

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY**

DEPT: Planning and Community Development

BOARD AGENDA:5.D.1
AGENDA DATE: February 27, 2018

SUBJECT:

Authorization to Submit a Solicitation of Interest (SOI) to the State of California Department of Housing and Community Development (HCD) for Recertification of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program

BOARD ACTION AS FOLLOWS:


RESOLUTION NO. 2018-0105

On motion of Supervisor Chiesa , Seconded by Supervisor Withrow
and approved by the following vote,
Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini
Noes: Supervisors: None
Excused or Absent: Supervisors: None
Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:

ATTEST:


ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Planning and Community Development

BOARD AGENDA:5.D.1

AGENDA DATE: February 27, 2018

CONSENT:

CEO CONCURRENCE:

4/5 Vote Required: No

SUBJECT:

Authorization to Submit a Solicitation of Interest (SOI) to the State of California Department of Housing and Community Development (HCD) for Recertification of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program

STAFF RECOMMENDATION:

1. Authorize the Director of Planning and Community Development to submit a Solicitation of Interest (SOI) to the State of California Department of Housing and Community Development (HCD) for recertification of Stanislaus County as the Administrative Entity (AE) for the State of California Emergency Solutions Grant (ESG) Program.
2. Authorize the Director of Planning and Community Development to execute any future Solicitation of Interest for Recertification and other related documents, agreements and amendments related to the ESG Program.

DISCUSSION:

The California Department of Housing and Community Development (HCD) administers the Emergency Solutions Grant (ESG) program with funding received from the United States Department of Housing and Urban Development (HUD) and the California Emergency Solutions Grant Program (CA-ESG) with funds from the state's Emergency Housing and Assistance Program Fund. The ESG and CA-ESG programs provide funding to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families/individuals from becoming homeless. Hereafter, both programs will be referred to as CA-ESG.

Since 2016, HCD distributed funds for the Continuum of Care (CoC) Service Areas through two allocations:

- CoC Allocation for Service Areas that contain a city or county that receives ESG directly from HUD, and the
- Balance of State Allocation (BoS) for Service Areas that do not contain a city or county that receives ESG funds directly from HUD.

A Solicitation of Interest was released on February 1, 2018, to current Administrative Entities (AEs) for recertification as an AE for the CA-ESG Program. Stanislaus County's Department of Planning and Community Development currently serves as the AE for the CoC Allocation part of the CA-ESG Program.

Under this program, HCD established a dedicated Continuum of Care Allocation and simplified processes available to California communities that are able to administer these funds locally. Eligible communities include entitlement jurisdictions, such as Stanislaus County as the "lead entity" of the Stanislaus Urban County, which already receives federal ESG funds directly from HUD.

An approved AE is required to administer CA-ESG activities and funding in collaboration with the local CoC for that Service Area, such as the Stanislaus Community System of Care (CSoC), that includes the following administrative activities:

- Determining which eligible activities to fund, including ensuring no less than 40 percent of the funds are used for Rapid Re-housing activities;
- Selecting one or more providers in a fair and open process that evaluates, among other things, provider capacity and performance, and prioritizes activities that address the highest unmet needs based on data;
- Entering into written agreement with selected providers, ensuring activities comply with federal and state requirements, including ensuring high quality services that adhere to Core Practices, including:
 - Comprehensive and coordinated access throughout the Service Area;
 - Prioritized access to services for people with the most severe needs;
 - Low barrier access to services and consistency with housing first practices; and
 - Use of a progressive engagement approach to services and financial assistance.
- Through the use of Coordinated Entry and other means, facilitates outreach and specifically ensure services are available to eligible persons in the non-entitlement areas of the Service Area;
- Maintain a written agreement with the CoC specifying mutual roles and responsibilities;
- Administer contracts with selected providers, including processing financial payments and monitoring activities consistent with CA-ESG requirements;
- Fiscal management of funds including meeting expenditure deadlines and ensuring provision for matching funds which may be provided by the selected provider; and
- Regular reporting as specified by HCD.

HCD maintains responsibility for annual programmatic and fiscal reporting to HUD, including through the HUD Consolidated Annual Performance Evaluation Report (CAPER) and the Integrated Disbursement and Information System (IDIS). HCD will provide a practical Contract Management Manual to assist the AE in administering the funds.

Under State's CA-ESG program, the Turlock/Modesto/Stanslaus CoC Area is eligible for two years' worth of allocations (Fiscal Years 2018 and 2019), the first estimated at \$827,728. The CA-ESG funds may be used throughout the entire County. All three jurisdictions agree that an AE is needed in order to maintain funds locally, however, the ultimate determination to have the County submit the SOI is due to experience, eligibility and logistics. Staff from all three jurisdictions are committed to continue to work together to identify the most appropriate activities for expenditure of the State ESG funds.

The deadline for the submittal of HCD's Solicitation of Interest (SOI) is February 28, 2018. The SOI requires a CoC Certification in support of the AE, a written agreement between the AE and the local CoC that specifies the roles and responsibilities for each entity, verification of a Conflict of Interest Policy and Written Standards for Funding Activities being in place, an operational Homeless Management Information System (HMIS), and an active CoC's coordinated entry system (system of program access, needs assessments and prioritization) in place.

The Planning and Community Development Department serves as the qualified Administrative Entity to administer CA-ESG funding. On June 28, 2016, The Board of Supervisors authorized the Planning and Community Development Director to execute a Memorandum of Understanding (MOU) with the CSoC.

The existing MOU effective through June 30, 2020 between the AE and the CSoC includes the following funding provisions:

- The County will administer the CA-ESG Program; and
- The CSoC will provide the County with appropriate programs access to the Homeless Management Information System (HMIS) system and technical assistance upon request; and
- The CSoC will provide a representative to serve on a grant review panel, a minimum of two times a year, to review homeless provider services grant proposals with the potential to be funded with CA-ESG; and
- The County will provide technical assistance and status reports to the CSoC membership upon request; and
- The County is responsible for ensuring compliance and monitoring of the CA-ESG program and funded projects including all communication with HUD and HCD regarding the operation and reporting for these programs.

Further authorization from the Board of Supervisors will be required for execution of any agreements with the CoC or HCD. The submittal of the SOI is the initial step in the process of obtaining CA-ESG funding. Administrative Entities will be required to submit an application in response to the HCD's forthcoming CA-ESG Notice of Funding Availability (NOFA) in compliance with ESG federal and state regulations and program guidelines.

POLICY ISSUE:

CA-ESG funding will serve to provide needed housing and services to homeless individuals and families throughout Stanislaus County as a part of the County's Focus on Prevention efforts and in conformance with the individual General Plan Housing Element policies of Stanislaus County and the nine cities within the County.

CA-ESG funding may be applied across jurisdictional boundaries. Financial and operational accountability between HCD, Stanislaus County, the Stanislaus County CoC, and service providers will need to be delineated and agreed upon in conformance with HUD regulations.

FISCAL IMPACT:

The 2017-2018 Adopted Final Budget included the total CA-ESG allocation to the County of \$558,731 a total of \$19,887 was made available for staffing and oversight of the grant. Any unspent funds in Fiscal Year 2017-2018 will be carried forward as part of the Proposed Budget and Spending Plan Fiscal Years 2018-2019/2019-2020 consistent with funding guidelines. The Fiscal Year 2018-2019 estimated allocation is \$827,728 that includes \$34,036 for administration of the grant. Costs not covered by the administrative allowance will be funded by available Community Development Block Grant (CDBG) administrative funds.

BOARD OF SUPERVISORS' PRIORITY:

Approval of this action supports the Board's priorities of Supporting Strong & Safe Neighborhoods, Supporting Community Health, and Delivering Efficient Public Services and Community Infrastructure through the allocation of these funds to qualified, eligible service providers that responded to the County's Fiscal Year 2018-2019 Public Services NOFA, consistent with HCD's CA-ESG Program Guidelines.

STAFFING IMPACT:

Additional administrative oversight and reporting will be assumed by existing Planning and Community Development staff.

CONTACT PERSON:

Angela Freitas, Director of Planning & Community Development
Telephone: 209-525-6330

ATTACHMENT(S):

1. Emergency Solutions Grant Administrative Entity Solicitation of Interest 2018

EMERGENCY SOLUTIONS GRANTS PROGRAM



SOLICITATION OF INTEREST ADMINISTRATIVE ENTITY 2018

California Department of Housing and Community Development
Emergency Solutions Grants Program
2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833
Phone: (916) 263-2771
E-mail address: ESG@hcd.ca.gov

**The Solicitation of Interest Response Form must be received by the Department
by February 28, 2018**

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Part I. Solicitation of Interest

Background

The California Department of Housing and Community Development (HCD or Department) administers the Emergency Solutions Grants (ESG) program with funding received from the U.S. Department of Housing and Urban Development (HUD), and the California Emergency Solutions Grants Program (CA ESG) with funds from the state's Emergency Housing and Assistance Program Fund. The ESG and CA ESG programs provide funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families/individuals from becoming homeless.

This Solicitation of Interest is intended to identify local government entities that can act as Administrative Entities (AE) of ESG and CA ESG funds in furtherance of these goals. Since 2016, HCD has distributed funds for the Continuum of Care (CoC) Service Areas through two allocations:

- CoC Allocation for Service Areas that contain a city or county that receives ESG directly from HUD; and the
- Balance of State Allocation (BoS) for Service Areas that do not contain a city or county that receives ESG directly from HUD.

See Attachment B to this Solicitation of Interest for a listing of Service Areas for each allocation and a preliminary estimate of the formula amount for 2018.

This Solicitation of Interest Response Form is only the initial step in the process of obtaining ESG funding and is not, on its own, a sufficient basis for an award of funds. Applicants will also be required to submit a timely, complete, and correct application, including all required attachments and supporting documents, in response to the Department's forthcoming ESG NOFA, in compliance with ESG federal and state Regulations and Program Guidelines, (referenced in the paragraph immediately below), and comply with all other Department requests for information and materials. By signing and submitting this form, applicants acknowledge and agree that no award will be made without completing such additional requirements within the deadlines set by the Department.

For additional information, please consult the federal and State Program Regulations and Guidelines. Federal ESG funds are governed by 24 Code of Federal Regulations (CFR), Parts 91 and 576 and by 25 California Code of Regulations, Section 8400 et seq (“State Regulations”). CA ESG funds are governed by State Program Guidelines. All of these documents can be found on HCD’s website at <http://www.hcd.ca.gov/financial-assistance/emergency-solutions-grant-program/index.html>. (Hereinafter, both programs will be referred to as ESG.)

Administrative Entity Qualifications and Selection

Through this solicitation, the Department is seeking a qualified city or county local governmental entity to act as the AE within its Service Area to administer ESG funding in collaboration with their CoC. To qualify, an AE must:

- Be a unit of general purpose local government that has administered ESG funds as a HUD entitlement during at least one of the past five years;
 - Please note: If the only ESG entitlement in the Service Area is a city, a county agency may be proposed to serve as the AE if it has experience administering another federal homelessness, housing, community development, or human services program in at least one of the past five years;
- Have no unresolved ESG monitoring findings with HUD or the Department that the Department determines poses a substantial risk to the Department;
- Demonstrate the ability and willingness to perform the functions of an AE (see “AE and CoC Responsibilities” below and 25 CCR Section 8403 of the State Regulations); and
- Be recommended by the CoC and willing to collaborate to the maximum extent feasible with its CoC.

In addition, the CoC entity must meet the following minimum requirements:

- Received funding from HUD in at least one of the past two years or has registered to apply for funding in the next competition;
- Has HUD-compliant conflict of interest policies in place;
- Has adopted written standards for the proposed activity; and
- Operates a HUD-compliant Homeless Management Information System (HMIS).

Department approval of the AE will be valid for two years unless otherwise revoked pursuant to the requirements of 25 CCR 8403(k).

Please note: If there is no approved AE for any Service Area in the CoC Allocation, the Department shall solicit a recommendation from that CoC for a non-competitive Rapid Re-housing (RR) provider for a portion of the formula allocation attributed to their Service Area, (percentage to be determined in the Action Plan). The contract will be administered by the Department. The remaining funds will be reallocated statewide using the formula distribution. As a courtesy, please notify an HCD NOFA Representative, at ESG@hcd.ca.gov if there will be no AE participating for your Service Area.

Additional Option for Administrative Entity-administered Activity in Neighboring Service Area

An AE may opt to administer funding attributable to a geographically contiguous Balance of State Service (BoS) Area for RR activities consistent with the regulations, with documentation that the CoC in that Service Area is in agreement. Consult Section 8403 of State Regulations for these requirements.

Administrative Entity and Continuum of Care Responsibilities

The Department will enter into a contract with an approved AE to administer ESG activities and funding in collaboration with the CoC for that Service Area. It is strongly recommended that applicants consult [Section 8403](#) of the State Regulations for more information regarding AE roles and responsibilities, and Sections 8408 through 8417 for administrative requirements. These requirements cover the following issue areas:

- CoC and AE eligibility and collaboration requirements
- Service provider selection
- Required minimum set-asides for RR
- Eligible activities and match requirements
- Use of Coordinated Entry
- Requirements for written agreements, contract administration, reporting, and monitoring
- Denial or revocation of an AE designation by the Department and other program sanctions

AEs must be in compliance with the Office of Management and Budget requirements in [2 CFR Part 200](#), which provides information on procurement processes. The Departments Action Plan will set forth limits on any or all of the number and type of contracts, subcontracts, or activities per contract between the AE and the sub-recipient of the AE.

Selection of an activity or activities must be consistent with Core Practices and the requirements, as described in Section 8409 of the State Regulations.

AEs are eligible to use a no less than 40 percent of the funds for RR, and a maximum of 10 percent of their Service Area's ESG allocation for HMIS activities, and a portion for general administration activities. The eligible percentage for general administration will be finalized in the Annual Action Plan, but is anticipated to be approximately 2.7 percent of the total allocation for their CoC Service Area. The state may limit other eligible activity types in its Annual Action Plan.

The Department maintains responsibility for annual programmatic and fiscal reporting to HUD, including through the HUD Consolidated Annual Performance Evaluation Report (CAPER).

Next Steps and Preliminary Dates

The following preliminary timeframes should be used for planning purposes in implementing activities under the CoC Allocation:

February 28, 2018	AE Response Forms Due
March	Notification of approval of AE by Department
April	Department's Action Plan public comment period. Action Plan includes details on Rapid Rehousing set-aside percentages, eligible activities, number of contracts and subcontracts, maximum percentages for general administration, and HMIS performance standards.
May	Department's Action Plan Submitted to HUD
May	CoC and BoS Notices of Funding Availability (NOFA) and applications released
June	AE application deadline
September	Department announces provider awards

Attachment A: Definitions

The following definitions come from the ESG State Regulations and Program Guidelines. See Section 8401 of the State Regulations and Section 101 of the Program Guidelines for a complete list of definitions.

Action Plan means the annual plan required by HUD pursuant to 24 CFR part 91 governing the distribution and use of ESG funds allocated by HUD to states and local governments.

Administrative Entity means a unit of general purpose local government approved by the Department pursuant to Section 8403 of the State Regulations to administer state ESG funds.

Balance of State Allocation are the funds designated for CoC Service Areas that do not receive HUD ESG Entitlement funds in their jurisdiction. HCD will administer the ESG contracts for this pool.

Continuum of Care means the group composed of representatives of relevant organizations, which generally includes private nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; RR; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Continuum of Care Allocation are the funds designated to CoC Service Areas whose jurisdictions currently receive HUD ESG Entitlement funds and meet capacity and funding thresholds. The AE will administer contracts for the state ESG funds.

Continuum of Care Service Area means the entire geographic area within the boundaries of an Eligible CoC.

Coordinated Entry means the system of program access, needs assessment, and prioritization developed by a CoC pursuant to 24 CFR 576.400 (d), and associated HUD requirements and guidance. This term is also known as “Coordinated Entry System,” “Coordinated Assessment,” or “Centralized Assessment.”

Core Practices means the practices and protocols of delivering ESG eligible activities as specified in Section 8409 of the State Regulations.

ESG is an acronym for the Emergency Solutions Grants program.

Entitlement Area means the same as defined in Section 8401 of the State Regulations.

HCD means California Department of Housing and Community Development. This term is also known as “Department.”

HUD means the U.S. Department of Housing and Urban Development.

Nonentitlement Area is defined at 42 U.S.C.5302 and means an area that does not receive ESG funding from HUD as an Entitlement Area or a participant in an Urban County Agreement.

Rapid Re-housing means to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Service Area means the same as CoC Service Area.

Unit of General Purpose Local Government means any city, county, town, township, parish, village, or other general purpose political subdivision of a state.

Attachment B: Preliminary Estimated Allocations

2018 Preliminary Estimated CoC Allocation							
	CoC #	CoC Name	2018 Total CA ESG Allocation	2018 CA ESG Admin	2018 Total Federal ESG Allocation	2018 Federal ESG Admin	Total 2018 ESG Distribution
1	604	Bakersfield/Kern County CoC	\$ 600,535	\$ 30,027	\$ 295,956	\$ 7,817	\$ 896,491
2	512	Daly/San Mateo County CoC	\$ 319,828	\$ 15,991	\$ 206,057	\$ 5,443	\$ 525,885
3	514	Fresno/Madera County CoC	\$ 780,968	\$ 39,048	\$ 307,081	\$ 8,111	\$ 1,088,049
4	612	Glendale CoC	\$ 367,004	\$ 18,350	---	---	\$ 367,004
5	606	Long Beach CoC	\$ 622,551	\$ 31,128	---	---	\$ 622,551
6	600	Los Angeles City & County CoC	\$ 2,399,350	\$ 119,968	\$ 1,206,617	\$ 31,871	\$ 3,605,967
7	502	Oakland/Alameda County CoC	\$ 820,414	\$ 41,021	\$ 377,572	\$ 9,973	\$ 1,197,986
8	611	Oxnard/San Buenaventura/Ventura County CoC	\$ 356,277	\$ 17,814	\$ 162,789	\$ 4,300	\$ 519,066
9	607	Pasadena CoC	\$ 365,564	\$ 18,278	--	---	\$ 365,564
10	505	Richmond/Contra Costa County CoC	\$ 432,224	\$ 21,611	\$ 312,760	\$ 8,261	\$ 744,984
11	608	Riverside City & County CoC	\$ 673,155	\$ 33,658	\$ 323,445	\$ 8,543	\$ 996,600
12	503	Sacramento City & County CoC	\$ 808,736	\$ 40,437	\$ 227,347	\$ 6,005	\$ 1,036,083
13	506	Salinas/Monterey, San Benito Counties CoC	\$ 516,893	\$ 25,845	\$ 321,701	\$ 8,497	\$ 838,594
14	609	San Bernardino City & County CoC	\$ 729,784	\$ 36,489	\$ 315,507	\$ 8,334	\$ 1,045,291
15	601	San Diego City and County CoC	\$ 1,258,453	\$ 62,923	\$ 458,204	\$ 12,103	\$ 1,716,657
16	501	San Francisco CoC	\$ 814,623	\$ 40,731	---	---	\$ 814,623
17	500	San Jose/Santa Clara City & County CoC	\$ 828,819	\$ 41,441	\$ 412,842	\$ 10,905	\$ 1,241,661
18	614	San Luis Obispo County CoC	\$ 368,917	\$ 18,446	\$ 113,329	\$ 2,993	\$ 482,246
19	602	Santa Ana/Anaheim/Orange County CoC	\$ 971,015	\$ 48,551	\$ 628,896	\$ 16,612	\$ 1,599,911
20	603	Santa Maria/Santa Barbara County CoC	\$ 461,426	\$ 23,071	\$ 362,146	\$ 9,566	\$ 823,572
21	504	Santa Rosa/Petaluma/Sonoma County CoC	\$ 426,513	\$ 21,326	\$ 236,556	\$ 6,248	\$ 663,069
22	511	Stockton/San Joaquin County CoC	\$ 510,818	\$ 25,541	\$ 192,321	\$ 5,080	\$ 703,139

23	510	Turlock/Modesto/St Stanislaus County CoC	\$ 516,072	\$ 25,804	\$ 311,656	\$ 8,232	\$ 827,728
Totals			\$ 15,949,939	\$ 797,497	\$ 6,772,782	\$ 178,894	\$ 22,722,721

2018 Preliminary Estimated Balance of State Allocation

CoC #	CoC Name	2018 CA ESG Allocation (SB 832, Section 72)	2018 Federal ESG Formula Allocation	Total 2018 ESG Allocation	
Bay Area Allocation					
1	507	Marin County CoC	\$ 261,369	\$ 205,205	\$ 466,574
2	517	Napa City & County CoC	\$ 206,750	\$ 127,571	\$ 334,321
3	518	Vallejo/Solano County CoC	\$ 368,505	\$ 277,385	\$ 645,890
4	508	Watsonville/Santa Cruz City & County CoC	\$ 448,946	\$ 344,090	\$ 793,036
			\$ 1,285,570	\$ 954,251	\$ 2,239,821
Central and Imperial Valley					
1	521	Davis/Woodland/Yolo County CoC	\$ 436,181	\$ 278,334	\$ 714,515
2	525	El Dorado County CoC	\$ 244,553	\$ 157,605	\$ 402,158
3	613	Imperial County CoC	\$ 529,567	\$ 332,912	\$ 862,479
4	530	Inyo, Mono, Alpine Counties CoC	\$ 212,872	\$ 115,531	\$ 328,403
5	520	Merced City & County CoC	\$ 525,925	\$ 318,968	\$ 844,893
6	515	Roseville/Rocklin/Placer, Nevada Counties CoC	\$ 286,090	\$ 216,958	\$ 503,048
7	513	Visalia, Kings, Tulare Counties CoC	\$ 626,016	\$ 417,924	\$ 1,043,940
			\$ 2,861,204	\$ 1,838,232	\$ 4,699,436
Northern Allocation					
1	526	Amador, Calaveras, Tuolumne and Mariposa Counties CoC	\$ 287,825	\$ 172,605	\$ 460,430
2	519	Chico/Paradise/Butte County CoC	\$ 504,752	\$ 329,549	\$ 834,301
3	523	Colusa, Glenn, Trinity Counties CoC	\$ 366,066	\$ 200,224	\$ 566,290
4	522	Humboldt County CoC	\$ 469,450	\$ 290,588	\$ 760,038
5	529	Lake County CoC	\$ 510,716	\$ 288,790	\$ 799,506
6	509	Mendocino County CoC	\$ 467,687	\$ 293,095	\$ 760,782
7	516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC	\$ 433,030	\$ 293,561	\$ 726,591
8	527	Tehama County CoC	\$ 432,295	\$ 234,100	\$ 666,395

9	524	Yuba City & County/Sutter County CoC	\$ 424,963	\$ 258,575	\$ 683,538
			\$ 3,896,784	\$ 2,361,087	\$ 6,257,871
Totals			\$ 8,043,558	\$ 5,153,570	\$ 13,197,128

**** Allocations will be finalized in May or when the Department receives its final allocation from HUD. Note: allocations are also subject to change if AEs or CoCs do not continue to participate for 2018.***

Part II. Administrative Entity Response Form (Response Form)

Instructions

- A. Interested jurisdictions seeking designation as an AE to administer ESG funds in their Service Area must return this Response Form, including Sections I through IV and the certifications contained in Appendices A and B, by the deadline shown below. The AE should work with the CoC to complete Sections III and IV and the certification in Appendix B. If a completed Response Form is not received by the deadline shown below, HCD will inform the CoC of their option to receive a portion of the allocation for RR activities pursuant to State Regulation 8402 (e) (2)(B).
- B. Note the following submittal details:
- **Response Forms will only be accepted via electronic mail.**
 - Submit one PDF copy of the Response Form to ESG@hcd.ca.gov no later than 11:59 p.m. Pacific Standard Time on February 28, 2018.
- C. Department staff will evaluate and notify the jurisdiction of any questions and may request modifications or additional information.
- D. If you have any questions, contact the Department at ESG@hcd.ca.gov.

Section I – Continuum of Care Information

CoC Name:	
CoC Number:	County(ies) Served:
CoC Primary Contact: First, Middle and Last Names:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other
Title:	Department:
Area Code and Phone No	E-Mail Address:
Address:	City, State and Zip:

1. CoC Qualifications

a. HUD funding: (Check all that apply)

- Has registered with HUD to apply in the next CoC Funding Competition
- Awarded Funds by HUD in the FY 2016 CoC Program Competition
- Awarded Funds by HUD in the FY 2017 CoC Program Competition

b. Indicate whether the following is currently in place or will be in place by the time the AE's ESG Application is submitted to the Department. Note: the Appendix B CoC Certification confirms that these will be in place by the time the AE submits its ESG application to the Department.

	<i>In Place</i>	<i>Will Be in Place At Application Submittal</i>
CoC Conflict of Interest Policy	<input type="checkbox"/>	<input type="checkbox"/>
Written Standards for ESG-funded Activities	<input type="checkbox"/>	<input type="checkbox"/>
Operational HMIS	<input type="checkbox"/>	<input type="checkbox"/>
Coordinated Entry	<input type="checkbox"/>	<input type="checkbox"/>

2. Does your CoC recommend the entity proposed in this Response Form to serve as the AE?

Yes No

Submit copy of the CoC approval letter of the proposed AE as an attachment, (may be from Executive Director or Board of Directors).

Section II – Administrative Entity Information

AE Name of Jurisdiction:

AE Responsible Department:

AE Primary Contact: First, Middle and Last Names:

Mr. Mrs. Ms. Other

Title:

Department:

Area Code and Phone No.: Fax No.:

E-Mail Address:

Address:

City, State and Zip:

AE Secondary Contact: First, Middle and Last Names:

Mr. Mrs. Ms. Other

Title:

Department:

Address:

City, State and Zip:

Section III – Administrative Entity Qualifications

1. Is the proposed AE a unit of general purpose local government that has administered ESG funds as a HUD entitlement during at least one of the past five years? Yes No

2. If answering No to #1, please answer the following:
 - a. Is the only ESG HUD entitlement jurisdiction in your CoC Service Area a city?
 Yes No

 - b. Is the city unwilling or unable to administer the state ESG funds?
 Yes No

c. If answering Yes to 2.a. and 2.b., are you proposing to use a county agency that has administered another federal homelessness, housing, community development, or human services program during at least one of the past five years?

Yes No

d. If answering Yes to #2.c., list program name, administering agency and year/s administered **(Limit 1000 characters)** _____

3. Does the proposed AE have any ESG unresolved monitoring finding/s with HUD or the Department?

Yes No

If yes, list the ESG monitoring findings and describe how and by when your agency intends to resolve the finding/s. **(Limit 1000 characters)**

4. Briefly describe how the proposed AE will collaborate with the CoC in determining which ESG eligible activities to fund, in selecting providers, and in administering funds. **(Limit 1000 characters)**

Please note: The provider selection process must comply with the requirements set forth in Section 8403 of the State Regulations and Appendix A: Statement of Certifications.

Section IV – Rapid Re-Housing Activities in Geographically Contiguous CoC Service Area

1. Does the proposed AE intend to administer funds for a geographically contiguous CoC that is eligible to receive funds in the Balance of State Allocation?

Yes No

If “Yes,” attach the request letter from the neighboring CoC, (may be from Executive Director or Board of Directors).

2. Indicate whether each of the following is currently in place or will be in place in the neighboring CoC by the time the AE’s ESG application is submitted to the Department. Note: the Appendix B CoC Certification confirms these will be in place by the time the AE’s ESG application is submitted to the Department.

	<i>In Place</i>	<i>Will Be in Place At Application Submittal</i>
CoC Conflict of Interest Policy	<input type="checkbox"/>	<input type="checkbox"/>
Written Standards for ESG funded Activities	<input type="checkbox"/>	<input type="checkbox"/>
Operational HMIS	<input type="checkbox"/>	<input type="checkbox"/>
Coordinated Entry	<input type="checkbox"/>	<input type="checkbox"/>

Provide an explanation of how the AE will address administration activities if these systems differ from its own Service Area.

(Limit 1000 characters) _____

Appendix A: Administrative Entity Statement of Certifications

In accordance with the federal and State ESG Regulations, the AE ensures it will comply with the following:

Standard Agreement. The AE shall enter into a Standard Agreement with the Department and perform the following:

- (1) Receive and administer up to two allocations of annual federal ESG funding per application cycle, conditioned on availability of federal funds;
- (2) Carry out identified eligible activities that adhere to Core Practices through selected providers;
- (3) Provide for matching funds as required by 24 CFR 576.201;
- (4) Enter into written agreements with providers of funded activities governing the implementation of activities, including but not limited to a procurement process that complies with 2 CFR Part 200, eligible use of funds, funds disbursement, activity reporting, performance evaluation, monitoring, and termination;
- (5) Monitor the performance of all contractors, including selected providers, and those they subcontract with to carry out ESG-eligible activities, to ensure compliance with federal and State ESG Requirements;
- (6) Provide timely reports to the Department using a format and method prescribed by the Department; and,
- (7) In all other ways, administer ESG funding to ensure compliance with federal and State ESG Requirements and the Standard Agreement.
- (8) The AE shall select providers qualified to deliver eligible activities in the Service Area through a process that is consistent with (a) through (i) below, and inform the Department of selected providers and activities.
 - a. Conduct fair and open competitions which avoid conflict of interest;
 - b. Comply with the procurement requirements of 2 CFR Part 200;
 - c. Evaluate provider capacity and experience, including the ability to deliver services in Nonentitlement Areas;
 - d. Evaluate eligibility and quality of services, including adherence to core practices pursuant to Section 8409 of the State Regulations;
 - f. Utilize data and consider community input to identify unmet needs;
 - g. Prioritize activities that address the highest unmet need, considering other available funding and system-wide performance measures;
 - h. Consider project-level performance measures when evaluating proposals; and,
 - i. Collaborate with the CoC.

ESG services provided to eligible persons in Nonentitlement Areas. Through the use of coordinated entry and other means, all funded activities will be made available to Nonentitlement Areas of the Service Area. The AE shall facilitate outreach and access to reach populations in the Nonentitlement Areas and shall evaluate participation from these areas at least annually.

Provider Selection. The AE shall select providers qualified to deliver eligible activities in the Service Area through a process that is consistent with (1) through (8) below, and inform the Department of selected providers and activities. The AE shall:

- (1) Conduct fair and open competitions which avoid conflict of interest;
- (2) Comply with the procurement requirements of 2CFR Part 200;
- (3) Evaluate provider capacity and experience, including the ability to deliver services in Nonentitlement Areas;
- (4) Evaluate eligibility and quality of services, including adherence to core practices pursuant to Section 8409 of the State Regulations;
- (5) Utilize data and consider community input to identify unmet needs;
- (6) Prioritize activities that address the highest unmet need, considering other available funding and system-wide performance measures;
- (7) Consider project-level performance measures when evaluating proposals; and,
- (8) Collaborate with the CoC.

Participation in Coordinated Entry. As required by 24 CFR 576.400(d), the AE will ensure ESG service providers utilize the CoC's Coordinated Entry system.

Rapid Re-housing. The AE shall ensure that no less than 40 percent of the funds awarded on an annual basis shall be used for RR activities.

Indirect Costs. The AE will ensure that the limit on Indirect Costs is not exceeded.

ESG Compliance. The CoC shall provide information that demonstrates compliance with any of the program requirements when requested by the Department.

CoC Collaboration. The CoC and the AE shall enter into a written agreement that specifies the roles and responsibilities of each entity to ensure compliance with federal and State ESG requirements. They shall collaborate to the maximum extent feasible in determining eligible activities, selecting providers, and administering the ESG funds.

Administrative Entity Certification of Response Information. All information contained in this Response Form is acknowledged to be public information and I authorize the California Department of Housing and Community Development to contact any or all of the parties listed in this proposal.

ADMINISTRATIVE ENTITY STATEMENT OF CERTIFICATIONS	
PRINTED NAME OF AE REPRESENTATIVE	TITLE
AE REPRESENTATIVE SIGNATURE	

DATE	

Appendix B: Continuum of Care Statement of Certifications

In accordance with the federal and State Regulations governing the ESG Program, CoCs participating in the CoC Allocation will comply with the following:

Recommend Administrative Entity. The CoC certifies that it recommends the AE in this Response Form.

Written Agreement. The CoC and AE shall enter into a written agreement that specifies the roles and responsibilities of each entity to ensure compliance with federal and State ESG requirements. This written agreement is required to be submitted with the AE's ESG application to the Department. The CoC and AE shall collaborate to the maximum extent feasible in determining Eligible activities, selecting providers, and administering the ESG funds.

Required Systems in Place. Consistent with the answers provided in Section III of the Response Form, the CoC has developed or will develop the following items by the time the CoC submits its provider funding recommendations in the ESG application submitted by the AE to the Department.

- a. *Conflict of Interest Policy.* The CoC has conflict of Interest policies in place that meet HUD requirements
- b. *Written Standards for Funded Activity.* The CoC has adopted Written Standards for all eligible activities proposed to be carried out with ESG funds

HMIS. The CoC has an HMIS system that is fully compliant with the HUD data and technical standards.

Coordinated Entry. The CoC has or will have a Coordinated Entry system in place that meets the requirements of 24 CFR 576.400 (d), and associated HUD requirements and guidance by the time the AE submits it's ESG application to the Department.

CONTINUUM OF CARE STATEMENT OF CERTIFICATIONS	
<i>This statement of certifications must be signed by the Chief Executive Officer, Executive Director, or the executive staff member with a different title that possesses equivalent decision-making authority within the organization.</i>	
PRINTED NAME OF CoC REPRESENTATIVE	TITLE
CoC REPRESENTATIVE SIGNATURE	DATE
<hr/>	

Appendix C: Additional Technical Assistance Support

In an effort to insure successful implementation of the ESG activities and full expenditure of ESG funds, the Department is exploring ways to better assist our ESG partners. Please identify your technical assistance needs, if any, in the following areas:

1. Written Standards for ESG-funded activities: **(Limit 1000 Characters)**

2. Homeless Management Information System: **(Limit 1000 Characters)**

3. Coordinated Entry System: **(Limit 1000 Characters)**

4. Homeless Plan: **(Limit 1000 Characters)**

5. Other - Please explain.: **(Limit 1000 Characters)**

6. Increasing expenditure rates for one or more of the following ESG-eligible activities: (check all that are of interest)

Rapid Rehousing

Homelessness Prevention

Street Outreach

Emergency Shelter

Other (please specify) _____

(Limit 1000 Characters)

Jim DeMartini - Low Barrier Homeless Shelter

From: "Tim Ragsdale" <timragsdale@comcast.net>
To: <olsenk@stancounty.com>, <vito.chiesa@stancounty.com>, <WithrowT@StanCou...>
Date: 2/26/2018 11:41 AM
Subject: Low Barrier Homeless Shelter

Good Morning,

It is my opinion that locating the proposed shelter near downtown Modesto will draw additional vagrants to our community and make the problem worse.

Some of you may be too young to remember the “carrot and stick” method of encouraging a horse to move. You offer a carrot but use a stick if it refuses to move. The vagrancy program needs a stick.

Modesto was filled with optimism in the 1980’s. Derelict hotels were being torn down to make way for the County and City to build a joint facility. There was a downtown hotel and convention center underway. The Salvation Army moved in to be part of the action. They explained “we always do well in city centers”. It has been great for the Salvation Army. It has been horrible for downtown Modesto.

Moving all vagrant facilities out of site would make most citizens very happy. It would infuriate the irrational compassionate people. Creating a vagrant shelter in downtown Modesto will be unpopular with most citizens but it will make a few happy. Moving the Salvation Army to the 9th and D location along with creating the shelter would give a little to most citizens and a little to the irrational compassionate people.

There aren’t any simple solutions to this complex issue. It is critical that we listen to and understand each side’s opinion before we reach a conclusion. There may be some validity on each side. The answer is a true compromise where no one gets everything they want.

Tim Ragsdale
209-596-0274

2018 FEB 26 P 4:01
BOARD OF SUPERVISORS