



# **ANNUAL ACTION PLAN 2022-2023**

**PREPARED BY THE  
DEPARTMENT OF PUBLIC WORKS AND PLANNING  
COMMUNITY DEVELOPMENT DIVISION**

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# ANNUAL ACTION PLAN 2022-2023

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# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The County of Fresno is an Urban County entitlement participating jurisdiction that receives federal funds from the United States Department of Housing and Urban Development (HUD) to invest into the local community. The County of Fresno's five-year Consolidated Plan for program years 2020-2024 is prepared in accordance with HUD's Strategic Plan regulations (24 CFR 91). The Consolidated Plan is a strategic planning requirement for jurisdictions participating in the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs, of which the County of Fresno is a current recipient.

The Consolidated Plan provides information about the County's housing and community development needs and describes how HUD program funds will be used to address those needs over the next five-year period.

Fresno County is centrally located within the State of California. It encompasses 6,000 square miles and is comprised of one large central city and one medium-sized adjacent city (both of which receive separate entitlement grants from HUD); 13 smaller cities; and approximately 35 unincorporated communities. It is the tenth largest county in California with a population of approximately 1,025,000, based on the 2021 population estimate prepared by the California State Department of Finance, and has been one of the leading agricultural counties in the nation for over 50 years. The County's Urban County Entitlement Program for which the HUD funds are received currently includes seven partner cities, which are the smaller cities of Fowler, Kerman, Kingsburg, Mendota, Reedley, Sanger and Selma.

The primary objective of the CDBG Program is to develop viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities. Fresno County's Urban County Program utilizes CDBG to provide a public facility and infrastructure improvement grants program for both the participating cities and the unincorporated area; a housing rehabilitation loan program; a commercial façade loan program; and community-based public service programs.

HOME funds are dedicated to housing activities that meet local housing needs and preserve or create affordable housing. Fresno County's Urban County Program utilizes HOME to provide a housing rehabilitation loan program; a first-time homebuyer down payment assistance loan program; and an affordable housing development loan program for both eligible Community Housing Development Organizations (CHDO's) and other qualified developers of affordable housing to acquire, rehabilitate or build low-income rental apartments and single-family developments.

The Emergency Solutions Grant (ESG) program provides funding to engage homeless individuals and families (households) living on the street, rapidly re-house the homeless, operate and provide essential

services in emergency shelters, and prevent individuals and families from becoming homeless. ESG funds may be used for street outreach, rapid re-housing assistance, emergency shelter, homeless prevention, Homeless Management Information System (HMIS) costs, and administrative costs. The County's ESG funds are utilized to support programs consistent with the regional efforts of the Fresno Madera Continuum of Care (FMCoC).

The County of Fresno's Department of Public Works and Planning is the lead agency overseeing the development of the Consolidated Plan and is responsible for administering the CDBG and HOME programs. The County's Department of Social Services (DSS) is responsible for administering the ESG program and is the County's representative to the regional Continuum of Care. Another key contributor to the information contained in the Consolidated Plan is the Fresno County Housing Authority, which administers public housing programs in the County. While the County's HUD grant funds are not utilized for public housing activities, the County and the Housing Authority are strategic partners in meeting the affordable housing needs of low- and moderate-income County residents, including the development of new affordable housing. All of the activities addressed in the Consolidated Plan are to benefit low- to moderate-income persons in the Urban County area.

All of the activities addressed in the Strategic Plan are to benefit low- to moderate-income persons in the Urban County area. Within that general priority category, needs are categorized according to specific types of assistance, in accordance with HUD's outline for the preparation of the Strategic Plan. The County's programs are not earmarked geographically based on need, as the needs are Countywide within the Urban County Program boundaries.

The County will continue to proceed during 2022-23 to utilize the limited resources received from these important HUD grant programs for maximum impact Countywide, through the activities described in this Consolidated Strategic Plan and further specifically outlined in each Annual Action Plan.

## **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

The County continues to face affordable housing and community development needs Countywide. The County strives to meet the needs of the low- and moderate-income residents and communities through the implementation of activities that will assist the homeless, preserve, increase and improve affordable housing, and provide community development activities that improve and sustain livability. The County will continue to provide programs and activities that have the greatest impact given the limited resources available.

### Housing Needs (See NA-10)

The specific areas of priority needs are housing activities that preserve, increase and improve affordable housing for very low and low- to moderate-income households, and Community Development activities

to improve and sustain livability for low- and moderate-income persons in neighborhoods and communities.

#### Public Housing (See NA-35)

Public housing needs identified by the Housing Authority of Fresno County (HAFC) include the provision of additional public housing units and funding for the Housing Choice Voucher Program. In Fresno County there are over 15,000 families on the public housing waiting list and over 25,000 families on the voucher interest list. Additionally, there is a need for the construction and rehabilitation of new affordable housing units with emphasis on households with five or more members, the elderly and the disabled.

#### Homeless Needs (See NA-40)

The COVID-19 pandemic highlighted the increased need for homeless assistance in Fresno and Madera County. State and Federal funding has enabled the County of Fresno, the City of Fresno, and the Fresno Madera Continuum of Care (FMCoC) to fund diversion, navigation services, emergency shelter, landlord engagement and mitigation, rapid rehousing, infection control services, and Homeless Management Information System (HMIS) support.

#### Non-Homeless Special Needs (See NA-45)

The County's primary non-homeless special needs populations are the elderly and the physically disabled. The greatest need of these populations identified is for affordable, safe, decent and sanitary housing. The majority of seniors and disabled households also require repairs and/or modifications to their homes as accommodation features. Fixed incomes frequently prohibit such repairs and modifications from occurring.

#### Non-Housing Community Development Needs (See NA-50)

There are critical needs for public facility and infrastructure improvements in the County's unincorporated area communities and partner cities. Public facilities and infrastructure in these smaller communities and cities is aged and deteriorating. The most significant needs include water and sewer systems, storm drainage, wastewater treatment facilities, street and sidewalk improvements and street lighting. There is also a need for new and/or improved neighborhood parks, senior centers, community centers, and fire stations. Existing public facilities and infrastructure are also in need of Americans with Disabilities Act (ADA)-required improvements.

### **3. Evaluation of past performance**

The County is responsible for ensuring compliance with all rules and regulations associated with the three HUD entitlement grant programs: CDBG, HOME and ESG. The County's Annual Action Plans and

Consolidated Annual Performance and Evaluation Reports (CAPERs) have provided the specific details about the projects and programs completed over the past five years. The County's CAPERs and annual performance evaluations by HUD have always been satisfactory. The County maintains an exemplary status in administering its HUD grant programs and has been recognized for its ability to utilize HUD grant funds to meet and exceed established goals. The County continues to evaluate its programs and performance on a regular basis to achieve maximum efficiency and impact.

The County consistently makes an effort to meet the needs of families and individuals in the community. Past evaluations have identified a substantial need for providing rapid rehousing assistance throughout the jurisdiction of the Fresno Madera Continuum of Care. With the influx of State dollars our community has been able to increase the availability of emergency shelters. However, the complimenting rapid rehousing services have not been able to meet the need for transitioning emergency shelter participants to permanent housing. With additional rapid rehousing services our goal is to increase the flow from homeless to permanently housed.

#### **4. Summary of citizen participation process and consultation process**

The County's citizen participation process is guided by its Housing and Community Development Citizen Participation Plan. The Plan describes the process by which citizens may become involved in the preparation of the Consolidated Plan and specifies the activity selection process for funding under the CDBG, HOME and ESG programs.

The County works through citizen committee groups to encourage participation of all its residents. These communities are representative of the County's low- and moderate-income residents, minorities, non-English speaking persons and persons with disabilities.

The Housing and Community Development Citizens Advisory Committee (CAC) consists of 19 members appointed by the Board of Supervisors as representatives of the County's unincorporated area. This committee meets with citizens groups and reviews and recommends public facility and infrastructure improvement projects for CDBG funding. This Committee is also consulted as an advisory body to the Board of Supervisors for any changes or additions to the County's housing and community development programs. In preparation for the 2022-23 Action Plan, the CAC held two public meetings to seek public participation and testimony, and review and discuss proposed CDBG activities for the unincorporated area. The CAC recommendations for funding are included in this Action Plan as approved by the Board of Supervisors.

The Consolidated Plan Committee (CPC) serves as the advisory group for the County's Consolidated Plan process, and also reviews and recommends for approval each annual Action Plan. This Committee includes all the members of the CAC along with representatives from each of the seven cities participating in the County's Urban County Entitlement Program. The CPC will hold a public meeting to receive public comment and determine whether to recommend approval of this annual Action Plan by the County Board of Supervisors.



The McKinney-Vento Homeless Assistance Act requires the local Continuum of Care to be consulted in determining allocation of ESG funds. The County's Department of Social Services works in close partnership with the Fresno Madera Continuum of Care to determine ESG funding allocations. The funding plans are developed in coordination with the availability of other funding in the continuum and are presented to both the FMCoC Board of Directors and General Membership for approval prior to being published for public comment and presented to the County Board of Supervisors. All public comments received are presented to the Board of Supervisors for consideration. The Board is then responsible for acting on the recommendations and approving CDBG and ESG funding in the Annual Action Plan.

Additionally, the County's Public Works and Planning staff consulted with individuals and agencies with whom it collaborates in implementing its CDBG, HOME and ESG programs. Those included the Fresno County Housing Authority, the Department of Social Services, the FMCoC, special districts and other community partners.

## **5. Summary of public comments**

Feedback from the public and through collaborations with other entities was collected through the County's Action Plan preparation process. Any comments received are incorporated into the Action Plan. The County always makes every effort to address all written comments regarding its Action Plan once published for the required 30-day comment period. No comments were received, including during the public comment period.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

The County makes every effort to address all written comments regarding the published Action Plan. No comments or views were not accepted.

## **7. Summary**

The County will utilize its annual allocations of Community Development Block Grant (CDBG), HOME Investment Partnerships Grant (HOME), and Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Urban Development to carry out a variety of eligible programs and activities during the 2022-23 Action Plan, to address the priority needs identified in the Strategic (Consolidated) Plan. The County and its partners consider these programs and activities to be the best utilization of these limited grant funds to meet the ongoing needs within the Urban County program area related to affordable housing, community development and homelessness.

The County was awarded \$2,554,272 from the California's Department of Housing and Community Development (HCD) Permanent Local Housing Allocation (PLHA). The County proposes to utilize the funds to develop or rehabilitate affordable multifamily rental projects. The County has applied for Local

Early Action Planning (LEAP) grant funds from HCD in the amount of \$500,000 to design standardized duplex, triplex and fourplex plans to advance housing within the County.

All programs and activities funded with the Federal grants from HUD are designed to most efficiently address priority needs utilizing the declining grant funds available to address as many needs and serve as many residents as possible.

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## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	FRESNO COUNTY	Public Works & Planning, Community Development
HOME Administrator	FRESNO COUNTY	Public Works & Planning, Community Development
ESG Administrator	FRESNO COUNTY	Department of Social Services

Table 1 – Responsible Agencies

### Narrative

The Fresno County Department of Public Works and Planning, Community Development Division, is the Lead Agency for the U.S. Department of Housing and Urban Development (HUD) entitlement grant programs. The Department of Public Works and Planning, Community Development Division administers the CDBG and HOME Programs, and the Department of Social Services administers the ESG Program.

The Action Plan was prepared by the Department of Public Works and Planning, Community Development Division staff, with collaboration from the Department of Social Services regarding ESG and social services. The Department of Public Works and Planning, Community Development Division is also responsible for the preparation of the Consolidated Plan and Consolidated Annual Performance Evaluation Report (CAPER), with similar collaboration from the Department of Social Services.

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

Fresno County has representation on the Fresno Madera Continuum of Care (FMCoC) through the Department of Social Services (DSS) and the County of Fresno Department of Behavioral Health. As the primary social service agency in the community, DSS is actively involved in serving marginalized and unrepresented families and individuals through numerous social services programs. DSS plays an important role in the coordination between agencies by actively participating in FMCoC meetings and subcommittees as well as facilitating meetings and planning efforts for funding and services across the continuum. The funding allocated to the Department is integrated into the overall plans to serve the homeless community and the Department serves as the Administrative Entity for several funding sources allocated to the County, City of Fresno, and FMCoC. Additionally, the Housing Authority of the City and County of Fresno serves as the Collaborative applicant for FMCoC funding from HUD, and sits on the FMCoC Board of Directors, along with members from the City of Fresno, the County of Madera, and a local housing developer. These and other members of the FMCoC board actively participate in planning meetings and discussions regarding homeless funding for the community.

Through FMCoC membership, there is the opportunity to build relationships with various organizations and agencies that may otherwise be out of reach. With the continued expansion of CoC membership, the FMCoC can receive input from local housing developers as well as partnering hospitals. Currently, there are over 40 individuals and organizations that are voting members in the FMCoC. Additionally, through the Coordinated Entry System, individuals are assessed and connected with local social services, including physical, and mental health providers to begin receiving any necessary services to meet their needs.

During the past years, DSS has worked closely with RH Community Builders (RHCB), a local housing developer and member of the FMCoC, to develop Crossroads Village, a low-income housing development funded by Project Homekey, The Flats, a motel for families and individuals receiving emergency shelter motel vouchers through DSS programs, and a COVID shelter funded by Project Roomkey. RHCB provides staff on site to assist guests with creating permanent housing plans and linking them to resources and supportive services. These are just two examples of coordinated planning and implementation of services to meet the needs of the homeless in the community.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The County continues to collaborate with the FMCoC to refine the community's Coordinated Entry System through the collective work of the coordinated entry subcommittee. Regular planning and response calls take place between City and County agencies to plan and establish goals of incoming funding. Funding updates and reports are shared with the FMCoC Board and General Membership at FMCoC monthly meetings. Additionally, a County Program Manager has served as the FMCoC Chair for the previous two years which facilitates the flow of information from the continuum to the County and vice versa.

The FMCoC also continues to be a participant in the Built for Zero campaign, focused on ending chronic and veteran homelessness. FMCoC members have attended various Built for Zero workshops and have been tasked with optimizing local housing resources by putting proven strategies to work in order to evaluate the effectiveness of the strategies in our community.

With the support of Community Solutions, the FMCoC has developed a two-year strategic plan which will launch in April of 2022. The plan includes goals for a 35% reduction in family homelessness and a 20% reduction in single adult homelessness by December of 2023. The County has participated in the development of the plan and serves in full support of its implementation.

The County offers two DSS housing programs specifically for families receiving CalWORKs and Child Welfare Services. Through these programs, the Department of Social Services is working to connect households to services through the coordinated entry system, to ensure that there are no gaps in services as families transition to permanent housing. DSS staff continue to utilize a desk guide to assist any homeless clients they encounter who do not qualify for DSS programs. This guide enables staff to refer clients to assessment sites within the coordinated entry system to ensure everyone has linkage to homeless assistance.

The County also funds Youth Bridge Emergency Shelter through State funding, which provides shelter to youth as they move from emergency shelter to a permanent housing intervention. While there is not a youth-specific coordinated entry system (CES), youth providers work closely with CES to identify youth added to the system and included in the By-Name List so that they are assigned to youth-specific providers that have Navigators. The request for a youth VI-SPDAT is pending while the CES committee identifies an appropriate assessment tool to ensure racial equity within assessments.

Through the FMCoC, veteran housing services are available through San Joaquin Valley Veterans, which provides veterans and their families assistance with housing, employment search, and various other supports.

Finally, through the County's Emergency Rental Assistance Program, households at risk of losing their homes due to the impacts COVID-19 are be connected with financial assistance to prevent eviction. Households in the community are also connected to diversion to receive assistance with interventions to preclude entry into the homeless system such as transportation to connect with family members with whom permanent housing is available.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS.**

HMIS data on the homeless served in the continuum, as well as outcomes from various programs is shared at the FMCoC General Membership meetings. As funding for homelessness is allocated, members of the FMCoC Board and the General Membership meet to assess the need for services and develop integrated funding plans that maximize available funding and fill gaps in service delivery. The FMCoC partners with Homebase, who provides recommendations and input regarding FMCoC policies and procedures as well as the use and coordination of HMIS data.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities.**

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**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Housing Authority of the County of Fresno
	<b>Agency/Group/Organization Type</b>	Housing PHA Services-Housing Services-Homeless Services-Fair Housing Regional Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment Public Housing Needs Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	County staff met with the Housing Authority of Fresno County. Relevant sections of the Consolidated Plan were reviewed, and information was provided by the Housing Authority of Fresno County.
2	<b>Agency/Group/Organization</b>	Fresno County, Department of Social Services (DSS)
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Service-Fair Housing Services - Victims Child Welfare Agency Publicly Funded Institution/System of Care Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Fresno County's Department of Social Services administers the ESG program, and provided responses to sections regarding homelessness within the jurisdiction. This information was used to develop recommendations for the plan, which were taken to the FMCoC for approval. The Department continues to work with the Continuum to ensure that the services administered by the County, City, and the FMCoC are coordinated to develop a cohesive strategy for the community.
3	<b>Agency/Group/Organization</b>	Housing and Community Development Citizens Advisory Committee (CAC)
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders Community Members Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Citizens Advisory Committee consists of 19 citizen members, appointed to the Committee by the Fresno County Board of Supervisors, to annually review applications for CDBG funds for public facility and infrastructure improvements, and score the projects submitted. Based on the scoring by the Committee, County staff prepares a draft funding order list for unincorporated area infrastructure improvements, which is recommended by the Committee to the Board of Supervisors.
4	<b>Agency/Group/Organization</b>	Consolidated Plan Committee
	<b>Agency/Group/Organization Type</b>	Other Government-Local Business Leaders Community Members
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs



	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Consolidated Plan Committee consists of the members of the Housing and Community Development Citizens Advisory Committee, and representatives from each of the seven participating cities in the Urban County program. The Committee holds a public hearing annually to review the draft Consolidated Plan and/or Annual Action Plan, to provide comments and allow members of the public to provide comments, and to recommend approval of the Plan by the Fresno County Board of Supervisors.
5	<b>Agency/Group/Organization</b>	City of Fowler
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted with the City in the preparation of the Action Plan, and will continue to consult with the City to prioritize the City's ongoing housing and community development needs.
6	<b>Agency/Group/Organization</b>	City of Kerman
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted with the City in the preparation of the Action Plan, and will continue to consult with the City to prioritize the City's ongoing housing and community development needs.
7	<b>Agency/Group/Organization</b>	City of Kingsburg
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted with the City in the preparation of the Action Plan, and will continue to consult with the City to prioritize the City's ongoing housing and community development needs.
8	<b>Agency/Group/Organization</b>	City of Mendota
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted with the City in the preparation of the Action Plan, and will continue to consult with the City to prioritize the City's ongoing housing and community development needs.
9	<b>Agency/Group/Organization</b>	City of Reedley
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted with the City in the preparation of the Action Plan, and will continue to consult with the City to prioritize the City's ongoing housing and community development needs.
10	<b>Agency/Group/Organization</b>	City of Sanger
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted with the City in the preparation of the Action Plan, and will continue to consult with the City to prioritize the City's ongoing housing and community development needs.
11	<b>Agency/Group/Organization</b>	City of Selma
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted with the City in the preparation of the Action Plan, and will continue to consult with the City to prioritize the City's ongoing housing and community development needs.
12	<b>Agency/Group/Organization</b>	Caruthers Community Services District
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County worked with this organization to submit an application for CDBG funding for a public facility and infrastructure improvement project, which is included in this Action Plan (Appendix A).
13	<b>Agency/Group/Organization</b>	Del Rey Community Services District
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County worked with this organization to submit an application for CDBG funding for a public facility and infrastructure improvement project, which is included in this Action Plan (Appendix A).
14	<b>Agency/Group/Organization</b>	Malaga County Water District
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County worked with this organization to submit an application for CDBG funding for a public facility and infrastructure improvement project, which is included in this Action Plan (Appendix A).
15	<b>Agency/Group/Organization</b>	County Service Area No. 44A (Friant)
	<b>Agency/Group/Organization Type</b>	Other – Community members
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County worked with this organization to submit an application for CDBG funding for a public facility and infrastructure improvement project, which is included in this Action Plan (Appendix A).
16	<b>Agency/Group/Organization</b>	Laton Community Services District
	<b>Agency/Group/Organization Type</b>	Other government - Local Business and Civic Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County worked with this organization to submit an application for CDBG funding for a public facility and infrastructure improvement project, which is included in this Action Plan (Appendix A).
17	<b>Agency/Group/Organization</b>	Fresno Madera Continuum of Care
	<b>Agency/Group/Organization Type</b>	Services - Victims of Domestic Violence Services - Homeless Services - Victims Services - Education Services - Health Other government - Federal Other government - County Other government - Local Other - Faith Based Organization Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The FMCoC membership includes faith-based organizations, government entities, domestic violence shelters, mental health and substance abuse service providers, school districts, veterans' organizations, and other homeless service providers. As chair of the FMCoC, the County Department of Social Services (DSS) meets regularly with the FMCoC to discuss current homeless needs and to develop and integrate plans for services to address barriers to housing. When determining the services to be provided with ESG funds, the County evaluates the current services available and attempts to fulfill any identifiable needs in the continuum. All proposed ESG budgets and services are presented to the FMCoC Board of Directors for discussion and recommendations and are then presented to the general membership for approval. DSS also solicits the input of FMCoC members during the provider selection process by including eligible members on the evaluation team when formal procurements are utilized. Through FMCoC subcommittees, policies and procedures for the coordinated entry system and other homeless programs/tools have been established and are evaluated regularly.
18	<b>Agency/Group/Organization</b>	Fresno County, Department of Behavioral Health
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Publicly Funded Institution/System of Care Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs and Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Department of Behavioral Health is a co-member of the FMCoC with the Department of Social Services. General meetings are held monthly where all members can come together to discuss any current issues and come up with solutions.
19	<b>Agency/Group/Organization</b>	Fair Housing Council of Central California
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Affordable Housing and Barriers to Affordable Housing
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Fair Housing Council of Central California was consulted regarding fair housing services available in Fresno County. The County utilizes the Fair Housing Council's educational material in conducting fair housing workshops.
20	<b>Agency/Group/Organization</b>	Fresno County Economic Opportunities Commission (EOC)
	<b>Agency/Group/Organization Type</b>	Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Fresno County Economic Opportunities Commission was consulted regarding community development and homeless programs. The County participates on the EOC Board.
21	<b>Agency/Group/Organization</b>	Fresno Regional Workforce Investment Board
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Fresno Regional Workforce Investment Board (WIB) was consulted regarding workforce education and training programs. The County works closely with the WIB on welfare to work activities.
22	<b>Agency/Group/Organization</b>	County of Fresno, Department of Public Health
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Grantee Department

	<b>What section of the Plan was addressed by Consultation?</b>	Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County's Affordable Housing Programs will continue to work in conjunction with the County's Department of Public Health, Environmental Health Division, and Residential Housing and Lead Program. The County's Department of Public Health refers clients affected by lead-based paint to the County's Affordable Housing Program, for consideration under the Housing Assistance Rehabilitation Program (funded with HOME and CDBG). The County's Affordable Housing Program also refers clients to the County's Department of Public Health for information regarding lead-based paint hazards. The Affordable Housing Programs staff will work with homeowners and landlords to rectify known LBP hazards for those housing units in the County's unincorporated area through either the Housing Assistance Rehabilitation Program (HARP) or the Rental Rehabilitation Program (RRP).

**Identify any Agency Types not consulted and provide rationale for not consulting**

None

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Fresno Madera Continuum of Care	The goals of the Counties of Fresno and Madera, the City of Fresno, and the FMCoC are all considered in preparing the plan for ESG funding to ensure funding is used effectively and gaps in services are addressed.
Fresno County Housing Element	Fresno County, Department of Public Works and Planning, Development Services Division	The Affordable Housing goals in the plan overlap with the overall housing goals of Fresno County, as outlined in the Fresno County Housing Element.
Housing Authority of Fresno County Agency Plan	Housing Authority of Fresno County	The Affordable Housing goals in the Strategic Plan overlap with the goals outlined in the Housing Authority of Fresno County's Agency Plan.

**Table 3 – Other local / regional / federal planning efforts**



**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l)).**

The County of Fresno collaborates with its seven participating cities in the Urban County Entitlement Program for CDBG and HOME, in the planning and implementation of the Consolidated Plan. The cities meet annually to provide input into the annual plans, and formally participate in the Consolidated Plan Committee, which reviews and approves the Annual Action Plan and Five-Year Consolidated Plan. Additionally, for Consolidated Plan preparation, public meetings were held at each participating City's city council meeting to receive input from the city representatives as well as local citizens and community groups. The participating cities included Fowler, Kerman, Kingsburg, Mendota, Reedley, Sanger and Selma.

**Narrative (optional):**

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## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting.**

The County's citizen participation process is guided by its Housing and Community Development Citizen Participation Plan. The Plan describes the process by which citizens may become involved in the preparation of the Annual Action Plan, and specifies the activity selection process for funding under the CDBG, HOME and ESG programs.

The County works through three citizen committee groups to encourage participation of all its residents. These communities are representative of the County's low- and moderate-income residents, minorities, non-English speaking persons and persons with disabilities. These are the Housing and Community Development Citizens Advisory Committee (CAC), the Consolidated Plan Committee (CPC) and a review committee for new CDBG funding proposals for eligible community-based social services. These committees are discussed in more detail in AP-05, Executive Summary.

The committees allow opportunities to solicit comments from the committee members and members of the public on the needs in the communities. The Consolidated Plan Committee holds a public hearing at the beginning of the Action Plan preparation process, so any comments received can be considered during preparation of the Action Plan.

The County's Department of Social Services works in close partnership with the Fresno Madera Continuum of Care to determine ESG funding allocations. As input from the community is received, it is evaluated and coordinated with the available data and existing homeless services to develop goals. The County seeks to meet the needs brought forward through ESG and other available resources.

In 2021 the FMCoC approved the creation of a Lived Experience Advisory Board (LEAB) and a subcommittee to develop the structure for the LEAB. The LEAB will serve as an advisory body intended to ensure the leadership and inclusion of those with current or past lived experience of homelessness within the FMCoC. The LEAB members will be compensated for their time using CoC Member dues and will utilize the LEAB platform to share their experiences and knowledge, make recommendations for improvement, and participate in FMCoC decision-making processes. The subcommittee has developed an initial draft governance framework and stipend policy for the LEAB to review and approve, as well as an initial membership application. This framework includes information regarding the governance of the LEAB, meeting information, as well as a membership diversity mechanism to ensure the LEAB is representative of the population being served by the Fresno Madera CoC (using PIT data). This includes people who are overrepresented in the homeless population in Fresno and Madera Counties, including Black, Indigenous, and other persons of color, as well as those utilizing mental health or substance abuse services. The subcommittee will formalize an outreach strategy for the LEAB in the spring of 2022, but the LEAB framework outlines that outreach will be intentional to ensure representation and will focus on marginalized groups that may be reluctant initially to join the LEAB. The LEAB will also strive to

consider different preferences, needs, and experiences of different populations (veterans, families with minors, survivors of domestic violence, etc.). After conducting outreach for members, the subcommittee hopes to convene the first meeting of the LEAB in the fall, 2022.

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**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Consolidated Planning Committee (11/3/21)  11 committee members  0 members of the public	Committee members discussed preparation of Action Plan and provided input on community needs.	There were no comments not accepted.	
2	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee (11/3/21)  8 committee members  6 members of the public	Members of the public spoke in favor of projects being considered for CDBG funding.	There were no comments not accepted.	
3	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee (4/13/22)  7 committee members  0 members of the public	Committee members discussed the draft Action Plan.	There were no comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Public Hearing	Non-targeted/broad community	County Board of Supervisors hearing to review and approve Action Plan (6/21/22)  To be updated after meeting	To be updated after meeting	To be updated after meeting	
5	Newspaper Ad	Non-English Speaking - Specify other language: Spanish  Non-targeted/broad community	Notice of public comment period and public hearings, published in English and Spanish. See Appendix for copies of public notices.	To be updated after close of public comment period.	To be updated after close of public comment period.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The County of Fresno anticipates continued receipt of Federal Community Development Block Grant, HOME Investment Partnerships Grant, and Emergency Solutions Grant funds from the U.S. Department of Housing and Urban Development (HUD), as its anticipated resources for the 2022-23 Action Plan.

The County was awarded \$2,554,272 from the California Department of Housing and Community Development (HCD) Permanent Local Housing Allocation (PLHA). The County proposes to utilize the funds to develop or rehabilitate affordable multifamily rental projects. The County has applied for Local Early Action Planning (LEAP) grant funds from HCD in the amount of \$500,000 to design standardized duplex, triplex and fourplex plans to advance housing within the County.

The County intends to apply for any other Federal and State grant funds that may become available in the future that would help further the goals of the Consolidated Plan.

The County administers State allocations for homeless services programs specifically geared for Adult Protective Services clients, CalWORKs families, Child Welfare families, and the disabled; multiple State homeless grants, including serving as the administrative entity for the Fresno Madera Continuum of Care (FMCoC), as well as ESG CARES Act funding allocated to the FMCoC through the State Department of Housing and Community Development, and a portion of the ESG CARES Act Funding allocated to the City of Fresno.

Additionally, the County continues to submit applications on behalf of both the County and the CoC for additional State funding to serve the homeless and will continue to seek funds that may become available to help further the goals of the FMCoC and the Consolidated Plan. ESG funds are always utilized in a manner which leverages the resources of the community to make the greatest impact to those in need.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$3,181,602	\$250,000	0	\$3,431,602	\$6,800,000	CDBG funds will be used for public facility and infrastructure improvements, housing rehabilitation, commercial facade rehabilitation and public services, as well as CDBG administration and housing program administration.
HOME	Public - Federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$1,444,657	\$500,000	0	\$1,944,657	\$3,800,000	HOME funds will be used for housing rehabilitation, first-time homebuyer assistance, and affordable housing development projects, as well as HOME administration.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	Public - Federal	Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services	\$283,540	0	0	\$283,540	\$565,492	ESG funds will be used to fund rapid rehousing activities and ESG administration.

Table 5 - Expected Resources – Priority Table



**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.**

The County of Fresno Department of Social Services (DSS) continually leverages all available funding to maximize the resources to meet the goals of the FMCoC. The Fresno County Housing and Disability Advocacy Program (HDAP) prioritizes chronically homeless and disabled families and individuals. Participants in HDAP receive housing, case management to stabilize their situation and support from disability income advocates who are specially trained to prepare disability benefits applications with strong supporting documentation. The County of Fresno HDAP is funded by the California Department of Social Services which will serve as the match for the ESG funding.

Funding plans for cross-jurisdictional homeless services are coordinated between regional partners through joint planning meetings. Throughout these meetings, funding plans are discussed, developed, and adjusted based on the communities needs and current services. These meetings include representatives from the County of Fresno, FMCoC, County of Madera, and the City of Fresno.

The HOME program requires Fresno County to provide a “match”, which is a permanent contribution toward affordable housing. The County’s match requirement for HOME is satisfied through the County’s waiver of recording fees for housing loans under its Homebuyer Assistance Program and Housing Assistance Rehabilitation Programs, and waived property taxes for HOME-funded affordable housing development loans. These two sources consistently provide significantly more match than is required for HOME.

Additionally, the match requirement for the County has been reduced or eliminated by HUD, based on economic demographics for the County in comparison to the United States as a whole. Per the 2021 match reduction, to be considered fiscally distressed the percentage of County residents living below the poverty level needed to be more than 17.96%, or the per capita income needs to be below \$24,306. Fresno County had a per capita income of \$23,733 and 21.6% of persons below the poverty level.

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

Not applicable.

**Discussion**

The County will carry out its program activities utilizing this CDBG, HOME and ESG funding to most efficiently address as many priority needs and serve as many residents as possible. HOME and ESG will be provided with the required "match" as described herein.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facility & Infrastructure (Cities)	2020	2024	Non-Housing Community Development		Public Facility and Infrastructure Improvements	CDBG: \$1,182,677	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5,000 Persons Assisted
2	Public Facility & Infrastructure (Unincorporated)	2020	2024	Non-Housing Community Development		Public Facility and Infrastructure Improvements	CDBG: \$350,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3,000 Persons Assisted
3	Public Services	2020	2024	Non-Homeless Special Needs		Public Service Activities	CDBG: \$477,240	Public service activities other than Low/Moderate Income Housing Benefit: 12,000 Persons Assisted
4	Housing Rehabilitation & Façade and Commercial Enhancement	2020	2024	Affordable Housing		Housing Rehabilitation & Façade and Commercial Enhancement	CDBG: \$150,000 HOME: \$620,000	Homeowner Housing Rehabilitated: 2 Household Housing Units

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Affordable Housing Development	2020	2024	Affordable Housing		Affordable Housing Development	HOME: \$1,030,192	Rental units constructed: 11 Household Housing Units  Homeowner Housing Added: 4 Household Housing Units
6	Homebuyer Assistance	2020	2024	Affordable Housing		Homebuyer Assistance	HOME: \$100,000	Direct Financial Assistance to Homebuyers: 2 Household Assisted
7	Rapid Rehousing	2020	2024	Homeless		Rapid Rehousing	ESG: \$262,275	Tenant-based rental assistance / Rapid Rehousing: 140 Households Assisted

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Public Facility & Infrastructure (Cities)
	<b>Goal Description</b>	Public facility and infrastructure improvements within the participating cities.
2	<b>Goal Name</b>	Public Facility & Infrastructure (Unincorporated)
	<b>Goal Description</b>	Public facility and infrastructure improvements within the unincorporated area.
3	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	Public services activities, including area-based policing and community-based social services to eligible recipients, including low-income youth and victims of domestic violence.

4	<b>Goal Name</b>	Housing Rehabilitation & Façade and Commercial Enhancement
	<b>Goal Description</b>	Loans to homeowner for home repairs, and loans to business owners for rehabilitation of exterior commercial facades and any associated code violation corrections.
5	<b>Goal Name</b>	Affordable Housing Development
	<b>Goal Description</b>	Loans for development of new affordable housing.
6	<b>Goal Name</b>	Homebuyer Assistance
	<b>Goal Description</b>	Loans to first-time homebuyer for home purchase.
7	<b>Goal Name</b>	Rapid Rehousing
	<b>Goal Description</b>	Assist homeless individuals, families and the chronically homeless to move from living on the street, etc., to a stabilized, permanent housing situation. Activities include case management, financial assistance, rental assistance, security deposits, moving costs, and supportive services.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b).**

HOME-funded projects will provide affordable housing to two extremely low-income, nine low-income and three moderate-income families.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The projects identified below will allow Fresno County to address its priority needs and meet the goals identified for the 2022-23 Program Year.

#### Projects

#	Project Name
1	Public Facility & Infrastructure Projects (Cities)
2	Public Facility & Infrastructure Projects (Unincorporated Areas)
3	Public Services
4	CDBG Administration
5	Housing Program Administration
6	Housing Rehabilitation & Façade and Commercial Enhancement
7	HOME Administration
8	Homebuyer Assistance
9	Affordable Housing Development
10	ESG22 Fresno County

Table 7 – Project Information

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

The County typically utilizes 15% of its CDBG allotment of funds for social services that address the most underserved populations such as domestic violence programs or programs for at-risk youth in high-poverty communities. The County allocates the majority of its CDBG funds to public facility and infrastructure projects in the County's partner cities and unincorporated communities. The infrastructure projects are crucial to the stabilization and growth of the underserved communities.

The Housing and Community Development Citizens Advisory Committee is instrumental in selecting the infrastructure projects. They review and score all eligible infrastructure applications per the County's selection criteria and provide a recommendation to the Board of Supervisors. Unfortunately, annually the County has more projects than funds and historically can only fund 2-3 projects annually. The greatest obstacle the County continues to face is a lack of resources to address all the identified needs. The County will continue to make every effort to leverage funds and work collaboratively to better serve the underserved in Fresno County.

**AP-38 Project Summary.**  
**Project Summary Information**

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1	<b>Project Name</b>	Public Facility & Infrastructure Projects (Cities)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility & Infrastructure (Cities)
	<b>Needs Addressed</b>	Public Facility and Infrastructure Improvements
	<b>Funding</b>	CDBG: \$1,182,677
	<b>Description</b>	Public facility and infrastructure improvements within the participating cities.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 5,000 persons living in primarily low/moderate income areas will benefit from the proposed activities.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Installation of ADA restrooms and other ADA improvements, construction of groundwater recharge basin, water treatment plant improvements, and installation of street lights. Specific activities to be funded are listed in the Appendix.
2	<b>Project Name</b>	Public Facility & Infrastructure Projects (Unincorporated Areas)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility & Infrastructure (Unincorporated)
	<b>Needs Addressed</b>	Public Facility and Infrastructure Improvements
	<b>Funding</b>	CDBG: \$350,000
	<b>Description</b>	Public facility and infrastructure improvements within the unincorporated area.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 3,000 persons living in primarily low/moderate income areas will benefit from the proposed activities.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Funding of infrastructure improvements in unincorporated areas. Activities to be funded from Unincorporated Areas project list, in Appendix, in listed order as funding allows.
	<b>Project Name</b>	Public Services

3	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Service Activities
	<b>Funding</b>	CDBG: \$477,240
	<b>Description</b>	Public services activities, including area-based policing and community-based social services to eligible recipients, including low-income youth and victims of domestic violence.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 12,000 low- and moderate-income persons, or persons living in primarily low/moderate areas will benefit from the proposed activities.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Public services activities will consist of Sheriff's Area-Based Policing (crime prevention), and funding for community-based social service programs provided by the Boys & Girls Club of Fresno County and Westside Youth, Inc., which provide services to low-income youth. Also included will be services provided to victims of domestic violence, by the Marjaree Mason Center.
4	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$686,320
	<b>Description</b>	Administration of the CDBG program.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administration of the CDBG program.
5	<b>Project Name</b>	Housing Program Administration
	<b>Target Area</b>	



	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$585,365
	<b>Description</b>	Funding for the staffing and related expenses (project delivery costs), to oversee, operate and process loan applications for the varied eligible CDBG & HOME funded housing programs such as Owner-Occupied Rehabilitation and Rental Rehabilitation Programs.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Assist renters and owners. Funding for the staffing, travel, materials and supplies to oversee and operate eligible housing programs.
6	<b>Project Name</b>	Housing Rehabilitation & Façade and Commercial Enhancement
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Rehabilitation & Façade and Commercial Enhancement
	<b>Needs Addressed</b>	Housing Rehabilitation & Facade and Commercial Enhancement
	<b>Funding</b>	CDBG: \$150,000 HOME: \$620,000
	<b>Description</b>	Loan to homeowner for home repairs, and loans to business owners for rehabilitation of exterior commercial facades and any associated code violation corrections. Housing rehabilitation loans funded with CDBG and HOME and commercial facade improvement loans funded with CDBG funds.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two (2) low- or moderate-income households will benefit from the proposed activity.
	<b>Location Description</b>	

	<b>Planned Activities</b>	Loan to homeowner for home repairs, and loans to business owners for rehabilitation of exterior commercial facades and any associated code violation corrections.
7	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$194,465
	<b>Description</b>	Administration of the HOME program.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administration of the HOME program.
8	<b>Project Name</b>	Homebuyer Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homebuyer Assistance
	<b>Needs Addressed</b>	Homebuyer Assistance
	<b>Funding</b>	HOME: \$100,000
	<b>Description</b>	Loan to first-time homebuyer for home purchase.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two (2) low- or moderate-income households will benefit from the proposed activity.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Loan to first-time homebuyer for home purchase.
9	<b>Project Name</b>	Affordable Housing Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing Development

	<b>Needs Addressed</b>	Affordable Housing Development
	<b>Funding</b>	HOME: \$1,030,192
	<b>Description</b>	Loans for development of affordable housing units. \$216,699 is set-aside for loans to developers proposing affordable housing projects that meet the CHDO requirements; \$813,493 is available for loans to developers proposing affordable housing projects whether they meet CHDO requirements or not. Specific projects are identified through an Action Plan Amendment once a project meets all requirements and the Board of Supervisors approves and executes an agreement awarding funds.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 low- or moderate-income households will benefit from the proposed activities.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Loan for development of new affordable housing. (Rental and Homeownership)
10	<b>Project Name</b>	ESG22 Fresno County
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rapid Rehousing
	<b>Needs Addressed</b>	Rapid Rehousing
	<b>Funding</b>	ESG: \$283,540
	<b>Description</b>	ESG activities, to include rapid rehousing case management and financial assistance and ESG administration. Total funding amount is \$283,540. Of this amount 7.5% (\$21,265) will be allocated to Administration and 92.5% (\$262,275) for Rapid Re-housing.
	<b>Target Date</b>	06/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 140 homeless persons or families will benefit from the proposed activities.
	<b>Location Description</b>	County of Fresno
	<b>Planned Activities</b>	ESG activities, to include case management, financial assistance, rental assistance, security deposits, moving costs, and supportive services.

## AP-50 Geographic Distribution – 91.220(f)

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

The affordable housing needs will be met through the provision of CDBG and/or HOME funding to construct, rehabilitate, or reconstruct affordable housing, including the costs to provide for the delivery of eligible project costs associated with a specific project. Housing funds from both CDBG- and HOME-funded housing programs are available for eligible applicants and activities that are consistent with the Action Plan’s goals and objectives. While the County will promote and make every effort to fund its goals and objectives as stated in this document, it may be necessary at times to shift funds between programs based on need and in order to meet HUD’s expenditure timeliness requirements.

### Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Not applicable.

### Discussion

The County of Fresno encompasses approximately 6,000 square miles and has people in need of housing assistance throughout the County. The amount of funds available is not sufficient to meet all of the housing needs of its residents. The County budgets approximately \$150,000 in CDBG funds for housing. This limited amount is utilized on a first come first serve basis and allows all residents regardless of where they live to access the funds. The County’s HOME funds are utilized in the seven partner cities (Fowler, Kerman, Kingsburg, Mendota, Reedley, Sanger and Selma) and the unincorporated areas of the County of Fresno. The funds again are allotted on a first come first serve basis. If a city is in greater need and is active in a particular community, they will be able to access those funds.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The affordable housing needs will be met through the provision of CDBG and/or HOME funding to acquire, construct, rehabilitate, or reconstruct affordable housing, including the costs to provide for the delivery of eligible project costs associated with a specific project. Housing funds from both CDBG- and HOME-funded housing programs are available for eligible applicants and activities that are consistent with the Consolidated Plan’s goals and objectives for the next year. While the County will promote and make every effort to fund its goals and objectives as stated in this document, it may be necessary at times to shift funds between programs based on need and to meet HUD’s timeliness expenditure requirements.

<b>One Year Goals for the Number of Households to be Supported</b>	
Special-Needs	19
Total	19

**Table 3 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	15
Rehab of Existing Units	2
Acquisition of Existing Units	2
Total	19

**Table 4 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Affordable Housing needs for the homeless population are coordinated by the Fresno Madera Continuum of Care (FMCoC), an organization that pulls together governmental agencies and community-based organizations to address homeless needs in Fresno and Madera counties.

The County will make CDBG and HOME funds available to assist non-homeless special-needs populations to remain housed and/or provide opportunities and tools to access the services needed to maintain an independent, quality lifestyle. Non-homeless special-needs populations identified for Fresno County include the elderly, disabled and large family households. The specific objective identified is to assist these populations to remain housed in safe and sanitary housing.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Public housing within Fresno is administered by the Housing Authority of Fresno County (HAFC). The County coordinates with HAFC and shares information about their respective programs. HAFC receives an allocation from HUD, including an allocation through the Capital Fund program. The Capital Fund program will be used to repair, renovate and/or modernize the public housing developments and their physical inventory. The County also administers the Permanent Local Housing Allocation (PLHA) from which HAFC has received funding. The County does partner with HAFC on the administration of the HMIS homeless information management system for applicable homeless assistance programs.

### **Actions planned during the next year to address the needs to public housing.**

It is anticipated that a series of Rental Assistance Demonstration (RAD) program conversions will take place during this period to renovate a portion of the public housing in Fresno County. Applications to HUD for the conversions of other Public Housing units are expected to be submitted for funding approval. HAFC continues to explore options and development timelines, before submitting the remaining public housing units for approval.

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

HAFC's Resident Advisory Board (RAB) meets at least annually to review any changes to HAFC admissions policies. Two public housing residents sit on the Board of Commissioners for HAFC. The residents are able to make comments before the Board of Commissioners and their comments are solicited for all major policy changes.

HAFC participated in a homeownership program in previous years where over 200 foreclosed homes were renovated and sold to low-income residents and other individuals. Although there are no longer any homes or participants remaining, HAFC is exploring renewing similar homeownership activities in the future.

HAFC refers families inquiring about homeownership to HUD approved Local Housing Counseling agencies to pre-purchase housing counseling and financial management workshops.

The HAFC Resident Empowerment team works with local programs to offer workshops on financial literacy - with emphasis on budgeting and implementation of a family savings plan – to interested families who live in subsidized housing. Families are referred to resources regarding credit counseling and other homeownership ready workshops in the community as needed.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance.**

Not applicable. HAFc is not designated as troubled.

### **Discussion**

The County's plan includes working with responsible entities for the development of housing affordable to low- and moderate-income persons. The County will accomplish this goal by making funds available as gap financing loans through its HOME grant to construct eligible new affordable housing developments, and will provide homebuyer assistance loans to eligible residents ready for first-time homeownership. The County will continue to work with the Housing Authority of Fresno County (HAFc) and other qualified private nonprofit entities during the next Program Year to address the needs of housing within the County's jurisdiction. The County will actively market its Homebuyer Assistance Program (HAP) to public housing residents to encourage homeownership. The County fully supports the HAFc's efforts to ensure adequate affordable housing for all County residents.

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

### **Introduction**

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including: Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

-The Fresno Madera Continuum of Care (FMCoC) and County of Fresno are dedicated to increasing community awareness of homeless programs and the implementation of strategies to create permanent solutions to homelessness in the community. FMCoC agencies employ street outreach teams, that act as the initial contact homeless individuals have with service providers. Continual contact through outreach efforts works to build trust between providers and the community and encourages homeless individuals to accept or seek out the services available to them.

-During outreach efforts, the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) assessment is offered to homeless persons to assess individual need. They are assessed and prioritized for permanent housing as it becomes available. The County, along with the FMCoC, will continue to encourage the development of interpersonal relationships between the homeless and outreach team members in order to create an environment where clients are comfortable seeking out services.

The County of Fresno, through the County Administrative Office, has contracted with Innovative Research and Analysis LLC for the completion of a rural needs assessment with a focus on homelessness and related services within three rural cities in Fresno County. Innovative Research and Analysis LLC will collaborate and engage with local governments and community partners to develop a comprehensive, quality service plan to address and provide solutions to homelessness in rural areas of Fresno County.

The COVID-19 pandemic increased the need for homeless services in Fresno County. The County of Fresno partnered with FMCoC member agency, RH Community Builders, to provide low barrier, intensive emergency shelter services for individuals experiencing homelessness with goal of rapid exits to permanent housing solutions. Priority is given to households coming from rural Fresno County areas.

The one-year goals of the jurisdiction include moving those in emergency shelters to permanent housing interventions, as well as preventing the inflow of homelessness through diversion and the Emergency Rental Assistance Program. More specifically, a 35% reduction in family homelessness and a 20% reduction in single adult homelessness by December of 2023.

### **-Addressing the emergency shelter and transitional housing needs of homeless persons**

-The FMCoC (through County administration) currently offers two triage emergency shelter programs and one youth bridge housing program; there are multiple other shelters being provided by the City and local housing authority. The County has ensured continued funding of these programs through careful



homeless funding planning with local community partners.

In an effort to meet the increased demand for emergency shelter within the FMCoC jurisdiction, the FMCoC and the County of Fresno have committed Homeless Housing, Assistance and Prevention (HHAP) and HUD ESG-CV funding to maintain and extend the triage centers and bridge housing for additional years, as well as adding more homeless services needed in the community.

The County does not offer transitional housing through ESG or other funding. However, limited transitional housing is available in the community through other FMCoC agencies.

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

The FMCoC uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) as a tool for prioritization. This tool is uniformly used throughout the FMCoC Coordinated Entry System and helps service providers determine the proper housing intervention for an individual or family. Those found to be the most vulnerable are assisted first. By having a better understanding of an individual's needs, appropriate housing and case management can be provided to ensure a shorter time experiencing homelessness and that those assisted are able to maintain long-term housing. Homeless individuals benefit from case management during and after the transition to permanent housing by learning skills that are necessary to retain housing. However, the Coordinated Entry Committee is currently tasked with identifying or developing a tool that can assist our service providers in equitably prioritize housing services.

Planned action steps for the coming year include continuing collaborative efforts aimed at eliminating chronic homelessness. The FMCoC's Housing First model and rapid rehousing services are evidence-based mechanisms that have been implemented in order to shorten the period of time that individuals and families experience homelessness, as well as to prevent returns to homelessness. Additionally, the County and the FMCoC will continue to evaluate the homeless programs online, utilizing HMIS and other data to evaluate program successes and develop best practices for the community.

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

## **employment, education, or youth needs**

Mainstream resources provided by the Department of Social Services through CalFresh, CalWORKs, Medi-Cal, General Relief, and various other programs are at the forefront of serving the extremely low income and those in need of healthcare, food, and employment services. These programs provide a safety net to help low-income individuals and families who may be at risk of homelessness to retain their housing.

Mental Health Services are made available through the County's Department of Behavioral Health, also a member of the FMCoC and a partner in the Coordinated Entry System. The Fresno County Department of Behavioral Health, in partnership with Fresno Housing Authority, oversees and administers several low-barrier, permanent supportive housing projects for persons experiencing homelessness, chronic homelessness, or who are at risk of chronic homelessness who need of mental health and other individualized supportive services.

Through the County's Emergency Rental Assistance Program (ERAP), households at risk of losing their homes due to the impacts COVID-19 will be connected with financial assistance to prevent eviction. Households in the community are also connected to diversion to receive assistance with interventions to preclude entry into the homeless system such as transportation to connect with family members with whom permanent housing is available. DSS is developing a plan for ERAP 2 which may include an eviction prevention program in partnership with Central California Legal Services. This type of program would prevent many families from becoming homeless and maintain permanent housing.

Those who exit from publicly funded institutions and systems of care, that meet the definition of chronically homeless prior to entry, and are income qualified, are eligible to receive ESG assistance in order to obtain housing upon discharge or exit from such programs. These services are available through the Coordinated Entry System.

## **Discussion**

The County of Fresno Department of Social Services (DSS), as the administrator of ESG services, will continue to work closely with the Fresno Madera Continuum of Care (FMCoC) in developing plans for ESG services that will benefit the community and align with the broader goals of the FMCoC. The County will continue to consult with the FMCoC on the allocation of ESG funds, utilizing HMIS, the Point In Time Count and other relevant data to ensure that services are readily available, appropriate, and accessible to the homeless in the community.

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

### **Introduction:**

The most significant barriers to affordable housing over the next five-year period will not be public policy so much as the availability of affordable housing properties for sale and the increasingly high cost of new construction of affordable housing. In 2017 it was estimated that there was a backlog of about 2.3 million housing units. California needs to average 180,000 new housing units a year to keep up with the projected demand. In Fresno County, the median estimated home value has increased to \$365,000 which is an increase of 19% in the previous year. According to the State's Labor Market Information Division, the County's unemployment rate for December 2021 was 7.0% which is lower than the previous year's rate of 10.0%. As of December 2021 the households in Fresno County had a median household income of \$61,401, which is lower than the U.S. median annual income of \$67,521. The 30-year fixed mortgage rates have risen significantly in January 2022 to an average rate of 3.73% from 2.74% on average in January 2021. Mortgage interest rates are projected to increase up to four times in 2022 with 30-year mortgage rates ending near 7%. Mortgage rates over 5% coupled with high home prices create a considerable barrier to first-time homebuyers. The increase in housing costs due to lack of housing stock and the lower median income has resulted in a significant number of households unable to afford to purchase a home.

Current changes to State policies have motivated developers and investors to explore the possibility of building affordable housing, however the cost of construction and recent rent control measures have also discouraged private investors considering affordable housing development. Additionally, the higher interest rates will impact construction loan rates which presents a new burden to building affordable housing developments.

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

While the County has little control over market conditions that can influence and increase the cost of housing development, it acknowledges that local policies and regulations can sometimes be viewed as constraints to affordable housing development. One of the fundamental policy directives of the County's General Plan, is to direct intensive development to cities and unincorporated communities where public facilities and infrastructure are already available.

The County continues to promote a wide variety of actions to encourage housing opportunities and housing affordability. Actions include policies and associated regulations designed to achieve desired land use patterns, coordinate development with infrastructure availability, finance capital improvements, distribute the cost of public services, maintain the character of existing neighborhoods, and reserve agricultural lands and open space. The County recently applied for a State of California

Planning Grant to explore changes to the zoning ordinance in hopes of streamlining housing approvals and accelerating housing production. The County is also updating its Zoning Ordinance to allow accessory dwelling units (ADU's) by right for areas that have the necessary infrastructure and will not harm the environment. More detailed information on Land Use Controls, zoning ordinances, building codes and enforcement, subdivision ordinances, and building permits and land use application fees are available in the County's Housing Element of the General Plan. A printed copy of the Housing Element of the General Plan is available at the Fresno County Central Library Branch.

In the next five years the County plans to increase development and actively work with developers to promote the County's established communities for new developments. The recent passage of several housing laws such as Senate Bill 2 – Building Jobs and Housing Act by the State of California is also going to make funds available for local jurisdictions to apply to increase the housing stock. The County's Department of Behavior Health has already applied and has been awarded funds (No Place Like Home – Prop 2 funds) to build housing for the homeless in Fresno County.

**Discussion:**

The most significant barriers to affordable housing over the next five-year period will not be policy so much as the availability of properties for sale and the high cost of new construction. The County will continue to work with low-income housing developers to develop affordable rental units via HOME funds. The County will continue to make HOME funds available to eligible Community Housing Development Organizations (CHDOs) and other qualified developers with feasible proposals for the development of affordable housing and will apply for any State funds that are identified to increase the housing stock in Fresno County.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

A primary objective of the CDBG and HOME programs is the development of viable urban communities. The County intends to accomplish its goal and objective by providing available entitlement funds for improvements to eligible housing and public facilities and infrastructure activities in low- to moderate-income communities and neighborhoods; and by expanding economic opportunities that promote a suitable living environment. CDBG and HOME funds will be used to principally benefit low- and moderate-income persons within the County's Urban County jurisdiction.

### **Actions planned to address obstacles to meeting underserved needs.**

The County's actions this next year to address obstacles to meeting underserved needs will be to distribute funds timely for eligible activities that are ready to proceed. Part of this effort will be to seek out qualified CHDOs and/or private and non-profit organizations with shovel-ready affordable housing development projects aimed at very low-income households. Additionally, the County will continue to pursue Federal, State, and private funding, when available, to assist in meeting the underserved needs of Fresno County residents.

### **Actions planned to foster and maintain affordable housing.**

The County has adopted three actions to foster and maintain affordable housing.

1. Support affordable housing development to increase the supply of affordable housing units. The County is committed to the development of affordable housing and will set aside HOME funds for eligible CHDO projects during the 2022-23 program year. The County's focus is on proposals for the development of rental units affordable to households earning no more than 80% of area median income (AMI) and with units designed to accommodate elderly households, large family households and disabled households. Proposals for this type of housing development from private developers will also be considered. Non-CHDO developers may also submit proposals for HOME entitlement funds for eligible affordable housing development projects, as non-CHDO HOME funds are available. All applications are reviewed for eligibility, feasibility and readiness to proceed timely.

2. Promote safety, integrity and stability of existing housing for low- to moderate-income persons. Through continued funding of the Housing Assistance Rehabilitation Program (HARP), the County will utilize CDBG or HOME funds to provide assistance to owner-occupied households, with incomes at or below 80% of the AMI, in need of minor to substantial housing rehabilitation or reconstruction including Americans with Disabilities Act (ADA) modifications to improve accessibility. These funds are also available for rehabilitation of qualified rental housing that is occupied by low- to moderate-income persons.

3. Promote homeownership for eligible low- and moderate-income first-time homebuyers through

continued funding of the Homebuyer Assistance Program (HAP). HOME funds will be made available to provide gap financing in the form of deferred loans that will assist eligible low-income, first-time homebuyers on the purchase of their homes. Additionally, the County will fund CHDOs or other affordable housing developers that are proposing to build single-family homes for sale to low-income residents or utilize the Self-Help method to promote homeownership.

### **Actions planned to reduce lead-based paint hazards.**

The County's Affordable Housing Programs will actively continue to work in conjunction with the Department of Public Health, Environmental Health Division, and Residential Housing and Lead Hazard Control Programs to reduce lead-based paint hazards. Through either the HARP Program, the Rental Rehabilitation Program (RRP), or the HUD Lead-Based Paint Hazard Control Grant, staff will work with homeowners and landlords to remediate identified LBP hazards in housing units in the County's unincorporated area. The County contracts for the testing and abatement of lead-based paint hazards and asbestos hazards for homes rehabilitated through the County's housing rehabilitation program and/or Lead-Based Paint Hazard Control program.

The Lead Hazard Reduction Program staffed by the Department of Public Health, Environmental Health Division and funded by a grant from the United States Department of Housing and Urban Development (HUD) grant can remediate identified lead hazards in pre-1978 homes in incorporated cities within Fresno County or in the County's unincorporated area where low-income families with children under six reside or visit regularly.

### **Actions planned to reduce the number of poverty-level families**

The County of Fresno's Antipoverty Strategy, described in section SP-70 of the County's 2020-2024 Strategic Plan, focuses on three goals:

1. Increase Job Creation;
2. Diversify the Economic Base; and
3. Improve Labor Force Preparedness.

During the Program Year 2022-23, the County of Fresno will strive to reduce the number of families living in poverty by actively working toward and supporting these three goals in a number of ways, including the following:

The investment of Fresno County HOME Investment Partnership Program (HOME) and CDBG funds for housing and public facility and infrastructure improvement activities into its neighborhoods and communities contributes to increased employment in the construction industry and related supporting businesses and services, assisting in the reduction of poverty.

The Fresno County FACE Program continues to improve the commercial areas of eligible communities as

well as providing local businesses an opportunity for economic growth. The FACE Program generates an immediate increase in construction employment, and over the long term the business improvements will add to the impacted area's economic development and job creation.

The County of Fresno will continue to actively partner and support county-wide economic development efforts. Through partnerships, the County of Fresno seeks to increase employment, generate economic development opportunities, and retain and enhance current business and industry. Supporting public and private economic development efforts will strengthen all of Fresno County, and improve economic prosperity and quality of life. The County's CDBG Program is involved with various groups and agencies working to increase economic activity including the Yosemite/Sequoia Valley RC&D Area Council, the Fresno County Economic Opportunities Commission, Fresno County Economic Development Corporation and the local Chambers of Commerce serving Fresno County cities and communities. Community Development staff also work through the Fresno County Film Commission to create jobs and increase economic development.

### **Actions planned to develop institutional structure**

The Fresno County Department of Public Works and Planning, Community Development Division has been successfully implementing HUD's Housing and Community Development Programs since their inception in the 1970's. The Division's primary objective is to distribute funds efficiently and expediently for activities that will positively impact low- to moderate-income neighborhoods and communities. The County continues to take a proactive approach to program administration by sending staff to HUD training to maintain the level of expertise of existing staff and develop expertise in new staff.

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

For each new program year, the County conducts a public workshop for cities, communities, non-profit agencies, engineers, and any other party interested in receiving CDBG funds for eligible activities. The workshop consists of CDBG Program guidance for eligible types of activities, and includes instructions for completing the County's CDBG application. The workshop is also used as a forum to solicit ideas and encourage participation from the public in the identification and development of needed CDBG activities.

In order to involve community residents in the CDBG application review process, the County relies on the Citizen Advisory Committee (CAC). The CAC consists of nineteen (19) members appointed by the Fresno County Board of Supervisors, representing unincorporated communities county-wide.

Annually, the County conducts a meeting with affordable housing developers and a second meeting geared toward all members of the public to address coordination and explore methods to partner with private developers and address the needs of the community. Representatives from the County's Affordable Housing Program and Departments of Social Services and Behavioral Health participate in

these meetings.

The County's Department of Social Services (DSS) administers the ESG program and the CDBG-funded social service activities, as approved by the Fresno County Board of Supervisors.

As a member of the Board of Directors of the Fresno Madera Continuum of Care (FMCoC), Fresno County's Department of Social Services (DSS) works hard to enhance coordination of homeless services in the community. Membership in the FMCoC spans across various agencies, including housing agencies, government agencies (city and county), health clinics, veterans' associations, and school districts. FMCoC members must pay membership fees, as set annually by the FMCoC Board of Directors, adhere to FMCoC bylaws, maintain good standing in the FMCoC, and meet attendance requirements.

The County will continue to work with the FMCoC to coordinate efforts and resources to meet the needs of underserved populations including the homeless of Fresno County. Through the FMCoC Coordinated Entry System (CES), families and individuals have an accessible means to connect to housing resources and move through the system faster by reducing the amount of time people spend moving from program to program before finding the right match. The CES has been found to reduce new entries into homelessness by consistently offering prevention and diversion resources upfront and reducing the number of people entering the system unnecessarily. FMCoC's CES employs a Housing First model that prioritizes individuals and families facing the highest vulnerability and needs for permanent, supportive housing. In addition, the FMCoC, in an effort to recognize the needs of the community and address the racial disparities among those experiencing homelessness, has prioritized racially equitable solutions.

The County will seek additional opportunities to partner with private developers of low-income affordable housing and qualified CHDOs who, with investors and public agencies, are planning for the development of affordable rental and homeownership housing opportunities. The County also plans on conducting an array of presentations to social service agencies to educate the providers about the various housing programs available for their clients.

**Discussion:**

As described in the 2020-2024 Consolidated Plan's Five-Year Strategic Plan, during 2022-23, the Community Development Division will continue working to:

- Leverage County resources with private funding to address housing and non-housing community development needs
- Enhance the coordination between assisted housing providers and social service agencies with the intention of fostering development of supportive housing options for special needs populations throughout the County
- Lessen the number of poverty-level families through the use of CDBG and HOME, and local public and private sector resources, for projects that foster self-sufficiency in conjunction with housing and other public facilities



## Program Specific Requirements

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

#### Introduction:

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

- |   |         |
|---|---------|
| 1. The amount of urgent need activities.  | 0       |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low-and moderate-income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 100.00% |

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.220(I)(2)

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

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

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

The County of Fresno will continue to provide direct assistance in the form of HOME loans to assist low- to moderate-income homebuyer applicants afford homeownership under its Affordable Housing Programs. HOME loans are secured with a recorded trust deed and a promissory note and a HOME participation agreement between the borrower and the County. The County has elected to use the recapture option to comply with the Affordability requirements under §92.254 of HOME rules.

The initial buyer must reside in the home as his/her principal residence for the duration of the period of affordability.

Pursuant to 24 CFR 92.254(a)(5)(ii), the County of Fresno requires that the amount of the direct HOME assistance to the buyer be recaptured if:

- All or any part of the property or any interest in it is sold, conveyed or transferred during the prescribed Period of Affordability as described in Section 8 of the Homebuyer Participation Agreement.

The amount of direct HOME assistance is the total amount of HOME assistance that enables the buyer to purchase the unit, including: down payment and closing cost assistance and the amount that reduces the purchase price from fair market value to an affordable price.

The County shall recapture the direct HOME assistance loaned from the net proceeds available from the sale of the HOME-assisted property first before any funds are made available to the borrower. The net proceeds are the sales price minus the repayment of all other mortgage debt senior to County's loan (other than the County funds) and closing costs. The direct HOME assistance will be recaptured from the net proceeds as set forth in the following example:

EXAMPLE --Resale of property by HOME-assisted owner of record:

Sales price: \$250,000

Superior Mortgage Debt: \$150,000

Closing Costs and/or Fees Incurred  
for Resale of Property: \$5,000

County (HOME) Assistance: \$30,000

Owner's original contribution: \$10,000

$\$250,000$  (sales price) -  $\$155,000$  (superior mortgage debt + closing costs/fees) =  $\$95,000$  (net proceeds).

$\$95,000$  (net proceeds) -  $\$30,000$  (HOME Assistance) =  $\$65,000$  (owner's proceeds).

The amount to be recaptured will not exceed the amount of net proceeds available at the time the home is sold; if the net proceeds are insufficient for the County to recapture the full amount of the direct HOME assistance, the County will recapture only what is available from net proceeds. In the event of foreclosure, the amount subject to recapture is based on the amount of net proceeds (if any) from the foreclosure sale.

The County's recapture clause is referenced in the County's security documents, and the County's Homebuyer Participation Agreement. The terms of recapture are structured in compliance with the HOME Program's Period of Affordability requirements and are based on the amount of direct HOME assistance provided to the borrower as follows:

Direct HOME Assistance to the Buyer Length of the Affordability Period

Less than \$15,000	5 years
\$15,000 – \$40,000	10 years
More than \$40,000	15 years

Noncompliance

The County annually conducts direct mailing to ensure compliance with occupancy and affordability requirements to all the HOME-assisted homebuyer assisted households. If the County suspects a household may not be compliant with the HOME requirements a site visit is conducted.

In the event of noncompliance with these requirements [that is, an owner (1) vacates the unit or rents the unit to another household during the period of affordability, or (2) sells the home without the County receiving recaptured funds due at time of sale], the borrower is subject to repay the full amount of the direct HOME assistance. This is enforceable through the County's loan security documents.

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

For HOME-funded affordable housing development projects, the County records a HOME Regulatory agreement against the property that places a covenant and use restriction. The covenants and restrictions are for the benefit and protection of the County, enforceable by the County, and bind the current borrower, its successors, assigns, transferees and future owner(s) of the property. The borrower agrees on behalf of itself and its successors and assigns, and each future owner of the property to adhere to all requirements of the HOME Program during the period of affordability. The requirements include, by way of example, but are not limited to: (1) requirements related to rent limitations; (2) requirements related to tenant income, and any required reporting and certification requirements; (3) requirements related to the provision of HOME Program-required tenant and participant protections; (4) requirements related to HOME Program nondiscrimination requirements

and Affirmative fair housing marketing requirements; (5) requirements related to HUD required tenant protections as stated in The Violence Against Women Reauthorization Act of 2013.

For HOME-funded homebuyer assistance loans, the Promissory Note, Deed of Trust, and Homebuyer Agreement stipulate the terms for early loan repayment or repayment due to default. The County chooses to recapture the funds if the repayment occurs during the affordability period, rather than to place continued affordability restrictions upon subsequent buyers/owners of the properties.

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

The County of Fresno does not refinance existing debt for multifamily housing projects.

#### **HOME Recapture Non-Compliance Monitoring**

##### Noncompliance

The County annually conducts direct mailing to ensure compliance with occupancy and affordability requirements to all the HOME-assisted homebuyer households. If the County suspects a household may not be compliant with the HOME requirements direct contact will be established and a site visit may be conducted.

In the event of noncompliance with these requirements [that is, an owner (1) vacates the unit or rents the unit to another household during the period of affordability, or (2) sells the home without the County receiving recaptured funds due at time of sale] the borrower is subject to repay the full amount of the direct HOME assistance. This is enforceable through the County's loan security documents.

#### **Emergency Solutions Grant (ESG) Reference 91.220(l)(4)**

- 1. Include written standards for providing ESG assistance (may include as attachment)**

The County ESG Policies and Procedures are current and in compliance with ESG regulation and FMCOC Coordinated Entry Policies and Procedures. A copy of the current ESG Policies and Procedures is included in the Appendix.

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

**system.**

The Fresno Madera Continuum of Care has aligned and implemented procedures to establish its Coordinated Entry System (CES). The FMCoC has a coordinated entry committee that has established written Policies and Procedures. The committee continues to meet twice a month to review the Coordinated Entry Policies and Procedures and revise them as necessary.

In 2021, the FMCoC competitively procured Poverello House as the CES Management Entity that will be responsible for the day-to-day operation of the CES, recordkeeping documentation, technology, and other infrastructure that supports the implementation of the CES. Poverello House applied to the 2021 CoC NOFA for a Coordinated Entry project in order to receive the funds necessary to operate as the CES Management Entity.

In the FMCoC CES, agencies are defined as Access Sites or Assessment Sites. Access Sites include physical sites that provide services; they provide information and referrals to the assessment sites. Assessment Sites are tasked with conducting the standardized assessment and therefore must have HMIS access and trained assessors. Together these sites provide the client with immediate access to services available in the community. There are a total of nine FMCoC access sites, with four of these sites being accessible twenty-four hours a day, seven days a week. A copy of the current Coordinated Entry System Policies and Procedures is included in the Appendix.

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

The Fresno Madera Continuum of Care (FMCoC) is consulted to determine the needs and services that would be most beneficial to the homeless in the community. The County reviews the information gathered by the FMCoC Point in Time count with the Board of Directors to prioritize homeless needs in Fresno County and fill gaps in service in the community. Once that process is complete, a Request for Proposal (RFP) may be issued by the County of Fresno for services. A notice regarding the release of funding is sent to a bidders list of FMCoC members. Additionally, the RFP notice is placed on the County website that is accessible to the public. A review committee may include the City, County, and FMCoC representatives, which rank the received proposals and make recommendations on which subrecipients to fund. Finally, the recommendations for funding are taken to the Fresno County Board of Supervisors for approval.

The County also utilizes Letters of Qualification and Suspension of Competition when appropriate. Following consultation with the FMCoC to determine the services will benefit the entire continuum, if only one provider is able to provide the service required, or to avoid an unnecessary delay in services, a Suspension of Competition may be utilized. If multiple providers are appropriate, Letters of Qualification may be utilized to enable the County to enter into a Master Agreement with

multiple providers.

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

The FMCoC has met the homeless participation requirement noted above. The County of Fresno, with the FMCoC, will continue to reach out to additional current or formerly homeless individuals from within the community to encourage them to be active participants in the FMCoC to provide their input regarding policies and funding recommendations.

5. **Describe performance standards for evaluating ESG.**

When determining the effectiveness of the services provided with ESG, the following performance standards are reviewed:

1. The number of homeless families and individuals from the FMCoC Point in Time Count.
2. The number of individuals and families permanently housed.
3. The number of individuals and families who retain housing.
4. The capacity utilization rate for the emergency shelter.

The County of Fresno, in partnership with the FMCoC, will be reviewing the performance standards during the year and may change or add performance standards in order to fully assess whether the services provided are meeting the needs of the homeless.



# **ANNUAL ACTION PLAN 2022-2023**

## **APPENDIX**

**DRAFT**





## 2022-23 City Activities

City/Activity	CDBG Amount
Kingsburg Mariposa Street Reconstruction	\$ 181,819
Mendota Rojas Park Improvements (Amend to increase funds)	\$ 449
Reedley City Street Improvements, Phase X (Amend to increase funds)	\$ 232,442
Sanger Cesar Chavez Park Improvements	\$ 559,055
Selma Sidewalk Connectivity (Amend to increase funds)	\$ 88,065
Selma Sidewalk ADA Improvements (Amend to increase funds)	\$ 120,847
Total	\$1,182,677



2022-23 Unincorporated Area  
CDBG Public Facility and Infrastructure Improvement Projects

Rank	Project Name	CDBG Amount
1	Laton Wastewater Treatment Plant Pond 7	\$250,000
Back-Up List		
2	Malaga Wastewater Treatment Plant Nitrogen Reduction, Phase II	\$250,000
3	Caruthers Water Valve & Fire Hydrant Replacement	\$250,000
4	Friant Wastewater System Improvements	\$250,000
5	Del Rey Wastewater Treatment Plant Hazard Reduction	\$250,000



2022-23 Public Services

Project Name	CDBG Amount
Sheriff's Area-Based Policing	\$348,714
Community-based Social Services Programs	\$128,526

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**PUBLIC HEARING MEETING NOTICES**

DRAFT





**PUBLIC COMMENTS ON THE**  
**DRAFT 2022-2023 ACTION PLAN**

DRAFT



Comments received on November 3, 2021, at the Consolidated Plan Committee meeting:

No public comments received.

Comments received on April 13, 2022, at the Citizens Advisory Committee meeting:

No public comments received.

Comments received on June 21, 2022, at the Board of Supervisors' meeting:

To be updated after meeting.



**EMERGENCY SOLUTIONS GRANT –**  
**POLICIES & PROCEDURES**

DRAFT



**The County of Fresno  
Department of Social Services**

**Emergency Solutions Grants (ESG)  
Program Policy and Procedure Guide**

**March 2020**

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The County of Fresno  
*Emergency Solutions  
Grants  
Policy and Procedure  
Guide*

## **Program Description**

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

The County of Fresno is the recipient of an annual allocation of ESG funding. Through community input, consultation with the Fresno Madera Continuum of Care, and County Board of Supervisors approval, funding and program priorities are determined. Services are then procured through the County Purchasing standards, which may include releasing a request for proposal for awarding ESG funds to eligible subrecipients (providers).

All funded providers are required to follow federal guidelines in the implementation of ESG programs. ESG Program Policies and Procedures do not replace the regulations contained in 24 CFR Part 576 and subsequent amendments, nor any other applicable Federal, State or local laws, ordinances or regulations pertaining to the program. The County of Fresno has written the following policies and procedures to facilitate providers in implementing the ESG guidelines as set by the U.S. Department of Housing and Urban Development (HUD).

## **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 Grants Policies and Procedures**

## ***1. County Administration of the Program***

The County of Fresno administers the Emergency Solutions Grants Program and will provide updates as needed to this Policy and Procedures Guide. The County must consult with the Continuum of Care (CoC) operating within the jurisdiction in determining how to allocate ESG funds under 24 CFR 576.400(a). Although the County of Fresno may change program requirements from time to time to meet program objectives, all changes will meet ESG guidelines.

## ***2. Match Requirement***

The ESG Recipient (County of Fresno) must match grant funds with an equal amount of cash and/or noncash contributions, which may include real property, equipment, materials, or services as required under 24 CF 576.201. The match requirement may be passed down to the County's subrecipients, dependent on the County's ability to acquire the necessary match. The match requirement, if any, will be noted in the subrecipient's contract. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant funds. The matching funds must be provided and documented during a specified contract period.

## ***3. Monitoring***

County of Fresno staff will meet with all subrecipients to discuss performance, regulations, and processes; coordinate services; collaboratively exchange best practices; and discuss concerns in administering the program. County staff will conduct on-site monitoring and audits of subrecipients as appropriate to ensure proper administration of the program. All subrecipients will be required to submit monthly, quarterly, and yearly reports to the County to ensure performance measures are being met. Additionally, the County will audit all requests for reimbursement of ESG funds before payments are made to service providers.

## ***4. Subrecipient Administration of ESG***

Each subrecipient must read and follow ESG guidelines as issued by HUD, and as may be amended from time to time. The procedures contained herein serve to simplify the implementation of HUD regulation as it relates to the programs administered by the County of Fresno.

Subrecipients will serve the designated populations and provide financial assistance and stabilization services as identified in the budget and scope of work in the County contract. The requirements for implementing ESG activities follow:

- Complete all documentation and recordkeeping as required by the HMIS lead of the Continuum of Care - currently the Housing Authority of the City of Fresno.
- Comply with the ESG contract with the County of Fresno.
- Develop appropriate guidelines specific to the activities being provided and how the program will be administered. These will be provided to the County at minimum, within one quarter of the program start date.
- Adhere to FMCoC standards for Coordinated Entry, HMIS, and member agreements.
- Evaluate individuals and families applying for or receiving assistance using the Coordinated Entry System (CES).

## **5. Eligible Activities**

*Funding may be provided for the following eligible activities:*

**A. Rapid Re-Housing - Rental Assistance** (An individual or family assisted must qualify according to the “homeless” HUD definition under 24 CFR 576.2.)

Eligible rental assistance includes:

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

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

**B. Rapid Re-Housing - Housing Relocation and Stabilization Services** (An individual or family assisted must qualify according to the “homeless” HUD definition under 24 CFR 576.2.)

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

**C. Homelessness Prevention - Rental Assistance** (An individual or family assisted must qualify according to the “at risk of homelessness” HUD definition under 24 CFR 576.2.)

Eligible rental assistance includes:

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

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

**D. Homelessness Prevention - Housing Relocation and Stabilization Services**

(An individual or family assisted must qualify according to the "at risk homelessness" HUD definition under 24 CFR 576.2.)

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

**E. Emergency Shelter** (An individual or family assisted must qualify according to the "homeless" HUD definition under 24 CFR 576.2.)

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.

In emergency shelters, established policies exist for admission, diversion, referral, length of stay and discharge by the emergency shelters assisted under ESG. These policies includes assessing, prioritizing, and reassessing individuals and families' needs for essential services related to emergency shelter as indicated in 24 CFR 576.400(e)(3)(iii) & (iv). A maximum of 60% of the total amount of the recipient's fiscal year grant may be used for street outreach and emergency shelter activities.

**F. Street Outreach** (An individual or family assisted must qualify according to the "homeless" definition under 24 CFR 576.2.)

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, non-facility based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility, as further identified in 24 CFR 576.101. Specific eligible costs consist of the following: engagement, case management, emergency health and mental health services, transportation, and services for special populations.

For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as “homeless” found in 24 CFR

576.2(1)(i). Combined Street Outreach and Emergency Shelter expenditures are limited to 60% of the recipient’s fiscal year grant. Property acquisition and new construction are not eligible ESG activities as stated in 24 CFR 576.100 and 24 CFR 576.407(d)(2).

### **G. Homeless Management Information System (HMIS)**

All agencies receiving ESG assistance will be required to participate in the local HMIS. All persons served and assisted under ESG must be entered in HMIS or a comparable database (if a domestic violence or legal services provider), equivalent to HUD’s standards on participation, data collection, and reporting. The recipient or subrecipient may use ESG funds to pay the costs of contributing data to the HMIS lead agency designated by the Continuum of Care (equipment, software, staff salary, training, etc.).

## **6. Client Eligibility Verification**

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

### **A. FIRST STEP: Homelessness Verification**

To receive assistance under Rapid Re-Housing, Emergency Shelter, or Street Outreach client(s) must be homeless at the time assistance is requested. To receive assistance under Homeless Prevention, client(s) must be at risk of becoming homeless and only rental assistance is 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. An individual or family must meet the homeless or at risk of homelessness definition as defined by HUD 24 CFR 576.2.

### **B. SECOND STEP: Initial Consultation**

Subrecipients must conduct an initial evaluation to determine if ESG will be beneficial to the client(s) and help them regain stability in permanent housing as quickly as possible. These evaluations must be conducted in accordance with the Fresno Madera Continuum of Care CES PPGs. Documentation to verify the requirements of this section must be in the form of a client intake form. Subrecipients may use their own form and must keep verification of this requirement in each client file.

### C. THIRD STEP: Income Verification

Verification of Income below 30% of the Area Median Income. See *Section 8. Income Determination*.

## 7. Documenting Client Eligibility

All subrecipients must maintain verification of clients' eligibility in each client file as described below.

- (1) Subrecipients are required to ensure that the client does not have sufficient resources or support networks, e.g., family, friends, faith-based 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.

- (2) All subrecipients 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.
- (3) The most reliable evidence that should be used in addressing the documentation required in (1) and (2) above includes, in order of priority:
  - a. Source documents including check stubs, verification of employment, unemployment compensation, bank statement, award letters from Social Security Administration, utility bill showing arrears, health-care bill showing arrears, etc.
  - b. 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.
  - c. 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.

## **8. Income Determination**

All subrecipients are required to determine a client's annual income, to verify that the client is income eligible. To qualify for ESG assistance persons and/or households must earn 30 percent or below the Area Median Income, as set annually by HUD, according to household size. Annual income limits will be provided to each subrecipient, as they are made available by HUD. They can also be found at <https://www.hudexchange.info/resource/5079/esg-income-limits/>. 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.

- (1) 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.
- (2) All subrecipients must keep income verification documents in a case file, for each client or household.
- (3) All subrecipients must have the client's household documented in the case file to verify the size of the client household and to assist in determining income eligibility.
- (4) Additionally, income or lack thereof should be documented in the client's case file.

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

The County will enforce a graduated subsidy format for determining each ESG client's share of rental 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. Each subrecipient shall provide the County with the graduated subsidy scale and methodology to be applied to the funded activity as part of the activity guidelines.

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

On a case-by-case basis, subrecipients may be authorized to increase rental assistance only when extenuating circumstances arise for a client. Some of these extenuating circumstances may include, but are not limited to, reunification with a child, loss of employment (income), drop in income, medical emergency/illness, and loss of other resources. In these cases, the subrecipient will verify and document in each file the reasons for increasing financial assistance.

## **10. Rent Reasonableness**

Rental assistance paid cannot exceed the actual rental cost, which must comply 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. Additionally, 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.

To make this determination, subrecipients 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 subrecipients will need to maintain document in the case file for each client assisted with rent and keep the record in the client file.

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

Subrecipients 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 recipient, subrecipient or the parent, subsidiary or affiliated organization of the subrecipient.

Subrecipients 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.

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



## **12. Habitability Standards**

Subrecipients 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 completion and filing of the Permanent Housing section of attached Exhibit A: ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing. Subrecipients are to ensure that experienced staff perform all habitability inspections. When ESG funds are used for conversion, major rehabilitation, or other renovation, the building must meet the minimum standards for safety, sanitation, and privacy standards, as applicable. Any emergency shelter that receives assistance for shelter operations must also meet these standards under 24 CR 576.403 and complete the Emergency Shelter section of Exhibit A.

## **13. Environmental Review**

ESG activities are subject to environmental reviews under HUD environmental regulations in 24 CFR part 50. The County will work with subrecipients to meet the requirements of 24 CFR part 50 prior to the expenditure of any ESG funds. The subrecipient will provide at a minimum: address and APN of location where services will be provided and a detailed program description.

## **14. Rental Payments in Arrears**

Rental assistance may be used to pay up to six months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain in the housing unit for which the arrears are being paid or move to another unit. If ESG funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant's rental assistance. Utility payments may be made for up to 24 months (during any 3-year period) payments per program participant, per service, including up to six months of utility payments in arrears, per service.

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

Subrecipients 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, subrecipients will receive a certificate of completion, which qualifies them to conduct the assessments. All subrecipients are required to have at least one staff member qualified to conduct assessments.

Subrecipients are also required to complete and sign the ESG Lead Screening Worksheet, enclosed in Exhibit B, and the ESG Lead-Based Paint Document Checklist, as enclosed in Exhibit C, for each client receiving assistance.

Please note; that the last page of the form requires staff signature and date. Subrecipients will ensure that the form is signed and dated properly.

Additionally, subrecipients must ensure compliance with the lead-based paint remediations and disclosures as described in 24 CFR 576.403(a).

## **16. Reporting Requirements**

### HMIS

Subrecipients are required to input client data into HMIS as soon as feasibly possible, and according to the minimum standard set by the FMCoC. County staff will work with the HMIS lead agency to pull data on a monthly basis and will contact subrecipients who have not utilized HMIS as required. This reporting requirement is set forth to facilitate subrecipient's quarter-end reporting process and to assist the County in its reporting to HUD. Subrecipients who fail to meet this requirement will be in default of their agreement, which will trigger a performance review by the County.

### Monthly/Quarterly Reporting

Subrecipients are required to provide a monthly activity report to the County, as noted in the County contract.

## **17. Confidentiality**

Each subrecipient must develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided assistance; and
- (2) The address or location of any assisted housing is not made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the recipient.

Such procedures must be provided to the County before implementation of the program commences. All records pertaining to each fiscal year of ESG funds must be retained for the greater of five years or the period specified under 24 CFR576.500(y). Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.

## **18. Housing First**

All subrecipients must adhere to the Housing First Model, which is an approach to quickly connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to housing, such as sobriety, treatment, or service participation requirements. For more information on Housing First, please visit: <https://endhomelessness.org/resource/housing-first/>.

## **19. Termination of Housing Assistance**

A subrecipient may terminate assistance to a program participant who violates program requirements. Subrecipients may resume assistance to a program participant whose assistance was previously terminated. In terminating assistance to a program participant, the subrecipient must follow 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.

## **20. 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 County's ESG Program, or any program or activity receiving Federal financial assistance.

## **21. Conflicts of Interest**

Conflict of Interest is a real or apparent incompatibility between a person's private interest and his or her public or fiduciary duties. ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the subrecipient, or a parent or subsidiary of the subrecipient required under 2 CFR 200.318. For the procurement of goods and services, the recipient and its subrecipients must comply with 2 CFR 200.317 and 2 CFR 200.318.

## ***22. Involuntary Family Separation***

A child under age 18, must not be denied based on age for any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families with children under the age of 18 according to 24 CFR 576.102(b). The intent of the involuntary family separation provision in the ESG interim rule is to allow families with children to remain in shelter together if they choose.

## ***23. Appeals***

If a subrecipient declines services for a referred applicant, the applicant may appeal, in writing, within sixty (60) days after the occurrence and must clearly state the reasons for the petition. The head of the Agency or the authorized designee must consider all pertinent justification and other material submitted by the person to ensure a fair and full review. However, the official shall not have been directly involved in the action appealed. If the appellant is not satisfied with the response of the subrecipient, it may be presented to The County of Fresno ESG Program Manager within thirty (30) days of the subrecipient's final response. The County will attempt to resolve the grievance within fifteen (15) days. The ruling of the County will be final.

## Exhibit A:

# ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing: Checklists

### About this Tool

The Emergency Solutions Grants (ESG) Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

#### **Emergency Shelter Standards.**

Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).

In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.

**Permanent Housing Standards.** The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Recipients and subrecipients must document compliance with the applicable standards. Note that these checklists do not cover the requirements to comply with the Lead-Based Paint requirements at §576.403(a). For more discussion about how and when the standards apply, see *ESG Minimum Standards for Emergency Shelters and Permanent Housing*, located at <http://OneCPD.info/esg>.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients and subrecipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that its subrecipient is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the subrecipient to make necessary changes.

Prior to beginning the review, the subrecipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter's or unit's status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an "approving official," if the recipient or subrecipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

## Minimum Standards for Emergency Shelters

**Instructions:** Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. A copy of this checklist should be placed in the shelter's files.

Approved	Deficient	Standard <i>(24 CFR part 576.403(b))</i>
		<p>1. <i>Structure and materials:</i></p> <p>a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents.</p> <p>b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and WaterSense products and appliances.</p>
		<p>2. <i>Access.</i> Where applicable, the shelter is accessible in accordance with:</p> <p>a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8;</p> <p>b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and</p> <p>c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.</p>
		<p>3. <i>Space and security:</i> Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.</p>
		<p>4. <i>Interior air quality:</i> Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.</p>
		<p>5. <i>Water Supply:</i> The shelter's water supply is free of contamination.</p>
		<p>6. <i>Sanitary Facilities:</i> Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.</p>
		<p>7. <i>Thermal environment:</i> The shelter has any necessary heating/cooling facilities in proper operating condition.</p>
		<p>8. <i>Illumination and electricity:</i></p> <p>a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety.</p> <p>b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.</p>
		<p>9. <i>Food preparation:</i> Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.</p>
		<p>10. <i>Sanitary conditions:</i> The shelter is maintained in a sanitary condition.</p>
		<p>11. <i>Fire safety:</i></p> <p>a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas.</p> <p>b. All public areas of the shelter have at least one working smoke detector.</p>

		<p>c. The fire alarm system is designed for hearing-impaired residents.</p> <p>d. There is a second means of exiting the building in the event of fire or other emergency.</p>
		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.
		13. Meets additional recipient/subrecipient standards (if any).

**CERTIFICATION STATEMENT**

I certify that 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.

**COMMENTS:**

ESG Recipient Name: \_\_\_\_\_

ESG Subrecipient Name (if applicable): \_\_\_\_\_

Emergency Shelter Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date of review: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Approving Official Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official Name (if applicable): \_\_\_\_\_

## Minimum Standards for Permanent Housing

**Instructions:** Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved	Deficient	Standard <i>(24 CFR part 576.403(c))</i>
		1. <i>Structure and materials:</i> The structure is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents.
		2. <i>Space and security:</i> Each resident is provided adequate space and security for themselves and their belongings. Each resident is provided an acceptable place to sleep.
		3. <i>Interior air quality:</i> Each room or space has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		4. <i>Water Supply:</i> The water supply is free from contamination.
		5. <i>Sanitary Facilities:</i> Residents have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		6. <i>Thermal environment:</i> The housing has any necessary heating/cooling facilities in proper operating condition.
		7. <i>Illumination and electricity:</i> The structure has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There are sufficient electrical sources to permit the safe use of electrical appliances in the structure.
		8. <i>Food preparation:</i> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		9. <i>Sanitary condition:</i> The housing is maintained in sanitary condition.
		10. <i>Fire safety:</i>
		<ul style="list-style-type: none"> <li>a. There is a second means of exiting the building in the event of fire or other emergency.</li> <li>b. The unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom.</li> <li>c. If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</li> <li>d. The public areas are 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>
		11. Meets additional recipient/subrecipient standards (if any).



## CERTIFICATION STATEMENT

I certify that 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.

**COMMENTS:**

ESG Recipient Name: \_\_\_\_\_

ESG Subrecipient Name: \_\_\_\_\_

Program Participant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apartment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date of review: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Approving Official Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official Name (if applicable): \_\_\_\_\_

## Exhibit B

# ESG Lead Screening Worksheet

### About this Tool

The *ESG Lead Screening Worksheet* is intended to guide recipients 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 recipients 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 Lead-Based Paint Visual Assessment Certification Form 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 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 same firm that is repairing the deteriorated paint cannot conduct the clearance inspection.

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.

3. Did an independent, certified lead professional conduct a clearance exam?

Yes

No

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

4. 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.

**LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION**

I, \_\_\_\_\_, CERTIFY THE FOLLOWING:  
(PRINT NAME)

- I have completed HUD's online visual assessment training and am a HUD-certified visual assessor.
- I conducted a visual assessment at \_\_\_\_\_ on \_\_\_\_\_  
(PROPERTY ADDRESS AND UNIT NUMBER)  
(DATE OF ASSESSMENT)
- No problems with paint surfaces were identified in the unit or in the building's common areas.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Exhibit C

### ESG Lead-Based Paint Document Checklist

#### About this Tool

The following checklist provides ESG recipients 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 minimus 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.	





**FRESNO MADERA CONTINUUM OF  
CARE – POLICIES & PROCEDURES**

DRAFT





# **FRESNO MADERA CONTINUUM OF CARE**

## **COORDINATED ENTRY SYSTEM POLICIES AND PROCEDURES**

The FMCoC CES Policies and Procedures is a living document and subject to change. It will be reviewed and updated as needed, following best practices and FMCoC approval.

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## OVERVIEW

These standards will govern the CoC and ESG funded projects in the Fresno Madera Continuum of Care. Each program may focus or operate with some variation; however, they will align with these guiding Coordinated Entry System standards.

The HEARTH Act requires the Fresno Madera Continuum of Care to have written policies and procedures that govern the provision of assistance to individuals and families. These policies and procedures provide guidance to local providers in administering CoC-funded assistance in the following areas:

Policies and procedures for evaluating individuals' and families' eligibility for assistance; The policies and procedures are not intended to be in lieu of or in place of the Interim Regulations for the HEARTH Act, but are intended to clarify local decisions regarding program administration. All HUD funded providers must follow the Interim Regulations in its entirety.

***The FMCoC CES Policies and Procedures is a living document and subject to change. It will be reviewed and updated as needed, following best practices and FMCoC approval.***

### **PURPOSE:**

**The Coordinated Entry System Committee was convened by the Fresno Madera Continuum of Care to achieve the following goals:**

To bring Fresno Madera Continuum of Care in compliance with Federal Regulations regarding coordinated assessment/entry that require “a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.” Per the Regulations, this definition established the basic minimum requirements for the system that must be established within Fresno Madera Continuum of Care.

- Minimize barriers faced by individuals who are homeless in accessing the most appropriate and effective housing services to address their needs.
- Incorporate a “housing first” philosophy in matching homeless individuals with services.
- Use Homeless Management Information System - ServicePoint to maximize existing resources and simplify implementation.

The Coordinated Entry System Committee was created to meet these goals and to develop an appropriate documented process for coordinated entry for Fresno Madera Continuum of Care. As part of this work, the Coordinated Entry System Committee did the following:

- Reviewed best practices research and promising practices from other homeless systems.
- Reviewed assessment tools for service prioritization and diversion.

### **OVERSIGHT**

The coordinated entry system process will be governed by the Fresno Madera Continuum of Care. This group will be responsible for:

- Providing general oversight and management of coordinated entry.
- Investigating and resolving consumer and provider complaints or concerns about the process, other than declined referrals.
- Providing information and feedback to the community at-large regarding the coordinated entry process.

### **EVALUATION**

The Fresno Madera Continuum of Care Coordinated Entry System Committee meets twice a month to review the Coordinated Entry processes, including intake, assessment and referral. The coordinated entry process is evaluated by the FMCoC Evaluation Committee to ensure that it is operating at maximum efficiency and revisions are made to the Policies and Procedures as needed.

Additionally, the FMCoC CES committee will host an annual full day conference to evaluate the effectiveness of the established process. This conference will be open to any service providers (whether they are currently participating in coordinated entry or not) and participating households. This evaluation process will include interviews, surveys, and focus groups; this process will be announced by the FMCoC and open to the public.

Evaluation will include:

- Evaluating the efficiency and effectiveness of the coordinated entry process.
- Reviewing performance data from the coordinated entry process.
- Recommending changes or improvements to the process based on performance data.
- Evaluating the efficiency and effectiveness of the coordinated entry process.

- Reviewing the Assessment (VI-SPDAT) and our Referral Process (Match Form) to ensure that our coordinated entry system meets the needs of our community.
- Reviewing performance data from the coordinated entry process.
  - All data collected through the HMIS for the Coordinated Entry System will be reviewed
- Recommending changes or improvements to the process based on performance data.
  - We will take feedback from all service providers and participating households

## HUD REQUIREMENTS

Under the interim rule for the U.S. Department of Housing and Urban Development’s (HUD) CoC program, each CoC must establish and operate a centralized or coordinated assessment system (24 CFR 578.7(a)(8)). HUD defines a centralized or coordinated assessment system, often referred to as a “coordinated entry” system, as “a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool” (24 CFR 578.3).

## PARTNER AGENCIES

All programs that receive CoC, ESG, SSVF, or targeted VA funding are required by their funding sources to participate in Coordinated Entry System. All other programs serving persons who are homeless or are at risk of experiencing homelessness are encouraged and welcome to join Coordinated Entry System. In general, partner agencies are responsible for:

- Ensuring that clients seeking assistance have prompt access to screening and assessment in a safe and welcoming environment.
- Carrying out screening and assessment of clients, responding to their immediate needs, using Coordinated Entry System tools and technology, supporting referral of clients per Coordinated Entry System protocols, accepting client referrals per Coordinated Entry System protocols.
- Attending Coordinated Entry System trainings.
- Following Coordinated Entry System policies and procedures.
- For receiving agency – accepting and promptly acting on client referrals through Coordinated Entry System.

- Participating in case conferences requested to resolve housing placement issues or concerns.
- Abide by client eligibility and acceptance determination decision.
- Complying with fair housing legal requirements in all housing transactions and tenant selection plans and procedures.

## **DATA QUALITY AND PRIVACY**

### **HMIS STANDARDS**

Except as otherwise specified, data associated with the Coordinated Entry System should be stored in the FMCoC's Homeless Management Information System (HMIS). All data entered into or accessed or retrieved from the HMIS must be protected and kept private in accordance with the HMIS Data and Technical Standards as announced by the CoC Interim Rule at 24 CFR 578.7(a)(8).

Before collecting any information as part of the Coordinated Entry System, all staff and volunteers must first either

1. Obtain the participant's informed consent to share and store participant information for the purposes of assessing and referring participants through the Coordinated Entry process, or
2. Confirm that such consent has already been obtained and is still active. Whenever possible, the participant's consent should be in written form.

The FMCoC will not deny services to any participant based on that participant's refusal to allow their data to be stored or shared unless a Federal statute requires collection, use, storage, and reporting of a participant's personally identifiable information as a condition of program participation. Where appropriate, non-personally-identifiable information about participants who refuse consent to share personally identifiable data should be logged in an electronic case file that uses pseudonyms, e.g., "Jane Doe," to preserve as much non-personally-identifiable information as possible for statistical purposes.

The consistency, completeness, timelessness and accuracy of data entered into HMIS for the Coordinated Entry System should be checked at least once per month by the Community Coordinator as part of the community's overall efforts to continuously improve data quality. The FMCoC HMIS Administrators will provide training and technical assistance on request to anyone using the HMIS for Coordinated Entry System, who faces obstacles to inputting complete and accurate data, and may recommend and/or require technical assistance for providers who receive a low score on automated data quality reports.



### **WHAT DATA WILL BE COLLECTED**

Data that is required to assess, prioritize, match, and refer a household for housing, homeless services, and/or mainstream resources will be collected by the Coordinated Entry System. This data will include HMIS Universal Data Elements, service prioritization assessment tool questions, and community related data reports needed to assess and evaluate the Coordinated Entry System itself, such as system performance metrics and recidivism data should also be generated by the HMIS. Whenever possible, the Coordinated Entry System should avoid collecting personal data that is not needed for the above purposes.

### **WHO MAY ACCESS COORDINATED ENTRY DATA**

Prior to accessing the Coordinated Entry in HMIS, individuals must complete the Coordinated Entry and VI-SPDAT training and successfully pass the Skilled Assessor test. The Community Coordinator will provide the names of the Skilled Assessor to the HMIS staff. HMIS staff will schedule data entry training with the identified Skilled Assessors. Skilled Assessors will have access to privileged information and are expected to maintain the confidentiality of applicants in line with HMIS data standards.

### **WHEN PERSONALLY IDENTIFIABLE DATA CAN BE SHARED**

It is often useful to share certain kinds of data collected during the Coordinated Entry process:

- Among different homeless service providers
- Between a homeless service provider and a mainstream resource provider such as Medicaid
- Between multiple data systems to reduce duplicative efforts and increase case coordination across providers and funding streams, *or*
- Aggregate data, with the general community for purposes of education and advocacy

However, in doing so, great care must be taken not to share personally identifiable data outside the context of the systems and purpose(s) covered by the client's affirmative consent.

Therefore, all entities that routinely share data with or receive data from the Coordinated Entry System must sign data-sharing agreements that obligate the entities to follow comparable privacy standards and that restrict the use of the data being shared to uses that are compatible with clients' consent.

In particular, personally identifiable data must always be used for the benefit of the client to which the data pertains, and not for the general convenience of other government entities. Requests for data made by Child Protective Services, Adult Protective Services, prosecutors, detectives, immigration officials, or by police officers

who are not actively cooperating with the CoC through a Team should be refused unless the requesting party displays a valid warrant specifically ordering the release of the data, or with the client's affirmative written consent.

### **WHEN ANONYMOUS DATA CAN BE SHARED**

Data that is truly anonymous can be shared for any legitimate purpose of the CoC, but care must be taken to ensure that data has been reliably stripped of all characteristics that could conceivably be used to re-associate the data with a particular individual or household. Some characteristics that appear to be anonymous could be personally identifiable within the context of a relatively small community. For example, there may be only one formerly homeless person in the CoC who has a particular birthdate. Similarly, a piece of data that is not personally identifiable in isolation may become personally identifiable when combined with other (supposedly) anonymous data. For instance,

“chronically homeless” is not a personally identifiable characteristic, but if there are only three chronically homeless Hispanic veterans in the CoC, then informed observers may be able to match a case note made about a “chronically homeless Hispanic veteran” with a particular individual, thereby violating that individual's privacy.

### **DOMESTIC VIOLENCE/PRIVACY POLICIES:**

All efforts shall be made to protect the privacy and safety of domestic violence survivors and to uphold client choice by presenting a range of housing and service options. The following procedures are in place to do so.

- Programs which are primarily for survivors of violence are prohibited from contributing client-level data into the HMIS. However, these programs must record client-level data within a comparable internal database and be able to generate aggregate data for inclusion in reports.
- Non-victim service providers shall protect the privacy of individuals and families who are fleeing, or attempting to flee violence, by not including intake/treatment data in HMIS.
- The location of Domestic Violence shelters/programs shall not be made public.
- Staff responsible for coordinated intake/assessment shall receive training on protecting the safety and privacy of individuals who are fleeing, or attempting to flee violence.

For each program participant who has moved to a different Continuum of Care due to imminent threat of further violence under § 578.51(c)(3), the CoC program must retain:

*Please remember, whoever has this information, if they are not a DV agency, this information can be gotten via a warrant and can be held against the victim or provide location information regarding the victim. The only agency that can withhold this information through the justice process is a Domestic Violence agency.*

Documentation of the original incidence of violence –This may be written observation of the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; medical or dental records; court records or law enforcement records; or written certification by the program participant to whom the violence occurred or by the head of household.

Documentation of the reasonable belief of imminent threat of further violence, which would include threats from a third-party, such as a friend or family member of the perpetrator of the violence. This may be written observation by the housing or service provider:

- A letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance;
- Current restraining order; recent court order or other court records;
- Law enforcement report or records;
- Records of communication from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts; or a written certification by the program participant to whom the violence occurred or the head of household.

## **FAIR HOUSING**

### **NON-DISCRIMINATION POLICY**

The Fresno Madera Continuum of Care does not tolerate discrimination on the basis of any protected class (including actual or perceived race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity, or marital status) during any phase of the Coordinated Entry process. Some programs may be forced to limit enrollment based on requirements imposed by their funding sources and/or state or federal law. For example, a HOPWA-funded project might be required to serve only participants who have HIV/AIDS. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation. All aspects of the Fresno Madera Coordinated Entry System will comply with all Federal, State, and local Fair Housing laws and regulations. Participants will not be “steered”

toward any particular housing facility or neighborhood because of race, color, national origin, religion, sex, disability, or the presence of children.

All locations where persons are likely to access or attempt to access the Coordinated Entry System will include signs or brochures displayed in prominent locations informing participants of their right to file a discrimination complaint and containing the contact information needed to file a discrimination complaint. The requirements associated with filing a discrimination complaint, if any, will be included on the signs or brochures.

When a discrimination complaint is received, the FMCoC Executive Board will complete an investigation of the complaint within 60 days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge, and by attempting to collect any documents that are likely to be relevant to the investigation.

Within 30 days after completing the investigation, the FMCoC Executive Board will write an adequate report of the investigation's findings, including the investigator's opinion about whether inappropriate discrimination occurred and the action(s) recommended by the investigator to prevent discrimination from occurring in the future. The findings of the investigation will be shared with the Coordinated Entry System Committee. If appropriate, the investigator may recommend that the complainant be re-assessed or re-prioritized for housing or services. The report will be kept on file for two years.

## **REASONABLE ACCOMMODATIONS AND MODIFICATIONS**

All Access sites, Assessment sites, Navigators, and Housing Providers must provide reasonable accommodations and modifications to persons with disabilities to ensure equal access to housing. The duty to provide reasonable accommodation requires Navigators and Providers to make changes to rules, policies, and procedures to allow a person with a disability to use and enjoy a dwelling. Navigators and Providers, however, are not required to undergo an undue financial burden and administrative hardship or make a fundamental alteration in the nature of the programs.

## **CULTURAL COMPETENCE**

Cultural competence involves understanding and appropriately responding to the unique combination of cultural variables, including age, ability, beliefs, ethnicity, experiences, gender identity, gender, linguistic background, national origin, religion, sexual orientation and socioeconomic status. Assessors and navigators are expected to be culturally competent and strongly encouraged to engage in training opportunities to build these skills. As part of this process assessors and navigators are advised to explore how their own values, biases, and beliefs influence their communication and service delivery. This self-reflection will help ensure that assessors and navigators are

respectful of the different cultural backgrounds, preferences and practices of participants, and incorporate this information into participant action plans.

Assessors and navigators will continually build their culturally competent knowledge and skills as part of their everyday work, and will have many opportunities to share what they learn with their peers. They are also expected to draw upon their experiences and growing knowledge of cultural competency to assess the cultural relevance of tools, assessments, and strategies, and to develop referral partnerships with culturally competent partners.

## MARKETING

The FMCoC affirmatively markets housing and supportive services to eligible households within the geographic area. Clients are able to access the various access sites and assessment within the FMCoC. Street outreach workers distribute information at places known to be frequented by the target population. In order to ensure access to all members of the community, interpretation services are also offered.

The Fresno Madera Continuum of Care Coordinated Entry System covers the entire Fresno Madera Counties geography, which is the same geography as the FMCoC. The coordinated entry system is well advertised and easily accessed.

The coordinated entry system is widely marketed and available to:

- All eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status;
- All populations and subpopulations in the FMCoC's geographic area, including people experiencing chronic and/or literal homelessness, veterans, families with children, youth, survivors of domestic violence, and individuals/families at imminent risk of homelessness have fair and equal access to the coordinated entry process, regardless of the location or method by which they access the system;
- Individuals with disabilities; and
- Persons with Limited English Proficiency (LEP).

Specific steps FMCoC CES provider(s) are taking to market the coordinated entry system include:

- Monthly email updates to the general community, service providers, and City and County departments;
- Posting of coordinated entry policies and other information on the FMCoC website and the social media platforms of the FMCoC;

- Informational flyers distributed at service locations in the community;
- Providing information about coordinated entry and the homeless response system, as well as access to coordinated entry services in accessible formats, such as large print, audio, Braille, interpreters, and sign language, when necessary. Additionally, some coordinated entry staff are fluent in various languages and equipped to conduct intake, assessment, and diversion when possible;
- Direct outreach to people on the street and other sites where people experiencing homelessness access services and supports;
- Announcements regarding CES information and updates during FMCoC or other committee meetings related to the homeless response system;
- Educating mainstream service providers (including, but not limited to, County Department of Social Services, County Department of Behavioral Health, County Department of Public Health, Public Housing Authorities, Employment Services, School Districts, Mental Health providers, Health Care providers, Law Enforcement, Faith Based Organizations, Business Community, Landlords, and Substance Abuse providers) about how to refer someone who is literally homeless to the coordinated entry system.

## **EDUCATION POLICIES**

Consistent with the CoC Program Interim Rule 24 CFR §578.23, it is important that all CoC and ESG programs collaborate with local education authorities in identifying and serving families that become homeless. All CoC and ESG programs assisting families with children or unaccompanied youth must:

- Take the educational needs of children into account when placing families in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education
- Inform families with children and unaccompanied youth of their educational rights, including providing written materials, help with enrollment and linkage to McKinney Vento Liaisons as part of intake procedures.
- Not require children and unaccompanied youth to enroll in a new school as a condition of receiving services.
- Allow parents or the youth (if unaccompanied) to make decisions about school placement.
- Not require children and unaccompanied youth to attend after-school or educational programs that would replace/interfere with regular day school or prohibit them from staying enrolled in their original school.

- Post notices of student’s rights at each program site that serves homeless children and families in appropriate languages.
- Designate staff that will be responsible for:
  - Ensuring that homeless children and youth in their programs are in school and are receiving all educational services they are entitled to.
  - Coordinating with the CoC, the Department of Social Services, the County Office of Education, the McKinney Vento Coordinator, the McKinney Vento Educational Liaisons, and other mainstream providers as needed.

In order to ensure compliance and to assist providers in meeting these requirements, the CoC will provide training on these issues at least annually and will include compliance with these procedures these in their monitoring processes.

## **PARTICIPANT ELIGIBILITY AND DOCUMENTATION STANDARDS:**

The Fresno Madera Continuum of Care funds the following program types: Permanent Supportive Housing, Transitional Housing, Planning, Rapid Rehousing, and Coordinated Entry. As set forth in the HEARTH Act, there are four categories of eligibility:

1. Literally Homeless,
2. Imminent Risk of Homelessness,
3. Homeless Under Other Federal Statutes (subject to cap), and
4. Fleeing/Attempting to Flee Domestic Violence.

***The Fresno Madera Continuum of Care elects to serve categories 1, 2, and 4 due to the shortage of resources for those priority populations and excessive demand.***

Documentation must be included in the case file, and/or scanned into the HMIS client record that demonstrates eligibility as follows:

- 1) Literally Homeless (in order of preference)
  - Third party verification (HMIS print-out, or written referral/certification by another housing or service provider); or
  - Written observation by an outreach worker; or
  - Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;
  - If the provider is using anything other than a Third Party Verification, the case file must include documentation of due diligence to obtain third party verification.
- 2) Imminent Risk of Homelessness

- A court order resulting from an eviction action notifying the individual or family that they must leave within 14 days; or
  - For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
  - A documented and verified written or oral statement that the individual or family will be literally homeless within 14 days; and
  - Certification that no subsequent residence has been identified; and
  - Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.
- 3) NOT APPLICABLE – Homeless Under Other Federal Statute
- 4) Fleeing/Attempting to Flee DV

*For victim service providers:*

- An oral statement by the individual or head of household seeking assistance which states: they are fleeing domestic violence; they have no safe place to go to; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.

*For non-victim service providers:*

- Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
- Certification by the individual or head of household that no subsequent residence has been identified; and
- Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

As defined in the HEARTH Act, eligibility for Permanent Supportive Housing is limited to categories 1 and 4. Participants must also:

- Enter from the street or shelter, or a transitional housing program to which they originally entered from the street or shelter (NOTE: if the project is designated for chronically homeless, they may only enter from the street or shelter. Individuals may lose their chronically homeless designation after they enter a transitional housing program); and
- At least one member of the household must have a disability of long duration, verified either by Social Security or a licensed professional that meets the state criteria for diagnosing and treating that condition.



## OUTREACH

Outreach Teams (OTs) will cover the entire Fresno Madera Continuum of Care geographic area to reach out to as many individuals as possible in both city and county. OTs will be responsible for engagement and rapport building with individuals and families who are homeless and are not being served, adverse to services, and/or are underserved by existing community service delivery systems. As a primary Access point into the Coordinated Entry System, the OTs are responsible for locating, engaging, transporting, and referring clients to appropriate services. Occasionally, OTs will provide basic survival supplies when available i.e. hygiene packs, blankets, water, snacks, etc. OTs are responsible for connecting clients to physical health, mental health, alcohol and other drug services/programs in the community. OTs will be trained to assess current client needs and make the appropriate referrals for which clients are eligible. OTs are to enter all initial screening and contacts into the Homeless Management Information System (HMIS) to better establish a Homelessness timeline and to ensure all communication, referrals and services provided to clients are documented. OTs responsibilities include, but are not limited to the following:

- Receive diversion training;
- Responsible for learning about the different Community resources to better assist clients and continue to update information among teammates;
- Receive HMIS Training: data collection and data entry;
- Work in collaboration with the Law Enforcement when requested;
- Respond to encampment referrals from community providers and community constituents;
- Provide continuous coverage of the geographic area to maintain communications with clients upon referral or as needed.
- Receive “Scenarios” training, “engagement” training, etc.;
- Maintain continued communication with other OT members regarding high risk incidents in the field. i.e., areas to be cautious of and potentially dangers locations;
- OTs should meet before scheduled event to discuss processes and guidelines; then spend at least 30 minutes to debrief about outreach event.

### **Recommendations:**

- All OTs are to wear comfortable clothes and closed-toe shoes while in the field as you might find yourself going through rugged terrain such as, riverbanks, canal banks, rocky areas, etc.
- All OT's are to wear mandated Personal Protective Equipment.

- OTs should be alert of their surroundings and in the event that you feel uncomfortable you should leave the area and contact your supervisor/Community Coordinator.
- Outreach Teams should always be in teams of at least two people and be within sight of each other at all times.
- During coordinated events, the event leader will have an immediate communication system to notify all teams in the field of any emergency communication (i.e Text messages, via radios, telephone or IM).
- OTs are recommended to not wear expensive jewelry and or agency logos. (Representing FMCoC rather than individual agencies.)
- OTs are recommended to use one of the recommended outreach logs to better record client contacts/engagement dates into HMIS.
- When transporting a client, a client's belonging should be placed in the trunk of the vehicle until arrival at destination.

If pre-screening/screening questions determine that a consumer has an emergency need for medical care or shelter, the client will be immediately considered for referral to the appropriate emergency care center, such as a hospital or emergency shelter.

Following the initial screening, the OT staff may complete the VI-SPDAT, an additional assessment tool that will be used by our Coordinated Entry System to prioritize clients based on vulnerability factors and determine what housing interventions best fits the client's needs. When appropriate, OT staff will complete the VI-SPDAT with clients as follows:

- For Adult Only households, the VI-SPDAT will be completed as a part of the client's treatment plan when the household has been homeless for at least 7 days or more;
- Family household with children and transitioned-age youth, at the point of literal homelessness.

***VI-SPDAT assessments should be updated when risks and circumstances of the client's life have changed or every 2 years, whichever comes first.***

Emergency Services: When Access Sites are closed, adults and families are given resources to emergency shelters and if applicable can make necessary calls to arrange placement to an emergency shelter. Since some emergency services are not prioritized through coordinated entry, participants can access those services on a first-come, first-serve basis. However, via direct communications or marketing materials staff at emergency shelters actively connect participants to the Access Sites.

**For Fresno Madera Continuum of Care Geographic Area Emergency  
Housing/Shelter 24 hrs. /day:**

**Fresno County: Contact MAP Point at 559-512-6777**

**Madera County: Contact Madera Rescue Mission at 559-675-8321**

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The FMCoC CES Policies and Procedures is a living document and subject to change. It will be reviewed and updated as needed, following best practices and FMCoC approval.

## ACCESS

Access refers to how people experiencing a housing or crisis need learn that coordinated entry exists and how to access services. One of the primary goals of the Fresno Madera Continuum of Care's (FMCoC) Coordinated Entry System (CES) is to ensure that client access be easy, fast, and offers immediate engagement. Therefore, our Coordinated Entry System offers multiple points of access for people experiencing or at imminent risk of homelessness. Access sites serve as the community connector to the FMCoC's CES and offer direct services or provide warm hand-offs through linkages to all populations and subpopulations in the FMCoC's geographic area, including people experiencing chronic and/or literal homelessness, veterans, families with children, youth, survivors of domestic violence, and individuals/families at imminent risk of homelessness.

Access Sites (physical site and/or street outreach) will complete the Access Site Initial Screening Form, when an individual/family presents with a housing or crisis need and is open to services, to help determine if the household can be diverted from entering the homeless response system by utilizing mainstream resources. Access sites will make linkages to mainstream services and assist in navigating services to the extent possible. If the household is unable to be diverted, the household will be referred to prevention or emergency shelter services (shelter, dv shelter, safe house, or motel voucher). Access sites will consider the unique rights and needs of all populations including people experiencing chronic and/or literal homelessness, veterans, families with children, youth, survivors of domestic violence, and individuals/families at imminent risk of homelessness.

A provider must sign a Fresno Madera Continuum of Care Coordinated Entry Participation Agreement agreeing to the operational guidelines of the coordinated entry process. Physical access sites are to be located near public transportation and in proximity to known homeless populations. They can vary in size and configuration and can be collocated with other service programs. All physical sites must be handicap accessible.

*In addition, any agency serving as an access point must coordinate with the appropriate victim services provider around safety planning and must participate in any trainings provided on how to carry out appropriate safety planning and how to ensure trauma-informed, culturally appropriate services.*

**Access Sites (physical site and/or street outreach) are expected to agree to the following:**

- Ensure compliance with data privacy and policies.

- Provide Access Site Initial Screening Form for all households who request entry into the homeless response system.
  - a. If entry meets criteria for diversion, provide information or linkage to prevention and diversion resources.
  - b. If entry into the homeless response system is necessary, link directly to Emergency Shelter, and/or to Assessment site.
- For Access site – Provide **at least (1) Access day a week.**
- For Street Outreach participation– **Attend at least 50% of monthly events.**
- Track and share documentation of screenings by entering the completed Access Site Initial Screening Form in HMIS (or a comparable database for victim service providers) immediately.
- Attend required FMCoC CES trainings.
- Ensure that no linkages for homeless services are made without first completing the Access Site Initial Screening Form.
- Provide feedback for annual CES evaluation.

**Procedure:**

1. Identify housing or crisis need
2. Inform consumers of CES Rights & Responsibilities & Complete HMIS Release of Information
3. Complete Access Site Initial Screening Form
  - a. While completing Access Site Initial Screening Form, Access staff will empower household to identify possible housing or crisis need solutions though:
    - Homelessness Prevention
    - Diversion
    - Rapid Exit
4. Enter completed Access Site Initial Screening Form in HMIS (or a comparable database for victim service providers) immediately
5. If no viable safe housing solution could be identified, household will be connected to available emergency shelter.
  - Household will continue to work with shelter staff and/or navigator in identifying housing solutions.
  - If household enters shelter, homeless verification will be requested to be completed at the shelter.
6. If household does not enter shelter, a linkage to street outreach will be completed and submitted to Community Coordinator for follow-up.

### **Training:**

All Access staff will receive training on the Coordinated Entry System process as well as an Access Site procedure training. Training ensures that policies and procedures are fairly and consistently applied and high-quality services are delivered to households seeking assistance with their housing or crisis needs from access sites. Training opportunities are provided quarterly to organizations and staff that serve as FMCoC approved access sites. Training provides access site staff with clear direction on how screenings are to be conducted in-line with the Coordinated Entry written policies and procedures, to ensure uniform decision-making and linkages.

## **DIVERSION**

Diversion is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services to help them return to permanent housing. Diversion engages households early in their homeless crisis so they can move quickly into safe housing. It is focused on helping households move past the immediate barriers they face in obtaining safe housing.

Diversion is pursued as a potential solution for households to become housed safely and quickly, without requiring more intensive services. If no realistic options for housing emerge through the Diversion conversation, households continue with the Coordinated Entry System and are assessed and prioritized for deeper housing interventions.

**The Fresno Madera Continuum of Care will practice diversion at system entry and throughout the entire CES process.**

### **Diversion will either:**

1. Empower individuals/households to identify possible housing solutions based on their own resources. This could include:
  - a. Permanent housing on their own
  - b. Viable, safe, permanent shared housing with family and/or friends
  - c. Viable, safe shared housing with family and/or friends, with a plan for permanency
2. Refer to mainstream resources;
3. Provide the minimum assistance necessary for the shortest time possible;
4. Connect to emergency shelter services; or
5. In rare cases, immediately connect to Vulnerability Assessment (VI-SPDAT).

**Utilizing Diversion Strategies:**

**Who:** At minimum all FMCoC Access site staff including but not limited to street outreach, MAP navigators, and shelter staff. Staff trained in the skills of diversion will support households through focused problem-solving. They will deliver expertise, encouragement, and a flexible combination of short-term services.

**What:** Variety of short-term services, which can include:

- Generating housing leads for households, often by leveraging existing relationships they have with landlords.
- Mediating conflicts between households and landlords, relatives or friends who may be able to offer housing.
- Connecting households to other community resources.

**When:** Begins as a first step to anyone trying to connect to Coordinated Entry System and continues throughout the entire process.

**Where:** All FMCoC Approved Access and Assessment sites including street outreach, MAP Points, shelters, etc.

**Procedure:**

**1. Explain the diversion conversation.**

- a. “Our goal is to learn more about your specific housing situation right now. Together we can identify the best possible way to get you a place to stay tonight and find safe, permanent housing as quickly as possible. That might mean staying in shelter tonight, but we want to avoid that if at all possible. We will work with you to find a more stable alternative if we can.”

**If indicated that the place where they stayed is unsafe, ask why it is unsafe. (If fleeing domestic violence, refer them to law enforcement and/or the appropriate local domestic violence provider. *For Fresno County – Marjaree Mason Center (559) 233-4357. For Madera County – 1 (800) 355-8989***

**2. Complete Diversion & Prevention Screening Form**

- a. Submit completed screening tool to Housing Matcher within 72 hours of completion.
- b. If eligible for Homelessness Prevention referral, Housing Matcher will submit response to Diversion Specialist within 72 hours.

**3. Housing planning**

- a. Households that are unable to identify realistic options for housing through Diversion are assessed and prioritized for deeper housing interventions.

### **Diversion Training:**

The Coordinated Entry System Committee will develop and conduct training on diversion, as a part of the CES training protocol. Training materials from OrgCode Consulting, Inc., as well as other best practice models will be utilized. The training curriculum will focus on techniques of effective communications and conflict mediation. Staff will be trained to guide the diversion process along while always letting the households take charge in finding a housing solution.

### **Self-Resolution is real and possible**

Create an environment where self-resolution is normalized and expected rather than the exception.

## **ASSESSMENT SITES**

To ensure easy access to assistance, Coordinated Entry System provides access to assessments, housing, and services from multiple, convenient locations throughout the Fresno Madera Continuum of Care. The homeless person in need may initiate a request for housing by walking into or calling any participating program or through contact with a street outreach program.

The minimum requirements for a program to participate as an Assessment site are:

- Have user access to HMIS.
- Ensure compliance with data privacy and policies.
- Have at least one trained Assessor and authorized both to use HMIS and to conduct the VI-SPDAT assessment; this may include a community volunteer who is trained and authorized by the FMCoC, and is connected to a CES participating agency.
- Agree to follow CES policies and procedures, community guidelines for conducting assessments and communicating about coordinated entry.
- Agree to provide additional referrals to other community services, as appropriate, to people completing the assessment.

## **STANDARDIZED ASSESSMENT TOOL: VI-SPDAT**

As mentioned above, Coordinated Entry System uses the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) as the standard assessment tool as well as the Family VI-SPDAT and TAY VI-SPDATs. The VI-SPDATs are built into HMIS. The VI-SPDATs are completed in HMIS with all individuals and families who are homeless under HUD’s definition of homelessness. The assessment can only be

conducted by a qualified agency or program assessor participating in CES and trained in HMIS. The VI-SPDAT is generally conducted no sooner than a seven-night stay in an emergency shelter, three street outreach contacts, and/or when a Homeless Verification can be attained.

### **WHAT ARE VI-SPDATS?**

The VI-SPDATs are a pre-screening, or triage tool that is designed to be used by all providers within a community to quickly assess the health and social needs of homeless persons and match them with the most appropriate support and housing interventions that are available. A triage tool like the VI-SPDAT allows homeless service providers to similarly assess and prioritize the universe of people who are homeless in their community and identify who to treat first based on the acuity (severity) of their needs. It is a brief survey that service providers, outreach workers, and even volunteers can use to determine an acuity score for each homeless person who participates. The scores can then be compared and used to identify and prioritize candidates for different housing interventions based upon their acuity. **NOTE: The VI-SPDAT score is not used solely for prioritization.** Using the VI-SPDAT, providers can move beyond only assisting those who present at their particular agency and begin to work together to prioritize all homeless people in the community, regardless of where they are assessed, in a consistent and transparent manner.

### **PRE-SCREENING**

As a first step, the individual or family should be asked basic pre-screening questions to determine if they need homelessness assistance, whether they have already received a VI-SPDAT, and whether they are a member of a special population requiring specialized assistance.

***If the individual or family is not homeless, the assessment process should not be continued. Rather, they should be provided or directed to other more appropriate services, e.g., prevention services if they are at risk of homelessness.***

If the individual or family needs homeless assistance, staff must check HMIS to see if they have already received a VI-SPDAT in the past year. If not, or if it seems their situation has changed significantly since the last time, an assessment can proceed. If the individual or family is: fleeing domestic violence (DV) situations or otherwise meets the criteria of category (4) of the definition of Homelessness; an unaccompanied youth under 18 years of age; or a veteran of active duty in the U.S. Armed Forces, then the procedures under Unique Procedures for Special Populations below should be followed.



## **COMMUNICATION**

An assessment should be conducted in a setting that promotes safety, privacy, and confidentiality. Staff conducting the assessment should follow community guidelines below for explaining the assessment process and benefits. Key points that may be covered include:

- The assessment takes about 10 minutes and most responses are “yes” or “no,” or just one word.
- The collected information will be entered into HMIS, which will help ensure that they will only need to complete the assessment once, will go onto the master list, and will not have to go around to different agencies getting on separate waiting lists.
- If they have an existing case manager helping them apply for housing, they should continue working with that case manager.
- That the assessment will result in a recommended housing intervention.
- That due to limited housing availability, it is unlikely that the recommended intervention will be available immediately. It is important to provide up-to-date contact information so that when the intervention does become available the Navigator can contact their client.
- That the assessment is voluntary, but that completing it will make it easier to provide the assistance needed and will allow them to be placed on the master list for referrals.
- That the assessment will be shared with partner agencies only if the HMIS Release of Information (ROI) is signed.

The VI-SPDAT is designed and structured to only use self-report. A person who is being surveyed using a VI-SPDAT should be able to complete it with anyone, not just the people who know her/his case history or have other information from other circumstances or sources. As a self-reported tool, the sequence is vitally important. ***The order of a VI-SPDAT cannot change.***

## **HOW OFTEN CAN WE DO A NEW VI-SPDAT?**

The general policy of 2 years is appropriate to do a new VI-SPDAT (if there have been no breaks in homelessness), but first there should be a discussion with the person seeking assistance about what circumstances have changed and why they are requesting another VI-SPDAT assessment to be completed.

If a person has been housed and re-enters into homelessness, a new VI-SPDAT needs to be completed.

*Remember, if you do a new VI-SPDAT you must update the score on the referral so it keeps the client's situation accurate.*

### **VI-SPDAT AND COORDINATED ENTRY CONSENT**

An individual must provide informed consent prior to the VI-SPDAT being completed. You cannot complete a VI-SPDAT with a client without that person's knowledge and explicit agreement. You also cannot complete a VI-SPDAT solely through observation or using known information within your organization.

### **TRAINING AND AUTHORIZATION OF USERS**

As mentioned above, VI-SPDATs can only be conducted by agency staff (or volunteers who are connected to the agency) who have successfully completed training and have been authorized by the FMCoC as a Coordinated Entry System Assessment Site. Trainings are coordinated by CoC staff and include but are not limited to training on:

- Using HMIS
- Completing the VI-SPDAT

## **MASTER BY NAME LIST**

The Master by Name List includes all data fields necessary to measure each of the four Federal benchmarks, found on the HUD Exchange website as well as other fields to support tracking, case conferencing, and rapid movement to permanent housing. The by name list is thought of as a universal registry within HMIS. Each Assessor and Outreach Specialist will receive access via HMIS to enter completed VI-SPDATs and or outreach contacts, after successful data collection and data entry training as well as a signed User Agreement form, for inclusion on the list for purposes of prioritization and housing placement. FMCoC and ESG funded agencies must make and take referrals off of this list for their programs.

### **BY NAME LIST INACTIVE POLICY**

The Inactive Policy is a critical component of maintaining a real-time by-name list as well as a robust Coordinated Entry System. To ensure an efficient assessment and referral process, it is important to ensure that the Coordinated Entry System Navigators and Outreach teams have the ability to contact and connect with households as soon as a housing opportunity is available. Without the policy, the Coordinated Entry System can experience delays in its referral procedures due to the time spent searching for households in the community who they have not been able to reach through multiple attempts, often for many months. Due to this loss of contact it is hard for the system to determine whether these households are still in need of housing. In some situations,

these households may have self-resolved their housing crisis or relocated to another area.

If a household has had no contact with any Coordinated Entry Access points, System Navigators and/or Community Outreach for **90 days**, and they have had no services or shelter stays in HMIS for the past **3 months**, the household will be moved from “Active” status to “Inactive-Unknown/Missing” status. Inactive status is defined as no known contact with any service provider in the community for **90 days**. When a client is moved to inactive, he/she is not deleted from the list; clients can change from inactive to active anytime they access services; this will not affect their position on the list. If a household on the inactive list makes contact with the homeless system including outreach workers, drop-in centers, shelters, etc., they are moved from inactive status to active status and can be referred to housing openings once they have fully re-engaged with the system which may include re-assessment of their vulnerability.

FMCoC Navigators and Outreach team members will be responsible for submitting weekly updates to the by-name list and entering data into HMIS. The Community Coordinator will review the updates, and make changes to the household status during the weekly case conferencing meeting.

## PRIORITIZING

The Fresno Madera Continuum of Care prioritizes chronically homeless individuals and families and has committed to adopting a Housing First approach in CoC/ESG programs.

For homeless families with children, FMCoC seeks to mediate/prevent homelessness whenever possible, reduce the homeless episode for families through rapid rehousing (RRH) and shelter/transitional housing focused on moving families from homelessness to permanent housing as soon as possible, and permanently house the most vulnerable families, as resources are available. Information is gathered to determine the “best fit” intervention to prioritize families for more intensive services, as needed, using the VI-SPDAT assessment through the Coordinated Entry System. Rapid Re-Housing projects serving homeless families with children will strive to place clients into permanent housing within 30 days of entering homelessness, and will not screen out families based on any criteria that will not impact future housing success, including age, gender or marital status.

For vulnerable, chronically homeless individuals, FMCoC utilizes the VI-SPDAT CoC-wide, which identifies those most at risk of dying on the street and will prioritize placement and services for those highest in need, and the SPDAT, for more in-depth understanding of participants and even more tailored placement and services. Referral systems are already in place and continue to be expanded for greater coverage.

***Note: the VISPDAT scores listed above, do not mean a household cannot be referred to a different housing intervention. For example: if a household scores 10 on the Family VI-SPDAT, but there are no Permanent Supportive Housing slots available, the household may be referred to Transitional housing as a temporary measure if space is available.***

If individuals are not chronically homeless, they will be targeted for the rapid rehousing, transitional housing, permanent housing, or income-based housing intervention that they are best matched to. Non-chronically homeless individuals who identify a substance abuse and/or mental health disorder and interest in receiving services for these concerns will be referred to the appropriate residential treatment programs. The Fresno Madera CoC has adopted the order of priority described in HUD's Notice CPD 14-012.

**Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

- A. First Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
  - The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs (see Section I.D.3. of this Notice for definition of severe service needs).
- B. Second Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness. A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:
  - The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously

- or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
- The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.
- C. Third Priority—Chronically Homeless Individuals and Families with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
- The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and
  - The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.
- D. Fourth Priority—All Other Chronically Homeless Individuals and Families. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
- The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is less than 12 months; and
  - The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs

### **Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness**

- A. First Priority—Homeless Individuals and Families with a Disability with the Most Severe Service Needs. An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time, including persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe

- haven, or in an emergency shelter immediately prior to entering the institution and has been identified as having the most severe service needs.
- B. **Second Priority–Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.** An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.
  - C. **Third Priority–Homeless Individuals and Families with Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.** An individual or family that is eligible for CoC Program-funded PSH who has been living in a place not meant for human habitation, a safe haven, or an emergency shelter. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.
  - D. **Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing.** An individual or family that is eligible for CoC Program-funded PSH who is coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing—all are eligible for PSH even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing

## NAVIGATION

### NAVIGATOR

The Navigator will identify and build rapport with homeless individuals and families living on the street, emergency shelter, safe haven, or in other places not meant for human habitation. The Navigator will assist clients in breaking the cycle of homelessness by moving from the street to interim housing, accessing necessary social services, and rapidly obtaining permanent housing. The Navigator will provide individualized client

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support throughout this entire journey by helping each client address any barriers to obtaining permanent housing. This includes linking with services to increase income (employment or benefit enrollment), identifying and accessing physical health, behavioral health and/or mental health resources as needed. The Navigator will work closely with the Community Coordinator to track homeless trends and work with the Housing Matcher for appropriate referrals to housing.

- Work with clients to address barriers to housing.
- Perform outreach services, contacting homeless persons in all places where they congregate in the geographic areas of the Fresno Madera Continuum of Care.
- Provide supportive services in a non-judgmental manner.
- Ability to transport clients to appropriate services.
- Provide information, referrals, linkages, and advocacy to assist clients in accessing services and resources.
- Assist clients with procuring necessary documents and services such as identification card, birth certificate, social security income, disability income/verification, certification of homelessness, and other documents as needed.
- Participate in all case-conferencing related to client work and progress.
- Once a housing match is made, work with Housing Matcher to identify appropriate permanent housing options for clients such as subsidized housing, Section 8, Shelter Plus Care, and VASH, as well permanent supportive housing, affordable and market rate housing, and other housing opportunities. Assist clients with housing applications, complete supportive and subsidized housing paperwork, survey rental market for affordable housing, and advocate for clients with prospective landlords.

### **DOCUMENT READY**

Documentation offers a simple example. From birth certificates to proof of military service, people experiencing homelessness must secure a variety of documents to move into housing, and these documents can often be difficult to acquire for those without the contacts or system knowledge to know how to get what they need. Experienced, well connected housing navigators can fast track the process by maintaining an updated list of local agency contacts and key documents required for each local housing and service offering

## **CASE CONFERENCING**

A routine, centralized process in which the Community Coordinator, Housing Matcher, and navigators monitor and advance the progress of various people toward housing. If navigation is a way to connect people experiencing homelessness with navigators, case conferencing connects those navigators to each other so they can strategize around all of their homeless clients' needs at once. This process also allows our community to translate individual data points into a bigger picture snapshot, enabling evaluation, troubleshooting and process improvement across the entire local housing placement system. The Fresno Madera Continuum of Care has designated the Community Coordinator as the point person to act as the "air traffic controller," coordinating the work of all local housing navigators in real time.

### **Goal of Case Conferencing**

1. To ensure holistic, coordinated, and integrated, assistance across providers for all people experiencing homelessness in the FMCoC;
2. To review progress and barriers related to each person's housing goal;
3. To identify and track systemic barriers and strategize solutions across multiple providers;
4. To clarify roles and responsibilities and reduce duplication of services.

## **CASE CONFERENCE LOGISTICS**

***Identification of People to Review:*** It is important to keep the primary focus on reviewing the most vulnerable persons from the Master By Name List, with greatest barriers to shelter and rapid placement in permanent housing.

***Representing Organizations:*** Agency representation from all housing and service providers will be based on those who serve homeless persons in the community. Recommended agencies include: those who have in-depth knowledge about the status, needs and preferences of each person being reviewed and who are able to make decisions regarding provision of shelter, services or housing assistance. This may be a program director, program manager, coordinator, housing specialist or case manager.

## **MATCHING**

### **MATCHING TO PROGRAM TYPE**

The Housing Matcher will work with Housing Program Administrators, Case Managers, and Navigators with matching homeless clients within the Fresno/Madera Continuum of Care (FMCoC) to housing programs offered within the FMCoC. The Housing Matcher will process Match Forms and facilitate Navigator communications with matched



programs to present to homeless clients to better foster client choice. The Housing Matcher will work closely with the Community Coordinator and HMIS Data Administrator to track homeless trends, all the while working with the Navigators to ensure timely documentation and completion of permanent housing efforts culminating in the successful housing of homeless clients.

Matching Procedures/Processes:

1. Clients that are considered CES Match Form Final submission ready, are to be presented by their Navigator at the weekly Navigators meeting to identify if they are
  - On the BNL,
  - Entered into HMIS, and
  - Document ready
2. The Navigator will receive endorsement from the Navigation team to complete and email the match form to the Matcher, Community Coordinator and HMIS Data Administrator.
3. The Matcher will send a reply message to both the Navigator and the Community Coordinator confirming receipt of the Match form and clarifying any missing/incomplete data.
4. The Matcher will run the eligibility matrix within HMIS to identify matches to Housing Programs.
5. The Matcher will consult existing Housing Program censuses and/or contact Housing Program Administrators/Case Managers directly to confirm housing availability.
6. The Matcher will send the Matching Confirmation Final form to the Navigator, Community Coordinator and Housing Program/s to which programs the clients have been matched to.
7. The Navigator will present the Housing Program matches to the client and report to the Matcher when, and to which programs the client has chosen
8. The Matcher will notify the Housing Program Administrator/Case Manager of the clients decision to apply for their program and assist in the coordination of that initial meeting (case staffing) between the Navigator, client and Housing Program official.
9. The Navigator will work with the client to complete all necessary program applications, home finding efforts and any additional documentation as required.
10. Once housing placement is accepted by both the client and the program, the housing provider will notify both the Matcher, HMIS Data Administrator and the Community Coordinator of the housed date.
11. The Matcher will maintain a log of match forms submitted and matches completed. This information will be provided to the Community Coordinator on a

weekly basis at the Navigators meeting to reflect housing progress that may then be recorded in the Notes section of the BNL.

#### Data Management:

- Maintain client related data tracking systems and complete HMIS entries.
- Generate client data for weekly and monthly reports, including outcomes, successes and challenges and submit to Community Coordinator. The VI-SPDAT score and master list are used by CoC staff to sort all individuals and families assessed by housing intervention type. This improves cost efficiency and program effectiveness system-wide. Those with high acuity scores are matched to permanent supportive housing, medium acuity scores to transitional housing, low-medium acuity scores to RRH, and low acuity scores to other appropriate interventions.

## HOUSING PROGRAM ELIGIBILITY DETAILS AND BED/UNIT AVAILABILITY

The Housing Matcher will keep an inventory and basic eligibility information for each participating housing program.

Participating agencies that use HMIS enter their basic program inventory and eligibility information into HMIS. All programs use HMIS to update their current bed/unit availability. The eligibility criteria are used, along with the local eligibility limits, to ensure that only eligible clients for a particular program or unit are referred to that program or unit.

In general, participating agencies must work consistently with the Housing Matcher to make sure their inventory, eligibility, and bed/unit availability information is always up-to-date.

**Create and share written eligibility standards.** Participating provider agencies will provide detailed written guidance for client eligibility and enrollment determinations. Eligibility criteria should be limited to that required by the funder and any requirements beyond those required by the funder will be reviewed and a plan to reduce or eliminate them will be explored with the Evaluation Committee. This may include funder-specific requirements for eligibility and program-defined requirements. These standards will be shared with the Coordinated Entry Manager as well as the Evaluation Committee.

**Communicate vacancies:** As a general rule, a provider who wishes to fill a homeless-mandated unit from an alternative source based on a belief that the Coordinated Entry System

has not provided timely referrals must perform all of the following tasks before unilaterally filling a vacancy:

- 1) Send an e-mail to the Housing Matcher alerting them that the program has a current vacancy,
- 2) Wait for a minimum of three business days,
- 3) Send a second e-mail to the Housing Matcher and to the Coordinated Entry Committee that either explicitly states that no referrals have been received, or that explains why each of the referrals that have been received could not be used to fill the vacancy, AND
- 4) Wait for an additional four business days without receiving any new referrals.
- 5) After 7 Calendar days, the agency may divert from using CES as their primary referral source.

**Limit enrollment to participants referred through the defined access point(s).**

Each bed, unit, or voucher that is required to serve someone who is homeless must receive their referrals through the Coordinated Entry System. Any agency filling homeless mandated units from alternative sources will be reviewed by the Evaluation Committee for compliance.

## **BRIDGE POINT HOUSING**

Bridge Point is a 30 day emergency shelter housing option for individual clients working through the Coordinated Entry System. Bridge Housing is available for clients who have an active housing plan (housing will occur within 30 days) in place. Prior to referring a client to Bridge Point, a Match Form should have been submitted to the Housing Matcher.

### **PROCEDURES**

- Client must be assigned to a navigator or designated agency staff
- Navigators or assigned agency staff are to submit Bridge Point referral to bridge point
- Housing plan/destination must be notated on referral form
- All clients are to have a VI-SPDAT completed and have documents necessary to transition to housing before entry into Bridge Point
- Navigators must review Bridge Point acceptance agreement with client (client and navigator must sign)

- Case staffing must be conducted within 72 hours of client entry into Bridge Point to include housing exit strategy (client, bridge point staff, and navigator must be present)
- Navigators must make weekly contact with his/her client
- Sign in/out sheet must be completed upon entering Bridge Point (staff name, client, number of hours with client)
- Communicate with Bridge staff on progress of client
- Clients to be at Bridge point less than 30 days. Discharge date will be 30 days after entry. Navigators will be responsible for enforcing the discharge date and will be contacted by Bridge Point staff the week prior to discharge date.

### **PROVISIONS**

Clients needing additional days at Bridge Point must have a Bridge Point referral re-submitted by navigator.

- Extensions will be in 2 week increments based on housing progress and approval of bridge point staff.
- Extensions to not exceed 30 days

Clients who are not actively searching for housing and/or not following their navigators instructions and are to be discharged from Bridge Point will be instructed to leave by the referring agency or their navigator.

## **UNIQUE PROCEDURES FOR SPECIAL POPULATIONS**

### ***VICTIMS FLEEING OR ATTEMPTING TO FLEE DOMESTIC VIOLENCE:***

Victim and non-victim housing/service agencies must prioritize safety and equitable access to housing/services for persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking (DV), while ensuring that client choice is upheld. Therefore, the screening process includes the following “yes” or “no” questions:

1. “Are you currently residing in, or trying to leave, an intimate partner who threatens you or makes you fearful?” (If yes, ask the following question):
2. “Do you want services that are specifically geared to domestic violence survivors OR do you need a confidential location to stay?”

If the client answers “yes” to either or both questions, the client must be offered assistance to contact the appropriate domestic violence assistance provider as follows:

If in Fresno County:

Marjaree Mason Center 24-Hour Emergency Hotline at 559-233-4357

If in Madera County:

Community Action Partnership of Madera at 800-355-8989

It is important to understand, as a protection to a DV victim fleeing their home, that the law protects DV agencies and the victims within confidentiality parameters, beyond all other regulations. **In order to truly protect the victim from legal recourse or uncovering their location, a domestic violence agency legislatively has this authority.** Domestic violence certified counselors working in the employ of a DV agency (only) carry confidentiality rights through the justice and law enforcement systems. Further, the Domestic Violence Safe House and network of DV agencies within the state/nation; offer security from the abuser including 24-hour live surveillance of the interior and exterior grounds, gates, fences of their grounds-to protect the victim from being located or the abuser reaching the victim or family

Whether or not the client wishes to be connected to DV services, the client must be offered equitable access to the full housing/services system available through Coordinated Entry System, in accordance with all protocols described in this manual. In such cases, the assessment can be conducted by paper or using an “anonymous” client assessment if possible and desired by the client.

To help ensure equitable access while emphasizing safety, victim service providers may elect or not elect to administer the CES assessment process (including prescreening and the VI-SPDAT) for clients seeking other housing/services available through CES. However, the victim service provider should have a standardized policy governing when and how they elect to use the Coordinated Entry System assessment process, and it should have a process for referring the client to another agency that does administer the VI-SPDAT. The pre-screening and VI-SPDAT may only be administered on paper, and in no circumstances can client identifying information be entered into the master list or HMIS. Rather, the VI- SPDAT score and a unique identifier must be provided to CoC staff, and the victim service agency must destroy any paper copies of the VI-SPDAT and pre-screening form.

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## **VETERANS**

The screening process will include following “yes” or “no” questions:

1. Have you served in the Armed Forces of the United States? (If yes, ask the following question):
2. Were you a Reservist?
3. Do you want Veteran-specific services?

If the client indicates, “yes”, the Veteran must be referred to the appropriate VA Center for appropriate assessment and services.

If the client does not wish to seek Veteran-specific housing/services, the client will have access to housing/services system available through CES, in accordance with all protocols described in this manual. In such cases the client must be fully informed that the decision not to seek Veteran-specific housing/services may significantly limit his/her chances of receiving timely housing/services and that HUD rules limit access to CoC-funded housing if VA-funded or other Veteran-eligible housing is available to that Veteran.

**For Fresno Madera Continuum of Care Geographic Area:**

**24-Hour Hotline for Homeless Vets 1-877-4-AID-VET (4243-838)**

**24-Hour Veteran Crisis Hotline 1-800-273-8255 option 1**

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## **UNACCOMPANIED YOUTH UNDER 18**

Unaccompanied Youth are defined as youth ages 12-18 (18 if in a high school or equivalent program); who are unaccompanied by a parent or guardian and are without shelter where appropriate care and supervision are available, whose parent or guardian is unable or unwilling to provide shelter and care, or who lack a fixed, regular and adequate nighttime residence.

Since 1992, Sanctuary Youth Shelter has been the area’s recognized safe place center for runaway, homeless, exploited or displaced youth. The shelter is located in a central area of Fresno, accessible 24 hours a day, 7 days a week. The shelter will address the immediate needs of the youth such as shelter, clothing, meals, counseling and referrals with additional case managed care that will focus on family reunification, strengthening family bonds or transitioning to safe and appropriate alternative living arrangements.

Youth are able to gain access to the Sanctuary Youth Shelter on a referral or walk-in basis, or by accessing one of over 300 Safe Place sites located in the Fresno area.

### **Eligibility**

Runaway and/or homeless youth:

- Must be between the ages of 12-18 (18 If in a high school or equivalent program);
- Is strongly recommended that youth not enter the shelter under the influence of drugs or alcohol;

### **Procedure:**

1. When an unaccompanied youth is encountered by a street outreach team, or if they enter an FMCoC approved access site, the screening process will include following “yes” or “no” question:
  - a. Are you under the age of 18?
  - b. If the client answers “yes,” the client must be referred to and offered assistance to contact Community Human Services Safe Place for appropriate assessment and services as follows:

**For Fresno Madera Continuum of Care Geographic Area:  
Fresno EOC Sanctuary Youth Shelter at 559-498-8543**

2. Fresno EOC Sanctuary will complete a criminal background check on unaccompanied youth.
  - a. If there is a history of violence, serious mental illness, sexual offenses, or arson, he/she will be referred to County of Fresno Department of Child Welfare
  - b. If unaccompanied youth is on probation or a dependent of the County, he/she will be referred to County of Fresno Probation Department and/or County of Fresno Department of Child Welfare.
3. Screening/Intake form will be completed on unaccompanied youth
  - a. Data will be entered into Homeless Management Information System within 72 hours.
4. Unaccompanied youth will meet with a case worker to develop a strength-based case plan to identify an appropriate housing intervention.

- a. Through diversion strategies, he/she will be empowered to identify possible housing solutions that could include:
  - Viable, safe, permanent shared housing with family and/or friends
  - Viable, safe shared housing with family and/or friends, with a plan for permanency
- b. If no viable safe housing solution could be identified, he/she will be entered into the 21 day emergency shelter.
  - He/she will continue to work with case worker in identifying housing solutions.
5. Unaccompanied youth will be connected with viable, safe, permanent shared housing with family and/or friends. Case worker will complete follow-up with him/her at:
  - 30 days
  - 60 days
  - 90 days
6. He/she will be exited from program, following the 90 day follow up.

## **STANDARDS FOR ADMINISTERING ASSISTANCE**

### **RAPID REHOUSING ASSISTANCE**

Rapid re-housing assistance, operating in a Continuum of Care and/or Housing First model, is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of the household.

### **GOAL OF ASSISTANCE:**

After receipt of assistance, a household is able to remain stably housed.

### **SUBSIDY AMOUNT/LENGTH OF TIME/CALCULATION:**

Rental subsidies provided are based on client income. Initial assistance can be as much as 100% of rent depending on client income. Client will pay a percentage of their income in rent based on the program's assessment of the client's financial and family situation.

Rental assistance would decline in steps based upon a fixed timeline at the program's discretion based upon the client's financial and family situation.

### **SUBSIDY ENDING:**

The goal is for households to "graduate" from the program once they no longer meet the eligibility requirements of the program's funding source and/or a Case Manager determines assistance can be terminated, whichever comes first.



An assessment tool is used regularly to determine the need for ongoing assistance. If the household does not attain any of these goals, assistance ends at 24 months (or earlier time as set by the program).

**MOVE IN ASSISTANCE:**

Move-In Assistance will be targeted to households who are assessed as able to maintain their unit after the assistance. The amount of move-in assistance is determined by the program, within the limits set by the program's funding source.

Move-In Assistance may be provided as one-time assistance or in tandem with Rental Assistance/Rental Subsidies.

**RAPID REHOUSING ELIGIBILITY REQUIREMENTS**

In order to qualify for rapid rehousing, households must fall within the target population as well as satisfy the following criteria:

- Meet the current HUD definition of literally homeless for Rapid Re-housing services
- Be the highest priority household available
- Other eligibility criteria created at the program level

**HOUSING REQUIREMENTS FOR RAPID REHOUSING**

All housing supported by rapid rehousing resources must meet all HUD requirements, including but not limited to, Housing Quality Standards, rent reasonableness standards, FMR (as relevant), and others.

**SERVICE REQUIREMENTS/COMPONENTS FOR RAPID REHOUSING**

Case Managers will provide intensive case management services in order to assist households to successfully retain housing and move off the subsidy and into self-sufficiency. Services will be provided at the program offices and Case Managers will conduct home visits when appropriate.

All clients may receive follow-up services for up to 6 months to ensure stability and assess the effectiveness of RRH programs.

**HOMELESSNESS PREVENTION SERVICES**

The Coordinated Entry Process will be utilized for persons seeking homelessness prevention services funded with the ESG Program in accordance with the FMCoC Written Standards, which have been established in accordance with 24 CFR 576.400(e) and 24 CFR 578.7(a)(9)

The FMCoC Written Standards outline the basic requirements for homelessness prevention programs funded with other funds such as ESG (State and Federal Entitlement).

### **PERMANENT SUPPORTIVE HOUSING**

Permanent Supportive Housing is community-based housing without a designated length of stay.

All CoC funded PSH programs must enter into a lease agreement with tenants that must be at least one year in duration and renewable. The lease agreement must observe Fair Housing regulations.

Participants in PSH rental assistance programs are expected to pay the higher of 30% of their income (monthly, adjusted) or 10% of their gross monthly income toward rent (including utilities). If the participant has zero income, the participants are not required to pay rent, but their supportive services partner is expected to work with them to secure income (either earned or unearned) as soon as possible. In no circumstance can a tenant be charged an amount above the rent calculation standard established by HUD. Participants must meet with a case manager once per month and be reevaluated once per year.

Participants in leasing programs may be charged an occupancy charge up to 30% of the monthly adjusted income; 10% of the family's gross income; or the portion of the family's welfare assistance.

CoC-funded PSH projects are strongly encouraged to prioritize or dedicate beds to chronically homeless individuals and families, including chronically homeless youth and domestic violence survivors.

### **TRANSITIONAL HOUSING**

Transitional Housing facilitates the movement of homeless individuals and families to PH within 24 months of entering TH.

All CoC funded TH programs must enter into a lease or occupancy agreement with tenants that must be at least one month in duration. The lease agreement must observe Fair Housing regulations.

Participants in TH rental assistance programs are expected to pay the higher of 30% of their income (monthly, adjusted) or 10% of monthly gross income toward rent (including utilities). If the participant has zero income, the participants are not required to pay rent, but their supportive services partner is expected to work with them to secure income (either earned or unearned) as soon as possible. In no circumstance can a tenant be charged an amount above the Rent Reasonableness standard established by HUD. Rents collected from residents of TH may be reserved in whole or part to assist the residents from they are collected to move to PH.

Participants in leasing programs may be charged an occupancy charge up to 30% of the monthly adjusted income; 10% of the family's gross income; or the portion of the family's welfare assistance.

## **DECLINED REFERRALS AND GRIEVANCE PROCEDURES**

### **Provider Declines Referral**

There will be times when programs will not accept a referral after interviewing the individual. Refusals are acceptable only in certain situations, including:

- The referred individual/family does not meet the program's eligibility criteria.
- The referred individual/family would be a danger to others or themselves if allowed to stay at this particular housing program.

The HMIS administrator and the Housing Matcher will be informed of declines within 24 hours or 1 business day of the decision.

### **Individual Declines Referral**

Individuals or families being referred have the right to refuse acceptance into any program. These individuals/families will remain on the By Name List as open under Coordinated Entry. There will not be a limit to the amount of times a referred individual/family can refuse to enter into programs.

If the referred individual/family has already gone through a program or does not want to work with the program/agency, the housing program can still contact the referred individual/family by phone and the individual is able to decline the interview. The individual/family will still remain on the By Name List and if the housing program, as a result, needs another individual/family to contact, the housing program will follow up with the Housing Matcher to request an additional name.

### **Agency Grievances**

If an agency has concerns regarding the Coordinated Entry System process, they will inform the FMCoC CES Committee Chair of their concerns via e-mail. The Committee Chair will then schedule a representative of the agency to meet with the FMCoC CES in order to discuss and resolve the concern. If the agency is not satisfied with the decision of the FMCoC CES Committee, they will be able to file a grievance with the Fresno Madera Continuum of Care Executive Board of Directors. The FMCoC Board of Directors decision will stand and the decision will be passed to the FMCoC CES Committee Chair and changes made, if necessary, to comply with the Board's decision.

### **Consumer Grievances**

Individuals/families are informed of their right to file a grievance if they feel their rights have been violated. This is completed at the various Access sites (physical and street outreach). If the grievance is with the Coordinated Entry Assessment Site that has completed the VI-SPDAT assessment, the individual would be directed to that agency's grievance policy. If the grievance is against the housing program who denied the individual entry into housing, the individual is able to file a grievance with that housing program using their agency's grievance policy. If the grievance is regarding the coordinated entry process as a whole, the individual is able to file a grievance which would then be directed to the Fresno Madera Continuum of Care Coordinated Entry System Committee to hear the grievance and respond. Anyone who is on the FMCoC CES Committee who would have had direct contact with the coordinated entry process would not be able to provide input regarding the grievance. If the referred individual is not satisfied with the decision of the FMCoC CES Committee, they will be able to file a grievance with the Fresno Madera Continuum of Care Board of Directors. The decision of the FMCoC Board of Directors will stand and the decision will be passed to the FMCoC CES Committee Chair and the individual who filed the grievance

**COORDINATED ENTRY GRIEVANCES** are grievances that are related to CE policies and/or procedures. Grievances related to CE policies and/or procedures shall be directed to:

**Ana Cisneros**, FMCoC CES Committee Chair  
[acisneros@kingsview.org](mailto:acisneros@kingsview.org) 559-515-1333  
2045 Grant St. Selma, CA 93662

### **WRITTEN PROCESS FOR TERMINATION OF ASSISTANCE**

All programs that offer housing assistance to individuals or families funded by the Continuum of Care must provide a written explanation of a tenant's rights and responsibilities that includes an explanation of program requirements and the consequences and appeal rights should a violation occur. The violation notification must be provided in writing to the participant with an accompanying right to an independent hearing (where the review officer is not directly involved in the program administration) to review the program's decision to terminate assistance to the recipient. Written notification of the outcome of the hearing/final decision will be provided within thirty (30) days of the conclusion of the hearing.

## DEFINITIONS

**Acuity** - When utilizing the VI-SPDAT Prescreens (triage tool), acuity speaks to the presence of a presenting issue based on the prescreen score. In the case of an evidence-informed common assessment tool like the VI-SPDAT, *acuity* is expressed as a number with a higher number representing more complex, co-occurring issues that are likely to impact overall housing stability.

**Bridge Housing** – Bridge housing helps clients to move immediately out of homelessness and into a temporary setting until permanent housing is available. Bridge housing may be appropriate to address barriers such as limited finances, unavailability of appropriate housing programs, and lack of vacant housing stock. When a household is recommended for Permanent Supportive Housing but no beds are currently available, the individual may be referred to “bridge housing” in other program types, and/or for any other available CoC resource that would be of use to the household. Transfers between Rapid Rehousing and Permanent Supportive Housing are allowable by HUD so long as the individual meets the eligibility criteria under the specific program and the requirements for the receiving project under the Notice of Funding Availability (NOFA) for the year the project was awarded.

**Chronically Homeless (Final Definition 24 CFR 578.3, effective January 15, 2016) -**

A “homeless individual with a disability,” who: (i) lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (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 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months

Occasions separated by a break of at least 7 nights

Stays in an institution of fewer than 90 days do not constitute a break

An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**Common Assessment Tool** - A comprehensive and standardized assessment tool used for the purposes of housing prioritization and placement within a Coordinated Entry System. The FMCoC has adopted the VI-SPDAT (Vulnerability Index Service Prioritization Decision Assistance Tool) as the Common Assessment Tool.

**Coordinated Entry** – “A centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals across a geographic area. The system covers the geographic area (designated by the CoC), is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.” 24 CFR Section 578.7. It is the responsibility of each CoC to implement Coordinated Entry in their geographic area.

**Emergency Shelter** - Emergency shelter includes any facility run by a provider agency with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for persons experiencing homelessness.

**Disabling Condition** – (1) a condition that: (i) is expected to be long-continuing or of indefinite duration; (ii) substantially impedes the individual’s ability to live independently; (iii) could be improved by the provision of more suitable housing conditions; and (iv) is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; or (2) a development disability, as defined above; or (3) the disease of Acquired Immunodeficiency Syndrome (AIDS) or any conditions arising from the etiologic agent for Acquired Immunodeficiency Syndrome, including infection with the Human Immunodeficiency Virus (HIV). 24 CFR 583.5.

**Diversion** – Diversion is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing.

**Fresno Madera Continuum of Care Homeless Management Information System (HMIS)** - HMIS uses a software program from Bowman Systems called ServicePoint. HMIS is a client information database that provides a standardized assessment of client needs, creates individualized service plans, and records the use of housing and services. Communities can use the data to determine the utilization of services of participating agencies, identify gaps in the local service continuum, and develop outcome measurements. HMIS is designed to collect data and provide information on persons in compliance with all federal and state requirements regarding client confidentiality and data security. HMIS will meet the data collection specifications

mandated by HUD and/or other funders. HMIS will provide a system for the collection of information on services and programs provided to clients CoC wide, as well as provide referral capabilities and client historical data. HMIS can improve the services and programs offered to clients in Fresno Madera Continuum of Care by providing documented assurances of what service levels are met and in demand throughout the various types of agencies and programs in the FMCoC.

**Literally Homeless** - An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- 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;
- 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
- 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;

**Low Barrier** – Households are not screened out for assistance because of perceived barriers to housing or services, including, but not limited to: lack of employment or income; drug or alcohol use; or having a criminal record. Housing and homeless programs agree to the low barrier screening criteria in partnership with the CES process.

**Homelessness Prevention** – A program targeted to individuals and families at risk of homelessness. Specifically, this includes those that meet the criteria under the “at risk of homelessness” definition at 576.2, as well as those who meet the criteria in Category 2, 3, and 4 of the “homeless definition and have an annual income *below* 30% of family median income for the area.

**Household** - includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
- A group of persons residing together, and such group includes, but is not limited to:
  - A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
  - An elderly family;
  - A near- elderly family;
  - A disabled family; (v) A displaced family; and
  - The remaining member of a tenant family. 24 CFR 5.403.

**Housing First** – An approach to **quickly and successfully connect** individuals and families experiencing homelessness **to permanent housing *without preconditions and barriers to program/housing entry***, such as sobriety, treatment or service participation requirements. Supportive services such as housing-focused case management are **offered** to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

**Master By Name List** – A list generated by VI-SPDAT and/or outreach contact entry into HMIS that includes all individuals experiencing homelessness.

**Permanent Supportive Housing (PSH)** – means community-based housing without a designated length of stay, and includes both permanent supportive housing. Permanent supportive housing means long term permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. 24 CFR 578.3. The definition of rapid re-housing appears below.

**Rapid Re-Housing (RRH)** –An intervention designed to help individuals and families exit homelessness as quickly as possible, return to permanent housing, and achieve stability in that housing. The core components of a rapid re-housing program are housing identification and relocation, short-and/or medium term rental assistance and move-in (financial) assistance, and case management and housing stabilization services. This assistance is subject to the definitions and requirements set forth in 24CFR§576.2 “Homeless” paragraph (1) and paragraph (4) who are residing in a place set forth in (1), 24CFR§576.105, 24CFR§576.106 and 24CFR§576.400. (24CFR§576.104 & *Core Components of Rapid Re-Housing*, National Alliance to End Homelessness).



**SSVF:** Supportive Services for Veteran Families, a U.S. Department of Veterans Affairs program that provides supportive services grants to assist very low-income Veteran families residing in or transitioning to permanent housing, to promote housing stability.

**Transitional Housing (TH)** – housing to facilitate the movement of individuals and families experiencing homelessness into permanent housing within 24 months. 24 CFR 578.3.

**VI-SPDAT** – (Vulnerability Index-Service Prioritization Decision Assistance Tool) the evidence-based Common Assessment or Prescreen Triage Tool utilized by all projects in the Fresno Madera Continuum of Care to determine initial acuity (the presence of an issue) and utilized for housing triage, prioritization and housing placement.



**STANDARD FORM 424**

**DRAFT**



**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\* 2. Type of Application:

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

B-21-UC-06-0003

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

County of Fresno

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

8289278760000

**d. Address:**

\* Street1:

2220 Tulare Street

Street2:

8th Floor

\* City:

Fresno

County/Parish:

\* State:

CA: California

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

93721-2126

**e. Organizational Unit:**

Department Name:

Public Works & Planning

Division Name:

Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Ms.

\* First Name:

Yvette

Middle Name:

\* Last Name:

Quiroga

Suffix:

Title:

Principal Planner

Organizational Affiliation:

\* Telephone Number:

559-600-4292

Fax Number:

559-600-4573

\* Email:

kgjohnson@fresnocountyca.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grants/Entitlement Grants

**\* 12. Funding Opportunity Number:**

B-21-UC-06-0003

\* Title:

Community Development Block Grant

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

General Management, Oversight & Coordination; Housing Program Administration; Housing and Commercial Rehabilitation; Public Facilities & Infrastructure Improvement Projects; Public Services

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="3,373,055.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="250,000.00"/>
* g. TOTAL	<input type="text" value="3,623,055.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on  .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:





Fresno County

SF-424

Additional Information for Selected Questions

14. Areas Affected by Project (Cities, Counties, States, etc.):

The unincorporated portion of Fresno County and the participating cities of Fowler, Kerman, Kingsburg, Mendota, Reedley, Sanger and Selma.

Fresno County

SF-424

Additional Information for Selected Questions

16. Congressional Districts - Additional list of Program/Project Congressional Districts:

CA-005

CA-013

CA-020

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  	TITLE Director of Public Works and Planning
APPLICANT ORGANIZATION County of Fresno	DATE SUBMITTED  

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\* 2. Type of Application:

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

E-21-UC-06-0003

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

County of Fresno

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

1066341030000

**d. Address:**

\* Street1:

205 W Pontiac Way

Street2:

\* City:

Clovis

County/Parish:

\* State:

CA: California

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

93612-5609

**e. Organizational Unit:**

Department Name:

Social Services

Division Name:

Administration

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Ms.

\* First Name:

Laura

Middle Name:

\* Last Name:

Moreno

Suffix:

Title:

Principal Staff Analyst

Organizational Affiliation:

\* Telephone Number:

559-600-2335

Fax Number:

559-600-2357

\* Email:

LHaga@fresnocountyca.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-231

CFDA Title:

Emergency Solutions Grant Program

**\* 12. Funding Opportunity Number:**

E-21-UC-06-0003

\* Title:

Emergency Solutions Grants

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Emergency Solutions Grants Administration; Emergency Solutions Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="258,677.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="258,677.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on  .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:





Fresno County

SF-424

Additional Information for Selected Questions

14. Areas Affected by Project (Cities, Counties, States, etc.):

The unincorporated portion of Fresno County and the participating cities of Fowler, Kerman, Kingsburg, Mendota, Reedley, Sanger and Selma.

Fresno County

SF-424

Additional Information for Selected Questions

16. Congressional Districts - Additional list of Program/Project Congressional Districts:

CA-005

CA-013

CA-020

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL   	TITLE Director of Social Services
APPLICANT ORGANIZATION County of Fresno	DATE SUBMITTED  

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\* 2. Type of Application:

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

M-21-UC-06-0205

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

County of Fresno

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

8289278760000

**d. Address:**

\* Street1:

2220 Tulare Street

Street2:

8th Floor

\* City:

Fresno

County/Parish:

\* State:

CA: California

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

93721-2126

**e. Organizational Unit:**

Department Name:

Public Works & Planning

Division Name:

Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Ms.

\* First Name:

Yvette

Middle Name:

\* Last Name:

Quiroga

Suffix:

Title:

Principal Planner

Organizational Affiliation:

\* Telephone Number:

559-600-4292

Fax Number:

559-600-4573

\* Email:

yquiroga@fresnocountyca.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-239

CFDA Title:

HOME Investment Partnership Program

**\* 12. Funding Opportunity Number:**

M-21-UC-06-0205

\* Title:

HOME Investment Partnership Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

HOME Program Administration; Homebuyer Assistance; Affordable Housing Development; Housing Assistance Rehabilitation Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,366,680.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="500,000.00"/>
* g. TOTAL	<input type="text" value="1,866,680.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on  .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:





Fresno County

SF-424

Additional Information for Selected Questions

14. Areas Affected by Project (Cities, Counties, States, etc.):

The unincorporated portion of Fresno County and the participating cities of Fowler, Kerman, Kingsburg, Mendota, Reedley, Sanger and Selma.

Fresno County

SF-424

Additional Information for Selected Questions

16. Congressional Districts - Additional list of Program/Project Congressional Districts:

CA-005

CA-013

CA-020

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
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13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
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16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  	TITLE Director of Public Works and Planning
APPLICANT ORGANIZATION County of Fresno	DATE SUBMITTED  

**NON-STATE GRANTEE**  
**CERTIFICATIONS**

DRAFT



**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons with AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

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

\_\_\_\_\_  
Date

Steven E. White  
Printed Name

Director, Dept. of Public Works & Planning  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan --** It is following a current consolidated plan that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

1. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).
2. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans, during program year 2021 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.



**Excessive Force --** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws --** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint --** Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws --** It will comply with applicable laws.

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

\_\_\_\_\_  
Date

Steven E. White  
\_\_\_\_\_  
Printed Name

Director, Dept. of Public Works & Planning  
\_\_\_\_\_  
Title

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** – If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Subsidy Layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

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

Steven E. White  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Dept. of Public Works & Planning  
Title

## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

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

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

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

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

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

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

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

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

\_\_\_\_\_  
Date

Delfino E. Neira  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Director, Department of Social Services  
\_\_\_\_\_  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.