

## City of Fresno and County of Fresno

### *Emergency Solutions Grant Policies and Procedures*

### **Program Description**

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

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

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

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

### **Target Population**

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

## Emergency Solutions Grant Policies and Procedures

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

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

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

### **Eligible Activities**

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

#### **1. Rapid Re-Housing – Rental Assistance**

Eligible rental assistance includes:

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

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

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

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

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

### **3. Homelessness Prevention - Rental Assistance**

Eligible rental assistance includes:

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

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

### **4. Homelessness Prevention - Housing Relocation and Stabilization Services**

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

### **5. Emergency Shelter and Street Outreach Component**

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

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

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

## **Client Eligibility Verification**

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

### A. FIRST STEP: Initial Consultation

Subrecipient's must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24 CFR 576.400(d) and the written standards established under 24 CFR 576.400(e).

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

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

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

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

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

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters,

transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, faithbased or other social networks, to obtain other permanent housing; and
- (iv) lives in an emergency shelter or other place described in paragraph (1) above.

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

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

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

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

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

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

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

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

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

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

- (1) An individual or family who will imminently lose their primary nighttime residence provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (2) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (3) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - (ii) Has no other residence; and
  - (iii) Lacks the resources or support networks, *e.g.*, family, friends, faithbased or other social networks, to obtain other permanent housing.

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

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- (B) Is living in the home of another because of economic hardship;
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

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

[http://www.hudhre.info/documents/AtRiskofHomelessnessDefinition\\_Criteria.pdf](http://www.hudhre.info/documents/AtRiskofHomelessnessDefinition_Criteria.pdf).

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

### **Documenting Client Eligibility**

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

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

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

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

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



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

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

### **Income Determination**

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

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

## **Treatment of Assets**

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

## **Determining Household Size**

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

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

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

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

- (b) Expenses for services provided by the live-in aide, such as nursing services (dispensing of medications or providing other medical needs) and personal care (such as bathing or dressing), that are out-of-pocket expenses for the tenant and where the tenant is not reimbursed for the expenses from other sources, are considered as eligible medical expenses. Homemaker services such as housekeeping and meal preparation are not eligible medical expenses (see below for more information on medical expenses.)
  - (c) Qualifies for occupancy only as long as the individual needing supportive services requires the aide's services and remains a tenant. The live-in aide may not qualify for continued occupancy as a remaining family member.
  - (d) Income of a live-in aide is excluded from annual income.
- (3) A relative may be considered to be a live-in aide if they meet the requirements in 1(a) through (c), above.
  - (4) An adult child is eligible to move into an assisted property after initial occupancy only if they are essential to the care or well-being of the elderly parent(s). The adult child may be considered a live-in aide if all of the requirements in 1, above, apply and there is a verified need for a live-in aide in accordance with 2(a), above.
  - (5) An adult child is not eligible to move into an assisted property after initial occupancy unless they are performing the functions of a live-in aide and are eligible to be classified as a live-in aide for eligibility purposes.

b. Foster children or foster adults.

c. Guests.

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

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

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

### **Client's Share of Rent Costs**

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

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

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

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

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

### **Determination of Unit Size Requirements**

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

The following requirements apply when determining the family unit size:

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

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

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

### **Rent Reasonableness**

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

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

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

### **Rental, Security and Utility Payments**

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

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

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

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

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

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



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

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

### **Maximum Rent**

Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888.

### **Habitability Standards**

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

### **Rental Payments in Arrears**

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

### **Lead Based Paint Visual Assessment Requirements**

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

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

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

## **Reporting Requirements**

### **HMIS**

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

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

### **Monthly/Quarterly Reporting**

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

## **Request for Disbursements**

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

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

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

### **Policy on Security and Utility Deposits**

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

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

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

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

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

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

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

### **Immigration Status**

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

Additionally:

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

### **Confidentiality**

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

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

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

### **Termination of Housing Assistance**

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

This process, at a minimum, must consist of:

1. Written notice to the program participant containing a clear statement of the reasons for termination;
2. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
3. Prompt written notice of the final decision to the program participant.

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

### **Non-Discrimination**

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

### **Appeals**

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

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

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

### **City/County Administration of the Program**

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

### **Monitoring**

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

required to submit monthly, quarterly and yearly reports to the City/County to ensure performance measures are being met. Additionally, the City/County will audit all requests for reimbursement of ESG funds before these are paid to the selected City service providers.

### **Amendments To Program Rules**

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

*Updated June 5, 2012*

**EXHIBIT A**

**HOUSEHOLD COMPOSITION**

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

## EXHIBIT B

### ESG Income Eligibility Calculation Worksheet

To be eligible for ESG households must be at or below 30% of the Area Median Income (and meet other ESG eligibility requirements, as identified in federal regulation). Grantees may use this worksheet to determine whether an applicant household meets the ESG income eligibility threshold. A copy of this worksheet should be kept in the ESG participant case file.

Household Member Number	Household Member Name	Age of Household Member			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	<b>Total Household Members (Household size)</b>				
	<b>30% of Area Median Income (AMI) for Household Size</b>		\$		
Household Member Number/ Name	Sources of Household Income	Gross Documented Current Income Amount	Frequency of Income	Number of Payments per Year	Annual Gross Income (gross income amount X # of payments per year)
	Earned Income (for ADULT household members only)	\$			\$
	Earned Income (for ADULT household members only)	\$			\$
	Earned Income (for ADULT household members only)	\$			\$
	Self-employment/business income	\$			\$
	Self-employment/business income	\$			\$
	Interest & Dividend Income	\$			\$
	Interest & Dividend Income	\$			\$
	Pension/Retirement Income	\$			\$
	Pension/Retirement Income	\$			\$
	Unemployment & Disability Income	\$			\$
	Unemployment & Disability Income	\$			\$
	TANF/Public Assistance	\$			\$
	TANF/Public Assistance	\$			\$
	Alimony, Child Support and Foster Care Income	\$			\$
	Alimony, Child Support and Foster Care Income	\$			\$
	Armed Forces Income	\$			\$
	Armed Forces Income	\$			\$
	Other (specify):	\$			\$
	Other (specify):	\$			\$
<b>Total Annual Gross Income from all Sources</b>			\$ -		
<b>30% of Area Median Income for Household Size</b>			\$ -		
<b>Variance (If less than AMI, then household is income eligible)</b>			\$ -		
<i>Is the household at or below 30% Area Median Income?</i>			<i>YES-Income Eligible</i>		



## Exhibit C:

### RENT REASONABLENESS CHECKLIST AND CERTIFICATION

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

**CERTIFICATION:**

A. Compliance with Payment Standard

Proposed Contract Rent + Utility Allowance = Proposed Gross Rent

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

Bedroom Count	Payment Standard
0	\$638.00
1	\$702.00
2	\$829.00
3	\$1,206.00
4	\$1,299.00
Payment standards Effective Date: October 1, 2011	

B. Rent Reasonableness

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

<b>DEPARTMENT/AGENCY NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
--------------------------------	-------------------	--------------

## Exhibit D: ESG Housing Habitability Standards Inspection Checklist

### About this Tool

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

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

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

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

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

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

## CERTIFICATION STATEMENT

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

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

Therefore, I make the following determination:

- ☐ Property is approved.  
☐ Property is not approved.

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

## Exhibit E

### ESG Lead Screening Worksheet

#### About this Tool

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

### Instructions

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

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

#### Basic Information

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

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

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

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

1. Was the leased property constructed before 1978?

☐ Yes  
☐ No

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

☐ Yes  
☐ No

## Part 2: Document Additional Exemptions

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

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

1. Is it a zero-bedroom or SRO-sized unit?

☐ Yes  
☐ No

2. Has X-ray or laboratory testing of all painted surfaces by certified personnel been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint?

☐ Yes  
☐ No

3. Has this property had all lead-based paint identified and removed in accordance with HUD regulations?

☐ Yes  
☐ No

4. Is the client receiving Federal assistance from another program, where the unit has already undergone (and passed) a visual assessment within the past 12 months (e.g., if the client has a Section 8 voucher and is receiving ESG assistance for a security deposit or arrears)?

☐ Yes (Obtain documentation for the case file.)  
☐ No

5. Does the property meet any of the other exemptions described in 24 CFR Part 35.115(a).

☐ Yes  
☐ No

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

## Part 3: Determine the Presence of Deteriorated Paint

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

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

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

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

1. Has a visual assessment of the unit been conducted?

☐ Yes

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

## Part 4: document the level of identified problems

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

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

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

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

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

## Part 5: Confirm all identified deteriorated paint has been stabilized

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

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

1. Has a follow-up visual assessment of the unit been conducted?
- ☐ Yes
- ☐ No
2. Have all identified problems with the paint surfaces been repaired?
- ☐ Yes
- ☐ No

3. Were all identified problems with paint surfaces repaired using safe work practices?

☐ Yes

☐ No

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

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

☐ Yes

☐ No

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

5. Did the unit pass the clearance exam?

☐ Yes

☐ No

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

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

## Exhibit F

### ESG Lead-Based Paint Document Checklist

#### About this Tool

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

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



**Exhibit G**

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

	Report To :	<input type="checkbox"/>	County of Fresno	or	<input type="checkbox"/>	City of Fresno
Name of Agency:						
Project:						
Reporting Month						

**I. PROGRESS NARRATIVE**

A. List specific accomplishments during this reporting period:

B. Problem areas:

C. Is the project following the approved implementation schedule?

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

**II. STATUS OF HMIS REPORTING AND DATA INPUT**

**III. NARRATIVE DESCRIBING SPECIFIC HOUSING RELOCATION & STABILIZATION SERVICES PROVIDED DURING REPORTING PERIOD****IV. NARRATIVE DESCRIBING SPECIFIC HABITABILITY INSPECTION SERVICES PERFORMED OR CONTRACTED OUT DURING REPORTING PERIOD****V. PENDING ISSUES:****VI. CONCLUSIONS:****AGENCY**

Name

Title

Date

**CITY/COUNTY USE ONLY**

Reviewed by City/County Staff

Date

## Exhibit H

### ESG Funds Disbursement Request

Report Period: \_\_\_\_\_

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

SEND THE MONTHLY INVOICE FORM TO CLAUDIA CAZARES, ALONG WITH COPIES OF ALL INVOICES VERIFYING EXPENDITURES TO THE FOLLOWING ADDRESS: City of Fresno, Planning and Development Department, Attn: Housing Manager, 2600 Fresno St., Room 3070, Fresno, CA 93721

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

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

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

<b>FOR CONTRACTOR USE</b>	
Submitted by:	
Name: _____	Title: _____
Date: _____	Phone: _____

<b>Four /City/County Use Only:</b>		
Approved By:		
Name: _____	Date: _____	Amount: _____