



# ANNUAL ACTION PLAN 2018-2019

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

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# ANNUAL ACTION PLAN 2018-2019

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## **Executive Summary**

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

#### **1. Introduction**

Grant allocation amounts for the County of Fresno's draft 2018-2019 Action Plan (Action Plan) were provided by the U.S. Department of Housing and Urban Development (HUD) on May 1, 2018. The published public comment period began May 2, 2018. While the project funding levels throughout the draft 2018-2019 Action Plan are based on actual grant allocation amounts, activities within the Public Facilities & Infrastructure (Cities) and Public Services projects require consultation with the County's five partner cities and the community-based social services providers. While the project funding amounts, and the activities within these two projects, have been determined and are listed in the Appendix, specific funding levels for each activity is not currently available but will be updated prior to the Board of Supervisors hearing on June 5, 2018.

The County of Fresno is an Urban County entitlement participating jurisdiction that receives federal funds from HUD to invest into the local community. The County of Fresno's five-year Consolidated Plan (Consolidated Plan) for program years 2015-2019 was prepared in accordance with the HUD's Strategic Plan regulations (24 CFR 91), as 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.

This Action Plan represents the Consolidated Plan's fourth year of activities funded by CDBG, HOME and ESG, which will be implemented for the County's 2018-19 Program Year.

Fresno County is centrally located within the State of California. It encompasses approximately 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 996,000, based on the 2017 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 five partner cities; Fowler, Kerman, Kingsburg, Reedley 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 areas; 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 and mortgage 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.

The ESG Program supports outreach and shelters for homeless individuals and families, and supports programs that prevent homelessness or rapidly re-house the homeless. The County's ESG funds are utilized to support programs in the community that fill gaps in services as well as help meet the goals of the Consolidated Plan.

### **Additional Introduction Text**

The County of Fresno's Department of Public Works and Planning is the lead agency overseeing the development of the Consolidated Plan and Annual Action Plan and is responsible for administering the CDBG and HOME programs. The County's Department of Social Services is responsible for administering the ESG program, and is the County's representative to the regional Continuum of Care. Another key contributor 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 Action 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 Action 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 2018-2019 to utilize the limited resources received from these important HUD grant programs for maximum impact Countywide, through the activities specifically described in this Annual Action Plan.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The County continues to face affordable housing and community development needs Countywide. The County's objectives continue to be to meet the needs of the low- and moderate-income residents and communities, through the implementation of activities that increase and improve affordable housing, and provision of community development activities to improve and sustain livability. The County will

continue to provide programs and activities that have the greatest impact based on the limited resources available.

### Housing Needs

The specific areas of priority needs are housing activities that increase and improve affordable housing for very low and low- to moderate-income households, and improve and sustain livability for low- and moderate-income persons in neighborhoods and communities.

### Public Housing

The Housing Authority of Fresno County regularly evaluates the portfolio of existing traditional Public Housing. As part of this process, an emphasis has been placed on the conversion of Public Housing to Rental Assistance Demonstration (RAD). The need for affordable housing in Fresno County is evident, as there are over 6,640 families on the public housing interest list. While the need for housing is apparent, meeting the new Affirmatively Furthering Fair Housing guidance will continue to present unique challenges in an effort to also prevent areas of minority concentration.

### Housing Choice Voucher (HCV) Programs

The Housing Authority of Fresno County re-opened its HCV interest lists in June 2017, and received over 17,000 applications for the County HCV program. A lottery method was applied to select applicants for the HCV waiting list. A final draw was performed in December 2017, resulting in a County HCV waiting containing 5,000 households.

### Homeless Needs

Homeless needs include provision of outreach to homeless individuals and families living on the street; increasing the number of individuals utilizing emergency shelters, and providing funding to operate these shelters; providing essential services to shelter residents; rapidly re-housing homeless individuals and families; and preventing families and individuals from becoming homeless.

### Non-Homeless Special Needs

The County's primary non-homeless special needs populations are the elderly, the physically disabled, and farmworkers. The greatest need of these populations identified is the need 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

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 station improvements. Existing public facilities and infrastructure are also in need of Americans with Disabilities Act (ADA)-required improvements.

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

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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 nationally recognized for its ability to utilize HUD grant funds to meet and exceed its goals. The County continues to evaluate its programs and performance on a regular basis to achieve maximum efficiency and impact.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

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 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 2018-19 Action Plan, the CAC held three 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 five 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's Board of Supervisors.

The County's Department of Social Services convenes a review committee when the County considers new CDBG funding proposals for eligible community-based social services. The review committee may include community members, possible stakeholders, and County staff, as appropriate. The review committee conducts a fair and impartial evaluation of proposals seeking CDBG funding for social services. This process takes place every three to five years, at the conclusion of each contract period.

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 directly and in conjunction with the Fresno Madera Continuum of Care to determine ESG funding allocations. The funding recommendations are presented to the County Board of Supervisors, which is ultimately 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 Continuum of Care, special districts, and others.

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

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Feedback from the public and through collaborations with other entities is 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 (May 2 – June 5, 2018).

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

The County will make every effort to address all written comments regarding the published Action Plan.

## **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 2018-19 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 currently has no other funding resources available to meet these priority needs. All programs and activities funded with the Federal grants from HUD are designed to address priority needs utilizing the declining grant funds available to address as many priority needs and serve as many residents as possible.



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

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity 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 (optional)

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(l)**

### **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(l))**

The Fresno County Department of Public Works and Planning, Community Development Division, as the lead agency in preparing the Action Plan, collaborates with the Housing Authority of Fresno County (HAFC) and the Fresno County Department of Social Services (DSS) to prepare the Action Plan. The HAFC is the public and assisted housing provider for the Fresno County region. The Department of Social Services is the primary social service agency in the community and like the HAFC and the County of Fresno Department of Behavioral Health, has representation in the Fresno Madera Continuum of Care (FMCoC). The FMCoC is also consulted in regards to the programs and agencies that are funded with the Emergency Solutions Grant.

**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, through the Department of Social Services (DSS), is an active member of the Fresno Madera Continuum of Care (FMCoC) and currently serves on the Executive Committee as a Regional Representative. As a member of the Executive Committee, the County is able to play a larger role in the efforts to end homelessness by helping develop homeless services outside of ESG-specific activities. Collaboration with the FMCoC takes place on all homeless-related activities performed within the County; no changes are made without first consulting the FMCoC. Throughout the FMCoC's monthly meetings, members meet to discuss barriers that the homeless face and come up with ways to overcome these issues.

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. The County, using ESG funding, currently contracts with vendors to provide services that benefit the FMCoC as a whole, such as providing funds for move-in costs, an emergency shelter, and two housing matcher/community coordinators.

As a participant in the Built for Zero campaign, the FMCoC is determined to end chronic and veteran homelessness. FMCoC members have attended various Built for Zero workshops and have been tasked

with optimizing local housing resources, tracking goals, and putting proven strategies to work in order to meet these goals.

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

As a participating member of the FMCoC, the County's Department of Social Services (DSS) meets regularly with the FMCoC to discuss current homeless needs and plans for services that will address barriers faced by the homeless population. The County consults the FMCoC when selecting services to provide with ESG funds and solicits the FMCoC's input during the provider selection process. All proposed ESG services are presented to the FMCoC Executive Committee for discussion and recommendation. Recommendations are then moved to the FMCoC general membership for approval. With FMCoC involvement, policies and procedures for HMIS and homeless programs have been established and are reevaluated regularly. The County's current performance standards, and policies and procedures require updating and will be completed in partnership with the FMCoC this year to align them with the coordinated entry requirements identified by HUD.

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

**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 Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Affordable Housing and Public 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>	Relevant sections of the Action Plan were reviewed, and information was provided by the Fresno Housing Authority.
2	<b>Agency/Group/Organization</b>	Fresno County, Department of Social Services
	<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>	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>	Fresno County's Department of Social Services administers the ESG program, and provided information regarding homelessness within the jurisdiction.
3	<b>Agency/Group/Organization</b>	Housing and Community Development Citizens Advisory Committee
	<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>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Citizens Advisory Committee consists of 19 members of the County, appointed by the Fresno County Board of Supervisors. The Committee reviews applications for CDBG funds for public facility and infrastructure improvements, and annually score the projects submitted. Based on the scoring by the Committee, County staff prepares a draft funding order list for unincorporated areas infrastructure improvements, which is recommended by the Committee to the Board of Supervisors for inclusion in the Action Plan.
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>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Consolidated Plan Committee consists of the members of the Community Development Citizens Advisory Committee, and representatives from each of the five participating cities. 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 City held a public meeting before the City Council, regarding proposed city projects for inclusion in the Action Plan. The County regularly consults 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 City held a public meeting before the City Council, regarding proposed city projects for inclusion in the Action Plan. The County regularly consults with the City to prioritize the City's ongoing housing and community development needs.
8	<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 City held a public meeting before the City Council, regarding proposed city projects for inclusion in the Action Plan. The County regularly consults with the City to prioritize the City's ongoing housing and community development needs.
9	<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 City held a public meeting before the City Council, regarding proposed city projects for inclusion in the Action Plan. The County regularly consults with the City to prioritize the City's ongoing housing and community development needs.
10	<b>Agency/Group/Organization</b>	Biola 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).
11	<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).
12	<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).
13	<b>Agency/Group/Organization</b>	Fresno County Fire Protection District
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<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>	Riverdale Memorial 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).
16	<b>Agency/Group/Organization</b>	Tranquillity Public Utility 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>	County Service Area No. 32 (Cantua Creek)
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<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 the community to submit an application for CDBG funding for a public facility and infrastructure improvement project, which is included in this Action Plan (Appendix A).
18	<b>Agency/Group/Organization</b>	County Service Area No 30 (El Porvenir)
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<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 the community to submit an application for CDBG funding for a public facility and infrastructure improvement project, which is included in this Action Plan (Appendix A).
19	<b>Agency/Group/Organization</b>	Sierra Oaks Senior Citizens Association
	<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).

20	<b>Agency/Group/Organization</b>	Fresno Madera Continuum of Care (FMCoC)
	<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>	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>	<p>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 a participating member of the FMCoC, the County Department of Social Services (DSS) meets regularly with the FMCoC to discuss current homeless needs and various plans for services to alleviate barriers for the homeless population. The County coordinates with the FMCoC when selecting services to provide through ESG funds and solicits their input during the provider selection process. All proposed ESG expenditures are presented to the FMCoC Executive Committee for discussion and recommendations and are then presented to the general membership for approval. With FMCoC involvement, policies and procedures for the coordinated entry system and other homeless programs/tools have been established and are reevaluated regularly.</p>

21	<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.
22	<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.
23	<b>Agency/Group/Organization</b>	Fresno County Economic Opportunities Commission
	<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.

24	<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.
25	<b>Agency/Group/Organization</b>	County of Fresno, Department of Public Health
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency
	<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

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### 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 County's homeless goals overlap with the goals of the Fresno Madera Continuum of Care.
Fresno County Housing Element	Fresno County, Department of Public Works and Planning, Housing 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**

### Narrative (optional)

## **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.

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 2018-19 Action Plan, the CAC held three 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 five 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's Board of Supervisors.

The County's Department of Social Services convenes a review committee when the County considers new CDBG funding proposals for eligible community-based social services. The review committee may include community members, possible stakeholders, and County staff, as appropriate. The review committee conducts a fair and impartial evaluation of proposals seeking CDBG funding for social services. This process takes place every three to five years, at the conclusion of each contract period.

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 directly and in conjunction with the Fresno Madera Continuum of Care to determine ESG funding allocations. Each process results in funding recommendations to the Board of Supervisors, which is ultimately responsible



for acting on the recommendations and approving ESG funding in the Annual Action Plan. All funding recommendations, reports, and decisions regarding ESG funding are shared with the FMCoC to allow for feedback on behalf of the community.

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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 Meeting	Non-targeted/broad community	12 committee members 72 community members	Community needs included park and neighborhood facilities improvements, and sidewalk and storm drainage improvements.	There were no comments not accepted.	
2	Public Meeting	Non-targeted/broad community	12 committee members 11 community members	Community needs included neighborhood facility improvements, fire protection equipment, and water and wastewater system improvements.	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)
3	Public Meeting	Non-targeted/broad community	9 committee members 3 community members	Community needs included park and neighborhood facility improvements, sidewalk and storm drainage improvements, fire protection equipment, and water and wastewater system improvements.		
4	Public Meeting	Non-targeted/broad community	Consolidated Plan Committee meeting to review and recommend approval of the Action Plan	Planned public hearing		
5	Public Hearing	Non-targeted/broad community	County Board of Supervisors hearing to review and approve Action Plan	Planned public hearing		

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)
6	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.	Public comment period is currently underway.		

**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 2018-2019 Action Plan. The County would intend 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.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				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	2,822,153	500,000	440,000	3,762,153	3,300,000	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.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,069,615	500,000	650,000	2,219,615	1,500,000	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 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	278,824	0	0	278,824	278,824	ESG funds will be used for various rapid rehousing activities, an emergency shelter, 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 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.

The Federal ESG funds received will be used to provide supplemental support to the County's partners delivering homeless services. The dollar for dollar match required by ESG regulation will be provided by the County of Fresno through the California Department of Social Services CalWORKs Housing Support Program, with any remaining balances to be matched by the subrecipients. The County of Fresno is also in the process of implementing the California Department of Social Services Housing and Disability Advocacy Program, which will provide homeless individuals disability benefit advocacy as well as housing-related case management and financial assistance. This program will leverage additional State funding toward ending homeless for one of our most vulnerable populations.

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

Not applicable. The County does not currently own property suitable to address identified plan needs.

**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)	2015	2019	Non-Housing Community Development		Public Facility and Infrastructure Improvements	CDBG: \$761,961	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 24,000 Persons Assisted
2	Public Facility & Infrastructure (Unincorporated)	2015	2019	Non-Housing Community Development		Public Facility and Infrastructure Improvements	CDBG: \$750,814	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 30,000 Persons Assisted
3	Public Services	2015	2019	Non-Homeless Special Needs		Public Service Activities	CDBG: \$423,322	Public service activities other than Low/Moderate Income Housing Benefit: 48,000 Persons Assisted
4	Housing Rehabilitation	2015	2019	Affordable Housing		Housing Rehabilitation	CDBG: \$301,000 HOME: \$352,211	Homeowner Housing Rehabilitated: 3 Household Housing Unit
5	Homebuyer Assistance	2015	2019	Affordable Housing		Homebuyer Assistance	HOME: \$350,000	Direct Financial Assistance to Homebuyers: 3 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Affordable Housing Development	2015	2019	Affordable Housing		Affordable Housing Development	HOME: \$1,360,443	Rental units constructed: 11 Household Housing Unit
7	Rapid Rehousing	2015	2020	Homeless		Rapid Rehousing	ESG: \$100,000	Tenant-based rental assistance / Rapid Rehousing: 120 Households Assisted
8	Emergency Shelter	2015	2020	Homeless		Emergency Shelter	ESG: \$130,000	Overnight/Emergency Shelter/Transitional Housing Beds added: 150 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Public Facility & Infrastructure (Cities)
	Goal Description	Public facility and infrastructure improvements within the participating cities.
2	Goal Name	Public Facility & Infrastructure (Unincorporated)
	Goal Description	Public facility and infrastructure improvements within the unincorporated area.
3	Goal Name	Public Services
	Goal Description	Public service 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
	<b>Goal Description</b>	Housing rehabilitation loans and commercial facade improvement loans.
5	<b>Goal Name</b>	Homebuyer Assistance
	<b>Goal Description</b>	Loan to first-time homebuyer for home purchase.
6	<b>Goal Name</b>	Affordable Housing Development
	<b>Goal Description</b>	Loans for development of affordable rental units. \$160,443 is set-aside for loans to developers proposing affordable housing projects that meet the CHDO requirements; \$1,200,000 is available for loans to developers proposing affordable housing projects whether they meet CHDO requirements or not.
7	<b>Goal Name</b>	Rapid Rehousing
	<b>Goal Description</b>	Assist homeless individuals and families, including the chronically homeless, to move from living on the street to a stabilized, permanent housing situation. Activities include case management, financial assistance, rental assistance, security deposits, moving costs, and supportive services.
8	<b>Goal Name</b>	Emergency Shelter
	<b>Goal Description</b>	Assist homeless individuals, homeless families and the chronically homeless to move from living on the street to a stabilized, permanent housing situation. Emergency Shelter Beds will bridge the gap from living on the street to living in a permanent housing situation. Activities include street outreach including navigation services, 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 six 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 2018-2019 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 & Commercial Rehabilitation
7	HOME Administration
8	Homebuyer Assistance
9	Affordable Housing Development
10	ESG18 Fresno County

Table 7 - Project Information

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

**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: \$761,961
	<b>Description</b>	Public facility and infrastructure improvements within the participating cities.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	24,000 persons living in low- and moderate-income areas.
	<b>Location Description</b>	Participating cities of Fowler, Kerman, Kingsburg, Reedley and Selma.
	<b>Planned Activities</b>	Installation of park improvements, street improvements and storm drainage improvements.
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: \$750,814
	<b>Description</b>	Public facility and infrastructure improvements within the unincorporated area.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30,000 persons living in low- and moderate-income areas.
	<b>Location Description</b>	Unincorporated communities in Fresno County. Specific locations will depend on availability of funds.
	<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.
3	<b>Project Name</b>	Public Services

	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Service Activities
	<b>Funding</b>	CDBG: \$423,322
	<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>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	48,000 persons living in low- and moderate-income areas, including youth and victims of domestic violence.
	<b>Location Description</b>	Youth services in Del Rey and Reedley. Domestic violence services provided County-wide, from location in Reedley. Crime prevention activity to be provided in unincorporated areas of Fresno County.
	<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 serving Del Rey and Reedley, which provide services to low-income youth. Also included will be services provided to victims of domestic violence, by the Marjaree Mason Center in Reedley.
4	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$664,431
	<b>Description</b>	Administration of the CDBG program.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A. Program administration.
	<b>Location Description</b>	N/A. Program administration.
	<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: \$860,625
	<b>Description</b>	Funding for the staffing and related expenses (project delivery costs), to oversee, operate and process loan applications for the varied eligible housing programs such as Owner-Occupied Rehabilitation and Rental Rehabilitation Programs.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A. Program administration. Beneficiaries to be reported under program activities.
	<b>Location Description</b>	N/A. Program administration.
	<b>Planned Activities</b>	Carry out general administrative operations to implement the County's CDBG-funded housing rehabilitation programs.
6	<b>Project Name</b>	Housing & Commercial Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$301,000 HOME: \$352,211
	<b>Description</b>	Housing rehabilitation loans and commercial facade improvement loans.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Three moderate-income families.
	<b>Location Description</b>	Participating cities and unincorporated areas of Fresno County.
	<b>Planned Activities</b>	Housing rehabilitation loans and commercial facade improvement loans.
7	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	



	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$156,961
	<b>Description</b>	Administration of the HOME program.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A. Program administration.
	<b>Location Description</b>	N/A. Program administration.
	<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: \$350,000
	<b>Description</b>	Loan to first-time homebuyer for home purchase.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Three moderate-income families.
9	<b>Location Description</b>	Participating cities and unincorporated areas of Fresno County.
	<b>Planned Activities</b>	Loan to first-time homebuyer for home purchase.
	<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: \$1,360,443

	<b>Description</b>	Loans for development of affordable rental units. \$160,443 is set-aside for loans to developers proposing affordable housing projects that meet the CHDO requirements; \$1,200,000 is available for loans to developers proposing affordable housing projects whether they meet CHDO requirements or not.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two extremely-low, and nine low-income families.
	<b>Location Description</b>	Participating cities and unincorporated areas of Fresno County.
	<b>Planned Activities</b>	Loan for development of new affordable housing.
	<b>10</b>	
	<b>Project Name</b>	ESG18 Fresno County
	<b>Target Area</b>	County of Fresno
	<b>Goals Supported</b>	Rapid Rehousing Emergency Shelter
	<b>Needs Addressed</b>	Rapid Rehousing Emergency Shelter
	<b>Funding</b>	ESG: \$278,824
	<b>Description</b>	ESG funds have been allocated to provide rapid rehousing through housing search and placement as well as an overnight emergency shelter. The funding amount for PY 2018 is estimated at \$278,824: the maximum of 7.5% (\$20,911) will be allocated to Administration; approximately \$130,000 for Emergency Shelter services; and approximately \$100,000 for Rapid Re-housing services. The remaining funds will be awarded through a Request for Proposal (RFP) in early 2018.
	<b>Target Date</b>	06/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 250-275 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 rapid rehousing, emergency shelter, and ESG administration.

## **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**

Geographic areas were not used as a basis for funding allocation. All activities will specifically benefit low- and moderate-income persons, or a presumed beneficiary group, either by serving eligible clientele or eligible areas.

### **Geographic Distribution**

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

### **Rationale for the priorities for allocating investments geographically**

Not applicable.

### **Discussion**

## 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 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.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	17
Special-Needs	0
Total	17

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	11
Rehab of Existing Units	3
Acquisition of Existing Units	3
Total	17

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

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 are the elderly, the physically disabled, and farmworkers. 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**

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

A series of Rental Assistance Demonstration (RAD) program conversions will take place during this period to convert public housing units. Several applications to HUD have been submitted for the Housing Authority of Fresno County (HAFC) portfolio of properties to participate in the RAD program. Action Plans for individual properties are being prepared.

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

The HAFC Resident Advisory Board (RAB) meets at least annually to review any changes to HAFC admissions policies. Two program participants, one of which represents the senior population, sit on the Board of Commissioners for the HAFC. The residents are able to make comments before the Board of Commissioners and their comments are solicited for all major policy changes.

The HAFC plans to enter into a partnership with Self-Help Industries to provide educational workshops to residents in a public housing agency program interested in home ownership.

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

Not applicable. The 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.

## **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**

As a member of the Fresno Madera Continuum of Care (FMCoC), Fresno County collaborates with agencies who perform outreach in the City of Fresno at least once per week. Additionally, the Continuum has expanded its services by coordinating outreach in rural areas of Fresno County. The outreach teams are an essential component of services, as they are often 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 that are available to them.

During outreach efforts, the Vulnerability Index – Specialized Prioritization Decision Assistance Tool (VI-SPDAT) assessment is offered to homeless persons to assess individual need. The most vulnerable assessed are prioritized for the assistance 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.

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

It is a priority to continue to support an emergency shelter within the FMCoC jurisdiction. Shelter services are available in conjunction with other homeless assistance services in order to provide a safe location for clients to stay while they secure permanent housing. The County will be partnering with local agencies to provide ESG services during the 2018 Program Year and ensure that an emergency shelter continues to be available in the community for individuals that are in the process of being connected with permanent housing.

The County does not support transitional housing through ESG or through other funding, as research has shown it is not an effective model for ending homelessness. 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 an assessment tool for prioritization: the VI-SPDAT. This tool is uniformly used throughout the FMCoC, enabling all service providers to quickly determine the proper housing intervention appropriate 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 that they 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.

Planned action steps for the coming year include continuing collaborative efforts aimed at eliminating chronic homelessness. The Continuum'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.

**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.**

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

Though the County does not currently fund homeless prevention services, mainstream resources are provided by the Department of Social Services through CalFresh, CalWORKs, Medi-Cal, General Relief, and various other programs. These programs provide a safety net to help low-income individuals and families who may be at risk of homelessness to retain their housing. Furthermore, through efficient coordination of agencies and programs through the FMCoC, homeless prevention services are available to those at risk of homelessness in the community through other member agencies.

## **Discussion**

The County of Fresno Department of Social Services, as the administrator of ESG services, will continue to work closely with the FMCoC in developing plans for ESG services that will benefit the community and are in line with the broader goals of the FMCoC. The County will continue to consult with the FMCoC on the allocation of ESG funds to ensure that services are readily available and accessible to the homeless

in the community.

Eligible ESG activities including Rapid Re-Housing, Homeless Prevention, Emergency Shelter, Homeless Management Information System (HMIS), and Administration will be available through a Request for Proposal (RFP) that will be released in the Spring of 2018.

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

### **Introduction:**

The most significant barriers to affordable housing are the availability of affordable properties for sale and the high cost of new construction. In Fresno County, the median estimated home value is \$248,900. However, according to the State's Labor Market Information Division, there are 36,200 persons unemployed in Fresno County. Fresno County's unemployment rate was 8.1% in December 2017, according to the State Employment Development Department. This is compared to 4.2% statewide and 4.1% nationwide during the same period. While 30-year fixed mortgage rates are still below 5%, home prices are increasing and persons working reduced hours or unemployed typically cannot afford a home. The continued high housing values create a negative impact when coupled with high unemployment—the result is it becomes a barrier to the development of a greater variety of new housing types that would meet the needs of people at various income levels.

### **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 available. This smart-growth principle helps keep housing affordable. 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 character of existing neighborhoods, and reserve agricultural lands and open space. 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.

### **Discussion:**

The most significant barriers to affordable housing continue to be the availability of affordable properties for sale and the high cost of new affordable housing construction. The County will continue to work with qualified developers to help finance the development of affordable housing, principally rental units, using HOME funds. The County will continue to make HOME funds available as gap financing loans to eligible Community Housing Development Organizations (CHDOs) and other qualified developers with feasible proposals for the development of affordable housing.

## **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 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 identified three actions, described in the following paragraphs, which will foster and maintain affordable housing.

1. Increase the supply of affordable housing units (Affordable Housing Development). The County is committed to the development of affordable housing and will set aside HOME funds for eligible CHDO projects during the 2018-2019 program year. The County is particularly interested in proposals for the development of rental units affordable to households earning no more than 60% of area median income (AMI) and with units designed to accommodate elderly households, large family households and farmworker 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 County Housing Assistance Rehabilitation Program (HARP), utilizing 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 qualified rental housing that is occupied by low- to moderate-income persons.

3. Promote homeownership 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 to eligible low-income, first-time homebuyers for the purchase of their first homes.

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

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). The County contracts for the testing and abatement of lead-based paint and asbestos hazards for homes rehabilitated through the County's housing rehabilitation program.

### **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 2015-2019 Strategic Plan, focuses on three goals:

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

During the Program Year 2018-2019, the County of Fresno will strive to reduce the number of families living in poverty by 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 Facade and Commercial Enhancement (FACE) Program improves 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 Fresno County Economic Development Corporation, Yosemite/Sequoia Valley RC&D Area Council, the Fresno County Economic Opportunities Commission and the local Chambers of Commerce serving Fresno County cities and communities as well as statewide through the California Association for Local Economic Development (CALED) and nationally through the National Association for County Community and Economic Development (NACCED). Community Development staff also work through the Fresno County Film Commission to create jobs and increase economic development, and participate in the Film Liaisons in California Statewide (FLICS).

### **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 County'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 and participating in HUD webinars 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 development of 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.

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.

DSS works closely with the Fresno Madera Continuum of Care (FMCoC) to enhance coordination of homeless services. DSS will continue as a member of the FMCoC and currently serves on the Executive Committee. 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. Various agencies participate in the FMCoC that represent not only housing agencies but others such as health clinics, veterans associations, and school districts to meet the needs of the homeless population.

The CDBG social service activities are selected through a Request for Proposal (RFP) process released by DSS. The RFP requests proposals for eligible community-based social services activities that will be provided in the unincorporated area of Fresno County or in one of the County's participating cities. Agencies are asked to describe the problem they are proposing to address, all existing programs that address the problem and describe the new or enhanced service that will be provided. Agencies also provide examples of collaboration with other institutions and service providers to enhance effectiveness. DSS convenes a review committee including community members and potential stakeholders, to evaluate and recommend programs to the Board of Supervisors for funding.

Fresno County, through its participation in the FMCoC, works to coordinate effective delivery of services to the residents of Fresno County.

The County will seek additional opportunities to partner with private developers of low-income affordable housing and qualified CHDOs, who typically partner with private investors and public agencies 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 2015-2019 Consolidated Plan's Five-Year Strategic Plan, during 2018-2019, 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(l)(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 County will utilize the same recapture provisions described below for any homebuyer assistance projects that will be carried out by CHDOs.

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: downpayment 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

See the additional text below for a description of HOME Recapture Non-Compliance Monitoring.

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, and 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.

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

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

The County of Fresno has ESG Policies and Procedures for ESG providers. The County is working with the FMCoC and funded agencies to update the ESG Policies and Procedures to ensure they are current and in compliance with coordinated entry requirements. A copy of the current 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 new procedures to establish its coordinated entry system. The FMCoC has a coordinated entry committee that has established written Policies and Procedures and will continue to periodically review the Coordinated Entry Policies and Procedures and revise them as necessary.

In the FMCoC Coordinated Entry System (CES), agencies are defined as Access Sites or Assessment Sites. Access Sites include physical sites that provide services, street outreach teams, and law enforcement agencies; 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. 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 discusses the information gathered by the FMCoC Point in Time count with the Executive Committee 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) is 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. 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 would 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 on and off throughout the years, dependent on the willingness of individuals to attend the monthly meetings. However, the County of Fresno, with the FMCoC, will reach out to 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. Additionally, the Department of Social Services is working with the FMCoC to determine whether the participation requirement has unintentionally been met with current participants from the community.

5. Describe performance standards for evaluating ESG.

When determining the effectiveness of the services provided with the 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 matched to housing by the housing matchers.
3. 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.

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# ANNUAL ACTION PLAN 2018-2019

## APPENDIX

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## 2018-19 City Activities

City/Activity	CDBG Amount *
Kerman Stanislaus Avenue Park Development	TBD
Reedley City Street Improvements, Phase IX	TBD
Selma Sheridan Street Storm Drain	TBD

- \* Total CDBG funding for 2018-19 City Activities is \$761,961. Funding will be allocated between the three identified activities. Specific funding levels for each activity is not currently available, but will be updated prior to the Board of Supervisors hearing on June 5, 2018.

**2018-19 Unincorporated Area  
CDBG Public Facility and Infrastructure Improvement Projects**

<b>Rank</b>	<b>Project Name</b>	<b>CDBG Amount</b>
1	Tranquillity Lift Station Replacement	\$217,300
2	Cantua Creek Wastewater Treatment Plant Improvements	\$250,000
3	El Porvenir Wastewater Treatment Plant Improvements	\$250,000
<b>Back-Up List</b>		
4	Biola 5 <sup>th</sup> Street Sidewalk and Storm Drain, Phase II	\$250,000
5	Caruthers Water Valve Replacement, Phase II	\$250,000
6	Sierra Oaks Roofing, Solar and ADA Improvements	\$158,220
7	Fresno County Fire Protection District Station 93 Water Tender Refurbish	\$240,000
8	Malaga Park Improvements	\$250,000
9	Del Rey Carmel / Avila Park Improvements	\$250,000
10	Riverdale Memorial Hall Parking Lot	\$238,200

2018-19 Public Services	
	CDBG Amount
Sheriff's Area-Based Policing	\$314,203
Community-based Social Services Programs	\$109,119
Boys and Girls Clubs of Fresno County (Del Rey/Reedley)	TBD
Marjaree Mason Center (Reedley)	TBD

- \* Total CDBG funding for 2018-19 Community-based Social Services Programs is \$109,119. Funding will be allocated between the two identified activities. Specific funding levels for each activity is not currently available, but will be updated prior to the Board of Supervisors hearing on June 5, 2018.

## **PUBLIC HEARING MEETING NOTICES**

DRAFT



**PUBLIC COMMENTS ON THE DRAFT**  
**2018-2019 ACTION PLAN**

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

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# City of Fresno and County of Fresno

## *Emergency Solutions Grant*

### *Policies and Procedures*

## **Program Description**

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

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

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

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

## **Target Population**

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

## Emergency Solutions Grant Policies and Procedures

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

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

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

### **Eligible Activities**

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

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

Eligible rental assistance includes:

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

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

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

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

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

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

Eligible rental assistance includes:

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

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

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

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

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

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

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

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

## **Client Eligibility Verification**

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

### A. FIRST STEP: Initial Consultation

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

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

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

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

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

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

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

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

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

(2) Any individual or family who:

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

### **Documenting Client Eligibility**

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

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

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

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

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

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

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

### **Income Determination**

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

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

## **Treatment of Assets**

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

## **Determining Household Size**

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

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

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

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

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

b. Foster children or foster adults.

c. Guests.

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

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

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

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

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

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

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

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

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

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

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

The following requirements apply when determining the family unit size:

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



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

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

### **Rent Reasonableness**

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

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

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

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

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

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

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

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

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

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

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

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

### **Maximum Rent**

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

### **Habitability Standards**

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

### **Rental Payments in Arrears**

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

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

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

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

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

## **Reporting Requirements**

### **HMIS**

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

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

### **Monthly/Quarterly Reporting**

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

## **Request for Disbursements**

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

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

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

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

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

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

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

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

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

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

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

## **Immigration Status**

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

Additionally:

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

### **Confidentiality**

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

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

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

### **Termination of Housing Assistance**

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

This process, at a minimum, must consist of:

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

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

## **Non-Discrimination**

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

## **Appeals**

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

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

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

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

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

## **Monitoring**

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

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

### **Amendments To Program Rules**

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

*Updated June 5, 2012*



**EXHIBIT A**

**HOUSEHOLD COMPOSITION**

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

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

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

\_\_\_\_\_  
Date

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

## EXHIBIT B

### ESG Income Eligibility Calculation Worksheet

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

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

## Exhibit C:

### RENT REASONABLENESS CHECKLIST AND CERTIFICATION

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

#### CERTIFICATION:

A. Compliance with Payment Standard

Proposed Contract Rent + Utility Allowance = Proposed Gross Rent

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

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

B. Rent Reasonableness

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

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

## Exhibit D: ESG Housing Habitability Standards Inspection Checklist

### About this Tool

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

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

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

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

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

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

## CERTIFICATION STATEMENT

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

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

Therefore, I make the following determination:

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

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

**Exhibit E****ESG Lead Screening Worksheet****About this Tool**

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

**Instructions**

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

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

**Basic Information**

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

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

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

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

1. Was the leased property constructed before 1978?

☐ Yes  
☐ No

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

☐ Yes  
☐ No

## Part 2: Document Additional Exemptions

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

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

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

☐ Yes  
☐ No

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

☐ Yes  
☐ No

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

☐ Yes  
☐ No

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

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

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

☐ Yes  
☐ No

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

## Part 3: Determine the Presence of Deteriorated Paint

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

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

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

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

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

☐ Yes

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

## Part 4: document the level of identified problems

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

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

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

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

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

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

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

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

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

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



☐ Yes

☐ No

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

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

☐ Yes

☐ No

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

5. Did the unit pass the clearance exam?

☐ Yes

☐ No

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

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

## Exhibit F

### ESG Lead-Based Paint Document Checklist

#### About this Tool

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

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

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

Report To : ~ County of Fresno or ~ City of Fresno

Name of Agency: \_\_\_\_\_

Project: \_\_\_\_\_

Reporting Month \_\_\_\_\_

**I. PROGRESS NARRATIVE**

A. List specific accomplishments during this reporting period:

B. Problem areas:

C. Is the project following the approved implementation schedule?

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

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

<b>III. NARRATIVE DESCRIBING SPECIFIC HOUSING RELOCATION &amp; STABILIZATION SERVICES PROVIDED DURING REPORTING PERIOD</b>
--

<b>IV. NARRATIVE DESCRIBING SPECIFIC HABITABILITY INSPECTION SERVICES PERFORMED OR CONTRACTED OUT DURING REPORTING PERIOD</b>
---

<b>V. PENDING ISSUES:</b>
---------------------------

<b>VI. CONCLUSIONS:</b>
-------------------------

<b>AGENCY</b>
---------------

Name	Title	Date
------	-------	------

<b>CITY/COUNTY USE ONLY</b>
-----------------------------

Reviewed by City/County Staff	Date
-------------------------------	------

## Exhibit H

### ESG Funds Disbursement Request

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

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

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

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

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

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

#### FOR CONTRACTOR USE

Submitted by:

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Four /City/County Use Only:

Approved By:

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

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**STANDARD FORM 424**

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

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:**

**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):**

94-6000512

**\* 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:**

Kristi

**Middle Name:**

**\* Last Name:**

Johnson

**Suffix:**

**Title:**

Principal Staff Analyst

**Organizational Affiliation:**

**\* Telephone Number:**

559-600-4292

**Fax Number:**

559-600-4573

**\* Email:**

kgjohnson@co.fresno.ca.us

## 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-18-UC-06-0003

\* Title:

Community Development Block Grant

### 13. Competition Identification Number:

Title:

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

SF-424-14-Areas.docx

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.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**\* a. Federal \* b. Applicant \* c. State \* d. Local \* e. Other \* f. Program Income \* g. TOTAL **\* 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

**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, Reedley and Selma.

Fresno County

SF-424

Additional Information for Selected Questions

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

CA-004

CA-016

CA-022

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 01/31/2019

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 <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	TITLE <div style="border: 1px solid black; padding: 2px;">Director of Public Works and Planning</div>
APPLICANT ORGANIZATION <div style="border: 1px solid black; padding: 2px;">County of Fresno</div>	DATE SUBMITTED <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

## 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:**

**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):**

94-6000512

**\* 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:**

Kristi

**Middle Name:**

**\* Last Name:**

Johnson

**Suffix:**

**Title:**

Principal Staff Analyst

**Organizational Affiliation:**

**\* Telephone Number:**

559-600-4292

**Fax Number:**

559-600-4573

**\* Email:**

kgjohnson@co.fresno.ca.us

## 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-17-UC-06-0205

\* Title:

HOME Investment Partnership Program

### 13. Competition Identification Number:

Title:

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

SF-424-14-Areas.docx

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.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,069,615.00"/>
* 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="1,569,615.00"/>

**\* 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

**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, Reedley and Selma.

Fresno County

SF-424

Additional Information for Selected Questions

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

CA-004

CA-016

CA-022

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 01/31/2019

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.
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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.
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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.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	TITLE <div style="border: 1px solid black; padding: 2px;">Director of Public Works and Planning</div>
APPLICANT ORGANIZATION <div style="border: 1px solid black; padding: 2px;">County of Fresno</div>	DATE SUBMITTED <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

## 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:**

**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):**

94-6000512

**\* 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@co.fresno.ca.us

## 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-18-UC-06-0003

\* Title:

Emergency Solutions Grant

### 13. Competition Identification Number:

Title:

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

SF-424-14-Areas.docx

Add Attachment

Delete Attachment

View Attachment

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

Emergency Solutions Grant 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.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="278,824.00"/>
* 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="278,824.00"/>

**\* 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

**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, Reedley and Selma.



Fresno County

SF-424

Additional Information for Selected Questions

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

CA-004

CA-016

CA-022

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 01/31/2019

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).
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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.
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 <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	TITLE <div style="border: 1px solid black; padding: 2px;">Director of Social Services</div>
APPLICANT ORGANIZATION <div style="border: 1px solid black; padding: 2px;">County of Fresno</div>	DATE SUBMITTED <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

## 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.

**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.

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Signature/Authorized Official

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Date

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Steven E. White  
Printed Name

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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 2018 (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.

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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;

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Signature/Authorized Official

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Date

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Steven E. White  
Printed Name

\_\_\_\_\_  
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.

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Signature/Authorized Official

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Date

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Delfino E. Neira

Printed Name

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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.