rental assistance;
- (2) program participants receiving rapid rehousing assistance must be re-evaluated at least once every year and program participants receiving homelessness prevention assistance are required to be re-evaluated at least once every 3 months; and
- (3) no program participant may receive more than 24 months of assistance in a 3-year period.

EDA in collaboration with the Continuum of Care will utilize assessment and evaluation instruments developed in consultation with the HMIS lead agency, DPSS. The County will ensure the ongoing effectiveness of the program's design and standards. In addition, the County will ensure that sub-recipients comply with eligibility and verification requirements including HMIS.

## **VII. Describe Process for Making Sub-awards**

In Riverside County, the Economic Development Agency (EDA) is the lead agency responsible for administering three HUD CPD funded programs: CDBG, HOME, and ESG. EDA considered several options for the process and method to be used for awarding and sub-granting the

second allocation of ESG funds. It should be noted that the entire second allocation would be used for homelessness prevention, rapid re-housing, and program administration; no funds would be available for emergency shelter, essential services, or outreach activities.

EDA elected to use a supplemental ESG NOFA process to solicit proposals for the second allocation. On March 1, 2012, a NOFA was published in the Press Enterprise and placed on EDA's website to invite qualified non-profits, community groups, faith-based organizations, and governmental entities to apply for the second allocation of the 2011-12 Emergency Solutions Grant (ESG). It should be noted that the County does not directly allocate ESG funds to the participating cities (units of local government) within its Urban County CDBG program. The on-line application provided applicants with application due date, application submittal procedures, and any ESG programmatic changes. The application due date was March 29, 2012.

Two (2) applications were received for the County's second ESG allocation.

- Economic Development Agency (Housing Authority)  
Homelessness Prevention, Rapid Re-Housing, HMIS \$193,162  
Region: County-wide
  
- The Galilee Center  
Homelessness Prevention \$54,000  
Region: Southern Coachella Valley (Riverside County)

Pursuant to EDA's application review process, upon receipt, an application is reviewed and evaluated for completeness, eligibility, and the project's ability to reach and serve the areas and persons with the greatest need. Other criteria include management capacity, innovation, leveraging, and cost-benefit analysis.

EDA is recommending that the Board of Supervisors approve EDA's proposal to administer a homelessness prevention and rapid re-housing program utilizing the second allocation comparable to the current HPRP. This recommendation is based upon the resources, capacity, knowledge, and experience of EDA and Housing Authority staff to effectively implement and administer the ESG-funded program.

### **VIII. Homeless Participation Requirement**

Because the County of Riverside Board of Supervisors are elected officials, the County is unable to comply with Homeless Participation Requirement pursuant to *24 CFR 576.405(b)*. Consequently, the County must develop a plan to consult with homeless or formerly homeless persons in the considering and making of policies and decisions regarding any ESG-funded facilities, services, or other assistance. It is the intent of the County in collaborating with the Continuum of Care and ESG sub-recipients to ensure that the perspective of homeless and formerly homeless individuals and families are incorporated into the County's ESG program and the Consolidated Plan.

The County will continue development of a comprehensive Homeless Participation Plan; at a minimum, the plan will:

- Encourage all ESG non-profit sub-recipients to include a homeless or formerly homeless person on their board of directors and/or a policy making committees.
- Assign a higher rating/ranking score to ESG applicants that demonstrate homeless participation.
- Require all ESG sub-recipients to provide an EDA-approved exist survey to all persons that have existed from an ESG-funded shelter or participated in an ESG-funded program. The survey will request input or seek the opinion of the participants on a variety of topics or issues including at a minimum:
  - ◆ the quality of effectiveness of the shelter or services provided;
  - ◆ the unmet needs of homeless persons in Riverside County;
  - ◆ how can services be improved or expanded;
  - ◆ what are the gaps in shelter or homeless services;
  - ◆ the location and hours of shelters or services; and
  - ◆ access to shelters, health care, food and clothing, legal services, etc.
- EDA will conduct onsite interviews with homeless individuals or groups at ESG-funded shelters throughout the program year to gather information from, and encourage the participation of, homeless persons to assist the County in the making of ESG policies.

## **IX. Performance Standards**

It is the intent of the County to utilize and invest the second allocation of ESG to compliment and further the goals and strategies of the Continuum of Care to promote the moving of homeless individuals and families through a continuum that offers a wide variety of housing options to ensure families are diverted from emergency shelter and into permanent housing.

Based on standards and goals of the local Continuum of Care, Riverside County is proposing the following performance standards for the 2011-2012 Emergency Solutions Grant:

### **a. Performance Measures for Homelessness Prevention**

- A reduction in the number of homeless individuals and families seeking emergency shelter services.
- Expected Outcome: At least 35% of participants assisted will remain in permanent housing six (6) months after the last assistance provided under ESG.

### **b. Performance Measures for Homeless Rapid Re-Housing**

- A reduction in the reoccurrence of homelessness for individuals and families who exit the shelter system.
- Expected Outcome: At least 35% of participants assisted will remain in permanent housing six (6) months after the last assistance provided under ESG.

## **X. Certifications**

The Interim Rule requires the County to submit new ESG certifications in accordance with the requirements in 24 CFR 91.225(c). All of the required Certifications are include with the Substantial Amendment in Appendix G.

## **XI. Other Items**

### **A. Written standards required for recipients who are eligible and decide to use part of the second allocation of FY 2011 funds for emergency shelter and street outreach activities**

These written standards are not required of the County. The County is only using the ESG Second Allocation for homelessness prevention and rapid re-housing, not for emergency shelter and street outreach activities.

### **B. Requirements for recipients who plan to use the risk factor under paragraph (1)(iii)(G) of the “at risk of homelessness” definition**

The County does not anticipate providing ESG assistance to anyone under this specific “at risk of homelessness” definition.

### **C. Requirements for Optional Changes to the FY 2011 Annual Action Plan**

#### **1. Centralized or Coordinated Assessment System**

The Riverside County Continuum of Care currently utilizes the HMIS for their centralized and coordinated assessment system. The County will require all ESG sub-recipients to participate in the HMIS except for sub-recipients that provide victim services or legal services. These types of sub-recipients may use ESG funds to establish and utilize a comparable client-level database that generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

A portion of the County’s ESG Second Allocation will be provided for HMIS support.

## **2. Monitoring**

The County of Riverside currently utilizes comprehensive and thorough monitoring procedures and standards for the CDBG and ESG programs, as well as the Homelessness Prevention and Rapid Re-housing Program (HPRP). The Interim Rule introduces a number of substantial changes to the activities and procedures required of ESG recipients and sub-recipients. The County has reviewed its monitoring standards and procedures accordingly. With minor adjustments, the established standards and procedures will allow the County to effectively monitor compliance with the new ESG requirements.



# **APPENDICES**

**APPENDIX A - PUBLIC HEARING NOTICE; AGENDA**

**APPENDIX B - CITIZEN COMMENTS AND RESPONSES**

**APPENDIX C - TABLE 1: DECLARATION OF FY 2010 GRANT FUND COMMITMENTS  
TABLE 3: FY 2011 DETAILED BUDGET TABLE**

**APPENDIX D - BOARD OF SUPERVISORS MINUTE ORDER/FORM 11**

**APPENDIX E - TABLE 3C's – CONSOLIDATED PLAN LISTING OF PROJECTS**

**APPENDIX F - WRITTEN ESG STANDARDS**

**APPENDIX G - CERTIFICATIONS**

**APPENDIX A**  
**Public Hearing Notice**  
**Agenda**

# THE PRESS-ENTERPRISE

3450 Fourteenth Street  
Riverside, CA 92501-3878  
951-684-1200  
951-368-9018 FAX

**PROOF OF PUBLICATION  
(2010, 2015.5 C.C.P)**

Publication(s): Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc.: / NOFA Emergency Sol Grant

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper in general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673, and under date of August 25, 1995, Case Number 267864; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

**03/01/2012**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: March 01, 2012  
At: Riverside, California



EDA COMMUNITY PLANNING DIVISIO  
3133 MISSION INN AVE  
RIVERSIDE, CA 92507

Ad Number: 0000746205-01

P.O. Number: NOFA Emergency Sol Grant

## Ad Copy:

Public Notice

### COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY

#### Notice of Funding Availability 2011 -12 Emergency Solution Grant (Second Allocation)

The County of Riverside is inviting applications for qualified non-profit and governmental entities for the Second Allocation of the 2011-12 Emergency Solutions Grant (ESG). The application package is available on-line at <http://rivcoeda.org>. All applications must be received by EDA no later than 5:00 PM, March 29, 2012, at the following address: 3403 Tenth Street, Suite 509, Riverside, CA 92501.

The U.S. Department of Housing and Urban Development (HUD) has notified the County that the Second Allocation of the 2011-2012 Emergency Solutions Grant will be \$219,363. Please Note: eligible activities will be limited to homelessness prevention and/or rapid re-housing activities in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) and 24 CFR Parts 91 and 576. Information pertaining to the ESG program can be found at <http://www.hudhre.info>.

The County is required to prepare and submit to HUD a substantial amendment to the FY 2011-2012 One-Year Action Plan of the 2009-2014 Consolidated Plan. The amendment will provide details on activities the County intends to undertake with the second allocation of the 2011-12 ESG allocation. It is anticipated the Board of Supervisors will consider the substantial amendment at its regular meeting on May 8, 2012.

Should you have any questions, require additional information, or need to request an application package, please contact Elizabeth Wilson at (951) 955-8916 or via e-mail at: [ewilson@rivcoeda.org](mailto:ewilson@rivcoeda.org). 3/1

## **APPENDIX B**

### **Citizen Participation and Comments/Responses**

## **APPENDIX C**

**Table 1: Declaration of FY 2011 Grant Fund Commitments**

**Table 3: FY 2011 Detailed Budget Table**

**Table 1: Declaration of FY 2010 Grant Fund Commitments**

<b>Activity Type</b>	<b>Obligated Amount</b>
Homeless Assistance	\$370,003
Homelessness Prevention	\$20,000
Administrative Activities	\$0
<b>Total FY 2010 Award</b>	<b>\$390,003</b>

FY 2011 Detailed Budget Table					
First Allocation	\$389,978.00	<b>FY 2011</b> <b>Emergency Shelter Grants/Emergency Solutions Grants</b> <b>Program Allocations</b>			
Second Allocation	\$219,363.00				
Grant Amount					
Total Administration	\$609,341.00				
		First Allocation		Second Allocation	Total Fiscal Year 2011
	Eligible Activities	Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount
<b>Emergency Shelter Grants Program</b>	Homeless Assistance	\$0.00	\$0.00		\$0.00
	<i>Rehab/Conversion</i>				\$0.00
	<i>Operations</i>				\$0.00
	<i>Essential Services</i>				\$0.00
	Homelessness Prevention				\$0.00
	Administration				\$0.00
	<b>Emergency Shelter Grants Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Emergency Solutions Grants Program</b>	Emergency Shelter**			\$0.00	\$0.00
	<i>Renovation**</i>			\$0.00	\$0.00
	<i>Operation**</i>			\$0.00	\$0.00
	<i>Essential Service**</i>			\$0.00	\$0.00
	<i>URA Assistance**</i>			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS			\$1,000.00	\$1,000.00
	Rapid Re-housing		\$0.00	\$142,162.00	\$142,162.00
	<i>Housing Relocation and Stabilization Services</i>			\$47,162.00	\$47,162.00
	<i>Tenant-Based Rental Assistance</i>			\$95,000.00	\$95,000.00
	<i>Project-Based Rental Assistance</i>			\$0.00	\$0.00
	Homelessness Prevention		\$0.00	\$50,000.00	\$50,000.00
	<i>Housing Relocation and Stabilization Services</i>			\$16,500.00	\$16,500.00
	<i>Tenant-Based Rental Assistance</i>			\$33,500.00	\$33,500.00
	<i>Project-Based Rental Assistance</i>			\$0.00	\$0.00
	Administration			\$26,201.00	\$26,201.00
		<b>Emergency Solutions Grants Subtotal</b>		<b>\$0.00</b>	<b>\$219,363.00</b>
				<b>Total Grant Amount:</b>	<b>\$219,363.00</b>

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

**APPENDIX D**  
**Board of Supervisors**  
**Minute Order/Form 11**



## **APPENDIX E**

### **Table 3c's: Consolidated Plan Listing of Projects**

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

**Project:** ESG - General ESG Program Administration

**Priority Need:** N/A

**Sponsor:** Riverside County Economic Development Agency

**Address:** 3403 Tenth Street, Suite 500, Riverside, C A 92501

**Project Description:** The funding will provide staffing and overall program management, coordination, monitoring, and evaluation for the ESG program.

**Location:** 3403 Tenth Street, Suite 500, Riverside, CA 92501

**Census Tract:** N/A

**Objective:** N/A

**Outcome:** N/A

<b>Objective Number</b> N/A	<b>Project ID</b> ESG - Admin
<b>HUD Matrix Code</b> 21A	<b>CDBG Citation</b> N/A
<b>Start Date</b> 07/01/12	<b>Completion Date</b> 06/30/13
<b>Performance Indicator</b> N/A	<b>Annual Units/Units Upon Completion:</b> N/A
<b>Type of Recipient</b> EDA - Grantee	<b>Local ID</b> HESG-1

**Funding Sources:**

**ESG** **\$26,201**

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

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

**Project:** ESG – Rapid Re-housing

**Priority Need:** HOMELESS ASSISTANCE

**Sponsor:** Riverside County Economic Development Agency

**Address:** 5555 Arlington Avenue, Riverside, CA 92504

**Project Description:** Rapid Re-Housing funding will be utilized to help individuals and families who are homeless, meaning those who qualify under paragraph (2) and (3) of the homeless definition. Individuals and families must have an income at, or below, 30% of Area Median Income (AMI) limits. ESG funds will be used for housing relocation and stabilization services, short and medium term tenant-based rental assistance, and for staff salaries (direct cost).

**Location:** County-wide

**Census Tract:** N/A

**Objective:** 2 – Decent Housing

**Outcome:** 2 - Affordability

<b>Objective Number</b> DH-2	<b>Project ID</b> ESG – Rapid Re-housing
<b>Start Date</b> 07/01/12	<b>Completion Date</b> 06/30/13
<b>Performance Indicator</b> Number of Individuals/ families receiving assistance; Number placed in housing	<b>Annual Units/Units Upon Completion:</b> 19
<b>Type of Recipient</b> Subrecipient	<b>Local ID</b>

Tenant-Based Rental Assistance	\$95,000
Housing Relocation & Stabilization	\$47,162
<b>ESG</b>	<b>\$142,162</b>

**Funding Sources:**

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

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

**Project:** ESG – Homelessness Prevention

**Priority Need:** HOMELESS ASSISTANCE

**Sponsor:** Riverside County Economic Development Agency

**Address:** 5555 Arlington Avenue, Riverside, CA 92504

**Project Description:** Homelessness Prevention services will provide assistance to Individuals and families who are at imminent risk, or at risk, of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. ESG funds will be used for both short- and medium-term rental assistance, housing relocation and stabilization services, and staff salaries (direct cost).

**Location:** County-wide

**Census Tract:** N/A

**Objective:** 2 – Decent Housing

**Outcome:** 2 - Affordability

<b>Objective Number</b> DH-2	<b>Project ID</b> ESG – Homelessness Prevention
<b>Start Date</b> 07/01/12	<b>Completion Date</b> 06/30/13
<b>Performance Indicator</b> Number of Individuals/ families receiving assistance; Number placed in housing unit	<b>Annual Units/Units Upon Completion:</b> 13
<b>Type of Recipient</b> Subrecipient	<b>Local ID</b>

**Funding Sources:**

Tenant-Based Rental Assistance	\$33,500
Housing Relocation & Stabilization	\$16,500
<b>ESG</b>	<b>\$50,000</b>

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

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

**Project:** ESG – Homeless Management Information System (HMIS)

**Priority Need:** N/A

**Sponsor:** Riverside County Economic Development Agency

**Address:** 5555 Arlington Avenue, Riverside, CA 92504

**Project Description:** HMIS is the local information technology system that HUD requires ESG subrecipients to use to collect client-level data on persons served. ESG funds will be used to cover the annual license fee for two HMIS data entry staff members.

**Location:** 5555 Arlington Avenue, Riverside, CA 92504

**Census Tract:** N/A

**Objective:** N/A

**Outcome:** N/A

<b>Objective Number</b>	<b>Project ID</b> ESG - HMIS
<b>Start Date</b> 07/01/12	<b>Completion Date</b> 06/30/13
<b>Performance Indicator</b>	<b>Annual Units/Units Upon Completion:</b>
<b>Type of Recipient</b> Subrecipient	<b>Local ID</b>

**Funding Sources:**

**ESG**                      **\$1,000**

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

**APPENDIX F**  
**ESG Written Standards**

# **EMERGENCY SOLUTIONS GRANTS**

## **WRITTEN STANDARDS**

### **Overview of Hearth Act**

- The Homeless Emergency and Rapid Transition to Housing (HEARTH) Act on May 20, 2009 amends the McKinney-Vento Homeless Assistance Act
- Changes allow for increased flexibility in who may be served and what activities may be carried out
- The HEARTH Act consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program and creates the Emergency Solutions Grant Program and the Rural Housing Stability Program.
- Focus change from Homeless Shelter to Homeless Prevention

### **Agreements**

The County enters into one or two year agreements with each sub-recipient of ESG funding. Recipients of 2011-2012 funds will enter into a **one-year grant** unless notified. In general, these agreements define:

- Key program components or activities (including benchmarks for success);
- The level of ESG funding;
- The anticipated source and amount of matching funds (24CFR 576.201) contributed by the agency/organization; and
- Documentation or reporting requirements. Receipt of Agreement and Terms

### **Expenditure Limits**

The County of Riverside, EDA will maintain expenditure limits for combined street outreach and emergency shelter expenditures from each fiscal year's ESG grant cannot exceed the greater of:

- 60% of that federal fiscal year's total ESG grant award
- The amount of FY 2010 grants funds committed to homeless

### **Matching Funds Requirements**

- Except as provided under paragraph (a)(2) and (a)(3), the recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD.
- Matching contributions may be obtained from any eligible source, including any Federal source other than the ESG program, as well as state, local, and private sources. Additional requirements apply to matching contributions from a Federal source of funds.

- Matching contributions must be provided after the date that HUD signs the grant agreement.

## **General Accounting System**

Sub-recipients are required to maintain a general accounting system. Accepted general accounting system includes:

- Cost Principals for State and Local Governments (Circular A – 87).
- Cost Principals for Non – Profit Organization (Circular A – 122).
- Independent Single Audits (Circular A – 133) for recipients of individual or multiple Federal Awards that total \$500,000 or more per year.
- Records to be maintained for a minimum of four years.

## **Financial Management**

Grantees and recipients in the ESG program must ensure compliance with regulations and requirements pertaining to the following key areas of financial management outlined in Financial Management Systems (24CFR 85.20 and 24CFR 84.20-28) for the following areas:

- Usage of funds
- Internal controls
- Cash management
- Procurement Property
- Audits
- Required funding match
- Budget controls
- Accounting controls
- Asset controls

## **Documentation of Homelessness**

ESG sub-recipients are required to maintain adequate documentation of homelessness status to determine eligibility of persons served by the ESG program.

- A copy of this documentation must be maintained by the sub-recipient in the client's or participant's file.
- Refer to Appendix of Homeless Definitions

## **Qualifications of Homelessness**

A person is considered homeless only when he/she resides in one of the following places:

- In places not meant for human habitation such as a car, park, sidewalk, an abandon building, or on the street;
- In an emergency shelter;



- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter;
- In any of the above but is spending a short time (up to 30 consecutive days) in a hospital or other institution.

Refer to Appendix Definition of Homelessness for additional qualifications

## **Monitoring and Site Visits**

Monitoring can take a number of forms and can include review of progress reports, telephone consultation, and performance of on-site assessments. The three basic goals for oversight and monitoring of the progress and performance of ESG grantees/recipients include:

- Ensure that ESG funds are used effectively to assist homeless individuals and families and that the basic ESG program goals are met;
- Ensure compliance with ESG regulations and program requirements in the usage of funds and in carrying out program activities; and
- Enhance and develop the management capacity of grantees or recipients.

## **Participation of Homeless Persons in Policy-Making and Operations**

ESG regulations [24 CFR 576.56 (b)] require that recipients of Shelter Grant funds encourage the participation of homeless or formerly homeless persons in a policy-making function within the sub-recipient's organization. All sub-recipients of ESG funds are required to involve or encourage involvement of participants in the operation of an ESG-funded program or shelter.

ESG sub-recipients will be required to provide documentation during EDA monitoring visits of their efforts to seek the participation of the homeless or formerly homeless.

## **Termination of Participation and Grievance Procedures**

The County and sub-recipients may terminate Assistance provided through ESG-funded activities to participants that violate program requirements. Written procedures must describe the specific program requirements and the termination process. The grievance or appeal process; this should include the procedures for a participant to request a hearing regarding the termination of their assistance. The federal regulation at 24 CFR 576.56 (a) (3) describes the termination provision:

- ***Termination of Assistance 24 CFR 576.56 (a) (3)***  
Grantees and recipients may, in accordance with 42 U.S.C. 11375 (e), terminate assistance provided under this part to an individual or family who violates program requirements.

**The federal statute details termination of assistance:**

- ***Termination of Assistance 42 U.S.C. 11375 (e)***  
If an individual or family who receives assistance under this part from a recipient violates program requirements, the recipient may terminate assistance in accordance with a

formal process established by the recipient that recognizes the rights of individuals affected, which includes a hearing.

## **Reimbursement Responsibilities**

Sub-recipients will be responsibility to submit on a monthly basis reimbursement request for qualified expenditures. The following must be included in the request as follows:

- Cover page of request and summary page
- Cancel check or Bank statement
- Invoice or Bill
- Late Charges are **not** eligible
- HMIS reporting

Final reimbursement request must be submitted no later than the date specified on ESG agreement.

## **ESG 5 Components and Administration**

Five component areas will be utilized for funding of the ESG grant funding. See below chart for component and eligible clients as follows:

<b>Component</b>	<b>Those who are Homeless</b>	<b>Those who are at risk of Homelessness</b>
1. Street Outreach	X	
2. Emergency Shelter	X	
3. Homelessness Prevention		X
4. Rapid Re-housing	X	
5. Homeless Management Information System (HMIS)	X	X

## **Standards for Programs Components**

### **1. Street Outreach**

**Eligible Participants:** Unsheltered individuals and families, meaning those who qualify under paragraph (1)(i) of the definition of “homeless.”

**Overview:** Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities is also eligible.

### **Street Outreach Eligible Cost**

- Engagement  
Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.
- Case Management  
Assessing housing needs, and arranging/coordinating/monitoring the delivery of individualized services.
- Emergency Health Services  
Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or health care facility.
- Emergency Mental Health Services  
Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds)
- Transportation  
Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.
- Services to Special Populations  
Address the special needs of **homeless youth, victims of domestic violence** and related crimes/threats, and/or **people living with HIV/AIDS who are homeless**.

## **2. Emergency Shelter**

Eligible Participants are Individuals and families who are homeless. Essential services applies to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities is also eligible.

Eligible Costs Overview includes:

- Essential Services
- Renovation
- Shelter Operations

### **A. Essential Services**

Eligible cost for services provided to individuals and families who are in an emergency shelter are as follows:

- Services provided to individuals and families who are in an **emergency shelter**.
- Case Management
- Life Skills
- Child Care

- Education Services
- Employment Assistance and Job Training
- Outpatient Health Services
- Legal Services
- Mental Health Services
- Substance Abuse Treatment Services
- Transportation
- Services for Special Populations

#### **B. Rehabilitation and Renovation**

There is a 10-year requirement for all rehabilitation and renovation funding. Eligible cost includes the cost of labor, materials, tools, other costs for renovation including soft cost, major rehabilitation of an emergency shelter, and renovating buildings to be used as emergency shelter for homeless families and individuals.

#### **C. Operations**

Funding will cover the costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate. Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available. Eligible costs include the following:

- Maintenance (including minor or routine repairs)
- Food
- Insurance
- Rent
- Furnishings
- Security
- Supplies necessary for the operation of the emergency shelter
- Fuel
- Utilities
- Equipment
- Hotel or motel voucher for family or individual when an emergency shelter is not available

### **3. Rapid- Rehousing**

The purpose of Rapid Re-housing is to serve Individuals and families who are *literally homeless*, meaning those who qualify under paragraph (1) of the definition of homeless. Sub-recipients must maintain standards to help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then, to help such persons achieve stability in that housing.

Eligible participants are individuals and families literally homeless currently living in an emergency shelter or place not meant for human habitation. Eligible activities include the following services:

- Housing Relocation and Stabilization Services
- Short- and Medium-Term Rental Assistance

#### **4. Homelessness Prevention**

The purpose of Homelessness Prevention is to prevent persons from becoming homeless in a shelter or an unsheltered situation. Funding may also be used to help such persons regain stability in their current housing or other permanent housing. Eligibility for services applies to individuals and families who are **at imminent risk, or at risk, of homelessness**, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI. Eligible activities include the following:

- Housing Relocation and Stabilization Services
- Short- and Medium-Term Rental Assistance

#### **Housing Relocation and Stabilization Services**

The following guidelines apply to both Rapid-Rehousing and Homelessness Prevention.

<b>FINANCIAL ASSISTANCE</b>	<b>SERVICES</b>
Moving costs	Housing search & placement
Rent application fees	Housing Stability Case Management
Last month's rent	Mediation
Utility payments –up to 24 mos. pmts or 6 mos. arrears	Credit repair
Security deposit –equal to no more than 2 mos. rent	Legal Services
Utility Deposits	

#### **Short- and Medium-Term Rental Assistance**

Rapid Re-housing/Homelessness Prevention

<b><i>Types of Rental Assistance</i></b>	<b><i>Length of Assistance</i></b>
1. Short Term Rental Assistance	up to 3 Months
2. Medium Term Rental Assistance	4 to 24 Months
3. Payment of Rental Arrears months, including any late fees	One-time payment up to 6 on the arrears

#### **Performance Standards**

- ***The recipient must describe the performance standards for evaluating ESG activities which must be developed in consultation with the Continuum of Care***

Based on standards and goals of the local Continuum of Care, Riverside County is proposing the following performance standards for the Emergency Solutions Grant:

**Performance Measures for Homelessness Prevention**

- a. A reduction in the number of homeless individuals and families seeking emergency shelter services.
- b. Expected Outcome: At least 35% of participants assisted will remain in permanent housing six (6) months after the last assistance provided under ESG.

**Performance Measures for Homeless Rapid Re-Housing**

- a. A reduction in the reoccurrence of homelessness for individuals and families who exit the shelter system.
- b. Expected Outcome: At least 35% of participants assisted will remain in permanent housing six (6) months after the last assistance provided under ESG.

***a. Standard Policies and Procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG).***

**Building on Established HPRP Policies and Procedures**

To the greatest extent possible, the policies and procedures established for the provision of HPRP assistance will be adopted. These policies will be employed initially for the provision of ESG assistance, but are will be refined as the new ESG program is implemented.

**Centralized Pre-Screening and Assessment Available at Multiple Locations**

Individuals and families applying for ESG assistance must complete an eligibility pre-screening form. Pre-screening may be completed via phone, online, or at established locations which will include emergency shelter locations. Individuals and families who meet established pre-screening requirements will be scheduled an appointment with a case manager for assessment and eligibility documentation.

**Basic Eligibility Requirements**

- **Initial Consultation & Eligibility Determination:** The household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed. ESG clients must meet one of the following definitions of homelessness:
  1. Literally homeless
  2. At imminent risk of homelessness
  3. Homeless under federal status
  4. Fleeing/attempting to flee domestic violence
- **Income:** The household's total income must be below 30 percent of Area Median Income (AMI)
- **Housing Status:** Case files must document the current housing status of the household at application. Housing status will be verified through third party

verification whenever possible. Self-certification of housing status will be considered on a case by case basis.

- **Riverside County Residency:** All households receiving prevention or rapid re-housing assistance under ESG must be residents of Riverside County at time of application.
- **Lack of identifiable financial resources and/or support networks:** In order to receive ESG rental financial assistance, applicants must also demonstrate the following:
  1. No appropriate subsequent housing options have been identified;
  2. The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
  3. The household lacks support networks needed to obtain immediate housing or remain in its existing housing.

***b. Policies and Procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.***

The ESG program requires coordination among participating agencies. All ESG subrecipients in Riverside County are experienced homeless providers with a demonstrated track record in fiscal management and the provision of housing and supportive services targeted to homeless households. Additionally, the project administration agreement with ESG subrecipients will require coordination among agencies receiving ESG funds to administer emergency shelter, essential services, homelessness prevention, re-housing services, and related assistance, and access to mainstream services and housing providers for clients.

**Participation in the Continuum of Care**

ESG funded agencies have easy access to membership in the Continuum of Care. The Continuum of Care has over 100 member organizations including homeless service providers, veteran service representatives, churches and government organizations. The Continuum of Care meets on a regular basis and shares information about services among participating agencies.

**Required Client Information and Referrals**

To further facilitate collaboration and information sharing, ESG funded agencies will be required to provide the following information and referrals to ESG program participants:

- 2-1-1 hotline for social services
- Social security benefits
- Cal-Works and other income security programs provided by DPSS
- Cal-Fresh (formerly known as Food Stamps) assistance
- Low Income Energy Assistance Programs
- Affordable housing information
- Employment assistance and job training programs
- Health care and mental health services
- Services for victims of domestic violence
- Veteran services
- Specialized services such as legal services, credit counseling

- c. Policies and Procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals that will receive re-housing assistance.***

Once it is determined that the household meets the basic eligibility guidelines noted above the household will be assessed for the appropriate form(s), level, and duration of financial assistance. The results of this assessment will be formalized in a Housing/Financial Assistance Plan that is signed by both the applicant and the case manager.

#### **Homeless Prevention Assistance**

Homeless prevention assistance will be targeted to households who are at risk of losing their present housing and becoming homeless. While there are many people who are housed and have a great need for rental assistance, not everyone will become homeless without assistance. A risk assessment will be used to assess the household's level of crisis and prioritize those who are at greatest risk of becoming homeless. The assessment tool will include vulnerability criteria including but not limited to; income, housing history, food security, childcare, health care, life skills, and other special needs. Due to the limited amount of funding, assistance will be provided on a first come, first served basis, if the applicant meets the eligibility and risk assessment criteria.

#### **Rapid Re-Housing Assistance**

Homeless re-housing assistance is intended for individuals or families who meet the homeless definition described in Section 103, 42 USC 11302 of the McKinney Vento Act, as amended by the HEARTH Act. While there are many homeless individuals and families in Riverside County at any given night, the re-housing assistance will be prioritized for households who are residing in emergency shelters and on the streets.

- d. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.***

#### **Limitations on Assistance – Homeless Prevention**

Riverside County's ESG rental assistance is intended to stabilize individuals and families who have recently endured difficult financial circumstances that have led them into homelessness or who are at imminent risk of becoming homeless. For homeless prevention assistance, the rental assistance consists of short term rental assistance (3 months); extended under certain circumstances to medium term rental assistance (for an additional 3 months). The total maximum length of assistance is 6 months. Not every individual or family in need of rental assistance is a candidate for ESG homelessness prevention or rapid re-housing assistance. ESG rental assistance is not a substitute for Section 8 rental assistance or a permanent rental subsidy, but a tool to help stabilize families or individuals who are at imminent risk of becoming homeless and lack any other resources to help them stabilize their housing situation.

As a general rule, an individual or household should pay approximately 30% of their income towards rent. This requirement may be waived on a case-by-case basis for extreme circumstances. The ESG assistance will consist of the remaining portion of the rent, up to \$1,000 (excluding the clients' contribution towards the rent).



Clients are required to be reassessed at regular intervals to monitor progress and levels of self-sufficiency. If a client requires assistance beyond the three month mark, the ESG rental subsidy will be reduced and the client will be required to pay a larger portion of the rent. There is a maximum cap of prevention assistance per client, per twelve month period of \$5,000.

#### **Limitations on Assistance – Rapid Re-Housing**

Under re-housing assistance, a client's share of rent should be based on a client's ability to pay during their path to housing stabilization, with a minimum \$25 client contribution. Clients receiving re-housing assistance must be re-assessed regular intervals. The maximum length of re-housing assistance will be 6 months\* and the total maximum ESG assistance. The assistance should not exceed \$1,000 per month per client, except for the first month of assistance if client requires assistance with other re-housing expenses such as rent deposits or utility deposits.

#### **Limitations on Assistance – All Clients**

Due to the limited amount of funds available, the ESG assistance will not exceed \$1,000 per client per month in combined ESG assistance, including rent and utility payments.\* Generally, clients should be responsible for paying for their own utility costs while provided rental assistance with ESG, unless they are experiencing acute financial hardship, or are at risk of losing their housing due to utility shut off. Clients seeking utility only assistance may be eligible for ESG assistance if it can be documented that they will lose their housing and become literally homeless if utility assistance is not provided; however, the household must meet other ESG eligibility requirements.

***e. Standards for determining how long a particular participant will be provided with rental assistance and whether the amount of that assistance will be adjusted over time.***

ESG assistance consists of short term (up to 3 months) to medium term (up to 6 months) rental assistance to allow individuals or families who have recently encountered a financial crisis that has led them into homelessness or at imminent risk of homelessness, to gain housing stabilization. Since the program consists of temporary assistance aiming at rapid stabilization of households, clients are required to contribute a portion of their income towards rent. Clients with no potential to earn income may not be suitable candidates for this type of assistance, unless other subsidies can be accessed after the ESG assistance expires.

Clients assisted under ESG Prevention Assistance are eligible to receive the rental assistance for up to 3 months if they meet income eligibility during the 3 month period and comply with the case management requirements of the program. At the end of the third month, clients must be re-assessed to determine if the client's rental assistance needs to be extended for an additional 3 month period. If the ESG rental assistance is extended for an additional 3 months, the ESG assistance will be reduced and/or adjusted over the remaining time.

Clients assisted under ESG Re-housing Assistance are eligible to receive rental and utility assistance for up to 6 months if they meet income eligibility during the 6 month period. Re-housing clients must be evaluated at regular intervals during the ESG assistance period. Monthly case management is highly recommended. The ESG rental assistance should be

reduced gradually and the client's portion of the rent should be increased during the 6 month assistance period.

- f. Standards for determining the type, amount, and duration of housing stabilization and /or relocation services to provide a program participant, including the limits, if any, on homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance; maximum number of months the program participant receives assistance; or the maximum number of times the program participant may receive assistance.*

\*Reasonableness Clause

The County (EDA) will determine each fiscal year the maximum amount of total homelessness prevention or re-housing assistance that can be given to clients in a given fiscal year and reserve the right to limit established limits as needed. Benefit amount of assistance must be reasonable as determined by EDA.

## **Reporting**

- The HEARTH Act makes **HMIS participation** a statutory requirement for ESG recipients and sub-recipients.
- Victim service providers cannot, and Legal Services Organizations may choose to not participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.
- Eligible Cost include, but not limited to the following:
  - *Hardware, Equipment and Software Costs*
  - *Staffing: Paying salaries for operating HMIS*
  - *Training and Overhead- Technical support, leasing space, and utilities for space used by HMIS staff*

## **Comparable Database for Victim Services**

If the sub-recipient is a victim services or a legal services provider that use a comparable database, it may use ESG funds to establish and operate a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.

- Activities already defined under this component that allow for the establishment and operation of a comparable database
- Information entered into a comparable database must not be entered directly into or provided to an HMIS.

## **ESG Homeless Definitions**

Refer to reference information located at the following:

[http://www.hudhre.info/documents/HEARTH\\_HomelessDefinition\\_finalRule.pdf](http://www.hudhre.info/documents/HEARTH_HomelessDefinition_finalRule.pdf)

**APPENDIX G**  
**Substantial Amendment Certifications**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input checked="" type="checkbox"/> <b>Construction</b> <input type="checkbox"/> <b>Non-Construction</b>	<input type="checkbox"/> Pre-application <input type="checkbox"/> <b>Construction</b> <input type="checkbox"/> <b>Non-Construction</b>	<b>2. DATE SUBMITTED</b> May 8, 2012	Applicant Identifier S-10-UC-06-0506
			<b>3. DATE RECEIVED BY STATE</b> State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

<b>Legal Name:</b> County of Riverside	<b>Organizational Unit:</b> Department: Economic Development Agency
<b>Organizational DUNS:</b> 064772721	Division: Community Services Division
<b>Address:</b> Street: 3403 Tenth Street, Suite 500	<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: Mr.      First Name: John Middle Name
City: Riverside	Last Name Thurman
County: Riverside	Suffix:
State: CA      Zip Code 92501	Email: jthurman@rivcoeda.org
Country: United States of America	Phone Number (give area code)      Fax Number (give area code) (951) 955-6693      (951) 955-9505

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 9 5 - 6 0 0 0 9 3 0
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<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Continuation</b> <input type="checkbox"/> <b>Revision</b> If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) County Other (specify)
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<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): Emergency Solutions Grant Second Allocation 1 4 - 2 3 1	<b>9. NAME OF FEDERAL AGENCY:</b> US Department of Housing and Urban Development
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<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Riverside County	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Projected use of Emergency Solution Grant Second Allocation Funds.
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<b>13. PROPOSED PROJECT</b> Start Date: 07/01/2012      Ending Date: 06/30/2014	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant: 41st, 44th, 45th, 49th      b. Project: 41st, 44th, 45th, 49th
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<b>15. ESTIMATED FUNDING:</b> <table border="1"> <tr><td>a. Federal</td><td>\$</td><td>219,363.00</td></tr> <tr><td>b. Applicant</td><td>\$</td><td>.00</td></tr> <tr><td>c. State</td><td>\$</td><td>.00</td></tr> <tr><td>d. Local</td><td>\$</td><td>.00</td></tr> <tr><td>e. Other</td><td>\$</td><td>.00</td></tr> <tr><td>f. Program Income</td><td>\$</td><td>.00</td></tr> <tr><td>g. TOTAL</td><td>\$</td><td>219,363.00</td></tr> </table>	a. Federal	\$	219,363.00	b. Applicant	\$	.00	c. State	\$	.00	d. Local	\$	.00	e. Other	\$	.00	f. Program Income	\$	.00	g. TOTAL	\$	219,363.00	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$	219,363.00																				
b. Applicant	\$	.00																				
c. State	\$	.00																				
d. Local	\$	.00																				
e. Other	\$	.00																				
f. Program Income	\$	.00																				
g. TOTAL	\$	219,363.00																				

**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**  
 Yes If "Yes" attach an explanation.       No

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>		
Prefix Mr.	First Name Robert	Middle Name
Last Name Field		Suffix
<b>b. Title</b> Assistant County Executive Officer/EDA		<b>c. Telephone Number (give area code)</b> (951) 955-4860
<b>d. Signature of Authorized Representative</b>		<b>e. Date Signed</b>

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

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

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

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

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

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

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

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

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

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

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

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

May 8, 2012  
Date

Assistant County Executive Officer/EDA  
Title