

HEARTH Emergency Solutions Grant (HESG)

Annual Action Plan 2019-20
ESG Regulations 24 CFR Part 576

2019-20 HESG Allocation

Projected HESG funding for 2019-20: \$180,000

Available for Programs \$166,500

Administration \$13,500

Projected 2019-20 HESG Allocation

<u>Emergency Solutions Grant</u>	<u>\$180,000*</u>
• Planning and Admin (7 ½ %)	\$ 13,500
• Street Outreach & Emergency Shelter (up to 60% of the allocation)	\$108,000
• Other activities (HP,RRH, HMIS)	<u>\$ 58,500</u>
<u>Total NOFA</u>	<u>\$166,500</u>

*Final adjustments will be made when City receives the final FY 2019-20 HUD allocation.

2018 HESG Program Overview

HEARTH Act of 2009

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended and reauthorized the McKinney-Vento Homeless Assistance Act with substantial changes, including:

1. Consolidated three homeless programs into a single grant program;
2. Changed HUD's definition of homelessness and chronic homelessness;
3. Increased prevention and rapid re-housing resources; and,
4. Increased emphasis on performance and continuum-wide coordination.

The law revised the Emergency Shelter Grants program and renamed the program the Hearth Emergency Solutions Grants program (HESG).

Program Overview (continued)

Applicability and Purpose §576.1

HESG is designed to broaden existing emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The stated objectives of the Emergency Solutions Grants Program are to “increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness.”

Categories of HESG-Eligible Activities*

- Street Outreach
- Emergency Shelter
- Homeless Prevention
- Rapid Re-Housing
- Homeless Management Information System
- Program Administration

*ESG Components 24 CFR Part 576

Detail on Eligible Activities:

Street Outreach

- Engagement (Initial assessment, Crisis counseling, Referrals to programs)
- Case Management (Initial evaluation, Counseling, Coordinating services)
- Emergency Health Services (Treatment plan, Health needs, Medical treatment)
- Emergency Mental Health Services (Crisis intervention, Medications)
- Transportation (Public transportation, Transporting client to emergency shelter)
- Services to Special Populations (Homeless Youth, DV, HIV/AIDS)

Emergency Shelter

- Essential Services (Case management, Child care, Education services, Employment assistance & job training, Outpatient health services, Legal services, Life skills, Mental health services, Substance abuse treatment services, Transportation and Services for special populations)
- Shelter Operations (Maintenance, Rent, Furnishings)

More Detail on Eligible Activities:

Homelessness Prevention & Rapid Re-housing

- Financial Assistance Services (Moving costs, Security deposits, Last month's rent, Utility deposit, Utility payments)
- Services (Housing Search & placement, Housing stability case management, Mediation, Legal services, Credit repair)

Homeless Management Information System (HMIS)

- Hardware, Equipment and Software Costs
- Staffing
- Training & Overhead
- Additional Eligible Costs (only for recipients that also act as the HMIS Lead Agency)

Program Administration

ESG Allocation Caps

- No more than 60% of the City's ESG allocation may be used for street outreach and emergency shelter combined (i.e., no more than \$108,000 for those two categories)
- No more than 7.5% of the City's ESG allocation may be used for administration costs (no more than \$13,500)

HESG Definition of Homelessness

....contains way too many words to put on one slide

...but let's try anyway:

Homeless Definition

A person is considered eligible for ESG funding if they meet the definition of homeless. There are four broad categories under the definition of homeless:

- Individuals and families who lack a fixed, regular, and adequate nighttime residence. This includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- Individuals and families who will imminently lose their primary nighttime residence;
- Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under the definition by the U.S. Department of Housing and Urban Development (HUD);
- Individuals and families who are fleeing, or are 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. For an individual or family to qualify as at risk of homelessness the individual or family must meet two threshold criteria:
 - 1. The individual or family has income below 30 percent of median income for the geographic area; and
 - 2. The individual or family has insufficient resources immediately available to attain housing stability.
- The individual or family must also exhibit one or more specified risk factors, which include:
 - 1. moving frequently because of economic reasons;
 - 2. living in the home of another because of economic hardship;
 - 3. being notified that their right to occupy their current housing or living situation will be terminated;
 - 4. living in a hotel or motel;
 - 5. living in severely overcrowded housing;
 - 6. exiting an institution; and
 - 7. living in housing that has characteristics associated with instability and an increased risk of homelessness.

HESG MATCHING FUNDS REQUIREMENT

- ESG subrecipients must make matching contributions to supplement the City's ESG program in an amount that equals the amount of ESG funds provided by the City to them.
- Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources.
- Further requirements refer to Homeless Assistance Program Subrecipient Handbook

HESG Monitoring

HESG funded programs are monitored to ensure timeliness, adherence to objectives, and that funding criteria is met for each activity.

Types of review/monitoring:

- Desk review: administrative and financial monitoring
- Field Monitoring: project monitoring
- HUD Monitoring: program performance monitoring

Corrective Action, Training, and Technical Assistance is available to cure identified deficiencies

HESG Reporting

- Mandatory use of HMIS
- Quarterly reports must be submitted to City
 - Due Oct. 15, Jan. 15, April 15, June 15
 - Must be accompanied by signed HMIS report
- Annual Report must also be submitted to City
 - Due July 30
 - Must be accompanied by signed HMIS report
 - SAGE submission for Consolidated Annual Performance and Evaluation Report (CAPER)

Annual Reports are used to meet 3 basic purposes:

- Provide HUD with necessary information to assess each grantee's ability to carry out its programs in compliance with applicable regulations and requirements,
- Provide information necessary for HUD to report to Congress, and
- Provide grantees with an opportunity to describe program achievements for their citizens.

HESG Record Keeping

- Program records must be retained for 5 years
- Submission of Invoices
- Quarterly/Annual reporting/ SAGE reporting
- Staff time sheets
- Project monitoring correspondence

GRANT COMPLIANCE REQUIREMENTS

Environmental review must be completed by the grantee for all project activities prior to obligating HESG funds. No HUD money may be used to fund projects that cannot receive National Environmental Protection Act (NEPA) clearance. This report must be completed for every HESG funded activity to show that there is no impact on the environment or, if there is, that there is no negative impact on the environment. (24 CFR Part 58)

There are 3 types of determination:

(Determine level of review, based on project description)

- Exempt
- Categorically Excluded
- Environmental Assessment (EA) Review required

Other Federal Requirements for HESG

- Section 3: HUD-60002 – Annual Section 3 Hiring and Contracting Summary Report
- Affirmative Outreach
- Uniform Relocation Act: 24 CFR Part 42, 49 CFR Part 24 and HUD Handbook 1378.
- Environmental Review 24 CFR Part 58
- Procurement 24 CFR 570.502, 570.610 and 85.36
- Fair Housing and Equal Opportunity Laws: Section 109 and 570.602. www.hud.gov/offices/fheo/index.cfm
- Desk procedure
- Program policies and procedures

City of Oxnard

Citizen Participation Plan

The Oxnard Citizens Participation Plan , originally adopted by the City Council on October 18, 1994, and modified on July 10, 2018, consists of:

- Public Outreach and Access
- Public Hearings
- Technical Assistance
- Comments and complaints
- Amendments

CONSOLIDATED PLAN AND ANNUAL ACTION PLAN

- Prepared by the grantee in accordance with 24 CFR Part 91
- Describes needs, resources, priorities and proposed activities to be undertaken with respect to HUD's CPD formula programs (CDBG, HOME, and HESG).
- Currently in first year of PY 2018-2019 Consolidated Plan 2-Year Extension of 2013-2017 Con Plan
- Information related to the preparation for the Annual Action Plan (FY 2019-20) at <https://www.oxnard.org/city-department/housing/grants-management/>

City of Oxnard Consolidated Annual Performance and Evaluation Report (CAPER)

CAPER

- Annual report to HUD
- Due within 90 days of the end of the fiscal year
- Summarizes the City's performance for the fiscal year using SAGE
- Includes a description of the resources made available, investment of available resources, geographic distribution and location of investments, families and persons assisted (including the racial and ethnic status of persons assisted), and other actions indicated in the Con Plan and the Action Plan.

2019-20 HESG Application Process

- Application Workshops (January 31st)
- Applications to be submitted online no later than February 28th
- Submissions reviewed by Application Review Panel
- Interviews conducted by Review Panel (March 13-14, 2019)
- Proposed funding allocations expected to be published by April 30, 2019 (tentative date)
- Recommended projects to City Council June 4, 2019 for City Council approval (tentative date)

Application Process Cont'd

- Technical assistance is available to applicants
- Upon submission of the applications:
 - Reviewed for completeness and eligibility by Grants Division
 - Review panel convened to evaluate and interview eligible submissions
 - Six (6) member review panel will be made up of delegates from three citizen advisory groups and three members of City staff

Application Process Cont'd

All applications will be evaluated on specific criteria:

- Compliance with the HESG administrative requirements
- Eligibility as a HESG activity
- Ability to receive NEPA clearance, if applicable
- Overall impact in addressing community needs as identified in the City's Consolidated Plan
- Compliance and consistency with local policies, plans and goals as identified in the City's Consolidated Plan
- Financial feasibility and timeliness
- Extended benefit to persons of low and moderate income
- Clarity of the application narrative
- Completeness of the application

Application Process Cont'd

Review Panel will rank the applications based upon pre-established criteria including:

- Experience in providing the services
- Experience with HESG programs
- Consistency with priorities and objectives established in the City's Consolidated Plan
- Experience in the community
- Administrative and financial capacity to carry out the proposed activity

Panel's recommendations provided to staff for formal recommendation to the City Council at the 2nd Public Hearing

Online Application

Online Application must include the following:

- Application (On-Line)
 - Budget
 - Documents- uploaded

(Technical assistance is available to applicants)

The due date of the online application is

February 28, 2019

Pre-Agreement Information

- New HESG Awardees need to schedule a date for a site visit
- If an Environmental Review (ER) Report is required for the project, ER Report must be completed before any use of federal money
- All HESG Subrecipients must submit current Certificate of Insurance indicating your general liability, automobile, and worker's compensation coverage prior to execution of contract & maintain during funding period.
- All HESG Subrecipients must receive an executed Agreement before any billing can be processed

FY 2019-20 ANNUAL ACTION PLAN SCHEDULE

Important Dates:

- **January 15, 2019:** First Public Hearing before City Council on FY 2019-20 Needs Assessment
- **January 31, 2019:** Pre-Application Workshops
- **February 28, 2019:** Applications Due
- **March 13 -14, 2019:** Review panel presentations/ interviews & evaluations
- **May 3, 2019- June 3, 2019:** 30-day Public review of FY 2019-20 Annual Action Plan (tentative dates)
- **June 4, 2019-** Second Public Hearing, Council considers the recommendations for the use of funds and approves the FY 2019-20 Annual Action Plan-AAP (tentative date)

Questions

For additional program technical assistance, please contact: Mark Alvarado, Housing Department (805) 385-8044 or mark.alvarado@oxnard.org

Written comments are recommended via email contact:
denise.ledesma@oxnard.org or roel.briones@oxnard.org

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