

## EMERGENCY SOLUTIONS GRANT REPORT (ESG)

ES

SPONSOR: Coacheela Valley Rescue Mission

ACTIVITY NAME: Coacheela Valley Rescue Mission Shelter

REPORT MONTH: FINAL REPORT MAR 2016

REPORT COMPLETED BY: Sherry Fluke

PHONE: 760-347-3512 x248 FAX: 760-347-8073

File No.: 6-155-16 Grant Yr. 2015/2016

**SHELTER BEDS -- Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)	75
Total Number of Bed-nights available (total number of beds x 365 days)	27375
Total Number of Bed-nights provided (actual number of bed nights provided)	19198
Capacity Utilization (nights provided/nights available)	69.86%

Non-Shelter-  Indicate number served  
 Number Provided

69

**EXPENDITURES -- Total spent YTD from all funding sources:**

Match Sources:		Local Government \$ <u>33,500.00</u>	
ESG:	\$ <u>30,000.00</u>	Private Funds:	\$ <u>22,000 County of Riverside CID</u>
Other Non ESG HUD Funds:	\$ _____	Fees:	\$ _____
Other Federal Funds:	\$ _____	Other:	\$ _____
State Fund:	\$ _____	<b>Grand Total:</b>	<b>\$ <u>55,500.00</u></b>
		Let Other:	\$ _____

# EMERGENCY SOLUTIONS GRANT REPORT (ESG)

ES

SPONSOR: Coachella Valley Rescue Mission

ACTIVITY NAME: Coachella Valley Rescue Mission Shelter

REPORT MONTH: FEB 2016

REPORT COMPLETED BY: Sherry Finke

PHONE: 760-347-3612 x248 FAX 760-347-8073

File No.: 6-156-15 Grant Yr. 2016/2016

**SHELTER BEDS -- Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)	76
Total Number of Bed-nights available (total number of beds x 365 days)	18076
Total Number of Bed-nights provided(actual number of bed nights provided)	16808
Capacity Utilization(nights provided/nights available)	92.99%

Non-Shelter-- Indicate number served

Number Provided

05

**EXPENDITURES -- Total spent YTD from all funding sources:**

<b>Match Sources:</b>	
ESG:	\$ <u>33,500.00</u>
Local Government:	\$ <u>22,000.00</u>
Other Non ESG HUD Funds:	\$ <u>0.00</u>
Private Funds:	\$ <u>0.00</u>
Other Federal Funds:	\$ <u>0.00</u>
Fees:	\$ <u>0.00</u>
State Fund:	\$ <u>0.00</u>
Other:	\$ <u>0.00</u>
<b>Grand Total:</b>	<b>\$ <u>55,500.00</u></b>

Let Other:

## EMERGENCY SOLUTIONS GRANT REPORT (ESG)

**SPONSOR:** Coachella Valley Rescue Mission

**ACTIVITY NAME:** Coachella Valley Rescue Mission Shelter

**REPORT MONTH:** JAN 2016

**REPORT COMPLETED BY:** Sherry Finkle

**PHONE:** 760-347-3812 x248 **FAX:** 760-347-8073

**File No.:** 6.166-16 Grant Yr. 2016/2016

**SHELTER BEDS - Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)	76
Total Number of Bed-nights available (total number of beds x 365 days)	15900
Total Number of Bed-nights provided (actual number of bed nights provided)	14516
Capacity Utilization (nights provided/nights available)	91.31%

**Non-Shelter - Indicate number served**  
 Number Provided

**EXPENDITURES - Total spent YTD from all funding sources:**

<b>Match Source:</b>			
ESG:	\$ _____	Local Government \$	33,500.00
Other Non ESG HUD Funds:	\$ _____	Private Funds:	22,000 County of Riverside CID
Other Federal Funds:	\$ _____	Fees:	\$ _____
State Fund:	\$ _____	Other:	\$ _____
		<b>Grand Total:</b>	<b>55,500.00</b>
		Let Other:	_____

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## EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission

ACTIVITY NAME: Coachella Valley Rescue Mission Shelter

REPORT MONTH: dec 2016

REPORT COMPLETED BY: Sherry Firke

PHONE: 760-347-3612 x248 FAX: 760-347-9073

File No.: 6-165-16 Grant Yr. 2016/2016

**SHELTER BEDS - Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds) 75

Total Number of Bed-nights available (total number of beds x 365 days) 13575

Total Number of Bed-nights provided (actual number of bed nights provided) 12326

Capacity Utilization (nights provided/nights available) 90.79%

Non-Shelter-- Indicate number served  
Number Provided

**EXPENDITURES - Total spent YTD from all funding sources:**

<b>Match Sources:</b>			
ESG:	\$ _____	Local Government \$	28,000.00
Other Non ESG HUD Funds:	\$ _____	Private Funds:	\$ 22,000 County of Riverside CID
Other Federal Funds:	\$ _____	Fees:	\$ _____
State Fund:	\$ _____	Other**	\$ _____
		Grand Total:	\$ _____
			***VALUE
		List Other:	_____

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## EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission

ACTIVITY NAME: Coachella Valley Rescue Mission Shelter

REPORT MONTH: Nov 2016

REPORT COMPLETED BY: Sherry Finke

PHONE: 760-347-3612 x248 FAX: 760-347-8073

File No.: 6.186-15 Grant Yr. 2016/2016

**SHELTER BEDS -- Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)

75

Non-Shelter-- Indicate number served

Total Number of Bed-nights available (total number of beds x 365 days)

11250

Number Provided

Total Number of Bed-nights provided(actual number of bed nights provided)

10306

Capacity Utilization(nights provided/nights available)

91.60%

**EXPENDITURES -- Total spent YTD from all funding sources:**

Match Sources:

ESG: \$ \_\_\_\_\_

Local Government \$ 14,000.00

Other Non ESG HUD Funds: \$ \_\_\_\_\_

Private Funds: \$ 22,000 County of Riverside CID

Other Federal Funds: \$ \_\_\_\_\_

Fees: \$ \_\_\_\_\_

State Fund: \$ \_\_\_\_\_

Other\*: \$ \_\_\_\_\_

Grand Total: \$ VALUE

• List Other:

\_\_\_\_\_  
\_\_\_\_\_  
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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6-155-15 Grant Yr: 2016/2016  
 ACTIVITY NAME: Coachella Valley Rescue Mission Shelter  
 REPORT MONTH: Oct 2016  
 REPORT COMPLETED BY: Sherry Finke PHONE: 760-347-3512 x248 FAX: 760-347-3073

SHELTER BEDS -- Indicate number (cumulative total to date): Non-Shelter-- Indicate number served

Total Number of Beds (total number of Shelter beds)	75	Number Provided	
Total Number of Bed-nights available (total number of beds x 365 days)	9150		
Total Number of Bed-nights provided(actual number of bed nights provided)	8385		
Capacity Utilization(nights provided/nights available)	91.64%		

#### EXPENDITURES -- Total spent YTD from all funding sources:

##### Match Sources:

ESG: \$ \_\_\_\_\_ Local Government \$ 14,000.00  
 Other Non ESG HUD Funds: \$ \_\_\_\_\_ Private Funds: \$ 22,000 County of Riverside CID  
 Other Federal Funds: \$ \_\_\_\_\_ Fees: \$ \_\_\_\_\_  
 State Fund: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_  
 Grand Total: \$ \_\_\_\_\_ #VALUE!

List Other:

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.166-16 Grant Yr: 2016/2016  
 ACTIVITY NAME: Coachella Valley Rescue Mission Shelter  
 REPORT MONTH: Sept 2016  
 REPORT COMPLETED BY: Sherry Finko PHONE: 760-347-3612 x248 FAX 760-347-8073

SHELTER BEDS - Indicate number (cumulative total to date):

Total Number of Beds (total number of Shelter beds)	76	Non-Shefter--	Indicate number served
Total Number of Bed-nights available (total number of beds x 365 days)	6825	Number Provided	
Total Number of Bed-nights provided (actual number of bed nights provided)	6283		
Capacity Utilization (nights provided/nights available)	92.09%		

#### EXPENDITURES - Total spent YTD from all funding sources:

Match Sources:

ESG:	\$ _____	Local Government \$	7,000.00
Other Non ESG HUD Funds:	\$ _____	Private Funds:	\$ 22,000 County of Riverside CID
Other Federal Funds:	\$ _____	Fees:	\$ _____
State Fund:	\$ _____	Other:	\$ _____
		Grand Total:	\$VALUEI

• List Other: \_\_\_\_\_

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.156-16 Grant Yr: 2015/2016  
 ACTIVITY NAME: Coachella Valley Rescue Mission Shelter  
 REPORT MONTH: Aug 2016  
 REPORT COMPLETED BY: Sherry Finke PHONE: 760-347-3512 x248 FAX: 760-347-8073

Non-Shefiter-- Indicate number served

SHELTER BEDS -- Indicate number (cumulative total to date):

Total Number of Beds (total number of Shelter beds)	75
Total Number of Bed-nights available (total number of beds x 365 days)	4675
Total Number of Bed-nights provided(actual number of bed nights provided)	4240
Capacity Utilization(nights provided/nights available)	92.08%

Total Number of Beds (total number of Shelter beds)  
 Total Number of Bed-nights available (total number of beds x 365 days)  
 Total Number of Bed-nights provided(actual number of bed nights provided)  
 Capacity Utilization(nights provided/nights available)

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:

ESG:	\$	Local Government:	\$ 7,000.00
Other Non ESG HUD Funds:	\$	Private Funds:	\$
Other Federal Funds:	\$	Fees:	\$
State Funds:	\$	Other:	\$
		Grand Total:	\$ 7,000.00

List Other:



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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.155-15 Grant Yr\_2015/2016  
 ACTIVITY NAME: Coachella Valley Rescue Mission Shelter  
 REPORT MONTH: July 2016  
 REPORT COMPLETED BY: Sherry Finks PHONE: 760-347-3512 x248 FAX: 760-347-8073

SHELTER BEDS - Indicate number (cumulative total to date): Non-Shelter-  Indicate number served

Total Number of Beds (total number of Shelter beds)	<input type="text" value="76"/>	Number Provided	<input type="text"/>
Total Number of Bed-nights available (total number of beds x 365 days)	<input type="text" value="2325"/>		
Total Number of Bed-nights provided(actual number of bed nights provided)	<input type="text" value="2041"/>		
Capacity Utilization(nights provided/nights available)	<input type="text" value="87.79%"/>		

**EXPENDITURES - Total spent YTD from all funding sources:**

Match Source:		
ESG:	\$ <input type="text" value="3,500.00"/>	Local Government \$ <input type="text"/>
Other Non ESG HUD Funds:	\$ <input type="text"/>	Private Funds: \$ <input type="text"/>
Other Federal Funds:	\$ <input type="text"/>	Fees: \$ <input type="text"/>
State Fund:	\$ <input type="text"/>	Other:* \$ <input type="text"/>
		Grand Total: <u>3,500.00</u>
		* Let Other: <input type="text"/>

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.134-14 Grant Yr. 2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: June 2015  
 REPORT COMPLETED BY: Sherry Finke PHONE: 760-347-3612 x248 FAX: 760-347-8073

SHELTER BEDS -- Indicate number (cumulative total to date):

Non-Shelter--	Number Provided	Indicate number served
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Number of Beds (total number of Shelter beds)	75
Total Number of Bed-nights available (total number of beds x 365 days)	27345
Total Number of Bed-nights provided(actual number of bed nights provided)	19821
Capacity Utilization(nights provided/nights available)	72.85%

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:		
ESG:	\$ 20,000.00	Local Government \$ 45,000.00
Other Non ESG HUD Funds:	\$ 21,000.00	Private Funds: \$
Other Federal Funds:	\$	Fees: \$
State Fund:	\$	Other:*
		Grand Total:
		<u>86,000.00</u>

\* List Other:

ES

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Cocochella Valley Rescue Mission File No.: 8.134-14 Grant Yr: 2014/2015

ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex

REPORT MONTH: May 2015

REPORT COMPLETED BY: Sherry Finkle PHONE: 760-347-3612 x248 FAX: 760-347-8073

SHELTER BEDS -- Indicate number (cumulative total to date): Non-Shelter-- Indicate number served

Total Number of Beds (total number of Shelter beds)	75	Number Provided	
Total Number of Bed-nights available (total number of beds x 365 days)	25096		
Total Number of Bed-nights provided (actual number of bed nights provided)	17871		
Capacity Utilization (nights provided/nights available)	70.42%		

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Sources:			
ESG:	\$ 20,000.00	Local Government \$	45,000.00
Other Non ESG HUD Funds:	\$ 21,000.00	Private Funds:	\$
Other Federal Funds:	\$	Fees:	\$
State Fund:	\$	Other*:	\$
		Grand Total:	86,000.00

\* List Other:

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.134-14 Grant Yr: 2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: April 2015  
 REPORT COMPLETED BY: Sherry Finkle PHONE: 760-347-3512 x248 FAX: 760-347-9073

Non-Shefter - Indicate number served

Number Provided	
-----------------	--

SHELTER BEDS -- Indicate number (cumulative total to date):

75
22845
16389
71.85%

Total Number of Beds (total number of Shelter beds)  
 Total Number of Bed-nights available (total number of beds x 365 days)  
 Total Number of Bed-nights provided(actual number of bed nights provided)  
 Capacity Utilization(nights provided/nights available)

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:	
ESG:	\$ 20,000.00
Other Non ESG HUD Funds:	\$ 21,000.00
Other Federal Funds:	\$
State Fund:	\$
Local Government:	\$ 45,000.00
Private Funds:	\$
Fees:	\$
Other:	\$
Grand Total:	86,000.00

List Other:

ES

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Cocochella Valley Rescue Mission File No.: 6.134-14 Grant Yr. 2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: March 2015  
 REPORT COMPLETED BY: Sherry Finke PHONE: 760-347-3512 x248 FAX: 760-347-8073

Non-Shester--  Indicate number served

Total Number of Beds (total number of Shelter beds)	75	Number Provided	<input type="text"/>
Total Number of Bed-nights available (total number of beds x 365 days)	20650		
Total Number of Bed-nights provided (actual number of bed nights provided)	14564		
Capacity Utilization (nights provided/nights available)	70.82%		

SHELTER BEDS - Indicate number (cumulative total to date):

#### EXPENDITURES - Total spent YTD from all funding sources:

Match Source:		
ESG:	\$	Local Government \$ 45,000.00
Other Non ESG HUD Funds:	\$ 21,000.00	Private Funds: \$
Other Federal Funds:	\$	Fees: \$
State Fund:	\$	Other:*
		Grand Total: \$ 66,000.00

\* List Other:

ES

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coschella Valley Rescue Mission File No.: 6.134-14 Grant Yr: 2014/2016  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: February 2016  
 REPORT COMPLETED BY: Sherry Finks PHONE: 760-347-3612 x248 FAX: 760-347-3073

SHELTER BEDS -- Indicate number (cumulative total to date): Non-Sheiter-- Indicate number served

Total Number of Beds (total number of Shelter beds)	76	Number Provided	
Total Number of Bed-nights available (total number of beds x 365 days)	16225		
Total Number of Bed-nights provided(actual number of bed nights provided)	12739		
Capacity Utilization(nights provided/nights available)	68.90%		

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:		
ESC:	\$ _____	Local Government \$ <u>45,000.00</u>
Other Non ESG HUD Funds:	\$ <u>21,000.00</u>	Private Funds: \$ _____
Other Federal Funds:	\$ _____	Fees: \$ _____
State Fund:	\$ _____	Other* \$ _____
		Grand Total: <u>68,000.00</u>
		List Other: _____

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6-134-14 Grant Yr. 2014/2016  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: January 2016  
 REPORT COMPLETED BY: Sherry Finkle PHONE: 760-347-3512 x248 FAX: 760-347-8073

**SHELTER BEDS -- Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)	75	Non-Shelter--	Indicate number served
Total Number of Bed-nights available (total number of beds x 365 days)	10125	Number Provided	
Total Number of Bed-nights provided (actual number of bed nights provided)	11180		
Capacity Utilization (nights provided/nights available)	69.40%		

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:		
ESG:	\$ _____	Local Government \$ <u>45,000.00</u>
Other Non ESG HUD Funds:	\$ <u>21,000.00</u>	Private Funds: \$ _____
Other Federal Funds:	\$ _____	Fees: \$ _____
State Fund:	\$ _____	Other:* \$ _____
		<b>Grand Total:</b> \$ <u>66,000.00</u>

\* List Other:

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.134-14 Grant Yr\_2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: December 2014  
 REPORT COMPLETED BY: Sherry Flinks PHONE: 760-347-3612 x248 FAX: 760-347-8073

SHELTER BEDS -- Indicate number (cumulative total to date): Non-Shelter-- Indicate number served

Total Number of Beds (total number of Shelter beds)	75	Number Provided	
Total Number of Bed-nights available (total number of beds x 365 days)	13600		
Total Number of Bed-nights provided(actual number of bed nights provided)	9391		
Capacity Utilization(nights provided/nights available)	67.96%		

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:		
ESG:	\$ _____	Local Government \$ <u>45,000.00</u>
Other Non ESG HUD Funds:	\$ <u>21,000.00</u>	Private Funds: \$ _____
Other Federal Funds:	\$ _____	Fees: \$ _____
State Fund:	\$ _____	Other:* \$ _____
		<b>Grand Total:</b> <u>66,000.00</u>

List Other:



ES

### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.134-14 Grant Yr. 2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: November 2014  
 REPORT COMPLETED BY: Sherry Finkle PHONE: 760-347-3512 x248 FAX: 760-347-8073

**SHELTER BEDS - Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)	75
Total Number of Bed-nights available (total number of beds x 365 days)	11475
Total Number of Bed-nights provided(actual number of bed nights provided)	7698
Capacity Utilization(nights provided/nights available)	66.70%

Non-Shelter--  Indicates number served  
 Number Provided

**EXPENDITURES - Total spent YTD from all funding sources:**

Match Source:

ESG:	\$	Local Government \$	37,500.00
Other Non ESG HUD Funds:	\$ 17,500.00	Private Funds:	\$
Other Federal Funds:	\$	Fees:	\$
State Fund:	\$	Other*:	\$
		<b>Grand Total:</b>	<b>55,000.00</b>

\* List Other:

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: S.134-14 Grant Yr. 2014/2016  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: October 2014  
 REPORT COMPLETED BY: Sherry Finkle PHONE: 760-347-3512 x248 FAX: 760-347-9073

SHELTER BEDS -- Indicate number (cumulative total to date): Non-Shelter-- Indicate number served

Total Number of Beds (total number of Shelter beds)	78
Total Number of Bed-nights available (total number of beds x 365 days)	9226
Total Number of Bed-nights provided(actual number of bed nights provided)	6574
Capacity Utilization(nights provided/nights available)	71.26%

Number Provided

#### EXPENDITURES -- Total spent YTD from all funding sources:

##### Match Source:

ESG:	\$ _____	Local Government	\$ 30,000.00
Other Non ESG HUD Funds:	\$ 14,000.00	Private Funds:	\$ _____
Other Federal Funds:	\$ _____	Fees:	\$ _____
State Fund:	\$ _____	Other**	\$ _____
		Grand Total:	44,000.00

List Other: \_\_\_\_\_

ES

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.134-14 Grant Yr\_2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: September 2014  
 REPORT COMPLETED BY: Sherry Finke PHONE: 760-347-3512 x248 FAX: 760-347-8073

SHELTER BEDS -- Indicate number (cumulative total to date):

Total Number of Beds (total number of Shelter beds)	75	Non-Shelter--	
Total Number of Bed-nights available (total number of beds x 365 days)	6000	Number Provided	
Total Number of Bed-nights provided (actual number of bed nights provided)	5033		
Capacity Utilization (nights provided/nights available)	72.94%		

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:

ESG:	\$	Local Government \$	22,500.00
Other Non ESG HUD Funds:	\$ 10,500.00	Private Funds:	\$
Other Federal Funds:	\$	Fees:	\$
State Fund:	\$	Other:	\$
		<b>Grand Total:</b>	<b>33,000.00</b>

List Other:

ES

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6.134-14 Grant Yr. 2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: August 2014  
 REPORT COMPLETED BY: Sherry Finkle PHONE: 760-347-3612 x248 FAX: 760-347-8073

SHELTER BEDS - Indicate number (cumulative total to date):

Total Number of Beds (total number of Shelter beds)	75	Non-Shefter--	Indicate number served
Total Number of Bed-nights available (total number of beds x 365 days)	4650	Number Provided	
Total Number of Bed-nights provided (actual number of bed nights provided)	3133		
Capacity Utilization (nights provided/nights available)	67.36%		

EXPENDITURES - Total spent YTD from all funding sources:

Match Source:

ESG:	\$	Local Government \$	15,000.00
Other Non ESG HUD Funds:	\$ 7,000.00	Private Funds:	\$
Other Federal Funds:	\$	Fees:	\$
State Fund:	\$	Other:	\$
		Grand Total:	22,000.00

List Other:

ES

69

### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 8.134-14 Grant Yr. 2014/2015  
 ACTIVITY NAME: Emergency Overnight Services - Furniture, Fixtures and Equipment for New Annex  
 REPORT MONTH: July 2014  
 REPORT COMPLETED BY: Sherry Fink PHONE: 760-347-3612 x248 FAX: 760-347-8073

**SHELTER BEDS - Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)	79	Non-Shelter -	Indicate number served
Total Number of Bed-nights available (total number of beds x 365 days)	2326	Number Provided	
Total Number of Bed-nights provided (actual number of bed nights provided)	1804		
Capacity Utilization (nights provided/nights available)	68.99%		

**EXPENDITURES - Total spent YTD from all funding sources:**

Match Source:		
ESG:	\$	Local Government \$ 7,500.00
Other Non ESG HUD Funds:	\$ 3,500.00	Private Funds: \$
Other Federal Funds:	\$	Fees: \$
State Fund:	\$	Other: \$
		<b>Grand Total:</b> 11,000.00

List Other:

ES

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### EMERGENCY SOLUTIONS GRANT REPORT (ESG)

SPONSOR: Coachella Valley Rescue Mission File No.: 6-166-18 Grant Yr: 2016/2016  
 ACTIVITY NAME: Coachella Valley Rescue Mission Shelter  
 REPORT MONTH: FINAL REPORT MAR 2016  
 REPORT COMPLETED BY: Sherry Finke PHONE: 760-347-3612 x248 FAX: 760-347-8073

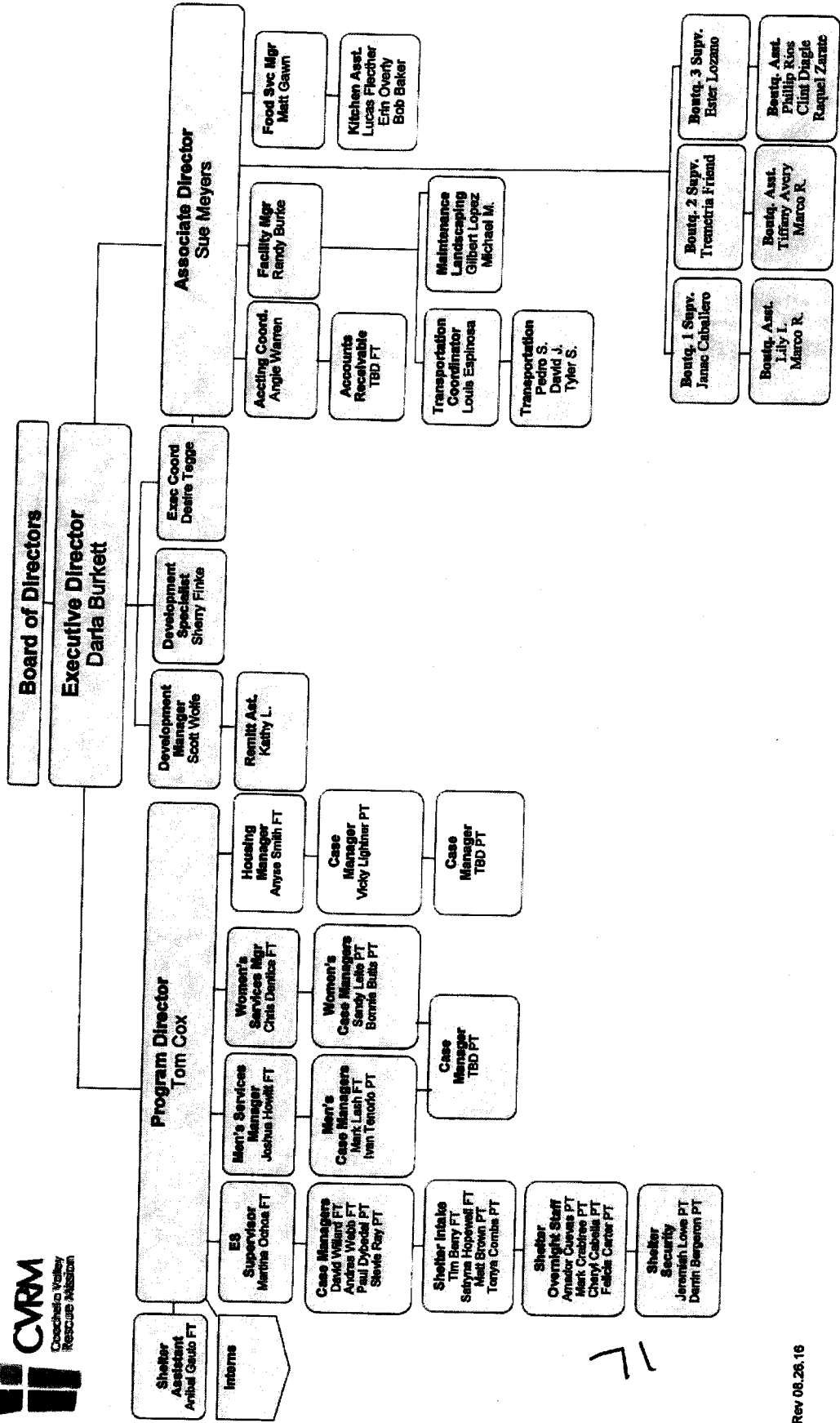
**SHELTER BEDS -- Indicate number (cumulative total to date):**

Total Number of Beds (total number of Shelter beds)	75	Non-Shelter--	Indicate number served
Total Number of Bed-nights available (total number of beds x 365 days)	20400	Number Provided	
Total Number of Bed-nights provided (actual number of bed nights provided)	19108		
Capacity Utilization (nights provided/nights available)	93.66%		

#### EXPENDITURES -- Total spent YTD from all funding sources:

Match Source:			
ESG:	\$ 30,000.00	Local Government	\$ 33,500.00
Other Non ESG HUD Funds:	\$	Private Funds:	\$ 22,000 County of Riverside CID
Other Federal Funds:	\$	Fees:	\$
State Fund:	\$	Other*:	\$
		<b>Grand Total:</b>	<b>55,500.00</b>

\* List Other:



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**CVRM Executive Staff**

**Darla Burkett –CVRM Executive Director-Oversight of programs and fundraising with +23 years non-profit management experience**

**Sue Meyers –CVRM Associate Director-Oversight of financial and operational management with 30 years+ operational management**

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**COACHELLA VALLEY RESCUE MISSION**  
**2016 - Board Members**

**Floyd Rhoades (Chair)**  
 CEO, Vista Cove Senior Living  
 Joined CVRM Board November 24, 2008  
 Term ends: January 2016  
 Eligible for 3yr Re-election: 1X  
 DOB: September 25<sup>th</sup>  
 Spouse: Sandra Rhoades  
 DOB: February 15  
 Home: 45325 Santa Fe Cove  
 Indian Wells, CA 92210  
 Work: Vista Cove Senior Living  
 74900 Highway 111 #225  
 Indian Wells, CA 92210  
 Home: 760.834.8602  
 Cell: 760.296.7000  
 Email: [floyd@vistacove.net](mailto:floyd@vistacove.net)

**Susan (Sue) Branson (Secretary)**  
 Pastor Desert Bible Fellowship  
 Joined CVRM Board September 23, 2013  
 Term Ends: January 2017  
 Eligible for 3yr Re-election: 2X  
 DOB: April 14  
 Spouse: Philip Branson  
 DOB: November 17  
 Home: 53600 Del Gato Drive  
 La Quinta, CA 92253  
 Home: 760.771.9442  
 Cell: 760.574.5909  
 Email: [calsue@ix.netcom.com](mailto:calsue@ix.netcom.com)

**Joseph Hayes (Treasurer)**  
 Senior VP, First Bank  
 Joined CVRM Board: January 28, 2013  
 Term ends: January 2016  
 Eligible for 3yr Re-election: 2X  
 DOB: June 16<sup>th</sup>  
 Spouse: Nancy Hayes  
 DOB: December 19<sup>th</sup>  
 Work: First Bank  
 73000 Hwy 111  
 Palm Desert, CA 92260  
 Home: 45303 Via Estancia  
 Indian Wells, CA. 92210  
 Home: (760) 779-1528  
 Work: 760.836.3503  
 Cell: 760.578.6823  
 Fax: 760.836.3566  
 E-mail: [jandnhayes@dc.rr.com](mailto:jandnhayes@dc.rr.com)  
 Work Email: [joseph.hayes@efirstbank.com](mailto:joseph.hayes@efirstbank.com)

**Julie Hodges**  
 Associate Pastor - Palm Desert Community  
 Presbyterian Church  
 Joined CVRM Board: June 18, 2007  
 Term ends: January 2017  
 Eligible for 3yr Re-election: 0X  
 DOB: January 29<sup>th</sup>  
 Spouse: none  
 Home: 80349 Atherstone Drive  
 Indio, CA 92203  
 Work: P.D. Comm. Presby. Church  
 47-321 Hwy 74  
 Palm Desert, CA 92260  
 Home: 760.772.5060  
 Cell: 703.927.9452  
 Email: [julieh@pdpresby.org](mailto:julieh@pdpresby.org)

**Jim Parrish (Vice-Chair)**  
 Retired - GTE  
 Joined CVRM Board June 28, 2010  
 Term ends: January 2017  
 Eligible for 3yr Re-election: 1X  
 DOB: November 11  
 Spouse: Deanie Parrish  
 DOB: February 22  
 Home: 45605 Cielito Drive  
 Indian Wells, CA 92210  
 Home: 760.341.7800  
 Cell: 760.702.7167  
 Fax: 760.836.9232  
 Email: [jip2@verizon.net](mailto:jip2@verizon.net)

**Connie Dorst**  
 Retired, Teacher  
 Joined CVRM Board January 24, 2011  
 Term ends: January 2015  
 Eligible for 3yr Re-election: 1X  
 DOB: June 22  
 Spouse: Rich Dorst  
 DOB: March 15  
 Home: 73197 Bel Air Road  
 Palm Desert, CA 92260  
 Home: 760.341.3361  
 Cell: 760.413.9486  
 Email: [cdorst@aol.com](mailto:cdorst@aol.com)

**COACHELLA VALLEY RESCUE MISSION**  
**2016 - Board Members**

**Bill Heck**  
Retired Sales / Marketing  
Joined CVRM Board February 23, 2009  
Term ends: January 2016  
Eligible for 3yr Re-election: 1X  
DOB: August 8<sup>th</sup>  
Spouse: Joan Heck  
DOB: January 19  
Home: 79862 Mission Drive East  
La Quinta, CA 92253  
Home: 760.564.8653  
Cell: 760.899.3930  
Email: [wnheck@hotmail.com](mailto:wnheck@hotmail.com)

**Diane Busch**  
Realtor  
Joined CVRM Board- February 22, 2016  
Eligible for 3yrs- 3X  
DOB: August 31  
Home: 74982 Hauasu CT  
Indian Wells, CA 92210  
Cell: 760.574.9522  
Email: [diane@dianebusch.com](mailto:diane@dianebusch.com)  
[dianebusch@dr.rv.com](mailto:dianebusch@dr.rv.com)

**Matthew (Matt) List**  
President, Desert Cornerstone Insurance  
Joined CVRM Board September 23, 2013  
Term Ends: January 2017  
Eligible for 3yr Re-election: 2X  
DOB: March 31  
Spouse: Gloria  
DOB: September 7  
Work: Desert Cornerstone Insurance  
81557 Dr. Carreon Blvd #B1  
Indio, CA 92201  
Home: 45288 Crystal Springs Drive  
Indio, CA 92201  
Work: 760.347.7723  
Fax: 760.347.7725  
Home: 760.469.3510  
Cell: 760.574.4467  
Email: [matt@desertcornerstoneins.com](mailto:matt@desertcornerstoneins.com)

**Jim Snellenberger**  
CEO- Desert Land Holidays  
Joined CVRM Board February 22, 2016  
Term ends: January 2017  
Eligible for 3yrs- 3X  
Spouse: Shelly  
DOB: June 13  
Home: 77165 Delgado Dr  
Indian Wells, CA 92210  
Cell: 760.250.8484  
Email: [jimws1@me.com](mailto:jimws1@me.com)

**Susan (Sue) Branson (Secretary)**  
Pastor Desert Bible Fellowship  
Joined CVRM Board September 23, 2013  
Term Ends: January 2017  
Eligible for 3yr Re-election: 2X  
DOB: April 14  
Spouse: Philip Branson  
DOB: November 17  
Home: 53600 Del Gato Drive  
La Quinta, CA 92253  
Home: 760.771.9442  
Cell: 760.574.5909  
Email: [calsue@ix.netcom.com](mailto:calsue@ix.netcom.com)

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# Tom Cox

PO Box 1416 La Quinta, California 92247

760.567.4912

[tcox@cvrn.org](mailto:tcox@cvrn.org)

## WORK EXPERIENCE

- Program Director** Coachella Valley Rescue Mission - Indio, CA *2014-Present*  
Responsibilities: Oversee CVRM and multiagency Street Outreach operations across the Coachella Valley, 250 bed emergency shelter, and housing team. Supervising 4 full-time managers and 6 full-time employees, and 24 part-time employees, and over 100 volunteers (mentors, sponsors, instructors, tutors, chaplains, and pastors). Currently collaborating with government agencies providing services to clients for Human Trafficking, Domestic Violence, CPS, APS, Veterans, Drug and Mental Health Courts, Probation, and AB109.
- Chaplain** Coachella Valley Rescue Mission - Indio, CA *2013-2014*  
Responsibilities: Provided all clients, staff, and volunteers in thre emergency shelter and residential programs with a spiritual assessment and a plan of care with individual follow up. Facilitated process, addiction, and grief recovery groups and individual counseling (crisis, relapse prevention, and spiritual).
- Online Instructor** Grand Canyon University - Phoenix, AZ *2010-2015*  
Taught graduate and undergraduate online courses in Spirituality and Healthcare, Christian Worldview, Old and New Testament Survey.
- Spiritual Counselor** Family Hospice Care - Palm Springs, CA *2010-2013*  
Provided spiritual assessments and a plan of care for clients, families, and staff through scheduled appointments and on call crisis visits. Led weekly grief process and bereavement groups.
- Resident Chaplain** Banner Good Samaritan Medical Center - Phoenix, AZ *2009-2010*  
Served many cultures, faiths, and social economic backgrounds as a full-time 24-7 on-call member of the Trauma, Interdisciplinary, Palliative Care, Organ Donation, Behavioral Health, Bone Marrow Transplant, and Rehabilitation Teams. Led bereavement, grief recovery, behavioral health process, and spirituality groups.

## EDUCATION

- |   |                                     |             |
|---|-------------------------------------|-------------|
| <b>Doctor of Ministry: Theology</b>                 | Phoenix Seminary - Phoenix, AZ      | <i>2017</i> |
| <b>ACPE (4 Units): Chaplaincy</b>                   | BGSMC - Phoenix, AZ                 | <i>2011</i> |
| <b>Master of Divinity: Counselling &amp; Family</b> | Phoenix Seminary - Phoenix, AZ      | <i>2000</i> |
| <b>Bachelor of Arts: Biblical Studies</b>           | Arizona Bible College - Phoenix, AZ | <i>1996</i> |

## LICENSES, CERTIFICATIONS, and TRAINING

- |  |  |             |
|--|--|-------------|
| <b>Fair Housing Certification</b>                  | Fair Housing Council of Riverside, CA  | <i>2016</i> |
| <b>Home Link Super User and Trainer</b>            | 25 Cities Riverside, CA                | <i>2015</i> |
| <b>HMIS Client Track Site Lead</b>                 | HIMS Client Track, Riverside, CA       | <i>2014</i> |
| <b>Certified Grief Recovery Specialist</b>         | Grief Recovery Institute - Phoenix, AZ | <i>2011</i> |
| <b>Emotional &amp; Spiritual Care in Disasters</b> | ICISF - Phoenix, AZ                    | <i>2011</i> |
| <b>Group Crisis Interventions</b>                  | ICISF - Phoenix, AZ                    | <i>2011</i> |
| <b>Licensed and Ordained Minister</b>              | Christ Community Church - Tucson, AZ   | <i>2002</i> |

## REFERENCES

Available upon request.

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# **Anyse R. Smith**

44500 San Pascual Ave, Palm Desert CA, 92260

## **Contact**

Email : anyse.smith@gmail.com

Phone : 760-698-7588

## **Education**

- **Paris Sorbonne University – Abu Dhabi: Completed Spring 2010**  
MA in International Law, International Relations and Diplomacy
- **The George Washington University Elliott School of International Affairs: Completed Spring 2007**  
BA International Affairs with a focus in Conflict Resolution and the French Language

## **Professional Experience**

### **Housing Manager – August 2016 to Present**

*The Coachella Valley Rescue Mission, Indio, CA*

- **Human Resources:** Oversee HUD Emergency Solutions Grant (ESG) Rapid Re Housing Program; Manage Housing Case Managers; Develop and implement strategies for housing and client case management
- **Administration and Client Support:** Enforce HUD Housing First standards in filling vacancies in housing program; Collaborate with Case Managers to develop long term Case Management plans for program clients; Design exit plans with Case Managers to support the long term self sufficiency of program clients
- **Program Management:** Regularly audit client files to ensure all necessary documentation is properly acquired; Research new housing opportunities for those in Housing Crisis; Participate in monthly Coordinated Entry System (CES) Council Meetings and weekly CES Navigation Council meetings; Networking with other agencies to expand resources and encourage collaborative effort to provide services to those in a housing crisis

### **Housing Supervisor - May 2016 to August 2016**

*The Coachella Valley Rescue Mission, Indio, CA*

- **Human Resources:** Oversee HUD Emergency Solutions Grant (ESG) Rapid Re Housing Program; complete monthly billing reimbursement sheet; collaborate with Coordinated Entry System (CES) of Riverside County to identify at risk homeless individuals for program inclusion
- **Administration and Client Support:** Strategize and implement case management plans for each household; regularly monitor client adherence to program rules and policies; recertify every 90 days to determine continued program eligibility
- **Program Management:** Process applications and determine program eligibility; navigate clients to housing; research and locate landlords and property owners to collaborate with the program; maintain landlord database; maintain Housing Schedule; engage community partners to support the program

### **Program Administrative Assistant – July 2014 to May 2016**

*The Coachella Valley Rescue Mission, Indio, CA*

- **Human Resources:** Manage internal billing system and housing forms for AB-109 realignment housing; arranging interviews for interns, tutors, volunteers
- **Administration and Client Support:** Event planning; organization of program class structure; grant research and writing; manage calendar, scheduling, and correspondence for the Program Director
- **Program Management:** Oversight of community fundraising efforts; coordinate with local nonprofits and churches to establish partnerships; complete monthly reports of all CVRM clients, food, and food box count; format grant, MOU's, contracts and other documents; processing organizational documents to ensure compliance with federal, state, and county regulations; coordinate homeless outreach and housing assessments

## **Additional Skills**

- Excellent with Microsoft Word, Excel, Outlook and PowerPoint; familiar with QuickBooks
- Proficient with Homeless Management Information Systems (HMIS) and Client Track
- Trained HomeLink Navigator
- Fair Housing Certified, Advanced
- Trained in Transgender Sensitivity

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## **References**

- Available upon request

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# VICKY LEIGHTNER

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## PROFILE

I have solid research, customer service and communication abilities, a result of many years of experience as a real estate appraiser, consultant, and analyst. I am skilled at written and verbal presentation and can communicate complex information in an easily understandable manner. I work well independently, completing projects on-time, yet enjoy team collaboration. I exhibit effective leadership through mentoring women in recovery, development of a mastermind group for professionals, and the creation of a support group for individuals involved in adoption and foster care.

## PROFESSIONAL EXPERIENCE

HOUSING CASE MANAGER, COACHELLA VALLEY RESCUE MISSION; INDIO, CA —  
MAY 2016 – PRESENT

Identify individuals and families in housing crisis and adhering to Housing First standards, Locate housing for individuals to be housed through HUD Rapid Re-housing Program, perform physical inspections of individual housing units for compliance with HUD requirements, assist in the furnishing of housing, locate appropriate services to assist formerly homeless clients to transition into successfully running a home and achieving self sufficiency, and provide case management and counseling to ensure individual success.

FREELANCE WRITER, BLOGGER, EDITOR; LA QUINTA, CA — SEPT. 2014 – PRESENT  
I write marketing copy, blog at my personal blog at VickyLCox.com, and write guest posts for a variety of other blogs. This involves pitching clients for new work, networking, writing copy per client instructions, and responding to client requests in a timely manner. I managed the social media accounts for a non-profit organization. I assisted a college professor with grading research papers and writing and responding to students' discussion questions. I also wrote and taught curriculum for a parenting class for single moms.

QUALITY CONTROL REVIEW APPRAISER, EVALUATION SOLUTIONS; REMOTE —  
SEPTEMBER 2009 – DECEMBER 2012

I performed analysis and review of real estate appraisals for a national bank of properties located throughout the U.S. in or facing foreclosure. This was a remote position which required excellent time management and reliability.

RESIDENTIAL REAL ESTATE APPRAISER, KPD APPRAISAL; TUCSON, AZ — APRIL  
1997 – FEBRUARY 2005

As a Residential Real Estate Appraiser and Reviewer, I scheduled appointments, performed research and analysis, interacted with and visited customer's homes for a physical inspection, wrote detailed reports, managed assistants and office staff, and interacted with clients in lending, banking, law, government, and the private sector.

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COMMERCIAL AND RESIDENTIAL REAL ESTATE APPRAISER, VARIOUS LENDERS  
AND PRIVATE FIRMS; HOUSTON, TX & TUCSON, AZ — APRIL 1984 - APRIL 1997  
These positions required marketing skills, excellent verbal and written communication abilities,  
prompt customer service, calm presence under stressful circumstances, reliability, and the ability to  
anticipate and solve problems.

#### EDUCATION

TEXAS A&M UNIVERSITY, COLLEGE STATION, TX — B.S. AGRICULTURAL  
ECONOMICS, CONCENTRATION IN FINANCE AND REAL ESTATE, 1984

#### SKILLS

Additional Skills: Microsoft Outlook, Word, Excel, Power Point; Mac OS, Pages, Numbers; Google  
Docs, Wordpress; Spanish(Beginner:); Social Media management; MLS

#### REFERENCES

Camilla Kragius, Career Coach, P.O. Box 682223, Park City, Utah 84068, (801) 694-8406,  
[ckragius@gmail.com](mailto:ckragius@gmail.com)

Kevin Dowling, Owner, KPD Appraisals, 8230 E Broadway Blvd, Tucson, AZ, (520) 290-2619,  
[orders@kpdinc.net](mailto:orders@kpdinc.net)

PO BOX 1416, La Quinta, CA. 92247 (602) 571-6300 [vickylightnercox@gmail.com](mailto:vickylightnercox@gmail.com)

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## **Job Description**

**Title:** Program Director

**Salaried Position:** Normal business hours, based on a forty hour work week, with administrative on-call responsibilities as needed or directed by management.

### **Duties and Responsibilities:**

1. Understanding and adhering to all Mission policies, procedures, and job responsibilities.
2. Responsible for oversight of the Emergency Shelter, Outreach, New Life Program, Chapel, Educational Center, Clinic (Health, Mental, Substance Abuse Services), Volunteers, Housing, Outreach, and Internship Program.
3. Program design and implementation of support services, Bible studies, life skill classes, twelve step, and anger management programs.
4. Develop, monitor, and maintain case management of all clients utilizing Mission services including budgets, monitoring program compliance, obtaining independent housing, mental health services, and all other appropriate referrals.
5. Develop an effective, trusting relationship with all Shelter clients.
6. Participate in relevant organization, activities, conferences, workshops, and special projects as assigned.
7. Provide crises intervention and advocacy when necessary.
8. Oversee development of Chapel service list, networking with area churches.
9. Supervise and provide ongoing training for staff development for all managers, case managers, and support staff.
10. Evaluate and hire all Managers, Case Managers, office staff and Interns.
11. Assist in grant writing and reports, as needed.
12. Share in administrative on-call duties as needed.
13. Oversee follow up with all Shelter Clients for one year.
14. Additional duties as assigned by management.

### **Skills and Abilities:**

1. Must be intellectually capable of operating a computer, 10-key calculator, telephone, and general office equipment.

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2. Must possess and maintain a clear, valid California Driver's License.
3. Must have the ability to speak clear English to ensure proper communication with individuals with various capabilities.
4. Must maintain proper and updated files for all departments as supervised.
5. Must maintain excellent PR skills, with all current and potential Mission clients.
6. Must utilize effective time-management and problem solving skills.
7. Must maintain good working 'Team Player' relationships with all employee's and individuals associated.
8. Additional duties as assigned by management.

**Note:** CVRM is a Christian ministry to the homeless, and as such requires compliance with doctrinal, ethical, and financial principles.

**Reports To:** Executive Director

**Supervises:** Women's Services Manager, Men's Services Manager, Housing Manager, Shelter Supervisor, Shelter Intake Staff, Shelter Overnight Staff, Shelter Security, Case Managers, Administrative Assistant, Interns, and all Shelter Clients.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be a reflection of the current job, management reserved the right to revise the job when circumstances change (e.g. emergencies, rush jobs, changes in personnel, workload, technological developments, etc.).

I have read this Job Description and I certify that I can perform all the essential job functions without a significant risk to the safety or health of others or myself, which cannot be eliminated by reasonable accommodations.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Revised August, 2016

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### Job Description

**Title:** Housing Manager

**Salaried Position:** Normal business hours, based on a forty hour work week, with administrative on-call responsibilities as needed or directed by management.

#### Duties and Responsibilities:

1. Understand and adhere to all Mission policies, procedures, and job responsibilities as established by the Outreach, Emergency Shelter, and Housing Director, Associate Director, and Executive Director.
2. Enforce without discrimination or favoritism all Mission rules, regulations, and follow Program Structure.
3. **Report all violations of Mission / Program policies immediately to Director of Programs and/or Executive or Associate Director.**
4. Responsible for maintaining all HIPAA (Health Insurance Portability and Accountability Act of 1996) laws designed to provide and protect patients and their medical records (paper or electronic). Violations of HIPAA, whether willful or due to negligence, are subject to fines per incident and may result in termination of employment.
5. Maintain and update the Housing Schedule.
6. Supervise HUD policies and procedures and HUD billing.
7. Supervise the development of Case Managers.
8. Oversee Case Management progress with housing clients and assist with long term housing goals.
9. Review with Women's and Men's Services Managers clients eligible for housing to accommodate program capacity.
10. Develop relationships with housing providers, landlords, and property managers across the Coachella Valley.
11. Explore and develop new housing opportunities for shelter and outreach clients.
12. Maintain updated list of clients housed, properties, and landlords providing housing.
13. Promote the Mission, fostering positive staff and community relations.
14. Provide guidance, support, and counseling to clients.
15. Provide arbitration concerning grievances between Mission and clients, guests, staff or volunteers.
16. Attend the weekly Riverside County Coordinated Entry System Meeting.
17. Attend the Monthly Coordinated Entry System Committee and Housing Meeting.
18. Additional duties as assigned by the Program Director, Associate and Executive Directors.

#### Skills and Abilities:

1. Valid Driver's License, capable of passing insurance review for driving Mission vehicles.
2. Must be physically sound as this position entails lifting, pushing, and pulling.
3. Must be intellectually capable of operating a computer, 10-key calculator, fax, telephone, and basic office equipment.
4. Must speak English clearly to conduct business with individuals of various competencies. Have resources or Spanish speaking capability to communicate with Program clients.
5. Ensure flow of critical information, including documentation, and shift change to bring forward issues and occurrences that take place while on shift.
6. Training in working with those who have mental health issues, addictions and substance use and strategies.

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Housing Supervisor  
Rev. 082216

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Page 1

7. Knowledgeable in handling the homeless with verbal or violence from uncooperative clients
8. Effective interpersonal communications skills, ability to build rapport with others
9. Oversee and coordinate with clients for their health, care, and personal growth with all current, past, and potential clients.
10. Must maintain excellent public relations skills with the community and other organizations.
11. Must utilize effective time-management, problem solving skills, adapt to Program changes that are modified by Directors of the Mission in the best interest of the clients health, care, and personal growth.
12. Must maintain respectful, collaborative, good working relationships with all clients, staff, Board Members, volunteers and individuals associated from other organizations.

**Note:** The Housing program is conducted as a secular program, and clients / staff are not required to participate in any religious classes or rituals. CVRM is a Christian ministry to the homeless, and as such requires non-contradictory conduct compliance with doctrinal, ethical, and financial principles.

**Reports To:** Program Director  
**Supervises:** Case Managers  
 Interns  
 Community Volunteers  
 Client Volunteers

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be a reflection of the current job, management reserved the right to revise the job when circumstances change (e.g. emergencies, rush jobs, changes in personnel, workload, technological developments, etc.).

I have read this Job Description and I certify that I can perform all the essential job functions without a significant risk to the safety or health of others or myself, which cannot be eliminated by reasonable accommodations.

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Employee Name	Signature	Date
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Program Director	Signature	Date
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Executive Director	Signature	Date
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Job Title: Housing Manager  
 Start Date: \_\_\_\_\_



Coachella Valley Rescue Mission  
Job Description:  
Case Manager

**Title:** Case Manager

**Hourly Position:** Opening, daytime, and evening shifts as needed.

**Duties and Responsibilities:**

1. Assess client's needs such as housing, transportation, education, recovery, mental health services, etc.
2. Connecting veterans to Veterans Affairs and other agencies that provide services specifically to veterans.
3. Enforcing Housing First standards when assisting with connecting clients to any HUD housing programs.
4. Ensure confidentiality of client files and information.
5. Provide programming safety awareness, work training, and life skills for program participants.
6. Enforces Mission rules and regulations to all clients and program participants.
7. Understanding and adhering to all mission policies, procedures and job responsibilities.
8. Complete required certifications and trainings
9. Be familiar with and actively connect clients to available resources through the County and other nonprofit agencies.
10. Responsible for cleanliness of CVRM program work areas and vehicles.
11. Regular one-on-one Case Management meetings with program participants – weekly or biweekly based on program designation.
12. Keep accurate, updated file folders for each program participant; Update Riverside Client Track (HMIS) computer database in a timely, efficient manner.
13. Report all violations to appropriate Supervisors and Managers.
14. Additional duties as assigned by Program Director, Housing Manager, Shelter Manager, and Men's and Women's Services Managers.

**Skills and Abilities**

1. Must be intellectually capable of operating a computer, phone system, and basic office equipment.
2. Must speak clear English, to conduct business with individuals of various capabilities.
3. Effective time management and problem solving skills.
4. Team player with the ability to follow instructions.
5. Knowledge of community resources
6. Experience working with persons in crisis.
7. Good documentation skills.

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**Coachella Valley Rescue Mission  
Job Description:  
Case Manager**

8. Excellent written and verbal communication skills, ability to establish rapport.
9. Ability to motivate others towards achieving goals.
10. Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries.
11. A strong sense of and respect for confidentiality involving both clients and fellow employees.
12. Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
13. Ability to legally operate a motor vehicle

**Reports to:** Determined by department (Annex Supervisor, Housing Manager, Men's and Women's Service Managers)

**Supervises:** Shelter Annex Clients, Housing Program Clients

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be a reflection of the current job, management reserved the right to revise the job when circumstances change (e.g. emergencies, rush jobs, changes in personnel, workload, technological developments, etc.)

I have read this Job Description and I certify that I can perform all the essential job functions without a significant risk to the safety or health of others or myself, which cannot be eliminated by reasonable accommodations.

---

Employee Name	Signature	Date
---------------	-----------	------

---

Program Director	Signature	Date
------------------	-----------	------

---

Executive Director	Signature	Date
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Job Title: Case Manager  
Start Date: \_\_\_\_\_

Sherry Finke

# Entity Dashboard

## Coachella Valley Rescue Mission

DUNS: 790591929 CAGE Code: 791H0

Status: Active

Expiration Date: 07/11/2017

Purpose of Registration: Federal Assistance Awards Only

47470 Van Buren Street  
INDIO, CA, 92201-7139,  
UNITED STATES

### Entity Overview

#### Entity Registration Summary

Name: Coachella Valley Rescue Mission  
Doing Business As: CVRM  
Business Type: Business or Organization  
Last Updated By: Sherry Finke  
Registration Status: Active  
Activation Date: 07/11/2016  
Expiration Date: 07/11/2017

#### Exclusion Summary

Active Exclusion Records? No

- Entity Registration
  - Core Data
  - Assertions
  - Recs & Certs
  - DOCs
- Reports
  - Service Contract Report
  - BiPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

SAM | System for Award Management 2.0

IBM v1.P.50.20160823-0937

WWW9



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

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# All Service By Assignment-Fiscal Yr.

January 2015 to December 2015

Site	Place	Assignment	FY 2015 Hours	Total Hours
CVRM - Programs	Interns	Interns	1,156.92	1,156.92
	Library	Library	9.00	9.00
	<b>Total</b>		<b>1,156.92</b>	<b>1,156.92</b>
	Mentors/Fellowship	Mentors/Fellowship	1,264.28	1,264.28
	<del>Peakers</del>	<del>Chapel Service</del>	1,264.28	1,264.28
	<b>Total</b>		<b>2,250.57</b>	<b>2,250.57</b>
	Tutors	Instructors	793.75	793.75
		Tutors	5.75	5.75
	<b>Total</b>		<b>799.50</b>	<b>799.50</b>
	Visiting Service Provider	<del>Emilio</del> SEE HEALTH HOPE MOV	<del>30.00</del>	<del>30.00</del>
		Stepping Stone - Oasis	30.00	30.00
	<b>Total</b>		<b>5,612.50</b>	<b>5,612.50</b>
CVRM Campus	Administration	Administration Office Work/Data Inputting	826.68	826.68
		Front Desk Receptionist	0.00	0.00
	<b>Total</b>		<b>826.68</b>	<b>826.68</b>
	Group Service Day	Business or Community Organization	0.00	0.00
			0.00	0.00
	<b>Total</b>		<b>0.00</b>	<b>0.00</b>

Site	Place	Assignment	FY 2015 Hours	Total Hours		
New LIFE Resale Boutiques	Holiday Meals/Special Events	Annual Golf Classic	0.00	0.00		
		Backpack Give-Away	757.30	757.30		
		Christmas Meals	15.75	15.75		
		Easter Meals	5.00	5.00		
		Independence Day Celebration	1.25	1.25		
		Thanksgiving Meals	0.00	0.00		
		Toy Give-Away	466.00	466.00		
		Total	1,245.30	1,245.30		
		Kitchen	Total	Court Mandated Service	1,687.75	1,687.75
				Pantry	3,032.95	3,032.95
Prep For Meals	2,012.92			2,012.92		
Maintenance	Total	Serve a Meal	3,345.83	3,345.83		
		Total	10,079.45	10,079.45		
		Maintenance	928.25	928.25		
Total	Total	Total	928.25	928.25		
		Total	13,079.68	13,079.68		
		Total	1,163.75	1,163.75		
77622 Country Club Dr., Palm Desert	Total	1398 6th Street, Coachella	1,163.75	1,163.75		
		Total	1,163.75	1,163.75		
		Total	1,137.00	1,137.00		
81600 Hwy III - Indio	Total	77622 Country Club Dr. - New LIFE Resale Boutique	1,137.00	1,137.00		
		Total	1,137.00	1,137.00		
		Total	1,321.00	1,321.00		
Total	Total	81600 Hwy III - Indio	1,321.00	1,321.00		
		Total	1,321.00	1,321.00		
		Total	1,321.00	1,321.00		

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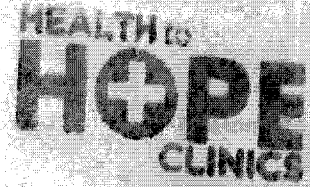
Site	Place	Assignment	FY 2015 Hours	Total Hours
	Gain - 1398 6th St., Coachella	1398 6th St. - Gain - New LIFE Resale Boutique	32.00	32.00
			32.00	32.00
			3,653.75	3,653.75
			315.50	315.50
			315.50	315.50
			315.50	315.50
			<u>28,141.70</u>	<u>28,141.70</u>
			<del>(2251)</del>	<del>(2251)</del>
			<del>(5583)</del>	<del>(5583)</del>
			<u>20,307.1</u>	<u>20,307.1</u>
Grand total				

LB





Restoring and Healing People Where Ever They Are.



DOCUMENTATION OF GIFT IN SERVICE MATCH RESOURCE

Name of Organization providing contribution	Health To Hope Clinics
Is this leverage or match?	Match
Type of Contribution	Medical Services- Health Care Resources, AIDS Related Services, Health Care Services, Non-Emergency Medical Services, Prescription Medications, TB testing and reading, Pregnancy Testing, Medical Referrals Mental Health - Advocacy, Dual Diagnosis Services, Psychiatric Services, mental Health Services, Psychotherapy, Outpatient Treatment Services, Artistic Therapy, Peer Support, Mental Health Referrals, Case Management Counseling - Counseling, Crisis Intervention, Therapy, Support Groups (Substance Abuse) - Recovery Groups, Substance Abuse Services, Substance Abuse Referrals
Number of clients to be served with the contribution	250 clients annually (Emergency Shelter & RRH combined)
Total Value of the Contribution	Based on 2015 Clinic Hours Provided in CY 2015 (\$582) as well as experience dealing with chronically homeless population, we project that a total of 4000 professional service hours will be provided to Street Outreach, Emergency Shelter and Rapid Rehousing clients. 4000 contributed hours x \$100/hr professional licensed services rate = \$400,000 Total Value of Match = \$400,000
Name of Project	State ESG Assistance Program - RFP #DPARC -312
Name of Project Sponsor Agency	Cochella Valley Rescue Mission
Date the contribution will be available	January 1, 2017 through June 30, 2018
Name of person authorized to commit these resources	Paul Flores
Title of person authorized to commit these resources	
Signature of person authorized to commit these resources	<i>Paul Flores</i> Outreach Director 8/25/16 PG BB



## COACHELLA VALLEY RESCUE MISSION Rapid Re-Housing APPLICATION FORM

### HEAD OF HOUSEHOLD

Last Name	First Name	Home Phone Number ( )
Where do you live? Street Address	Apt Number	Cell Phone Number ( )
City	Zip Code	Work/Message Phone Number ( )
Email address	If you use any other address, or receive mail at any other address, list below: Why do you use this address?	

### HOW DID YOU HEAR ABOUT ESG/REFERRAL INFORMATION – Check the appropriate box.

<input type="checkbox"/> 211/Volunteer Center	<input type="checkbox"/> Inland Legal	<input type="checkbox"/> Social Worker Name of Agency:
<input type="checkbox"/> Friend/Family	<input type="checkbox"/> Community Agency Name of Agency:	<input type="checkbox"/> Community Advocate Name of Advocate:
<input type="checkbox"/> Landlord	<input type="checkbox"/> City Representative Name of City:	<input type="checkbox"/> Homeless Shelter/Transitional Housing Program Name of Shelter:
<input type="checkbox"/> Fair Housing Council	<input type="checkbox"/> County Agency/Department Name of Agency:	<input type="checkbox"/> Other (Please describe):

### SECTION I – CERTIFICATION OF THE HOUSEHOLD (All persons 18 years of age or older)

I/We hereby certify under penalty of perjury under the laws of the State of California that all the information contained in this document is true and correct.

I/We hereby certify under penalty of perjury under the laws of the State of California that no member of my household including minor children is related to the landlord/owner of the rental property by blood or marriage.

**WARNING:** Title 18, Section 1001 of the United States Code states that a person is GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS to any department or agency of the United States. MAKING FALSE STATEMENTS IS ALSO A FELONY UNDER CALIFORNIA STATE LAW (Penal Code Sections: 115, 118, 487, 532) and may result in criminal charges including perjury, grand theft, filing false documents with a public office, and obtaining money under false pretenses.

Signature of Head of Household	Date	Signature of Spouse	Date
Signature of Other Adult in the Household	Date	Signature of Other Adult in the Household	Date
Signature of Other Adult in the Household	Date	Signature of Other Adult in the Household	Date

**NOTE:** If you have anyone outside your household helping you to complete this form, please provide their name, phone number, and their relation to your household

Name (please print)	Relationship to Household	Phone number
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**INSTRUCTIONS:** The information requested is required to determine eligibility for financial assistance. All pages, sections and questions must be completed. **DO NOT** leave any questions blank. If a question does not apply write "NO". If you do not understand a question, you may ask for an explanation or have someone else explain it to you. All members of the household who are 18 years of age or older must sign and date this form, certifying that the information is true, correct and complete. **Attach separate pages if needed to complete any section of this document.**

**SECTION II - HOUSEHOLD COMPOSITION**

<b>A. HOUSEHOLD MEMBERS – LIST ALL PERSONS RESIDING IN YOUR HOUSEHOLD</b>					
Full Name As appears on Social Security Card	Age	Date of Birth	Social Security #	Disabled (yes or no)	Relationship to Head of Household
1)					SELF
2)					
3)					
4)					
5)					
6)					
7)					
8)					

<b>A. VETERAN STATUS</b>	
any household member a veteran or currently serving in the armed forces? (Yes/No)	
If yes, please provide name of household member:	
Branch of Service (Army, Marines, Navy, Air Force)	
Dates of Service	
Discharge Status	

<b>C. DISABLED ADULTS</b>	
Does any adult household member have a disabling condition?	
<b>Yes/No</b>	
If yes, please provide name(s) of household member:	

<b>D. REASONABLE ACCOMMODATION(S)</b> If any household member requires special accommodation in order to apply for or receive ESG financial assistance, list the household member and requested accommodation.	
Household member Name	Accommodation requested

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**E. STUDENT STATUS** List all household members who are attending college full or part-time \*\* OFFICIAL SCHOOL REGISTRATION WILL BE REQUIRED FOR ALL FULL TIME COLLEGE STUDENTS\*\*

Student Name	Part time or Full time	School Name and Address	If you receive Financial Aid, list the amount & provide an award letter for the current school year
1)			
2)			
3)			

**F. EDUCATION LEVEL OF ADULT HOUSEHOLD MEMBERS** Please list the highest education level attained for each adult household member (i.e. High School Diploma, GED, some college, AA degree, Bachelors Degree., etc.)

Household member Name	Education Level

**SECTION III - INCOME**

Please answer each question below. If you answered "YES" please fill out information below for the household member(s) who receives this income(s).

**A. EMPLOYMENT (Attach two most recent paycheck stubs)**

Do you or any household member(s) receive Full/Part-time job earnings or Severance Pay?	YES/NO
Do you or any household member(s) receive Cash, Tips, Commissions or Bonuses?	
Do you or any household member(s) receive Military or Reserve pay?	
Are you or any household member(s) Self-Employed or Own their own business?	

Name of Household Member	Monthly Gross Pay	Name, address, phone & fax# of Employer	Start Date

**B. SSI / PENSION /OTHER BENEFITS (Attach award letter dated within 30 days of application)**

Do you or any household member(s) receive Social Security/SSI Benefits?	YES/NO
Do you or any household member(s) receive Veteran's, Pension, or Retirement benefits or Annuity?	
Do you or any household member(s) receive Unemployment, Worker's Compensation or Disability benefits?	

Name of Household Member	Monthly/weekly amount	Name & address of Agency/Office
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**C. PUBLIC ASSISTANCE BENEFITS (Attach Notice of Action dated within 30 days of application)** YES/NO

Do you or any household member(s) receive CALWORKS, Cash Aid, Gen Relief, CAPI or Food Stamps?

Do you or any household member(s) receive Adoption, KINGAP or Foster Care payments?

Do you or any household member(s) receive In-Home Supportive Services to care for another person?

Name of Household Member	Monthly Amount	Type of Benefit

**D. CHILD SUPPORT OR ALIMONY BENEFIT(S) (Attach court order and verification of payment)** YES/NO

Do you or any household member(s) receive Child Support/Disregard directly from Child Support Services?

Do you or any household member(s) receive Child Support /Alimony directly from Absent Parent/Spouse?

Does the Absent Parent purchase items for child(ren) such as clothing, food, formula, diapers, etc?

Name of Child	Absent Parent/Spouse name and Address	Monthly Amount	Cash Value of Purchases, clothing, food, formula, etc

**E. CONTRIBUTIONS (Attach letter from friend/family member who assists with expenses)** YES/NO

Does anyone outside your household give you money or pay bills(s) (i.e. auto loan, utilities) for you?

Does anyone outside your household buy you supplies such as groceries, etc?

Did an Organization help you pay a bill or expense (for example: rent, phone bill or utilities)?

If you answered YES please explain:

**F. OTHER INCOME (Attach verification of other income dated within 30 days of application)** YES/NO

Did you or any member of your household receive a lump sum of money from any source (for example: lottery, casino winnings, workers compensation, Social Security, or inheritance) within the last 12 months?

Do you or any member of your household receive any type of income, monetary or financial support from any sources other than the ones we have asked about?

Name of Household member	Amount	Date	Type of Income

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<b>G. ANTICIPATED CHANGES-You are still required to report all changes in writing within 10 days of occurrence and provide verification (approval of the anticipated change)</b>		<b>YES/NO</b>
Do you or any household member(s) have an application pending for SSA/SSI, Welfare or food stamps?		
Are you or any household member(s) actively seeking work, or have a job assignment pending?		
Do you or any household member(s) anticipate any other change in income in the next 12 months (i.e. start or stopping of disability benefits, pending child support or alimony, etc)		
<b>Name of Household Member</b>	<b>Anticipated change</b>	

**SECTION IV - ASSETS**

Please answer each question below. If you answer "YES" please fill out information below for the household member(s) with that asset(s).

<b>A. ACCOUNT INFORMATION</b>				<b>YES/NO</b>
Do you or any household member(s) have a <b>Savings or Checking Account</b> ?				
Do you or any household member(s) have <b>Stocks, Bonds or Certificate of Deposit (CD)</b> ?				
Do you or any household member(s) have a <b>Money Market Fund/Trust Fund/Mutual Funds</b> ?				
Do you or any household member(s) have a <b>Retirement, 401K, IRA or Keogh Account</b> ?				
Are you or any household member listed on another person's account that does not live with you? anyone not living in your household listed on your account?				
<b>Name of Household member</b>	<b>Company/Bank Name</b>	<b>Type of Account</b>	<b>Account Number</b>	
<b>B. LIFE INSURANCE</b>				<b>YES/NO</b>
Do you or any household member(s) have an accident, life insurance, burial, or burial plot policy(s)?				
<b>Name of Household member</b>	<b>Company</b>		<b>Type of Policy</b>	
<b>C. PROPERTY</b>				<b>YES/NO</b>
Does anyone in your household own or have an interest (including as a co-signer) in commercial or residential real estate or mobile home in any state or country?				
Has anyone in your household sold any real estate in the last 2 years?				
Do you or anyone in your household receive income from rental property?				
<b>Name of Household member</b>	<b>Type of Asset</b>		<b>Value</b>	

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D. VEHICLES OWNED OR BEING USED BY YOUR HOUSEHOLD				
Do you or any household member own/have a vehicle(s) registered in your/their name?				YES/NO
Do you or any household member(s) have use of any vehicle(s) that is registered to another person?				
Are you or any household member a co-signer for a vehicle loan for a non-household member?				
Name of Registered Owner	Make and Model of Vehicle	Year	License Plate Number	Monthly Payment

**SECTION VI - EXPENSES**

Please answer each question below. If you answer "YES" please fill out information below for the household member(s) with that expense(s).

A. CHILD CARE EXPENSES (Attach verification of current payment)				YES/NO
Do you pay childcare for a child 12 and under in order to be able to go to work or to school?				
Do you pay for a care attendant or equipment for a household member with a disability for you to go to work?				
If yes, is there any portion of the childcare expense paid for by an agency or by another person outside of your household?				
Name of child or disabled member	Monthly amount	Child care provider name/address	Name/address of Agency assisting	

**B. MEDICAL EXPENSES**

Elderly/Disabled families only (Head of Household or Spouse must be at least 62 years old or disabled):	YES/NO
Does any household member(s) anticipate having out of pocket medical expenses in the next 12 months? If yes, please provide a prescription printout from your pharmacy, and/or receipts for other medical expenses.	
If yes, how much do you spend monthly?	

C. HOUSEHOLD EXPENSES - List the MONTHLY average amount ALL household members pay for each of the following. If the expense does not apply to you write NO or NONE. Do not leave any spaces blank					
Rent	\$	Car Payment	\$	Loan Payment	\$
Gas	\$	Gasoline for Car	\$	Credit Cards	\$
Electricity	\$	Car Insurance	\$	Life Insurances	\$
Water	\$	Car Maintenance	\$	Medical Bills	\$
Trash & Sewer	\$	Public Transportation	\$	Medical Insurance	\$
Cable/Internet	\$	Childcare	\$	Groceries/Food	\$
Telephone	\$	Cell Phone	\$	Other/Personal Spending	\$
<b>TOTAL MONTHLY EXPENSES</b>					\$

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**D. HOUSING EMERGENCY - Complete the below questions. Do not leave any area blank.**

Within the last 6 months, have you had any loss of household income \_\_\_\_ Yes \_\_\_\_ No  
If yes, did it decrease by (check one) \_\_\_\_ less than \$500/mo. \_\_\_\_ more than \$500 per month  
Please describe below, what your loss of income was and why you are not able to pay your rent:

\_\_\_\_\_  
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**SECTION VII - HOUSING STATUS**

Please answer the questions below regarding your current housing status. Your current housing status is based on where you and your family slept last night. Homeless Prevention assistance is only available to households who would be homeless but for ESG assistance.

<b>A. HOMELESS STATUS - Documentation on agency letterhead is required to confirm homeless status.</b>	<b>YES/NO</b>
<b>Are you currently homeless?</b> > If yes, how long have you been homeless? > How many times have you been homeless in the last 12 months? > How many times have you been homeless in the last 3 years? > Are you a homeless person with a disability?	
<b>Are you currently residing in an emergency shelter located within Riverside County?</b> > If yes, please list name and address of shelter: > Case manager name and contact information:	
<b>Are you currently residing in a transitional housing program for homeless individuals/families located within Riverside County?</b> > If yes, please list name and address of transitional housing program: > Case manager name and contact information:	
<b>Are you a domestic violence victim who recently left housing to flee an abuser?</b> > If yes, please list your last address and date you left:	95





<ul style="list-style-type: none"> <li>&gt; Do you have a police report and/or restraining order documenting the DV situation? (yes/no, if yes please attach)</li> <li>&gt; Are you currently receiving services from a local domestic violence agency, if yes please list agency name, case manager, and contact number:</li> </ul>	
<p><b>Are you exiting or have you exited in the last 10 days an institution such as a hospital, jail, prison, substance abuse treatment program (in-patient), or mental health facility which you resided in for less than 90 days (3 months)?</b> You must attach verification of recent discharge.</p> <ul style="list-style-type: none"> <li>&gt; If yes, please list the name of the facility, address, and discharge date:</li> <li>&gt; Were you homeless prior to entering the facility?</li> <li>&gt; If yes, please describe where you stayed when you were homeless (i.e. the name of the emergency shelter, transitional housing program, or a description of the place including city where you slept if you stayed on the streets or in a vehicle):</li> </ul>	
<p><b>Are you currently sleeping on the streets, in other places not meant for human habitation, or in a vehicle?</b></p> <ul style="list-style-type: none"> <li>&gt; If yes, please describe where you are staying <u>including the city, street names, etc.:</u></li> <li>&gt; Are you working with a homeless outreach team? If yes, please <u>provide outreach workers name, name of outreach program, and contact number:</u></li> <li>&gt; Do you receive food baskets, hot meals, clothing, hygiene kits, etc. from any community organization? If yes, please list what you receive, the name of the organization, and the last time you received services. This information will be used to support your homeless status.</li> </ul>	

<b>B. At Risk of Homelessness - Documentation of current housing emergency is required.</b>	<b>Yes/No or Info Requested</b>
<p><b>Are you currently a renter?</b> If yes, please list complete address of rental unit:</p>	
<p><b>Do you have lease agreement which has been signed and dated by both you and the property owner (or management company)?</b> If yes, please attach copy of lease.</p>	
<p><b>List the date you moved into your current unit? (month/day/year)</b></p>	
<p><b>List your monthly rental amount:</b></p>	\$
<p><b>Do you have a Three Day Pay or Quit Notice or other notice requiring you to vacate due to non payment of rent?</b> If yes, please attach copy of the notice.</p>	Yes



<b>Has an Unlawful Detainer or other eviction related paperwork been filed?</b> If yes, please attach copies of court paperwork.	
<b>Has your unit been condemned by Code Enforcement or a unit of local government?</b> If yes, please attach documentation that unit has been deemed uninhabitable.	
<b>Is your unit in foreclosure?</b> If yes, please attach documentation of foreclosure which includes date that you must vacate unit.	
<b>Are you currently doubled up with family or friends due to a recent eviction?</b> If yes, please attach verification that you were recently evicted and letter from family/friends indicating that you must leave their residence. <b>If you answered "yes" to this question, how many people are currently living in the household? _____ How many bedrooms (including living room) are in the unit? _____</b>	

**C. RENTAL ARREARS - If you owe rental arrears to your current landlord please provide the following information.**

Month/Year	Balance Due	Late Fee	Total
<b>TOTAL</b>			<b>\$</b>

**D. LANDLORD CONTACT INFORMATION**

Name	Phone Number	Fax Number	Email Address

**E. BARRIERS TO HOUSING - Please check any boxes that have contributed to your homelessness or are a barrier to obtaining permanent housing.**

No Income	Family Breakup	Hospitalization	Youth aging out of foster care system
Insufficient Income	Death of spouse or other family member	HIV/AIDS	Loss of home due to foreclosure
Major Credit Issues	Medical/Physical Disability	Criminal Background/Parole Status	Loss of housing due to condemnation/code enforcement action
Eviction(s) # _____	Mental Health Issues	Substance Abuse	Domestic Violence Victim

**SECTION VIII – ALTERNATE HOUSING, SUPPORT NETWORKS AND FINANCIAL RESOURCES**

Please answer the questions below regarding alternate housing, your support networks and financial resources.

**A. ALTERNATE HOUSING**

Have you identified alternate housing?	YES/NO
If yes, do you have the financial resources to secure the identified housing?	
<b>Please describe your future housing plans:</b>	

**B. SUPPORT NETWORKS**

Do you have family or friends that you can stay with temporarily?	YES/NO

Do you have family or friends that you can stay with for more than six months?	
Have you ever lived in a "doubled-up" living situation?	
Do you have family or friends that can assist you financially?	

<b>C. FINANCIAL RESOURCES</b>	
Do you have financial resources to assist with relocation costs or delinquent rent?	YES/NO
If yes, how much do you have available?	\$
Are you able to obtain financial assistance through your church or other community organization? If yes, please list name of church/organization:	
Have you applied for rental assistance, utility assistance, or homeless assistance through another agency? If yes, please list name of agency, assistance requested, and date of application:	
Do you have a Section 8 voucher or receive subsidized rent through another program? If yes, list name of program, contact name and phone number:	
Have you ever been assisted through the Emergency Solutions Grant (ESG) program in the past? If yes, when and how much?	

### SECTION IX – ADDITIONAL INFORMATION

Please answer each question below. If you answer "YES" please fill out information below for that household member(s)

<b>A. HOUSEHOLD INFORMATION</b>	
1. Are you or anyone in your household subject to registration as a sex offender in any state? If yes, list name of registrant and complete address where currently registered:	YES/NO
2. Are you or anyone in your household currently or ever been on parole or probation? If yes, list member name, date of parole/probation and name and phone number of parole/probation agent:	
3. Are you currently receiving short term, medium term, or long term housing assistance? If yes, please list program name, date of assistance, and contact information:	
4. Do you live in housing owned or operated by the Housing Authority?	
5. Do you live in an affordable housing unit that rents below market rate and which you are required to meet specified income requirements?	
6. Are you currently living in shared housing? If yes, who else resides in the unit, and are they related to you?	
7. Are you or any member of your household related to the owner of the unit you live in? If yes, please list member and relationship:	
8. Are you or any member of your household related to any CVRM employee? If yes, please list member, CVRM employee and relationship:	

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**SECTION X – ACKNOWLEDGEMENT OF PROGRAM POLICIES**

<b>A. PROGRAM POLICIES - Please Initial that you have received the following information.</b>		<b>Initials</b>
1. <b>HMIS Notification for ESG Applicants</b> which explains the Riverside Homeless Management Information System (HMIS) which is administered by the Department of Public Social Services (DPSS), HMIS data collection policies, and your rights as an ESG applicant.		
2. The <b>ESG Grievance Policy</b> which outlines the steps in the ESG grievance process and what actions can be taken if you should disagree with a decision made by ESG staff. You have <b>10 days to respond in writing</b> if you disagree with the denial of your application, discontinuance of ESG assistance, or disagree with the amount/duration of ESG financial assistance.		
3. <b>ESG Fraud Advisory</b> which alerts applicants to the fact that any incomplete, inaccurate, untruthful or altered documents will be construed as fraud and is grounds for immediate application denial and/or program termination. <b>Household composition and Income reported on the ESG application must be consistent with information provided to the Department of Public Social Services (DPSS) and other government agencies. ESG financial assistance obtained through fraudulent means must be repaid by the applicant. The Coachella Valley Rescue Mission (CVRM) will refer all suspected fraud to a county fraud investigator and local law enforcement agencies for investigation and prosecution.</b>		

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## SECTION XI – AUTHORIZATION FOR RELEASE OF INFORMATION

### CONSENT

I/We authorize and direct any Federal/State or local agency, organization, business, or individual to release to the Coachella Valley Rescue Mission (CVRM) any information or materials needed to complete and verify my application for participation, and/or to maintain my continuing assistance under Rapid Rehousing and/or other housing assistance programs through CVRM. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) administering and enforcing program rules and policies. I/We also consent for HUD or CVRM to release information from my file about my rental history to HUD credit bureaus, collection agencies, or future landlords. This includes records on my payment history and my violation of my lease or HUD/CVRM policies. I/We also consent for CVRM to share information with other non profits, county agencies, law enforcement and code enforcement agencies.

### INFORMATION COVERED

I/We understand that, depending on program policies and requirements, previous or current information regarding my household or me may be needed. Verification and inquiries that may be requested, include, but are not limited to:

Identity and Marital Status      Employment      Income and Assets      Residents and Rental Activity  
 Medical or Child Care Allowances      Credit and Criminal Activity

I/We understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation in a housing assistance program.

### GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

Previous Landlords      Past and Present Employers      Veterans Administration  
 Public Housing Agencies      Welfare Agencies      Retirement Systems  
 Courts and Post Offices      State Unemployment Agencies      Banks/Financial Institutions  
 Schools and Colleges      Social Security Administration      Credit Providers/Credit Bureaus  
 Law Enforcement Agencies      Medical and Childcare Providers      Utility Companies  
 Support and Alimony Providers

### COMPUTER MATCHING NOTICE AND CONSENT

I/We understand and agree that HUD or CVRM may conduct computer matching programs to verify the information supplied for my application or re-certification. If a computer match is done, I understand that I have a right to notification of adverse information found and a chance to disprove incorrect information. HUD or CVRM may in the course of its duties exchange such automated information with other federal, state, or local agencies, including but not limited to: State Employment Security Agencies; Department of Defense, Office of Personnel Management; U.S. Postal Service; Social Security Agency; State Welfare and Food Stamp Agencies.

It is with my understanding and consent that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with CVRM and will stay in effect for one year and one month from the date signed. I/We understand that I/We have a right to review my/our file and correct any information that I/We can prove is incorrect.

Signature of Head of Household	Printed Name of Head of Household	Social Security Number	Date
Signature of Other Adult	Printed Name of Other Adult	Social Security Number	Date
Signature of Other Adult	Printed Name of Other Adult	Social Security Number	Date
Signature of Other Adult	Printed Name of Other Adult	Social Security Number	Date

100

Attachment 11

**CVRM Donor Perfect Data Report dated 8/29/16**  
**All Direct Mail Private Donations Received from 1 January 2016 - 30 June 2016**

<b>GL_CODE</b>	<b>Average Gift Size</b>	<b>Donor Count</b>	<b>Count Of Gifts</b>	<b>Maximum Gift Amount</b>	<b>Sum of Donations (1/1/16-6/30/16)</b>
<b>Direct/Other Mail (D/O Mail)</b>	90.793	3088	6529	\$25,000.00	\$ 592,788.04

**PROPRIETARY**

TAB H



**Tab H Cost Proposal**

Bidder must include a budget narrative see H-2 that describes each line item.

Budget Instructions: Double click inside of the budget table to activate the Excel Spreadsheet and fill in proposed budget for all eligible program costs related to the proposed project.

**2016-17 FISCAL YEAR PROJECTED BUDGET**

PROPOSED BUDGET ACTIVITY CATEGORY BUDGET LINE ITEMS	FTE	AMOUNT TO BE PAID BY ESG FUNDS TOTAL BUDGET REQUEST	MATCH	TOTAL BUDGET	DESCRIPTION AND EXPLANATION MONTHLY COST. EXPAND THE AMOUNT OF INFORMATION IN EACH CELL, AS NEEDED. (INCLUDE TOTAL LINE ITEM)
<b>HMIS (H)</b>					
HARDWARE, EQUIPMENT, AND SOFTWARE COSTS					
DIRECT STAFF SALARIES FOR OPERATING HMIS					
TRAINING AND OVERHEAD- TECHNICAL SUPPORT, LEASING SPACE, AND UTILITIES FOR SPACE USED BY HMIS STAFF					
		\$0.00	\$0.00	\$0.00	
<b>STREET OUTREACH (SO)</b> Unsheltered Individuals and families, meaning those who qualify under the definition of "homeless."					
ENGAGEMENT					
DIRECT STAFF SALARIES					
CASE MANAGEMENT					
EMERGENCY HEALTH SERVICES					
EMERGENCY MENTAL SERVICES					
TRANSPORTATION					
SERVICES TO SPECIAL POPULATION					
		\$0.00	\$0.00	\$0.00	
<b>EMERGENCY SHELTER (ES)</b> Individuals and families who are experiencing homelessness.					
TRANSPORTATION					
DIRECT STAFF SALARIES					
EQUIPMENT/FURNITURE/ HOUSEHOLD SUPPLIES					

REPAIR/MAINTENANCE SUPPLIES					
FOOD					
UTILITIES					
REHABILITATION AND RENOVATION (MAX \$5,000)					
		\$0.00	\$0.00	\$0.00	
<b>RAPID RE-REHOUSING (RR)</b> Individuals and families who are literally homeless. Short-up to 3 months and medium 4-24 months rental assistance and housing relocation and stabilization services.					
INITIAL RENT (1 <sup>st</sup> Month)		20400	204 00	20400	See cost narrative below. Monthly costs will fluctuate based on how many clients can be successfully placed.
Additional Rent (Months 2-4) / Services		57800	578 00	57800	See cost narrative below. Monthly costs will fluctuate based on how many clients are still project participants each month.
DIRECT STAFF SALARIES / Services 1.5 FTE		113,200	113 ,200	113200	See cost narrative below. Monthly avg cost for 18 mos. Performance = \$6,288
PAYMENTS IN ARREARS		0	0	0	
UTILITY ASSISTANCE		6500	650 0	6500	See cost narrative below. Monthly costs Will fluctuate monthly based on how many clients are newly housed each month.
MILEAGE		6300	6300	6300	See cost narrative below. Monthly costs will avg approximately \$350 each month.
		\$204,200	\$204,200	\$204,200	
<b>RAPID RE-REHOUSING (RR)</b> Individuals and families who are literally homeless. Short-up to 3 months and medium 4-24 months rental assistance and housing relocation and stabilization services.					
INITIAL RENT (1 <sup>st</sup> Month)					
UTILITY ASSISTANCE					
SERVICES					
		\$0.00	\$0.00	\$0.00	

**H-2 Budget Narrative**

In the space below please detail the budget narrative:

**BIDDER'S RESPONSE:**

**Direct Staff Salaries**

Total Project Direct Staff payroll estimated project costs follow for the period of performance of 1/1/17-6/30/18:

1 FT Housing Manager 1/1/17-12/31/17 = 2080 hrs x \$21/hr = \$43,680  
1/1/18-06/30/18 = 1040 hrs x \$22/hr = \$22,880  
\$ 66,560

1 PT Case Manager 1/1/17-12/31/17 = 1300 hrs x \$14/hr = \$18,200  
1/1/18-06/30/18 = 650 hrs x \$14.42/hr = \$ 9,373  
\$ 27,573

Payroll Taxes, Worker's Compensation, and Employee Benefits of Life and Health Insurance for 1 FT staff (Housing Manger) = \$19,067 (Cost submitted for reimbursement will include detailed cost backup and will be charged at actual and reasonable)

Total Direct Staff Costs = \$66,560 + \$27,573 + \$19,067 = \$113,200

Actual Staffing proposed is based on receipt of total amount proposed in this application. Actual staffing will be based on amount of funds awarded.

**Mileage**

Estimating \$6300 in mileage reimbursements for traveling to conduct housing search, meet with landlords, placement and to conduct required ESG case management.

**Utility Deposits**

Based on actual costs incurred supporting County of Riverside EDA 2015/2016 ESG Rapid Re-House (RRH) Projects, utility deposits which include covering any past due balances owed in order to get participant basic utilities of gas and electricity turned on are estimated at \$6500.

**Rental Assistance**

Based on of RRH actual costs incurred supporting County of Riverside EDA 2015/2016 ESG Rapid Re-House Projects, we estimate 24 individuals (heads of households, not including dependents) can be housed at an average of \$850 rent = \$20,400 1<sup>st</sup> month rents (\$850 x 24 clients) An additional 3 months total project rental assistance is estimated at \$57,800. (Some clients may not need an additional 3 months rent assistance based on actual project experience.)

Rental Unit security deposits of \$40,800 are based on twice the amount of 1<sup>st</sup> month's rent based on actual costs incurred during ESG Rapid Re-House project experience on County EDA 2015/2016 ESG RRH project.

We anticipate housing 24 people based on assumptions above. If certain participants need longer term assistance up to 12 months as allowed for by ESG RRH HUD funded projects, this will impact the total number that can be housed. Additionally the estimate of 24 to be served is based on the amount of funding received as a result of this application.

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**H-3 Financial Accounting System**

In the space below, include evidence of internal and external coordination and an adequate financial accounting system.

In the space below, include evidence of internal and external coordination and an adequate financial accounting system.

**BIDDER'S RESPONSE:**

Coachella Valley Rescue Mission (CVRM) follows GAAP and has been a member of the Evangelical Council of Financial Accountability since 2007. CVRM submits a detailed Profit / Loss Comparison to Budget and Last Year, reports by classification, Balance Sheet, and a variation to budget report to the Board Finance committee monthly. The Board Treasurer covers these reports at the subsequent Board meeting. Monthly financials are also submitted to our offsite CPA for review. An independent audit is completed each year on annual financials and the audit is presented to the Audit committee & the Board of Directors. CVRM uses QuickBooks for recording all financial transactions by classification and identifies funding sources and expenses related to the funding source.

**Budget:** The annual budget by program and expense classification is prepared by the Associate Director based on the prior year's activities, Executive Director's recommendations for growth and the Board Finance committee's oversight and recommendations. Once the Finance Committee has reviewed the detailed budget, they make a recommendation to the full Board for review and approval.

**Recording Income & expenses:** Incoming mail and online credit card donations are processed by the Remittance office and posted on an input sheet for recording by the Accounting Coordinator. The Accounting Coordinator posts the deposits to QuickBooks by classification and memo to identify funding source. The coordinator balances the bank statements monthly.

Purchase invoices are submitted by Purchasing to the Accounting Coordinator for coding in the proper accounts and memo to identify expenses to funding sources. Invoices charged to a funding source are stamped with source identification. The Associate or Executive Director reviews the invoices and coding for approval prior to payment. A weekly review of current payables and funds available is completed and approved checks are signed either the Associate or Executive Director who did not approve the invoice.

The consolidated financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.  
Please see Tab I - Financial Statement & Audit for more info:

**INDEPENDENT AUDITORS' REPORT,  
CONSOLIDATED FINANCIAL STATEMENTS**

**CERTIFICATIONS**

I, Darla Burkett, a duly authorized agent of Coachella Valley Rescue Mission  
Printed Name of Agent/Officer Name of Organization  
hereby certify that Coachella Value Rescue Mission by submission of this proposal in response to the  
Name of Organization  
Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.  
Signature *Darla Burkett* Date 8-29-16  
Title of Agent/Officer Executive Director

TAB I

**COACHELLA VALLEY RESCUE MISSION AND**  
**CVRM NMTC PROJECT HOLDINGS**  
**INDIO, CALIFORNIA**

**INDEPENDENT AUDITORS' REPORT,**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**AND SUPPLEMENTARY INFORMATION**

**DECEMBER 31, 2015 AND 2014**

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LUND & GUTTRY LLP / CERTIFIED PUBLIC ACCOUNTANTS  
36917 COOK STREET • SUITE 102 • PALM DESERT, CA 92211  
Telephone (760) 568-2242 • Fax (760) 346-8891  
www.lundandguttry.com

## **INDEPENDENT AUDITORS' REPORT**

Board of Directors  
Coachella Valley Rescue Mission and  
CVRM NMTC Project Holdings  
Indio, California

We have audited the accompanying consolidated statements of financial position of Coachella Valley Rescue Mission and CVRM NMTC Project Holdings (collectively, the Organization) as of December 31, 2015 and 2014, and the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the year ended December 31, 2015, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

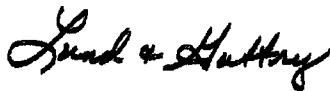
**Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Coachella Valley Rescue Mission and CVRM NMTC Project Holdings (collectively, the Organization) as of December 31, 2015 and 2014, and the changes in net assets and cash flows for the year ended December 31, 2015 in accordance with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The consolidating statements of financial position and consolidating statements of activities and changes in net assets are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information has been subjected to the auditing procedure applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

**Report on Summarized Comparative Information**

We have previously audited the Coachella Valley Rescue Mission and CVRM NMTC Project Holdings (collectively, the Organization) 2014 financial statements, and our report dated March 23, 2015 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.



April 25, 2016

**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS**

**CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2015 AND 2014**

<b><u>ASSETS</u></b>	<u>2015</u>	<u>2014</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 758,332	\$ 339,152
Cash - board designated	120,134	72,071
Cash - restricted	305,626	873,204
Investments	295,788	948,263
Accounts receivable	54,384	21,052
Pledges receivable	8,267	388,018
Other receivables	-	13,910
Prepaid expenses	44,229	23,940
Total current assets	<u>1,586,760</u>	<u>2,679,610</u>
<b>PROPERTY AND EQUIPMENT</b>		
Land	267,455	20,000
Building	11,109,503	8,856,967
Improvements	291,040	276,283
Equipment and fixtures	1,302,247	1,129,997
Vehicles	290,122	297,122
Construction in progress	-	1,196,059
	<u>13,260,367</u>	<u>11,776,428</u>
Less accumulated depreciation	(1,884,011)	(1,399,690)
Total property and equipment	<u>11,376,356</u>	<u>10,376,738</u>
<b>OTHER ASSETS</b>		
Land held for development	-	247,455
Capitalized costs, net	354,901	368,729
Note receivable	8,143,746	8,143,746
Security deposit	16,406	16,406
Total other assets	<u>8,515,053</u>	<u>8,776,336</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 21,478,169</u></b>	<b><u>\$ 21,832,684</u></b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 54,548	\$ 487,141
Accrued expenses	120,510	71,858
Total current liabilities	<u>175,058</u>	<u>558,999</u>
<b>LONG TERM LIABILITIES</b>		
Notes payable	10,982,400	10,982,400
Total liabilities	<u>11,157,458</u>	<u>11,541,399</u>
<b>NET ASSETS</b>		
Unrestricted	10,286,340	9,412,019
Temporarily restricted	34,371	879,266
Total net assets	<u>10,320,711</u>	<u>10,291,285</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 21,478,169</u></b>	<b><u>\$ 21,832,684</u></b>

(The accompanying notes are an integral part of these consolidated financial statements)

**COACHELLA VALLEY RESCUE MISSION AND**  
**CVRM NMTC PROJECT HOLDINGS**

**CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**  
**WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2014**

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Memorandum Only
<b>SUPPORT AND REVENUES</b>				
Contributions and other cash donations	\$ 1,861,350	\$ 516,805	\$ 2,378,155	\$ 2,236,293
Special events	259,549	-	259,549	130,592
Program income	-	98,857	98,857	147,100
Grants and contracts	-	402,407	402,407	261,205
Non-cash donations	2,313,977	-	2,313,977	2,019,709
Sales	515,378	-	515,378	414,351
Other income	70,653	-	70,653	75,086
	<u>5,020,907</u>	<u>1,018,069</u>	<u>6,038,976</u>	<u>5,284,336</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>				
Expiration and allocation of restrictions	1,862,964	(1,862,964)	-	-
Total support and revenues	<u>6,883,871</u>	<u>(844,895)</u>	<u>6,038,976</u>	<u>5,284,336</u>
<b>EXPENSES</b>				
Program services	4,742,269	-	4,742,269	4,286,378
General and administrative	669,545	-	669,545	632,825
Fundraising	543,030	-	543,030	578,564
Special events	53,592	-	53,592	44,090
Total expenses	<u>6,008,436</u>	<u>-</u>	<u>6,008,436</u>	<u>5,541,857</u>
<b>NON-OPERATING INCOME (EXPENSE)</b>				
Interest income	64,584	-	64,584	96,676
Bad debt expense	(6,527)	-	(6,527)	(235)
Loss on disposal of property	(56,706)	-	(56,706)	-
Unrealized loss on investments	(2,465)	-	(2,465)	(15,503)
Total non-operating income (expense)	<u>(1,114)</u>	<u>-</u>	<u>(1,114)</u>	<u>80,938</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<u>874,321</u>	<u>(844,895)</u>	<u>29,426</u>	<u>(176,383)</u>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u>9,412,019</u>	<u>879,266</u>	<u>10,291,285</u>	<u>10,467,668</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 10,286,340</u>	<u>\$ 34,371</u>	<u>\$ 10,320,711</u>	<u>\$ 10,291,285</u>

(The accompanying notes are an integral part of these consolidated financial statements)

**COACHELLA VALLEY RESCUE MISSION AND**  
**CVRM NMTc PROJECT HOLDINGS**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**  
**WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2014**

	2015				2014	
	Program Services	General and Administrative	Fundraising	Special Events	Total	Memorandum Only
Bank and credit card charges	\$ -	\$ 18,608	\$ 2,068	\$ -	\$ 20,675	\$ 14,829
Benevolence	421,146	-	-	-	421,146	318,041
Donation expense	8,330	740	185	-	9,255	4,944
Employee benefits	54,996	7,638	13,749	-	76,384	137,666
Employee expenses	5,411	481	120	-	6,012	3,333
Salaries, wages and payroll taxes	971,389	400,891	169,608	-	1,541,887	1,418,112
Facility expenses	178,042	-	-	-	178,042	169,777
Food service	1,835,817	37,466	-	-	1,873,283	1,719,509
Fundraising direct mail	-	-	298,700	-	298,700	344,868
Insurance	84,707	22,589	5,647	-	112,943	136,549
Interest expense	-	116,551	-	-	116,551	116,511
Miscellaneous	1,714	10	181	-	1,904	5,759
Office supplies	3,472	1,736	12,152	-	17,360	13,652
Postage and delivery	11,214	-	2,804	-	14,018	12,786
Printing and reproduction	9,674	1,209	13,301	-	24,184	19,280
Professional fees	84,006	3,613	2,710	-	90,329	92,590
Professional development	12,466	-	-	-	12,466	13,184
Programs and case management	60,924	-	-	-	60,924	68,414
Rent and lease	188,599	6,876	982	-	196,457	141,504
Special events	-	-	-	53,592	53,592	44,090
Property taxes	15,557	1,210	519	-	17,285	19,451
Travel and entertainment	4,019	-	-	-	4,019	2,852
Utilities	216,723	12,040	12,040	-	240,803	195,461
Vehicle	82,112	4,562	4,562	-	91,236	78,943
<b>Total expenses before depreciation</b>	<b>4,250,317</b>	<b>636,219</b>	<b>539,327</b>	<b>53,592</b>	<b>5,479,455</b>	<b>5,092,105</b>
Depreciation and amortization	491,952	33,326	3,703	-	528,981	449,752
<b>TOTAL EXPENSES</b>	<b>\$ 4,742,269</b>	<b>\$ 669,545</b>	<b>\$ 543,030</b>	<b>\$ 53,592</b>	<b>\$ 6,008,436</b>	<b>\$ 5,541,857</b>

(The accompanying notes are an integral part of these consolidated financial statements)

**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS**

**CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2015  
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2014**

	<u>2015</u>	<u>2014</u> <u>Memorandum</u> <u>Only</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 29,426	\$ (176,353)
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities:		
Depreciation and amortization	528,981	449,751
Loss on disposal of property	56,706	-
Unrealized loss on investments	2,465	15,303
Changes in operating assets and liabilities		
Accounts receivable	(33,332)	44,378
Pledges receivable	379,751	(367,668)
Other assets	(6,379)	(20,083)
Accounts payable	(432,593)	(16,376)
Accrued expenses	(48,652)	(41,167)
Net cash provided (used) by operating activities	<u>476,373</u>	<u>(112,215)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of property and equipment - net	(1,228,018)	(735,758)
Proceeds from sale of property	1,300	-
(Increase) decrease in investments	650,010	(9)
Net cash used by investing activities	<u>(576,708)</u>	<u>(735,767)</u>
<b>NET DECREASE IN CASH</b>	(100,335)	(847,982)
<b>CASH - BEGINNING OF YEAR</b>	<u>1,284,427</u>	<u>2,132,409</u>
<b>CASH - END OF YEAR</b>	<u>\$ 1,184,092</u>	<u>\$ 1,284,427</u>
<b>SUPPLEMENTAL CASH FLOW INFORMATION</b>		
Cash consisted of the following at December 31:		
Cash	\$ 758,332	\$ 339,152
Cash - board designated	120,134	72,071
Cash - restricted	305,626	873,204
	<u>\$ 1,184,092</u>	<u>\$ 1,284,427</u>

(The accompanying notes are an integral part of these consolidated financial statements)

**COACHELLA VALLEY RESCUE MISSION AND**  
**CVRM NMTC PROJECT HOLDINGS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015 AND 2014**

**1. ORGANIZATION**

The Coachella Valley Rescue Mission (the Organization) was organized on March 30, 1971 as a California non-profit Organization and is presently located near Indio. The primary purpose of the Organization is to operate a Christian mission and to provide food and shelter to the homeless in the Coachella Valley. The main sources of revenues are private donations and grants as well as reimbursements from the County of Riverside for services provided at the county overnight shelter.

In August 2011, the Organization entered into a New Markets Tax Credit (NMTC) transaction to help finance the construction of its new facility. The new 43,000 square foot facility opened in November 2011. The Mission created CVRM NMTC Project Holdings (NMTC) for the sole purpose of facilitating the NMTC transaction as a Qualified Active Low Income Community Business (QALICB). NMTC Project Holdings holds the project property to be leased back to the Mission for the Mission's sole purpose of operating its business and furthering its mission to aid those less fortunate.

The New Markets Tax Credit Program was designed to stimulate investment and economic growth in low-income communities by offering a seven-year, 39% federal tax credit for Qualified Equity Investments (QEI) made through investment vehicles know as Community Development Entities (CDE). CDEs use capital derived from tax credits to make loans to or investments in businesses and projects in low-income areas.

As part of the transaction, the Organization committed to lend \$8,143,746 to LCD New Markets Fund X, LLC, the Investment Fund. The amount borrowed at closing on August 25, 2011 amounted to \$8,143,746, referred to as "Loan A". (See Note 5 for terms on the loans.)

Neither the Mission nor NMTC Project Holdings controls or has economic interest in the assets of either QEI or the CDEs. The QEI is controlled and wholly owned by Chase Bank and the Investment Fund controls and funds the CDE.

To earn the tax credit the QEI must remain invested in the CDE for a seven-year period. The Mission and Chase Bank have entered into a put/call option agreement to take place at the end of the seven-year period. Under the agreement, Chase Bank can exercise a put option to sell all interest in the QEI for \$1,000 to the Mission. If Chase Bank does not exercise the put option within 90 days of the seven-year period, the Mission can exercise a call option to purchase the interest of the QEI at an appraised fair market value.

See Notes 3, 5 and 6 for further disclosure on NMTC transaction.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Principles of Consolidation**

The consolidated financial statements include all the accounts of Coachella Valley Rescue Mission and CVRM NMTC Project Holdings. All intra-entity transactions have been eliminated.

**Basis of Accounting**

The consolidated financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

**COACHELLA VALLEY RESCUE MISSION AND**  
**CVRM NMTc PROJECT HOLDINGS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015 AND 2014**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Net Asset Classification**

To ensure compliance with restrictions placed on its resources, the Organization's accounts are maintained in accordance with the principles of fund accounting. This is the procedure by which resources are classified for accounting reporting into funds established according to their nature and purposes.

In financial statements, funds that have similar characteristics are combined into three net asset categories: unrestricted, temporarily restricted and permanently restricted.

Unrestricted net assets are not restricted, or the donor-imposed restrictions have expired.

The Organization records contributions as temporarily restricted if they are received with stipulations that limit their use either through purpose or time restrictions. When restrictions expire, that is, when a time restriction ends or a purpose restriction is fulfilled, temporarily restricted net assets are reported in the statement of activities as net assets released from restrictions. At December 31, 2015, the Organization had \$34,371 of temporarily restricted funds consisting of \$15,000 for a vehicle purchase and \$19,371 for various other purposes. At December 31, 2014, the Organization had \$879,266 in temporarily restricted funds consisting of \$864,266 relating to the Annex construction and \$15,000 relating to a vehicle purchase.

Permanently restricted net assets contain donor-imposed restrictions that stipulate the resources be maintained permanently, but permit the Organization to use, or expend part or all of the income derived from the donated assets for either specified or unspecified purposes. There are no permanently restricted net assets at December 31, 2015 and 2014.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

**Cash – Board Designated**

Board designated cash represents unrestricted funds set aside for future capital asset and land purchases.

**Cash – Restricted**

Restricted cash represents funds restricted by the bank relating to the transaction discussed further in Note 1 and funds held for completion of the Annex Building discussed in Note 7.

**Income Taxes**

The Organization is a not-for-profit organization that is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3), and from California franchise taxes under related state tax regulations and classified by the Internal Revenue Service as other than a private foundation. The Organization may be subject to tax on income from any unrelated business operations. The Organization does not currently have any unrelated business operations.



**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2015 AND 2014**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Income Taxes – (continued)**

The Organization's returns are subject to examination by federal and state taxing authorities, generally for three years and four years, respectively, after they are filed.

**Investments**

The Organization has investments consisting of mutual funds. The investments are recorded at fair market value \$295,788 and \$948,263 with corresponding costs of \$324,196 and \$989,606 at December 31, 2015 and 2014, respectively.

The Organization's broker account also includes \$202,520 of cash funds held at December 31, 2015.

**Contributions**

Contributions, including unconditional promises to give, are recorded as made. All contributions are available for unrestricted use unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

**Property and Equipment**

Property and equipment are stated at cost and are being depreciated using the straight-line and accelerated methods over their estimated useful lives.

The Organization capitalizes assets with original costs greater than \$500 and estimated useful lives greater than one year. Donations of property and equipment are recorded at their estimated fair value.

The estimated useful lives of property and equipment are as follows:

Building	25 - 39 years
Improvements	15 - 25 years
Equipment and fixtures	5 - 7 years
Vehicles	5 years

**Capitalized Costs**

Capitalized costs related to the financing of NMTC in 2011 are stated at cost and amortized on the straight-line method over thirty years. Amortization expense for the years ended December 31, 2015 and 2014 amounted to \$13,827 for each year.

**Functional Allocation of Expense**

The costs of providing the various programs and other services have been summarized on a functional basis in the statement of activities. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited.

**Volunteers**

A number of volunteers have made significant contributions of time to the Organization's program and support functions. The value of this contributed time does not meet the criteria for recognition of contributed services and accordingly, is not reflected in the accompanying financial statements.

**COACHELLA VALLEY RESCUE MISSION AND  
CYRM NMTC PROJECT HOLDINGS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015 AND 2014**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Credit Risk**

Financial instruments, which potentially subject the Organization to concentrations of credit risk, consist principally of temporary cash investments. The Organization maintains its cash in deposit accounts with high credit quality financial institutions which, at times, may exceed the federally insured limits on interest bearing accounts of \$250,000 during the year. The Organization does not expect any losses in such accounts.

**3. OPERATING LEASES**

The Organization had four operating lease agreements with terms in excess of one year for the leasing of two thrift stores (Palm Desert and Indio), photo copier and postage machine with various expiration dates through November 2017. Future minimum annual lease payments as of December 31, 2015 are as follows:

2016	\$ 114,212
2017	<u>82,306</u>
	<u>\$ 196,518</u>

The leasing of the Coachella thrift store is on a month to month basis with monthly payments of \$1,800.

As part of the transaction discussed in Note 1, NMTC entered into an agreement to lease its facility to the Mission to conduct its operations. The terms of the lease are from December 2011 through December 2066. NMTC has provided for a rent subsidy for first seven years of the lease through December 2018.

The net lease payments, net of subsidies, amount to \$119,000 per year through December 2018. Annual rent payments thereafter range from \$424,450 to \$789,603 per year from December 2019 through December 2066. These lease payments paid and received are eliminated in consolidation of these financial statements.

**4. RETIREMENT PLAN**

The Organization has a 401(k) defined contribution benefit plan covering substantially all employees. The Organization made matching contributions of \$24,146 and \$19,213 for the years ended December 31, 2015 and 2014, respectively.

**5. NOTE RECEIVABLE**

During the year ended December 31, 2011, the Organization issued a note receivable in the amount of \$8,143,746 to LCD New Markets Fund X, LLC, the Investment Fund in connection with the development of NMTC Project Holdings. (See Note 1) The note bears interest at .50% per annum payable annually, with principal payments starting December 2018 through December 2036 in annual payments ranging from \$159,269 to \$608,193.

**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2015 AND 2014**

**6. NOTES PAYABLE – NMTC**

NMTC's two notes payable at December 31, 2015 and 2014 consisted of the following:

	<u>2015</u>	<u>2014</u>
Note payable (Loan A) payable to LCD New Markets Fund X, LLC, the Investment Fund in original amount of \$8,143,476. Annual interest payments at .50%, with principal payments starting December 2018 through December 2036 in annual payments ranging from \$159,269 to \$608,193. Loan secured by new facility.	\$ 8,143,746	\$ 8,143,746
Note Payable (Loan B) payable to LCD New Markets Fund X, LLC, the Investment Fund in original amount of \$2,828,654. Annual interest payments at 2.67%, with principal payments starting December 2018 through December 2027 in annual payments ranging from \$83,477 to \$400,071. Loan secured by new facility.	<u>2,838,654</u>	<u>2,838,654</u>
	<u>\$ 10,982,400</u>	<u>\$ 10,982,400</u>

**7. NEW FACILITY**

In January, 2005 the Organization purchased 7.76 acres of land adjacent to the existing facility for \$730,000 plus \$20,000 for an option paid in 2004. The land purchase was paid in full in 2006. This parcel of land was purchased in part to build a new larger shelter to accommodate the increasing need of the homeless and needy population. In 2007 the Organization started a capital campaign called "Building New Beginnings" of which the focus is to raise \$12 million.

In January 2011, the Organization started construction on the new facility and the County of Riverside purchased two parcels of land held for development from the Organization for \$1,852,000, resulting in a gain of \$1,341,250. The County of Riverside will be leasing back one of the parcels to the Organization for \$1 per year for 55 years with one option to renew for 10 years.

The construction was completed in November 2011 and the operations were moved to this new facility on November 17, 2011. The total costs of the new facility, including the equipment, furniture, fixtures and improvements, amounted to approximately \$9.6 million.

During May 2015, the Organization completed construction of an Annex building that is used as an overnight shelter with 75 beds. Total construction in progress through December 31, 2014 amounted to \$1,196,059 and final costs of the Annex upon completion was \$2.3 million.

**COACHELLA VALLEY RESCUE MISSION AND**  
**CVRM NMTC PROJECT HOLDINGS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015 AND 2014**

**8. SUBSEQUENT EVENTS**

The Organization evaluated all potential subsequent events as of April 25, 2016 when the financial statements were authorized and available to be issued. No additional subsequent events or transactions were identified after December 31, 2015 or as of April 25, 2016 that require disclosure to the financial statements.

**SUPPLEMENTARY INFORMATION**

**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS**

**SCHEDULE 1 - CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2015**

	<u>Coachella Valley Rescue Mission</u>	<u>CVRM NMTC Project Holdings</u>	<u>Eliminating Entries</u>	<u>Consolidated Total</u>
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash	\$ 726,738	\$ 31,594	\$ -	\$ 758,332
Cash - board designated	120,134	-	-	120,134
Cash - restricted	120,875	184,751	-	305,626
Investments	295,788	-	-	295,788
Accounts receivable	54,384	-	-	54,384
Pledges receivable	8,267	-	-	8,267
Other receivables	-	-	-	-
Prepaid expenses	44,229	-	-	44,229
Total current assets	<u>1,370,415</u>	<u>216,345</u>	<u>-</u>	<u>1,586,760</u>
<b>PROPERTY AND EQUIPMENT</b>				
Land	267,455	-	-	267,455
Building	2,602,049	8,507,454	-	11,109,503
Improvements	89,474	201,566	-	291,040
Equipment and fixtures	213,430	1,088,817	-	1,302,247
Vehicles	290,122	-	-	290,122
	<u>3,462,530</u>	<u>9,797,837</u>	<u>-</u>	<u>13,260,367</u>
Less accumulated depreciation	(415,709)	(1,468,302)	-	(1,884,011)
Total property and equipment	<u>3,046,821</u>	<u>8,329,535</u>	<u>-</u>	<u>11,376,356</u>
<b>OTHER ASSETS</b>				
Capitalized costs, net	-	354,901	-	354,901
Note receivable	8,143,746	-	-	8,143,746
Investment - NMTC	356,185	-	(356,185)	-
Intangible asset, net	-	647,023	(647,023)	-
Security deposit	16,406	-	-	16,406
Total other assets	<u>8,516,337</u>	<u>1,001,924</u>	<u>(1,003,208)</u>	<u>8,515,053</u>
<b>TOTAL ASSETS</b>	<b>\$ <u>12,933,573</u></b>	<b>\$ <u>9,547,804</u></b>	<b>\$ <u>(1,003,208)</u></b>	<b>\$ <u>21,478,169</u></b>

Continued

**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS**

**SCHEDULE 1 - CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2015**

Continued

	<u>Coachella Valley Rescue Mission</u>	<u>CVRM NMTC Project Holdings</u>	<u>Eliminating Entries</u>	<u>Consolidated Total</u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ 46,730	\$ 7,818	\$ -	\$ 54,548
Accrued expenses	120,510	-	-	120,510
Deferred income on sale of ground lease	647,023	-	(647,023)	-
Total current liabilities	<u>814,263</u>	<u>7,818</u>	<u>(647,023)</u>	<u>175,058</u>
<b>LONG TERM LIABILITIES</b>				
Notes payable	-	10,982,400	-	10,982,400
Total liabilities	<u>814,263</u>	<u>10,990,218</u>	<u>(647,023)</u>	<u>11,157,458</u>
<b>NET ASSETS</b>				
Unrestricted	12,084,939	(1,442,414)	(356,185)	10,286,340
Temporarily restricted	34,371	-	-	34,371
Total net assets	<u>12,119,310</u>	<u>(1,442,414)</u>	<u>(356,185)</u>	<u>10,320,711</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 12,933,573</u>	<u>\$ 9,547,804</u>	<u>\$ (1,003,208)</u>	<u>\$ 21,478,169</u>

**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS**

**SCHEDULE 2 - CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2014**

	<u>Coachella Valley Rescue Mission</u>	<u>CVRM NMTC Project Holdings</u>	<u>Eliminating Entries</u>	<u>Consolidated Total</u>
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash	\$ 320,544	\$ 18,608	\$ -	\$ 339,152
Cash - board designated	72,071	-	-	72,071
Cash - restricted	642,905	230,299	-	873,204
Investments	948,263	-	-	948,263
Accounts receivable	21,052	-	-	21,052
Pledges receivable	388,018	-	-	388,018
Other receivables	13,910	-	-	13,910
Prepaid expenses	23,940	-	-	23,940
Due from CVRM	-	-	-	-
Due from NMTC	-	-	-	-
Total current assets	<u>2,430,703</u>	<u>248,907</u>	<u>-</u>	<u>2,679,610</u>
<b>PROPERTY AND EQUIPMENT</b>				
Land	20,000	-	-	20,000
Building	291,358	8,565,609	-	8,856,967
Improvements	74,786	201,497	-	276,283
Equipment and fixtures	96,930	1,033,067	-	1,129,997
Vehicles	297,122	-	-	297,122
Construction in progress	1,196,059	-	-	1,196,059
	<u>1,976,255</u>	<u>9,800,173</u>	<u>-</u>	<u>11,776,428</u>
Less accumulated depreciation	<u>(300,473)</u>	<u>(1,099,217)</u>	<u>-</u>	<u>(1,399,690)</u>
Total property and equipment	<u>1,675,782</u>	<u>8,700,956</u>	<u>-</u>	<u>10,376,738</u>
<b>OTHER ASSETS</b>				
Land held for development	247,455	-	-	247,455
Capitalized costs, net	-	368,729	-	368,729
Note receivable	8,143,746	-	-	8,143,746
Investment - NMTC	356,185	-	(356,185)	-
Intangible asset, net	-	659,793	(659,793)	-
Security deposit	16,406	-	-	16,406
Total other assets	<u>8,763,792</u>	<u>1,028,522</u>	<u>(1,015,978)</u>	<u>8,776,336</u>
<b>TOTAL ASSETS</b>	<u>\$ 12,870,277</u>	<u>\$ 9,978,385</u>	<u>\$ (1,015,978)</u>	<u>\$ 21,832,684</u>

Continued



**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS**

**SCHEDULE 2 - CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2014**

Continued

	<u>Coachella Valley Rescue Mission</u>	<u>CVRM NMTC Project Holdings</u>	<u>Eliminating Entries</u>	<u>Consolidated Total</u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ 487,141	\$ -	\$ -	\$ 487,141
Accrued expenses	71,858	-	-	71,858
Deferred income on sale of ground lease	659,793	-	(659,793)	-
Total current liabilities	<u>1,218,792</u>	<u>-</u>	<u>(659,793)</u>	<u>558,999</u>
<b>LONG TERM LIABILITIES</b>				
Notes payable	-	10,982,400	-	10,982,400
Total liabilities	<u>1,218,792</u>	<u>10,982,400</u>	<u>(659,793)</u>	<u>11,541,399</u>
<b>NET ASSETS</b>				
Unrestricted	10,772,219	(1,004,015)	(356,185)	9,412,019
Temporarily restricted	879,266	-	-	879,266
Total net assets	<u>11,651,485</u>	<u>(1,004,015)</u>	<u>(356,185)</u>	<u>10,291,285</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 12,870,277</u></b>	<b><u>\$ 9,978,385</u></b>	<b><u>\$ (1,015,978)</u></b>	<b><u>\$ 21,832,684</u></b>

**COACHELLA VALLEY RESCUE MISSION AND**  
**CVRM NMTC PROJECT HOLDINGS**

**SCHEDULE 3 - CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

	Coachella Valley Rescue Mission	CVRM NMTC Project Holdings	Eliminating Entries	Consolidated Total
<b>SUPPORT AND REVENUES</b>				
Contributions and other cash donations	\$ 2,378,155	\$ -	\$ -	\$ 2,378,155
Special events	259,549	-	-	259,549
Program income	98,857	-	-	98,857
Grants and contracts	402,407	-	-	402,407
Non-cash donations	2,313,977	-	-	2,313,977
Sales	515,378	-	-	515,378
Other income	113,423	119,000	(161,770)	70,653
Total support and revenues	<u>6,081,746</u>	<u>119,000</u>	<u>(161,770)</u>	<u>6,038,976</u>
<b>EXPENSES</b>				
Program services	4,462,939	441,100	(161,770)	4,742,269
General and administrative	553,034	116,511	-	669,545
Fundraising	543,030	-	-	543,030
Special events	53,592	-	-	53,592
Total expenses	<u>5,612,595</u>	<u>557,611</u>	<u>(161,770)</u>	<u>6,008,436</u>
<b>NON-OPERATING INCOME (EXPENSE)</b>				
Interest income	64,372	212	-	64,584
Bad debt expense	(6,527)	-	-	(6,527)
Loss on disposal of property	(56,706)	-	-	(56,706)
Unrealized loss on investments	(2,465)	-	-	(2,465)
Total non-operating income (expense)	<u>(1,326)</u>	<u>212</u>	<u>-</u>	<u>(1,114)</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	467,825	(438,399)	-	29,426
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u>11,651,485</u>	<u>(1,004,015)</u>	<u>(356,185)</u>	<u>10,291,285</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 12,119,310</u>	<u>\$ (1,442,414)</u>	<u>\$ (356,185)</u>	<u>\$ 10,320,711</u>

**COACHELLA VALLEY RESCUE MISSION AND  
CVRM NMTC PROJECT HOLDINGS**

**SCHEDULE 4 - CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2014**

	Coachella Valley Rescue Mission	CVRM NMTC Project Holdings	Eliminating Entries	Consolidated Total
<b>SUPPORT AND REVENUES</b>				
Contributions and other cash donations	\$ 2,236,293	\$ -	\$ -	\$ 2,236,293
Special events	130,592	-	-	130,592
Program income	147,100	-	-	147,100
Grants and contracts	261,205	-	-	261,205
Non-cash donations	2,019,709	-	-	2,019,709
Sales	414,351	-	-	414,351
Other income	117,856	119,000	-	75,086
Total support and revenues	<u>5,327,106</u>	<u>119,000</u>	<u>(161,770)</u>	<u>5,284,336</u>
<b>EXPENSES</b>				
Program services	4,014,931	433,217	(161,770)	4,286,378
General and administrative	516,314	116,511	-	632,825
Fundraising	578,564	-	-	578,564
Special events	44,090	-	-	44,090
Total expenses	<u>5,153,899</u>	<u>549,728</u>	<u>(161,770)</u>	<u>5,541,857</u>
<b>NON-OPERATING INCOME (EXPENSE)</b>				
Interest income	96,423	253	-	96,676
Bad debt expense	(235)	-	-	(235)
Unrealized loss on investments	(15,303)	-	-	(15,303)
Total non-operating income (expense)	<u>80,885</u>	<u>253</u>	<u>-</u>	<u>81,138</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	254,092	(430,475)	-	(176,383)
<b>NET ASSETS - BEGINNING OF YEAR</b>	11,397,393	(584,487)	(345,238)	10,467,668
<b>EQUITY TRANSFER - NET</b>	-	10,947	(10,947)	-
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 11,651,485</u>	<u>\$ (1,004,015)</u>	<u>\$ (356,185)</u>	<u>\$ 10,291,285</u>

**ATTACHMENT A  
BIDDER PROPOSAL RESPONSE**

**2016 COMPETITION  
REQUEST FOR PROPOSAL # DPARC-512**

*Housing*

**STATE EMERGENCY SOLUTIONS GRANT HOMELESS ASSISTANCE PROGRAM**



**Contact:**

Rowena Concepcion, Supervising Program Specialist  
Riverside County – Homeless Program Unit  
4060 County Circle Drive  
Riverside, CA 92503  
(951) 358-5638 / (951) 358-7755 (fax)  
Email: [rconcepc@riversidedpss.org](mailto:rconcepc@riversidedpss.org)

NIGP Code(s): 95237, 95249, 95255, and 95278

**This RFP and any ensuing Addendums are available at the following link:  
<http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>  
and  
[www.publicpurchase.com](http://www.publicpurchase.com)**

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS STATED IN THIS  
REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS REQUIRED**

**Tab H Cost Proposal**

Bidder must include a **budget narrative** see H-2 that describes each line item.

Budget Instructions: Double click inside of the budget table to activate the Excel Spreadsheet and fill in proposed budget for all eligible program costs related to the proposed project.

**2016-17 FISCAL YEAR PROJECTED BUDGET**

PROPOSED BUDGET ACTIVITY CATEGORY BUDGET LINE ITEMS	FTE	AMOUNT TO BE PAID BY ESG FUNDS TOTAL BUDGET REQUEST	MATCH	TOTAL BUDGET	DESCRIPTION AND EXPLANATION MONTHLY COST. EXPAND THE AMOUNT OF INFORMATION IN EACH CELL, AS NEEDED. (INCLUDE TOTAL LINE ITEM)
<b>HMIS (H)</b>					
HARDWARE, EQUIPMENT, AND SOFTWARE COSTS					
DIRECT STAFF SALARIES FOR OPERATING HMIS					
TRAINING AND OVERHEAD- TECHNICAL SUPPORT, LEASING SPACE, AND UTILITIES FOR SPACE USED BY HMIS STAFF					
		\$0.00	\$0.00	\$0.00	
<b>STREET OUTREACH (SO)</b>					
<b>Unsheltered individuals and families, meaning those who qualify under the definition of "homeless."</b>					
ENGAGEMENT					
DIRECT STAFF SALARIES					
CASE MANAGEMENT					
EMERGENCY HEALTH SERVICES					
EMERGENCY MENTAL SERVICES					
TRANSPORTATION					
SERVICES TO SPECIAL POPULATION					
		\$0.00	\$0.00	\$0.00	
<b>EMERGENCY SHELTER (ES)</b>					
<b>Individuals and families who are experiencing homelessness.</b>					
TRANSPORTATION					
DIRECT STAFF SALARIES					
EQUIPMENT/FURNITURE/ HOUSEHOLD SUPPLIES					
REPAIR/MAINTENANCE SUPPLIES					

FOOD					
UTILITIES					
REHABILITATION AND RENOVATION (MAX \$5,000)					
		\$0.00	\$0.00	\$0.00	
<b>RAPID RE-REHOUSING (RR)</b>					
Individuals and families who are literally homeless.					
Short-up to 3 months and medium 4-24 months rental assistance and housing relocation and stabilization services.					
INITIAL RENT (1 <sup>st</sup> Month) Security Deposits		19,014 50,400		19,014 50,400	See cost narrative below. Monthly costs will fluctuate based on how many clients can be successfully placed.
Additional Rent (Months 2-4) / Services		50,400		50,400	See cost narrative below. Monthly costs will fluctuate based on how many clients are still project participants each month.
DIRECT STAFF SALARIES / Services 1.5 FTE		113,200		113,200	See cost narrative below. Monthly avg cost for 18 mos. Performance = \$6,288
PAYMENTS IN ARREARS		0	0	0	
UTILITY ASSISTANCE		6500		6500	See cost narrative below. Monthly costs Will fluctuate monthly based on how many clients are newly housed each month.
MILEAGE		6300		6300	See cost narrative below. Monthly costs will avg approximately \$350 each month.
		\$245,814		\$245,814	
<b>RAPID RE-REHOUSING (RR)</b>					
Individuals and families who are literally homeless.					
Short-up to 3 months and medium 4-24 months rental assistance and housing relocation and stabilization services.					
INITIAL RENT (1 <sup>st</sup> Month)					
UTILITY ASSISTANCE					
SERVICES					
		\$0.00	\$0.00	\$0.00	

**H-2 Budget Narrative**

In the space below please detail the budget narrative:

**BIDDER'S RESPONSE:**

**Direct Staff Salaries**

Total Project Direct Staff payroll estimated project costs follow for the period of performance of 1/1/17-6/30/18:

1 FT Housing Manager 1/1/17-12/31/17 = 2080 hrs x \$21/hr = \$43,680  
1/1/18-06/30/18 = 1040 hrs x \$22/hr = \$22,880  
\$ 66,560

1 PT Case Manager 1/1/17-12/31/17 = 1300 hrs x \$14/hr = \$18,200  
1/1/18-06/30/18 = 650 hrs x \$14.42/hr = \$ 9,373  
\$ 27,573

Payroll Taxes, Worker's Compensation, and Employee Benefits of Life and Health Insurance for 1 FT staff (Housing Manger) = \$19,067 (Cost submitted for reimbursement will include detailed cost backup and will be charged at actual and reasonable)

Total Direct Staff Costs = \$66,560 + \$27,573 + \$19,067 = \$113,200

Actual Staffing proposed is based on receipt of total amount proposed in this application. Actual staffing will be based on amount of funds awarded.

**Mileage**

Estimating \$6300 in mileage reimbursements for traveling to conduct housing search, meet with landlords, placement and to conduct required ESG case management.

**Utility Deposits**

Based on actual costs incurred supporting County of Riverside EDA 2015/2016 ESG Rapid Re-House (RRH) Projects, utility deposits which include covering any past due balances owed in order to get participant basic utilities of gas and electricity turned on are estimated at \$6500.

Rental Assistance

Based on of RRH actual costs incurred supporting County of Riverside EDA 2015/2016 ESG Rapid Re-House Projects, we estimate 36 individuals (heads of households, not including dependents) can be housed at an average of \$700 rent = \$19,014 1<sup>st</sup> month rents (\$700 x 36 clients less partial month's rent). An additional 2 months total project rental assistance is estimated at \$50,400. (Some clients may not need an additional 2 month's rent assistance based on actual project experience.)

Rental Unit security deposits of \$50,400 are based on twice the amount of 1<sup>st</sup> month's rent based on actual costs incurred during ESG Rapid Re-House project experience on County EDA 2015/2016 ESG RRH project.

We anticipate housing 36 people based on assumptions above. If certain participants need longer term assistance up to 12 months as allowed for by ESG RRH HUD funded projects, this will impact the total number that can be housed. Additionally the estimate of 36 to be served is based on the amount of funding received as a result of this application.

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CERTIFICATIONS

I, Darla Burkett, a duly authorized agent of Coachella Valley Rescue Mission  
Printed Name of Agent/Officer Name of Organization  
hereby certify that Coachella Value Rescue Mission by submission of this proposal in response to the  
Name of Organization  
Professional Services REP, agree upon contract award to carry out the requirements specified and obligations set forth therein.  
Signature *Darla Burkett* Date 9-12-16  
Title of Agent/Officer Executive Director



**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

24 CFR Parts 91 and 576

[Docket No. FR-5474-1-01]

RIN 2506-AC29

**Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments****AGENCY:** Office of the Assistant Secretary for Community Planning and Development, HUD.**ACTION:** Interim rule.

**SUMMARY:** The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

This interim rule revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

**DATES:** *Effective date:* January 4, 2012.*Comment Due Date:* February 3, 2012.

**ADDRESSES:** Interested persons are invited to submit comments regarding this rule to the Regulations Division, Office of General Counsel, 451 7th Street SW., Room 10276, Department of Housing and Urban Development, Washington, DC 20410-0500.

Communications must refer to the above docket number and title. There are two methods for submitting public comments. All submissions must refer to the above docket number and title.

1. *Submission of Comments by Mail.* Comments may be submitted by mail to

the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 7th Street SW., Room 10276, Washington, DC 20410-0500.

2. *Electronic Submission of Comments.* Interested persons may submit comments electronically through the Federal eRulemaking Portal at <http://www.regulations.gov>. HUD strongly encourages commenters to submit comments electronically. Electronic submission of comments allows the commenter maximum time to prepare and submit a comment, ensures timely receipt by HUD, and enables HUD to make them immediately available to the public. Comments submitted electronically through the <http://www.regulations.gov> Web site can be viewed by other commenters and interested members of the public. Commenters should follow the instructions provided on that site to submit comments electronically.

**Note:** To receive consideration as public comments, comments must be submitted through one of the two methods specified above. Again, all submissions must refer to the docket number and title of the rule.

*No Facsimile Comments.* Facsimile (FAX) comments are not acceptable.

*Public Inspection of Public Comments.* All properly submitted comments and communications submitted to HUD will be available for public inspection and copying between 8 a.m. and 5 p.m. weekdays at the above address. Due to security measures at the HUD Headquarters building, an advance appointment to review the public comments must be scheduled by calling the Regulations Division at (202) 708-3055 (this is not a toll-free number). Individuals with speech or hearing impairments may access this number through TTY by calling the Federal Relay Service at (800) 877-8339. Copies of all comments submitted are available for inspection and downloading at <http://www.regulations.gov>.

**FOR FURTHER INFORMATION CONTACT:** Ann Marie Oliva, Director, Office of Special Needs Assistance Programs, Office of Community Planning and Development, Department of Housing and Urban Development, 451 7th Street SW., Washington, DC 20410-7000; telephone number (202) 708-4300 (this is not a toll-free number). Hearing- and speech-impaired persons may access this number through TTY by calling the Federal Relay Service at (800) 877-8339 (this is a toll-free number).

**SUPPLEMENTARY INFORMATION:****I. Background—HEARTH Act**

On May 20, 2009, the President signed into law "An Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability," which became Public Law 111-22. This law implements a variety of measures directed toward keeping individuals and families from losing their homes. Division B of this law is the HEARTH Act, which consolidates and amends three separate homeless assistance programs carried out under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 *et seq.*) (McKinney-Vento Act) into a single grant program that is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. The HEARTH Act 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. The single Continuum of Care program established by the HEARTH Act consolidates the following programs: the Supportive Housing program, the Shelter Plus Care program, and the Moderate Rehabilitation/Single Room Occupancy program. The Emergency Shelter Grants program is renamed the Emergency Solutions Grants program and revised to broaden existing emergency shelter and homelessness prevention activities and to add short- and medium-term rental assistance and services to rapidly re-house homeless people. In addition the new Rural Housing Stability program replaces the Rural Homelessness Grant program.

HUD commenced the process to implement the HEARTH Act with a proposed rule, which was published on April 20, 2010, (75 FR 20541) and titled "Defining Homeless." That proposed rule sought to clarify and elaborate upon the new McKinney-Vento Act definitions for "homeless" and "homeless individual with a disability." In addition, the proposed rule included recordkeeping requirements related to the revised definition of "homeless." The final rule for the "homeless" definition and the related recordkeeping requirements appears elsewhere in today's Federal Register. Today's publication of the final rule for the homeless definition and this interim rule for the Emergency Solutions Grants program, which includes corresponding amendments to the Consolidated Plan, will be followed by separate proposed rules for the Continuum of Care program and the Rural Housing Stability program to implement other HEARTH Act

amendments to the McKinney-Vento Act. HUD will also soon publish a proposed rule establishing regulations for Homeless Management Information Systems (HMIS). The definition of "homeless" in this interim rule for the Emergency Solutions Grants program and the corresponding recordkeeping requirements are not the subject of further public comment. Public comment for this definition and the corresponding recordkeeping requirements were addressed in the Defining Homeless final rule published elsewhere in today's **Federal Register**.

## II. This Interim Rule

This interim rule revises the regulations for the Emergency Shelter Grants program at 24 CFR part 576 by establishing the new requirements for the Emergency Solutions Grants program and making corresponding amendments to HUD's Consolidated Plan regulations found at 24 CFR part 91. The Emergency Solutions Grants (ESG) program builds upon the existing Emergency Shelter Grants program, but places greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The key changes that reflect this new emphasis are the expansion of the homelessness prevention component of the program and the addition of a new rapid re-housing assistance component. The homelessness prevention component includes various housing relocation and stabilization services and short- and medium-term rental assistance to help people avoid becoming homeless. The rapid re-housing assistance component includes similar services and assistance to help people who are homeless move quickly into permanent housing and achieve stability in that housing.

In developing regulations for the ESG program, HUD is relying substantially on its experience with its administration, and that of HUD's grantees, of the Homelessness Prevention and Rapid Re-Housing Program (HPRP), authorized and funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act) (Pub. L. 111-5, approved February 17, 2009). The Recovery Act language that created HPRP was directly drawn from the proposed HEARTH Act, which was under consideration by Congress at the time the Recovery Act was enacted. HPRP is the first HUD program to fund, on a large scale (\$1.5 billion), homelessness prevention and rapid re-housing assistance. HUD is therefore drawing from its recent program experience with HPRP, a temporary

program, to establish the regulations for the ESG program, a permanent program. Because HPRP activities will continue, the interim rule is also directed at ensuring continuity between HPRP and ESG. This interim rule provides HPRP program recipients with an opportunity to comment on the policies implemented under HPRP and continued under the ESG program.

This interim rule also implements HUD's longstanding interest in making its McKinney-Vento Act programs consistent, where appropriate, with other HUD programs such as the Community Development Block Grant (CDBG) program, the HOME Investment Partnerships (HOME) program, and the Housing Choice Voucher (HCV) program. To the extent that similar requirements in these programs can be made consistent, communities may be better able to implement coordinated plans and projects to prevent and end homelessness, while decreasing the administrative burden for recipients and subrecipients.

This interim rule will become effective 30 days after today's date. Grantees are receiving two allocations of Fiscal Year (FY) 2011 funds. The first allocation was made and is subject to the Emergency Shelter Grants program regulations. The second allocation will be made after publication of this Emergency Solutions Grants program rule and must exclusively be used for homelessness prevention assistance, rapid re-housing assistance, Homeless Management Information Systems (HMIS), and administration, in accordance with this interim rule. Each recipient may use up to 7.5 percent of its total FY 2011 amount for administrative costs as provided under this interim rule. In addition, if a recipient wishes to reprogram some or all of its first allocation funds to carry out homelessness prevention assistance, rapid re-housing assistance, or HMIS, the recipient must amend its consolidated plan in accordance with the requirements of the consolidated plan regulations as amended by this interim rule.

The following sections of this overview highlight significant differences between the interim rule and the existing regulations for the Emergency Shelter Grants program. This overview does not address every regulatory provision of the interim rule. However, the reader is requested to review the entire interim rule, and HUD welcomes comment on all aspects of the rule. As previously mentioned, the definition of "homeless" and the recordkeeping requirements related to that definition are included in a final

rule published elsewhere in today's **Federal Register**. Note that the new definition of "homeless" and the related recordkeeping requirements are not subject to further public comment. Therefore, the new definition and related reporting requirements are not included in this interim rule, so as to avoid any confusion that HUD is reopening these provisions for additional public comment through this rule.

### A. Emergency Solutions Grants Program Regulations (24 CFR Part 576)

This interim rule amends the regulations at 24 CFR part 576, which have governed the Emergency Shelter Grants program and will govern, as revised, the Emergency Solutions Grant (ESG) program.

This interim rule reflects HUD's comprehensive review and revision of part 576. In addition to making changes to implement the HEARTH Act amendments to the McKinney-Vento Act, this interim rule includes changes to reorganize the regulations in part 576 to make the regulations more intuitive and user-friendly; removes the cross-references to the McKinney-Vento Act; provides greater elaboration of existing requirements where necessary or useful; updates requirements to reflect changes to the underlying law, such as the removal of Indian tribes as eligible grantees/recipients; builds from HUD's experience in developing and administering both the existing Emergency Shelter Grants program and HPRP; aligns the ESG program with the new Continuum of Care and Rural Housing Stability programs, to the extent feasible, in order to facilitate coordination and foster efficient use of resources; and align the requirements of the ESG program with HUD's other formula programs and rental assistance programs, to the extent feasible and beneficial, in order to increase efficiency and coordination among the different programs.

In developing the regulations for the ESG program and other programs authorized under title IV of the revised McKinney-Vento Act, HUD has sought to provide grantees with the programmatic framework to: maximize communitywide planning and strategic use of resources to prevent and end homelessness; improve coordination and integration with mainstream services to marshal all available resources, capitalize on existing strengths, and increase efficiency; improve coordination within each community's homeless services, including services funded by other programs targeted to homeless people;

build on lessons learned from years of practice and research, so that more resources are invested in demonstrated solutions to end homelessness, such as rapid re-housing; expand resources and services available to prevent homelessness; realign existing programs and systems to focus on shortening homelessness; direct funding to the most critical services to help people achieve long-term housing stability and avoid becoming homeless again; standardize eligibility determinations and improve the targeting of resources to help those most in need; improve data collection and performance measurement; and allow each community to tailor its program to the particular strengths and challenges within that community.

#### General Provisions (Subpart A)

The major changes to this subpart include new definitions required by the HEARTH Act amendments and revisions to existing definitions where needed to conform to the new program requirements or to improve administration of the program.

#### Definitions (Section 576.2)

*At Risk of Homelessness.* The interim rule clarifies the definition of "at risk of homelessness" under section 401(1) of the McKinney-Vento Act. The definition includes three categories under which an individual or family may qualify as "at risk of homelessness." For an individual or family to qualify as "at risk of homelessness" under the first category of the definition, the individual or family must meet two threshold criteria and must exhibit one or more specified risk factors. The two threshold criteria, as provided in the statute, are: (1) The individual or family has income below 30 percent of median income for the geographic area; and (2) the individual or family has insufficient resources immediately available to attain housing stability. Under the interim rule, the first criterion refers specifically to annual income and to median family income for the area, as determined by HUD. The second criterion is interpreted as, "the individual or family does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the homeless definition [in § 576.2]." These clarifications are consistent with HUD's practice in administering its homeless assistance programs and will help ensure consistent application of these criteria.

To further ensure consistency of interpretation, the interim rule also clarifies several of the risk factors that pertain to the first category of individuals and families who qualify as "at risk of homelessness." As provided under the statute, the pertinent risk factors are as follows: (1) Has moved frequently because of economic reasons; (2) is living in the home of another because of economic hardship; (3) has been notified that their right to occupy their current housing or living situation will be terminated; (4) lives in a hotel or motel; (5) lives in severely overcrowded housing; (6) is exiting an institution; or (7) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

Under the interim rule, the words "has moved frequently" in the first risk factor are interpreted as "2 or more times during the 60 days immediately preceding the application for homelessness prevention assistance." This interpretation is consistent with HUD's interpretation of similar language in the "homeless" definition. However, HUD is still considering whether and how to clarify "economic reasons" in the first risk factor and "economic hardship" in the second risk factor. HUD believes at times, "economic reasons" and "economic hardship" can have the same meaning, HUD specifically requests comments regarding these terms.

The third risk factor, "has been notified that their right to occupy their current housing or living situation will be terminated," is clarified by adding that the notice has to be in writing and that the termination has to be within 21 days after the date of application for assistance.

The fourth risk factor, "lives in a hotel or motel," is clarified by adding "and the cost of the hotel or motel is not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations." This change is being made to avoid overlap with the conditions under which an individual or family living in a hotel or motel qualifies as homeless under paragraph (1)(ii) of the "homeless" definition (section 103(a)(3) of the McKinney-Vento Act).

The fifth risk factor, "lives in severely overcrowded housing," is interpreted as "lives in a single-room occupancy or efficiency apartment unit in which more than two persons, on average, reside or another type of housing in which they reside more than 1.5 persons per room, as defined by the U.S. Census Bureau."

The sixth risk factor, "is exiting an institution," is interpreted as "a

publicly funded institution or system of care, such as a health-care facility, mental health facility, foster care or other youth facility, or correction program or institution." This language is derived from section 406 of the McKinney-Vento Act to include all public institutions and systems of care from which people may be discharged into homelessness.

The seventh risk factor, "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness," remains as is, but requires the particular housing characteristics to be identified in the recipient's HUD-approved consolidated plan. This requirement strives to balance the need for consistent application of this risk factor with sensitivity to the differences in the conditions of each community's housing stock.

The second and third categories under which individuals and families may qualify as "at risk of homelessness" are based on the last sentence of section 401(1) of the McKinney-Vento Act, which provides that the term "at risk of homelessness" includes all families with children and youth defined as homeless under other federal statutes. The term "families with children and youth defined as homeless under other federal statutes" is defined under section 401(7) of the McKinney-Vento Act. Section 401(7) provides that this term means "any children or youth that are defined as 'homeless' under any Federal statute other than this subtitle, but are not defined as homeless under section 103, and shall also include the parent, parents, or guardian of such children or youth under subtitle B of title VII this Act (42 U.S.C. 11431 *et seq.*)." For the sake of clarity, the definition of "at risk of homelessness" this interim rule uses separate categories to describe the children and youth defined as homeless under other federal statutes and to describe the children and youth defined as homeless under subtitle B of title VII of the McKinney-Vento Act and their parent(s) or guardian(s). In light of comments received in response to the proposed rule concerning the definition of "homeless" HUD has provided specific citations to the other federal statutes that are applicable to the first of these two categories. As for the last category, the interim rule clarifies that the parent(s) or guardian(s) of the children or youth defined as homeless under subtitle B of title VII of the McKinney-Vento Act must be living with those children or youth to qualify as "at risk of homelessness" under that category.

**Emergency shelter.** This interim rule revises certain definitions currently found in the existing part 576 regulations. The definition of "emergency shelter" has been revised to distinguish this type of shelter from transitional housing. This distinction is necessitated by the McKinney-Vento Act's explicit distinction between what activities can or cannot be funded under the Continuum of Care program and the Rural Housing Stability program (see section 423(a)(2) and section 491(b)(1)(E) of the McKinney-Vento Act). However, under the definition, any project that received funding in FY 2010 as an emergency shelter may continue to be funded under the ESG program, regardless of whether the project meets the revised definition.

**Homeless.** The interim rule includes the definition of "homeless" which is made final by the Defining Homeless rule, published elsewhere in today's **Federal Register**. No further public comment is being solicited or taken on this definition.

**Metropolitan city.** This interim rule revises the definition of "metropolitan city" to clarify that the definition includes the District of Columbia, since the McKinney-Vento Act includes the District of Columbia in both its definitions of "state" and "metropolitan city". HUD has decided to resolve this conflict in favor of treating the District of Columbia under the ESG program as a metropolitan city. This interpretation will provide the District of Columbia with the flexibility afforded to metropolitan cities and urban counties for carrying out activities directly, rather than being compelled to subgrant all ESG funds. In addition, the definition of "territory" in 24 CFR 576.3 has been updated to exclude the Trust Territory of the Pacific Islands, which is no longer a U.S. territory.

**Private nonprofit organization; unit of general purpose local government.** The changes to the definitions of "private nonprofit organization" and "unit of general local government" are intended to make clear that governmental organizations, such as public housing agencies or state or local housing finance agencies, are not eligible subrecipients under the ESG program. To recognize these entities under either definition would be inconsistent with section 411 of the McKinney-Vento Act, which refers specifically to "private nonprofit organizations" and "unit of general purpose local government."

**Recipient and subrecipient.** In the interim rule, the terms "recipient" and "subrecipient" replace the existing terminology for entities that received grants and subgrants under the ESG

program. Under the McKinney-Vento Act, "recipient" means "any governmental or private nonprofit entity approved by the Secretary [of HUD] as to financial responsibility" (Sec. 42 U.S.C. 11371(6)). The interim rule clarifies that "recipient" means any state, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general purpose local government, approved by HUD to assume financial responsibility and which enters into a grant agreement with HUD to administer Emergency Solutions Grant (ESG). Private nonprofit organizations are excluded from the definition, because they are not direct recipients under the program. The interim rule defines "subrecipient" as any unit of general purpose local government or private nonprofit organization to which a recipient awards ESG grant funds.

#### Allocation of Funding (Section 576.3)

Under the interim rule, the existing set-aside of funding for the territories has been changed for the Emergency Solutions Grant program to "up to 0.2 percent, but not less than 0.1 percent" of the total fiscal year appropriation for Emergency Solutions Grant (ESG). This change provides HUD with greater administrative discretion if there are significant increases in the annual appropriations for ESG. In addition, the formula for distributing the set-aside among the territories has been modified for this program to incorporate the rate at which each territory has completed its expenditures by the previous expenditure deadline. In all other respects, the allocation of funding will remain the same as the current practice.

#### Eligible Activities (Subpart B)

The major changes to this subpart of part 576 include the addition of an annual funding cap on street outreach and emergency shelter activities; clarification of the eligible costs for street outreach and emergency shelter activities; the expansion of the homelessness prevention component of the program and addition of a new rapid re-housing assistance component, which both include rental assistance and housing relocation and stabilization services; expansion of the range of eligible administrative costs; and the addition of a new category of eligible activities for Homeless Management Information Systems (HMIS), to the extent that costs are necessary to meet the new HMIS participation requirement under the McKinney-Vento Act.

**General Provisions.** In general, the interim rule allows ESG funds to be

used for five program components (street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS) and necessary administrative costs. However, in accordance with the McKinney-Vento Act, some restrictions apply to the amounts that can be spent on street outreach, emergency shelter, and administrative costs. Funds used for street outreach and emergency shelter activities will be limited to the greater of 60 percent of the recipient's total fiscal year grant for ESG or the hold-harmless amount established by the section 415(b) of the McKinney-Vento Act ("the amount expended by [the recipient] for such activities during fiscal year most recently completed before effective date under section 1503 of the [HEARTH Act]"). To reasonably and practicably implement the statute's hold-harmless language, the interim rule makes the hold-harmless amount the amount of FY 2010 grant funds committed for street outreach and emergency shelter activities in FY 2010.

In accordance with the amendments to the McKinney-Vento Act, the interim rule provides that the total funds that can be spent on administrative activities are 7.5 percent of the recipient's ESG grant. In addition, the interim rule clarifies that, subject to the cost principles in Office of Management and Budget (OMB) Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230),<sup>1</sup> employee compensation and other overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, rapid re-housing, and HMIS activities are eligible costs of those activities and not subject to the spending limit for administrative costs. This clarification is in response to questions and concerns raised by HPRP grantees and subgrantees and the recent U.S. Government Accountability Office (GAO) study, *Homelessness: Information on Administrative Costs for HUD's Emergency Shelter Grants Program* (GAO-10-491).<sup>2</sup>

**Street outreach and emergency shelter components.** Consistent with section 415(a)(2) of the McKinney-Vento Act, the interim rule clarifies that the costs of essential services related to street outreach are eligible costs under the ESG program. The eligible costs for street outreach activities differ from the eligible costs for essential services

<sup>1</sup> OMB Circular A-87 and the regulations at 2 CFR part 225 pertain to "Cost Principles for State, Local, and Indian Tribal Governments." OMB Circular A-122 and the regulations codified at 24 CFR part 230 pertain to "Cost Principles for Non-Profit Organizations."

<sup>2</sup> See <http://www.gao.gov/new.items/d10491.pdf>.

related to emergency shelter, as they are limited to those necessary to provide emergency care on the street. To the extent possible, essential services related to emergency shelter and street outreach are the same as the eligible costs for supportive services under the Continuum of Care program. This consistency across these three sets of services is intended to improve understanding of the programs' requirements, facilitate coordination, and maximize efficiency.

The interim rule revises the eligible costs for operating emergency shelters by removing the limit on staff costs, adding the cost of supplies, and allowing the cost of a hotel or motel stay under certain conditions.

The interim rule clarifies the "maintenance of effort" requirement in two respects. First, the references to new service and quantifiable increase in services are eliminated in favor of simply prohibiting a unit of general purpose local government from using ESG funds to replace funds the local government provided for street outreach or emergency shelter services during the immediately preceding 12-month period, unless HUD determines that the unit of general purpose local government is in a severe financial deficit. Second, the interim rule specifies how this determination would be made.

**Homelessness Prevention and Rapid Re-Housing Components.** HUD has interpreted sections 415(a)(4) and (5) of the McKinney-Vento Act to authorize ESG funds to be used for short- and medium-term rental assistance and housing relocation and stabilization services for homelessness prevention and rapid re-housing of homeless individuals and families into permanent housing. Consistent with this interpretation and to serve HUD's programmatic goals, the interim rule categorizes the eligible activities under sections 415(a)(4) and (5) of the McKinney-Vento Act under two program components—one for homelessness prevention and one for rapid re-housing assistance. This organization is intended to be function/outcome-focused and helps emphasize the integral relationship between rental assistance and housing relocation and stabilization services in both homelessness prevention and rapid re-housing assistance. This organization also provides for differentiation between the conditions for providing homelessness prevention and the conditions for providing rapid re-housing assistance. These conditions are intended to facilitate the strategic and efficient targeting of resources.

**Housing Relocation and Stabilization Services.** The eligible costs and requirements for providing housing relocation and stabilization services are based on HUD's experience in developing and administering HPRP. For the purpose of determining compliance with the statutory limit on street outreach and emergency shelter activities, housing stability case management and legal services are distinguished from the case management and legal services in the essential services sections of street outreach and emergency shelter by when and for what purpose the case management and legal services are provided. Note that "housing relocation and stabilization services," the name of which comes from section 415(a)(5) of the McKinney-Vento Act, are not to be confused with the relocation assistance and payments required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4601–4655). Costs arising under the URA are eligible for federal financial assistance in the same manner and to the same extent as other program or project costs (see 42 U.S.C. 4631(a)), and are separately listed at § 576.102 of this interim rule.

**Short-term and Medium-term Rental Assistance.** Consistent with HPRP, HUD has interpreted short-term rental assistance to be up to 3 months of assistance. Unlike HPRP, HUD has interpreted medium-term rental assistance to be up to 24 months. This change is intended for consistency with the period for transitional housing in the Continuum of Care (CoC) program.

The requirements for short- and medium-term rental assistance require that a program participant and a housing owner have a written lease for the provision of rental assistance. In addition, the interim rule also requires a rental assistance agreement between the recipient or subrecipient and the housing owner. Similar to HPRP, the interim rule gives Emergency Solutions Grant (ESG) recipients broad discretion in determining the type, amount, and duration of rental assistance a program participant can receive for homelessness prevention or rapid re-housing assistance. But where HPRP allows only tenant-based rental assistance, the interim rule allows rental assistance to be tenant-based or project-based, as provided under section 415(a)(4) of the McKinney-Vento Act. However, the requirements for project-based rental assistance under this interim rule have been specially designed to accommodate both the impermanent nature of the rental assistance and the program goal of helping people quickly

re-enter permanent housing and achieve long-term stability in that housing. For example, instead of requiring an individual or family to move from an assisted unit when the individual or family's assistance ends, the interim rule provides for the assistance to be suspended, terminated, or transferred to another unit.

HUD specifically requests comments on how short- to medium-term project-based rental assistance can best be fashioned to avoid forcing each program participant to move at the end of the program participant's term of assistance and to make project-based rental assistance a feasible and useful alternative to tenant-based rental assistance.

Similar to the rules of other HUD housing programs, the interim rule prohibits rental assistance from being provided for a housing unit, unless the total rent for the unit does not exceed the fair market rent established by HUD, as provided under 24 CFR 982.503, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507. These rent restrictions are intended to make sure that program participants can remain in their housing after their ESG assistance ends.

**HMIS Component.** Section 416(f) of the McKinney-Vento Act requires for the first time that projects receiving funding under Emergency Solutions Grant (ESG) program participate in an HMIS. The interim rule makes certain HMIS costs eligible to the extent necessary to enable this participation. HUD will soon be publishing a proposed rule on HMIS to establish in 24 CFR part 580, the regulations that will govern HMIS. In addition to establishing HMIS regulations in a new part 580 provisions, the HMIS rule will propose corresponding amendments to this interim rule regarding the use of Emergency Solutions Grant (ESG) funds for HMIS and the incorporation of the requirements under part 580 that will apply to ESG recipients.

**Administrative Activities.** Under this interim rule, the eligible costs for administrative activities have been expanded to reflect most of the eligible administrative costs under the CDBG program. The revisions to the sharing requirement also clarify that, although not required, funds for administrative costs may be shared with private nonprofit organizations, and a reasonable amount must be shared with units of general purpose local government. This clarification is made in response to grantee and subgrantee concerns and questions raised through the recent GAO report, *Homelessness: Information on Administrative Costs for*

*HUD's Emergency Shelter Grants Program (GAO-10-491).*

*Indirect Costs.* This interim rule reflects HUD's decision to adopt a consistent policy for indirect costs for the Emergency Solutions Grant (ESG), Continuum of Care and Rural Housing Stability Programs, in response to further grantee and subgrantee questions and concerns. The interim rule provides that Emergency Solutions Grant (ESG) funds may be used to pay indirect costs in accordance with OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), as applicable. Indirect costs may be allocated to each eligible activity, so long as the allocation is consistent with an indirect cost rate proposal developed in accordance with OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), as applicable. The indirect costs charged to an activity subject to an expenditure limit must be added to the direct costs charged for that activity when determining the total costs subject to the expenditure limit.

*Award and Use of Grant Amounts (Subpart C)*

The major changes to this subpart include clarification of the submission requirements for territories, elaboration of the matching requirements, clarification of the obligation requirements, and the addition of minimum requirements for making timely drawdowns and payments to subrecipients.

*Submission Requirements.* The application requirements generally remain the same as the current application requirements, except that territories will be required to submit a consolidated plan in accordance with the requirements that apply to local governments under HUD's Consolidated Plan regulations codified in 24 CFR part 91. The interim rule also clarifies that certain changes in the recipients' Emergency Solutions Grant (ESG) programs require an amendment to the consolidated plan in accordance with 24 CFR 91.505.

*Matching Requirements.* The revisions to the matching contribution requirements (and recordkeeping requirements related to the matching requirements) integrate the matching requirements in 24 CFR 85.24<sup>3</sup> and provide further clarification on how matching contributions must be counted. The interim rule also specifies that program income is to be used as a match, rather than being treated as an

<sup>3</sup> HUD's regulations in 24 CFR part 85 address administrative requirements for grants and cooperative agreements to state, local, and federally recognized Indian tribal governments.

addition to the (ESG) grant, because of the sizable matching requirement in Emergency Solutions Grant (ESG).

*Obligation, expenditure, and payment requirements.* The interim rule clarifies the obligation of funds requirements and imposes new expenditure-of-funds requirements. The interim rule requires the recipient to draw down its funds from each year's allocation not less than once during each quarter of the recipient's program year. This requirement is based on HUD's experience in administering homeless assistance grants, and is intended to ensure the timely reimbursements from HUD to recipients. In addition, the recipient (and its subrecipients that are units of general purpose local government) will be required to make timely payments to each of its subrecipients within 30 days after the date of receiving the subrecipient's complete payment request. This requirement is also based on HUD's experience in administering homeless assistance grants and is intended to ensure timely payment of private nonprofit organizations, which may not be able to cover their expenses for as long a period as state and local governments. As in the Emergency Shelter Grants program, all of the recipient's grant must be expended for eligible activity costs within 24 months after the date HUD signs the grant agreement with the recipient.

*Reallocation (Subpart D)*

The interim rule makes substantial changes to the Emergency Solutions Grant (ESG) reallocation provisions in order to improve administrative efficiency. For example, if the amount of unused or returned funds is not sufficient to justify the administrative burden of reallocating those funds, whether for HUD or ESG recipients, the interim rule provides for those funds to be added to the next fiscal year allocation.

*Program Requirements (Subpart E)*

The major changes to this subpart include the addition of new requirements that facilitate coordination at the state and local levels as a means to prevent and reduce homelessness; elaboration on the requirements concerning the integration and use of appropriate assistance and services, termination of assistance, habitability standards, and conflicts of interest; modification of the homeless participation requirement to reasonably and practicably implement the statutory requirement; and clarification of the applicable requirements under other federal laws and regulations.

*Systems coordination.* Consistent with sections 402(f) and 413(b) of the McKinney-Vento Act, the interim rule contains a new requirement for Emergency Solutions Grant (ESG) recipients to consult with Continuums of Care in allocating funds for eligible activities; developing performance standards, evaluating outcomes of (ESG)-assisted projects and developing funding, policies, and procedures for the administration and operation of the HMIS. This requirement will be discussed in further detail in regard to the revisions of the consolidated planning requirements at 24 CFR part 91 (section II.B of this preamble).

The interim rule requires ESG recipients and subrecipients to coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted toward homeless people, as well as mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. These requirements are consistent with recurring HUD appropriations language for the homeless assistance grants and with the *Federal Strategic Plan to Prevent and End Homelessness (FSP)*.<sup>4</sup>

*Centralized or coordinated assessment.* This interim rule introduces a proposed requirement for ESG recipients and subrecipients to use a centralized or coordinated system to initially assess the eligibility and needs of each individual or family who seeks homeless assistance or homelessness prevention assistance. This centralized or coordinated assessment system would be developed and implemented by the Continuum of Care in accordance with minimum requirements to be established by HUD. HUD is currently developing its minimum requirements for these systems and will present these requirements for public review and comment in the upcoming proposed rule for the Continuum of Care program. Please note that this interim rule does not require any ESG recipient or subrecipient to use a centralized or coordinated assessment system until the Continuum of Care program final rule has been published and until the Continuum of Care for the area develops and implements a system that meets the minimum requirements in that final rule.

Through the administration of the Rapid Re-Housing for Families Demonstration program and the

<sup>4</sup> See [http://www.usich.gov/PDF/OpeningDoors\\_2010\\_FSPPreventEndHomeless.pdf](http://www.usich.gov/PDF/OpeningDoors_2010_FSPPreventEndHomeless.pdf).

Homelessness Prevention and Rapid Re-Housing Program, as well as best practices identified in communities, HUD has learned that centralized or coordinated assessment systems are important in ensuring the success of homeless assistance and homelessness prevention programs in communities. In particular, such assessment systems help communities systematically assess the needs of program participants and effectively match each individual or family with the most appropriate resources available to address that individual or family's particular needs.

Therefore, HUD intends to require each Continuum of Care to develop and implement a centralized or coordinated assessment system in its geographic area. Such a system must be designed locally in response to local needs and conditions. For example, rural areas will have significantly different systems than urban ones. While the common thread between typical models is the use of a common assessment tool (such as a vulnerability index), the form, detail, and use of that tool will vary from one community to the next. Some examples of centralized or coordinated assessment systems include: A central location or locations within a geographic area where individuals and families must present for homeless services; a 211 or other hotline system that screens and directly connects callers to appropriate homeless housing/service providers in the area; a "no wrong door" approach in which a homeless family or individual can present at any homeless service provider in the geographic area but is assessed using the same tool and methodology so that referrals are consistently completed across the Continuum of Care; a specialized team of case workers that provides assessment services to providers within the Continuum of Care; or in larger geographic areas, a regional approach in which "hubs" are created within smaller geographic areas.

HUD recognizes that imposing a requirement for a centralized or coordinated assessment system may have certain costs and risks. Among the risks that HUD wishes specifically to address are the risks facing individuals and families fleeing domestic violence, dating violence, sexual assault, and stalking. In developing the baseline requirements for a centralized or coordinated intake system, HUD is considering whether victim service providers should be exempt from participating in a local centralized or coordinated assessment process, or whether victim service providers should have the option to participate or not. HUD is seeking comment specifically

from ESG-funded victim service providers on this question. HUD also plans to require each Continuum of Care to develop a specific policy on how its particular system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. These policies could include reserving private areas at an assessment location for evaluations of individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking; a separate "track" within the assessment framework that is specifically designed for domestic violence victims; or the co-location of victim service providers with centralized assessment teams.

HUD invites suggestions for ensuring that the requirements it imposes regarding centralized or coordinated assessment systems will best help communities use their resources effectively and best meet the needs of all families and individuals who need assistance. Some specific questions HUD asks commenters to address are: What barriers to accessing housing/services might a centralized or coordinated intake system pose to victims of domestic violence? How can those barriers be eliminated? What specific measures should be implemented to ensure safety and confidentiality for individuals and families who are fleeing or attempting to flee domestic violence situations? How should those additional standards be implemented to ensure that victims of domestic violence have immediate access to housing and services without increasing the burden on those victims? For communities that already have centralized or coordinated assessment systems in place, are victims of domestic violence and/or domestic violence service providers integrated into that system? In either scenario (they are integrated into an assessment process or they are not integrated into it), how does your community ensure the safety and confidentiality of this population, as well as access to homeless housing and services? What HUD-sponsored training would be helpful to assist communities in completing the initial assessment of victims of domestic violence in a safe and confidential manner?

In addition to comments addressing the needs of victims of domestic violence, dating violence, sexual assault, and stalking, HUD invites general comments on the use of a centralized or coordinated assessment

system, particularly from those in communities that have already implemented one of these systems who can share both what has worked well and how these systems could be improved. HUD specifically seeks comment on any additional risks that a centralized or coordinated assessment system may create for victims of domestic violence, dating violence, sexual assault, or stalking who are seeking emergency shelter services due to immediate danger, regardless of whether they are seeking services through a victim service provider or non-victim service provider.

*Standards for administering assistance and minimum assistance requirements.* As discussed later in this preamble with respect to the revisions to HUD's Consolidated Plan regulations in 24 CFR part 91, this interim rule requires a number of written standards to be established by recipients and subrecipients for administering ESG assistance, in order to balance the broad discretion given to recipients in developing street outreach, emergency shelter, rapid re-housing, and homelessness prevention programs to accommodate the unique needs, strengths, and other characteristics of their communities.

The interim rule also specifies that all program participants must be assisted as needed in obtaining services and financial assistance through other homeless and public assistance programs. Furthermore, each program participant receiving homelessness prevention or rapid re-housing assistance must be required to meet regularly with a case manager (except where prohibited by Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA)), and the assistance provider must develop an individualized plan to help that program participant retain permanent housing after the ESG assistance ends. These requirements are intended to help ensure that the ESG-funded emergency, short-term or medium-term assistance will be effective in helping program participants regain long-term housing stability and avoid relapses into homelessness.

*Terminating Assistance.* If a program participant who receives ESG assistance violates program requirements, the recipient or subrecipient may terminate the assistance in accordance with a formal process established by the recipient or subrecipient that protects the rights of the individuals affected. This applies to all forms of ESG assistance. In this interim rule, HUD enhances the minimum process

requirements for the termination of homelessness prevention or rapid rehousing assistance, in order to reflect the process set forth in the Supportive Housing Program (SHP) regulations. These enhanced process requirements are prompted by the longer duration and higher expectations involved in homelessness prevention and rapid rehousing assistance, as compared to the duration and expectations involved in street outreach or emergency shelter activities.

To terminate rental assistance or housing relocation and stabilization services to a program participant, the minimum required formal process must consist of a written notice to the program participant containing a clear statement of the reasons for termination, a review of the decision, and a prompt written notice of the final decision to the program participant. The review of the decision must give the program participant 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. In addition, the interim rule provides that the recipient or subrecipient may resume assistance to a family or individual whose assistance has been terminated.

**Shelter and Housing Standards.** The revised habitability standards incorporate lead-based paint remediation and disclosure requirements. The revised standards for emergency shelters require all shelters to meet minimum habitability standards adopted from the SHP regulations and current Emergency Solutions Grant guidance. Shelters renovated with ESG funds are also required to meet state or local government safety and sanitation standards, as applicable, include energy-efficient appliances and materials. If ESG funds are used to help a program participant remain in or move into permanent housing, that housing must meet habitability standards.

**Conflicts of Interest.** This interim rule clarifies the existing personal conflicts-of-interest provision by incorporating language from the CDBG program regulation. In addition, the interim rule adds a new provision to reduce organizational conflicts of interest, based on HUD's experience in administering HPRP.

**Homeless Participation.** The interim rule revises the current homeless participation requirement so that if a recipient is unable to meet the participation of homeless individuals requirement in section 416(d) of the McKinney-Vento Act, the recipient need not submit and obtain HUD approval of

a formal waiver request, so long as the recipient develops a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive ESG funding; includes the plan in its annual action plan to be submitted under 24 CFR part 91; and obtains HUD's approval of its annual action plan. This revision is intended to reduce administrative burden to both recipients and to HUD.

**Other Federal Requirements.** In general, the revisions to the section on "other Federal requirements" clarify the degree to which certain requirements are applicable, remove certain requirements that are redundant or moved elsewhere in the rule for improved organizational purposes, and change certain requirements to correspond with changes in the McKinney-Vento Act or other changes made by this interim rule. Chief among these changes is the change to the environmental review requirements in accordance with the HEARTH Act's repeal of section 443 of the McKinney-Vento Act. Under this interim rule, Emergency Solutions Grant (ESG) activities would be made subject to environmental review by HUD under HUD's environmental regulations in 24 CFR part 50, and HUD's environmental regulations in 24 CFR part 58 will no longer be applicable to such activities.

The interim rule does not retain the provision in the current Emergency Shelter Grants program regulation specifying that for purposes of this program, the term "dwelling units" under 24 CFR part 8 includes "sleeping accommodations." The language is being removed because it did not provide grantees with direction on how to apply this provision. Nevertheless, Section 504 of the Rehabilitation Act of 1973 and HUD's implementing regulations at 24 CFR part 8 apply to the Emergency Solutions Grants program, including accessibility requirements under Subpart C—Program Accessibility. A recipient shall operate each existing program or activity receiving federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. Grantees are also required to provide reasonable accommodations for persons with disabilities in order to enable program participants with a disability to have an equal opportunity to participate in the program or activity.

Grantees that undertake alterations to shelters may be subject to additional accessibility requirements in accordance

with 24 CFR part 8. In certain instances, recipients undertaking alterations may be required to ensure that 5 percent of the total sleeping areas, such as 5 percent (or at least one) of the sleeping rooms where a number of sleeping rooms are provided, and 5 percent (or at least one) of the total number of sleeping areas, such as beds, where a number of beds are provided in a room, are accessible for persons with mobility impairments and that an additional 2 percent of the total individual sleeping areas are accessible for persons with visual impairments. The Americans with Disabilities Act may also apply and require a greater level of accessibility in certain shelters.

**Relocation and Acquisition.** The interim rule updates the relocation and acquisition requirements and makes them more consistent with the requirements in other HUD programs. Section 576.102 specifies that the cost of providing relocation assistance and payments arising out of the Uniform Act (URA) is an eligible activity, as per section 211 of the URA (42 U.S.C. 4631(a)). Temporary relocation and other alternatives to minimize displacement in other HUD programs that provide permanent housing are inapplicable due to the nature of the ESG program. Emergency shelters assisted under the ESG program provide temporary shelter for the homeless. Existing tenants would not fall within the program definition of "homeless." Section 576.408(b) provides that temporary relocation is not an available alternative to permanently displacing a tenant who moves as a direct result of acquisition, demolition, or rehabilitation for a project assisted with ESG funds. Additionally, § 576.408(b) provides that an agency cannot avoid treating such tenant as a displaced person by offering the tenant a unit in the same building/complex upon project completion. Finally, § 576.408(d) of the interim rule clearly states that the URA applies to an acquisition undertaken in connection with an ESG-assisted project irrespective of the source of funding for the acquisition.

#### Grant Administration (Subpart F)

The changes to this subpart substantially revise the Emergency Solutions Grant (ESG) recordkeeping and reporting requirements and the enforcement provisions. The changes to the recordkeeping requirements include the addition of specific documentation requirements to demonstrate compliance with ESG regulations, as well as new requirements regarding record retention periods, confidentiality, and rights of access to



records. The reporting requirements and the enforcement provisions are each expanded and further clarified.

**Recordkeeping and reporting requirements.** Grant recipients under the ESG program have always been required to show compliance with the program's regulations through appropriate records. However, the existing regulations for the Emergency Shelter Grants program are not specific about the records to be maintained. The interim rule elaborates upon the recordkeeping requirements to provide sufficient notice and clarify the documentation that HUD requires for assessing compliance with the new requirements of the program. The recordkeeping requirements for documenting homeless status were published in the proposed rule for the homeless definition.<sup>5</sup> Recordkeeping requirements with similar levels of specificity will apply to documentation of "at risk of homelessness" and "annual income." Further requirements are modeled after the recordkeeping requirements for the HOME Investment Partnerships program (24 CFR 92.508) and other HUD regulations.

Included along with these changes are new or expanded requirements regarding confidentiality, rights of access to records, record retention periods, and reporting requirements. Most significantly, to protect the safety and privacy of all program participants, the interim rule broadens program's confidentiality requirements. The McKinney-Vento Act only requires procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under the ESG program. The interim rule requires written procedures to ensure the security and confidentiality of all records containing personally identifying information of any individual or family who applies for and/or receives Emergency Solutions Grant (ESG) assistance.

**Enforcement.** The interim rule revises the sanctions section under the existing regulations for the Emergency Shelter Grants program, including the heading of the section on sanctions, to strengthen the enforcement procedures and the array of remedial actions and sanctions for recipients and subrecipients of Emergency Solutions Grant (ESG) funds. These revisions draw from the requirements at 24 CFR 85.43 and other HUD program regulations.

**B. Consolidated Submissions for Community Planning and Development Programs (24 CFR Part 91)**

In addition to revising regulations for the Emergency Shelter Grants program at 24 CFR part 576 to establish the regulations for Emergency Solutions Grant (ESG), this interim rule revises selected sections of the consolidated planning regulations at 24 CFR part 91, in order to reflect both the HEARTH Act amendments to the McKinney-Vento Act and significant developments in HUD's homelessness policies and program administration over the last 15 years. In developing and implementing the Continuum of Care concept through the annual notices of funding availability (NOFAs) for its competitive programs, HUD sought to establish and standardize complementary planning requirements between the homeless components of the Consolidated Plan and the annual submission of the Continuum of Care Plan. The structure of the annual Continuum of Care Plan (CoC) plan and the plan's sections on community participation, needs assessment, inventory of housing and services, strategies, annual application, and performance were developed to harmonize with the Consolidated Plan's homelessness components. Many communities closely aligned the Consolidated Plan and the Continuum of Care Plan (CoC) Plan covering their jurisdiction.

The HEARTH Act amendments to the McKinney-Vento Act contain provisions requiring coordination, collaboration, and consultation between Continuums of Care and ESG state and local government recipients. The McKinney-Vento Act requires "collaborative applicants" under the Continuum of Care program to participate in the Consolidated Plan for the geographic areas they serve and analyze patterns of use and evaluate outcomes for ESG projects in those areas. ESG recipients in turn must consult with these collaborative applicants on the allocation of ESG funds and participate in HMIS, which the collaborative applicants are required to establish.

In describing these and related requirements for cross-program coordination, this interim rule uses the term "Continuum of Care" instead of "collaborative applicant." The interim rule defines "Continuum of Care" as the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers;

mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

The use of "Continuum of Care" instead of "collaborative applicant" is intended to maintain consistency with the terminology HUD has established and grantees have become familiar with in the Continuum of Care planning process for the Supportive Housing program, the Shelter Plus Care program, and the Moderate Rehabilitation/Single Room Occupancy program. The term "collaborative applicant," as used in the McKinney-Vento Act, covers two distinct entities under the existing Continuum of Care planning process: One entity whose function is planning and facilitating collaboration and another entity whose function is applying for and managing the homeless assistance grant. Because HUD has always called the planning entity the Continuum of Care, HUD is continuing that practice in this interim rule.

The interim rule strengthens and standardizes the homelessness elements affecting all jurisdictions required to submit a Consolidated Plan. The changes to the Consolidated Plan sections on homelessness have been guided by the larger purposes of the HEARTH Act and the principles and priorities put forth in the *Federal Strategic Plan to Prevent and End Homelessness (FSP)*. The changes to the Consolidated Plan will foster closer coordination between not only Emergency Solutions Grant (ESG) and Continuum of Care (CoC) programs, but other mainstream housing and services programs that can provide greater resources to homeless persons and people at imminent risk of homelessness.

**Definitions.** The Consolidated Plan regulations are modified to add and revise this section to conform to definitions used in this interim rule for 24 CFR part 576 and the proposed rule that will soon be published for the Continuum of Care program. A definition of rapid re-housing assistance is added to bring coverage of general homeless assistance models in 24 CFR part 91 up-to-date. Other definitions are

<sup>5</sup> See the April 20, 2010, edition of the *Federal Register* at 75 FR 20544.

eliminated because they will no longer be used in part 91 after the changes in the regulations to the McKinney-Vento Act programs.

HUD specifically invites comments regarding the definition of chronically homeless. The McKinney-Vento Act defines "chronically homeless" as an individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2))

The regulatory definition of "chronically homeless" does not elaborate significantly on the statutory definition. However, HUD has determined that when an individual or family has not been continuously homeless for at least one year but has been homeless on at least four separate occasions in the last 3 years, each separate occasion must be at least 15 days in duration to ensure consistency for counting and eligibility purposes. HUD has determined that the 15-day minimum is an appropriate measure to distinguish the chronically homeless from the homeless population in general, so as to recognize chronically homeless people who have spent a significant amount of time as homeless.

The regulatory definition also clarifies that a family will qualify as chronically homeless if the head of household has met all of the requirements in paragraphs (i) through (iii) of the statutory definition, given that a family's composition may fluctuate

during the course of the head of household's homeless experience.

*Consultation: Local Governments/States.* The interim rule revises the consultation requirements in 24 CFR part 91 to implement the McKinney-Vento Act's new requirement that ESG recipients consult with Continuums of Care when allocating their ESG funds to carry out eligible activities. In response to the concerns of prospective grantees under the Continuum of Care program, the interim rule includes several requirements to make it easier for Continuums of Care to meet their requirements under the McKinney-Vento Act, including participating in the Consolidated Plan for their jurisdiction and designing a collaborative process for evaluating the outcomes of ESG projects. Similar changes to facilitate the participation of Continuums of Care (CoCs) in the Consolidated Planning process are also made to the sections on citizen participation at 24 CFR 91.105 and 91.115.

The consultation sections were also revised to conform to the FSP's emphasis not only on chronically homeless people, but on families with children, veterans and their families, and unaccompanied youth, and the FSP's emphasis on strengthening collaboration with programs and entities beyond the programs targeted to homeless people. The consultation sections refer specifically to "publicly funded institutions and systems of care that may discharge people into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions)." This is done to be consistent with the emphasis on discharge planning in section 406 of the McKinney-Vento Act. For this same reason, HUD also refers to these publicly funded institutions and systems of care in each section of the interim rule that specifically addresses the prevention of homelessness.

*Housing Needs Assessment; Local Governments/States.* The interim rule adds a new category of persons for whom states and local jurisdictions are required to assess housing assistance needs: Formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance. The addition of this category is intended to help focus communities on helping these families stay housed after their rapid re-housing assistance ends.

*Homeless Needs Assessment; Local Government/States.* The changes under the interim rule increase HUD's flexibility in establishing and modifying

standards for collecting data on homeless populations and subpopulations and performance measures. The changes also provide additional definition to the description of the characteristics and needs of persons who are currently housed but threatened with homelessness. These changes permit HUD to more closely harmonize data included in each jurisdiction's Consolidated Plan with data that the Continuum(s) of Care for that jurisdiction will be required to collect and submit under the Continuum of Care program. The collection of consistent homeless needs data in these two planning processes will permit local and national assessment of progress in meeting the goals set forth in the FSP.

*Housing Market Analysis; Facilities, Housing, and Services for Homeless Persons; Local Governments/States.* The interim rule allows HUD to establish and modify descriptions of the facilities, housing, and services for homeless persons to increase consistency between the Consolidated Plan and the Continuum of Care Plan. The interim rule adds mainstream services to the inventory of services meeting the needs of homeless persons, consistent with the overall emphasis on using and collaborating with mainstream assistance programs to prevent and end homelessness. Similar to changes made to other sections, the special focus accorded to chronically homeless people is broadened to include families with children, veterans and their families, and unaccompanied youth, in order to reflect the priorities in the FSP.

*Strategic Plan; Homelessness Strategies; Local Government/States.* The interim rule refocuses the general homelessness-related strategies on the ultimate goals of reducing and ending homelessness and aligns them with Continuum of Care planning strategies and performance measures, such as shortening the period of time that persons experience homelessness and helping persons who were recently homeless avoid becoming homeless again. The changes under the interim rule also emphasize the priorities of the FSP. The strategic framework set out in this section is carried through in conforming changes to the Action Plan and performance reporting sections of the Consolidated Plan.

*Action Plan; Local Government/States.* The changes to the Action Plan sections for local governments and States require the ESG recipient to consult with applicable Continuums of Care when allocating funds in the area(s) served by the Continuum(s) of Care and the ESG recipient and when

developing the performance standards for the assisted activities. These changes reflect the McKinney-Vento Act requirements that ESG recipients consult with Continuums of Care on their allocation of ESG funds and that Continuums of Care in turn analyze patterns of use of ESG funds and help evaluate outcomes for ESG-funded projects. These changes are also consistent with the statutory scheme of the HEARTH Act, which generally requires increased collaboration between Continuums of Care and ESG recipients.

The changes under the interim rule for the ESG portion of the action plan require each local government seeking an ESG grant to specify the standards under which homelessness prevention and rapid re-housing assistance will be administered and describe the centralized or coordinated assessments system(s) that will be used. By helping to ensure that the program is administered fairly and methodically, these requirements provide balance to the broad discretion that ESG recipients are given in the design of their ESG programs. Including these standards in the action plan allows the program design to be strengthened as the plan is developed and refined through the consultation and citizen participation stages in the planning process. The requirements for states differ slightly from those that apply to local governments, in order to accommodate for the restrictions on states' use of ESG funds and the variety of areas and Continuums of Care their programs encompass. Under the state programs, the written standards for providing ESG assistance may vary by subrecipient, Continuum of Care, or the geographic area over which services are coordinated.

**Certifications.** The changes to the ESG certifications clarify the certifications and bring them into closer conformance with the corresponding requirements under part 576 and the McKinney-Vento Act.

### III. Justification for Interim Rulemaking

In accordance with its regulations on rulemaking at 24 CFR part 10, HUD generally publishes its rules for advance public comment. Notice and public procedures may be omitted, however, if HUD determines that, in a particular case or class of cases, notice and public procedure are "impracticable, unnecessary, or contrary to the public interest." (See 24 CFR 10.1.)

In this case, HUD has determined that it would be contrary to the public interest to delay promulgation of the

regulations for the Emergency Solutions Grants program because Congress has provided funding for this new program in the Department of Defense and Full-Year Continuing Appropriations Act, 2011 (Pub. L. 112-10, approved April 15, 2011) (FY 2011 Appropriations Act). The FY 2011 Appropriations Act appropriates, in section 2241 of the statute, \$1,905,000,000 for homeless assistance grants, of which at least \$225,000,000 shall be for the Emergency Solutions Grant program. While many federal programs, including HUD programs, received a reduction in funding in the FY 2011 Appropriations Act, Congress increased funding for HUD's homeless assistance grants, and for the first time, authorized funding for a program, (the Emergency Solutions Grants program). HUD interprets this increase in funding as recognition by Congress of the significant needs that remain to help America's homeless population and the expectation of Congress that HUD will move expeditiously to expend this funding to assist and serve the homeless through its programs. HUD interprets the substantial funding, a minimum of \$225,000,000, for the Emergency Solutions Grant program, as recognition by Congress that this program, which is an expansion of the predecessor Emergency Shelter Grants program, and includes features that were part of the Recovery Act's HPRP, is one that can have an immediate impact in helping the homeless.

Given what HUD sees as a congressional charge to move expeditiously, HUD is issuing this rule providing for regulations for the Emergency Solutions Grants program as an interim rule. Interim regulations in place will allow HUD to move forward in making FY 2011 funds available to grantees. As has been discussed in this preamble, the foundation for the regulations for the Emergency Solutions Grants program are those of its predecessor program, the Emergency Shelters Grant program, regulations with which HUD grantees are well familiar. HUD grantees are also familiar with the requirements of the HPRP and, as the preamble has highlighted, this interim rule adopts many of the features and requirements of HPRP.

Although for the reasons stated above, HUD is issuing this rule to take immediate effect, HUD welcomes all comments on this interim rule and all comments will be taken into consideration in the development of the final rule.

### IV. Findings and Certifications

#### *Regulatory Planning and Review*

OMB reviewed this rule under Executive Order 12866, *Regulatory Planning and Review*. This rule was determined to be a "significant regulatory action," as defined in section 3(f) of the order (although not an economically significant regulatory action under the order). As discussed earlier in this preamble, this interim rule establishes the regulations for the Emergency Solutions Grants program, which is the successor program to the Emergency Shelter Grants program. In establishing the regulations for the Emergency Solutions Grants program, the interim rule uses as its base the regulations for the Emergency Shelter Grants program and makes such changes as necessary to reflect the changes and focus of the Emergency Solutions Grants program. While emergency shelter remains an important component of the Emergency Solutions Grants program, the new Emergency Solutions Grants program places a greater focus on homelessness prevention for persons at risk of homelessness and rapid re-housing assistance for homeless persons. Accordingly, the rule does not alter the fundamental goal of the program, which is to assist those who are homeless and in danger of becoming homeless. Therefore, the administrative changes made by this rule do not result in an economic effect equal to \$100 million, which would be approximately half of the program's funding (\$225 million). HUD believes that the administrative changes made by the interim rule would also have no discernible impact upon the economy.

The slight shift in emphasis from emergency shelter in the Emergency Shelter Grants program to homelessness prevention and rapid rehousing assistance in the Emergency Solutions Grants program does not represent a significant regulatory change. Rapid rehousing is already familiar to HUD's homeless grantee providers from funding received under the HPRP, a temporary program funded through the American Recovery and Reinvestment Act of 2009, and their experience with this program which continues to today. Because HPRP activities will continue through September 30, 2012, the interim rule is directed to ensuring continuity between HPRP and Emergency Solutions Grant (ESG) program.

The docket file is available for public inspection in the Regulations Division, Office of the General Counsel, 451 7th Street SW., Room 10276, Washington, DC 20410-0500. Due to security measures at the HUD Headquarters

building, please schedule an appointment to review the docket file by calling the Regulations Division at (202) 708-3055 (this is not a toll-free number). Individuals with speech or hearing impairments may access this number via TTY by calling the Federal Relay Service at (800) 877-8339.

**Environmental Impact**

A Finding of No Significant Impact (FONSI) with respect to the environment has been made in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The Finding of No Significant Impact is available for public inspection between the hours of 8 a.m. and 5 p.m. weekdays in the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 7th Street SW., Room 10276, Washington, DC 20410-0500. Due to security measures at the HUD Headquarters building, please schedule an appointment to review the FONSI by calling the Regulations Division at (202) 708-3055 (this is not a toll-free number). Individuals with speech or hearing impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339.

**Unfunded Mandates Reform Act**

The Unfunded Mandates Reform Act of 1995 (2 U.S.C. 1531-1538) (UMRA) establishes requirements for federal agencies to assess the effects of their regulatory actions on state, local, and tribal governments and on the private

sector. This interim rule does not impose a federal mandate on any state, local, or tribal government, or on the private sector, within the meaning of UMRA.

**Regulatory Flexibility Act**

The Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*) generally requires an agency to conduct a regulatory flexibility analysis of any rule subject to notice and comment rulemaking requirements, unless the agency certifies that the rule will not have a significant economic impact on a substantial number of small entities. This rule solely addresses the allocation and use of grant funds under the new McKinney-Vento Act homeless assistance programs as consolidated and amended by the HEARTH Act. As discussed in the preamble, the majority of the regulatory provisions in this rule track the regulatory provisions of the existing Emergency Shelter Grants program, with which prospective recipients of Emergency Solutions Grant (ESG) are familiar. Accordingly, the transition from the Emergency Shelter Grants program to the Emergency Solutions Grant program, in regard to funding and program requirements, should raise minimal issues because applicants and grantees are well-familiar with these requirements and, through the years, in soliciting information on the burden of the Emergency Solutions Grant requirements, grantees have not advised that such requirements are burdensome. Therefore, HUD has determined that this rule would not have a significant

economic impact on a substantial number of small entities.

Notwithstanding that determination, HUD specifically invites comments regarding any less burdensome alternatives to this rule that will meet HUD's objectives as described in this preamble.

**Executive Order 13132, Federalism**

Executive Order 13132 (entitled "Federalism") prohibits an agency from publishing any rule that has federalism implications if the rule either: (1) Imposes substantial direct compliance costs on state and local governments and is not required by statute, or (2) preempts state law, unless the agency meets the consultation and funding requirements of section 6 of the Executive Order. This final rule does not have federalism implications and does not impose substantial direct compliance costs on state and local governments nor preempt state law within the meaning of the executive order.

**Paperwork Reduction Act**

The information collection requirements contained in this interim rule have been submitted to OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

The burden of the information collections in this interim rule is estimated as follows:

**REPORTING AND RECORDKEEPING BURDEN**

Information collection	Number of respondents	Response frequency (average)	Total annual responses	Burden hours per response	Total annual hours
576.400(a) Consultation With Continuums of Care .....	360	1	360	6.00	2,160
576.400(b) Coordination With Other Targeted Homeless Services .....	2,360	1	2,360	8.00	18,880
576.400(c) System and Program Coordination With Mainstream Resources .....	2,360	1	2,360	16.00	37,760
576.400(d) Centralized or Coordinated Assessment .....	2,000	1	2,000	3.00	6,000
576.400(e) Written Standards for Determining the Amount of Assistance .....	808	1	808	5.00	4,040
576.400(f) Participation in HMIS .....	78,000	1	78,000	0.50	39,000
576.401(a) Initial Evaluation .....	50,000	1	30,000	1.00	30,000
576.401(b) Recertification .....	20,000	2	40,000	0.50	20,000
576.401(d) Connection to Mainstream Resources .....	78,000	3	234,000	0.25	58,500
576.401(e) Housing Retention Plan .....	50,000	1	50,000	0.75	37,500
576.402 Terminating Assistance .....	808	1	808	4.00	3,232
576.403 Habitability Review .....	52,000	1	52,000	0.6	31,200
576.405 Homeless Participation .....	2,360	12	28,320	1.00	28,320
576.500 Recordkeeping Requirements .....	2,360	1	2,360	12.75	30,009
576.501(b) Remedial Actions .....	20	1	20	8.00	160
576.501(c) Recipient Sanctions .....	360	1	360	12.00	4,320
576.501(c) Subrecipient Response .....	2,000	1	2,000	8.00	16,000