

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

DEPT: Planning And Community Development

BOARD AGENDA #: *D-1

AGENDA DATE: March 8, 2016

SUBJECT:

Authorization to Submit a Solicitation of Interest to the State of California Department of Housing and Community Development (HCD) for Designation of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program as funded by the United States Department of Housing and Urban Development.

BOARD ACTION AS FOLLOWS:

No. 2016-122

On motion of Supervisor O'Brien, Seconded by Supervisor Withrow
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X 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
Urgent ☐ Routine ☒

BOARD AGENDA #: *D-1

AGENDA DATE: March 8, 2016

af

CEO CONCURRENCE: _____

4/5 Vote Required: Yes ☐ No ☒

SUBJECT:

Authorization to Submit a Solicitation of Interest to the State of California Department of Housing and Community Development (HCD) for Designation of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program as funded by the United States Department of Housing and Urban Development.

STAFF RECOMMENDATION:

1. Authorize the Director of Planning and Community Development to submit a Solicitation of Interest to the State of California Department of Housing and Community Development for designation of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program; and
2. Authorize the Director of Planning and Community Development to work with the Stanislaus County Continuum of Care to identify eligible activities, including releasing a Request for Proposals, to seek qualified service providers.

DISCUSSION:

The State of California Department of Housing and Community Development (HCD) administers the Emergency Solutions Grants (ESG) program with funding received from the United States Department of Housing and Urban Development (HUD). The federal ESG program provides 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.

Over the past two years, HCD has worked with HUD technical assistance consultant, Abt Associates, and ESG stakeholders to redesign the State's ESG program. The redesign is intended to accomplish the following:

- Align State ESG with Federal ESG and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act;
- Increase coordination of State ESG investments with local homelessness systems and investments;
- Invest in the most impactful activities based on key performance goals and outcomes;
- Shift from an intensive provider competition to locally reliable funding and more streamlined administration; and
- Improve geographic distribution of funding.

Authorization to Submit a Solicitation of Interest to the State of California Department of Housing and Community Development (HCD) for Designation of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program as funded by the United States Department of Housing and Urban Development.

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

HCD is seeking a qualified City or County local governmental entity to act as the Administrative Entity (AE) of State ESG funds within its Service Area and to administer ESG funding in close collaboration with their Continuum of Care (CoC).

HCD will contract with an approved AE to administer ESG activities and funding in collaboration with the CoC for that Service Area that include the following administrative activities:

- Determining which ESG-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 need/s 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;
- Enter into 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 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 HCD’s ESG program, the Turlock/Modesto/Stanslaus CoC is eligible for two year’s worth of allocations estimated at \$569,976 (approximately \$285,000 annually.) While only Stanislaus County and the City of Modesto qualify to serve as the AE for HCD ESG funds, the

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funds may be used through the entire County. Since issuance of the SOI, County staff has been working with staff from the cities of Modesto and Turlock to determine which jurisdiction should proceed as the AE. 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 eligibility and logistics. The City of Turlock, never having received ESG funds directly, does not qualify and the City of Modesto cannot meet the deadline for submittal of the SOI. There have also been concerns raised by HCD that cities may be limited in their ability to oversee funding for services provided outside of their jurisdictions. Staff from all three jurisdictions are committed to working together to identify the most appropriate activities for expenditure of the State ESG funds

The initial deadline for a response to HCD's Solicitation of Interest (SOI) was February 29, 2016; however, due to the late release of the request, HCD is allowing for the SOI to be submitted by mid-March. The SOI requires CoC Certification recommending the AE, a willingness to enter into a written agreement 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, availability of a Homeless Management Information System (HMIS), and the CoC's willingness to have a coordinated entry system (system of program access, needs assessments and prioritization) in place.

The Stanislaus County CoC is aware of the County's interest in submitting an SOI and Planning Department staff are working with the CoC Board to address all concerns; including how the grant administration will occur. Submittal of the SOI cannot occur without CoC Certification and, if funding is ultimately awarded to Stanislaus County, the CoC and Stanislaus County will need to enter into a written agreement. If awarded, Stanislaus County will also need to enter into an agreement with HCD.

Further authorization from the Board of Supervisors will be required for execution of any agreements with the CoC or HCD. At this time, HCD has not released the AE standard agreements or Contract Management Manuals to be used by the AE in administration of ESG funds. Staff views the submittal of the SOI as a placeholder to keep the available ESG funds local and will continue to work with HCD and the CoC to identify program specifics needing to be addressed before seeking further authorization from the Board of Supervisors to accept State ESG funding. Due to timing, however, the efforts to be undertaken between submittal of the SOI and authorization to accept funding may include the release of a Request for Proposals, by Stanislaus County. This will be conducted in collaboration with the CoC, to identify eligible activities and service providers capable of delivering desired programs.

If a local AE is not identified, HCD will solicit a recommendation from the CoC for a non-competitive Rapid Re-housing provider for a portion of the formula allocation attributed to their Service Area. The contract with the provider will be administered by HCD. The remaining funds will be reallocated statewide using the formula distribution.

Authorization to Submit a Solicitation of Interest to the State of California Department of Housing and Community Development (HCD) for Designation of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program as funded by the United States Department of Housing and Urban Development.

POLICY ISSUE:

State ESG funding will serve to provide needed housing and services to homeless individuals and families throughout Stanislaus County consist with the County's Focus on Prevention efforts and the individual Housing Element General Plan policies of Stanislaus County and the nine cities within the County.

State 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 funds come with \$15,389 administrative allowance with a balance of \$554,587 to be used for services. Costs not covered by the administrative allowance will be funded by available Community Development Block Grant (CDBG) administrative funds.

Emergency Solutions Grant	569,976	
Funding Total:		\$ 569,976
Net Cost to County General Fund		\$ -
Fiscal Year:	2016/2017 & 2017/2018	
Budget Adjustment/Appropriations needed:	No	
*appropriations to be requested through the Fiscal Year 2016/2017 Proposed Budget request process		
Fund Balance as of 2/29/2016:		
Emergency Solutions Grant	\$ -	

BOARD OF SUPERVISORS' PRIORITY:

The administration of the State's ESG funding allocation will help further the Board of Supervisors' priority of striving for a Safe Community and Effective Partnerships.

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

Authorization to Submit a Solicitation of Interest to the State of California Department of Housing and Community Development (HCD) for Designation of Stanislaus County as the Administrative Entity for the State of California Emergency Solutions Grant (ESG) Program as funded by the United States Department of Housing and Urban Development.

ATTACHMENT(S):

1. State of California Emergency Solutions Grant (ESG) Program – Continuum of Care Allocation, Solicitation of Interest for Administrative Entity



STATE OF CALIFORNIA EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

Continuum of Care Allocation SOLICITATION OF INTEREST For Administrative Entity

Department of Housing and Community Development
NOFA SECTION – ESG PROGRAM
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833

**The Administrative Entity Response Form must be received by the Department by
February 29, 2016**

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Part I. Solicitation of Interest

Background

The State of 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). The federal ESG program provides 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.

Over the past two years, the Department has worked with our HUD technical assistance consultant, Abt Associates, and ESG stakeholders to redesign the State's ESG program. The redesign is intended to accomplish the following:

- Align State ESG with federal ESG and the HEARTH Act;
- Increase coordination of State ESG investments with local homelessness systems and investments;
- Invest in the most impactful activities based on key performance goals and outcomes;
- Shift from an intensive provider competition to locally reliable funding and more streamlined administration; and
- Improve geographic distribution of funding.

Under this program design, the Department has established a dedicated Continuum of Care Allocation and simplified process available to California communities that are able to administer ESG locally. This Solicitation of Interest is intended to identify local government entities that can act as Administrative Entities (AE) of State ESG funds in furtherance of these goals. Beginning in 2016, HCD will distribute funding for Continuum of Care Service Areas ("or Service Areas") through two allocations:

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

See Attachment A to this Solicitation of Interest for a listing of Service Areas for each allocation and a preliminary estimate of the formula amount for 2015 and 2016. Please note the Department intends to distribute two years of ESG funding through this year's process.

For additional information, please consult the federal and State program regulations. The federal program is governed by 24 Code of Federal Regulations (CFR), Parts 91 and 576. The State program is governed by 25 California Code of Regulations, Section 8400 et seq ("State Regulations"). Pending regulations can be found on HCD's website at <http://www.hcd.ca.gov/financial-assistance/emergency-solutions-grant-program/index.html>. (Office of Administrative Law Approval anticipated end of February.)

AE 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 and to administer ESG funding in close collaboration with their Continuum of Care (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;
 - o 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 Section 8403 of the State Regulations); and
- Be recommended by the Continuum of Care and willing to collaborate to the maximum extent feasible with its Continuum of Care.

In addition, the Continuum of Care 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;
- Had adopted or will adopt by funding approval written standards for the proposed activity; and
- Operates or will operate a HUD-compliant HMIS system.

Departmental approval of the AE will be valid for two years.

Please note: If there is no participating or approved AE for any Service Area in the CoC funding allocation, the Department shall solicit a recommendation from that CoC for a non-competitive Rapid Re-housing 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 MeLisa Adams, NOFA Representative, at ESG@hcd.ca.gov if there will be no AE participating for your Service Area.

Additional Option for AE-administered Activity in Neighboring Service Area

An AE may opt to administer funding attributable to a geographically contiguous Balance of State Service Area for Rapid Re-housing activities consistent with the regulations, with evidence that the Continuum of Care in that Service Area indicates agreement. Consult Sections 8408 and 8409 of State Regulations for additional requirements.

AE and CoC Responsibilities

The Department will contract with an approved AE to administer ESG activities and funding in collaboration with the CoC for that Service Area that include the following administrative activities:

- Determining which ESG-eligible activities to fund, including ensuring no less than 40 percent of the funds are used for Rapid Re-housing activities (Note: the State may limit eligible activity types in its Annual Action Plan);
- 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 need/s 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:
 - o Comprehensive and coordinated access throughout the Service Area;
 - o Prioritized access to services for people with the most severe needs;
 - o Low barrier access to services and consistency with housing first practices; and
 - o Use of a progressive engagement approach to services and financial assistance.

Consult Section 8409 of State Regulations for a full description of Core Practices.

- 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;
- Enter into 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 ESG requirements;

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)

- 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 the Department.

AE's are eligible to use 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 Department maintains responsibility for annual programmatic and fiscal reporting to HUD, including through the HUD Consolidated Annual Performance Evaluation Report (CAPER) and IDIS. The Department intends to provide a practical Contract Management Manual to assist AEs in administering the funds.

Consult Section 8403 of the State Regulations for more information regarding AE roles, and Sections 8408 through 8417 for administrative requirements.

Next Steps and Preliminary Dates

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

February 29, 2016	AE Response Forms Due
End of 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
July	AE Provider recommendations to Department
October	AE Standard Agreements with Department

Attachment A: 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 CoCs 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 (CoC) 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; Rapid Re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

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 Administrative Entity will administer contracts for the State ESG funds.

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

Coordinated Entry means the system of program access, needs assessment and prioritization developed by a Continuum of Care 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.

HCD or Department means State of California Department of Housing and Community Development.

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.

Service Area means the same as Continuum of Care 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.

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)

Attachment B: Preliminary Estimated Allocations*

ESG CONTINUUM OF CARE PRELIMINARY ESTIMATED ALLOCATION					
	CoC #	CoC Service Area Name	2015	2016	Total
1	CA-604	Bakersfield/Kern County CoC	\$ 257,546	\$ 257,546	\$ 515,092
2	CA-512	Daly/San Mateo County CoC	\$ 186,249	\$ 186,249	\$ 372,498
3	CA-514	Fresno/Madera County CoC	\$ 273,489	\$ 273,489	\$ 546,978
4	CA-600	Los Angeles City & County CoC	\$ 1,107,941	\$ 1,107,941	\$ 2,215,882
5	CA-502	Oakland/Alameda County CoC	\$ 303,073	\$ 303,073	\$ 606,146
6	CA-611	Oxnard/San Buenaventura/Ventura County CoC	\$ 158,896	\$ 158,896	\$ 317,792
7	CA-505	Richmond/Contra Costa County CoC	\$ 279,320	\$ 279,320	\$ 558,640
8	CA-608	Riverside City & County CoC	\$ 304,982	\$ 304,982	\$ 609,964
9	CA-503	Sacramento City & County CoC	\$ 192,970	\$ 192,970	\$ 385,940
10	CA-506	Salinas/Monterey, San Benito Counties CoC	\$ 294,161	\$ 294,161	\$ 588,322
11	CA-609	San Bernardino City & County CoC	\$ 294,937	\$ 294,937	\$ 589,874
12	CA-601	San Diego City and County CoC	\$ 452,668	\$ 452,668	\$ 905,336
13	CA-500	San Jose/Santa Clara City & County CoC	\$ 566,058	\$ 566,058	\$ 1,132,116
14	CA-614	San Luis Obispo County CoC	\$ 112,046	\$ 112,046	\$ 224,092
15	CA-602	Santa Ana/Anaheim/Orange County CoC	\$ 575,465	\$ 575,465	\$ 1,150,930
16	CA-603	Santa Maria/Santa Barbara County CoC	\$ 330,481	\$ 330,481	\$ 660,962
17	CA-504	Santa Rosa/Petaluma/Sonoma County CoC	\$ 239,325	\$ 239,325	\$ 478,650
18	CA-511	Stockton/San Joaquin County CoC	\$ 199,173	\$ 199,173	\$ 398,346
19	CA-510	Turlock/Modesto/Stanislaus County CoC	\$ 284,988	\$ 284,988	\$ 569,976
			\$ 6,413,768	\$ 6,413,768	\$ 12,827,536

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)

BALANCE OF STATE PRELIMINARY ESTIMATED ALLOCATION					
	CoC #	CoC Service Area Name	2015	2016	Total
Bay Area Region					
1	CA-507	Marin County CoC	\$ 206,892	\$ 206,892	\$ 413,784
2	CA-517	Napa City & County CoC	\$ 126,475	\$ 126,475	\$ 252,950
3	CA-518	Vallejo/Solano County CoC	\$ 241,978	\$ 241,978	\$ 483,956
4	CA-508	Watsonville/Santa Cruz City & County CoC	\$ 306,273	\$ 306,273	\$ 612,546
Total			\$ 881,618	\$ 881,618	\$ 1,763,236
Central and Imperial Valley Region					
1	CA-521	Davis/Woodland/Yolo County CoC	\$ 248,454	\$ 248,454	\$ 496,908
2	CA-525	El Dorado County CoC	\$ 124,981	\$ 124,981	\$ 249,962
3	CA-613	Imperial County CoC	\$ 261,946	\$ 261,946	\$ 523,892
4	CA-615	Inyo, Mono, Alpine Counties CoC	\$ 97,208	\$ 97,208	\$ 194,416
5	CA-520	Merced City & County CoC	\$ 323,859	\$ 323,859	\$ 647,718
6	CA-515	Roseville/Rocklin/Placer, Nevada Counties CoC	\$ 184,000	\$ 184,000	\$ 368,000
7	CA-513	Visalia, Kings, Tulare Counties CoC	\$ 365,699	\$ 365,699	\$ 731,398
Total			\$ 1,606,147	\$ 1,606,147	\$ 3,212,294

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)

BALANCE OF STATE PRELIMINARY ESTIMATED ALLOCATION (CONT'D)					
	CoC #	CoC Service Area Name	2015	2016	Total
Northern Region					
1	CA-526	Amador, Calaveras, Tuolumne and Mariposa Counties CoC	\$ 159,824	\$ 159,824	\$ 319,648
2	CA-519	Chico/Paradise/Butte County CoC	\$ 265,006	\$ 265,006	\$ 530,012
3	CA-523	Colusa, Glenn, Trinity Counties CoC	\$ 173,474	\$ 173,474	\$ 346,948
4	CA-522	Humboldt County CoC	\$ 284,830	\$ 284,830	\$ 569,660
5	CA-529	Lake County CoC	\$ 248,633	\$ 248,633	\$ 497,266
6	CA-509	Mendocino County CoC	\$ 253,374	\$ 253,374	\$ 506,748
7	CA-516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC	\$ 250,788	\$ 250,788	\$ 501,576
8	CA-527	Tehama County CoC	\$ 181,265	\$ 181,265	\$ 362,530
9	CA-524	Yuba City & County/Sutter County CoC	\$ 233,556	\$ 233,556	\$ 467,112
Total			\$ 2,050,750	\$ 2,050,750	\$ 4,101,500

*Allocations will be finalized by May 2016 or when the Department receives its final allocation from HUD.

Part II. Administrative Entity Response Form (Response From)

Instructions

- A. Interested jurisdictions seeking designation as an Administrative Entity (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. The AE should work with the Continuum of Care to complete Sections III and IV and the certification in Appendix B. If a completed Response Form is not received by the deadline, HCD will inform the Continuum of Care of their option to receive a portion of the allocation for Rapid Re-housing 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 1 PDF copy of the Response Form to ESG@hcd.ca.gov by February 29, 2016.
 - Responses should keep the original pagination. If an answer does not fit within the space provided, use an additional page and place directly behind the original page. If additional pages are needed, use extended page numbers (i.e. page 4-1, 4-2, etc.).
- C. HCD staff will evaluate and notify the jurisdiction of any questions and may request modifications or additional information.
- D. If you have any questions, contact MeLisa Adams, HCD NOFA Representative, through email at ESG@hcd.ca.gov or by calling (916) 263-1656.

Section I– Administrative Entity Information

Administrative Entity (AE) Name of Jurisdiction:	
Administrative Entity (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 II– 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.b., 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 your agency, as the AE, will collaborate with the Continuum of Care 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 III– Continuum of Care Information

Continuum of Care (CoC) Name:	
CoC Number:	County(ies) Served:
CoC Primary Contact: First, Middle and Last Names:	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other
Title:	Department:
Area Code and Phone No.:	E-Mail Address:
Address:	City, State and Zip:

1. Continuum of Care Qualifications

a. HUD funding: (Check all that apply)

- ☐ Applied for the FY 2015 CoC Program NOFA
- ☐ Awarded Funds in the FY 2014 CoC Program NOFA
- ☐ Awarded Funds in the FY 2013 CoC Program NOFA

If the CoC was not awarded CoC funds in FY 2013 **or** 2014, provide the website link to its FY 2015 CoC Program NOFA application.

- b. Indicate whether the following is currently in place or will be in place by the time activities are implemented. Note: the Appendix B CoC Certification confirms that these will be in place by the time the activity is implemented.

	<i>In Place</i>	<i>Will be in Place</i>
CoC Conflict of Interest Policy	☐	☐
Written Standards for ESG-funded Activities	☐	☐
Operational HMIS	☐	☐
Coordinated Entry	☐	☐

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 of the proposed AE as an attachment, (may be from Executive Director or Board of Directors).

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 Continuum of Care 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).

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)

2. Indicate whether each of the following is currently in place or will be in place by the time activities are implemented in the neighboring CoC. Note: the Appendix B CoC Certification confirms these will be in place by the time the activity is implemented.

	<i>In Place</i>	<i>Will be in Place</i>
CoC Conflict of Interest Policy	☐	☐
Written Standards for ESG-funded Activities	☐	☐
Operational HMIS	☐	☐
Coordinated Entry	☐	☐

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

(Limit 1000 characters)

Some questions in Section III BOS form should also be here

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 Administrative Entity 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 a written agreement with providers of funded activities governing the implementation of activities, including but not limited to 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.

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 non-entitlement areas of the Service Area. The Administrative Entity 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 Administrative Entity shall:

- (1) Conduct fair and open competitions which avoid conflict of interest;
- (2) Follow procurement requirements of 24 CFR Part 84;
- (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;

Administrative Entity Solicitation of Interest
(Continuum of Care Allocation only)

- (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 Continuum of Care.

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 Rapid Re-Housing activities.

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.

STATEMENT OF CERTIFICATIONS	
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE
AUTHORIZED REPRESENTATIVE SIGNATURE	
DATE	

Appendix B: Continuum of Care Statement of Certifications

Separate Certifications are to be completed by 1) the CoC of the AE; and 2) the neighboring CoC of the AE if the AE will be administering Rapid Re-housing funding.

In accordance with the federal and State Regulations governing the ESG Program, CoCs participating in the Continuum of Care 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. 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.

- 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.

STATEMENT OF CERTIFICATIONS	
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE
AUTHORIZED REPRESENTATIVE SIGNATURE	

DATE	

Appendix C: AE Certification of Response Form Information

I, (Insert Name of Authorized Representative), am authorized to apply on behalf of (Insert Applicant Name) and attest that all information contained in this Response Form is accurate and complete to the best of my knowledge.

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

CERTIFICATION OF RESPONSE FORM INFORMATION	
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE
AUTHORIZED REPRESENTATIVE SIGNATURE	
DATE	