



AGENDA

Garden Grove City
Council

Tuesday, April 25, 2017

6:30 PM

Community Meeting
Center, 11300 Stanford
Avenue, Garden Grove,
CA 92840

Steven R. Jones

Mayor

Phat Bui

Mayor Pro Tem - District 4

Kris Beard

Council Member - District 1

John R. O'Neill

Council Member - District 2

Thu-Ha Nguyen

Council Member - District 3

Stephanie Klopfenstein

Council Member - District 5

Kim B. Nguyen

Council Member - District 6

Meeting Assistance: Any person requiring auxiliary aids and services, due to a disability, to address the City Council, should contact the City Clerk's Office 72 hours prior to the meeting to arrange for accommodations. Phone: (714) 741-5040.

Agenda Item Descriptions: Are intended to give a brief, general description of the item. The City Council may take legislative action deemed appropriate with respect to the item and is not limited to the recommended action indicated in staff reports or the agenda.

Documents/Writings: Any revised or additional documents/writings related to an item on the agenda distributed to all or a majority of the Council Members within 72 hours of a meeting, are made available for public inspection at the same time (1) in the City Clerk's Office at 11222 Acacia Parkway, Garden Grove, CA 92840, during normal business hours; (2) on the City's website as an attachment to the City Council meeting agenda; and (3) at the Council Chamber at the time of the meeting.

Public Comments: Members of the public desiring to address the City Council are requested to complete a **pink speaker card** indicating their name and address, and identifying the subject matter they wish to address. This card should be given to the City Clerk prior to the start of the meeting. General comments are made during "Oral Communications" and should be limited to matters under consideration and/or what the City Council has jurisdiction over. Persons wishing to address the City Council regarding a Public Hearing matter will be called to the podium at the time the matter is being considered.

Manner of Addressing the City Council: After being called by the Mayor, you may approach the podium, it is requested that you state your name for the record, and proceed to address the City Council. All remarks and questions should be addressed to the City Council as a whole and not to individual Council Members or staff members. Any person making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the City Council shall be called to order by the Mayor. If such conduct continues, the Mayor may order the person barred from addressing the City Council any further during that meeting.

Time Limitation: Speakers must limit remarks for a total of (5) five minutes. When any group of persons wishes to address the City Council on the same subject matter, the Mayor may request a

spokesperson be chosen to represent the group, so as to avoid unnecessary repetition. At the City Council's discretion, a limit on the total amount of time for public comments during Oral Communications and/or a further limit on the time allotted to each speaker during Oral Communications may be set.

PLEASE SILENCE YOUR CELL PHONES DURING THE MEETING.

AGENDA

ROLL CALL: COUNCIL MEMBER BEARD, COUNCIL MEMBER O'NEILL, COUNCIL MEMBER T. NGUYEN, COUNCIL MEMBER KLOPFENSTEIN, COUNCIL MEMBER K. NGUYEN, MAYOR PRO TEM BUI, MAYOR JONES

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

1. PRESENTATIONS

- 1.a. Community Spotlight: Recognition of the 2017 Garden Grove Chamber of Commerce "Man and Woman of the Year" Chuck Lake and Vickie Hanssen.

2. ORAL COMMUNICATIONS (to be held simultaneously with other legislative bodies)

RECESS

CONDUCT OTHER LEGISLATIVE BODIES' BUSINESS

RECONVENE

3. CONSENT ITEMS

(Consent Items will be acted on simultaneously with one motion unless separate discussion and/or action is requested by a Council Member.)

- 3.a. Award of contract to Care Ambulance Services Inc., to provide emergency ground ambulance transportation and billing services. (Continued from the April 11, 2017, meeting.) *(Action Item)*
- 3.b. Grant of Easement to Southern California Gas Company over real property designated by Assessor Parcel Number APN 090-121-32. *(Action Item)*
- 3.c. Approval of Amendment No. 2 to the agreement with KOA Corporation for on-call professional engineering staff services. (Cost: \$200,000) *(Action Item)*
- 3.d. Authorization to transfer abandoned marijuana dispensary seizure funds to the General Fund. *(Action Item)*
- 3.e. Receive and file minutes from the meeting held on April 11,

2017. *(Action Item)*

3.f. Approval of warrants. *(Action Item)*

4. PUBLIC HEARINGS

(Motion to approve will include adoption of each Resolution unless otherwise stated.)

4.a. Approval of Fiscal Year 2017-2018 Action Plan for the use of U.S. Department of Housing and Urban Development Funds. *(Action Item)*

5. MATTERS FROM THE MAYOR, CITY COUNCIL MEMBERS, AND CITY MANAGER

6. ADJOURNMENT

The next Regular City Council meeting will be held on Tuesday, May 9, 2017, at 5:30 p.m. at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Tom Schultz
Dept.:	City Manager	Dept.:	Fire
Subject:	Award of contract to Care Ambulance Services Inc., to provide emergency ground ambulance transportation and billing services. (Continued from the April 11, 2017, meeting.) (<i>Action Item</i>)		
		Date:	4/25/2017

OBJECTIVE

To request that the City Council award a contract to CARE Ambulance Services Inc., for emergency Advance Life Support (ALS) and Basic Life Support (BLS) ground ambulance transportation of patients to medical facilities when required, and to provide billing services.

BACKGROUND

The City has the exclusive right to grant and regulate emergency ambulance agreements within Garden Grove's jurisdictional boundaries, and has done so for many years. This gives the City the ability to control and maintain high quality emergency ambulance service, which works closely in an operational partnership with the City's Fire Department.

DISCUSSION

On January 6, 2017, Request for Proposals No. S-1206 (RFP) for Ambulance Transportation and Billing Services was published and sent to all the ambulance providers registered with the County of Orange. Two ambulance providers, CARE Ambulance Services, Inc. and AmeriCare Ambulance Service, were responsive to the RFP and submitted proposals by the February 9, 2017 deadline.

A panel consisting of five people, four internal city staff and one external staff member from a neighboring city, rated the proposals on experience, operational systems, patient billing systems, vehicle maintenance and records, personnel training and records, and patient care/transport system design on a maximum of 550 points.

Additionally, the Finance Department reviewed the financial analysis component on a scale of "Not Acceptable to Outstanding." Based on the evaluation results, CARE Ambulance Services, Inc., rated the highest.

The following is a summary of the rating:

Provider	Rater	1	2	3	4	5	Total
CARE Ambulance Services, Inc. Financial Analysis Ratings: Acceptable		505	535	523	490	510	2563
AmeriCare Service Financial Analysis Ratings: Acceptable		390	395	419	380	410	1994

FINANCIAL IMPACT

There is no negative financial impact to the general fund. The financial synergy component with the ambulance provider to bill for all pre-hospital services rendered on behalf of the City of Garden Grove results in revenue to the City to offset fire department costs. Last Fiscal Year 2015/16, the City received \$681,183 in revenue through this system.

RECOMMENDATION

It is recommended that the City Council:

- Award a contract to CARE Ambulance Services, Inc. to provide ambulance transportation and billing services to the City of Garden Grove for five years, with the option to extend the contract for another five year period;
- Authorize the City Manager to execute the agreement on behalf of the City and to make minor modifications as appropriate; and
- Authorize the City Manager to enter into the five year extension period shall the City decide to exercise the extension option.

By: Lucia Medina-Whittaker, Fiscal Analyst

ATTACHMENTS:

Description	Upload Date	Type	File Name
Summary of Rater Scores	3/29/2017	Cover Memo	Summary_of_Rater_Scores__RFP_No._S-1206.pdf

RFP S-1206 (Ambulance Billing and Transportation Services)

Rater #				Care Ambulance Service	AmeriCare Ambulance Service
1	1. Experience			100	60
	2. Operational Systems			90	50
	3. Patient Billing Systems			90	90
	4. Vehicle Maintenance and Records			45	40
	5. Personnel Training and Records			90	80
	6. Patient Care/Transport System Design			90	70
	TOTAL			505	390
2	1. Experience			97	65
	2. Operational Systems			98	50
	3. Patient Billing Systems			98	90
	4. Vehicle Maintenance and Records			48	35
	5. Personnel Training and Records			97	90
	6. Patient Care/Transport System Design			97	65
	TOTAL			535	395
3	1. Experience			97	70
	2. Operational Systems			96	58
	3. Patient Billing Systems			92	88
	4. Vehicle Maintenance and Records			47	40
	5. Personnel Training and Records			96	88
	6. Patient Care/Transport System Design			95	75
	TOTAL			523	419
4	1. Experience			90	50
	2. Operational Systems			85	45
	3. Patient Billing Systems			85	90
	4. Vehicle Maintenance and Records			40	35
	5. Personnel Training and Records			95	90
	6. Patient Care/Transport System Design			95	70
	TOTAL			490	380
5	1. Experience			100	60
	2. Operational Systems			75	50
	3. Patient Billing Systems			90	100
	4. Vehicle Maintenance and Records			45	35
	5. Personnel Training and Records			100	90
	6. Patient Care/Transport System Design			100	75
				510	410
FINAL SCORES				2563	1994
Financial Systems Ratings					
Care Ambulance=ACCEPTABLE					
AmeriCare=ACCEPTABLE					

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Kingsley Okereke
Dept.:	City Manager	Dept.:	Finance
Subject:	Grant of Easement to Southern California Gas Company over real property designated by Assessor Parcel Number APN 090-121-32. (<i>Action Item</i>)	Date:	4/25/2017

OBJECTIVE

To request City Council approval of a utility easement to Southern California Gas Company over real property located in the Village Green Park off Main Street (formerly Euclid Avenue) identified as APN 090-121-32.

BACKGROUND

Southern California Gas Company is requesting an easement over a portion of real property located in the Village Green Park, along Main Street. The existing facilities were installed under permit; however, the gas company's surveyor determined that one of the vaults was installed within City property outside the right-of-way. The gas company offered no compensation since fees associated with the permit have been paid.

DISCUSSION

The purpose of the easement is to cover the gas company's rights for existing facilities within City property outside the right-of-way. Furthermore, the grant of easement is subject to the City's right to have the gas company relocate the facilities to a different location at their cost should a public project require it.

FINANCIAL IMPACT

There is no cost to the City's General Fund by granting of the easement.

RECOMMENDATION

It is recommended that the City Council:

- Approve the conveyance of the easement to Southern California Gas Company;
and
- Authorize the City Clerk to certify the easement on behalf of the City.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Easement	4/17/2017	Backup Material	4-25-17_Easement.pdf

Recording Requested by and
when recorded mail to:

Southern California Gas Company
8101 Rosemead Blvd., SC722K
Pico Rivera, California 90660-5100
Attn.: Land & Right of Way

Atlas#:

OC-361-1

APN:

090-121- 32

DOCUMENTARY TRANSFER TAX \$0 CONVEYANCE OF EASEMENT (OIL AND GAS LEASE) AND CONSIDERATION & VALUE IS LESS THAN \$100. R&T 11911.

_____ Computed on full value of property conveyed

_____ Computed on full value less liens and encumbrances
remaining at time of sale

DISTRIBUTION R.W. 263,068

Southern California Gas Company

GRANT OF EASEMENT

FOR VALUABLE CONSIDERATION, City of Garden Grove, ("Grantor"), hereby grants to Southern California Gas Company, a California corporation, its successors and assigns ("Grantee"): a permanent non-exclusive easement ("Easement") to excavate for, lay, construct, reconstruct, relocate, reconfigure, use, inspect, maintain, operate, repair, replace, patrol, change the size of, add to, or remove from time to time, as Grantee deems necessary, one or more pipelines, vents, and conduits, together with metering, measuring, regulating, cathodic protection, and other appurtenances (all hereinafter referred to as the "Facilities") for the transportation of natural gas over, under, through, along, and for all other purposes connected therewith, and together with the reasonable right of ingress and egress to and from the Easement to access Facilities and the right to use Grantor's abutting property during construction and maintenance of the Facilities, the Easement located in the **City of Garden Grove** in the **County of Orange**, California, described in Exhibit "A" and depicted in Exhibit "B" attached hereto, and made a part of this agreement.

Grantor, for its heirs, successors and assigns, agrees that, except as provided below, no change of grade of the Easement shall be made, that it shall not be inundated, that it shall be kept free of trees, deep-rooted shrubs, buildings and structures of all kinds (except for Grantee's Facilities), that nothing shall be done to impair Grantee's vehicular access to or along the Easement, and that nothing shall be done that unreasonably interferes with Grantee's use of the Easement.

Grantee shall have the right, but not the duty, to trim or remove trees, brush, roots or material from the Easement whenever Grantee deems it necessary. Said right shall not relieve Grantor of the duty as owner to trim or remove trees, brush or material to prevent danger or hazard to property or persons.

The Grantee agrees, by the acceptance of this instrument, that in the event the said Facilities shall interfere with the development of the above-described property of the Grantor(s) then the Grantee will, at its own expense, within 180 days after the receipt from said Grantor(s) of a written notice so to do, relocate said Facilities or portion(s) thereof to a feasible mutually agreeable location on the property of the Grantor(s), so as to conform to the proposed development of said property, in a manner consistent with the location of said Facilities on the adjoining lands, provided Grantor and Grantee shall amend this easement to reflect the new location of the relocated Facilities.

Grantor reserves the right to (1) use any surface or subsurface areas, provided such use does not unreasonably or substantially interfere with Grantee's use of the Easement; (2) improve the Easement area surface with landscaping (except trees and deep-rooted shrubs), paved driveways, parking surfaces, sidewalks, curbs and gutters; provided, however, that before making any such improvements involving a change of grade, Grantor and its heirs, successors and assigns, shall notify the Grantee in advance and comply with USA notification requirements pursuant to Government Code Sections 4216 and following.

This Easement shall be binding upon and inure to the benefit of successors, heirs, and assigns of Grantor and Grantee.

R.W. 263,068

IN WITNESS WHEREOF, these presents are hereby signed this ____ day of _____, 20__.

GRANTOR: The City of Garden Grove

Signature

Name

Title

ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
 } ss
COUNTY OF _____ }

On _____, 20__ before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature _____

Commission #: _____

Commission Expiration: _____

EXHIBIT 'A'
LEGAL DESCRIPTION

THAT LAND IN THE CITY OF GARDEN GROVE, IN THE COUNTY OF ORANGE,
STATE OF CALIFORNIA, BEING MORE PARTICULARLY DESCRIBED AS
FOLLOWS:

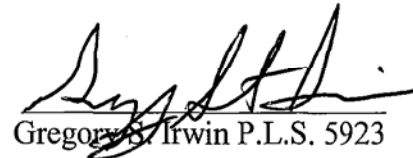
THE NORTHERLY 44.00 FEET OF THE WESTERLY 12.00 FEET OF LOT 2 OF
TRACT NO. 63, MAP OF SAID TRACT RECORDED IN BOOK 10, OF
MISCELLANEOUS MAPS, PAGE 7, IN THE OFFICE OF THE COUNTY
RECORDER OF SAID COUNTY.

TOGETHER WITH THE SOUTHERLY 14.00 FEET OF THE WESTERLY 12.00
FEET OF LOT 1 OF SAID TRACT NO. 63.

EXCEPTING, FROM THE WHOLE, ANY PART LYING WITHIN ANY PUBLIC
STREET RIGHT OF WAY.

AND AS SHOWN ON THE MAP ATTACHED HERETO AS "EXHIBIT B" AND
MADE A PART HEREOF.

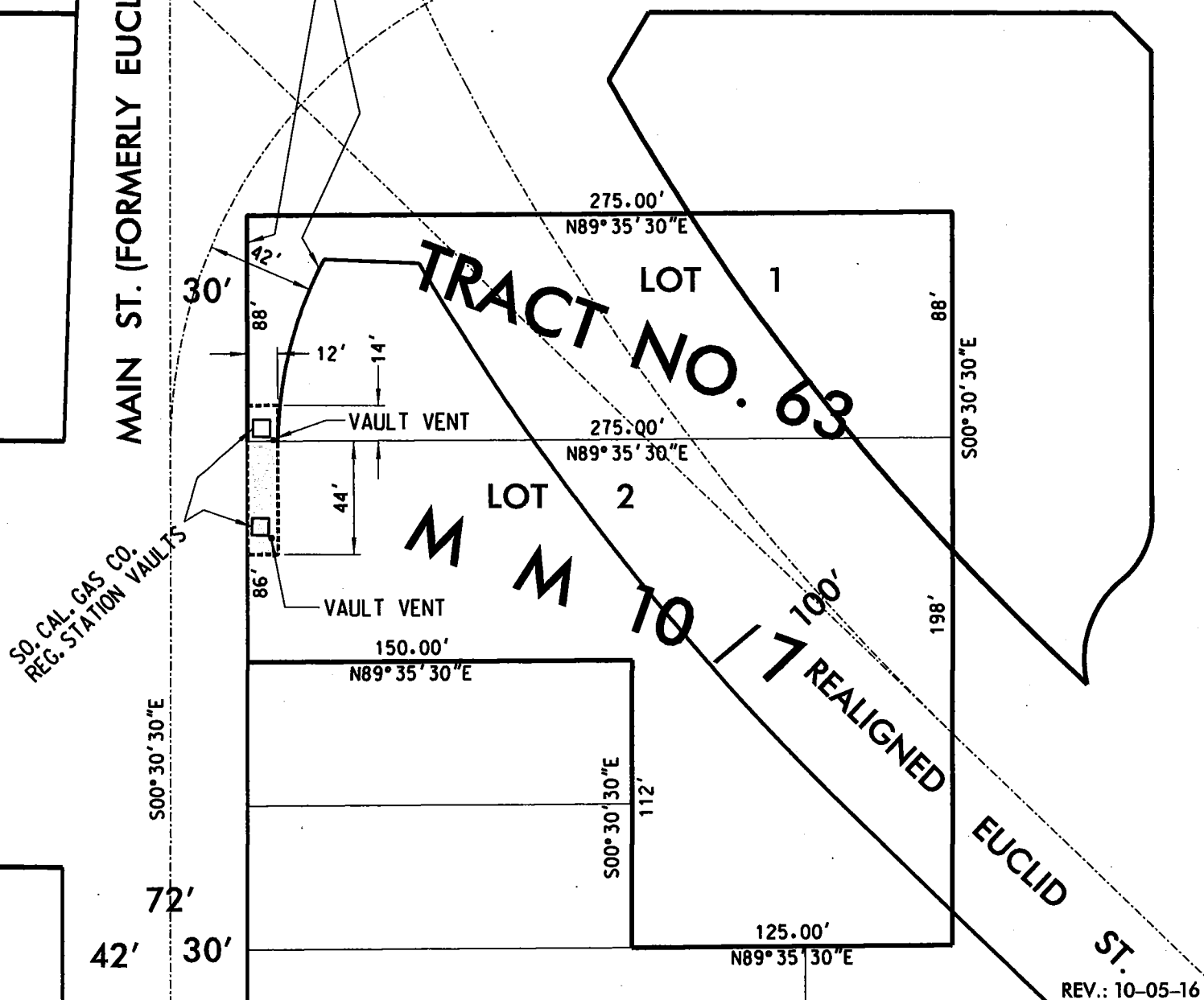
THIS LEGAL DESCRIPTION WAS PREPARED BY ME OR UNDER MY
DIRECTION.


Gregory S. Irwin P.L.S. 5923





STREET R/W PER DRAWINGS A-971 & E-216A DOWNLOADED
FROM CITY OF GARDEN GROVE PUBLIC WORKS WEBSITE
<http://www.ci.garden-grove.ca.us/pw/ProjectResearch>



REV.: 10-05-16

EXHIBIT 'B'

SOUTHERN CALIFORNIA GAS COMPANY

PLAT TO ACCOMPANY LEGAL DESCRIPTION

CITY OF GARDEN GROVE, COUNTY OF ORANGE, STATE OF CALIFORNIA

APPROVED BY: GREGORY S. IRWIN LAND SURVEY ANALYST
GREGORY S. IRWIN, P.L.S. NO. 5923

SCALE: 1" = 60'

DATE: 6-05-16

PREPARED BY: GSI

W.O.:

W.R.:

A.S.:

A.P.N.: 090-121-32

FILE: 090-121-32.dgn

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	William E. Murray
Dept.:	City Manager	Dept.:	Public Works
Subject:	Approval of Amendment No. 2 to the agreement with KOA Corporation for on-call professional engineering staff services. (Cost: \$200,000) (<i>Action Item</i>)		
		Date:	4/25/2017

OBJECTIVE

To request City Council approval of Amendment No. 2 to the agreement with KOA Corporation for on-call professional engineering staff services, increasing the cost from \$400,000 to \$600,000, a \$200,000 increase.

BACKGROUND

The City's Engineering Division contracts with KOA Corporation to fulfill the demands for on-call engineering inspections, and the Traffic Engineering Section has had a recent temporary vacancy due to staffing changes. The Section is responsible for promptly responding to residents' inquiries and requests, managing the Traffic Management Center, coordinating bi-monthly Traffic Commission meetings, overseeing the multi-jurisdictional Traffic Signal Synchronization Capital Program, coordinating the Santa Ana-Garden Grove Go-Local Program, and conducting special studies for grant applications. Their purview also includes the management of the City's Traffic Signal Network, including planning and overseeing all maintenance and operations.

DISCUSSION

Given the challenges of performing all these tasks with two full-time traffic engineers, in July 2016, Traffic Engineering began using an existing agreement with KOA Corporation, the engineering consulting firm, to temporarily provide a consultant engineer who could provide the necessary staffing support to manage the Section's various duties.

The existing Agreement, however, is running low in funds, thus requiring an amendment to increase the monetary value of the Agreement, from the original \$400,000 to \$600,000, a \$200,000 increase. This increase will ensure the Traffic

Engineering Section continues to be adequately staffed to provide all the required services to the community.

FINANCIAL IMPACT

There is no impact to the General Fund. The cost will be paid by the Traffic Engineering Operational Budget.

RECOMMENDATION

It is recommended that the City Council:

- Approve Amendment No. 2 to the existing Agreement with KOA Corporation, increasing the initial Agreement amount from \$400,000 to \$600,000, a \$200,000 increase; and
- Authorize the City Manager to execute Amendment No. 2 to the professional services agreement on behalf of the City and to make minor modifications as appropriate.

By: Ana Neal, Sr. Administrative Analyst

ATTACHMENTS:

Description	Upload Date	Type	File Name
KOA Corporation_Amendment No. 2	4/12/2017	Exhibit	KOA_Staff_Engineer_Amendment_2.docx

CITY OF GARDEN GROVE

AMENDMENT NO. 2

To provide On-Call Professional Engineer Staff Services as set forth in CONSULTANT'S proposal attached hereto as Exhibit 'A'.

This Amendment No.2 is made and entered into this day of 2017, by and between the **CITY OF GARDEN GROVE**, hereinafter referred to as "CITY", and **KOA Corporation**, a California Corporation hereinafter referred to as "CONSULTANT".

WHEREAS, CONSULTANT and CITY entered into an Agreement for CONSULTANT to provide On-Call Professional Engineer Staff Services, effective February 25, 2014 (the "Agreement").

WHEREAS, CONSULTANT and CITY desire to amend the existing Agreement as provided herein.

Now, therefore, it is mutually agreed, by and between the parties as follows:

1. Section 3.0, Compensation, is hereby amended as follows:

The Not-to-Exceed compensation amount set forth in Section 3.2 of the Agreement is hereby increased from Four-Hundred Thousand Dollars (\$400,000) to Six-Hundred Thousand Dollars (\$600,000), an increase of Two-Hundred Thousand Dollars (\$200,000).

Except as expressly amended by this Amendment No. 2, all provisions of the existing Agreement shall remain in full force and effect as originally executed.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused this Amendment No. 2 to the existing Agreement to be executed by their respective officers duly authorized on the date first written above.

"CITY"
CITY OF GARDEN GROVE, a
municipal corporation

Dated: _____, 2017

By: _____
Scott C. Stiles
City Manager

ATTEST

"CONSULTANT"
KOA Corporation, a California
Corporation

City Clerk

By: _____
Title: _____

Dated: _____, 2017

Dated: _____, 2017

APPROVED AS TO FORM:

If CONSULTANT/CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY

Garden Grove City Attorney

Dated: _____, 2017

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Maria Stipe
Dept.:	City Manager	Dept.:	City Manager
Subject:	Authorization to transfer abandoned marijuana dispensary seizure funds to the General Fund. (<i>Action Item</i>)	Date:	4/25/2017

OBJECTIVE

The purpose of this report is for the City Council to authorize the transfer of abandoned marijuana dispensary seizure funds to the General Fund.

BACKGROUND

Marijuana dispensaries and businesses are prohibited in the City of Garden Grove. Since June 19, 2015, the Police Department has conducted 19 raids of illegal marijuana dispensaries pursuant to warrants during which cash and marijuana have been seized. Some cash is being held by Police as evidence for possible prosecution. However, approximately \$87,717 has been deposited into the City's trust account relating to closed cases from over one year ago.

DISCUSSION

The cash that has been deposited into the City's trust account is considered abandoned because at the time the cash was seized no one at the dispensary being investigated under warrant was willing to claim ownership or sign a receipt for it. Per Government Code Section 50055, money held by the City that remains unclaimed for a period of one year where the owner is unknown may be transferred by the City Council to the General Fund. No publication in the newspaper or other notification is required.

FINANCIAL IMPACT

The transfer of funds from the City's trust account relating to closed cases will result in the addition of \$87,717 to the General Fund, which will then be used to conduct additional enforcement related to illegal marijuana dispensaries in the City.

RECOMMENDATION

It is recommended that the City Council:

- Authorize the Finance Director to transfer \$87,717 in abandoned marijuana dispensary seizure funds related to closed cases from the City's trust account to the General Fund and appropriate it for FY 2016-17.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Teresa Pomeroy
Dept.: City Manager Dept.: City Clerk
Subject: Receive and file minutes Date: 4/11/2017
 from the meeting held on
 April 11, 2017. (*Action*
 Item)

Attached are the minutes from the meeting held on April 11, 2017, recommended to be received and filed as submitted or amended.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Minutes	4/18/2017	Backup Material	cc-min_04_11_2017.pdf

Under Negotiation: Price and terms of payment for sale of the property.

Conference with Real Property Negotiators

Pursuant to Government Code Section 54956.8

Property: APN 090-164-37, 12900 Euclid Street, owned by City of Garden Grove.

City Negotiator: Scott C. Stiles, City Manager.

Negotiating Party: Steelcraft Long Beach, LLC.

Under Negotiation: Price and terms of payment for lease of the property.

It was announced by City Attorney Sandoval that the matter regarding City Properties: 12251, 12261, 12281 and 12321 Thackery Drive; 12262 and 12292 Tamerlane Drive, Garden Grove; and Successor Agency Properties: 12311 Thackery Drive, Garden Grove; other properties under consideration: 12131-12222 Tamerlane Drive, Garden Grove, would not be considered.

ADJOURN CLOSED SESSION

At 5:30 p.m., Mayor Jones adjourned the Closed Session.

CONVENE STUDY SESSION

At 5:31 p.m., Mayor Jones convened the Study Session with all Council Members present.

ORAL COMMUNICATIONS FOR STUDY SESSION

Speakers: None

PRESENTATION AND DISCUSSION OF WATER RATE COMPLIANCE FOR A FIVE-YEAR PERIOD

Mr. Art Griffith, consultant for FG Solutions, and Mr. Stephen Dopudja with West Yost Associates provided a PowerPoint Water Rate Study presentation and discussed future water infrastructure costs for the City of Garden Grove.

ADJOURN STUDY SESSION

At 6:28 p.m., Mayor Jones adjourned the Study Session.

CONVENE REGULAR MEETING

At 6:32 p.m., Mayor Jones convened the meeting in the Council Chamber with all

Council Members present.

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

CLOSED SESSION REPORT

City Attorney Sandoval announced that there was no reportable action.

PRESENTATION FROM ORANGE COUNTY WATER DISTRICT GENERAL MANAGER,
MIKE MARKUS, ON GROUND WATER BASIN STATUS AND UPCOMING PROJECTS

PRESENTATION FROM THE BOYS AND GIRLS CLUBS OF GARDEN GROVE
REGARDING THEIR UPCOMING TEEN EDUCATION REALITY PARTY

COMMUNITY SPOTLIGHT: RECOGNITION OF THE SOUTHWEST CARPENTERS
TRAINING FUND FOR BUILDING THE PUBLIC ART DISPLAY OF GIANT ADIRONDACK
CHAIRS FOR THE GARDEN GROVE OPEN STREETS EVENT

ORAL COMMUNICATIONS

Speakers: Christine Stoner, Jayne Rapp, Pearl Dupuy, Esther Quellette, Charles Mitchell

RECESS

At 7:10 p.m., Mayor Jones recessed the meeting.

RECONVENE

At 7:18 p.m., Mayor Jones reconvened the meeting with all Council Members present.

APPROVAL OF AMENDMENT NOS. 1 AND 2 TO AN AGREEMENT WITH FG SOLUTIONS
TO PREPARE A WATER RATE STUDY

It was moved by Mayor Jones, seconded by Council Member Klopfenstein that:

Amendment No. 1, in the amount of \$6,720 for a fire protection service fee study, and Amendment No. 2, in the amount of \$33,670 for a sub-consultant to develop indoor and outdoor water allocations, to the agreement with FG Solutions in preparation of a water rate study for the Water Enterprise Fund, be approved; and

The City Manager be authorized to sign the Amendments on behalf of the City.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

AWARD OF CONTRACT TO OCEAN BLUE ENVIRONMENTAL SERVICES, INC. FOR
REMOVAL OF HAZARDOUS AND BIOLOGICAL MATERIALS FROM CITY PROPERTIES

It was moved by Mayor Jones, seconded by Council Member Klopfenstein that:

A contract be awarded to Ocean Blue Environmental Services, Inc., for hazardous materials and biological clean-ups within the city, for five (5) years, in the amount not to exceed \$115,000 per year; and

The City Manager be authorized to sign the contract on behalf of the City, making minor modifications thereto as necessary.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

AWARD OF CONTRACT TO CARE AMBULANCE SERVICES INC., TO PROVIDE
EMERGENCY GROUND AMBULANCE TRANSPORTATION AND BILLING SERVICES

This matter was continued to the next meeting.

APPROVAL OF THE PROPOSED LEGISLATIVE PLATFORM FOR THE 2017-18
LEGISLATIVE SESSION

It was moved by Mayor Jones, seconded by Council Member Klopfenstein that:

The legislative platform for the 2017-18 Legislative Session, be approved.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

APPROVAL OF AN AGREEMENT WITH MANAGEMENT PARTNERS TO DEVELOP A FIVE-YEAR STRATEGIC PLAN FOR THE CITY

It was moved by Mayor Jones, seconded by Council Member Klopfenstein that:

The agreement with Management Partners, in the amount of \$54,700, be approved; and

The City Manager be authorized to execute the agreement on behalf of the City and make minor modifications as necessary.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

RECEIVE AND FILE MINUTES FROM THE MEETING HELD ON MARCH 28, 2017
(F: Vault)

It was moved by Mayor Jones, seconded by Council Member Klopfenstein that:

The minutes from the meeting held on March 28, 2017, be received and filed.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

WARRANTS (F: 60.5)

It was moved by Mayor Jones, seconded by Council Member Klopfenstein that:

Regular Warrants 620594 through 620746; 620747 through 621350; 621351 through 621543; Wires W1825 through W1830; Wires W1831 through W1833; and Direct Deposits W620746 through W621349; be approved as presented in the warrant register submitted, and have been audited for accuracy and funds are available for payment thereof by the Finance Director; and

Payroll Warrants 180970 through 181007; Direct Deposits D308762 through DD310126; and Wires W2342 through W2345; be approved as presented in the warrant register submitted, and have been audited for accuracy and funds are available for payment thereof by the Finance Director.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

APPROVAL TO WAIVE FULL READING OF ORDINANCES LISTED

It was moved by Mayor Jones, seconded by Council Member Klopfenstein that:

Full reading of ordinances listed be waived.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

APPROVAL OF AN APPOINTMENT TO FILL A VACANCY ON THE GARDEN GROVE
HOUSING AUTHORITY COMMISSION

The City Clerk announced that three qualified applicants were submitted to the City Council for consideration; that all three are recipients of Section 8 Housing under the Garden Grove Housing Authority, and that of the three, Mr. Steve Solorio is a Garden Grove resident.

It was moved by Mayor Jones, seconded by Council Member O'Neill that:

Mr. Steve Solorio be appointed as Housing Authority Commissioner.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

APPROVAL OF A COOPERATIVE AGREEMENT WITH THE ORANGE COUNTY
TRANSPORTATION AUTHORITY FOR THE CONSTRUCTION PHASE OF THE OC
STREETCAR PROJECT

Following staff presentation:

It was moved by Mayor Jones, seconded by Council Member K. Nguyen that:

Cooperative Agreement No. C-7-1556, between the Orange County Transportation Authority and the City of Garden Grove, be approved for the construction phase of

the OC Streetcar Project; and

That the City Manager be authorized to execute the agreement on behalf of the City.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

AWARD OF CONTRACT TO GRIFFITH COMPANY FOR PROJECT NO. 7254 MAGNOLIA STREET REHABILITATION FROM SR 22 FREEWAY OFF-RAMP TO GARDEN GROVE BOULEVARD

Following staff presentation:

It was moved by Council Member O'Neill, seconded by Council Member K. Nguyen that:

A contract be awarded to Griffith Company, in the amount of \$2,988,838, for Project No. 7254 Magnolia Street Rehabilitation from the SR 22 Freeway off ramp to Garden Grove Boulevard; and

The City Manager be authorized to execute the agreement, and make minor modifications as appropriate thereto, on behalf of the City.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

SECOND READING AND ADOPTION, BY TITLE ONLY, OF ORDINANCE NO. 2878 REGARDING DEVELOPMENT AGREEMENT NO. DA-005-2017

(As approved earlier in the meeting: It was moved by Mayor Jones, seconded by Council Member Klopfenstein, and approved by a 7-0 vote, that full reading of ordinances listed be waived.)

Following the reading of the title of Ordinance No. 2878 into the record, it was moved by Council Member O'Neill, seconded by Council Member Bui that:

Ordinance No. 2878 entitled an Ordinance of the City Council of the City of Garden Grove adopting Development Agreement No. DA-005-2017 between the City of Garden Grove and Scott A. Lissoy, Trustee of the Lissoy Trust, be adopted.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

SECOND READING AND ADOPTION, BY TITLE ONLY, OF ORDINANCE NO. 2879
REGARDING DRONES AND UNMANNED AIRCRAFT SYSTEMS

(As approved earlier in the meeting: It was moved by Mayor Jones, seconded by Council Member Klopfenstein, and approved by a 7-0 vote, that full reading of ordinances listed be waived.)

Following the reading of the title of Ordinance No. 2879 into the record, it was moved by Council Member Beard, seconded by Council Member Klopfenstein that:

Ordinance No. 2879 entitled an Ordinance of the City Council of the City of Garden Grove adopting adding Chapter 8.90 to the Garden Grove Municipal Code relating to drones and unmanned aircraft systems, be adopted.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Beard, O'Neill, T. Nguyen, Bui, Klopfenstein, K.
Nguyen, Jones
Noes: (0) None

MATTERS FROM THE MAYOR, CITY COUNCIL MEMBERS, AND CITY MANAGER

Council Member Beard wished Council Member Bui a happy birthday. He recognized Pacifica High School's teachers, administrators, and students for receiving the Civic Learning Award of Excellence that comes with an invitation to the California Gold Ribbon Award Banquet and visit from Chief Justice Cantil-Sakauye.

Council Member O'Neill offered condolences to his neighbors, the Padilla Family, on the loss of their home to a house fire, and credited the Fire and Police Departments on an outstanding job on their response to the incident.

Council Member Klopfenstein reported on meeting at Vector Control she attended with the City Manager and key staff members regarding developing effective community outreach on the prevention, early intervention, and emergency response to the serious risks to residents due to the prevalence of the West Nile Virus in Garden Grove. She urged residents to replace window and door screens and to remove standing water and breeding areas for mosquitoes.

Council Member Bui thanked Council Member Beard and staff for remembering his birthday.

Mayor Jones commented on the Sabroso Music Festival in Dana Point, which was well organized and heavily attended, and noted that the LFA Group is interested in bringing similar events to Garden Grove. He stated that he has received a lot of positive comments about the Open Streets Event held on April 1, 2017; he thanked the staff for their planning and work behind the scenes, and segued into a video recap of the event.

City Manager Stiles thanked the staff for planning and promoting the Open Streets Event. In response to Pearl Dupuy and Esther Quellette's issue with the renaming a portion of Catherine Avenue to William Dalton Way, he noted that staff is in communication with the County Tax Assessor's Office and the Post Office to facilitate resolving the problem for the residents residing on Catherine Avenue. In response to Christine Stoner and Jayne Rapp regarding the care of lost animals, the City is proactively refining the website and working with the Humane Society to provide the best service possible. He thanked Council Member Klopfenstein for inviting him and staff members to the meeting with Vector Control, and stated that he will work to ensure that the public is kept informed.

ADJOURNMENT

At 7:40 p.m., Mayor Jones adjourned the meeting. The next City Council Meeting will be held on Tuesday, April 25, 2017, at 5:30 p.m. at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC
City Clerk

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Teresa Pomeroy
Dept.: City Manager Dept.: City Clerk
Subject: Approval of warrants. Date: 4/25/2017
(Action Item)

Attached are the warrants recommended for approval.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Warrants	4/20/2017	Cover Memo	CC_Warrants_4-25-17.pdf

181008	EDGAR A CANO	578.56	181009	THERESA T NGUYEN	954.47
181010	MASON F MOTYOUSHI	1298.48	181011	CAROL E BECKLES	50.00
181012	STEPHANIE L KLOPFENSTEIN	279.18	181013	MICHAEL J MC CLELLAN	2396.22
181014	CORINNE L HOFFMAN	1181.05	181015	JUDITH A MOORE	1844.55
181016	DIANE BELAIR	1526.42	181017	AMANDA M POLLOCK	1178.89
181018	JO ANNE M CHUNG	2158.94	181019	TIMOTHY E THRONE	447.13
181020	THOMAS E BUTTERS	1988.38	181021	CHRIS M VERES	2201.40
181022	ERIC M ESPINOZA	645.21	181023	KEVIN E MEJIA	627.37
181024	ROBERT R MOUNGEY	290.87	181025	MICHAEL F ROCHA	1833.95
181026	KEVIN L RAY	728.75	181027	ADRIANNA M RODRIGUEZ	593.76
181028	JAVIER RODRIGUEZ	891.54	181029	DANIEL C MOSS	1327.17
181030	YUKIYOSHI NAKAGAWA	1396.23	181031	AUSTIN H POWELL	1679.53
181032	SOUMELIA K GOUNTOUNA	1489.26	181033	ANA E PULIDO	3202.76
181034	STEPHANIE AMBRIZ	362.18	181035	VALERIA J BARON	163.40
181036	HANNAH M CASKEY	70.10	181037	DEANNA M CHUMACERO	1109.83
181038	STEVEN E GOMEZ	316.40	181039	PHILIP J SEYMOUR	317.37
181040	BREANA C VARGAS	78.67	181041	LUKE A STARK	71.56
181042	ADAM C NIKOLIC	3497.79	181043	DANIEL ALVAREZ	482.46
181044	ISAAC DAVILA	388.35	181045	JULIAN TAPIA	264.26
181046	RANDY L TUCKER	964.25	181047	JOAN M CEPLIUS	814.96
181048	O.C.E.A. GENERAL	2389.56	181049	O.C.E.A.	1165.19
181050	COMMUNITY HEALTH CHARITI	50.00	181051	GARDEN GROVE POLICE ASSO	1480.00
D310125	KRIS C BEARD	355.42	D310126	PHAT T BUI	1.57
D310127	STEVEN R JONES	256.18	D310128	DIEDRE THU HA NGUYEN	326.88
D310129	KIM B NGUYEN	323.86	D310130	JOHN R O'NEILL	354.17
D310131	PAMELA M HADDAD	1432.86	D310132	SHAWN S PARK	1851.64
D310133	SCOTT C STILES	6243.43	D310134	MARIA A STIPE	4848.98
D310135	MEENA YOO	1860.68	D310136	DENISE KEHN	1955.56
D310137	MARITZA PIZARRO	1555.30	D310138	TERESA L POMEROY	2674.46
D310139	LIZABETH C VASQUEZ	1663.11	D310140	SHAUNA J CARRENO	1883.50
D310141	TERESA G CASEY	1258.71	D310142	VIRGINIA DELGADO	1510.61
D310143	DANNY HUYNH	3185.02	D310144	VILMA C KLOESS	1735.49
D310145	IVY LE	1748.04	D310146	TAMMY LE	1471.64
D310147	LINDA MIDDENDORF	2415.65	D310148	ROSALINDA MOORE	1231.42
D310149	MARIA A NAVARRO	2101.47	D310150	PHUONG VIEN T NGUYEN	2360.64
D310151	QUANG NGUYEN	2229.91	D310152	TINA T NGUYEN	1956.45
D310153	THYANA T PHI	2105.58	D310154	MARIA RAMOS	1986.18
D310155	TANYA L TO	1571.30	D310156	CUONG K TRAN	1941.38
D310157	ELAINE TRUONG	1271.28	D310158	THANH-NGUYEN VO	1619.73
D310159	SYLVIA GARCIA	1929.35	D310160	KINGSLEY C OKEREKE	4959.19
D310161	ANN CAO EIFERT	2336.12	D310162	HEIDI M JANZ	1893.42
D310163	CHRISTI C MENDOZA	515.71	D310164	DEBORAH A POWELL	1511.26
D310165	MARGARITA A ABOLA	1692.00	D310166	ELLIS EUN ROK CHANG	4045.04
D310167	JANET J CHUNG	1851.05	D310168	CLAUDIA FLORES	3019.31
D310169	RHONDA C KAWELL	2870.12	D310170	ROBERT W MAY	1276.24
D310171	SHAWNA A MCDONOUGH	1425.12	D310172	ALEXANDER TRINIDAD	2182.64
D310173	LIGIA ANDREI	1300.02	D310174	ARIANA B BAUTISTA	1491.31
D310175	KAREN J BROWN	714.54	D310176	SUE J GULLEY	254.42

**** PAGE TOTAL = 143331.36

D310177	JEFF N KURAMOTO	3141.43	D310178	CHELSEA E LUKAS	1446.24
D310179	EDWARD E MARVIN JR	1611.37	D310180	ANGELA M MENDEZ	1611.52
D310181	MONICA A NEELY	3957.78	D310182	JENNIFER L PETERSON	1689.04
D310183	ANH PHAM	1416.32	D310184	EVA RAMIREZ	1351.42
D310185	JAIME F CHAVEZ	1368.73	D310186	GARY F HERNANDEZ	1532.53
D310187	NEAL M MANALANSAN	1415.02	D310188	SANDRA E SEGAWA	3038.58
D310189	ALANA R CHENG	2185.09	D310190	LISA L KIM	3908.11
D310191	JAYME K AHLG	2195.16	D310192	SAEED R AMIRAZIZI	3315.97
D310193	MICHAEL G AUSTIN	2343.76	D310194	TODD C HARTWIG	2167.04
D310195	AARON J HODSON	1879.34	D310196	JERROLD R HOLSTEIN	875.25
D310197	DONALD E LUCAS	2513.70	D310198	DANIEL A WINDHAM	2324.98
D310199	ISABELLA C ZANDVLIET	1860.82	D310200	CHRISTOPHER CHUNG	2292.15
D310201	PAUL GUERRERO	2346.80	D310202	HUONG Q LY	459.56
D310203	LEE W MARINO	3346.40	D310204	MARIA L MEDRANO	1860.17
D310205	MARIA C PARRA	2260.09	D310206	ERIN WEBB	2716.58
D310207	GREG BLODGETT	2513.73	D310208	MONICA COVARRUBIAS	3305.02
D310209	GRACE E LEE	2186.27	D310210	AMEENAH ABU-HAMDIYYAH	1677.82
D310211	JULIE A ASHLEIGH	1731.83	D310212	RITA M CRAMER	1889.99
D310213	RALPH V HERNANDEZ	2012.45	D310214	JIMMY NGUYEN	1710.39
D310215	ROY N ROBBINS	2597.10	D310216	NIDA R WATKINS	3721.96
D310217	ALLISON D WILSON	1827.60	D310218	MICHAEL C BOS	2133.50
D310219	DANIEL J CANDELARIA	4000.23	D310220	KAMYAR DIBAJ	177.29
D310221	NICOLAS C HSIEH	2775.29	D310222	ROSEMARIE JACOT	1895.23
D310223	NAVIN B MARU	3180.22	D310224	MICHAEL F SANTOS	2068.24
D310225	MARK P UPHUS	3082.03	D310226	JOSE A VASQUEZ	1855.77
D310227	ANA G VERGARA NEAL	3308.55	D310228	DAI C VU	3365.64
D310229	KHANG L VU	2482.31	D310230	JOSHUA J ARIONUS	1526.08
D310231	JAN BERGER	1787.53	D310232	ROBERT P BERMUDEZ	3190.33
D310233	TIM P CANNON	2618.84	D310234	MYUNG J CHUN	2874.25
D310235	CARINA M DAN	490.44	D310236	RYAN H DAVIS	416.04
D310237	RONALD W DIEMERT	1745.00	D310238	CHRIS N ESCOBAR	2164.18
D310239	JASON A FERTAL	2003.36	D310240	ALEJANDRO GONZALEZ	2701.71
D310241	MICHAEL J GRAY	1007.69	D310242	LARRY GRIFFIN	1772.70
D310243	ROBERT ALAN HAENDIGES	1841.96	D310244	RYAN S HART	2038.99
D310245	ROBERT M HIGGINBOTHAM	1166.54	D310246	EDWARD A HUY	2612.06
D310247	VIDAL JIMENEZ	2161.39	D310248	SAMUEL K KIM	3595.69
D310249	BRENDA L LAI	450.72	D310250	SHAN L LEWIS	1995.59
D310251	REBECCA PIK KWAN LI	2954.59	D310252	SCOTT T LOWE	2536.86
D310253	DAVID MA'AE	1404.89	D310254	TYLER MEISLAHN	1630.66
D310255	JESSE K MONTGOMERY	2013.20	D310256	STEVEN J MOYA JR	1764.07
D310257	BASIL G MURAD	2625.82	D310258	KIRK L NATLAND	498.31
D310259	CORNELIU NICOLAE	2310.38	D310260	ANDREW I ORNELIAS	2141.95
D310261	DAVID A ORTEGA	2077.50	D310262	CELESTINO J PASILLAS	6568.46
D310263	WILLIAM F PEARSON	2929.35	D310264	LES A RUITENSCHILD	3428.74
D310265	JONATHAN RUIZ	1965.18	D310266	MODESTO R SALDANA	1758.69
D310267	ALEXIS SANTOS	1348.31	D310268	ADRIAN M SARMIENTO	2401.23
D310269	ALBERT TALAMANTES JR	730.57	D310270	MINH K TRAN	2148.29
D310271	ALEJANDRO VALENZUELA JR	1035.17	D310272	ALEJANDRO N VALENZUELA	1869.29

**** PAGE TOTAL = 208232.01

D310273	KATHLEEN N VICTORIA	754.39	D310274	RONALD J WOLLAND	1442.38
D310275	VICTOR K YERGENSEN	2719.86	D310276	ALICE K FREGOSO	1651.89
D310277	RAQUEL K MANSON	2331.29	D310278	CAROLYN E MELANSON	1611.73
D310279	WILLIAM E MURRAY JR	5856.93	D310280	EMILY H TRIMBLE	2666.07
D310281	ALFRED J AGUIRRE	2342.47	D310282	ANTHONY U AGUIRRE	397.24
D310283	RODOLFO M BECERRA	1628.83	D310284	HELEN L CAMDEN	510.55
D310285	EDGAR A CANO	685.00	D310286	ALBERT J CARRISOZA	1422.33
D310287	MARRAY R CHAPMAN	437.02	D310288	GABRIELA R CONTRERAS	1907.05
D310289	JULIE T COTTON	834.36	D310290	VINCENT L DE LA ROSA	1684.81
D310291	HECTOR M ESPINOZA	1734.43	D310292	ROBERT J FRANCO	645.21
D310293	MAURICIO S GARCIA	2138.50	D310294	GLORIA GAW	1876.42
D310295	RICHARD R GOSSELIN	2991.87	D310296	HERMILO HERNANDEZ	1355.17
D310297	DARNELL D JERRY	402.91	D310298	KEANU M KALOLO	1385.83
D310299	BRENT KAYLOR	1877.62	D310300	BEN A KOSKY	1511.57
D310301	MARK W LADNEY	2072.33	D310302	RAUL LEYVA	1918.31
D310303	ANTONIO R MARTIN	2631.29	D310304	ROBERT P MCLOGAN	465.84
D310305	RIGOBERTO MENDEZ	2305.41	D310306	JON A MIHAILA	271.32
D310307	STEVEN T ORTIZ	2723.99	D310308	RICHARD L PINKSTON	1612.02
D310309	BRADLEY J POINDEXTER	584.90	D310310	STEVE J TAUANU'U	1894.44
D310311	SUSAN VITALI	234.17	D310312	STEPHANIE A WASINGER	531.79
D310313	JEFFREY G CANTRELL	1798.76	D310314	THOMAS C COUNTS	560.70
D310315	JAMES CUNNINGHAM	2078.47	D310316	EARNEST L DOMINGUEZ	759.62
D310317	JULIA ESPINOZA	1101.99	D310318	ALBERT R EURS II	2400.31
D310319	CECELIA A FERNANDEZ	1068.13	D310320	CONRAD A FERNANDEZ	890.14
D310321	JORGE GONZALEZ	1026.71	D310322	MICHAEL R GREENE	1730.35
D310323	RONALD D GUSMAN	799.80	D310324	GLORIA A HARO	1083.03
D310325	ERIC W JOHNSON	900.77	D310326	URIEL MACIAS	790.01
D310327	LUIS Y MENDOZA AGUILAR	830.65	D310328	KHUONG NGUYEN	1083.03
D310329	VIRGINIA NICHOLS	810.90	D310330	ALEJANDRO ORNELAS	912.15
D310331	WILLIAM R PICKRELL	2286.23	D310332	CHRISTOPHER L RELEFORD	1232.18
D310333	DELFRADO C REYES	1083.03	D310334	RAFAEL ROBLES	1065.91
D310335	RODERICK THURMAN	1465.20	D310336	EVARISTO VERA	1501.83
D310337	RICHARD L WILLIAMS	1546.56	D310338	ANSELMO AGUIRRE	1719.07
D310339	CHRISTOPHER L ALLEN	1659.10	D310340	PHILLIP J CARTER	2180.46
D310341	RICK L DUVAL	2187.81	D310342	AARON R HANSEN	1105.27
D310343	PATRICIA CLAIR HAYES	2118.70	D310344	HUY HOA HUYNH	665.45
D310345	BRYAN D KWATKOWSKI	1310.00	D310346	BRANDON S NUNES	806.20
D310347	CHRISTOPHER B PRUDHOMME	349.92	D310348	ROLANDO QUIROZ	1326.01
D310349	TODD R REED	1934.83	D310350	ESTEBAN H RODRIGUEZ	585.70
D310351	RONALD E SANDIFORTH	1905.71	D310352	LUIS A TAPIA	2363.16
D310353	MICHAEL W THOMPSON	2895.90	D310354	SANTIAGO TRISTAN JR	522.56
D310355	WILLIAM J WHITE	1886.73	D310356	JEREMY J GLENN	444.12
D310357	JESSE GUZMAN	2190.25	D310358	BRETT A MEISLAHN	1651.44
D310359	MARK E MONSON	2107.38	D310360	STEPHEN D SUDDUTH	1382.00
D310361	TIMOTHY WALLINGFORD	3689.25	D310362	HILLARD J WILLIAMS	1085.36
D310363	ALBERT J HOLMON III	3148.20	D310364	ALLEN L SERNA	2170.17
D310365	VICTOR T BLAS	3286.45	D310366	FRANK X DE LA ROSA	1626.25
D310367	ERVIN DUBRUL	1275.36	D310368	JOSE GOMEZ	1729.86

*** PAGE TOTAL = 148164.67

D310369	BRENT W HAYES	2495.05	D310370	FRANK D HOWENSTEIN	2044.03
D310371	ALLEN G KIRZNER	1975.51	D310372	KEON DONTRAY NELSON	2281.69
D310373	STEPHEN PORRAS	2275.36	D310374	JESSE VIRAMONTES	1434.59
D310375	JOHN ZAVALA	2553.76	D310376	VERONICA AVILA	686.76
D310377	JEFFREY P DAVIS	2012.42	D310378	NOELLE N KIM	1547.13
D310379	MISSY M MENDOZA	406.61	D310380	MARIE L MORAN	2242.51
D310381	KRISTY H THAI	1999.97	D310382	EDWARD D AMBRIZ GARCIA	432.98
D310383	GABRIELLA E BALANDRAN	136.89	D310384	JOSUE BARREIRO MENDOZA	399.56
D310385	NICHOLAS J BARRETT	80.85	D310386	ALEXIS R BAUTISTA-MOYANO	49.17
D310387	DYLAN J BOGAN	78.67	D310388	ALEJANDRA CAMARENA	256.17
D310389	RACHEL M CAMARENA	1678.04	D310390	RENE CAMARENA	1536.12
D310391	MARTI CARROLL	1058.97	D310392	VICTORIA M CASILLAS	1635.65
D310393	CYNTHIA A CHEW	1698.85	D310394	GISELL L CRUZ	615.41
D310395	KENNETH E CUMMINGS	499.38	D310396	KEVIN J CUMMINGS	295.00
D310397	JEANETTE A DEMENECES	820.33	D310398	EMILY A EASLEY	70.10
D310399	KAREN W ESKANDER	85.22	D310400	GRISSELL V EVERASTICO	371.70
D310401	JARED D GARCIA	83.58	D310402	VANESSA L GARCIA	287.08
D310403	JACOB R GRANT	1756.09	D310404	BROOKE L HICKERSON	68.11
D310405	KIMBERLY K HOLER	60.67	D310406	CAROLINA HONSTAIN	662.32
D310407	KELLY L HOWENSTEIN	408.43	D310408	KIMBERLY HUY	4206.47
D310409	ANA C IZQUIERDO	419.14	D310410	MARITZA JIMENEZ	276.16
D310411	MARISSA D LOPEZ	158.01	D310412	MARK ANTHONY LOPEZ	150.15
D310413	JOHNNY LUNA	503.30	D310414	ELAINE M MA'AE	2004.62
D310415	DEVANNA S MAAE	185.49	D310416	JESUS MEDINA	1606.43
D310417	JUAN MEDINA	1826.21	D310418	NICHOLAS M MEDINA	185.86
D310419	MONSERRAT MENDOZA ALVARE	326.74	D310420	JOHN A MONTANCHEZ	3046.31
D310421	BRIANNA M MOORE	1006.65	D310422	KIRSTEN K NAKAISHI	104.89
D310423	GINA D NECCO	492.15	D310424	JACOB J NEELY	465.39
D310425	NOEL N NICHOLAS	1013.70	D310426	JENNIFER GODDARD NYE	2262.90
D310427	GABRIELA O'CADIZ-HERNAND	2362.54	D310428	LORI OCHOA	1691.52
D310429	CHRISTIAN PANGAN	499.81	D310430	JANET E PELAYO	2593.66
D310431	ARIELLE PICKRELL	269.18	D310432	JENAVIE QUINTERO	78.67
D310433	SUGEIRY REYNOSO	2254.59	D310434	PAIGE L ROBINSON	538.47
D310435	MARINA Y ROMERO	1563.72	D310436	MONICA K ROMO	172.92
D310437	RICARDO SALDIVAR	420.11	D310438	LARISSA E SANTOS	49.17
D310439	DANA MARIE SAUCEDO	2131.78	D310440	EMERON J SCHLUMBERGER	878.41
D310441	KRISTOF A SIERRA	114.81	D310442	ARTURO TORRES ROBLES	9.56
D310443	MIRANDA M TORRES	247.33	D310444	KENNETH P TRAVIS III	477.26
D310445	CLAUDIA VALDIVIA	2596.53	D310446	JEFFREY VAN SICKLE	1895.83
D310447	GABRIELA VARELA	587.27	D310448	JOSEFINA L VELAZQUEZ	493.62
D310449	DAISY O VENCES	393.25	D310450	JOSHUA VENCES	158.99
D310451	PAUL E VICTORIA	1382.79	D310452	DAVID M WILMES	323.09
D310453	LUCIA MEDINA-WHITTAKER	601.90	D310454	SVETLANA MOURE	45.99
D310455	THOMAS R SCHULTZ	2476.47	D310456	RANDY ABRAHAMSON	4200.42
D310457	ALBERTO ACOSTA	4088.01	D310458	ANTHONY R ACOSTA	1952.68
D310459	JOHN D BARANGER III	3582.40	D310460	LUCAS B BAUER	3294.88
D310461	BRADLEY D BELL	3021.69	D310462	JERRY R BRENNEMAN	3268.21
D310463	GUY BROWN	2296.52	D310464	JOSE J CAMBEROS	3111.25

**** PAGE TOTAL = 115446.60

D310465	DANIEL L CLEARWATER					
D310467	JOE W CRAWFORD	2557.86	D310466	YVES G CLERMONT		2493.33
D310469	JUSTIN D DOYLE	2667.92	D310468	TIMOTHY A CRAWFORD		3102.66
D310471	DAVID W EDNOFF	2427.29	D310470	MICHAEL G ECKHARDT JR		2472.32
D310473	JAMES L GABBARD	3661.66	D310472	STEVE P FELINER		2981.50
D310475	JEFF W HANNA	4688.20	D310474	DREW R GARCIA		1735.14
D310477	MICHAEL L JACOBS	5617.86	D310476	MATTHEW R HENSHAW		3824.57
D310479	SCOTT A KUHLMAN	2356.61	D310478	WILLIAM R JAEGER		1617.25
D310481	COREY L LINDSAY	3059.33	D310480	NICHOLAS A LERARIO		1808.01
D310483	JOHN M MARQUEZ JR	1931.78	D310482	NORMAN M LOVELY		5800.39
D310485	TERRY A MC GOVERN JR	2550.11	D310484	CHEYNE C MAULE		3641.24
D310487	TRAVIS M MELLE	4525.18	D310486	SHANE D MELLE		3574.65
D310489	SON L NGUYEN	4322.32	D310488	MARK A MICKELSEN		1910.34
D310491	FREDERICK N NIBLO	4367.33	D310490	THANH Q NGUYEN		6022.39
D310493	MICHAEL KURT RIETH	4024.29	D310492	BRENT C PARDOEN		2187.51
D310495	DENNIS L RUZICKA	2566.62	D310494	WADE E RUHMAN		3268.58
D310497	SCOTT A SCHERER	3604.08	D310496	NICK R SCHAEFER		2031.18
D310499	MORRIS B SPELL	2167.28	D310498	JEFFREY T SPARGUR		4188.38
D310501	JUSTIN D TRAVER	3735.63	D310500	WILLIAM S STROHM		5463.36
D310503	JUSTIN TRUILL	1640.92	D310502	CHRISTOPHER B TRENHOLM		3468.22
D310505	KEITH T VELOTTA	4222.60	D310504	MARIO G VALDERRAMA		2537.43
D310507	MARK S WEISS	3326.75	D310506	DAVID S WALDSCHMIDT		3205.35
D310509	JEFFREY WILKINS	2674.26	D310508	PAUL J WHITTAKER		5281.22
D310511	JASON R BLOMGREN	3855.98	D310510	JOSEPH A WINGERT JR		6620.26
D310513	DAVID M CARLSON	1372.79	D310512	MYLES A BURROUGHS		1374.19
D310515	JOSHUA A FELDMAN	3599.98	D310514	PARKER W CARY		1694.43
D310517	GARRET M FURUTA	3796.48	D310516	TIMOTHY D FISHER		4429.39
D310519	PETER M HUBER	1730.24	D310518	SHANE S HOWEY		2164.38
D310521	JAYCEN R JUSTUS	2427.65	D310520	JORDAN R JEMIOLA		2943.65
D310523	ANTHONY L KNAACK	2562.79	D310522	MATTHEW C KLEIBACKER		3154.85
D310525	DANIEL J MOORE	4092.11	D310524	JOSHUA D LEE		1656.64
D310527	ERIC S NORRIN	4695.15	D310526	GRANT A NOBLE		2658.64
D310529	ERIC M PALOMO	6149.49	D310528	ANTHONY J PAGE		3297.56
D310531	RICHARD RONSTADT	2147.42	D310530	ANDREW J ROACH		2353.81
D310533	TIMOTHY N STOWE	5270.17	D310532	DAVID C SANCHEZ		2790.23
D310535	RYAN D VAN WIE	1845.73	D310534	ERIC THORSON		3499.92
D310537	JEREMIE E YORKE	2699.32	D310536	GREGORY D WILLIAMS		4212.92
D310539	BRYSON T DAHLHEIMER	1648.05	D310538	NATHAN T BRADY		4282.15
D310541	DON T NGUYEN	1968.96	D310540	LISA S GUARDI		678.49
D310543	JOSEPH I VALENZUELA	1690.78	D310542	NICHOLAS S SEELEY		214.69
D310545	TODD D ELGIN	143.13	D310544	TIMOTHY S SAWYER		4964.96
D310547	WILLIAM ALLISON	4927.46	D310546	CAROLE A KANEGAE		2152.12
D310549	SHARON S BAEK	3051.65	D310548	KRISTEN A BACKOURIS		1490.11
D310551	JESENIA CAMPOS	1533.95	D310550	GENA M BOWEN		1183.75
D310553	HELENA EL SOUSOU	1086.34	D310552	THOMAS R DARE		4353.74
D310555	AI KELLY HUYNH	2201.29	D310554	ROBERT D FOWLER		3479.56
D310557	JEFFREY C NIGHTENGAL	1904.24	D310556	CINDY S NAGAWATSU HANLON		1734.93
D310559	CLAUDIA ALARCON	3446.59	D310558	REYNA ROSALES		1441.53
		3487.38	D310560	PEDRO R ARELLANO		3070.53

*** PAGE TOTAL = 290543.45

D310561	TIMOTHY R ASHBAUGH	2041.73	D310562	ALFREDO R AVALOS	3106.72
D310563	CARLOS BAUTISTA JR	2319.81	D310564	RYAN S BERLETH	1757.61
D310565	SUMMER A BOGUE	1686.07	D310566	RYAN V BUSTILLOS	3140.22
D310567	ROBERT W CAMPELL	3310.97	D310568	JEROME L CHEATHAM	2640.51
D310569	AARON J COOPMAN	2453.75	D310570	ADAM B COUGHRAN	3308.30
D310571	GARY L COULTER	2324.24	D310572	NATHANIEL D COX	3064.08
D310573	BRIAN D DALTON	1928.67	D310574	CHARLIE DANIELEY III	1673.68
D310575	NICHOLAS A DE ALMEIDA LO	2099.60	D310576	KEVIN DINH	2646.35
D310577	KARI A FLOOD	1904.18	D310578	MICHAEL E GERDIN	2081.86
D310579	JOSEPH P GROSS JR	2288.59	D310580	TROY HALLER	3153.96
D310581	ALLAN S HARRY	3423.97	D310582	BRIAN HATFIELD	2475.62
D310583	WILLIAM T HOLLOWAY	3366.46	D310584	GERALD F JORDAN	2382.14
D310585	KRISTOFER D KELLEY	2337.85	D310586	TIMOTHY P KOVACS	7882.76
D310587	AUSTIN C LAVERTY	2009.88	D310588	CHRISTOPHER LAWTON	2802.30
D310589	RAFAEL LOERA JR	3123.37	D310590	JON D LOFQUIST	1997.50
D310591	MATTHEW P MARCHAND	2568.88	D310592	BRYAN J MEERS	2433.30
D310593	JEREMY N MORSE	2049.15	D310594	MITCHEL S MOSSER	3159.35
D310595	AARON S NELSON	3264.94	D310596	JASON S PERKINS	4386.34
D310597	PHILLIP H PHAM	2798.27	D310598	DOUGLAS A PLUARD	3112.54
D310599	JOHN E REYNOLDS	3400.57	D310600	CHRISTOPHER M SHELIGREN	1924.51
D310601	GAREY D STAAL	2613.20	D310602	VINCENTE J VAICARO	2949.49
D310603	EDGAR VALENCIA	2916.45	D310604	DANIEL J VILLEGAS	3148.90
D310605	JONATHAN B WAINWRIGHT	2856.22	D310606	CHRISTOPHER A WASINGER	6469.95
D310607	ADAM D ZMIJA	3145.65	D310608	MARCOS R ALAMILLO	3558.12
D310609	BOBBY B ANDERSON	3103.24	D310610	JOHN F BANKSON	2449.34
D310611	JOSHUA K BEHZAD	2259.76	D310612	JOSHUA D BRANNON	2556.43
D310613	VANESSA M BRODEUR	1879.61	D310614	JUAN C CENTENO	2979.64
D310615	DAVID V H CHANG	2438.66	D310616	BRIAN M CLASBY JR	2867.23
D310617	CHASEN P CONTRERAS	3096.34	D310618	JARED R DOYLE	2000.89
D310619	AMIR A EL-FARRA	3289.94	D310620	JOSHUA N ESCOBEDO	2536.70
D310621	GEORGE R FIGUEREDO	3903.55	D310622	ROGER A FLANDERS	796.04
D310623	ROBERT J GIFFORD	3226.44	D310624	SEAN M GLEASON	2078.11
D310625	ALDO U GUERRECA	2659.80	D310626	MICHAEL J JOHNSON	3376.25
D310627	ARION J KNIGHT	3119.01	D310628	RAPHAEL M LEE	585.86
D310629	DEREK M LINK	3317.18	D310630	CHARLES H LOFFLER	2665.36
D310631	MARK A LORD	2547.03	D310632	TAYLOR A MACY	2085.92
D310633	GIANLUCA F MANIACI	2871.10	D310634	MARIO MARTINEZ JR	3747.90
D310635	NATHAN D MORTON	2460.48	D310636	PATRICK W MURPHY	2306.48
D310637	RUDOLPH J NEGRON	2274.87	D310638	JEFFREY C NGUYEN	2821.49
D310639	STEVEN TRUJILLO ORTIZ	1955.49	D310640	OMAR F PEREZ	2223.70
D310641	MICHAEL M PHILLIPS	1124.85	D310642	COREY T POLOPEK	1277.66
D310643	SINDY RAMIREZ OROZCO	2532.80	D310644	JOHN E RANEY	3320.15
D310645	RYAN R RICHMOND	2175.42	D310646	CHRISTIN E ROGERS	3131.21
D310647	ERIC T RUZIECKI	2843.17	D310648	SEAN M SALAZAR	3185.59
D310649	LINO G SANTANA	3755.44	D310650	PHILIP E SCHMIDT	3661.14
D310651	CHARLES W STARNES	2091.79	D310652	ARTHUR F TINTLE JR	3319.08
D310653	JOHN J YERGLER	2556.06	D310654	KATHERINE M ANDERSON	3832.78
D310655	PAUL W ASHBY	2958.80	D310656	THOMAS A CAPPS	1999.86

*** PAGE TOTAL = 263734.22

D310657	MICHAEL K ELHAMT	2352.60	D310658	PATRICK E GILDEA	3785.16
D310659	DANNY J MIHALIK	1825.49	D310660	RON A REYES	2887.78
D310661	ROCKY F RUBALCABA	2954.71	D310662	ROYCE C WIMMER	2768.06
D310663	JUAN L DELGADO JR	3013.24	D310664	CHRISTOPHER M EARLE	2434.64
D310665	BENJAMIN M ELIZONDO	2415.02	D310666	OTTO J ESCALANTE	4546.19
D310667	GEORGE KAISER	2795.32	D310668	PETER M KUNKEL	2441.28
D310669	LUIS F RAMIREZ	2947.73	D310670	PETER HOANG VI	2158.35
D310671	JEFFREY A BROWN	2831.46	D310672	DONALD J HUTCHINS	3361.00
D310673	JASON L JOHNSON	2965.85	D310674	ERICK LEYVA	3823.57
D310675	RYAN M LUX	2894.23	D310676	RAUL MURILLO JR	4683.02
D310677	JOSHUA T OLIVO	2506.23	D310678	ROBERT M STEPHENSON III	3031.23
D310679	COURTNEY P ALLISON	2152.87	D310680	LISA A BELTHIUS	855.87
D310681	RANDY G CHUNG	591.15	D310682	DANIEL S EDWARDS	706.24
D310683	TIFFANY M GRIEGO	438.19	D310684	PATRICK R JULIENNE	808.34
D310685	VERONICA NELSON	861.84	D310686	JOHN O OJEIFEKHOBA	106.99
D310687	JOSEPH D VARGAS	389.87	D310688	TRAVIS J WHITMAN	4377.67
D310689	CARL J WHITNEY	2667.30	D310690	KRYSTAL L N JEANG	368.92
D310691	HAN NA PARK	149.13	D310692	FELICIA H PEREZ	362.18
D310693	KEIRA LONG	1218.36	D310694	ROBERT E BOWERS	183.80
D310695	KAREN D BRAME	1199.23	D310696	KENNETH L CHISM	1652.33
D310697	CHARLES M CLINE JR	836.00	D310698	JAMES E COLEGROVE	6231.20
D310699	PAUL E DANIELSON	396.12	D310700	ROBERT M DONAHUE JR	632.99
D310701	RUSSELL B DRISCOLL	515.62	D310702	MICHELLE N ESTRADA-MONSA	1523.07
D310703	MICHAEL FEHER	995.53	D310704	HECTOR FERREIRA JR	1654.76
D310705	KORY C FERRIN	3009.80	D310706	JAMES D FISCHER	976.33
D310707	VICTORIA M FOSTER	1443.50	D310708	NICKOLAS K JENSEN	1939.28
D310709	KENNETH E MERRILL	509.30	D310710	BRADLEY D STENE	1654.76
D310711	JOHN J STEPANOVICH	825.53	D310712	PATRICK M THRASHER	1114.89
D310713	MICHAEL J VISCOMI	3109.18	D310714	SCOTT D WATSON	883.23
D310715	ROBERT L BOGUE JR	3781.69	D310716	FLOR DE LIS ELIZONDO	964.32
D310717	GARY E ELKINS	2062.95	D310718	JOHN A FLAWS	2194.45
D310719	JASON S FULTON	1888.89	D310720	JAMES C HOLDER	2801.78
D310721	ROBERT J KIVLER	1715.39	D310722	VICTORIA L LAWTON	2315.96
D310723	EDUARDO C LEIVA	3601.15	D310724	RAQUEL D MATA	917.45
D310725	REBECCA S MEEKS	2234.44	D310726	MICHELLE L OLMSTEAD	1037.82
D310727	DAVID C YOUNG	3686.50	D310728	MARIA A ALCARAZ	1675.21
D310729	CARISSA L BRUNICK	1111.43	D310730	TAMMY L CHAURAN-HAIRGROV	2112.54
D310731	VERONICA FRUTOS	1060.89	D310732	DAVID L GEORGE	1771.86
D310733	JOAN L HIGHTOWER	1702.28	D310734	PINKY C HINGCO	2181.45
D310735	SUSAN C HUANG	2107.04	D310736	RORY K JANOCOA	955.42
D310737	SHELBY KEUILIAN	1352.06	D310738	ALLYSON T LE	1452.56
D310739	ANGELA LEDESMA	2271.97	D310740	MARIA C MCFARLANE	1778.83
D310741	BRITTNEE D MCGOWEN	1837.99	D310742	TRINA T NGUYEN	1949.65
D310743	DEBRA J NICHOLS	1835.96	D310744	DIANA L O'BRIEN	943.99
D310745	ASHLEY C ROJAS	1640.85	D310746	JENNIFER V ROMBOUGH	1501.84
D310747	ASHLEY T SEROTA	1817.70	D310748	KIMBRA S VELLANOWETH	1705.83
D310749	KRISTIN M WEISS	1749.04	D310750	SHANNON M YELENSKY	1687.39
D310751	JENNIFER A DIX	2172.48	D310752	DEBBY L FELSE	1799.10

**** PAGE TOTAL = 183691.68


D310753	KATHERINE M FRANCISCO	1630.36	D310754	AMANDA B GARNER	1990.47
D310755	ARCHIE GUZMAN	2467.40	D310756	ROBERT D LUX	2257.57
D310757	MELISSA MENDOZA-CAMPOS	1751.39	D310758	MICHAEL A MOSER	1623.00
D310759	BRANDY J PARK	2178.41	D310760	CRISTINA V PAYAN	1548.56
D310761	JENNIFER M RODRIGUEZ	1964.13	D310762	TANYA L SAMOFF	2171.83
D310763	SUSAN A I SEYMOUR	2096.45	D310764	NICOLE D SHORROW	935.07
D310765	DANNY J SOSEBEE	2091.96	D310766	MARSHA D SPELIMAN	2217.38
D310767	SPENCER T TRAN	1880.89	D310768	SANTA WARDLE	1063.80
D310769	CHERYL L WHITNEY	1907.03	D310770	RICHARD A ALVAREZ-BROWN	3247.31
D310771	EVAN S BERESFORD	2321.02	D310772	RAY E BEX	2869.58
D310773	RICHARD O BURILLO	4122.01	D310774	DANIEL A CAMARA	2319.90
D310775	JOHN CASACCIA II	3105.47	D310776	HAN J CHO	2572.83
D310777	SCOTT A COLEMAN	2559.12	D310778	RICHARD E DESBIENS	1341.29
D310779	STEPHEN C ESTLOW	1776.99	D310780	MICHAEL D FARLEY	2202.50
D310781	JAMES D FRANKS	1927.87	D310782	PETE GARCIA	1801.11
D310783	STEVEN H HEINE	1597.09	D310784	JOSE D HERRERA	3021.51
D310785	THI A HUYNH	2399.38	D310786	JOSEPH L KOLANO	2480.32
D310787	LEA K KOVACS	6089.79	D310788	NICHOLAS A LAZENBY	2639.53
D310789	DAVID LOPEZ	2805.35	D310790	STEVEN W LUKAS	1499.39
D310791	LUIS A PAYAN	1801.44	D310792	TERRA M RAMIREZ	1891.92
D310793	ORLONZO REYES	3594.28	D310794	PAUL M TESSIER	2383.59
D310795	TUONG-VAN NGUYEN VU	2040.05	D310796	DENNIS WARDLE	2663.30
D310797	RONALD A DOSCHER	2817.88	D310798	ERIC A QUINTERO	2485.85
D310799	MARY C CERDA	1818.95	D310800	NICOLE L CHUNG	1891.33
D310801	NICHOLAS G FRANC	1655.12	D310802	SUSAN A HOLSTEIN	2269.01
D310803	LIANE Y KWAN	2573.12	D310804	JANY H LEE	3131.16
D310805	SHERRILL A MEAD	1963.85	D310806	CAITLYN M STEPHENSON	1540.55
D310807	LAURA J STOVER	4282.90	D310808	FRANA K CASSIDY	1565.38
D310809	ANNA L GOLD	1536.52	D310810	HIEN Q PHAM	1558.01
D310811	KATRENA J SCHULZE	398.57	D310812	MATTHEW T SWANSON	1212.81
D310813	ANTHONY VALENZUELA	1305.88	D310814	CANDY G WILDER	1734.10
D310815	STEVEN F ANDREWS	1400.09	D310816	TERENCE S CHANG	1987.57
D310817	VERNA L ESPINOZA	1658.17	D310818	CESAR GALLO	2145.83
D310819	CHARLES D KALIL	1555.91	D310820	GEOFFREY A KLOESS	2566.56
D310821	RACHOT MORAGRAAN	3117.39	D310822	NOEL J PROFFITT	3094.06
D310823	ANAND V RAO	3332.66	D310824	JOSEPH M SCHWARTZ	2275.43
D310825	ROD T VICTORIA	2077.56	D310826	TERREL KEITH WINSTON	3203.44
D310827	POLICE ASSN	15659.63	D310828	GG FIRE FIGHTERS 2005	21261.47
D310829	SO CAL CU	90837.00	D310830	SOUTHLAND CU	6241.00
W2346	GREAT WEST LIFE 457 #340	102253.31		GREAT WEST LIFE OBRA#340	2492.25
W2348	INTERNAL REVENUE SERVICE	346381.81		EMPLOYMENT DEVELOPMENT D	92376.14

**** PAGE TOTAL = 842507.91

TOTAL CHECK PAYMENTS	44	46,776.40
TOTAL DIRECT DEPOSITS	706	1,605,371.99
TOTAL WIRE PAYMENTS	4	543,503.51

GRAND TOTAL PAYMENTS	754	2,195,651.90

Checks #181008 thru #181051, and Direct Deposits #D310125 thru #D310830, and wire #W2346 thru #W2349 presented in the Payroll Register submitted to the Garden Grove City Council 25 APR 2017, have been audited for accuracy and funds are available for payment thereof.



 KINGSLEY C OKEREKE - FINANCE DIRECTOR

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
620879	GRANDE APARTMENTS LP	REV & VOID	-1,313.00 *
620923	HUYNH, NGHIA TRUNG	REV & VOID	-580.00 *
621347	WURZELL, DAVID P.	REV & VOID	-1,381.00 *
621544	GARDEN GROVE DOWNTOWN BUSINESS ASSOCIATION	TRUST FUND EXP	10,000.00 *
621545-621548	VOID WARRANTS		
621549	AT&T	TELEPHONE	19,422.30 *
621550	AT&T	TELEPHONE	194.07 *
621551	FRONTIER COMMUNICATIONS	TELEPHONE/BEEPERS	259.15 *
621552	VOID WARRANT		
621553	SO CALIF EDISON CO	ELECTRICITY	25,540.73 *
621554	SO CALIF GAS CO	NATURAL GAS	1,629.40 *
621555	TIME WARNER CABLE	CABLE	76.05 *
621556	VERIZON WIRELESS-LA	TELEPHONE/BEEPERS	14,538.26 *
621557	STATE OF CALIF-FRANCHISE TAX BOARD	WAGE ATTACHMENT	201.75 *
621558	CALIF STATE BOARD OF EQUALIZATION	PERMITS/OTHER FEES	1,253.70 *
621559	CASILLAS, VICTORIA	MED TRUST REIMB	162.80 *
621560	CHANG, TERENCE	TUITION/TRAINING	325.00 *
621561	CHEVRON AND TEXACO CARD SERV	MV GAS/DIESEL FUEL	175.54 *
621562	ELHAMI, MICHAEL	TRAVEL ADVANCE	1,736.68 *

PAGE TOTAL FOR "*" LINES = 72,241.43

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621563	ENTERPRISE FLEET MGMT INC CUSTOMER BILLINGS	VEHICLE OP LEASE	6,535.57 *
621564	PARK, BRANDY	TRAVEL ADVANCE-P.D.	152.84 *
621565	CITY OF GARDEN GROVE-WORK COMP ACCT	SELF-INS CLAIMS	404,566.57 *
621566	GARDEN GROVE SECURED STORAGE	LAND/BLDG/ROOM RENT	480.00 *
621567	GUERRERO, PAUL	MED TRUST REIMB	690.53 *
621568	HALLER, TROY	TRAVEL ADVANCE-P.D.	1,397.20 *
621569	i.i. FUELS, INC	MV GAS/DIESEL FUEL	18,699.07 *
621570	KYOCERA DOCUMENT SOLUTIONS	REPRO SUPPLIES	199.58
		OFFICE SUPPLIES/EXP	398.26
		MINOR OFFICE FURN/EQ	592.63
			1,190.47 *
621571	MENDOZA-CAMPOS, MELISSA	TRAVEL ADVANCE-P.D.	152.84 *
621572	MIDDENDORF, LINDA	MED TRUST REIMB	20.04 *
621573	O'CADIZ-HERNANDEZ*, GABRIELA	MED TRUST REIMB	508.33 *
621574	POMEROY*, TERESA L.	MED TRUST REIMB	129.20 *
621575	RAO*, ANAND V.	MED TRUST REIMB	175.00 *
621576	REGAL CINEMEDIA	DELIVERY SERVICES	8.00
		ADMN/ENTRANCE FEE	1,700.00
			1,708.00 *
621577	S.C. YAMAMOTO, INC.	MAINT OF REAL PROP	9,718.75 *
621578	SCHMIDT*, PHILIP E.	MED TRUST REIMB	2,499.90 *
621579	TOKENWORKS, INC	MINOR FURN/EQUIP	940.00 *
621580	STEPHENSON, ROBERT	TRAVEL ADVANCE-P.D.	80.00 *
621581	TIME WARNER CABLE	CABLE TV SERVICE	56.84 *

PAGE TOTAL FOR "*" LINES = 449,701.15

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621582	ANDERSON, KATHY	TRAVEL ADVANCE-P.D.	424.16 *
621583	SHORROW, NICOLE	TRAVEL ADVANCE-P.D.	152.84 *
621584	SOUTH BAY REGIONAL TRAINING CENTER	TUITION/TRAINING	289.00 *
621585	FALSE ALARM REDUCTION ASSN. C/O INNOVATIVE RESOURCES, LLC	TUITION/TRAINING	445.00 *
621586	VOID WARRANT		
621587	EARLE, CHRISTOPHER*	TRAVEL ADVANCE-P.D.	358.00 *
621588	GARNER, AMANDA	TRAVEL ADVANCE-P.D.	114.00 *
621589	VORTEX INDUSTRIES INC	MAINT OF REAL PROP MAINT-SERV CONTRACTS	2,222.10 5,113.61 7,335.71 *
621590	DIRECTV	CABLE TV SERVICE	138.98 *
621591	ORRICK, HERRINGTON & SUTCLIFFE LLP	ARBITRAGE SERV	1,000.00 *
621592	FURUTA, GARRET	EMPL COMPUTER PURCH	2,500.00 *
621593	KWAN, LIANE Y	MED TRUST REIMB	156.00 *
621594	EXTRA SPACE STORAGE INC	LAND/BLDG/ROOM RENT	1,116.00 *
621595	THATTE, SAM DBA SAM THATTE VISUAL COMM.	OTHER PROF SERV	4,000.00 *
621596	GUZMAN, ARCHIE	TRAVEL ADVANCE-P.D.	152.84 *
621597	DIVISION OF THE STATE ARCHITECT	STATE ADA PASSTHRU	1,377.30 *
621598	MONICA COVARRUBIAS	FOOD	434.87 *
621599	JOHN MARQUEZ	MED TRUST REIMB	1,064.08 *
621600	RUIZ, MARIA	MAINT OF REAL PROP	244.00 *

PAGE TOTAL FOR "*" LINES = 21,302.78

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621601	FUN EXPRESS	ADMN/ENTRANCE FEE	1,009.50 *
621602	CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION, INC	TUITION/TRAINING	1,224.00 *
621603	UNION BANK	OTHER EDUCATION EXP	418.53
		SAFETY EQ/SUPPLIES	535.07
		OTHER MINOR TOOLS/EQ	40.16
			993.76 *
621604	UNION BANK	ADVERTISING	220.00
		L/S/A TRANSPORTATION	132.14
		REGISTRATION FEES	20.00
		FOOD	965.00
		OFFICE SUPPLIES/EXP	299.84
			1,636.98 *
621605	UNION BANK	L/S/A TRANSPORTATION	2,250.51
		LODGING	3,019.37
		OTHER CONF/MTG EXP	375.15
			5,645.03 *
621606	UNION BANK	ADVERTISING	315.92
		REGISTRATION FEES	600.00
		FOOD	84.57
			1,000.49 *
621607	UNION BANK	DELIVERY SERVICES	22.95
		CANINE EXPENSES	217.33
			240.28 *
621608	UNION BANK	MV GAS/DIESEL FUEL	375.18 *
621609	UNION BANK	BANK FEES-CRDT CD	-46.47
		LODGING	934.64
		DUES/MEMBERSHIPS	190.00
		ADMN/ENTRANCE FEE	85.00
		FOOD	67.52
		OFFICE SUPPLIES/EXP	19.92
		PINS/MENTOS	1,450.00
			2,700.61 *
621610	STATE OF CALIF-FRANCHISE TAX BOARD	WAGE ATTACHMENT	1,041.10 *

PAGE TOTAL FOR "*" LINES = 15,866.93

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621611	VOID WARRANT		
621612	LEE, GRACE	DEP CARE REIMB	192.30 *
621613	MA'AE, ELAINE M	MED TRUST REIMB	220.92 *
621614	MARYLAND CHILD SUPPORT ACCOUNT	WAGE ATTACHMENT	343.38 *
621615	PARDON, BRENT	MED TRUST REIMB	1,248.50 *
621616	PHI, THYANA	DEP CARE REIMB	129.23 *
621617	CO. OF ORANGE	WAGE ATTACHMENT	461.54 *
621618	RUITENSCHILD, LES	DEP CARE REIMB	192.30 *
621619	UNION BANK	ADVERTISING	75.00
		PRINTING	250.00
		OTHER RENTALS	307.05
		OFFICE SUPPLIES/EXP	53.86
		ATHLETIC SUPPLIES	25.80
		OTHER REC/CULT SUPP	510.75
			1,222.46 *
621620	CO. OF ORANGE	WAGE ATTACHMENT	134.31 *
621621	VALDIVIA, CLAUDIA	DEP CARE REIMB	376.96 *
621622	HODSON, AARON	DEP CARE REIMB	138.46 *
621623	CO. OF ORANGE	WAGE ATTACHMENT	276.92 *
621624	ORANGE COUNTY SHERIFF/ LEVYING OFFICER CENTRAL DIV	WAGE ATTACHMENT	731.81 *
621625	INTERNAL REVENUE SERVICE	WAGE ATTACHMENT	37.50 *
621626	CAL/OSHA CASHIER, ACCOUNTING OFFICE	PERMITS/OTHER FEES	5,560.00 *
621627	SUDDUTH, STEVE	MED TRUST REIMB	1,225.00 *
621628	UNITED STATES TREASURY	WAGE ATTACHMENT	130.00 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621629	LIZ VASQUEZ	DEP CARE REIMB	616.64 *
621630	CO. OF ORANGE	WAGE ATTACHMENT	831.00 *
621631	PAYAN, CRISTINA	DEP CARE REIMB	85.83 *
621632	TRIMBLE, EMILY	MED TRUST REIMB	174.00 *
621633	SMART & FINAL	TRUST FUND EXPEND FOOD	91.60 183.17
		FOOD SERV SUPPL	5.56
		FOOD PREP UTENSILS	5.16
		OTHER FOOD ITEMS	444.92
			730.41 *
621634	UNION BANK	POSTAGE	-19.45
		NETWORKING SERVICES	185.55
		TUITION/TRAINING	295.00
		NETWORKING SUPPLIES	260.38
		SOFTWARE	39.99
		OFFICE SUPPLIES/EXP	31.66
		MINOR FURN/EQUIP	368.01
			1,161.14 *
621635	COSTCO C/O CAPITAL ONE COMMERCIAL	PRINTING	5.50
		FACT:FOST/ADOPT	127.54
		FOOD	48.45
		BOTTLED WATER	22.76
		OTHER FOOD ITEMS	529.23
		OFFICE SUPPLIES/EXP	27.90
			761.38 *
621636	HOLLOWAY, WILLIAM	CASH-UNION BANK (C)	2,500.00
		EMPL COMPUTER PURCH	0.00
			2,500.00 *
621637	UNION BANK	TRUST FUND EXP	64.75
		ADVERTISING	1,127.76
		COMMUNITY RELATIONS	147.66
		L/S/A TRANSPORTATION	322.78
		TAXES/LICENSES	141.98
		ADMN/ENTRANCE FEE	200.00
		OTHER FOOD ITEMS	27.15

PAGE TOTAL FOR "*" LINES = 6,860.40

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621638	GARDEN GROVE SECURED STORAGE	OFFICE SUPPLIES/EXP	469.82
621639	UNION BANK	OTHER MINOR TOOLS/EQ	99.98
621640	UNION BANK		2,601.88 *
621641	UNION BANK	OTHER RENTALS	1,296.00 *
		OTHER FOOD ITEMS	70.65 *
		MINOR OFFICE FURN/EQ	111.78 *
		TRUST FUND EXPEND	126.55
		FACT:YTH ENRCH	568.47
		L/S/A TRANSPORTATION	24.00
		SUBSISTENCE	134.47
		OTHER CONF/MTG EXP	60.00
		FACT:OFFICE EXP	38.83
		FACT:PROGRAM EXP	90.77
		FACT:RLTNSHP PRG	74.10
		FACT:STGTH FTHRS	39.90
		FOOD	157.27
		OTHER MINOR TOOLS/EQ	3.79
		OTHER REC/CULT SUPP	8.95
			1,327.10 *
621642	HUYNH, NGHIA TRUNG	RENT SUBSIDY	580.00 *
621643	CHEVRON AND TEXACO CARD SERV	MV GAS/DIESEL FUEL	758.93 *
621644	CITY OF GARDEN GROVE	OTHER PROF SERV	200.00 *
621645	S.C. YAMAMOTO, INC.	MAINT OF REAL PROP	823.20 *
621646	UNION BANK	DUES/MEMBERSHIPS	219.00
		REGISTRATION FEES	425.00
		OFFICE SUPPLIES/EXP	2.99
			646.99 *
621647	UNION BANK	DUES/MEMBERSHIPS	85.00
		REGISTRATION FEES	524.78
		OFFICE SUPPLIES/EXP	60.52
			670.30 *
621648	VIETLIVE STUDIO	OTHER PROF SERV	200.00 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621649	ENVIROCHECK	MAINT OF REAL PROP	2,140.00 *
621650	ELIZABETH PETERSON	OTHER PROF SERV	670.00 *
621651	ESCOBAR, CHRIS	MED TRUST REIMB	600.08 *
621652	FOWLER, ROBERT D	TRAVEL ADVANCE-P.D.	643.48 *
621653	LEE, GRACE	MED TRUST REIMB	45.20 *
621654	WAINWRIGHT*, JONATHAN B.	TRAVEL ADVANCE-P.D.	430.48 *
621655	LEIU	TUITION/TRAINING	450.00 *
621656	AARON HANSEN	MED TRUST REIMB	450.00 *
621657	COUNTY OF ORANGE TREASURER REVENUE RECOVERY-A/R UNIT	CITATION DIST	32,606.00 *
621658	RONALD C CARTER DBA WEAPON SYSTEMS TRAINING COUNCIL	TUITION/TRAINING	475.00 *
621659	RAMOS, TIFFANY	PROP/EV REFUND	4,560.00 *
621660	UNION BANK	REPAIRS-FURN/MACH/EQ TUITION/TRAINING	250.85 615.94 866.79 *
621661	UNION BANK	LODGING SAFETY EQ/SUPPLIES	226.29 69.29 295.58 *
621662	UNION BANK	REFUSE COLL SERV REGISTRATION FEES FOOD BOOKS/SUBS/CASSETTES	206.00 300.00 131.23 99.00 736.23 *
621663	UNION BANK	FOOD UNIFORMS BOOKS/SUBS/CASSETTES HSHLD EQUIP/SUPPLIES OFFICE SUPPLIES/EXP SAFETY EQ/SUPPLIES CRAFT SUPPLIES	58.99 27.86 19.08 42.67 83.98 69.29 118.13

PAGE TOTAL FOR "*" LINES = 44,968.84

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621664	ADVANCED IMAGING STRATEGIES INC	MINOR OFFICE FURN/EQ	420.00 *
621665	ALAN'S LAWN AND GARDEN CENTER INC.	REPAIRS-FURN/MACH/EQ	1,519.28 *
		MOTOR VEH PARTS	68.54
		OTHER MINOR TOOLS/EQ	590.80
			447.91
			1,107.25 *
621666	ALCO TARGET COMPANY	OTHER PROF SUPPLIES	1,579.17 *
621667	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD SERV	18,479.34 *
621668	ANAHEIM HOUSING AUTHORITY COMMUNITY DEV.	MOBILITY INSP FEE	450.00 *
621669	ANAHEIM REGIONAL MEDICAL CENTER	MEDICAL SERVICES	1,500.00 *
621670	ANGELUS QUARRIES, INC.	OTHER AGR SUPPLIES	303.85 *
621671	AQUA-METRIC SALES, CO.	OTHER MAINT ITEMS	24,782.50 *
621672	ARROW TOOLS FASTENERS & SAW INC	OTHER MAINT ITEMS	320.66 *
621673	DE PAR, INC. DBA ENTHALPY ANALYTICAL, INC.	OTHER PROF SERV	3,366.00 *
621674	AUTO PARTS DISTRIBUTOR	MOTOR VEH PARTS	13,478.28 *
621675	BARR AND CLARK, INC.	OTHER PROF SERV	2,240.00 *
621676	BAY ALARM COMPANY	OTHER MAINT ITEMS	50.00 *
621677	BIG RON'S AUTO BODY & PAINT, INC.	REPAIRS-FURN/MACH/EQ	2,455.64 *
621678	ANTHONY BIRMINGHAM WINDOW CLEANING	MAINT-SERV CONTRACTS	1,351.00 *
621679	BISHOP CO.	WHSE INVENTORY	657.31 *
621680	BOLSA NURSERY	TREES	154.67 *
621681	BROWNELLS, INC.	OTHER MINOR TOOLS/EQ	719.33 *
621682	RUSSELL SIGLER INC.	AIR COND SUPPLIES	479.48 *

PAGE TOTAL FOR "*" LINES = 75,413.76

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621683	C.WELLS PIPELINE MATERIALS INC.	WHSE INVENTORY	2,991.15 *
621684	CALIF FORENSIC PHLEBOTOMY INC	MEDICAL SERVICES	4,065.75 *
621685	CAMERON WELDING SUPPLY	FACT:PROGRAM EXP	19.47
		MOTOR VEH PARTS	19.47
		OTHER MAINT ITEMS	42.41
		OTHER REC/CULT SUPP	42.41
			123.76 *
621686	CAREY SIGN CORPORATION	MAINT-SERV CONTRACTS	507.00 *
621687	CARTER, PHILLIP	OTHER RENTALS	300.00 *
621688	CHEM PRO LABORATORY, INC	MAINT-SERV CONTRACTS	360.00 *
621689	SUPPLYWORKS	WHSE INVENTORY	2,370.84
		JANITORIAL SUPPLIES	150.43
			2,521.27 *
621690	COMMUNITY VETERINARY HOSPITAL	TRUST FUND EXPEND	632.75 *
621691	COMLOCK SECURITY GROUP COMMERCIAL LOCK & SECURITY	REPAIRS-FURN/MACH/EQ	374.59 *
621692	CONTINENTAL CONCRETE CUTTING	OTHER MAINT ITEMS	10,166.00 *
621693	CORA CONSTRUCTORS, INC.	WTR/SWR CONST CONTR	116,436.37 *
621694	THE COUNSELING TEAM INTL NANCY K BOHL INC	OTHER PROF SERV	380.00 *
621695	COUNTRY CITY TOWING	TOWING SERVICES	260.50 *
621696	CPACINC.COM	MONITORED EQUIP	60,510.71 *
621697	CRON & ASSOCIATES TRANSCRIPTION, INC.	OTHER PROF SERV	4,677.74 *
621698	WM CURBSIDE, LLC AT YOUR DOOR	OTHER PROF SERV	1,375.00 *
621699	DOOLEY ENTERPRISES, INC.	GUNS/AMMUNITION	15,670.09 *
621700	DUKE'S ROOT CONTROL, INC	MAINT-SERV CONTRACTS	24,999.00 *
621701	EWING IRRIGATION PRODUCTS, INC.	SEEDS/PLANTS	109.76

PAGE TOTAL FOR "*" LINES = 246,351.68

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621702	EXCLUSIVE AUTO DETAIL	PIPES/APPURTENANCES	188.42
621703	FEDERAL EXPRESS CORP	OTHER MAINT ITEMS	126.67
621704	FORD OF ORANGE		424.85 *
621705	THE SHERWIN-WILLIAMS CO DBA FRAZEE PAINTS	MOTOR VEHICLE MAINT	3,256.00 *
		DELIVERY SERVICES	58.49 *
		MOTOR VEH PARTS	274.45 *
		WHSE INVENTORY	358.64
		PAINT/DYE/LUBRICANTS	342.33
			700.97 *
621706	GBS LINENS	LAUNDRY SERVICES	119.91 *
621707	GANAHL LUMBER COMPANY	DUES/MEMBERSHIPS	1,488.60 *
621708	REPUBLIC SERVICES #676	MAINT-SERV CONTRACTS	58.61 *
621709	BOYS AND GIRLS CLUB OF GARDEN GROVE, INC.	OTHER REC/CULT SUPP	1,533.92 *
621710	GOLDEN BELL PRODUCTS, INC.	WHSE INVENTORY	3,361.80 *
621711	GOLDEN OFFICE TRAILERS INC	LAND/BLDG/ROOM RENT	862.00 *
621712	GRAFFITI PROTECTIVE COATINGS, INC.	TRAFFIC SIGNAL MAINT	196.42 *
621713	HILL'S BROS LOCK & SAFE INC	MAINT-SERV CONTRACTS	171.24
		MOTOR VEH PARTS	119.00
		OTHER MAINT ITEMS	66.32
		OTHER MINOR TOOLS/EQ	256.01
		HARDWARE	308.42
			920.99 *
621714	APPLE ONE EMPLOYMENT SVS	TEMP AIDE SERVICES	3,183.84 *
621715	HUNSAKER & ASSOCIATES INC	ENGINEERING SERVICES	7,320.00 *
621716	HUYNH, AI KELLY	TUITION REIMB	1,380.00 *
621717	DANGELO CO	WHSE INVENTORY	610.30 *

PAGE TOTAL FOR "*" LINES = 25,751.15

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621718	JAY'S CATERING	OTHER AGR SUPPLIES	287.14
		FOOD	275.00
			562.14 *
621719	JOHNSTONE SUPPLY	AIR COND SUPPLIES	84.30
		HARDWARE	2.31
			86.61 *
621720	KOA CORPORATION	ENGINEERING SERVICES	12,960.00 *
621721	KYOCERA DOCUMENT SOLUTIONS	REPAIRS-FURN/MACH/EQ	508.96
		MINOR OFFICE FURN/EQ	1,075.34
		MINOR FURN/EQUIP	161.63
			1,745.93 *
621722	L-3 COMMUNICATIONS MOBILE-VISION, INC	REPAIRS-FURN/MACH/EQ	155.17
		MOTOR VEH PARTS	2,790.31
			2,945.48 *
621723	LANGUAGE LINE SERVICES	TELEPHONE	158.86 *
621724	LAWSON PRODUCTS, INC.	MOTOR VEH PARTS	1,640.54 *
621725	LEE, GRACE	OFFICE SUPPLIES/EXP	255.37
		MISC REIMBURSEMENT	15.00
			270.37 *
621726	LORRAINE MENDEZ & ASSOCIATES, LLC	OTHER PROF SERV	2,662.15 *
621727	MARLOW WHITE UNIFORMS, INC.	UNIFORMS	617.50 *
621728	MC MASTER-CARR SUPPLY CO	MOTOR VEH PARTS	66.95 *
621729	MELANSON, CAROLYN E.	OFFICE SUPPLIES/EXP	41.31 *
621730	MERCHANTS BLDG MAINT LLC	MAINT OF REAL PROP	23,866.00
		MAINT-SERV CONTRACTS	5,076.30
		JANITORIAL SUPPLIES	160.66
			29,102.96 *
621731	FIS ACCOUNTING DEPT	BANK FEES-CRDT CD	34,589.71 *
621732	GARDEN GROVE ACE HARDWARE	ELECTRICAL SUPPLIES	10.76 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621733	MR. D'S AUTOMOTIVE	MOTOR VEHICLE MAINT	484.55 *
621734	NATIONAL CONSTRUCTION RENTALS	OTHER RENTALS	226.27 *
621735	VOID WARRANT		
621736	OFFICE DEPOT, INC	OFFICE SUPPLIES/EXP	2,543.51 *
621737	NIAGARA PLUMBING	PIPES/APPUTENANCES	129.52
		OTHER MAINT ITEMS	62.17
			191.69 *
621738	R.J. NOBLE COMPANY	OTHER MAINT ITEMS	1,685.17 *
621739	OPPERMAN & SONS TRUCK	MOTOR VEH PARTS	223.92 *
621740	ORANGE COUNTY APPLIANCE PARTS	PIPES/APPUTENANCES	651.51 *
621741	O.C. HOUSING AUTHORITY	MOBILITY INSP FEE	750.00 *
621742	ORTIZ, STEVE	SAFETY EQ/SUPPLIES	241.27 *
621743	PACIFIC ROOTER DAY & NIGHT PLUMBING	MAINT-SERV CONTRACTS	544.50 *
621744	PENCO ENGINEERING, INC.	ENGINEERING SERVICES	26,050.83 *
621745	PIVOT INTERIORS, INC.	MINOR OFFICE FURN/EQ	2,472.30 *
621746	PLAYPOWER LT FARMINGTON INC.	MAINT-SERV CONTRACTS	1,189.58 *
621747	PRIM&MULTI-SPEC CLN OF ANAHEIM DBA GATEWAY URGENT CARE CTR	MEDICAL SERVICES	1,680.00 *
621748	PRIME TRUCK TIRE SERVICE	MOTOR VEHICLE MAINT	220.00 *
621749	PRO-FORCE LAW ENFORCEMENT	UNIFORMS	59.27 *
621750	PYRO-COMM SYSTEMS, INC.	MAINT-SERV CONTRACTS	1,449.00 *
621751	QUALITY CODE PUBLISHING	OTHER PROF SERV	873.98 *
621752	R.H.F. INC.	REPAIRS-FURN/MACH/EQ	512.30 *
621753	REDFLEX TRAFFIC SYSTEMS, INC.	OTHER PROF SERV	31,900.00 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
6211754	DATA TICKET, INC	OTHER PROF SERV	626.40 *
6211755	ALEXANDER'S CONTRACT SERVICES, INC.	OTHER MAINT ITEMS	199.00 *
6211756	RICOH USA, INC. DBA RICOH LEGAL DOC SERV	MAINT-SERV CONTRACTS	860.07 *
6211757	RICOH USA, INC DBA RICOH LEGAL DOC SERV	MAINT-SERV CONTRACTS	10,709.31 *
6211758	NEWHOPE P & L, INC. DBA NEWHOPE PAINT & COATINGS	REPAIRS-FURN/MACH/EQ MOTOR VEHICLE MAINT OTHER MAINT ITEMS	975.00 500.00 1,600.00 3,075.00 *
6211759	SAXE-CLIFFORD, PH.D., SUSAN	MEDICAL SERVICES	375.00 *
6211760	SCHAEFER, NICK	L/S/A TRANSPORTATION	7.25 *
6211761	SCOTT FAZEKAS & ASSOCIATES INC.	OTHER PROF SERV	2,636.39 *
6211762	SHERMAN LANDSCAPE	MAINT OF REAL PROP	401.25 *
6211763	SHOETERIA	SAFETY EQ/SUPPLIES	100.00 *
6211764	SHRED CONFIDENTIAL, INC.	OTHER PROF SERV	94.50 *
6211765	SIEMENS INDUSTRY, INC. C/O CITIBANK (BLDG TECH)	MAINT-SERV CONTRACTS	14,529.99 *
6211766	SOUTHERN COUNTIES LUBRICANTS LLC.	WHSE INVENTORY	1,261.85 *
6211767	SPARKLETT'S	BOTTLED WATER	271.02 *
6211768	SPILLMAN TECHNOLOGIES	15/16 SLESA	35,383.00 *
6211769	STATE INDUSTRIAL PRODUCTS	WHSE INVENTORY	1,772.97 *
6211770	SUNBELT RENTALS	HEAVY EQUIP RENTAL	4,393.53 *
6211771	SYBATEK, INC.	MAINT-SERV CONTRACTS	1,868.40 *
6211772	TARGET SPECIALTY PRODUCTS, INC	OTHER MAINT ITEMS	14.39 *
6211773	THOMSON REUTERS- WEST C/O WEST PAYMENT CENTER	DUES/MEMBERSHIPS	594.58 *

PAGE TOTAL FOR "*" LINES = 79,173.90

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621774	TRUCK & AUTO SUPPLY INC. TrucParCo	MOTOR VEH PARTS GEN PURPOSE TOOLS	487.74 170.97 658.71 *
621775	TYLER TECHNOLOGIES, INC.	MAINT-SERV CONTRACTS	400.00 *
621776	U.S. ARMOR CORP.	UNIFORMS	8,633.18 *
621777	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	OTHER MAINT ITEMS	243.00 *
621778	UNIFIRST CORP	LAUNDRY SERVICES	1,742.80 *
621779	UNITED PARCEL SERVICE	DELIVERY SERVICES	85.12 *
621780	UNITED RENTALS NORTHWEST, INC	OTHER PROF SERV	1,715.41 *
621781	VILLAGE NURSERIES	TREES OTHER AGR SUPPLIES	536.27 90.51 626.78 *
621782	VISION MARKING DEVICES	OTHER CONF/MTG EXP OFFICE SUPPLIES/EXP	254.55 61.60 316.15 *
621783	VULCAN MATERIALS COMPANY WESTERN DIVISION	ASPHALT PRODUCTS	17,483.74 *
621784	GRAINGER	WHSE INVENTORY ELECTRICAL SUPPLIES OTHER MAINT ITEMS OTHER MINOR TOOLS/EQ HARDWARE	2,781.62 134.48 1,809.16 125.45 346.74 5,197.45 *
621785	WALTERS WHOLESALE ELECTRIC	ELECTRICAL SUPPLIES MAINT SUPP-TRAFF SIG BLDGS/IMPROVEMENTS	62.39 301.70 1,161.32 1,525.41 *
621786	WATERLINE TECHNOLOGIES, INC.	LABORATORY CHEMICALS	2,773.58 *
621787	WAXIE SANITARY SUPPLY	WHSE INVENTORY	3,130.95 *
621788	TREMCO/WEATHERPROOFING TECHNOLOGIES, INC.	MAINT-SERV CONTRACTS	1,440.00 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621789	WEST COAST SAND & GRAVEL	OTHER MAINT ITEMS	1,202.73 *
621790	WESTCOAST MUFFLER	REPAIRS-FURN/WACH/EQ	664.25 *
621791	WESTERN EXTERMINATOR	MAINT-SERV CONTRACTS	416.00 *
621792	WESTERN HIGHWAY PROD INC	SIGNS/FLAGS/BANNERS	157.47 *
621793	WESTERN OIL SPREADING SERVICES	MAINT-SERV CONTRACTS	955.00
		ASPHALT PRODUCTS	1,377.32
			2,332.32 *
621794	CITY OF WESTMINSTER	PISTOL RANGE RENTAL	800.00 *
621795	WILLIAMS & MAHER INC	MAINT-SERV CONTRACTS	2,273.05 *
621796	YELLOW CAB OF GREATER OC	L/S/A TRANSPORTATION	135.00 *
621797	YORBA LINDA FEED STORE, INC.	TRUST FUND EXPEND	253.36 *
621798	BAXTER'S FRAME WORKS	AWARDS/TROPHIES	200.01 *
621799	KIM, JOHN	DEPOSIT REFUNDS	250.00 *
621800	SAFARILAND, LLC	OTHER PROF SUPPLIES	1,541.65 *
621801	CWEA CWEA-TCP	DUES/MEMBERSHIPS	172.00 *
621802	ASSOCIATED SOILS ENGINEERING, INC.	ENGINEERING SERVICES	4,265.00 *
621803	FACTORY MOTOR PARTS CO	MOTOR VEH PARTS	474.12 *
621804	BRUCE HALL LAND SURVEYOR, INC	ENGINEERING SERVICES	6,450.00 *
621805	KUSTOM SIGNALS, INC.	OTHER MINOR TOOLS/EQ	675.89 *
621806	AGUILAR, MARIA	DEPOSIT REFUNDS	500.00
		ROOM FEE REFUND	-75.00
			425.00 *
621807	TRELOAR, TOM	TRUST FUND EXPEND	450.00 *
621808	CHEMEX INDUSTRIES	JANITORIAL SUPPLIES	1,190.86 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621809	SOUTHERN CALIFORNIA EDISON	OTHER PROF SERV	7,250.74 *
621810	VIET BAO DAILY, INC.	ADVERTISING	100.00 *
621811	ORANGE COUNTY REGISTER	REFUND OF FEE	1,277.20 *
621812	TRAFFIC MANAGEMENT INC	OTHER MAINT ITEMS SIGNS/FLAGS/BANNERS	1,952.97 1,988.60 3,941.57 *
621813	E.G. BRENNAN & CO., INC.	MAINT-SERV CONTRACTS	144.60 *
621814	GREENFIELDS OUTDOOR FITNESS	HARDWARE	186.63 *
621815	CAMDEN TRADESHOW & EVENT FURNISHINGS	OTHER CONF/MTG EXP	1,056.25 *
621816	MARIE CALLENDER'S	FOOD	233.76 *
621817	INTERNATIONAL CODE COUNCIL, INC	BOOKS/SUBS/CASSETTES	192.87 *
621818	BEE REMOVERS	NON-SPEC CONTR SERV	115.00 *
621819	STATEWIDE TRAFFIC SAFETY AND SIGNS INC	WHSE INVENTORY OTHER MAINT ITEMS	1,534.79 232.13 1,766.92 *
621820	O'REILLY AUTO PARTS	MOTOR VEH PARTS	1,459.68 *
621821	CERNA, ROSA	DEPOSIT REFUNDS RECREATION REFUND	500.00 -50.00 450.00 *
621822	MAJOR LEAGUE SOFTBALL, INC.	OTHER PROF SERV	420.00 *
621823	BRITHINEE ELECTRIC	FURN/MACH/EQUIP REPL	50,502.43 *
621824	VERITIV OPERATING COMPANY	WHSE INVENTORY	3,293.16 *
621825	LEXISNEXIS RISK SOLUTIONS	BOOKS/SUBS/CASSETTES	222.85 *
621826	E-Z UP DIRECT.COM LLC	OTHER MINOR TOOLS/EQ	1,549.66 *
621827	ERICKSON, JOAN	MISC REFUND	79.61 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621828	RAY ALLEN MANUFACTURING LLC	UNIFORMS	52.59
		OTHER MOTOR VEH SUPP	35.98
			88.57 *
621829	ECOLOGICAL FERTIGATION, INC.	MAINT OF REAL PROP	325.00 *
621830	FG SOLUTIONS LLC	OTHER PROF SERV	8,513.80 *
621831	PONCE, ALEIDA	DEPOSIT REFUNDS	1,000.00 *
621832	OJEDA, JESUS	BOOKING FEES-CITY	50.00 *
621833	MEZA, NANCY	CITATION DIST	51.00 *
621834	THAI JIMMY HIEN	CITATION DIST	51.00 *
621835	SHAW HR CONSULTING INC	OTHER PROF SERV	4,091.20 *
621836	JAMES PRODUCTIONS, INC.	OTHER PROF SERV	15,300.00 *
621837	GARCIA, MARTHA	CITATION DIST	51.00 *
621838	STYGER, MARIA	ALARM PERMIT REF	5.00 *
621839	BAO NGUYEN FOR CONGRESS 2016	DEPOSIT REFUNDS	500.00 *
621840	KAYE'S KITCHEN	FOOD	110.00 *
621841	A-THRONE CO., INC.	OTHER RENTALS	31.68 *
621842	BLACK&WHITE EMERGENCY VEHICLES	OTHER BLD/EQ/ST SERV	875.00 *
621843	AMERINATIONAL COMMUNITY SERVICES, INC.	OTHER PROF SERV	164.20
		NSP HOME IMP GRANT	58.27
			222.47 *
621844	SECOND HARVEST FOOD BANK OF ORANGE COUNTY, INC.	DON-MPFCR PEP ACC	250.00 *
621845	BATTERY SYSTEMS INC.	MOTOR VEH PARTS	957.88 *
621846	LT PROPERTIES	LAND/BLDG/ROOM RENT	15,406.50 *
621847	CAPITOL EQUIPMENT, INC.	COMMUNICATION EQ	1,998.00 *

PAGE TOTAL FOR "*" LINES = 49,878.10

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621848	DUEÑAS, CECILIA ELIZABETH	TENANT UTILITY REIMB	41.00 *
621849	AMERICAN ASPHALT SOUTH, INC.	MAINT-SERV CONTRACTS	5,975.20 *
621850	NGUYEN, BECKY	TENANT UTILITY REIMB	50.00 *
621851	WRIGLEY, JAMES LAWRENCE	TENANT UTILITY REIMB	34.00 *
621852	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	MOTOR VEHICLE MAINT	190.00 *
621853	R.L. CLOTHWORTHY	DEPOSIT REFUND	1,200.00
		WATER REFUND	-342.82
			857.18 *
621854	GUTTA, CHANDRA	DEPOSIT REFUNDS	465.00
		RECREATION REFUND	59.00
			524.00 *
621855	DEPARTMENT OF JUSTICE	LIFESCAN FEE-DOJ	1,098.00 *
621856	SIGNARAMA	SIGNS/FLAGS/BANNERS	689.03 *
621857	GOTTSMAN, ROBIN	DEPOSIT REFUNDS	250.00
		RECREATION REFUND	116.00
			366.00 *
621858	TOASTMASTERS FOUNDERS DISTRICT	DEPOSIT REFUNDS	500.00 *
621859	SCHAFFER CONSULTING, INC.	OTHER PROF SERV	14,785.00 *
621860	IAFCI	DUES/MEMBERSHIPS	70.00 *
621861	GOLDEN AUTO BODY	REPAIRS-FURN/MACH/EQ	170.77 *
621862	CLARA ALEJANDRA HERRERA MEJIA	DEPOSIT REFUNDS	950.00
		RECREATION REFUND	-50.00
			900.00 *
621863	ONSCENE SOLUTIONS, LLC	HARDWARE	1,911.67 *
621864	YO-FIRE SUPPLIES	WHSE INVENTORY	6,066.43 *
621865	THE GEO GROUP, INC.	JAILER SERVICES	44,172.17 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621866	SEAVCO IVR SEAVER MOTORCYCLES	REPAIRS-FURN/MACH/EQ	1,533.94 *
621867	ORANGE COUNTY CLERK RECORDER HALL OF FINANCE & RECORDS	FEE REFUND	50.00 *
621868	CHEVROLET OF WATSONVILLE NATIONAL AUTO FLEET GROUP	MOTOR VEHICLE REPL	169,610.08 *
621869	CORELOGIC SOLUTIONS, LLC	SOFTWARE	394.50 *
621870	AMERICAN INTERNET SERVICES, LLC	NETWORK COMMUNICT	669.56 *
621871	DOMINICK'S CARPET & FURNITURE CLEANING	OTHER PROF SERV	590.00 *
621872	VOID WARRANT		
621873	GRP2 UNIFORMS, INC KEYSTONE UNIFORMS, OC	UNIFORMS	7,161.56 *
621874	BLR	METER READING	3,147.00 *
621875	SO CAL INDUSTRIES	OTHER RENTALS	1,523.15 *
621876	N.E.A.D., INC. DBA NEAD/MYCIVIC	OTHER PROF SERV	900.00 *
621877	SOUTHERN COMPUTER WAREHOUSE, INC	NETWORKING SUPPLIES DATA PROCESSING SUPP MINOR OFFICE FURN/EQ MONITORED MINOR EQ	122.59 487.03 197.76 7,571.70 8,379.08 *
621878	CORNERSTONE COMMUNICATIONS, INC.	COMMUNITY RELATIONS	4,000.00 *
621879	INFOSEND, INC.	POSTAGE PRINTING OTHER PROF SERV PAPER/ENVELOPES	5,524.69 173.21 758.49 714.89 7,171.28 *
621880	ALPHA TINT	MOTOR VEH PARTS	260.00 *
621881	PREMIUM QUALITY LIGHTING	ELECTRICAL SUPPLIES	1,612.66 *
621882	TANYA SAMOFF	TUITION REIMB	1,827.85 *
621883	DATABLAZE LIGHTING UP WIRELESS DATA	OTHER PROF SERV	79.90 *

PAGE TOTAL FOR "*" LINES = 208,910.56

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621884	CAPE	DUES/MEMBERSHIPS	45.00 *
621885	MUNICIPAL WATER DISTRICT OF ORANGE COUNTY	IMPORT WTR-MWDOC	1,446.70 *
621886	NOWAK, GARY	DEPOSIT REFUNDS	250.00 *
621887	NATEC INTERNATIONAL INC	SAFETY EQ/SUPPLIES	975.00 *
621888	STOMMEL INC DBA LEHR AUTO	REPAIRS-FURN/MACH/EQ	1,666.26 *
621889	VU, KIM CUC THI	TENANT UTILITY REIMB	29.00 *
621890	LY, NANCY	TENANT UTILITY REIMB	16.00 *
621891	CA SHOPPING CART RETRIEVAL CORP	OTHER PROF SERV	2,083.00 *
621892	LACEY CUSTOM LINENS, INC.	LAUNDRY SERVICES	43.05 *
621893	PRINT MASTERS 85	ADVERTISING	932.28 *
621894	VALDIVIA-ALVAREZ, CLAUDIA	MILEAGE REIMB	99.78 *
621895	DOUGLAS COGLITORE DBA TINT PERFECTION	MOTOR VEH PARTS	60.00 *
621896	UPTON WORRELL LLC	BUS OPER TAX REFUND	1,719.75 *
621897	ORANGE COUNTY EMERGENCY PET CLINIC	TRUST FUND EXPEND	545.25
		OTHER PROF SERV	700.00
			1,245.25 *
621898	COUNTY OF ORANGE TREASURER-TAX COLLECTOR	MAINT-SERV CONTRACTS	21,166.50
		NETWORKING SERVICES	1,115.00
		DISPATCH SERVICES	36,606.00
		OTHER PROF SERV	4,782.58
		FORENSIC SERV	38,874.67
		OTHER MAINT ITEMS	428.52
			102,973.27 *
621899	UNIVERSAL CONCRETE BREAKERS	MAINT-SERV CONTRACTS	580.00 *
621900	PRADO FAMILY SHOOTING RANGE	PISTOL RANGE RENTAL	500.00 *
621901	BILL'S SOUND & SECURITY	OTHER PROF SERV	300.00 *

PAGE TOTAL FOR "*" LINES = 114,964.34

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621902	NATIONAL CREDIT REPORTING	OTHER PROF SERV	16.90 *
621903	VALENCIA, ARMANDO	TRUST FUND EXPEND	200.00 *
621904	JTB SUPPLY CO INC	MAINT SUPP-TRAFF SIG	13,912.68 *
621905	FLEMING ENVIRONMENTAL INC.	MAINT-SERV CONTRACTS	405.00 *
621906	TRUGREEN LIMITED PARTNERSHIP	MAINT OF REAL PROP	2,040.50 *
621907	MITCHELL, RYAN	WATER CLOSING BILL REFUND	121.78 *
621908	GAGNIER, JAMES	WATER CLOSING BILL REFUND	17.05 *
621909	WONDERLAND SMOKE SHOP	WATER CLOSING BILL REFUND	9.20 *
621910	ANGEL, TAM c/o HAI LE	WATER CLOSING BILL REFUND	64.29 *
621911	DO, TRAN	WATER CLOSING BILL REFUND	37.87 *
621912	TUNE, THOMAS	WATER CLOSING BILL REFUND	28.47 *
621913	STRUCKHOFF, STEPHANIE	WATER CLOSING BILL REFUND	34.80 *
621914	TRAN, SUM D	WATER CLOSING BILL REFUND	51.69 *
621915	LUONG, HANG	WATER CLOSING BILL REFUND	46.77 *
621916	PACIFIC TREND PROPERTIES, LP	WATER CLOSING BILL REFUND	87.27 *
621917	PHAM, ANN & THAI	WATER CLOSING BILL REFUND	125.00 *
621918	CHENG, JEAN	WATER CLOSING BILL REFUND	160.38 *
621919	WOODBIDGE, CRAIG S	WATER CLOSING BILL REFUND	56.48 *
621920	VU, ALINE	WATER CLOSING BILL REFUND	66.94 *
621921	BUESING, DANIEL	WATER CLOSING BILL REFUND	185.46 *
621922	LE, TONGA	WATER CLOSING BILL REFUND	60.14 *
621923	DAO, KHANH	WATER CLOSING BILL REFUND	41.50 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
621924	LAI, BOBBY	WATER CLOSING BILL REFUND	65.08 *
621925	KOLB, A W	WATER CLOSING BILL REFUND	76.43 *
621926	NGUYEN, TRISHA	WATER CLOSING BILL REFUND	29.16 *
621927	TRUONG, VINH	WATER CLOSING BILL REFUND	1.82 *
621928	AMERICAN COMBUSTION TECH OF CALIFORNIA	WATER CLOSING BILL REFUND	20.70 *
621929	TRAN, BAO	WATER CLOSING BILL REFUND	30.58 *
621930	LUBCZYNSKI, SYLVESTER	WATER CLOSING BILL REFUND	42.41 *
621931	VU, BACH	WATER CLOSING BILL REFUND	867.19 *
621932	DAKUUP LOUNGE	WATER CLOSING BILL REFUND	34.91 *
621933	MORALES, YAJAIRA	WATER CLOSING BILL REFUND	2.74 *
621934	LE, KHOA	WATER CLOSING BILL REFUND	30.58 *
621935	BATES, TONY	WATER CLOSING BILL REFUND	39.03 *
621936	DAO, HANH	WATER CLOSING BILL REFUND	51.59 *
621937	SANCHEZ, JULIA	WATER CLOSING BILL REFUND	8.82 *
621938	CN AUTOLINK/SO, JASON	WATER CLOSING BILL REFUND	19.93 *
621939	HINES, MRS. WM	WATER CLOSING BILL REFUND	8.57 *
621940	DOAN, ALLEN and TRAN, BRITTANY	WATER CLOSING BILL REFUND	76.86 *
621941	LY, THANH	WATER CLOSING BILL REFUND	50.29 *
621942	LUU, HAO	WATER CLOSING BILL REFUND	36.80 *
621943	BERNAL, ALFREDO	WATER CLOSING BILL REFUND	15.25 *
621944	LA, JOHNNY	WATER CLOSING BILL REFUND	54.43 *
621834	DELTA DENTAL OF CALIFORNIA	SELF-INS ADMN	2,931.72 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/25/17

WARRANT	VENDOR	DESCRIPTION	AMOUNT
W1835	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	HEALTH INSURANCE	678,173.71 *
W1839	CALIFORNIA STATE DISBURSEMENT UNIT	WAGE ATTACHMENT	2,870.99 *
W1840	DELTA DENTAL OF CALIFORNIA	SELF-INS CLAIMS	29,414.70 *
W1843	KS STATE BANK	INTEREST COSTS	279.65
		LONG TERM DEBT	7,597.43
			7,877.08 *
W1844	CALIFORNIA STATE DISBURSEMENT UNIT	WAGE ATTACHMENT	4,067.37 *
W1845	INTERNAL REVENUE SERVICE	WAGE ATTACHMENT	877.80 *
W1846	INTERNAL REVENUE SERVICE	WAGE ATTACHMENT	505.50 *
W1847	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	PENSION PAYMENT	937,961.53 *

PAGE TOTAL FOR "*" LINES = 1,661,748.68

FINAL TOTAL 3,501,662.47 *

DEMANDS #621544 - 621944 AND WIRES W1834 - W1847 AS PRESENTED IN THE WARRANT REGISTER SUBMITTED TO THE GARDEN GROVE CITY COUNCIL APRIL 25, 2017, HAVE BEEN AUDITED FOR ACCURACY AND FUNDS ARE AVAILABLE FOR PAYMENT THEREOF

Kingsley C. Okereke
 KINGSLEY C. OKEREKE - FINANCE DIRECTOR

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Lisa Kim
Dept.:	City Manager	Dept.:	Community and Economic Development
Subject:	Approval of Fiscal Year 2017-2018 Action Plan for the use of U.S. Department of Housing and Urban Development Funds. (<i>Action Item</i>)	Date:	4/25/2017

OBJECTIVE

The purpose of this memorandum is to request that the City Council conduct a Public Hearing regarding the Fiscal Year 2017-2018 Action Plan for the use of U.S. Department of Housing and Urban Development (HUD) Funds (Attachment), and approve Fiscal Year 2017-2018 Action Plan for the Use of HUD Funds.

BACKGROUND

HUD requires a Public Hearing prior to the approval of the 2017-18 Action Plan in order for the City to receive and utilize HUD grants. The City must submit the Action Plan to HUD by May 16, 2017. Each year's Action Plan must address the Priority Objectives adopted by the City Council in 2015 for the 5-Year Consolidated Plan for the Use of HUD Funds. The full Draft Action Plan has been available in the Community and Economic Development Department and the City's Website for public review since March 24, 2017.

DISCUSSION

Approximately \$3.9 million in HUD funds will be available during 2017-18. This budget includes \$1.4 million in carried forward, or previously unallocated HUD funds from prior year's allocations and new anticipated allocations of \$2.5 million in HUD funds. These funding levels are based on projected allocations from HUD. Funding levels will be adjusted once the exact allocations have been determined by HUD.

Program plans and funding recommendations for 2017-18 are based upon the Priority Objectives and input received during the public comment period on community and housing development needs conducted during the preparation of the 2015-2020 Consolidated Plan. During 2017-18, HUD funds will address a wide range of Garden Grove housing and community development needs as follows:

Affordable Housing Improvement and Rehabilitation: Utilizing \$2.3 million in HUD funds, the City will rehabilitate 30 ownership units, help developers to acquire and/or rehabilitate 10 dedicated affordable rental units, help developers to construct 10 dedicated affordable rental units and provide rental assistance to 4 low-income families.

Public Improvements: The Action Plan proposes to utilize \$820,000 in CDBG funds to install a shade structure over the play area of the Buena Clinton Family Resource Center and to make street improvements at Twintree/Buaro Streets and at Dorothy/Coleman/Starrich Streets.

Emergency Service Grants: To prepare this Action Plan, the Orange County ESG Collaborative (comprised of staff from the cities of Garden Grove, Santa Ana and Anaheim, and the County of Orange) issued a Request for Proposals for Emergency Solutions Grant funding. Funding is recommended for six emergency service programs that will prevent and address homelessness.

Public Services: Funding in the CDBG public service category is strictly limited by HUD regulatory formula to \$289,743 this year. Staff recommends allocating every dollar available.

Economic Development: \$100,000 in HUD funds is allocated for a Small Business Loan Program to create new jobs.

Program Planning and Administration: Approximately \$477,330 in CDBG, HOME, and ESG funds is recommended for staff and material costs for program management, project development and monitoring, public communication, HUD reporting, and financial administration, with an additional \$23,797 for associated overhead costs. These allocations are just under the caps allowed by HUD. Staff recommends \$34,932 for the Fair Housing Foundation to help the City fulfill its obligation to affirmatively further fair housing.

CITIZEN PARTICIPATION

All HUD citizen participation requirements have been met. Public notices regarding the Draft Action Plan, including an invitation to share comments at this Public Hearing, were published on March 17 and 24, 2017, in local English, Spanish, and Vietnamese language newspapers, exceeding HUD's 30-day minimum public comment period. A summary of the comments received thus far are included in Appendix A of the Draft Action Plan.

FINANCIAL IMPACT

The proposed 2017-18 Action Plan will allow the City to access an estimated \$2.5 million in new entitlement grants from HUD and \$1.4 million in unexpended previous year's funds. The allocation of HUD funds effectively leverages competitive grants and the City's General Funds.

RECOMMENDATION

It is recommended that the City Council:

- Conduct the Public Hearing and accept comments;

- Approve Fiscal Year 2017-2018 Action Plan for the use of U.S. Department of Housing and Urban Development Funds; and
- Authorize the City Manager to negotiate and execute related documents and agreements. Some project-specific agreements may be brought before City Council for approval.

By: Allison Wilson, Neighborhood Improvement Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Draft Action Plan	4/19/2017	Backup Material	Draft_of_Action_Plan_2017.pdf

City of Garden Grove
Action Plan
for the Use of HUD Funds
July 1, 2017– June 30, 2018

Prepared by the Community and Economic Development
Department of the City of Garden Grove

*DRAFT**

Available for public review until April 25, 2017

*Funding levels are based on projected allocation from The Department of Housing and Urban Development. Funding levels will be adjusted once the exact allocation has been determined by The Department of Housing and Urban Development

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Appendix D:	Maps

Executive Summary

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

1. Introduction

The Consolidated Plan/Annual Action Plan

The City of Garden Grove 2015-2020 Consolidated Plan is a planning document that identifies and develops a strategy to address critical housing and community development needs that can be addressed through federal funding sources, including Community Development Block Grants, HOME Investment Partnership Act funds, and Emergency Solutions Grants.

To implement the Consolidated Plan and address the adopted priorities, each year the City prepares an annual Action Plan to more specifically identify financial resources, priority programs, and goals and objectives for the fiscal year.

The Consolidated Plan and Action Plan was prepared using the eConPlanning Suite system developed by the U.S. Department of Housing and Urban Development (HUD). The system prescribes the structure and contents of this document, following HUD's Consolidated Planning regulations

This Action Plan covers the period beginning July 1, 2017 through June 30, 2018 and focuses on the use of the three federal funding resources—CDBG, HOME, and ESG—described below.

Community Development Block Grants (CDBG): The primary objective of this program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of lower income. CDBG funds are relatively flexible and can be used for a wide range of activities, including housing rehabilitation, homeownership assistance, lead-based paint detection and removal, acquisition of land and buildings, construction or rehabilitation of public facilities (including shelters for the homeless and infrastructure), removal of architectural barriers to housing needs, public services, rehabilitation of commercial or industrial buildings, and loans or grants to businesses. The City of Garden Grove's annual entitlement of CDBG funds is \$1,931,623.

HOME Investment Partnership Act (HOME): The HOME program provides federal funds for the development and rehabilitation of affordable rental and ownership housing for low- and moderate-income households. The program gives local

governments the flexibility to fund a wide range of affordable housing activities through housing partnerships with private industry and non-profit organizations. HOME funds can be used for activities that promote affordable rental housing and homeownership by low- and moderate-income households, including building acquisition, new construction and reconstruction, moderate or substantial rehabilitation, homebuyer assistance, and tenant-based rental assistance. The City of Garden Grove's annual entitlement of HOME funds is \$485,556.

Emergency Solutions Grant (ESG): The ESG program provides homeless persons with basic shelter and essential supportive services, including rehabilitating or remodeling a building used as a new shelter, operations and maintenance of a homeless facility, essential supportive services, and homeless prevention. The City of Garden Grove's annual allocation of ESG funds is \$174,448.

2. Summarize the objectives and outcomes identified in the Plan

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

This Consolidated Plan has established the following objectives over the life of the Plan (Program Years 2015-2020):

- Expand the City's affordable housing inventory by 50 units through new construction of affordable units for lower income households and 50 units through acquisition/rehabilitation of affordable units for lower income households.
- Provide rehabilitation assistance to 42 single-family homes.
- Provide rental assistance to 20 very low- and extremely low-income households through the TBRA program.
- Assist 2,500 persons with homelessness-related issues
- Improve the safety of 7,500 Garden Grove residents.
- Assist 3,000 persons through the provision of community services.

3. Evaluation of past performance

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

The City of Garden Grove continually strives to improve its performance and that of its funded agencies. During the period 2016-2017, the City invested the following in

the community to meet the goals and objectives outlined in the 2015-2020 Consolidated Plan:

- **\$3.9 million 2016**

CDBG, HOME and ESG funds were targeted in four primary areas:

1. Development of decent and affordable housing;
2. Provision of community and supportive services;
3. Improvement of public facilities and infrastructure; and
4. Expansion of economic opportunities and anti-poverty activities.

The performance of programs and systems are evaluated on a regular basis through Consolidated Annual Performance and Evaluation Reports (CAPERs). A more detailed summary of the City's evaluation of past performance in previous Consolidated Annual Performance and Evaluation Reports (CAPERs) can be viewed on the City's website at www.ci.garden-grove.ca.us/commdev/neighborhoodimprovement.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

During its development, the Action Plan will be discussed in a publicly noticed NICC meeting where opportunity for public comment is always provided. The draft plan will be made available for public review between March 24, 2017 and April 25, 2017 on the City's website. Paper copies will be made available for review at all public libraries and family resource centers. A public hearing will be held on April 3, 2017 to solicit public comments on the Draft 2017-18 Action Plan. Finally, the Plan will be provided to the City Council on April 25, 2017, where the opportunity for public comment was provided. All meeting locations will be accessible to persons with disabilities. The public review period and public meetings/hearings for the Draft 2017-18 Action Plan will be noticed in Orange County News (English) on March 24, 2017, Viet Bao (Vietnamese) on March 17, 2017 and in Excelsior (Spanish) on March 24, 2017.

5. Summary of public comments

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

To be updated at the conclusion of the public comment period.

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

To be updated at the conclusion of the public comment period.

7. Summary

The City of Garden Grove has undertaken diligent and good faith efforts to outreach to all segments of the community that may benefit from the CDBG, ESG, and HOME programs. The City of Garden Grove will continue to concentrate its resources for maximum impact and strive to address the needs, priorities, and goals identified in the 2015-2020 Consolidated Plan and the 2017-2018 Action Plan.

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

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

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

Agency Role		Name	Department/Agency
CDBG Administrator		GARDEN GROVE	Community and Economic Development Department
HOME Administrator		GARDEN GROVE	Community and Economic Development Department
ESG Administrator		GARDEN GROVE	Community and Economic Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City's CDBG, HOME, and ESG programs are administered by the City of Garden Grove Community and Economic Development Department, Neighborhood Improvement Division.

Program Descriptions

The Community Development Block Grant (CDBG) program was initiated by the Housing and Community Development Act (HCDA) of 1974. The primary objective of the program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low and moderate income. Regulations governing the CDBG program also require that each activity undertaken with CDBG funds meet one of the following three broad national objectives:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slums and blight
- Meet other community development needs having a particular urgency

The HOME Investment Partnership (HOME) program was created by the 1990 National Affordable Housing Act. The HOME program provides federal funds for the development and rehabilitation of affordable rental and ownership housing for low- and moderate-income households, replacing a series of programs previously funded by HUD. The program gives the grantee flexibility to fund a wide range of affordable housing activities through housing partnerships with private industry and non-profit organizations.

The Emergency Solutions Grant (ESG) program provides homeless persons with basic shelter and essential supportive services. ESG funds can be used for a variety of activities, including rehabilitation or remodeling of a building used as a new shelter, operations and maintenance of a homeless facility, essential supportive services, and homeless prevention.

Consolidated Plan Public Contact Information

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

1. Introduction

As part of the Consolidated Plan development, the City undertook a comprehensive outreach program to solicit input from residents and beneficiaries of entitlement programs, and to consult with elected officials, City departments, and various organizations, agencies, and service providers to inform and develop the priorities and strategies contained in the Garden Grove 2015-2020 Consolidated Plan. The City has continued to keep these lines of communications open during the preparation of the 2017-2018 Action Plan.

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

The Garden Grove 2015-2020 Consolidated Plan was prepared using input from City residents, City staff, community-based organizations, and service providers. The City's outreach and consultation for the Consolidated Plan included direct coordination, a community workshop, a community survey, and public hearings regarding the Consolidated Plan and its programs. Almost 80 public and assisted housing providers and developers, private and governmental, health, mental health, service agencies and stakeholders that utilize funding for eligible activities, projects, and programs were directly contacted and invited to participate in the Consolidated Plan process for Garden Grove. The City continuously accepts comments and input from these organizations and considered this information in the preparation of the 2017-2018 Action Plan.

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

The County of Orange Department of Housing and Community Services (HCS) coordinates a countywide Continuum of Care (CoC) system in response to the ongoing homeless needs in the region. Consistent with the objectives of the countywide CoC, the City of Garden Grove's Neighborhood Improvement Division has developed several strategies to address homelessness in the City. Some of the tasks recently undertaken by the City include:

- assisting with the Point in Time Survey conducted by the County of Orange

- development of a brochure for homeless persons that includes an inventory of local community resources
- meetings with local Homeless Committee Activists, including ALMMA (Association of Local Missions & Ministries in Action) to explore potential locations in the community for homeless to shower, store items and use as a permanent address to obtain assistance
- coordination with Coast to Coast to work towards a partnership between all agencies coast to coast

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

The Orange County ESG grantees (County of Orange, City of Anaheim, City of Garden Grove, and the City of Santa Ana) have developed the Orange County ESG Collaborative as a unified approach to requesting, reviewing and funding ESG subrecipients. This collaborative approach has streamlined the application and review process and allowed the grantees to better understand the impacts of funding decisions. Future Collaborative efforts will include unified invoice and monitoring forms and other actions to better serve our homeless and at-risk of homeless families.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	211 ORANGE COUNTY
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014.

2	Agency/Group/Organization	HELPING OTHERS PREPARE FOR ETERNITY
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014.
3	Agency/Group/Organization	Garden Grove Community Arts Society
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
4	Agency/Group/Organization	Illumination Foundation
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
5	Agency/Group/Organization	Garden Grove United Methodist Church
	Agency/Group/Organization Type	Community Church
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
6	Agency/Group/Organization	Association of Local Missions and Ministries for Action
	Agency/Group/Organization Type	Housing Services-homeless Regional organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
7	Agency/Group/Organization	OC Autism
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014

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

The City advertised the opportunities to participate in the Consolidated Plan process and distributed invitation letters to almost 80 agencies representing a broad range of local service providers, community groups, and organizations, and encouraged them to participate in the 2015-2020 Consolidated Plan. The City used a variety of outreach methods to solicit participation. No specific types of relevant agencies were excluded from the process.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	County of Orange	The Orange County Point-in-Time count informed homeless data in the Consolidated Plan. The Orange County Ten-Year Plan to End Homelessness strategic plan is closely aligned with the goals of the CoC. Garden Grove is an administering agency for CoC and ESG funds in addition to the City's CDBG and HOME allocations.
City of Garden Grove Housing Element (2014-2021)	City of Garden Grove Community and Economic Development Department	The Housing Element serves as a policy guide to help the City meet existing and future housing needs. Both the Consolidated Plan and the Housing Element share common goals that address housing-related issues in the community.
Garden Grove CIP FY2014/15 to 2018/19	City of Garden Grove Public Works Department	The Consolidated Plan is aligned with the City's Capital Improvement Plan (CIP), which identifies projects to address infrastructure issues and prioritizes public infrastructure investments.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

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

This Consolidated Plan has been developed through a collaborative process that included participation by residents, service providers, and City staff. The following methods were used to solicit public input.

A community workshop was held on December 1, 2014 in conjunction with a Neighborhood Improvement and Conservation Commission (NICC) meeting. In addition to interested residents and NICC commissioners, the City invited service providers and representatives from surrounding jurisdictions to attend the workshop and discuss local issues and needs relating to housing and community development in Garden Grove. The workshop included an overview of the Consolidated Plan process and summary of past and projected funding resources for the City. In order to identify priority needs for the 2015-2020 planning period, the workshop included discussions and exercises related to the types of projects and programs that can be funded and recent projects.

A community survey, which assessed housing and community development needs, was distributed throughout the community. Paper formats of the surveys were made available in English, Spanish, and Vietnamese, and were distributed at community resource centers, libraries, City Hall public counters, at the Garden Grove Housing Authority, and at the community workshop. In addition, the survey was available in electronic format via the City's website and Facebook page, and was emailed to local service providers.

The Draft Action Plan will be available for public review beginning March 24, 2017 and ending April 25, 2017. The Draft Plan will be available on the City's website and at Garden Grove City Hall (11222 Acacia Parkway), the Garden Grove Regional Library (11200 Stanford Avenue), Community Meeting Center (11300 Stanford Avenue), and Chamber of Commerce (12866 Main Street #102).

On April 3, 2017, the draft Action Plan will be reviewed as part of a regular NICC meeting.

On April 25, 2017, the City Council conducted a public hearing to consider the Action Plan.

A public notice regarding the meeting April 3, 2017 and the April 25, 2017 meetings will be advertised in the local newspapers. Public meetings and hearings will be publicized adequately and held at times and locations convenient to the community. The location of hearings at the Garden Grove Community Meeting Center is accessible to persons with physical disabilities.

Summaries of the public comments, meeting minutes and copies of public notices will be included in Appendix A.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	See Appendix A	See Appendix A	N/A	N/A
2	Public Hearing	Non-targeted/broad community	See Appendix A	See Appendix A	N/A	N/A
3	Newspaper Ad	Non-targeted/broad community	See Appendix A	N/A	N/A	N/A
4	Newspaper Ad	Non-English Speaking - Specify other language: Vietnamese	See Appendix A	N/A	N/A	N/A
5	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	See Appendix A	N/A	N/A	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Internet Outreach	Non-targeted/broad community	N/A	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

For the one-year period covering July 1, 2016 through June 30, 2017, the City has planned for the following allocations:

- \$1,931,623 in CDBG funds
- \$485,556 in HOME funds
- \$174,448 in ESG funds

Garden Grove does not receive funding under the Housing Opportunities for Persons with AIDS (HOPWA) programs. In recent years, the levels of CDBG and HOME funds for Garden Grove have been primarily trending downward.

In terms of program income, the City anticipates an unsteady stream of program income over the course of this Action Plan. During the past five years, the level of program income received varied from \$30,000 in one year to over \$90,000 in another. Program income received from the repayment of Rehabilitation (HOME) will automatically be re-programmed for loan activities in those same or similar programs from which the funds were originally provided to the extent possible. If additional program income funds are received that are not automatically reprogrammed, specific projects reprogrammed, specific projects will be identified during the Action Plan process.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,931,623	0	122,000	2,053,623	2,962,823	The amount of CDBG funds available during the planning period is based on actual funds available.
HOME	Public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	485,556	9,450	1,335,959	1,830,965	1,321,540	The amount of HOME funds available during the planning period is based on actual funds available.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	Public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	174,448	0	0	174,448	269,337	The amount of ESG funds available during the planning period is based on actual funds available.

Table 5 - Expected Resources – Priority Table

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

As is the case for many communities across the nation, the housing and community development needs in Garden Grove surpass the funding available to meet those needs. Therefore, effective and efficient use of limited funds is crucial, and leveraging of multiple funding sources is often necessary to achieve housing and community development objectives. Most activities to be pursued by the City with CDBG, HOME, and ESG funds will be leveraged with a variety of funding sources, including grants from state, federal, and local governments, private foundations, capital development funds, general funds, private donations of funds or services, and various other funding sources. For new construction, substantial rehabilitation, and acquisition of affordable housing, the City encourages the use of Low Income Housing Tax Credits.

Federal match requirements apply to the City's HOME and ESG funds. The HOME program requires that for every HOME dollar spent, the City must provide a 25% match with non-federal dollars. HUD allows the City to use various resources to meet this match requirement. According to HOME program guidelines, no more than 25% of the City's match liability for any one year can be met through loans to housing projects, but amounts in excess of that may be banked as match credit for future years. The City has an excess of match funds from previous years.

The ESG program requires that for each dollar of the City's ESG grant in any given year, the City must provide a 100% match with non-federal dollars. Garden Grove will continue to require its ESG partners to leverage non-federal funds and report their successes with each quarterly performance report.

The Garden Grove Housing Authority provides rental subsidies for eligible low-income (50% MFI) families. The Section 8 Rental Assistance Program is funded by federal grants through the Department of Housing and Urban Development. The Housing Authority provides assistance to over 2,200 low-income families. The funding level for this program is determined annually by Congress. Currently funding is approximately \$25.5 million per year.

The Garden Grove Housing Authority also administers a Family Self-Sufficiency Program, which assists housing participants in achieving economic self-sufficiency through education, training, and employment. Approximately 368 very low-income families are involved in the program, which currently is funded at approximately \$69,000 per year.

CalHome Grants are given to local public agencies and nonprofit developers to assist individual households through deferred-payment loans. The grants are given to local public agencies or nonprofit corporations for first-time homebuyer down payment assistance, home rehabilitation, acquisition and rehabilitation, homebuyer counseling, self-help mortgage assistance programs, or technical assistance for self-help homeownership. In 2014, the City was awarded \$1 million in state funds to be used for various housing assistance programs. The City will use the funds to provide rehabilitation loans and mortgage assistance for mobile homes to low income households in the City, augmenting the current programs funded with CDBG and HOME monies.

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

In the past, the City has utilized CDBG funds to acquire properties to address community development needs. The City has a long-term goal to establish a new fire station in the Harbor Boulevard area. Given the high cost of land, it will take quite some time to acquire enough funds to accomplish this goal. Depending on the availability of funds, the City will work towards acquisition of parcels along Harbor Boulevard to provide a site for a new fire station.

Discussion

See responses to questions above.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Decent and Affordable Housing	2015	2020	Affordable Housing Homeless Non-Homeless Special Needs		Increase, Improve, and Preserve Affordable Housing Promote New Construction of Affordable Housing Provide Rental Assistance to Alleviate Cost Burden	CDBG: \$200,000 HOME: \$1,795,000	Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 30 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 10 Households Assisted
2	Promote Equal Access to Housing	2015	2020	Affordable Housing Homeless Non-Homeless Special Needs		Promote Equal Access to Housing	CDBG: \$34,932	Public service activities for Low/Moderate Income Housing Benefit: 737 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Address the Needs of Homeless and Those At-Risk	2015	2020	Homeless		Promote Programs to Meet Homeless Needs	ESG: \$161,365	Overnight/Emergency Shelter/Transitional Housing Beds added: 184 Beds Homelessness Prevention: 10 Persons Assisted Housing for Homeless added: 17 Household Housing Unit Other: 300 Other
4	Provide Community Services	2015	2020	Non-Homeless Special Needs Non-Housing Community Development		Preserve and Improve Existing Supportive Services	CDBG: \$289,743	Public service activities other than Low/Moderate Income Housing Benefit: 2300 Persons Assisted
5	Promote Economic Development and Employment	2015	2020	Non-Housing Community Development		Promote Economic Development and Employment	CDBG: \$101,000	Businesses assisted: 3 Businesses Assisted
6	Improve Lower-Income Neighborhoods	2015	2020	Non-Homeless Special Needs Non-Housing Community Development		Address Public Facilities/Infrastructure Needs	CDBG: \$931,000	

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Provide for Planning and Administration Activities	2015	2020	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development		Provide for Necessary Planning and Administration	CDBG: \$351,392 HOME: \$49,759 ESG: \$13,083	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Decent and Affordable Housing
	Goal Description	For FY 2017-18, the City will utilize CDBG and HOME funds to support affordable housing activities, including housing rehabilitation, new construction and acquisition/rehabilitation of affordable housing, and provision of rental assistance.
2	Goal Name	Promote Equal Access to Housing
	Goal Description	For FY 2017-18, the City will use CDBG funds to support fair housing services to be provided by the Fair Housing Foundation.
3	Goal Name	Address the Needs of Homeless and Those At-Risk
	Goal Description	For FY 2017-18, ESG funds will be used to support local service providers focusing on addressing homelessness in the community and for homeless prevention programs.
4	Goal Name	Provide Community Services
	Goal Description	For FY 2017-18, the City will utilize CDBG funds to support a variety of senior services, including meal provision. CDBG funds will also be used to enhance safety in lower-income neighborhoods through gang and crime suppression programs.

5	Goal Name	Promote Economic Development and Employment
	Goal Description	For FY 2017-2018, CDBG funds will be used to further facilitate economic development activities and contribute to the City's long term goal to acquire 1 to 4 properties in the Harbor Boulevard corridor to facilitate job creation. Additionally, CDBG funds will be used for a small business loan program to assist three Garden Grove businesses.
6	Goal Name	Improve Lower-Income Neighborhoods
	Goal Description	For FY 2017-2018, CDBG funds will be used for acquisition of properties along Harbor Boulevard for a potential future fire station to improve the safety of the area. The Outcome Indicator for this Goal is not quantifiable as funds will be used for land acquisition for a potential future fire station. Additionally, CDBG funds will be used to provide street improvements, park improvements, and/or public facility improvements.
7	Goal Name	Provide for Planning and Administration Activities
	Goal Description	For FY 2017-2018, the City will allocate a portion of CDBG, HOME, and ESG funds for the administration, planning, and monitoring of these programs.

Table 7 – Goal Descriptions

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

The City's one-year goal is to provide affordable housing opportunities to the following:

- Tenant-Based Rental Assistance: Garden Grove will provide tenant-based rental assistance to 10 low income households.
- Acquisition / Rehabilitation: Garden Grove will pursue an affordable housing project with approximately 10 units.
- Senior Home Improvement Grants: Garden Grove will provide assistance in the form of a grant to 30 seniors for home rehabilitation.
- New Construction: Garden Grove will pursue an affordable housing project with approximately 10 units.

AP-35 Projects – 91.220(d)

Introduction

The Fiscal Year (FY) 2017-18 Action Plan implements the third year of the 2015 – 2020 Consolidated Plan and addresses HUD consolidated planning requirements for the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG) programs for the City of Garden Grove. This plan outlines the action steps that Garden Grove will use to address housing and community development needs in the City. The plan also includes a listing of activities that the City will undertake during FY 2017-18 (July 1, 2017 through June 30, 2018) that utilize CDBG, HOME and ESG funds.

Development of the FY 2017-2018 Action Plan coincides with the annual Request for Proposal (RFP) process for ESG funds. The City makes its funding allocation decisions in part based on proposals received as part of the annual RFP process. Through this process, funds are awarded to eligible activities that support the goals and address the priority needs described in the Strategic Plan. While CDBG, HOME, and ESG funding allocations for FY 2017-2018 will not address all of the community's priority needs, allocations are focused toward specific projects addressing high community priorities and that produce tangible community benefits.

#	Project Name
1	Program Administration
2	CDBG Municipal Support Services
3	CDBG Fair Housing Foundation
4	CDBG Gang Suppression Special Unit
5	CDBG Senior Center
6	CDBG Community SeniorServ
7	CDBG Harbor Blvd Improvements
8	CDBG Fire Station Acquisition
9	CDBG Home Improvement Grants
10	CDBG Buena Clinton Resource Center Shade Structure
11	CDBG Twintree/Buaro Street Rehabilitation
12	CDBG Coleman/Dorothy/Starrich Street Rehabilitation
13	CDBG Palma Vista Neighborhood Improvement Campaign
14	CDBG Small Business Assistance Loan
15	CDBG Community Garden
16	HOME Tenant Based Rental Assistance
17	HOME Multi-Family Housing Acquisition and/or Rehabilitation

#	Project Name
18	HOME New Construction of Affordable Housing
19	ESG17 Data Collection HMIS
20	ESG17 Rapid Rehousing
21	ESG17 Homeless Prevention
22	ESG17 Shelter
23	ESG17 Street Outreach

Table 8 – Project Information

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

Priority goals established in the 2015-2020 Consolidated Plan, which form the basis for establishing objectives and outcomes in the FY 2017-18 Action Plan are as follows:

- Provide decent and affordable housing through new construction activities, acquisition and rehabilitation activities, rehabilitation assistance programs, lead-based paint hazard reduction efforts, and home ownership assistance.
- Promote equal access to housing for all residents.
- Address the needs of homeless individuals and those at risk of homelessness.
- Provide for a variety of community and support services.
- Improve lower-income neighborhoods through public facilities and infrastructure improvements.
- Promote economic development and employment opportunities.
- Provide for planning and administration activities to address housing and community development needs in the City

The major obstacle to addressing the underserved needs is the lack of adequate funding, especially for affordable housing activities. With the dissolution of redevelopment in California and reduced State and Federal funding levels, the City's ability to address the extensive needs in the community is seriously compromised.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Program Administration
	Target Area	
	Goals Supported	Provide for Planning and Administration Activities
	Needs Addressed	Provide for Necessary Planning and Administration
	Funding	CDBG: \$326,610 HOME: \$48,555 ESG: \$13,083
	Description	Provide for necessary planning and administration activities to address housing and community development needs in the City.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Garden Grove City Hall 11222 Acacia Parkway, Garden Grove, CA 92840
	Planned Activities	Planning and public participation, contract design, management and monitoring, financial administration, and HUD communication to administer the City's CDBG, HOME and ESG programs.
2	Project Name	CDBG Municipal Support Services
	Target Area	
	Goals Supported	Provide for Planning and Administration Activities

	Needs Addressed	Provide for Necessary Planning and Administration
	Funding	CDBG: \$23,797
	Description	City's indirect costs expended in support of HUD funded programs in all City departments.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Garden Grove City Hall 11222 Acacia Parkway, Garden Grove, CA 92840
	Planned Activities	Indirect support of HUD funded programs by other City departments.
3	Project Name	CDBG Fair Housing Foundation
	Target Area	
	Goals Supported	Provide for Planning and Administration Activities
	Needs Addressed	Promote Equal Access to Housing
	Funding	CDBG: \$34,932
	Description	CDBG funds will be provided to the Fair Housing Foundation for the provision of fair housing services as a subrecipient to the City.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Assist 737 households with fair housing services.
	Location Description	Citywide
	Planned Activities	Fair housing services and outreach.

4	Project Name	CDBG Gang Suppression Special Unit
	Target Area	
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	CDBG: \$109,984
	Description	The Police Department Gang Suppression Unit is responsible for gang violence prevention, gang probation checks, counseling referrals, and youth truancy intervention. Funding this organization will enhance safety in lower-income areas.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Enhance the safety of 1,500 residents in lower-income neighborhoods.
	Location Description	Low income neighborhoods.
	Planned Activities	Gang violence prevention, gang probation checks, counseling referrals, and youth truancy intervention.
5	Project Name	CDBG Senior Center
	Target Area	
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	CDBG: \$159,759
	Description	Provide one or more programs for seniors at the H. Louis Lake Senior Center. Programs include recreation and socialization, daily lunch, education and support services.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	300 new and unduplicated seniors.
	Location Description	H. Louis Lake Senior Center 11300 Stanford Ave., Garden Grove, CA 92840
	Planned Activities	The project is designed to provide availability and accessibility to a suitable living environment by expanding enrollment in programs to increase physical mobility and general wellbeing in the participants and will also provide a congregate lunch and cold dinner program.
6	Project Name	CDBG Community SeniorServ
	Target Area	
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	CDBG: \$20,000
	Description	Provide home-delivered and congregate meals to Garden Grove residents.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Provide home-delivered meals to 65 unduplicated Garden Grove residents and provide congregate meals to 250 unduplicated Garden Grove residents.
	Location Description	H. Louis Lake Senior Center and citywide
	Planned Activities	Provide home-delivered meals to 65 unduplicated Garden Grove residents and provide congregate meals to 250 unduplicated Garden Grove residents.
7	Project Name	CDBG Harbor Blvd Improvements
	Target Area	
	Goals Supported	Promote Economic Development and Employment

	Needs Addressed	Promote Economic Development and Employment
	Funding	CDBG: \$1,000
	Description	CDBG funds will be used for acquisition of properties along Harbor Blvd to facilitate economic development projects.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Harbor Blvd
	Planned Activities	Property acquisition and facilitation of economic development activities.
8	Project Name	CDBG Fire Station Acquisition
	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$1,000
	Description	CDBG funds will be used for acquisition of properties along Harbor Blvd for a potential future fire station to improve the safety of the area.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Harbor Blvd.

	Planned Activities	Land acquisition for a potential future fire station.
9	Project Name	CDBG Home Improvement Grants
	Target Area	
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing
	Funding	CDBG: \$220,000
	Description	The program provides on a citywide basis a grant of up to \$5000 for exterior minor home repairs, energy conservation activities, accessibility improvements, security and safety improvements, exterior refurbishing, painting and necessary lead and asbestos testing a remediation to eligible lower-income homeowners. Project delivery costs will also be funded.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	30 lower-income homeowners
	Location Description	Citywide
	Planned Activities	The program provides on a citywide basis a grant of up to \$5000 for exterior minor home repairs, energy conservation activities, accessibility improvements, security and safety improvements, exterior refurbishing, painting and necessary lead and asbestos testing a remediation to eligible lower-income homeowners. Project delivery costs will also be funded.
10	Project Name	CDBG Buena Clinton Resource Center Shade Structure
	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$50,000

	Description	Construct a shade structure at the Buena Clinton Family Resource Center to facility outdoor activities.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	3110 residents of the Buena Clinton neighborhood
	Location Description	Buena Clinton Family Resource Center, 12661 Sunswept, Garden Grove, CA 92844
	Planned Activities	Construct a shade structure at the Buena Clinton Family Resource Center to facility outdoor activities.
11	Project Name	CDBG Twintree/Buaro Street Rehabilitation
	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$550,000
	Description	Roadway rehabilitation including full depth reclamation and cement treatment, asphalt paving, replacement of PCC sidewalk, curb & gutter and handicap ramps.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	2,275 residents from a low-income neighborhood.
	Location Description	Twintree Avenue from Harbor Blvd. to Buaro Street and Buaro Street from Lampson Ave to Chapman Ave.
	Planned Activities	Roadway rehabilitation including full depth reclamation and cement treatment, asphalt paving, replacement of PCC sidewalk, curb & gutter and handicap ramps.
	Project Name	CDBG Coleman/Dorothy/Stanrich Street Rehabilitation

12	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$220,000
	Description	Roadway rehabilitation including full depth reclamation and cement treatment, asphalt paving, replacement of PCC sidewalk, curb & gutter and handicap ramps.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	122 residents of a low-income neighborhood.
	Location Description	Dorothy Ave, Coleman Pl, and Stanrich Pl at Century Blvd.
	Planned Activities	Roadway rehabilitation including full depth reclamation and cement treatment, asphalt paving, replacement of PCC sidewalk, curb & gutter and handicap ramps.
13	Project Name	CDBG Palma Vista Neighborhood Improvement Campaign
	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$100,000
	Description	Provide funding for either street improvements, a public facility or multi-family rehabilitation program to service the resident of the low-income Palma Vista neighborhood.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	1418 residents from the low-income Palma Vista neighborhood.
	Location Description	Palm Vista Street in Garden Grove.
	Planned Activities	CDBG funds will be used to either improve the streets, sidewalks and curbs, or provide a facility for supportive services or provide a rental rehabilitation program. The Neighborhood Improvement Committee will decide the exact project description after a thorough analysis of the neighborhood needs.
14	Project Name	CDBG Small Business Assistance Loan
	Target Area	
	Goals Supported	Promote Economic Development and Employment
	Needs Addressed	Promote Economic Development and Employment
	Funding	CDBG: \$100,000
	Description	Provide working capital and/or funding for rehabilitation to assist small businesses to create new jobs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Three new jobs will be created.
	Location Description	Citywide
	Planned Activities	Provide working capital and/or funding for rehabilitation to assist small businesses to create new jobs.
15	Project Name	CDBG Community Garden
	Target Area	

	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$10,000
	Description	Provide CDBG funding to rehabilitate the Community Garden.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	50 residents will have access to a farming plot in the community garden.
	Location Description	11421 Garden Grove Blvd., Garden Grove, CA 92840
	Planned Activities	CDBG funds will be used to rehabilitate the community garden with new fencing, irrigation and arbor.
16	Project Name	HOME Tenant Based Rental Assistance
	Target Area	
	Goals Supported	
	Needs Addressed	Provide Rental Assistance to Alleviate Cost Burden
	Funding	CDBG: \$320,000
	Description	The program provides very low and extremely low-income families with HOME funded tenant based rental assistance vouchers.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Direct rental assistance through the City's voucher program to four low-income families.
	Location Description	Citywide

	Planned Activities	Provide rental assistance through the City's voucher program.
17	Project Name	HOME Multi-Family Housing Acquisition and/or Rehabilitation
	Target Area	
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing
	Funding	HOME: \$1,576,500
	Description	Dedication of affordable rental housing units in exchange for financial assistance for developers to acquire and/or rehabilitate properties. This may include a commitment of our CHDO reserves.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	10 rehabilitate affordable housing units.
	Location Description	Citywide
	Planned Activities	The City will use HOME funds to assist a developer to acquire, rehabilitate, and manage rental units at affordable rents.
18	Project Name	HOME New Construction of Affordable Housing
	Target Area	
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing
	Funding	HOME: \$218,500
	Description	Facilitate development of new housing project. This may also include CHDO reserves.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	10 affordable new housing units
	Location Description	Citywide
	Planned Activities	Use HOME funds to support new projects that include affordable housing.
19	Project Name	ESG17 Date Collection HMIS
	Target Area	
	Goals Supported	Address the Needs of Homeless and Those At-Risk
	Needs Addressed	Promote Programs to Meet Homeless Needs
	Funding	ESG: \$5,250
	Description	Provide Homeless Management Information System (HMIS), also Client Management Information System (CMIS), training and technical support.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	Not applicable.
	Planned Activities	Provide training and technical support services.
20	Project Name	ESG17 Rapid Rehousing
	Target Area	
	Goals Supported	Address the Needs of Homeless and Those At-Risk
	Needs Addressed	Promote Programs to Meet Homeless Needs

	Funding	ESG: \$44,125
	Description	Short to medium term rental assistance for up to 24 months, including up six months of rental arrears, to homeless individuals and families. Financial assistance such as rental application fees, security deposits and case management.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	17 victims of domestic violence will receive rapid rehousing assistance.
	Location Description	Citywide
	Planned Activities	Interval House will receive an allocation of \$44,125 for short to medium term rental assistance for up to 24 months, including up to six months of rental arrears, to homeless individuals and families. Financial assistance such as rental application fees, security deposits and case management.
21	Project Name	ESG17 Homeless Prevention
	Target Area	
	Goals Supported	Address the Needs of Homeless and Those At-Risk
	Needs Addressed	Promote Programs to Meet Homeless Needs
	Funding	ESG: \$7,500
	Description	Armory emergency shelter program to assist homeless persons and provide temporary rental assistance and case management.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Five Garden grove families will be provided with homeless prevention assistance.
	Location Description	Citywide

	Planned Activities	Mercy House will receive an allocation of \$7,500 to provide temporary rental assistance and case management.
22	Project Name	ESG17 Shelter
	Target Area	
	Goals Supported	Address the Needs of Homeless and Those At-Risk
	Needs Addressed	Promote Programs to Meet Homeless Needs
	Funding	ESG: \$80,000
	Description	Provide transitional shelter and supportive services for homeless families.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	184 persons will be assisted with emergency shelter and essential services.
	Location Description	Citywide
23	Planned Activities	Mercy House will receive an allocation of \$10,000 Interval House will receive an allocation of \$40,000 Thomas House will receive an allocation of \$30,000
	Project Name	ESG17 Street Outreach
	Target Area	
	Goals Supported	Address the Needs of Homeless and Those At-Risk
	Needs Addressed	Promote Programs to Meet Homeless Needs
	Funding	ESG: \$25,000
	Description	Provide street outreach services to homeless individuals and families in Garden Grove.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	Provide street outreach services to 300 Garden Grove residents.
	Location Description	Citywide
	Planned Activities	Illumination Foundation will receive an allocation of \$10,000 and CitiNet will receive an allocation of \$15,000 to provide street outreach services to unsheltered homeless, connecting them with emergency shelter, housing, or critical services and providing urgent, non-facility based care.

AP-50 Geographic Distribution – 91.220(f)

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

The City has not established specific target areas to focus the investment of CDBG funds. Appendix D contains a map of block groups illustrating the lower-income areas in the City (defined as a block group where at least 51 percent of the population have incomes not exceeding 80 percent of the Area Median Income). Investments in housing and community development services serving special needs populations and primarily lower-income persons will be made throughout the City. Housing assistance will be available to income-qualified households citywide.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The majority of the City of Garden Grove qualifies as a low- and moderate-income area. Therefore, given the extensive needs in the community, the City has not targeted any specific neighborhood for investment of CDBG and HOME funds. Instead, projects are evaluated on a case-by-case basis, considering emergency needs, cost effectiveness, feasibility, and availability of other funding to address the needs or leverage federal funds.

Discussion

See responses above.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City plans to utilize HOME and CDBG funds to support its authorized housing activities, including tenant-based rental assistance, the senior homeowner rehabilitation program, acquisition and rehabilitation of affordable housing units, and new construction of affordable units.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	58
Special-Needs	0
Total	58

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	4
The Production of New Units	10
Rehab of Existing Units	18
Acquisition of Existing Units	10
Total	42

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

See above

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

No public housing is located in Garden Grove.

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

Not applicable as there is no public housing in Garden Grove.

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

Not applicable.

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

Not applicable.

Discussion

See responses above.

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

Introduction

Homeless and homeless prevention services are identified as a high priority need in the 2015-2020 Consolidated Plan. The City plans to address the needs of homeless individuals and those at risk of homelessness through allocation of ESG funds to support local efforts to prevent and address homelessness. The City will also continue to participate in the Orange County Continuum of Care System for the Homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Garden Grove participates in the Orange County Continuum of Care (CoC) system. For the past several years, leadership and coordination of Orange County's Continuum of Care planning process has been the shared responsibility of OC Partnership, 211 Orange County, and the OC Community Services. This public /nonprofit partnership helps ensure comprehensive, regional coordination of efforts and resources to reduce the number of homeless and persons at risk of homelessness throughout Orange County. This group serves as the regional convener of the year-round CoC planning process and as a catalyst for the involvement of the public and private agencies that make up the regional homeless system of care, of which Garden Grove is a part. The Orange County Continuum of Care system consists of six basic components:

1. Advocacy on behalf of those who are homeless or at-risk of becoming homeless
 2. A system of outreach, assessment, and prevention for determining the needs and conditions of an individual or family who is homeless
 3. Emergency shelters with appropriate supportive services to help ensure that homeless individuals and families receive adequate emergency shelter and referrals
 4. Transitional housing to help homeless individuals and families who are not prepared to make the transition to permanent housing and independent living
 5. Permanent housing or permanent supportive housing to help meet the long term needs of homeless individuals and families
 6. Reducing chronic homelessness in Orange County and addressing the needs of homeless families and individuals using motels to meet their housing needs.
- In this program year, the City's goal is to fund essential services to reach out

to unsheltered homeless people; connect them with emergency shelter, housing or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City actively participates in the Orange County CoC by attending meetings to discuss how to establish performance measures that benefit the broader goals of the region. Consistent with the objectives of the countywide CoC, the City's Neighborhood Improvement Committee has developed several strategies to address homelessness. Some of the tasks recently undertaken by the City include: 1) assisting with the Point in Time Survey conducted by the County of Orange; 2) development of a brochure for homeless persons that includes an inventory of local community resources; and 3) collaborate with neighboring jurisdictions receiving ESG funds to discuss issues, concerns, and best practices for meeting the needs of the homeless population.

In addition, the City addresses the emergency and transitional housing needs of homeless persons through allocation of its ESG funds. Garden Grove supports several homeless services providers that provide emergency and transitional shelters. These include:

- Interval House (domestic violence shelter for support services to victims of domestic violence)
- Thomas House Temporary Shelter (food supply, shelter, and life skill resources to homeless families)
- Mercy House (seasonal homeless shelter and support services)

The City mobilizes its Section 8 Housing Choice Voucher program, to the extent possible, to address the needs of homeless individuals and families. The Housing Authority gives homeless families referred by social service and emergency/transitional shelter programs preference for Section 8 vouchers to assist in transitioning to stable and permanent housing.

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

individuals and families who were recently homeless from becoming homeless again

The City plans to fund Interval House to provide short to medium term rental assistance for up to 24 months, including up to six months of rental arrears, to homeless individuals and families. Housing assistance provided will be located in permanent housing. In addition, Interval House will provide housing relocation, stabilization, case management, legal services for housing needs, and credit repair assistance. All services are designed to seamlessly transition clients into suitable and stable permanent housing.

Interval House advocates are specialized in assisting clients with housing search and placement through established operational agreements with over 40 landlords. It is the adopted charity for the Apartment Association. Clients may be immediately housed in local CoC shelters or access emergency homeless assistance through social services during housing search. All ineligible applicants are offered resources through 2-1-1 Orange County.

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

One of the key strategies for homeless prevention is employment development. The goal is to enhance a person's ability to obtain and keep a job, and to make an adequate income to be self-sufficient. To that end, the Garden Grove Housing Authority operates a Family Self Sufficiency Program (FSS) within its jurisdiction. FSS is a HUD program that provides the following support services: educational and/or job assessment, enrollment in an educational or job training program, childcare provisions, transportation, case management, budget counseling, and First Time Home Buyer counseling. Additional resources for employment development are described in detail under workforce training initiatives in Section MA-45 Non-Housing Community Development Assets of this Consolidated Plan.

The City works diligently to expand and conserve the affordable housing inventory, especially affordable rental housing that benefits the extremely low- and very low-income households who are most at risk of becoming homeless. The City allocates a portion of its HOME funds for tenant-based rental assistance. Additionally, lower-income households referred to the Housing Authority by local transitional housing

and emergency shelters are given priority for the Section 8 program.

The City will allocate ESG funds to provide financial assistance such as short to medium term rental assistance for up to 24 months, including up to six months of arrears, to individuals and families at imminent risk of homelessness. The housing assistance provided will be located in permanent housing. In addition, funds for homeless prevention will also provide financial assistance such as rental application fees, security deposits and/or services such as case management, housing search and placement, and legal services.

The City will fund Mercy House to provide homeless prevention services. Mercy House will engage persons in need of homeless prevention through referrals from 2-1-1 Orange County and will participate in the Orange County Homeless Provider Forum. To ensure that the most vulnerable are served, eligible households will be those at imminent risk of homelessness, who fall at or below 30% AMI, and have been served a notice of eviction. Mercy House will work with households to increase income, find employment, and set a household budget that will prepare them for long term stability and to prevent recidivism and homelessness. In addition, while receiving services, case managers from Mercy House will meet with the household receiving assistance regularly to encourage accomplishments of goals, money savings, and debt payoffs.

Discussion

See responses above.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

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

Introduction

Lack of Affordable Housing Funds: With the dissolution of redevelopment in California, the City of Garden Grove has lost its most powerful tool and funding mechanism to provide affordable housing in the community. Funding at the State and federal levels has also continued to experience significant cuts. With reduced funding and increased housing costs, the City faces significant challenges in providing affordable and decent housing opportunities for lower-income residents.

Environmental Protection: State law (California Environmental Quality Act, California Endangered Species Act) and federal law (National Environmental Protection Act, Federal Endangered Species Act) regulations require environmental review of proposed discretionary projects (e.g., subdivision maps, use permits, etc.). Costs resulting from the environmental review process add to the cost of housing.

Planning and Development Fees: Development fees and taxes charged by local governments contribute to the cost of housing. Building, zoning, and site improvement fees can significantly add to the cost of construction and sometimes have a negative effect on the production of affordable housing. A comparative analysis of building fees by the Building Industry Association of Orange County shows that Garden Grove has fees comparable to and in some cases lower than neighboring jurisdictions (Fountain Valley, Santa Ana, Stanton, and Westminster).

Permit and Processing Procedures: The processing time required to obtain approval of development permits is often cited as a contributing factor to the high cost of housing. For some proposed development projects, additional time is needed to complete the environmental review process before an approval can be granted. Unnecessary delays add to the cost of construction by increasing land holding costs and interest payments. In Garden Grove, the review process takes approximately two to four weeks for a typical single-family project, six to eight weeks for a typical multi-family project, approximately 10 to 12 weeks for a planned unit development, and 10 to 12 weeks for a state-licensed residential care facility serving seven or more persons. These timeframes are fairly consistent with surrounding jurisdictions. The City has worked to improve the permit process through its one-stop counter and streamlined processing. The reduction in processing time results in a shorter holding time for the developer, which translates to cost savings that should be reflected in the prices or rents for the end products.

State Prevailing Wage Requirements: The State Department of Industrial Relations expanded the kinds of projects that require the payment of prevailing

wages. Prevailing wage adds to the overall cost of development.

Davis-Bacon Prevailing Wages: A prevailing wage must be paid to laborers when federal funds are used to pay labor costs for any project over \$2,000 or on any multi-family project over eight units. The prevailing wage is usually higher than competitive wages, raising the cost of housing production and rehabilitation activities. Davis-Bacon also adds to housing costs by requiring documentation of the prevailing wage compliance.

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

Market and governmental factors pose barriers to the provision of adequate and affordable housing. These factors tend to disproportionately impact lower- and moderate-income households due to their limited resources for absorbing the costs. Garden Grove works to remove barriers to affordable housing by implementing a Housing Element that is consistent with California law and taking actions to reduce costs or provide off-setting financial incentives to assist in the production of safe, high-quality, affordable housing. The City is committed to removing governmental constraints that hinder the production of housing, and offers a “one-stop” streamlined permitting process to facilitate efficient entitlement and building permit processing.

The City of Garden Grove has instituted additional actions aimed at reducing the impact of the public sector role in housing costs. City efforts to remove barriers to affordable housing include:

- Periodical analysis and revision of the zoning code aimed at developing flexible zoning provisions in support of providing an adequate supply of desirable housing, such as mixed use zoning standards and updates to the Housing Element
- Provision of affordable housing projects through acquisition and rehabilitation activities, and new construction of affordable housing units
- Establishing a streamlined service counter to reduce process time
- Density bonuses for affordable projects
- Continued assessment of existing policies, procedures, and fees to minimize unnecessary delays and expenses to housing projects

The City has updated its Analysis of Impediments to Fair Housing Choice (AI) report in coordination with other local jurisdictions. This report identifies any potential

impediments to fair housing and establishes a Fair Housing Action Plan to outline steps to overcome any identified impediments.

Discussion

See responses above.

AP-85 Other Actions – 91.220(k)

Introduction

This section discusses the City's efforts in addressing underserved needs, expanding and preserving affordable housing, reducing lead-based paint hazards, and developing institutional structure for delivering housing and community development activities.

Actions planned to address obstacles to meeting underserved needs

The major obstacle to addressing the underserved needs is the lack of adequate funding, especially for affordable housing activities. With the dissolution of redevelopment in California and reduced State and federal funding levels, the City's ability to address the extensive needs in the community is seriously compromised. The City will strive to leverage available funds, to the greatest extent possible, to overcome obstacles in meeting underserved needs.

The City has adopted its 2014-2021 Housing Element, which includes a commitment to annually pursue State, federal, and other funding opportunities to increase the supply of safe, decent, affordable housing in Garden Grove for lower-income households (including extremely low-income households), such as seniors, disabled, the homeless, and those at risk of homelessness. In addition, the leveraging of available funds, to the greatest extent possible, will continue.

Actions planned to foster and maintain affordable housing

Garden Grove has several programs in place to increase and preserve the supply of affordable housing for lower-income households. One of these programs involves the acquisition and rehabilitation of properties to produce affordable units. Often the City has partnered with nonprofit organizations and developers in this endeavor. Other programs include the provision of grants for home repairs and improvements, which helps preserve existing, affordable housing. Other actions planned to maintain affordable housing in Garden Grove includes the provision of rental assistance to lower-income households and the allocation of available funds to support the development of new affordable housing units.

Actions planned to reduce lead-based paint hazards

With the possibility that 27,675 housing units in Garden Grove may contain lead-based paint, the City has an aggressive policy to identify and address lead-based paint hazards in HUD-funded housing rehabilitation projects. Where disturbed paint is observed or if paint will be disturbed as part of the rehabilitation activities, the City

will ensure interim controls where lead-based paint is found. To further efforts to reduce lead-based paint hazards, the City will continue to seek partnerships with organizations like the Orange County Public Health Care Agency Public Services.

In addition, when HUD funds are used to assist in the rehabilitation of housing units, testing for lead-based paint is required; when lead-based paint is found, the abatement efforts are included in the scope of the rehabilitation assistance.

Actions planned to reduce the number of poverty-level families

Garden Grove continues to look for ways to expand economic activities to include all people and provide programs to those people who are less fortunate. In the past, the City has focused on the creation of jobs for low- and moderate-income persons through economic development in the Harbor Boulevard area. Through the Consolidated Plan and associated Action Plans, the City seeks to create and retain permanent jobs that are available to and/or filled by low- and moderate-income people. In addition, other essential elements of the City's anti-poverty strategy include:

- Section 8 Housing Choice Voucher Program
- Housing Choice Voucher Family Self Sufficiency Program
- Economic Development programs
- Workforce Investment Board outreach and training programs
- Anti-crime programs
- Housing Rehabilitation programs
- Creation of Affordable Housing
- Transitional housing and homeless service programs

Through these programs, the City is working to reduce the number of families living below the poverty line. The goals and strategies contained in this Consolidated Plan for funding housing, community development, and community services activities often directly address poverty issues through provision of funding or services, or indirectly through the creation of jobs.

In addition, the City will allocate up to 15% of its CDBG funds annually to public service agencies that offer supportive services in an effort to reduce poverty.

Actions planned to develop institutional structure

Successful program implementation requires coordination, both internally and with outside agencies. The City makes changes, as needed, to its staff assignments to address the administrative, planning, and reporting needs of CDBG, HOME, and ESG

funds. Project management improvements have included strengthened project eligibility review and staff training of regulatory compliance and procedures. The City of Garden Grove Neighborhood Improvement Division of the Community and Economic Development Department serves as the lead agency in the administration and compliance of CDBG, HOME, and ESG programs and grant management. The Neighborhood Improvement Division coordinates activities related to CDBG, HOME, and ESG funds, including coordination of internal departments, outside agencies, and grant recipients.

The City's ongoing efforts in its institutional structure include strengthening project designs through negotiating stronger and more specific performance goals for project contracts. This includes ongoing education and technical assistance for program stakeholders including fellow City Departments implementing HUD-funded programs, outside contractors, the Neighborhood Improvement and Conservation Commission, the City Council, and the public in general regarding the overall objectives and eligible and ineligible uses of each of our HUD funds.

The City also amended the Citizen Participation Plan to make it more readable and to officially designate the City Council as the public hearing body. It worked closely with the Neighborhood Improvement and Conservation Commission to deepen their understanding of the CDBG, HOME, and ESG programs.

Capacity-building is another development component in within the City's institutional structure. In addition to in-house training and development of improved management systems, the City will continue to participate in all HUD training offered locally. To gather more information, build staff knowledge, and seek regional solutions to regional problems, the City participates in regional efforts such as the Orange County Continuum of Care for the Homeless.

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

Housing, supportive services, and community development activities are delivered by a number of public agencies, nonprofit entities, and private organizations. The City of Garden Grove will continue to function in a coordinating role between local non-profit service providers and other county, State, and federal organizations, as well as regional agencies and plans such as the Orange County Continuum of Care (CoC).

To enhance coordination, the City participates in regional planning groups and forums to foster collaboration with other agencies and organizations. Through collaboration, the City identifies common goals and strategies to avoid overlaps in services and

programs and identify potential for leveraging resources. The City also continues to work with a wide range of public and community social service agencies to meet and address the various needs of the community. The City also utilizes the services of 211 Orange County, whose mission is to help people in the community find the help they need by eliminating the barriers to finding and accessing social services.

Discussion

See responses above.

Program Specific Requirements

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

Introduction

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

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

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

None

Annual Action Plan
2017

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

Not applicable as the City is unable to provide homebuyer assistance due to limited funding resources.

In 2017-18, the City will use HOME funds for new construction of affordable housing units, for acquisition with or without rehabilitation of existing multi-family rental housing, and for a Tenant Based Rental Assistance (TBRA) program to provide rental assistance to extremely low- and very low-income renters. Guidelines for HOME-funded homebuyer assistance, single-family rehabilitation, housing reconstruction, manufactured housing, refinancing, and conversion of existing structures to or from housing are therefore not described here.

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

While the City does not anticipate providing home buying assistance during this 2015-2020 Consolidated Plan period, in previous years the City used CalHOME and Neighborhood Stabilization Program funds to assist first-time homebuyers to purchase a home in Garden Grove. The assistance provided by the City for the First-Time Homebuyer program included recapture guidelines pursuant to 24 CFR 92.254.

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

The City of Garden Grove does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds.

Emergency Solutions Grant (ESG)

Reference 91.220(I)(4)

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

Please see City of Garden Grove Protocols for Administering the Emergency Solutions Grant, included in Appendix B.

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

assessment system.

The City of Garden Grove participates in the Orange County Continuum of Care system (CoC). The Orange County CoC has established the Orange County Homeless Management Information System (HMIS), an online database used by homeless and at-risk service providers that records demographic and service usage data and produces an unduplicated count of the people using those services.

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

The City, along with the cities of Anaheim, Santa Ana and the County of Orange, have developed the Orange County ESG collaborative. This collaborative conducts an open and competitive Request for Proposal process for making sub-awards.

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

The City consults with the Continuum of Care, which has former homeless individuals as members. Subcontractors who run the shelters and the rapid re-housing programs in the community have former homeless individuals in their organizations who help shape policies and make decisions about services and programs that receive ESG funding.

5. Describe performance standards for evaluating ESG.

The performance standards for evaluating ESG are described in the Protocols for Administration of The Emergency Solutions Grant, included in Appendix B.

Discussion

See responses above.

Attachments

Citizen Participation Comments

Appendix A: Summary of Public Outreach

Appendix A: Summary of Public Outreach

(to be updated at the conclusion of the Public Comment period)

NOTICE OF PUBLIC HEARING

GARDEN GROVE NEIGHBORHOOD IMPROVEMENT AND CONSERVATION COMMISSION

AND

GARDEN GROVE CITY COUNCIL

NOTICE OF PUBLIC HEARING REGARDING PROPOSED FY 2017-18 ACTION PLAN FOR THE USE OF HUD FUNDS

The City of Garden Grove is an Entitlement City in the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG)/Homelessness Prevention programs.

On April 3, 2017, at 6:30 p.m., the Garden Grove Neighborhood Improvement and Conservation Commission will hold a Public Hearing in the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, to consider the FY-2017-18 Action Plan, covering the period of July 1, 2017, through June 30, 2018. This Action Plan will allocate approximately \$2.5 million in new HUD funds, and reallocate approximately \$140,000 in unexpended and unprogrammed funds from prior years.

On April 25, 2017, at 6:30 p.m., the City Council will also hold a Public Hearing in the Council Chambers of the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, to consider the FY 2017-18 Action Plan.

Opportunity for Public Review and Comment

From March 24, 2017 through April 25, 2017, the proposed FY 2017-18 Action Plan will be available for public review during regular business hours at the Community Development Department, located in City Hall, at 11222 Acacia Parkway, Garden Grove, CA 92840. Following adoption, the final Action Plan will be submitted to HUD and will remain available for public review throughout the program year.

Written and verbal comments will be accepted by the Community Development Department until 4:00 p.m. on April 25, 2017. If you wish to comment verbally, you are particularly encouraged to attend the Neighborhood Improvement and Conservation Commission's meeting at 6:30 p.m. on Monday, April 3, 2017. City Council will then hold a public hearing and consider adoption of the final Action Plan at its regular meeting at 6:30 p.m. on April 25, 2017. Please direct any questions or comments to Allison Wilson via 714-741-5139, allisonj@garden-grove.org, or 800-735-2929 (TDD to voice).

THÔNG BÁO BUỔI ĐIỀU TRẦN CHO CÔNG CHÚNG

ỦY BAN BẢO TRÌ VÀ CẢI THIỆN KHU XÓM GARDEN GROVE VÀ HỘI ĐỒNG THÀNH PHỐ GARDEN GROVE

THÔNG BÁO BUỔI ĐIỀU TRẦN CHO CÔNG CHÚNG VỀ KẾ HOẠCH HÀNH ĐỘNG ĐỀ NGHỊ CHO TÀI KHÓA 2017-18 VỀ VIỆC DÙNG QUỸ HUD

Thành phố Garden Grove là một Thành Phố Đặc Quyền thuộc Ban Phát Triển Gia Cư và Đô Thị (HUD) Hoa Kỳ, Trợ Cấp Khu Phố Phát Triển Cộng Đồng (CDBG), Đạo Luật Cộng Tác Đầu Tư HOME (HOME), và các chương trình Trợ Cấp Giải Pháp Khẩn Cấp (ESG)/Ngăn Ngừa Nạn Vô Gia Cư.

Vào ngày 3 tháng Tư, 2017, lúc 6:30 chiều, Ủy Ban Bảo Trì và Cải Thiện Khu Xóm Garden Grove sẽ tổ chức một buổi Điều Trần Công Khai tại Phòng Họp Hội Đồng, địa chỉ là 11300 Stanford Avenue, Garden Grove, để xem xét Kế Hoạch Hành Động cho Tài Khóa 2017-18, áp dụng cho thời kỳ từ 1 tháng Bảy, 2017, cho tới 30 tháng Sáu, 2018. Kế Hoạch Hành Động này sẽ cấp khoảng \$2.5 triệu cho quỹ HUD mới, và cấp lại khoảng \$140,000 trong ngân quỹ chưa dùng tới và chưa hoạch định chương trình từ các năm trước.

Vào ngày 25 tháng Tư, 2017, lúc 6:30 chiều, Hội Đồng Thành Phố cũng sẽ tổ chức một buổi Điều Trần Công Khai tại Phòng Họp Hội Đồng, địa chỉ là 11300 Stanford Avenue, Garden Grove, để xem xét Kế Hoạch Hành Động cho Tài Khóa 2017-18.

Cơ Hội cho Công Chúng Xét Duyệt và Góp Ý

Từ ngày 24 tháng Ba, 2017 cho tới 25 tháng Tư, 2017, Kế Hoạch Hành Động đề nghị cho tài khóa 2017-18 sẽ có sẵn cho công chúng duyệt xét vào các giờ giấc làm việc thông thường tại Ban Phát Triển Cộng Đồng (Community Development Department), tọa lạc tại Tòa Thị Sảnh Thành Phố (City Hall), 11222 Acacia Parkway, Garden Grove, CA 92640. Tiếp theo sau việc áp dụng, Kế Hoạch Hành Động sau cùng sẽ được nộp lên cho HUD và sẽ vẫn để cho công chúng duyệt xét trong suốt chương trình.

Các góp ý trên văn bản và lắng lời nói sẽ được chấp nhận bởi Ban Phát Triển Kinh Tế và Cộng Đồng cho đến 4:00 giờ chiều vào ngày tới ngày 25 tháng Tư, 2017. Nếu quý vị muốn góp ý bằng lời nói, quý vị đặc biệt nên tham dự buổi họp của Ủy Ban Cải Thiện và Bảo Trì Khu Xóm vào lúc 6:30 tối thứ Hai, ngày 3 tháng Tư, 2017. Hội Đồng Thành Phố sau đó sẽ tổ chức một buổi điều trần công khai và xét đến việc áp dụng Kế Hoạch Hành Động sau cùng vào buổi họp thường lệ của mình vào lúc 6:30 tối vào ngày 25 tháng Tư, 2017. Xin đưa ra bất cứ thắc mắc hay góp ý nào cho cô Allison Wilson qua số 714-741-5139, allisonj@garden-grove.org, hoặc 800-735-2929 (TDD thành tiếng nói).

AVISO DE AUDIENCIA PÚBLICA

COMISIÓN DE MEJORA Y CONSERVACIÓN DE VECINDARIOS DE GARDEN GROVE

Y

CONSEJO MUNICIPAL DE GARDEN GROVE

AVISO DE AUDIENCIA PÚBLICA REFERENTE AL PLAN DE ACCIÓN PROPUESTO PARA EL AÑO FISCAL 2017-18 PARA EL USO DE FONDOS DE HUD

La Ciudad de Garden Grove es una Ciudad con Derecho a los programas de Concesión Conjunta de Desarrollo Comunitario (CDBG), Ley de Sociedad de Inversiones de HOME (HOME), y Concesión de Soluciones de Emergencia (ESG)/Prevención de Desamparados del Departamento de Vivienda y Desarrollo Urbano (HUD) de EE.UU.

El 3 de abril de 2017, a las 6:30 p.m., la Comisión de Mejoras y Conservación de Vecindarios de Garden Grove llevará a cabo una Audiencia Pública en el Centro de Juntas Comunitarias, 11300 Stanford Avenue, Garden Grove, para considerar el Plan de Acción del año fiscal 2017-18, que abarca el período del 1 de julio de 2017, hasta el 30 de junio de 2018. Este Plan de Acción asignará aproximadamente \$2.5 millones en nuevos fondos de HUD, y reasignará aproximadamente \$140,000 en fondos no usados y no programados de años anteriores.

El 25 de abril de 2017, a las 6:30 p.m., el Consejo Municipal también llevará a cabo una Audiencia Pública en los Salones del Consejo del Centro de Reuniones Comunitarias, 11300 Stanford Avenue, Garden Grove para considerar el Plan de Acción del año fiscal 2017-18.

Oportunidad de Repaso y Comentarios del Público

Desde el 24 de marzo de 2017 hasta el 25 de abril de 2017, el Plan de Acción propuesto para el año fiscal 2017-18 estará a disposición para repaso del público durante horas de oficina regulares en el Departamento de Desarrollo Comunitario, ubicado en el Ayuntamiento, en 11222 Acacia Parkway, Garden Grove, CA 92840. Posterior a su adopción, el Plan de Acción definitivo será sometido a HUD y permanecerá a disposición para revisión del público durante todo el año del programa.

El Departamento de Desarrollo Comunitario aceptará comentarios por escrito y verbales hasta las 4:00 p.m. el 25 de abril de 2017. Si usted desea comentar verbalmente, se le anima especialmente a asistir a la reunión de la Comisión de Mejoras y Conservación a las 6:30 p.m. el lunes, 3 de abril de 2017. El Consejo de la Ciudad luego llevará a cabo una audiencia pública y considerará la adopción del Plan de Acción definitivo en su reunión regular a las 6:30 p.m. el 25 de abril de 2017. Por favor dirija cualquier pregunta o comentario a Allison Mills vía el 714-741-5139, allisonj@garden-grove.org, o al 800-735-2929 (TDD a voz).

MINUTES - SPECIAL MEETING

NEIGHBORHOOD IMPROVEMENT AND CONSERVATION COMMISSION (NICC)

Community Meeting Center, Council Chamber
11300 Stanford Avenue

Monday, April 3, 2017

CALL TO ORDER: 6:30 P.M.

ROLL CALL:

COMMISSIONER BLACKMUN
COMMISSIONER BRIETIGAM
COMMISSIONER CRAWFORD
COMMISSIONER MCINTOSH
COMMISSIONER PHAM
COMMISSIONER RAMIREZ
COMMISSIONER SERRANO

Absent: McIntosh, Pham

ALSO PRESENT: Allison Wilson, Neighborhood Improvement Manager; Nida Watkins, Project Manager; Nate Robbins, Sr. Program Specialist; Jimmy Nguyen, Program Specialist; Judith Moore, Recording Secretary.

PLEDGE OF ALLEGIANCE: Led by Chair Ramirez.

ORAL COMMUNICATIONS – PUBLIC: None.

MINUTES: It was moved by Commissioner Brietigam and seconded by Commissioner Blackmun, to receive and file the Minutes from the March 6, 2017 Meeting. The motion carried by a 5-0 vote, with Commissioners McIntosh and Pham absent, as follows:

Ayes: (5) Blackmun, Brietigam, Crawford, Ramirez, Serrano
Noes: (0) None
Absent: (2) McIntosh, Pham

MATTERS FROM STAFF:

PUBLIC HEARING FOR FISCAL YEAR 2017-18 ACTION PLAN: The staff report dated April 3, 2017 was introduced.

Staff explained that the \$1.4 million carried forward for 2017-18 was an accumulation of HOME funds and that staff was currently working with a developer on a proposed acquisition/rehab affordable housing project to which the City would enter into an affordable housing and loan agreement; that funds were granted out to non-profit service providers who would carry out programming and report back

accomplishments to the City; that the Action Plan also included 'capital projects' undertaken by the City such as street improvements; that federal laws were overlaid on the developer to comply with the requirements detailed in the affordable housing agreement; that the standard for a low-income threshold was standard for the County and adjusted for family size; that Project No. 23 -ESG17 Street Outreach had funds of \$25,000 to provide services to the homeless, \$15,000 of which was proposed for City Net, whose goal was to connect individuals in homeless encampments with services and service providers such as for mental health services; that the Police Department had a homeless liaison officer, however, the Action Plan was an allocation of federal funds; and that this was the third year of a five-year Consolidated Plan.

Chair Ramirez opened the public hearing.

Mr. Matt Bates of City Net, the non-profit collaborative providing homeless services in Orange County, commented that an ESG grant (Emergency Services Grant) was applied for with Garden Grove for street outreach services; that the goal was to end homelessness by connecting homeless with housing, not necessarily providing managed care; that the Department of Education counted homeless individuals that included people in motels, overcrowded apartments, and living in cars, however, Housing and Urban Development (HUD) counted street level people; and that City Net contracted with the cities of Santa Ana, Anaheim, Buena Park, La Habra, Stanton and Westminster, along with the Courtyard in Santa Ana, the county's first year- round emergency shelter.

Mr. Bates also stated that homeless moved across borders; that collaborative efforts link City Net with services, housing, and mental and physical health providers; that the goal was to remove barriers to achieve more long term housing; that prioritized cases included the homeless who tend to use more police and hospital services; that City Net partnered with law enforcement to provide security for staff teams and provide access into non-public areas such as drainage canals or storm tunnels; that officers were typically first responders 24/7, however, officers were not social workers, thus City Net was a resource; that the frequency of police liaison assistance depended on project scopes; and that Anaheim had 900 street level homeless.

Mr. Bates added that the goal of City Net staff was to establish rapport with the homeless. Visible changes included a network of staffs who focused on chronic cases that absorb resources, an outreach effort combined with enforcement, and compassionate responses without enabling behaviors by providing for all of the homeless needs; that law enforcement also needed to protect other City residents, who wanted to use parks with their families, and not face people who used the restrooms and did illegal activities; that Proposition 47 and AB109 increased the volume of homeless and changed the nature of the population which likely caused the homeless numbers to increase; and that a gap existed in Orange County wages versus the cost of housing, and because of this economic factor, there were new homeless.

Ms. Andrea Garcia commented that Mercy House had been fighting homelessness for over 27 years in Orange County by providing short-term financial assistance for families to stay in their housing, along with long-term permanent housing, specifically for people who have been homeless for approximately a year and have a disability. She added that the application was in support of emergency shelter services (\$10,000 for 70 people) and the homeless prevention program (\$7,500 for 5 households) in Orange County, which provided nightly shelter to single men and women who live on the streets; that the services included a bed, a meal, a shower, hygiene facilities, donations, and access to partnered service providers for housing, employment, medical, and law services; that the Kramer emergency shelter would be added to the program to expand services; that the homeless prevention program would ensure that Garden Grove rental residents could remain in their homes preventing costly evictions; that the program office operated out of Santa Ana; and that catastrophic events often caused homelessness to occur.

Chair Ramirez closed the public hearing.

Commissioner Brietigam asked for clarification on the \$400,000 Program Administration cost. Staff responded that the funds were primarily for staff salaries to administrate the program, and consultants for wage and labor compliance, contract management, and commodities.

Commissioner Blackmun asked for clarification on the new programs. Staff relayed that CDBG (Community Development Block Grant) funds paid off a 1997 Section 108 loan in excess of \$1 million; that the funds could now be used for new programs such as Public Works street projects, and a small business loan program (\$100,000). Also, the Neighborhood Improvement Committee (NIC), comprised of City department staff, was tasked with focusing on reversing a declining neighborhood, this year Palma Vista, with \$100,000 allocated for the potential upgrade of streets, sidewalks, curb and gutter, or providing office space for social services, or a loan program for apartment owners to improve buildings. Staff added that using federal funds for street improvements helped to alleviate the general fund in order to provide other City services.

Commissioner Blackmun asked if developers could set aside fees for homeless funding. Staff responded that the Emergency Solutions Grant (ESG) allocation for the homeless was \$175,000 and the Action Plan indicated how the funds would be used, such as for street outreach, shelter operations, homeless prevention, rapid rehousing, and that the City proposed funding those service providers.

Commissioner Crawford commented that many areas were affected by the homeless, and until these issues were resolved, other areas would suffer. Staff added that the City tried to fund a 'breadth' of services, and looked at the cost of benefit and cost per person.

Commissioner Brietigam asked for clarification of the \$1,000 for Harbor Boulevard Improvements for property acquisitions. Staff explained that years ago, HUD funds were used to purchase Harbor Boulevard properties; that CDBG and Redevelopment funds would be used to acquire property for a large hotel site; that Redevelopment

then went away and currently, the City did not have resources to acquire property at that location, however, HUD rules required that the \$1,000 remain in the Action Plan until there was a resolution; that the HUD allocation was \$1.9 million, with the recommendations on how to spend the funds indicated in the Action Plan; that the \$1,000 listed for the Harbor Boulevard Improvements (Item 7) and for the Fire Station (Item 8) would remain in the Action Plan as place holders.

Commissioner Blackmun asked for clarification on the \$10,000 for the Community Gardens (Item 15). Staff responded that the allocation was for new fencing and improvements.

It was moved by Commissioner Blackmun and seconded by Commissioner Crawford, to accept staff's recommendation to transmit the Fiscal Year 2017-18 Action Plan and citizen comments to City Council. The motion carried by a 5-0 vote as follows:

Ayes: (5) Blackmun, Brietigam, Crawford, Ramirez, Serrano
Noes: (0) None
Absent: (2) McIntosh, Pham

MATTERS FROM COMMISSIONERS: Commissioner Crawford reminded staff to forward PDF copies of the Parking Request for Proposal (RFP) to the Commissioners.

Chair Ramirez commented that he had a great time at the Open Streets event.

Commissioner Serrano asked for more information on the homeless liaison officer from the Police Department. Staff responded that the officer was assigned normal patrol, and as time permitted, he addressed homeless issues. Serrano then expressed that perhaps a portion of gang suppression funding could be allocated for officer partnerships assisting with the homeless. Staff pointed out that CDBG funding was limited to a maximum of 15% for public services, which included gang and homeless prevention; that if more funds were allocated to the homeless, other programs would need to be cut, such as the Senior Center, Gang Unit, or Meals on Wheels. Also, the Police Department provided staff with a scope of budget, and so far, the police had not asked for additional funding for the homeless issue. Staff explained that for additional funding, a program would need to be drafted, which indicated a funding target, the outcome, and a budget allocation and that this request would be transmitted to Chief Elgin of the Police Department.

ADJOURNMENT: Chair Ramirez adjourned the meeting at 7:27 p.m. to the next Regular Meeting of the Neighborhood Improvement and Conservation Commission to be held on Monday, June 5, 2017, at 6:30 p.m., at the Community Meeting Center Council Chamber, 11300 Stanford Avenue.

Judith Moore, RECORDING SECRETARY

Grantee Unique Appendices

Appendix B: Protocols for Administering the Emergency Solutions Grant

Appendix B: Protocols for Administering The Emergency Solutions Grant



GARDEN GROVE

City of Garden Grove

Protocols for Administering The Emergency Solutions Grant

City of Garden Grove
COMMUNITY DEVELOPMENT DEPARTMENT
NEIGHBORHOOD IMPROVEMENT DIVISION
11222 ACACIA PARKWAY
GARDEN GROVE, CA 92840

Consultant to the City:



OVERVIEW

This document establishes protocols for administering the Emergency Solutions Program (ESG) and replaces previous protocols for the defunct Emergency Shelter Grants Program. The protocols herein incorporate changes in the ESG program pursuant to the Interim Rule (effective January 4, 2012), which established the regulations for the Emergency Solutions Grants Program (ESG). Unlike the former Emergency Shelter Grants Program that emphasized serving the needs of the homeless in emergency or transitional shelters, the focus of the ESG aims at "assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness" (Interim Rule, Federal Register / Vol. 76, No. 233, p. 75954).

Regulatory Authority. The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, was promulgated on May 20, 2009, reauthorized and amended the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq) consolidating three homeless assistance programs into one grant program and revising the Emergency Shelter Grants program and renaming it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process.

Effective January 4, 2012, the Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments interim rule revised the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaced the Emergency Shelter Grants program.

Objectives. The ESG Program provides funding to achieve these objectives:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families, and
- Prevent families/individuals from becoming homeless.

Beneficiary Eligibility

City staff will ensure compliance by subrecipients with the minimum eligibility criteria for ESG beneficiaries:

- For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the "homeless" definition under 24 CFR 576.2, namely:

An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

- For emergency shelter, beneficiaries must meet the "homeless" definition in 24 CFR 576.2.

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or

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

(2) An individual or family who will imminently lose their primary nighttime residence, provided that

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:
(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
(ii) Has no other residence; and
(iii) Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing.

- For essential services related to emergency shelter, beneficiaries must be "homeless" and staying in an emergency shelter (which could include a day shelter).
- For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103par. That is, those who meet the criteria under "At Risk of Homelessness", and who have an annual income below 30% of the median family income for the area. At Risk of Homelessness" means an individual or family who has an annual income below 30 percent of median family income for the area, as determined by HUD, and does not have sufficient resources or support networks.
- For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104, that is:

Program participants who meet the criteria under paragraph (1) of the "homeless" definition in § 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

Minimum Documentation. The following standards for documenting homelessness are to be monitored by City staff.

Persons living on the street	Certify that the persons served reside on the street.	Provision of services (e.g., outreach, food, health care, clothing) to persons who reside on the streets and not in shelters or other places meant for human habitation), require the outreach or service worker to sign and date a general certification that: <ul style="list-style-type: none"> ▪ verifies that the services are going to homeless persons, and ▪ indicates where the persons served reside.
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Persons coming from living on the street (and into a place meant for human habitation)	Obtain information to indicate that the participant is coming from the street.	<p>You must verify that an individual is coming from the street through:</p> <ul style="list-style-type: none"> ▪ organizations or outreach workers who have assisted him/her in the past; ▪ determining where the resident receives assistance checks, if applicable; and/or ▪ other information regarding the participant's recent past activities. <p>Document your verification efforts! Your staff should prepare a statement that is then signed and dated.</p> <p>As a last resort, if you are unable to verify in this manner that the person is coming from living on the street, the participant or a staff member may prepare a short written statement about the participant's previous living place and have the participant sign the statement and date it.</p>
Persons coming from an emergency shelter Persons coming from a transitional housing	<p>Verify from the emergency shelter staff that the participant has been residing at the emergency shelter.</p> <p>Verify with the transitional housing staff that:</p> <ul style="list-style-type: none"> ▪ the participant has been residing at the transitional housing; and ▪ the participant was living on the streets or in an emergency shelter prior to living in the transitional housing facility or was discharged from an institution or evicted prior to living in the transitional housing and would have been homeless if not for the transitional housing. 	<p>You need to obtain from the referring agency a written, signed, and dated verification that the individual has been a resident of the emergency shelter.</p> <p>You must obtain from the referring agency two written, signed, and dated verifications:</p> <ul style="list-style-type: none"> ▪ a signed statement from the transitional housing staff indicating that the individual had been a resident there; and ▪ the referring agency's written, signed, and dated verification as to the individual's homeless status when he/she entered their program. <p>If the referring agency did not verify the individual's homeless status upon entry into their program, you will need to verify that status yourself. That is, in addition to the written, signed, and dated verification from the referring agency that the individual has been residing in the transitional housing, you need to verify their status upon entry into transitional housing and document that status according to the instructions here.</p> <p>(For example, if the person was living on the streets before moving into the transitional housing, you will need to obtain the documentation required under "Persons coming from living on the street" above).</p>
Persons being evicted from a private dwelling	Have evidence of the eviction proceedings.	<p>You need to obtain two types of information:</p> <ul style="list-style-type: none"> ▪ Documentation of: <ul style="list-style-type: none"> ✓ the income of the participant; ✓ what efforts were made to obtain housing; and ✓ why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.

		<ul style="list-style-type: none"> Documentation of one of the following: <ul style="list-style-type: none"> ✓ For formal eviction proceedings, evidence that the participant was being evicted within the week before receiving homeless assistance; ✓ Where a participant's family is evicting, a signed and dated statement from a family member describing the reason for the eviction; ✓ Where there is no formal eviction process (in these cases, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control), two things are needed: <ul style="list-style-type: none"> ▪ a signed and dated statement from the participant describing the situation; and ▪ documentation and verification (through written, signed, and dated statements) of efforts to confirm that these circumstances are true.
Persons from a short-term stay (up to 30 consecutive days) in an institution who previously resided on the street or in an emergency shelter	Verify from the institution staff that the participant has been residing at the institution and was homeless before entering the institution	<p>You must obtain:</p> <ul style="list-style-type: none"> ▪ written verification from the institution's staff that the participant has been residing in the institution for less than 31 days; and ▪ information on the previous living situation. Preferably, this will be the institution's written, signed, and dated verification on the individual's homeless status when he/she entered the institution. If the institution's staff did not verify the individual's homeless status upon entry into the institution, you will need to verify that status yourself, according to the instructions above (i.e., if the person was living on the streets before moving into the institution, you will need to obtain the documentation required under "Persons coming from living on the street").
Persons being discharged from a longer stay in an institution	Verify from the institution staff that the participant has been residing at the institution and will be homeless if not provided with assistance.	<p>You need to obtain signed and dated:</p> <ul style="list-style-type: none"> ▪ evidence from the institution's staff that the participant was being discharged within the week before receiving homeless assistance; and ▪ documentation of the following: <ul style="list-style-type: none"> ✓ the income of the participant; ✓ what efforts were made to obtain housing; and ✓ why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.

Persons fleeing domestic violence	Verify that the participant is fleeing a domestic violence situation.	You must obtain written, signed, and dated verification from the participant that he/she is fleeing a domestic violence situation. If the participant is unable to prepare the verification, you may prepare a written statement about the participant's previous living situation, have the participant sign, and date it.
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SALIENT ESG COMPONENTS

The following summarizes the five allowable ESG components and corresponding activities. Refer to **Exhibit 1** for a detailed summation of ESG components, activities and allowable costs.

- **Street Outreach.** Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services per 24 CFR 576.101 comprise the following:
 - ✓ Engagement,
 - ✓ Case management,
 - ✓ Emergency health and mental health services,
 - ✓ Transportation.
- **Emergency Shelter.** Per 24 CFR 576.102, ESG funds may be used to renovate a building to serve as an emergency shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost and type of renovation (major rehabilitation, conversion, or other renovation). Note: Property acquisition and new construction are ineligible.
 - ✓ Essential Services for individuals and families in emergency shelter. Component services generally consist of case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation.
 - ✓ Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, and furnishings.
 - ✓ Relocation assistance for persons displaced by a project assisted with ESG funds.
 - ✓ **Homelessness Prevention.** Housing relocation and stabilization services and/or short and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in § 576.2.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.

- **Rapid Re-Housing.** Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help individuals or families living in an emergency shelter or other place described in paragraph (1) of the "homeless" definition move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.

The following chart summarizes the ESG components and related activities:

Components	ESG Eligible Activities							
	Renovation/ Rehab	Essential Services	Operations	Housing Relocation & Stabilization/ Financial Assistance	Housing Relocation & Stabilization/ Financial Services	Rental Assistance		
Street Outreach		✓						
Shelter	✓	✓	✓					
Homeless Prevention				✓		✓		
Rapid Re-Housing				✓	✓		✓	

ESG funds are also used for the following:

- **HMIS.** Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified at 24 CFR 576.107.
- **Administration.** Pursuant to 24 CFR 576.108, up to 7.5% of a recipient's fiscal year grant can be used for administrative activities, such as general management, oversight, coordination, and reporting on the program. State recipients must share administrative funds with their subrecipients who are local governments and may share with their subrecipients who are nonprofit organizations.

SALIENT MONITORING COMPONENTS

City staff will monitor subrecipients to ensure compliance with ESG requirements outlined below.

The Eligibility Evaluation form and the Subrecipient Agreement will include the following performance objective and performance outcome by ESG activity category.

ESG Activity Category in IDIS	Performance Objective		Performance Outcome	
	Create Suitable Living Environments	Provide Decent Affordable Housing	Availability/ Accessibility	Affordability
Shelter	✓		✓	
Street Outreach	✓		✓	
Homeless Prevention		✓		✓
Rapid Re-Housing		✓		✓

Obligation & Expenditure Deadlines

In accordance with 24 CFR 576.203, the City is to adhere to the following deadlines:

ESG Timeliness Requirement	Timeframe
Obligate funds (from the date HUD signs the grant agreement)	60 Days
Select subrecipient organizations	120 Days
Reimburse subrecipient organizations	30 Days
Expend all ESG funds	2 Years

In addition, an Emergency Shelter facility must be maintained and used for the homeless based upon minimum time periods (See 24 CFR 576.102(c)(1)) according to the types of activities assisted with ESG funds. Emergency Shelter Facilities (24 CFR 576.2) comprise facilities primarily intended to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which do not require occupants to sign leases or occupancy agreements.

Emergency Shelter Activities	Timeframe
Major Rehabilitation	10 years after the date the building is first occupied by a homeless individual or family after the completed Rehabilitation, if Rehabilitation costs exceed 75 percent (75%) of the value of the building before Rehabilitation. A recorded deed or use restriction is required.
Conversion	10 years after the date the building is first occupied by a homeless individual or family after the completed Conversion, if Conversion costs exceed 75 percent of the value of the building after Conversion. A recorded deed or use restriction is required.
Renovation	3 years after the date the building is first occupied by a homeless individual or family after the completed Renovation.
Shelter Operations or	Term of the Standard Agreement, without regard to a particular site or structure, so long as the

Essential Services	Applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.
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GENERAL REQUIREMENTS

Along with monitoring activity eligibility, cost eligibility and proper documentation to support beneficiary eligibility, City staff will also ensure compliance with the following general requirements.

- **Uniform Administrative Requirement.** ESG regulations at 24 CFR 576.407(c) require the governmental agencies apply 24 CFR Part 85, except for 24 CFR 85.24 and 85.42, and program income is to be used as match under 24 CFR 85.25 (g). The requirements of 24 CFR Part 84 apply to Private Nonprofit subrecipients, except for 24 CFR 84.23 and 84.53, and program income is to be used as the non-Federal share under 24 CFR 84.24 (b).
- **Homeless Participation.** Under 24 CFR 576.405 the City is ensure subrecipients provide for the participation of not less than one homeless individual or formerly homeless individual on the Board of Directors or other equivalent policy-making entity, to the extent that the entity considers and makes policies and decisions regarding any facilities, services or other assistance that receives funding under ESG.
- **Program Termination.** The City will review the termination/denial policy in each subrecipient's Written Standards to verify that the following minimal components are included: a progressive discipline warning system, written notices, a formal appeal process, and consideration of the appeal by someone not involved in the original termination. Staff will also monitor each subrecipient's compliance with ESG regulations at 24 CFR 576.402 to ascertain whether persons or families receiving assistance who violate program requirements are terminated only in the most severe cases. The subrecipient is required to terminate assistance in accordance with a formal process that has been established and that recognizes the rights of individuals or families affected.

City staff will monitor compliance with the following area-wide systems coordination requirements pursuant to 24 CFR 576.400.

- **Consultation with CoCs.** Staff will assist subrecipients are to consult with the CoC to (1) determine how ESG funds will be allocated in that region; (2) identify the performance standards for evaluating the outcomes of projects and activities; and (3) identify the funding, policies and procedures for the administration and operation of the HMIS, if appropriate
- **Coordination with Other Targeted Homeless Services.** City staff will monitor subrecipients to verify that other programs are targeted to homeless people in the area covered by the CoC to provide a strategic, community-wide system to prevent and end homelessness for that area.

- **System and Program Coordination with Mainstream Resources.** The subrecipient is to coordinate and integrate ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible.
- **Centralized or Coordinated Assessment.** Each ESG-funded subrecipient is to work with the CoC to ensure the screening, assessment and referral of participants are consistent with the Written Standards. A Victim Service Provider may choose not to use the CoC Centralized or Coordinated Assessment System.
- **Written Standards.** Once the CoC has developed Written Standards in accordance with the requirements outlined in 24 CFR 576.400(e)(2)(3), Each subrecipient is to use the CoC's Written Standards.
- **Participation in HMIS.** The subrecipient is to ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database in accordance with HUD's standards on participation, data collection and reporting under a local HMIS. If the subrecipient is a Victim Service Provider or a Legal Services Provider, it may use a comparable database that collects client level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

City staff will monitor each subrecipient's compliance with other federal and state requirements set forth at 24 CFR 576.406-576.408.

- Per 24 CFR 576.407(a), the subrecipient is to adhere to the requirements in 24 CFR Part 5, Subpart A, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a), Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 41701u, and implementing regulations at 24 CFR Part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with 24 CFR 576.405(c).
- **Faith-Based Activities.** Religious organizations may receive ESG funds if agreeable to providing all eligible ESG activities in a manner that is in accordance with 24 CFR 576.406. ESG funds may not be used for the rehabilitation of structures if those structures are used for inherently religious activities. Where a structure is used for both eligible and inherently religious activities, funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the federal cost accounting requirements. Sanctuaries, chapels, or other rooms the religious congregation uses as its principal place of worship are ineligible for ESG-funded

improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (See 24 CFR Parts 84 and 85).

- Organizations that are religious or faith-based are eligible to receive ESG funds but may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. Refer to 24 CFR 576.406 for additional details.
- **Affirmative Outreach.** As required under 24 CFR 576.407(b), the subrecipient is to establish procedures that ensure the use of the facilities, assistance, and services are available to all on a nondiscriminatory basis.
- **Displacement, Relocation, and Acquisition.** In accordance with 24 CFR 576.408, the displacement of persons as a result of a Component/Activities assisted with ESG funds must be provided Relocation Assistance pursuant to the URA and 49 CFR Part 24. Temporary relocation is not permitted. No tenant occupant of housing (a dwelling unit) that is converted into an Emergency Shelter may be required to relocate temporarily for a Component/Activity assisted with ESG funds or be required to move to another unit in the same building/complex. The acquisition of real property, whether funded privately or publicly, for a Component/Activity assisted with ESG funds is subject to the URA and the federal government-wide regulations at 49 CFR Part 24, Subpart B. Refer to 24 CFR 576.408 for additional details.
- **Match.** City staff will monitor matching contributions from each subrecipient to verify that the amount of match equals the amount of ESG funds received per 24 CFR 576.201, and that the match sources include any federal source other than the ESG Program, as well as State, local, and private sources (see 24 CFR 576.201).
- **Shelter and Housing Standards.** City staff will require per 24 CFR 576.403 that any ESG-assisted shelter to meet minimum Habitability Standards. Shelters renovated with ESG funds, are to meet State or local government Safety and Sanitation Standards, as applicable, include energy-efficient appliances and materials, as well as incorporate lead-based paint remediation and disclosure requirements.
- **Recordkeeping and Reporting Requirements.** City staff will monitor subrecipients have written policies and procedures to ensure that ESG funds are used in accordance with requirements at 24 CFR 576.500. In addition, sufficient records must be established and maintained to enable HCD and HUD to determine whether ESG requirements are being met. Refer to for additional details. (24 CFR 576.500);

- ✓ **Homeless status.** Follow written intake procedures to ensure compliance with the homeless definition in § 576.2. The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status.
- ✓ **At risk of homelessness status.** For each individual or family who receives ESG homelessness prevention assistance, the records must include the evidence relied upon to establish and verify the individual or family's "at risk of homelessness" status. This evidence must include an intake and certification form that meets HUD specifications.
- ✓ **Determinations of ineligibility.** For each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination.
- ✓ **Annual income.** For each program participant who receives homelessness prevention assistance, or who receives rapid re-housing assistance longer than one year
 - Income evaluation form completed by the subrecipient; and
 - Source documents for the assets held by the program participant and income received over the most recent period (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement);
 - If source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by the subrecipient's intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available; or
 - If source documents and third party verification are unobtainable, the written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is expected to receive over the 3-month period following the evaluation.
- ✓ **Program participant records.** In addition to evidence of homeless status or "at risk of homelessness" status, as applicable, records must be kept for each program participant that document:
 - The services and assistance provided to program participant, including the security deposit, rental assistance, and utility payments made on behalf of the program participant;
 - Compliance with the applicable requirements for providing services and assistance to program participant under the program components and eligible activities provisions at § 576.101 through § 576.106, the provision on determining eligibility and amount and type of assistance at § 576.401(a) and (b), and the provision on using appropriate assistance and services at § 576.401(d) and (e); and
 - Where applicable, compliance with the termination of assistance requirement in § 576.402.

- ✓ **Centralized or coordinated assessment systems and procedures.** Documentation evidencing written intake procedures for, the centralized or coordinated assessment system(s) developed by the CoC.
- ✓ **Rental assistance agreements and payments.** The records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.
- ✓ **Utility allowance.** The records must document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
- ✓ **Shelter and housing standards.** Documentation of compliance with the shelter and housing standards in § 576.403, including inspection reports.
- ✓ **Emergency shelter facilities.** The amount and type of assistance provided to each emergency shelter.
- ✓ **Services and assistance provided.** Types of essential services, rental assistance, and housing stabilization and relocation services and the amounts spent on these services and assistance. Subrecipients that are units of general-purpose local government must keep records to demonstrate compliance with the maintenance of effort requirement, including records of the unit of the general-purpose local government's annual budgets and sources of funding for street outreach and emergency shelter services.
- ✓ **Coordination with CoC and other programs.** Document their compliance with the requirements of § 576.400 for consulting with the CoC and coordinating and integrating ESG assistance with programs targeted toward homeless people and mainstream service and assistance programs.
- ✓ **HMIS.** Records of the participation in HMIS or a comparable database by all projects.
- ✓ **Matching.** The recipient must keep records of the source and use of contributions made to satisfy the matching requirement in § 576.201. The records must indicate the particular fiscal year grant for which each matching contribution is counted. The records must show how the value placed on third party, noncash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.
- ✓ **Conflicts of interest.** Records to show compliance with the organizational conflicts-of-interest requirements in § 576.404(a), a copy of the personal conflicts of interest policy or codes of conduct developed and implemented to comply with the requirements in § 576.404(b), and records supporting exceptions to the personal conflicts of interest prohibitions.
- ✓ **Homeless participation.** Document compliance with the homeless participation requirements under § 576.405.
- ✓ **Faith-based activities.** Document compliance with the faith-based activities requirements under § 576.406.
- ✓ **Other Federal requirements.** Document compliance with the Federal requirements in § 576.407, as applicable, including:

- Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under § 576.407(a) including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with ESG funds and the affirmative outreach requirements in § 576.407(b).
- Records demonstrating compliance with the uniform administrative requirements in 24 CFR part 85 (for governments) and 24 CFR part 84 (for nonprofit organizations).
- Records demonstrating compliance with the environmental review requirements, including flood insurance requirements.
- Certifications and disclosure forms required under the lobbying and disclosure requirements in 24 CFR part 87.
- ✓ **Relocation.** Document compliance with the displacement, relocation, and acquisition requirements in § 576.408.
- ✓ **Financial records.**
 - Supportive documentation for all costs charged to the ESG grant.
 - Documentation showing that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities under § 576.101-§576.109 and the cost principles in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230).
 - Records of the receipt and use of program income.
 - Documentation of compliance with the expenditure limits in § 576.100 and the expenditure deadline in § 576.203.
- ✓ **Subrecipients and contractors.**
 - The recipient must retain copies of all solicitations of and agreements with subrecipients, records of all payment requests by and dates of payments made to subrecipients, and documentation of all monitoring and sanctions of subrecipients, as applicable. If the recipient is a State, the recipient must keep records of each recapture and distribution of recaptured funds under § 576.501.
 - The recipient and its subrecipients must retain copies of all procurement contracts and documentation of compliance with the procurement requirements in 24 CFR 85.36 and 24 CFR 84.40-84.48.
 - The recipient must ensure that its subrecipients comply with the recordkeeping requirements specified by the recipient and HUD notice or regulations.
- ✓ **Confidentiality.**
 - Written procedures to ensure:
 - ☐ All records containing personally identifying information of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
 - ☐ The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and

- ☐ The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the recipient or subrecipient and consistent with state and local laws regarding privacy and obligations of confidentiality.
- ☐ Written confidentiality procedures.
- ✓ **Period of record retention.** All records pertaining to each fiscal year of ESG funds must be retained for the greater of 5 years or the period specified below.
 - ☐ Documentation of each program participant's qualification as a family or individual at risk of homelessness or as a homeless family or individual and other program participant records must be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served;
 - ☐ Where ESG funds are used for the renovation of an emergency shelter involves costs charged to the ESG grant that exceed 75 percent of the value of the building before renovation, records must be retained until 10 years after the date that ESG funds are first obligated for the renovation; and
 - ☐ Where ESG funds are used to convert a building into an emergency shelter and the costs charged to the ESG grant for the conversion exceed 75 percent of the value of the building after conversion, records must be retained until 10 years after the date that ESG funds are first obligated for the conversion.
- ✓ **Access to records.**
 - **Federal government rights.** Notwithstanding the confidentiality procedures established under paragraph (w) of this section, HUD, the HUD Office of the Inspector General, and the Comptroller General of the United States, or any of their authorized representatives, must have the right of access to all books, documents, papers, or other records pertinent to the ESG grant, in order to make audits, examinations, excerpts, and transcripts. These rights of access are not limited to the required retention period but last as long as the records are retained.
 - **Public rights.** Provide citizens, public agencies, and other interested parties with reasonable access (consistent with state and local laws regarding privacy and obligations of confidentiality and the confidentiality requirements in this part) to records regarding any uses of ESG funds the recipient received during the preceding 5 years.
 - **Reports.** The recipient must collect and report data on its use of ESG funds in the Integrated Disbursement and Information System (IDIS) and other reporting systems, as specified by HUD. The recipient must also comply with the reporting requirements in 24 CFR parts 85 and 91 and the reporting requirements under the Federal Funding Accountability and Transparency Act of 2006, (31 U.S.C. 6101 note), which are set forth in appendix A to 2 CFR part 170.

THE MONITORING PROCESS

Monitoring of ESG-assisted activities takes place on a quarterly and annual basis.

Quarter Reports

Each quarter, subrecipients submit an ESG Subgrantee Report (**Exhibit 2**), which City staff use to monitor performance measured against the requirements initially outlined in the Eligibility Evaluation (**Exhibit 3**) and Subrecipient Agreement (**Exhibit 4**).

Desk Audit

Desk reviews are done at the City and entail a review of reports and other documentation that are submitted to the City that help the City understand how well a project is managed, and whether it is achieving its goals and compliance obligations.

At the close of each program year, City staff issue a monitoring letter (**Exhibit 5: Monitoring Notification Letter; On-Site Visit or Exhibit 6: Annual Monitoring Notification Letter; Desk Audit**) will be sent to the subrecipient transmitting the following documents to be completed and returned to the City prior to the scheduled monitoring visit:

- **Monitoring Notification Letter; Desk Audit**
A Monitoring Notification Letter; Desk Audit will be sent to the owner/property manager detailing the salient terms of the Subrecipient Agreement that will be the source of monitoring.
- **Monitoring Checklist**
This report collects information as a basis for conclusions to be included in the Monitoring Summary letter and follow-up (**Exhibit 7: Monitoring Checklist**).
- **Monitoring Summary**
A Monitoring Summary Letter will be provided to the subrecipient that serves as the formal notification of the results of the monitoring. All negative conclusions will be considered a finding or concern with a specific required corrective action. A copy is retained in the Project monitoring file.
 - ✓ A "finding" is a deficiency in project performance evidencing an unmet statutory or regulatory requirement.
 - ✓ A "concern" relates to project performance-requiring improvement before becoming a finding.

The subrecipient is to provide a written response within 30 days of the date of the Monitoring Summary letter. Upon completion of all corrective actions, a letter is sent to the owner/property manager stating that the monitoring findings and concerns have been closed. A copy is retained in the Project monitoring file.

ON-SITE VISIT

On-site monitoring enables the City to conduct a more in-depth level of review than the desk review and entails a visit to the office of the owner or property manager to review documents and source information, as well as observe operations. On-site monitoring is necessary when the risk analysis or desk review suggests that there may be problems, or if a protracted period of time has elapsed since the last visit.

The following steps are to be taken when monitoring *on-site*:

- **Monitoring Notification Letter: On-Site Visit**

A Monitoring Notification Letter: On-Site Visit will be sent to the owner/property manager at least two weeks in advance of the monitoring visit. The letter will detail the salient terms of the Subrecipient Agreement that will be the source of monitoring. The letter will also notify the owner/property manager of the date and time of an interview that will be conducted to make sure that the owner and/or manager thoroughly understands the purpose, scope, and schedule for the monitoring.

In addition to the aforementioned reports, these items also are to be reviewed:

- **Monitoring Summary**

After the monitoring visit, a Monitoring Summary letter is forwarded to the subrecipient that serves as the formal notification of the results of the monitoring. All negative conclusions are considered a finding or concern with a specific required corrective action. If relevant, the letter may stipulate steps initiated by the owner/property manager to correct areas of noncompliance or nonperformance. A copy is retained in the Project monitoring file.

- ✓ A "finding" is a deficiency in project performance evidencing an unmet statutory or regulatory requirement.
- ✓ A "concern" relates to project performance requiring improvement before becoming a finding.

The owner/property manager is to provide a written response within 30 days of the date of the Monitoring Summary letter. Upon completion of all corrective actions, a letter is sent to the owner/property manager stating that the monitoring findings and concerns have been closed. A copy is retained in the Project monitoring file.

APPENDIX

- Exhibit 1: Summary of Eligible Components, Activities and Expenses
- Exhibit 2: ESG Subgrantee Report
- Exhibit 3: Eligibility Evaluation
- Exhibit 4: Subrecipient Agreement
- Exhibit 5: Monitoring Notification Letter: On-Site Visit
- Exhibit 6: Annual Monitoring Notification Letter: Desk Audit
- Exhibit 7: Monitoring Checklist

Exhibit 1
Summary of Eligible Components, Activities and Expenses

Exhibit 1:
EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES

Emergency Solutions Grants Program (ESG) funds may only reimburse cost directly related to the following ESG eligible expenditure program components:

- **Street Outreach** – Unsheltered individuals and families, meaning those who qualify under 24 CFR § 91.5 paragraph (1)(i) of the definition of "homelessness". Essential Services, to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are eligible.
- ✓ **Essential Services** – Services necessary to reach out to unsheltered homeless people; connect them with emergency shelters, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
- ✓ **Engagement** – activities to locate, identify, and build relationships with unsheltered homeless people for providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.
 - Initial assessment of needs and eligibility
 - Providing crisis counseling
 - Addressing urgent physical needs
 - Actively connecting and providing information and referral
 - Cell phone costs of outreach workers
- ✓ **Case Management** -- assessing housing and service needs and arranging/coordinating/ monitoring the delivery of individualized services.
 - Using the centralized or coordinated assessment system
 - Initial evaluation/verifying and document eligibility
 - Counseling
 - Developing/Securing/Coordinating Services
 - Helping obtain Federal, state, and local benefits

Page 1 of 14

Exhibit 1:

**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

- ☐ Monitoring/evaluating participant progress
- ☐ Providing information and referral to other providers
- ☐ Developing an individualized housing/service plan

✓ Emergency Health Services – Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.

- ☐ Assessing participants' health problems and developing treatment plans
- ☐ Assisting participants to understand their health needs
- ☐ Providing or helping participants obtain appropriate emergency medical treatment
- ☐ Providing medication and follow-up services

✓ Emergency Mental Health Services – Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.

- ☐ Crisis Intervention
- ☐ Prescription of psychotropic medications
- ☐ Explain the use and management of medications
- ☐ Combinations of therapeutic approaches to address multiple problems

✓ Transportation -- Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.

- ☐ Transporting unsheltered people to emergency shelters or other service facilities
- ☐ Cost of a participant's travel on public transit
- ☐ Mileage allowance for outreach workers to visit participants
- ☐ Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes, and maintenance for the vehicle
- ☐ Costs of staff to accompany or assist participant to use public transportation

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Exhibit 1:
EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES

- ✓ **Services to Special Populations** – Otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless. For all eligible expenses, refer above under Street Outreach.

- **Emergency Shelter** (Includes Emergency Shelters, Transitional Housing & Day Centers) –eligible participants are individuals and families who are homeless. Essential Services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters are eligible costs. Staff costs related to carrying out emergency shelter activities are also eligible.

- ✓ **Essential Services** – Services provided to individuals and families who are in an emergency shelter:

- **Case Management** –Assessing, arranging, coordinating, and monitoring individualized services.

- Using the centralized or coordinated assessment system
 - Initial evaluation including verifying and documenting eligibility
 - Counseling
 - Developing, securing and coordinating services including Federal, State, and local benefits
 - Monitoring and evaluating program participant progress
 - Providing information and referrals to other providers
 - Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault and stalking
 - Developing an Individualized Housing and Service Plan

- **Childcare** – “Licensed” childcare for program participants with children under the age of 13 or disabled children under the age of 18.

- Child care costs
 - Meals and snacks
 - Comprehensive and coordinated sets of appropriate developmental activities

Exhibit 1:
EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES

- Education Services -- Instruction or training to enhance participants' ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention.
 - Educational services/skill-building
 - Screening, assessment, and testing
 - Individual or group instruction
 - Tutoring
 - Provision of books, supplies and instructional material
 - Counseling
 - Referral to community resources
- Employment Assistance and Job Training -- Services assisting participants secure employment and job training programs.
 - Classroom, online, and/or computer instruction
 - On the-job instruction
 - Job finding, skill-building
 - Reasonable stipends in employment assistance and job training programs
 - Books and instructional material
 - Employment screening, assessment, or testing
 - Structured job-seeking support
 - Special training and tutoring, including literacy training and pre-vocational training
 - Counseling or job coaching
 - Referral to community resources
- Outpatient Health Services -- Direct outpatient treatment of medical conditions provided by licensed medical professionals.
 - Assessing health problems and developing a treatment plan: Emergency Solutions Grants Eligible Expense Guide
 - Assisting program participants to understand their health needs

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Exhibit 1:
EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES

- Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- Providing medication and follow-up services
- Providing preventive and non-cosmetic dental care
- Legal Services – Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.
 - Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
 - Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 - Filing fees and other necessary court costs
- Legal Representation -- Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing.
 - Child support
 - Guardianship
 - Paternity
 - Emancipation
 - Legal separation
 - Resolution of outstanding criminal warrants
 - Appeal of veterans and public benefit claim denials
 - Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- Life Skills Training -- Critical life management skills necessary to assist the program participant to function independently in the community.
 - Budgeting resources
 - Managing money
 - Managing household

Page 5 of 14

Exhibit f:
**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

- Resolving conflict
- Shopping for food and needed items
- Improving nutrition
- Using public transportation
- Parenting
- Mental Health Services – Direct outpatient treatment of mental health conditions by licensed professionals.
 - Crisis intervention
 - Individual, family, or group therapy sessions
 - Prescription of psychotropic medications or explanations about the use and management of medications
 - Combinations of therapeutic approaches to address multiple problems
- Substance Abuse Treatment Services – Substance abuse treatment provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors.
 - Client intake and assessment
 - Outpatient treatment for up to thirty days
 - Group and individual counseling
 - Drug testing
- Transportation – Costs of travel by program participants to and from medical care, employment, childcare, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services.
 - Cost of program participant's travel on public transportation
 - Mileage allowance for service workers to visit participants
 - Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes, and maintenance for the vehicle
 - Travel costs of staff to accompany or assist program participants to use public transportation

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Exhibit 1:

**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

- Services for Special Populations – Otherwise eligible essential services tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats and people living with HIV/AIDS in emergency shelters.
 - See all eligible expenses above under Essential Services
- Rehabilitation and Renovation – Renovating buildings used as emergency shelter for homeless families and individuals.
 - Labor
 - Materials
 - Tools
 - Other costs for renovation, including soft costs
 - Major rehabilitation of an emergency shelter
 - Conversion of a building into an emergency shelter
- Shelter Operations – Costs to operate and maintain emergency shelter activities and also provide other emergency lodging when appropriate.
 - Maintenance (including minor or routine repairs)
 - Rent
 - Security
 - Fuel
 - Insurance
 - Utilities
 - Food
 - Furnishings
 - Equipment
 - Supplies necessary for the operation of emergency shelter activities
 - Hotel and motel voucher for family or individuals Note: Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available.

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Exhibit 1:

**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

- Assistance Required under URA -- Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as described in subpart E of the interim regulations.
 - ✓ Costs of providing URA assistance under 24 CFR § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. (Note: Persons that receive URA assistance are not considered "program participants" for the purposes of this part of ESG and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services" for the purposes of this part under ESG.)
- Homelessness Prevention -- Individuals and families who are at imminent risk or at risk of homelessness, meaning those who qualify under 24 CFR 576.2 paragraph (1) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income below 30% of AMI. Short and medium-term rental assistance and housing relocation and stabilization services are eligible activities. Staff salaries related to carrying out homelessness prevention activities are also eligible.
- Housing Relocation and Stabilization Services
 - Financial Assistance
 - ✓ Moving Costs -- moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees.
 - ✓ Rent Application Fees -- application fee that is charged by the owner to all applicants.
 - ✓ Security Deposit -- equal to no more than 2 months' rent.
 - ✓ Last Month's Rent -- paid to the owner of housing at the time security deposit and first month's rent are paid.
 - ✓ Utility Deposit -- standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage).
 - ✓ Utility Payments -- up to 24 months of utility payments per participant per service (i.e. gas, electric, water/sewage), including a 1 time payment up to 6 months of arrearages, per service.

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Exhibit 1:
**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

II Services

➤ Housing Search and Placement

- Assessment of housing barriers, needs and preferences
- Development of an action plan for locating housing
- Housing search and outreach to and negotiation with owner
- Assistance with submitting rental applications and understanding leases
- Assessment of housing for compliance with ESG requirements for habitability, lead based paint and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements
- Tenant counseling

➤ Housing Stability Case Management – Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability

- Using the centralized or coordinated assessment system conduct the initial evaluation and reevaluation
- Counseling
- Developing, securing, and coordinating services including Federal, state, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an Individualized Housing and Service Plan

➤ Mediation – Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

- Time and/or services associated with mediation activities

Exhibit 1:

**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

- Legal Services – legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.
 - Hourly fees for legal advice and representation
 - Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees
 - Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 - Filing fees and other necessary court costs
 - Subrecipient's employees' salaries and other costs necessary to perform the services, if the subrecipient is a legal services provider and performs the services itself
- Legal Representation may be provided for:
 - Landlord/tenant matters
 - Child support
 - Guardianship
 - Paternity
 - Emancipation
 - Legal Separation
 - Resolution of outstanding criminal warrants
 - Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
 - Appeal of veterans and public benefit claim denials
- Credit Repair – services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems (Note: Assistance cannot include the payment or modification of a debt).
 - Credit counseling
 - Other related Services

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Exhibit 1:
EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES

☐ **Short and Medium-Term Rental Assistance**

- ✓ Short-Term Rental Assistance - up to 3 months
- ✓ Medium-Term Rental Assistance - 4 to 24 months
- ✓ Payment of Rental Arrears - One time payment up to 6 months, including any late fees or those arrears
- ✓ Any Combination of the Three Types of Rental Assistance Above - Total not to exceed 24 months during any 3-year period, including any payment for last month's rent.

• **Rapid Re-Housing** - individuals and families who are literally homeless, meaning those who qualify under 40 CFR (1) McKinney-Vento Act of the definition of homeless. Short and medium-term rental assistance and housing relocation and stabilization services are eligible activities. Staff salaries related to carrying out Rapid Re-Housing activities are also eligible.

✓ Relocation and Stabilization Services above.

✓ Short and Medium-Term Rental Assistance - See Short and Medium-Term Rental Assistance above.

• **HMIS** - the HEARTH Act makes HMIS participation a statutory requirement for ESG subrecipients. Victim service providers cannot and Legal Services Organizations may choose not to, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead. Activities funded under this component must comply with HUD's standards on participation, data collection and reporting under a local HMIS.

✓ **Hardware, Equipment and Software Costs**

- ☐ Purchasing or leasing computer software
- ☐ Purchasing software or software licenses
- ☐ Purchasing or leasing equipment, including telephones, faxes, and furniture

✓ **Staffing:** Paying salaries for operating HMIS, including:

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Exhibit 1:
**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

- ☐ Data collection
- ☐ Completing data entry
- ☐ Monitoring and reviewing data quality
- ☐ Completing data analysis
- ☐ Reporting to the HMIS Lead
- ☐ Training staff on using the HMIS or comparable database
- ☐ Implementing and complying with HMIS requirements

- ✓ Training and Overhead
 - ☐ Obtaining technical support
 - ☐ Leasing office space
 - ☐ Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to HMIS
 - ☐ Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
 - ☐ Paying staff travel costs to conduct intake
 - ☐ Paying participation fees charged by the HMIS Lead

- Administration
 - ✓ General Management / Oversight / Coordination – Costs of overall program management, coordination, monitoring, and evaluation
 - ☐ Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services
 - ☐ Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space
 - ☐ Staff salaries, wages, and related costs of staff engaged in eligible program administration activities

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Exhibit 1:
EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES

- ✓ Training on ESG Requirements
 - Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings
- ✓ Consolidated Plan
 - Costs of preparing and amending the ESG and homelessness related sections of the consolidated plan in accordance with ESG requirements and 24 CFR part 91
- ✓ Environmental Review
 - Costs of carrying out the environmental review responsibilities under 24 CFR § 576.407 of the HUD regulations
- **Ineligible Costs.**
 - ✓ Emergency Shelter
 - Legal Services Ineligible Costs:
 - Legal Services for immigration and citizenship matters
 - Issues related to mortgages
 - Retainer fee arrangements and contingency fee arrangements
 - Substance abuse treatment services for inpatient detoxification and other inpatient drug or alcohol treatment are ineligible costs
 - ✓ Homelessness Prevention and Rapid Re-housing
 - Housing Relocation and Stabilization Services Ineligible Costs:
 - Payment of temporary storage fees in arrears

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Exhibit 1:

**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
ELIGIBLE COMPONENTS, ACTIVITIES AND EXPENSES**

- No financial assistance to a household for a purpose and time period supported by another public source
- Credit Repair assistance does not include the payment or modification of a debt

☐ Rental Assistance Ineligible Cost:

- Late payment penalties.

✓ Administration

☐ General management / Oversight / Coordination Ineligible Cost:

Purchase of office space.

Exhibit 2
ESG Subgrantee Report

Subgrantee is to complete all shaded areas and submit this quarterly with invoices by the 15th of October, January, April, and July.

SUBRECIPIENT INFORMATION & PROJECT ELIGIBILITY

Submission:	_____	Con. For Priority:	_____	and Nonrelease Priority:	_____
Project Title:	_____	Network:	Objective: <u>SWT for Clients</u>	_____	Consent Track: <u>Confidential</u>
Contact:	_____	Ref:	Creation: <u>5/16/2014</u>	_____	Consent Block Gr: <u>Confidential</u>
Site Address:	_____	Matrix Code/Descr:	For Generation Cost:	_____	Percent LMA by Ctr: <u>SWT for Clients</u>
%: State, Zip:	_____	_____	_____	_____	LMA by State: <u>SWT for Clients</u>
Phone:	_____	Environment:	<u>SWT-21(1)</u>	_____	Activity Area: <u>Provide</u>
E-mail:	_____	Activity:	Emergency Services	_____	Contract Amount:
City Contact:	<u>Alan Jills, Neighborhood Improvement Director</u>	Accomplishment Type:	<u>People</u>	_____	Raising Sources: <u>SBG</u>
Phone:	<u>011541-5135</u>	_____	_____	_____	Institute:
E-mail:	<u>AlanJills@neighborhoodimprovement.org</u>	_____	_____	_____	Does this contract provide assistance to a homeless person? <u>YES</u>
		_____	_____	_____	Does this contract prevent homelessness? <u>YES</u>

PURPOSE (Identify the purpose and nature of the different services under this agreement)

Purpose: The primary purpose and nature of the agreement services will be to help at least 400 victims of domestic violence and their children from Garfield County by providing access to shelter, legal advocacy, counseling, medical advocacy, financial advocacy, job training, case management, support groups, and other supportive services needed by victims. Provide rapid response services for 1 hour case and at-risk homeless Garfield County households.

Type of facilities and activities supported by this contract:

Emergency Shelter:	Soup Kitchen / Meal Del.	Alcohol/Drug Program
Transitional Housing:	Food Pantry	Employment Services:
Vouchers for Shelters:	Health Care	Child Care:
Quarrels:	Mental Health	Kennel services:
Drop-in Center:	Substance Abuse Services:	Other (specify):

ACCOMPLISHMENTS SUMMARY						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total Year to Date
Totals (cumulative)						5	0	0	0	0
SSG Budget:										
Furnifert										
Seller Obligations										Balance
Total/DSD-99c to date										
Match (\$1-\$1 minimum)*										\$0

Sources of money are:

Other federal sources: \$	44	State Sources: \$
Other Sources (specify): \$		Local Government: \$
		Interest: \$

Project: "Interval Monitoring"
FTE: 0.5

Principles of the 2010 Congressional House/Exhibit 2 Subgrantee Report

Attachment B: 2015-16 City of San Diego Home Emergency Solutions Grant - Scope of Services and Performance Reporting
 Subgrantee is to complete all shaded areas and submit this quarterly with invoices by the 15th of October, January, April, and July.

BENEFICIARY CHARACTERISTICS

Race (Residential and Non-Residential Services)**					
Reporting Period	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Single Race					
White					0
Black / African American					0
Asian					0
Native American (North or Latin America, Alaska)					0
Native Hawaiian / Other Pacific Islander					0
Native American & White					0
Asian & White					0
Black / African American & White					0
White					0
Native American & Black / African American					0
Other Multi-race†					0
Total	0	0	0	0	0

** Important Note: For each Hispanic or Latino client, you must FIRST indicate a race category (above) and then indicate their race/ethnicity category (below). This is consistent with the 2000 census and HUD funding requirements. If they decline to identify one of the racial categories above, show them in the "Other Multi-Race" category.

Hispanic / Latino Ethnicity (Residential and Non-Residential Services)**					
Reporting Period	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Hispanic/Latino Ethnicity by Race					
White & Hispanic / Latino					0
Black / African American & Hispanic / Latino					0
Asian & Hispanic / Latino					0
Native American & Hispanic / Latino					0
Native Hawaiian & Hispanic / Latino					0
Native American & White & Hispanic / Latino					0
Asian & White & Hispanic / Latino					0
African American & White & Hispanic / Latino					0
Native American & African American & Hispanic / Latino					0
Other multi-racial & Hispanic/Latino					0
Total Latino/Hispanic of any race	0	0	0	0	0

Final Report PY 2015-16 (Emergency Solutions Grant) Issue
 2-15-16 (Final Report)

Final Report PY 2015-16 (Emergency Solutions Grant) Issue
 2-15-16 (Final Report)

Attachment B: 2015-16 City of Garden Grove Emergency Solutions Grant - Scope of Services and Performance Reporting
 Subgrantee is to complete all shaded areas and submit this quarterly with invoices by the 15th of October, January, April, and July.

Homeless Prevention (Financial Assistance & Services)

Total Number of Persons		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Unaccompanied and Over	Male					
	Female					
Unaccompanied Under 18	Male					
	Female					
Annual Number of Family Households with Children Headed by Single Parents		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Single Parent 18 and Over	Male					
	Female					
Single Parents Under 18	Male					
	Female					
Annual Number of Family Households with Two Parents and Over with Children		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Two Parents Under 18 with Children						
Family Households with No Children						
Total Number Served		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Total Number of Persons						
Total Number of Households						

Printed: 2/14/16 by 2015ESG WebAdmin@Hous
 FIESB - California: Homeless.org

Printed: 2/14/16 by 2015ESG Internal: Homeless.org
 2 Subgrantee Report

Attachment B: 2013-16 City of Garden Grove Emergency Solutions Grant - Scope of Services and Performance Reporting
 Subgrantee is to complete all shaded areas and submit this quarterly with invoices by the 15th of October, January, April, and July.

NUMBER OF INDIVIDUALS HOUSED IN EACH OF THE FOLLOWING TYPES OF SHELTER?

NUMBER OF INDIVIDUALS HOUSED IN EACH OF FOLLOWING TYPES OF SHELTER?	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Barracks (# persons):					
Group/large house (# persons):					
Scattered-site apartments (# persons):					
Single-family detached homes (# persons):					
Single room occupancy (# persons):					
Mobile home/trailer (# persons):					
Hotel/motel (# persons):					
Other (# persons) / Specify:					

SUBPOPULATIONS SERVED:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Chronicle W Homeless (Emergency Shelter only) (# persons):					
Severely Mentally Ill (# persons):					
Chronic Substance Abuse (# persons):					
Other Disability (# persons):					
Veterans (# persons):					
Persons with HIV/AIDS (# persons):					
Victims of Domestic Violence (# persons):					
Biliary (# persons):					

PRMAGH-CHAD PV 2013ESG Progress/Annual House
 FRESG 08-10/Annual House/Inventory

4
 F:\0813-16PV\2010esg\Annual House\0813-16PV 2 Subgrantee Report

Attachment B: 2015-16 City of Garden Grove Emergency Solutions Grant - Scope of Services and Performance Reporting
Subgrantee is to complete all shaded areas and submit this quarterly with invoices by the 15th of October, January, April, and July.

NARRATIVE PERFORMANCE REPORT

Accomplishment Narrative (Describe project accomplishments associated with this reporting period, including type of services or product, and list if measures used to describe accomplishments, such as number of calls, persons, bag nights, linear feet of improvement, etc.)

Implementation Status (Specify the status of any portion of the contract that is not complete, indicate any challenges, and describe the schedule you anticipate to fully complete that contract area.)

REPORT SUBMITTAL/REVIEW CERTIFICATION

I certify that the above information is true and accurate, and, that the source of documentation is available for review by both the City of Garden Grove and the U. S. Department of Housing and Urban Development.

Prepared by: _____ Signature: _____
Submitted Date: _____ Phone No.: _____
As the assigned representative for the City of Garden Grove, Community Development Department, I have reviewed this Narrative Performance Report relative to the executed funding contract, I find the project-related information and the reported accomplishments acceptable and am authorizing reimbursement.
Reviewed by: Allison Mills, Neighborhood Health/Community Center Phone No.: 714-755-3139
Signature: _____ Review Date: _____

Paralel-TRINLO PV 2016ESC Project/Shared House
F:\636 03-11\Area\1 House\tracology

Printed: up\p\2016esc\tracology-House\Printed Signature Report

Exhibit 3
Eligibility Evaluation

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program

PROJECT INFORMATION	
APPLICANT INFORMATION	CONTACT
	Agency/Program:
	Contact Person/Title:
	Street Address:
	City, State, Zip:
Telephone & Email:	
PROJECT DESCRIPTION	This program funds ---
OUTCOME STATEMENT	During FY 2014-15, the subrecipient will implement the --- Program to assist --- persons.
OBJECTIVE CATEGORY	<input type="checkbox"/> Suitable Living Environment <input checked="" type="checkbox"/> Decent Housing <input type="checkbox"/> Economic Opportunity <input type="checkbox"/> NA
OUTCOME CATEGORY	<input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability <input type="checkbox"/> NA
PERFORMANCE INDICATOR	<input checked="" type="checkbox"/> New (continuing) Access <input type="checkbox"/> Improved Access <input type="checkbox"/> Receiving a service or benefit no longer substandard <input type="checkbox"/> NA
PROJECT LOCATION (See Attached Map):	



City of Garden Grove Neighborhood Improvement Division
FY 2014-15 Eligibility Evaluation: ESC Program
 Subrecipients

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Street Outreach		
<input type="checkbox"/> Essential Services (24 CFR 576.101). Includes the provision of Essential Services to unsheltered homeless individuals (those who qualify under 24 CFR 51.5 paragraph (1)(i) of the definition of "homelessness"); contact the homeless with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless individuals unwilling or unable to access emergency shelter, housing or an appropriate health facility.	<input type="checkbox"/> Engagement. The cost of activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.	<input type="checkbox"/> Initial assessment of needs and eligibility <input type="checkbox"/> Providing crisis counseling <input type="checkbox"/> Addressing urgent physical needs <input type="checkbox"/> Actively connecting and providing information and referral <input type="checkbox"/> Cell phone costs of outreach workers
	<input type="checkbox"/> Case Management. Assessing housing and service needs and arranging/ coordinating/ monitoring the delivery of individualized services.	<input type="checkbox"/> Initial evaluation/verifying and document eligibility <input type="checkbox"/> Counseling <input type="checkbox"/> Developing/Securing/Coordinating Services <input type="checkbox"/> Helping obtain Federal, state, and local benefits <input type="checkbox"/> Monitoring/evaluating participant progress <input type="checkbox"/> Providing information and referral to other providers <input type="checkbox"/> Developing an individualized housing/service plan
	<input type="checkbox"/> Emergency Health Services. Outpatient treatment of urgent medical conditions by licensed medical professionals in community based settings (e.g. streets, parks, and campgrounds) to eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.	<input type="checkbox"/> Assessing participants' health problems and developing treatment plans <input type="checkbox"/> Assisting participants to understand their health needs <input type="checkbox"/> Providing or helping participants obtain appropriate emergency medical treatment <input type="checkbox"/> Providing medication and follow-up services
	<input type="checkbox"/> Emergency Health Services and Emergency Mental Health Services. Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g. streets, parks, and campgrounds) to eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.	<input type="checkbox"/> Crisis intervention <input type="checkbox"/> Prescription of psychotropic medications <input type="checkbox"/> Explain the use and management of medications <input type="checkbox"/> Combinations of therapeutic approaches to address multiple problems

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program
	Subrecipient:

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Street Outreach (continued)	<input type="checkbox"/> Transportation. Travel by outreach workers, social workers, medical professionals or other service providers while providing eligible street outreach services	<input type="checkbox"/> LMA: Transporting unsheltered people to emergency shelters or other service facilities <input type="checkbox"/> Cost of a participant's travel on public transit <input type="checkbox"/> Mileage allowance for outreach workers to visit participants <input type="checkbox"/> Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes, and maintenance for the vehicle <input type="checkbox"/> Costs of staff to accompany or assist participant to use public transportation
	<input type="checkbox"/> Services to Special Populations. Otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/violence, and/or people living with HIV/AIDS who are literally homeless.	<input type="checkbox"/> Identify specific costs; all eligible expenses above under Street Outreach

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program
	Subrecipient:

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Emergency Shelter (includes Emergency Shelters, Transitional Housing & Day Centers) <input type="checkbox"/> Essential Services. Provide to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters	<input type="checkbox"/> Case Management. Assessing, arranging, coordinating, and monitoring individualized services.	<input type="checkbox"/> Using the centralized or coordinated assessment system <input type="checkbox"/> Initial evaluation including verifying and documenting eligibility <input type="checkbox"/> Counseling <input type="checkbox"/> Developing, securing and coordinating services including Federal, State, and local benefits <input type="checkbox"/> Monitoring and evaluating program participant progress <input type="checkbox"/> Providing information and referrals to other providers <input type="checkbox"/> Providing ongoing risk assessment and safety planning with victims of domestic violence, child violence, sexual assault and stalking <input type="checkbox"/> Developing an Individualized Housing and Service Plan
	<input type="checkbox"/> Child Care. "Licensed" child care for program participants with children under the age of 13 or disabled children under the age of 18.	<input type="checkbox"/> Child care costs <input type="checkbox"/> Meals and Snacks <input type="checkbox"/> Comprehensive coordinated sets of appropriate developmental activities
	<input type="checkbox"/> Education Services. Instruction or training to enhance participants' ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education and substance abuse prevention.	<input type="checkbox"/> Educational services/skill-building <input type="checkbox"/> Screening, assessment, and testing <input type="checkbox"/> Individual or group instruction <input type="checkbox"/> Tutoring <input type="checkbox"/> Provision of books, supplies and instructional material <input type="checkbox"/> Counseling <input type="checkbox"/> Referral to community resources
	<input type="checkbox"/> Employment Assistance and Job Training. Services assisting participants secure employment and job training programs.	<input type="checkbox"/> Classroom, online, and/or computer instruction <input type="checkbox"/> On the-job instruction <input type="checkbox"/> Job finding, skill-building <input type="checkbox"/> Reasonable stipends in employment assistance job training programs <input type="checkbox"/> Books and instructional material <input type="checkbox"/> Employment screening, assessment, or testing <input type="checkbox"/> Structured job-seeking support <input type="checkbox"/> Special training, tutoring including literacy training, re-vocational training <input type="checkbox"/> Counseling or job coaching <input type="checkbox"/> Referral to community resources

Page 4 of 15



City of Garden Grove Neighborhood Improvement Division
FY 2014-15 Eligibility Evaluation: ESG Program
 Subrecipient

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Emergency Shelter (Includes Emergency Shelters, Transitional Housing & Day Centers) (continued)		
	<input type="checkbox"/> Outpatient Health Services. Direct outpatient treatment of medical conditions provided by licensed medical professionals.	<input type="checkbox"/> Assessing health problems and developing a treatment plan <input type="checkbox"/> Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services <input type="checkbox"/> Providing medication and follow-up services <input type="checkbox"/> Providing preventive and non-cosmetic dental care
	<input type="checkbox"/> Legal Services. Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.	<input type="checkbox"/> Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service <input type="checkbox"/> Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling <input type="checkbox"/> Filing fees and other necessary court costs
	<input type="checkbox"/> Legal Representation. Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing.	<input type="checkbox"/> Child support <input type="checkbox"/> Guardianship <input type="checkbox"/> Paternity <input type="checkbox"/> Emancipation <input type="checkbox"/> Legal separation <input type="checkbox"/> Resolution of outstanding criminal warrants <input type="checkbox"/> Appeal of veterans and public benefit claim denials <input type="checkbox"/> Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
	<input type="checkbox"/> Life Skills Training. Critical life management skills necessary to assist the program participant to function independently in the community.	<input type="checkbox"/> Budgeting resources <input type="checkbox"/> Managing money <input type="checkbox"/> Managing household <input type="checkbox"/> Resolving conflict <input type="checkbox"/> Shopping for food and needed items <input type="checkbox"/> Improving nutrition <input type="checkbox"/> Using public transportation <input type="checkbox"/> Parenting

ACTIVITY ELIGIBILITY (Check at least one applicable category)	Allowable Activity	Allowable Costs
Emergency Shelter (Includes Emergency Shelters, Transitional Housing & Day Centers) (continued)		
<input type="checkbox"/>	<input type="checkbox"/> Mental Health Services. Direct outpatient treatment of mental health conditions by licensed professionals	<input type="checkbox"/> Crisis intervention <input type="checkbox"/> Individual, family, or group therapy sessions <input type="checkbox"/> Prescription of psychotropic medications or explanations about the use and management of medications <input type="checkbox"/> Combinations of therapeutic approaches to address multiple problems
	<input type="checkbox"/> Substance Abuse Treatment Services. Substance abuse treatment provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors	<input type="checkbox"/> Client intake and assessment <input type="checkbox"/> Outpatient treatment for up to thirty days <input type="checkbox"/> Group and individual counseling <input type="checkbox"/> Drug testing
	<input type="checkbox"/> Transportation. Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services.	<input type="checkbox"/> Cost of program participant's travel on public transportation <input type="checkbox"/> Mileage allowance for service workers to visit participants <input type="checkbox"/> Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes, and maintenance for the vehicle <input type="checkbox"/> Travel costs of staff to accompany or assist program participants to use public transportation
	<input type="checkbox"/> Services for Special Populations. Otherwise eligible essential services tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats and people living with HIV/AIDS in emergency shelters.	<input type="checkbox"/> See all eligible expenses above under Essential Services
	<input type="checkbox"/> Rehabilitation and Renovation. Renovating buildings to be used as emergency shelter for homeless families and individuals.	<input type="checkbox"/> Labor <input type="checkbox"/> Materials <input type="checkbox"/> Tools <input type="checkbox"/> Other costs for renovation, including soft costs <input type="checkbox"/> Major rehabilitation of an emergency shelter <input type="checkbox"/> Conversion of a building into an emergency shelter

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program
	Subrecipient:

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Emergency Shelter (Includes Emergency Shelters, Transitional Housing & Day Centers) (continued)		
<input type="checkbox"/> Shelter Operations	<input type="checkbox"/> Shelter Operations. Costs to operate and maintain emergency shelter activities and also provide other emergency lodging when appropriate. <i>*Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available</i>	<input type="checkbox"/> Maintenance (including minor or routine repairs) <input type="checkbox"/> Rent <input type="checkbox"/> Security <input type="checkbox"/> Fuel <input type="checkbox"/> Insurance <input type="checkbox"/> Utilities <input type="checkbox"/> Food <input type="checkbox"/> Furnishings <input type="checkbox"/> Equipment <input type="checkbox"/> Supplies necessary for the operation of emergency shelter activities
<input type="checkbox"/> Assistance Required under URA.	<input type="checkbox"/> Assistance Required under URA. Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as described in subpart E of the Interim regulations	<input type="checkbox"/> Costs of providing URA assistance under 24 C.F.R. § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. <i>*Persons that receive URA assistance are not considered "program participants" for the purposes of this part of ESG and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services" for the purposes of this part under ESG.</i>

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program
	Subrecipient:

ACTIVITY/ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Homelessness Prevention (24 CFR 576.103) and Rapid Re-Housing (24 CFR 576.104)		
<input type="checkbox"/> Housing Relocation and Stabilization Services	<input type="checkbox"/> Financial Assistance	<input type="checkbox"/> Moving Costs. Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees. <input type="checkbox"/> Rent Application Fees. Application fee that is charged by the owner to all applicants. <input type="checkbox"/> Security Deposit. Equal to no more than 2 months' rent. <input checked="" type="checkbox"/> Last Month's Rent. Paid to the owner of housing at the time security deposit and first month's rent are paid. <input type="checkbox"/> Utility Deposit. Standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewerage). <input type="checkbox"/> Utility Payments. Up to 24 months of utility payments per participant per service (i.e. gas, electric, water/sewerage), including a 1 time payment up to 3 months of arrearages, per service.
	<input type="checkbox"/> Services: Housing Search and Placement:	<input type="checkbox"/> Assessment of housing barriers, needs and preferences <input type="checkbox"/> Development of an action plan for locating housing <input type="checkbox"/> Housing search and outreach to and negotiation with owner <input type="checkbox"/> Assistance with submitting rental applications and understanding leases <input type="checkbox"/> Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness <input type="checkbox"/> Assistance with obtaining utilities and making moving arrangements <input type="checkbox"/> Tenant counseling <input type="checkbox"/> Assessment of housing barriers, needs and preferences
	<input type="checkbox"/> Housing Stability Case Management. Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability	<input type="checkbox"/> Using the centralized or coordinated assessment system conduct the initial evaluation and reevaluation



City of Garden Grove Neighborhood Improvement Division
FY 2014-15 Eligibility Evaluation: ESG Program
 Subrecipient:

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Homelessness Prevention (24 CFR 576.103) and Rapid Re-Housing (24 CFR 576.104) (continued)		
	<p>Services: Mediation.</p>	<input type="checkbox"/> Counseling <input type="checkbox"/> Developing, securing, and coordinating services including federal, state, and local benefits <input type="checkbox"/> Monitoring and evaluating program participant progress <input type="checkbox"/> Providing information and referrals to other providers <input type="checkbox"/> Developing an individualized Housing and Service Plan <input type="checkbox"/> Time and/or services associated with mediation activities between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.
<input type="checkbox"/>	<p>Legal Services. Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing</p>	<input type="checkbox"/> Hourly fees for legal advice and representation <input type="checkbox"/> Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees <input type="checkbox"/> Client intake, preparation of cases for trial, provision of legal advice, representation at hearings and counseling
<input type="checkbox"/>	<p>Services: Legal Representation</p>	<input type="checkbox"/> Landlord/Tenant matters <input type="checkbox"/> Child support <input type="checkbox"/> Guardianship <input type="checkbox"/> Paternity <input type="checkbox"/> Emancipation <input type="checkbox"/> Legal Separation <input type="checkbox"/> Resolution of outstanding criminal warrants <input type="checkbox"/> Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault and stalking

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program Subrecipient

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
Homeslessness Prevention (24 CFR 576.103) and Rapid Re-Housing (24 CFR 576.104) (continued)		
<input type="checkbox"/> Short and Medium-Term Rental Assistance	<input type="checkbox"/> Services: Credit Repair. Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. <i>* Assistance cannot include the payment or modification of a debt.</i> <input type="checkbox"/> Short-Term Rental Assistance. Extended up to 3 months <input type="checkbox"/> Medium-Term Rental Assistance. Extended 4 to 24 months <input type="checkbox"/> Payment of Rental Arrears. One-time payment up to 6 months, including any late fees on those arrears <input type="checkbox"/> Any Combination of the Three Types of Rental Assistance Above. Total not to exceed 24 months during any 3 year period, including any payment for last month's rent.	<input type="checkbox"/> Credit counseling <input type="checkbox"/> Other related Services <input type="checkbox"/> Rental Assistance: rental assistance and rental arrears <input type="checkbox"/> rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
HMIS (24 CFR 576.107)		
<input type="checkbox"/> HMIS. The HEARTH Act makes HMIS participation a statutory requirement for ESG subrecipients. Activities funded under this component must comply with HUD's standards on participation, data collection and reporting under a local HMIS.	<input type="checkbox"/> Hardware, Equipment and Software Costs <input type="checkbox"/> Staffing: Paying salaries for operating HMIS	<input type="checkbox"/> Purchasing or leasing computer software <input type="checkbox"/> Purchasing software or software licenses <input type="checkbox"/> Purchasing or leasing equipment, including telephones, faxes, and furniture <input type="checkbox"/> Data collection <input type="checkbox"/> Completing data entry <input type="checkbox"/> Monitoring and reviewing data quality <input type="checkbox"/> Completing data analysis <input type="checkbox"/> Reporting to the HMIS <input type="checkbox"/> Training staff on using the HMIS or comparable database <input type="checkbox"/> Implementing and complying with HMIS requirements

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program
Subrecipient: _____	

ACTIVITY ELIGIBILITY (check at least one applicable category)	Allowable Activity	Allowable Costs
HMIS (24 CFR 576.107) (continued)	Training and Overhead	<input type="checkbox"/> Obtaining technical support <input type="checkbox"/> Leasing office space <input type="checkbox"/> Paying charges for electricity, gas, water, phone service and high speed data transmission necessary to operate or contribute data to HMIS <input checked="" type="checkbox"/> Paying costs of staff to travel to and attend HUD-sponsored and HUD approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act <input type="checkbox"/> Paying staff travel costs to conduct intake <input type="checkbox"/> Paying participation fees charged by the HMIS

Is the project an ineligible activity? (Double-check that it is none of the following.) (576.207)

<input type="checkbox"/>	Emergency Shelter Legal Services:
<input type="checkbox"/>	Legal Services for immigration and citizenship matters
<input type="checkbox"/>	Issues related to mortgages
<input type="checkbox"/>	Retainer fee arrangements and contingency fee arrangements
<input type="checkbox"/>	Substance abuse treatment services for inpatient detoxification and other inpatient drug or alcohol treatment are ineligible costs
<input checked="" type="checkbox"/>	Homelessness Prevention and Rapid Re-housing/ Housing Relocation and Stabilization Services:
<input type="checkbox"/>	Payment of temporary storage fees in arrears
<input type="checkbox"/>	No financial assistance to a household for a purpose and time period supported by another public source
<input type="checkbox"/>	Credit Repair assistance does not include the payment or modification of a debt
<input type="checkbox"/>	Rental Assistance
<input type="checkbox"/>	Late payment penalties
<input type="checkbox"/>	Administration
<input type="checkbox"/>	General management / Oversight / Coordination
<input type="checkbox"/>	Purchase of office space
<input type="checkbox"/>	Bud debts (e.g., late fees shown on invoices), , grant writing, public relations events, staff training, attending conferences, advertising, and entertainment

PROJECT FUNDING/MATCHING REQUIREMENT (24 CFR 576.204)	
Subrecipient's estimated cost:	
Recommended ESG funding:	
Match sources (amount & source):*	
<small>*Matching contributions in an amount that equals the amount of ESG funds applied for, and awarded. Matching contributions may be obtained from any source, including any federal source</small>	

	City of Garden Grove Neighborhood Improvement Division
	FY 2014-15 Eligibility Evaluation: ESG Program
	Subrecipient:

other than the ESG Program, as well as State, local, and private sources.	
ESG share of City's estimated total cost	

CONSOLIDATED OR ACTION PLAN

<input type="checkbox"/> Yes	Is the project consistent with a priority need or objective identified in the Consolidated Plan? If not, a Plan amendment will be needed, following the Citizen Participation Plan. Identify the priority:
<input type="checkbox"/> No	
<input checked="" type="checkbox"/> Yes	Is the project identified in the current Action Plan or as a previous Action Plan activity for which there are still sufficient funds? If not, if this is a "substantial amendment" per the Citizen Participation Plan, a Plan amendment will be needed to implement the project.
<input type="checkbox"/> No	

CONTINUUM OF CARE CONSULTATION (24 CFR 576.400(a))

<input checked="" type="checkbox"/> Yes	Project is consistent with local CoC: (1) determine how ESG funds will be allocated in that region; (2) identify the performance standards for evaluating the outcomes of projects and activities; and (3) identify the funding, policies and procedures for the administration and operation of the HHS, if appropriate (24 CFR 576.400(a)).
<input type="checkbox"/> No	
<input type="checkbox"/> Yes	Subrecipient has coordinated and integrated, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the CoC to provide a strategic, community-wide system to prevent and end homelessness for the area (24 CFR 576.400(c)).
<input type="checkbox"/> No	
<input checked="" type="checkbox"/> Yes	Subrecipient has coordinated and integrated, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible (24 CFR 576.400(d)).
<input type="checkbox"/> No	
<input type="checkbox"/> Yes	If the CoC has developed Written Standards in accordance with the requirements outlined in 24 CFR 576.400(e)(2)(3), is the subrecipient using those written standards.
<input type="checkbox"/> No	
<input type="checkbox"/> NA	
<input type="checkbox"/> Yes	If the CoC has not yet established its Written Standards, has subrecipient established and applied written standards for providing ESG Assistance per 24 CFR 576.400 (e)(2)(3).
<input type="checkbox"/> No	
<input type="checkbox"/> NA	

Participation in HHS

<input type="checkbox"/> Yes	The subrecipient has ensured that data on all persons served and all activities assisted under ESG are entered into the HHS. If subrecipient is a Victim Service Provider or a Legal Services Provider, it may use a comparable database that collects client level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HHS (24 CFR 576.400(f)).
<input type="checkbox"/> No	

RECOMMENDATION AND COMMENTS

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	City of Garden Grove Neighborhood Improvement Division		
	FY 2014-15 Eligibility Evaluation: ESG Program		
	Subrecipient:		

Comments:

PREPARER'S SIGNATURE			
Signature:		Date:	
Name:		Title:	
CITY REVIEWER SIGNATURE			
Signature:		Date:	
Name:		Title:	
CITY REVIEWER SIGNATURE			
Signature:		Date:	
Name:		Title:	
ATTACHMENTS			

Exhibit 4
Subrecipient Agreement

**EMERGENCY SOLUTIONS GRANT PROGRAM
SUBRECIPIENT AGREEMENT
BETWEEN THE CITY OF GARDEN GROVE
AND (Insert Organization)
FOR (Insert activities that are being funded)**

This agreement is made and entered into this (Insert date), by and between the CITY OF GARDEN GROVE, a municipal corporation of the State of California, hereinafter referred to as "CITY," and (Insert name of subrecipient), a nonprofit corporation under the laws of the State of California, hereinafter referred to as "SUBRECIPIENT."

RECITALS

The following recitals are a substantive part of this agreement:

1. The CITY has applied for and received funds from the U.S. Department of Housing and Urban Development (HUD) under subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act of 1974, (42 U.S.C. 11371-11378); and
2. The CITY's Annual Action Plan submitted to HUD includes the PROJECT described herein and indicates that a portion of the funds received from HUD shall be allocated to SUBRECIPIENT; and
3. HUD has accepted and certified the aforementioned Annual Action Plan; and
4. The CITY wishes to engage the SUBRECIPIENT to provide (Insert activities that are being funded), as set forth in CITY's Annual Action Plan, in accordance with the Scope of Services (Attachment A) of this agreement (the "PROJECT"); and
5. The provision of this service is an eligible expenditure of available Emergency Solutions Grant (ESG) Program funds of the CITY required to carry out the purpose of the ESG Program under 24 CFR 576.1.

AGREEMENT

The parties mutually agree as follows:

1. **Term of Agreement.** This agreement shall cover services rendered from (Insert start date of agreement) until (Insert date that the contract will expire). The term of this agreement and the provisions herein shall be extended to cover any additional time period during which the SUBRECIPIENT remains in control of ESG funds or other assets, including program income. Subrecipient shall remain obligated to perform such duties as would normally extend beyond the end date of reimbursable activities, including, but not limited to, indemnification, audits, reporting, and accounting.
2. **Services to be Provided.** As a condition of receiving ESG funding pursuant to this agreement, the SUBRECIPIENT shall perform all the services necessary to administer the PROJECT as described in the CITY's Annual Action Plan and as set forth in the Scope of Services described in Attachment A to this agreement, a copy of which is attached hereto and incorporated herein by this reference. The Scope of Services includes the following

1094061.1

components:

- 2.1 Activities. The SUBRECIPIENT will be responsible for administering the services with Fiscal (Insert year) ESG Program funds to qualified Garden Grove residents in a manner satisfactory to the CITY and consistent with any and all standards required as a condition of providing these funds, the terms of this agreement, and all applicable Federal, State and local laws, guidelines, policies and regulations.
 - a. Program Delivery. The Scope of Services Includes a description of each activity eligible under the ESG Program, the products or services to be performed, where they are to be provided, for whom they are to be provided, and how many they are to be provided.
 - b. General Administration. A description of the SUBRECIPIENT's general administrative services to be performed in support of the activities is noted in the Scope of Services. A schedule for the completion of these services and goals is included in the Scope of Services. The services will include activities eligible under the ESG Program.
- 2.2 The Eligible Expense Guide. The Eligible Expense Guide, attached hereto as Attachment B and incorporated herein by reference, details what activities are eligible for reimbursement with ESG funds, and includes the following components:
 - a. Eligible Activities. A complete description of each activity eligible under the ESG Program, the products or services to be performed, where the services are to be provided and for how long services are to be provided.
 - b. Participant Qualifications. A description of client qualification to receive ESG services, including the definitions of "at risk" and "homeless", and maximum gross household income.
- 2.3 Emergency Solutions Program Objectives. All activities funded with ESG funds are limited to ones that increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families and to operate these facilities, and provide essential social services, homelessness prevention and rapid rehousing services.
- 2.4 Level of Accomplishment-Goals and Performance Measures. The Scope of Services includes measurements for each activity per quarter and year-to-date.
- 2.5 Performance Monitoring. The CITY will monitor the performance of the SUBRECIPIENT against goals and performance standards required herein. Substandard performance as determined by the CITY will constitute non-compliance with this agreement. If action to correct such substandard performance is not taken by the SUBRECIPIENT within a reasonable period of time after being notified by the CITY, Agreement suspension or termination procedures will be initiated.

3. Disbursement of Funds. SUBRECIPIENT shall receive ESG Funds as follows:

2

1694061.1

- 3.1 **Amount.** It is expressly agreed and understood that the total amount to be paid by the CITY under this agreement shall not exceed (Insert amount funded to subrecipient). Payment may be contingent upon certification of the SUBRECIPIENT's financial management system in accordance with the standard specified in 2 CFR Part 200.
 - 3.2 **Not to Exceed.** ESG Funds under this agreement shall not exceed (Insert amount funded). If the costs of services provided exceed (Insert amount funded), the SUBRECIPIENT shall pay all additional costs. If the cost of services provided is less than (Insert amount funded), the CITY shall retain all unused funds.
 - 3.3 **Budget.** Drawdowns for the payment of eligible expenses shall be made in accordance with the line item budgets specified in the Project Budget set forth in Attachment A hereto, and in accordance with the payment procedures set forth in Section 5.10 of this agreement.
 - 3.4 **Prohibition of Subrecipient Income from ESG Funds.** Subrecipient agrees that it shall not use ESG Funds in any manner which shall provide income to Subrecipient, other than Program Income. Any earned interest income on funds generated through the use of investment of funds received from ESG shall be cause, at the discretion of the City, for recapture of such income and/or the full amount of funds originally granted to Subrecipient.
4. **General Conditions.** During the performance of this agreement, the SUBRECIPIENT agrees as follows:

- 4.1 **General Compliance.** The SUBRECIPIENT agrees to comply with applicable Uniform Administrative Requirements of Title 2 of the Code of Federal Regulations as well as the requirements of Title 24 of the Code of Federal Regulations, Part 576 (the U.S. Housing and Urban Development regulations concerning the Emergency Solutions Grant Program (ESG) including 24 CFR 576.407 of these regulations, except that (1) the SUBRECIPIENT does not assume the recipient's environmental responsibilities described in 24 CFR 576.407 (d) and (2) the SUBRECIPIENT does not assume the recipient's responsibility for initiating the environmental review process under the provisions of 24 CFR Part 52. The SUBRECIPIENT also agrees to comply with all other applicable federal, state and local laws, regulations, and policies governing the funds provided under this agreement. The SUBRECIPIENT further agrees to utilize funds available under this agreement to supplement rather than supplant funds otherwise available.

Subrecipient shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of the Agreement or the ESG Program, including all Cal/OSHA requirements, and shall give all notices required by law. Subrecipient shall be liable for all violations of such laws and regulations in connection with performing work related to the Agreement or ESG Program. If Subrecipient performs any work or services in violation of such laws, rules, and regulations, Subrecipient shall be solely responsible for all penalties and costs arising therefrom. Subrecipient shall defend, indemnify, and hold City, its officials, officers, employees, agents and

volunteers, free and harmless from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules, or regulations.

- 4.2. Notices. All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or mailed to the below listed addresses, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.

Address of CITY is as follows:

With One (1) Copy to:

City of Garden Grove
Attn: Neighborhood Improvement
Division, 3rd Floor
Community Development Department
11222 Acacia Parkway
Garden Grove, CA 92840-5208

City of Garden Grove
Attn: City Attorney
City Attorney's Office
11222 Acacia Parkway
Garden Grove, CA 92840-5208

Address of SUBRECIPIENT:
(Name of subrecipient)
Attn: (Contact name)
(Contact title)
(Address)

- 4.3. Independent Contractor. Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The SUBRECIPIENT shall at all times remain an independent contractor with respect to the services to be performed under this agreement. All persons employed for the performance of services and functions hereunder shall be officers, agents, or employees (including volunteers) of SUBRECIPIENT and shall not be deemed to be those of CITY; no CITY officer, agent, or employee shall be under control or supervision of SUBRECIPIENT, and no SUBRECIPIENT officers, agents or employees (including volunteers), shall have any entitlement to wages, pension, civil service, or any status or rights with CITY. The CITY shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the SUBRECIPIENT is an independent contractor.
- 4.4. Licensing. Prior to performing any services or work hereunder Subrecipient shall obtain all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the work and services required by this Agreement and ESG Funds. Subrecipient represents and warrants to City that Subrecipient shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement and any extension, any license, permit, qualification, or approval that is legally required for Subrecipient to perform the work and services required or authorized by this Agreement or ESG Funds. Subrecipient shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Subrecipient's performance of the work and services required or authorized by this Agreement or ESG Funds, and shall defend, indemnify, and hold the City, its

officials, officers, employees, agents and volunteers, free and harmless from and against any claim or liability arising out of any failure or alleged failure to obtain such license, permits, and approvals of whatever nature that are legally required to perform the work or services set forth in the ESG Program.

- 4.5 Ineligibility of Subrecipient or Contractors. Subrecipient shall not use ESG Funds directly or indirectly in its operations or to employ, award contracts to, or otherwise engage the services of, or fund any contractor during any period of debarment, suspension, or placement in ineligibility status of the Subrecipient or such contractor under the provisions of the applicable federal regulations governing ESG funds, projects, or programs.
- 4.6 Prohibition of Expending ESG Funds to Obtain Other Funding. Subrecipient shall in no event expend ESG Funds granted hereunder to fund another service provider, to pay a contractor for services outside the scope of this Agreement, to apply for other public agencies' program funds, or to supplant another funding source, unless expressly approved by the City.
- 4.7 Unauthorized Aliens. Subrecipient represents and warrants that it will comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Subrecipient so employ such unauthorized aliens for the performance of any work and/or services under this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Subrecipient hereby agrees to reimburse City for any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, or penalties which arise out of or are related to such employment, together with any and all costs, including attorneys' fees, incurred by City.
- 4.8 Hold Harmless. SUBRECIPIENT agrees to protect, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by SUBRECIPIENT, SUBRECIPIENT's agents, officers, employees, subcontractors, or independent contractors hired by SUBRECIPIENT. The only exception to SUBRECIPIENT's responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY, or any of its elective or appointive boards, officers, agents, or employees. This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by SUBRECIPIENT.
- 4.5 Workers' Compensation. For the duration of the agreement, SUBRECIPIENT shall maintain Workers' Compensation Insurance in the amount and type required by law.
- 4.6 Insurance: The SUBRECIPIENT shall maintain the following insurance for the duration of this agreement. Work should not commence until all insurance is approved.

- a. For the duration of this agreement, SUBRECIPIENT and all subcontractors, consultants, and agents shall maintain workers compensation insurance in the amount and type required by California Law, if applicable.
- b. Commercial General Liability in an amount not less than \$1,000,000 per occurrence; (claims made and modified occurrence policies are not acceptable); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-Class VII or better, as approved by CITY.
- c. Automobile Liability in an amount not less than \$1,000,000 combined single limit; Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-Class VII or better, as approved by CITY.
- d. Professional Liability in an amount not less than \$1,000,000 per occurrence; Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-Class VII or better, as approved by the CITY.

Additional Insured Endorsements and Loss Payee Endorsement:

All certificates and endorsements must be in a form and content as approved by CITY. An additional insured Endorsement for commercial general liability policies (Subsection "b" above) shall designate the City of Garden Grove, Garden Grove Agency for Community Development, their officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of SUBRECIPIENT. SUBRECIPIENT shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for automobile liability policies (Subsection "c" above) shall designate the City of Garden Grove, the Garden Grove Agency for Community Development, their officers, officials, employees, agents, and volunteers as additional insureds for automobiles owned, leased, hired, or borrowed by SUBRECIPIENT. SUBRECIPIENT shall provide CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by CITY.

SUBRECIPIENT shall provide to CITY endorsements from each insurance carrier wherein the insurance carrier shall give CITY thirty (30) days advanced written notice of any material change, cancellation, or termination of coverage.

For any claims related to this Agreement, SUBRECIPIENT's insurance coverage shall be primary insurance as respects the City of Garden Grove, Garden Grove Agency for Community Development, their officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, or volunteers shall be excess of the SUBRECIPIENT'S insurance and shall not contribute with it. Claims made and modified occurrence policies are not acceptable.

- 4.7. City Recognition. The SUBRECIPIENT shall insure recognition of the role of the CITY in providing services through this agreement. All activities, facilities and items utilized pursuant to this agreement shall be prominently labeled as to funding source. In addition, the SUBRECIPIENT will include a reference to the support

provided herein in all publications made possible with funds made available under this agreement.

- 4.8. **Amendments.** The CITY or SUBRECIPIENT may amend this agreement at any time provided that such amendments make specific reference to this agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the CITY's governing body. Such amendments shall not invalidate this agreement, nor relieve or release the CITY or SUBRECIPIENT from its obligations under this agreement.

The CITY may, in its discretion, amend this agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this agreement, such modifications will be incorporated only by written amendment signed by both CITY and SUBRECIPIENT.

- 4.9. **Suspension or Termination.** In accordance with 2 CFR 200.338, the CITY may suspend or terminate this agreement if the SUBRECIPIENT materially fails to comply with any terms of this agreement, which include (but are not limited to) the following:

- a. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
- b. Failure, for any reason, of the SUBRECIPIENT to fulfill in a timely and proper manner its obligations under this agreement;
- c. Ineffective or improper use of funds provided under this agreement; or
- d. Submission by the SUBRECIPIENT to the CITY reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR 200.339, this agreement may also be terminated for convenience by either the CITY or the SUBRECIPIENT, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the CITY determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the CITY may terminate the award in its entirety.

5. Administrative Requirements

Financial Management

- 5.1. **Accounting Standards.** The SUBRECIPIENT agrees to comply with 2 CFR 200.302 and all other applicable provisions of 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

- 5.2. Cost Principles. The SUBRECIPIENT shall administer its program in conformance with 2 CFR Part 200 as it pertains to all costs incurred whether charged on a direct or indirect basis.

Documentation and Record Keeping

- 5.3. Records to be Maintained. The SUBRECIPIENT shall maintain all records required by the federal regulations specified in 24 CFR 576.500 that are pertinent to the activities to be funded under this agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets the Purpose of the ESG Program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with ESG assistance;
- e. For homeless prevention activities, records documenting evidence of an eviction, foreclosure, or utility termination notice(s) and evidence that the inability to pay was sudden, necessary to prevent homelessness, and resumption of payment is reasonably expected within the near future;
- f. Financial records as required by and 2 CFR Part 200;
- g. Records to document homelessness status to determine the eligibility of persons served by the ESG Program; and
- h. Other records necessary to document compliance with 24 CFR Part 576.57.

- 5.4. Retention. The SUBRECIPIENT shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the agreement for a period of four (4) years. The retention period begins on the date of the submission of the CITY's annual performance and evaluation report to HUD in which the activities assisted under the agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

- 5.5. Client Data. The SUBRECIPIENT shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to CITY monitors or their designees for review upon request.

- 5.6. Disclosure. The SUBRECIPIENT understands that client information collected under this agreement is private and the use or disclosure of such information, when not directly connected with the administration of the CITY's or SUBRECIPIENT's responsibilities with respect to services provided under this agreement, is prohibited by the all applicable state and federal law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.
- 5.7. Closeouts. The SUBRECIPIENT's obligation to the CITY shall not end until all closeout requirements are completed. Activities during this closeout period shall include, but are not limited to: Making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the CITY), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this agreement shall remain in effect during any period that the SUBRECIPIENT has control over ESG funds.
- 5.8. Audits and Inspections. All SUBRECIPIENT records with respect to any matters covered by this agreement shall be made available to the CITY, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within 30 days after receipt by the SUBRECIPIENT. Failure of the SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this agreement and may result in the withholding of future payments. The SUBRECIPIENT hereby agrees to have an annual agency audit conducted in accordance with current CITY policy concerning SUBRECIPIENT audits and 2 CFR Part 200 subparts A-F.

Reporting and Payment Procedures

- 5.9. Quarterly Reports. The Subrecipient shall submit "Quarterly Reports" during the program year beginning (Insert date), and ending (Insert date), within fifteen (15) calendar days of the end of each quarter. The final quarterly report is due no later than July 15, (Insert year). The report must include sufficient information to assist the City in monitoring the Subrecipient's performance. The Subrecipient must demonstrate satisfactory performance prior to reimbursement for expenditures. The Quarterly Reports shall indicate the number of persons assisted, income and ethnicity of persons assisted, how/what assistance was provided, and a description of how and when determination of eligibility status was made for persons assisted.
- 5.10. Reimbursement Schedule. Subrecipient may request to draw down on these ESG Funds in the manner delineated in Scope of Services, unless receipts and appropriate documentation can be provided to, and approved by, the City indicating the need to draw down on funds earlier. The City shall not provide any payments/reimbursements in advance of actual expenditures by the Subrecipient.

- 5.11 Reimbursement Requests. Concurrently with the submittal of each Quarterly Report, as described in subsection 5.9, Subrecipient shall submit a "Reimbursement Request" to the City to request payment for eligible ESG Program costs. Each Reimbursement Request shall include documentation to verify that the expenditure of funds is consistent with the ESG Program description/definition as approved by the City Council. Documentation shall include, but not be limited to, both (i) an original invoice and (ii) true copies of other receipts, agreements, payroll records or other documentation supporting and evidencing how the ESG Funds have been or will be expended during the applicable quarter. Prior to reimbursing Subrecipient, the City will verify that Subrecipient has met all applicable regulations for the ESG Program.
- 5.12 Remaining Balance. The ESG Program shall be completed and all funds provided through this Agreement shall be expended on eligible ESG Program activities from (Insert date) through (Insert date). Invoices for approved ESG Program costs funded under this Agreement shall be submitted within 30 days after the Agreement expiration date. After the 30 day period for submitting invoices has expired, any remaining balance on this Agreement may be allocated by City to other eligible ESG projects within the City's approved ESG Program.
- 5.13 Separation of Accounts. All ESG Funds received by Subrecipient from City pursuant to this Agreement shall be maintained in an account in a federally insured banking or savings and loan institution with record keeping of such accounts maintained pursuant to Title 2 of the Code of Federal Regulations ("2 CFR") Part 200. The Subrecipient is not required to maintain separate depository accounts for ESG Funds; provided however, the Subrecipient must be able to account for receipt, obligation and expenditure of ESG Funds pursuant to applicable 2 CFR 200.302 et seq., requirements and any other applicable law.
- 5.14 Repayment of Funds by Subrecipient. In the event this Agreement is terminated, as provided in section 4.9, Subrecipient agrees to and shall immediately return to City any and all unexpended and unencumbered ESG Funds. Further, Subrecipient shall comply with the provisions of the section of this Agreement relating to Reversion of Assets.
- 5.15 Additional Payment after Notice of Termination at Discretion of City. In the event of early termination of the Agreement by either party without cause, at the sole discretion and election of the City, the Subrecipient will be compensated for all services rendered and necessarily incurred costs performed in good faith in accordance with the terms of this Agreement that have been previously eligible for reimbursement and paid, to the date of the notice of termination to the extent that ESG Funds are available from HUD.

In the event of early termination of the Agreement by the City for cause (but not due to the non-performance or breach by Subrecipient), at the sole discretion and election of the City, the Subrecipient will be compensated for all services rendered and necessarily incurred costs performed in good faith in accordance with the terms of this Agreement that have been previously eligible for reimbursement and paid, to the date of the notice of termination to the extent that ESG Funds are available from HUD.

- 5.16 Indirect Costs. If indirect costs are charged, the SUBRECIPIENT will develop an indirect cost allocation plan for determining the appropriate SUBRECIPIENT's share of administrative costs and shall submit such plan to the CITY for approval, in a form specified by the CITY.
- 5.10 Payment Procedures. The CITY will pay to the SUBRECIPIENT funds available under this agreement based upon information submitted by the SUBRECIPIENT and consistent with any approved budget and CITY policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the SUBRECIPIENT, and not to exceed actual cash requirements. Payments are to be adjusted by the CITY in accordance with advanced fund and program income balances available in SUBRECIPIENT accounts. In addition, the CITY reserves the right to liquidate funds available under this agreement for costs incurred by the CITY on behalf of the SUBRECIPIENT.
- 5.11 Progress Reports. The SUBRECIPIENT shall submit regular Progress Reports to the CITY in the form, content, and frequency as required by the CITY.
- 5.12 Procurement
- a. Compliance
The SUBRECIPIENT shall comply with current CITY policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the CITY upon termination of this Agreement.
 - b. OMB Standards
Unless specified otherwise within this agreement, the SUBRECIPIENT shall procure all materials, property, or services in accordance with the requirements of 2 CFR Part 200.
 - c. Travel
The SUBRECIPIENT shall obtain written approval from the CITY for any travel outside the metropolitan area with funds provided under this Agreement.

Use and Reversion of Assets

- 5.13. Compliance. The SUBRECIPIENT shall comply with current CITY policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets shall revert to the CITY upon termination of this agreement as provided for in Use and Reversion of Assets.
- 5.14. OMB Standards. Unless specified otherwise within this agreement, the SUBRECIPIENT shall procure all materials, property, or services in accordance with the requirements of 2 CFR Part 200.

5.15. Travel. The SUBRECIPIENT shall obtain written approval from the CITY for any travel outside the metropolitan area with funds provided under this agreement.

5.16. Use as an Emergency Shelter. The use and disposition of real property and equipment under this agreement shall be in compliance with the requirements of 2 CFR Part 200, which include but are not limited to the following:

- a. The SUBRECIPIENT shall transfer to the CITY any ESG funds on hand and any accounts receivable attributable to the use of funds under this agreement at the time of expiration, cancellation, or termination.
- b. Real property under the SUBRECIPIENT's control that was improved, in whole or in part, with funds under this agreement shall comply with ESG assistance involving major rehabilitation or conversion, requires any building for which ESG assistance is used to continue in use as a shelter for homeless individuals and families for not less than a ten-year period. ESG assistance involving rehabilitation (other than major rehabilitation or conversion) requires any building for which ESG assistance is used to continue in use as a shelter for homeless individuals and families for not less than a three-year period. Thus, for either the 3- or 10-year period of use, the use requirement starts on the date of initial occupancy for a building that had not previously been operated as a shelter. The date the ESG funds are obligated to a shelter starts the applicable use requirement where the building was previously operated as a shelter.
- c. In all cases in which equipment acquired, in whole or in part, with funds under this agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this agreement were used to acquire the equipment). When equipment is no longer needed in the same project, it cannot be used to assist homeless or low-income persons, and the value of the property in question is \$5,000 or more, disposition instructions should be requested from HUD. If HUD has neither use for the equipment nor provides instruction within 120 days, the recipient may dispose of the equipment provided the ESG account is reimbursed by applying to the sales price or fair market value of the equipment an amount equal to the percentage of HUD's participation in the original acquisition price of the equipment.

6. Relocation, Real Property Acquisition. The SUBRECIPIENT agrees to comply with the following:

- a. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24; and,
- b. The SUBRECIPIENT also agrees to comply with all applicable CITY ordinances, resolutions and policies concerning the displacement of persons from their residences.
- c. The requirements in 24 CFR 570.606(d) governing optional relocation policies.

The CITY hereby reserves the right to preempt the optional policies.

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The SUBRECIPIENT shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b) (2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for an ESG-assisted project. The SUBRECIPIENT also agrees to comply with applicable CITY ordinances, resolutions and policies concerning the displacement of persons from their residences.

7. Personnel & Participant Conditions.

7.1. Civil Rights

a. Compliance

The SUBRECIPIENT agrees to comply with all local and State civil rights laws and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

b. Non-discrimination

The SUBRECIPIENT agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders, as revised by Executive Order 13279 and all local ordinances. The applicable non-discrimination provisions in Section 109 of the HCPA are still applicable.

c. Land Covenants

This agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352). In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this agreement, the SUBRECIPIENT shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the CITY and the United States are beneficiaries of and entitled to enforce such covenants. The SUBRECIPIENT, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

d. Section 504

The SUBRECIPIENT agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The CITY shall provide the SUBRECIPIENT with any guidelines necessary for compliance with that portion of the regulations in force during the term of this agreement.

7.2. Affirmative Action

a. Approved Plan

The SUBRECIPIENT agrees that it shall be committed to carry out pursuant to the CITY's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The CITY shall provide Affirmative Action guidelines to the SUBRECIPIENT to assist in the formulation of such program. The SUBRECIPIENT shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

b. Women- and Minority-Owned Business Enterprise (W/MBE)

The SUBRECIPIENT will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this agreement. As used in this agreement, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans, and American Indians. The SUBRECIPIENT may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

c. Access to Records

The SUBRECIPIENT shall furnish and cause each of its own SUBRECIPIENT's or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the CITY, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

d. Confidentiality of Records

The SUBRECIPIENT is to ensure the safety and security of ESG project participants fleeing domestic violence situations by developing and implementing procedures to guarantee the confidentiality of records concerning project participants as required under 24 CFR 576.500. In addition, the address and location of family violence shelter facilities receiving ESG funding may not be publicly disclosed except with the written authorization of the person(s) responsible for the shelter facility's operation. To comply with this requirement, recipient organizations should, for example, keep written records or files pertaining to families under lock and key with only particular personnel granted access to those files.

e. Notifications

The SUBRECIPIENT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the SUBRECIPIENT's

commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

f. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The SUBRECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity or Affirmative Action employer.

7.3 Subcontract Provisions

The SUBRECIPIENT will require and include compliance with any and all provisions of Civil Rights, Affirmative Action, and other applicable requirements applicable to SUBRECIPIENT in every subcontract or purchase order as applicable, specifically or by attached reference, so that such provisions will be binding upon each of its own subcontractors.

7.4 Other Employment Restrictions

The SUBRECIPIENT is prohibited from using funds provided herein or personnel employed in the administration of the program for: Political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

7.5 OSHA

Where employees are engaged in activities not covered under the Occupational Safety Act of 1970 (OSHA), they shall not be required or permitted to work, be trained, or receive services in buildings that are unsanitary, hazardous, or dangerous to the participants' health or safety.

7.6 Labor Standards

The SUBRECIPIENT agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this agreement. The SUBRECIPIENT agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The SUBRECIPIENT shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the CITY for review upon request.

The SUBRECIPIENT agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this agreement, shall comply with Federal requirements adopted by the CITY pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the

SUBRECIPIENT of its obligation, if any, to require payment of the higher wage. The SUBRECIPIENT shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

7.7 Section 3 Clause

a. Compliance

Compliance with the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this agreement, shall be a condition of the Federal financial assistance provided under this agreement and binding upon the CITY, the SUBRECIPIENT and any of the SUBRECIPIENT's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the CITY, the SUBRECIPIENT and any of the SUBRECIPIENT's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the agreement through which federal assistance is provided. The SUBRECIPIENT certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The SUBRECIPIENT further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this agreement:

"The work to be performed under this agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low and very low-income persons residing in the metropolitan area in which the project is located."

The SUBRECIPIENT further agrees to ensure that opportunities for training and employment arising in connection with rehabilitation (including reduction and abatement of lead-based paint hazards) are given to low and very low-income persons residing within the metropolitan area in which the ESG-funded project is located; where feasible, priority should be given to low and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low and very low-income persons residing within the metropolitan area in which the ESG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low and very low-income residents within the service area or the neighborhood in which the project is located, and to low and very low-income participants in other HUD programs.

The SUBRECIPIENT certifies and agrees that no contractual and/or other legal incapacity exists that would prevent compliance with these requirements.

b. Notification

The SUBRECIPIENT agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

c. Subcontract

The SUBRECIPIENT will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The SUBRECIPIENT will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

d. Conduct

i. Assignability

The SUBRECIPIENT shall not assign or transfer any interest in this agreement without the prior written consent of the CITY thereto; provided, however, that claims for money due or to become due to the SUBRECIPIENT from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the CITY.

ii. Subcontracts

a. Approvals

The SUBRECIPIENT shall not enter into any subcontracts with any agency or individual in the performance of this agreement without the written consent of the CITY prior to the execution of such agreement.

b. Monitoring

The SUBRECIPIENT will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The SUBRECIPIENT shall cause all of the provisions of this agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this agreement.

d. Selection Process

The SUBRECIPIENT shall undertake to insure that all subcontracts let in the performance of this agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the CITY along with documentation concerning the selection process.

7.8

Hatch Act

The SUBRECIPIENT agrees that no funds provided, nor personnel employed under this agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

7.9

Conflict of Interest

The SUBRECIPIENT agrees to abide by the provisions of 2 CFR Part 200, which include (but are not limited to) the following:

- a. No employee, officer or agent of the SUBRECIPIENT shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- b. No covered persons who exercise or have exercised any functions or responsibilities with respect to ESG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the ESG-assisted activity, or with respect to the proceeds from the ESG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, subcontractor, consultant, officer, or elected or appointed official of the CITY, the SUBRECIPIENT, or any designated public agency.

7.10

Lobbying The SUBRECIPIENT hereby certifies that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; and,

- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all SUBRECIPIENTS shall certify and disclose accordingly; and,
- d. Lobbying Certification: This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

7.11. Copyright

If this agreement results in any copyrightable material or inventions, the CITY and/or grantor agency reserves the right to royalty-free, exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7.12. Religious Activities

The SUBRECIPIENT agrees that funds provided under this agreement will not be utilized for inherently religious activities prohibited by 24 CFR 576.406 such as worship, religious instruction, or proselytization. An organization that is awarded direct HUD funds may still engage in inherently religious activities provided they are voluntary for participants in HUD-funded activities and occur separately in time or location from the HUD-funded activities. An organization receiving HUD funds may not restrict HUD-funded services or housing to people of a particular religion or religious denomination.

8. Environmental Conditions.

8.1. Air and Water

The SUBRECIPIENT agrees to comply with the following requirements insofar as they apply to the performance of this agreement:

- a. Clean Air Act, 42 U.S.C., 7401, *et seq.*;
- b. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued hereunder;

- c. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

8.2 Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the SUBRECIPIENT shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

8.3 Lead-Based Paint

The SUBRECIPIENT agrees that any construction or rehabilitation of residential structures with assistance provided under this agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all ESG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures might be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

8.4 Historic Preservation

The SUBRECIPIENT agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, and any and all local ordinances insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state, or local historic property list.

8.5 Building Standards

The SUBRECIPIENT agrees that any assistance to a building for which ESG amounts are used for conversion, major rehabilitation, rehabilitation, or renovation must meet local government safety and sanitation standards in accordance with 24 CFR 576.55.

9. Severability

If any provision of this agreement is held invalid, the remainder of the agreement shall not be affected thereby and all other parts of this agreement shall nevertheless be in full force and effect.

10. Section Headings and Subheadings.

The section headings and subheadings contained in this agreement are included for convenience only and shall not limit or otherwise affect the terms of this agreement.

11. Waiver.

The CITY's failure to act with respect to a breach by the SUBRECIPIENT does not waive its right to act with respect to subsequent or similar breaches. The failure of the CITY to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

12. Entire Agreement.

This agreement constitutes the entire agreement between the CITY and the SUBRECIPIENT for the use of funds received under this agreement, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the CITY and the SUBRECIPIENT with respect to this agreement.

IN WITNESS WHEREOF, the City Manager of the City of Garden Grove has caused this agreement to be subscribed and attested by the City Clerk hereof, and the SUBRECIPIENT has subscribed the same through its authorized officer, the day, month and year first above written.

"SUBRECIPIENT"
(Name of subrecipient)

CITY OF GARDEN GROVE ("CITY")
A Municipal Corporation

By: _____
(Name of director),
Executive Director

By: _____
Scott Stiles,
City Manager

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

By: _____
Omar Sandoval,
City Attorney

By: _____
KATHLEEN BAILOR,
City Clerk

Dated: _____

Dated: _____

Attachment A
SCOPE OF SERVICES AND BUDGET
FY (Year)

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1094061.1

ATTACHMENT A
SCOPE OF SERVICES AND BUDGET
CITY OF GARDEN GROVE & [SUBRECIPEINT NAME]

A. SCOPE OF SERVICES

This project is designed to provide availability and accessibility to a suitable living environment by providing [DESCRIBE PROJECT]. [SUBRECIPEINT NAME] shall provide essential services [DESCRIBE CLIENTEL BEING SERVED]. Furthermore this project furthers Priority #7 in the City of Garden Grove's adopted Housing and Community Development Consolidated Plan (HUD 5 year plan), which is to address the needs of homeless individuals and those at risk of homelessness.

Between July 1, [20xx] and June 30, [20xx], [SUBRECIPEINT NAME] will provide the following eligible activities:

1. [DESCRIBE SERVICE/ACTIVITY AND THE NUMBER OF INDIVIDUALS SERVED IN PROGRAM YEAR].

B. PERFORMANCE MEASURES

[SUBRECIPEINT NAME] will submit to the City of Garden Grove Community Development Department quarterly reports on the form attached hereto by October 15, January 15, April 15, and July 15 over the duration of this agreement.

C. PROJECT BUDGET

Essential Services	\$ XX,XXX
Street Outreach	\$ XX,XXX
Emergency Shelter	\$ XX,XXX
Homeless Prevention	\$ XX,XXX
Rapid Rehousing	\$ XX,XXX
HMIS/CMIS	\$ XX,XXX

Total [SUBRECIPEINT NAME] budget \$ **XX,XXX**

Attachment B
ELIGIBLE EXPENSE GUIDE

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1094061.1

**EMERGENCY SOLUTIONS GRANTS
PROGRAM**

(ESG)

ELIGIBLE EXPENSE GUIDE



GARDEN GROVE

FEBRUARY 2012

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CITY OF GARDEN GROVE
**EMERGENCY SOLUTIONS
GRANT ELIGIBLE EXPENSES**

EMERGENCY SOLUTIONS GRANT

Emergency Solutions Grants Program (ESG) funds may only reimburse cost directly related to the following ESG eligible expenditure program components:

- 1. Street Outreach**
- 2. Emergency Shelter**
- 3. Homelessness Prevention**
- 4. Rapid Re-housing**
- 5. Homelessness Management Information System (HMIS)**
- 6. Administration**

Subrecipients may consult the Federal and State ESG regulations at the HCD website:
<http://www.hcd.ca.gov/fa/esg/>

Indirect costs and any activities determined by the Department of Housing and Community Development to be ineligible, inefficient, or ineffective use of Grant funds as stated in the applicable NOFA will be disallowed.

- 1. Street Outreach** – Unsheltered individuals and families, meaning those who qualify under 24 CFR § 91.5 paragraph (1)(i) of the definition of “homelessness”. Essential Services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are eligible.

- 1.1 Engagement**
- 1.2 Case Management**
- 1.3 Emergency Health Services**
- 1.4 Emergency Mental Health Services**
- 1.5 Transportation**
- 1.6 Services to Special Populations**

- 1.1 Engagement** – Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

- **Initial assessment of needs and eligibility**
- **Providing crisis counseling**
- **Addressing urgent physical needs**
- **Actively connecting and providing information and referral**
- **Cell phone costs of outreach workers**

1.2 Case Management – Assessing housing and service needs, and arranging/coordinating/monitoring the delivery of individualized services.

- **Using the centralized or coordinated assessment system**
- **Initial evaluation/verifying and document eligibility**
- **Counseling**
- **Developing/Securing/Coordinating Services**
- **Helping obtain Federal, State, and local benefits**
- **Monitoring/evaluating participant progress**
- **Providing information and referral to other providers**
- **Developing an individualized housing/service plan**

1.3 Emergency Health Services – Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.

- **Assessing participant's health problems and developing treatment plans**
- **Assisting participants to understand their health needs**
- **Providing or helping participants obtain appropriate emergency medical treatment**
- **Providing medication and follow-up services**

1.4 Emergency Mental Health Services – Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.

- **Crisis Intervention**
- **Prescription of psychotropic medications**
- **Explain the use and management of medications**
- **Combinations of therapeutic approaches to address multiple problems**

1.5 Transportation – Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.

- **Transporting unsheltered people to emergency shelters or other service facilities**
- **Cost of a participant's travel on public transit**
- **Mileage allowance for outreach workers to visit participants**

- **Purchasing or leasing a vehicle for use in conducting outreach activities, including cost of gas, insurance, taxes, and maintenance for the vehicle**
- **Costs of staff to accompany or assist participant to use public transportation**

1.6 Services to Special Populations – Otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

- **See all eligible expenses above under Street Outreach (1)**

2. Emergency Shelter (Includes Transitional Housing & Day Centers) – Eligible participants are individuals and families who are homeless. Essential Services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters are eligible costs. Staff costs related to carrying out emergency shelter activities are also eligible.

2.1 Essential Services

2.2 Rehabilitation and Renovation

2.3 Shelter Operations

2.4 Assistance Required under Uniform Relocation Assistance (URA)

2.1 Essential Services – Services provided to individuals and families who are in an emergency shelter:

- **Case Management** – Assessing, arranging, coordinating, and monitoring individualized services.
 - Using the centralized or coordinated assessment system
 - Initial evaluation including verifying and documenting eligibility
 - Counseling
 - Developing, securing, and coordinating services including Federal, State, and local benefits
 - Monitoring and evaluating program participant progress
 - Providing information and referrals to other providers
 - Providing on-going risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
 - Developing an Individualized Housing and Service Plan

▪ **Child Care** – Licensed child care for program participants with children under the age of 13 or disabled children under the age of 18.

- Child care costs
- Meals and snacks
- Comprehensive and coordinated sets of appropriate developmental activities

▪ **Education Services** – Instruction or training to enhance participant's ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention.

- Educational services/skill-building
- Screening, assessment, and testing
- Individual or group instruction
- Tutoring
- Provision of books, supplies, and instructional material
- Counseling
- Referral to community resources

▪ **Employment Assistance and Job Training** – Services assisting participants secure employment and job training programs.

- Classroom, online, and/or computer instruction
- On-the-job instruction
- Job finding, skill-building
- Reasonable stipends in employment assistance and job training programs
- Books and instructional material
- Employment screening, assessment, or testing
- Structured job-seeking support
- Special training and tutoring, including literacy training and pre-vocational training
- Counseling or job coaching
- Referral to community resources

▪ **Outpatient Health Services** – Direct outpatient treatment of medical conditions provided by licensed medical professionals.

- Assessing health problems and developing a treatment plan

- o Assisting program participants to understand their health needs
- o Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- o Providing medication and follow-up services
- o Providing preventive and non-cosmetic dental care
- **Legal Services** – Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.
 - o Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
 - o Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 - o Filing fees and other necessary court costs
- **Legal Representation** – Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing.
 - o Child support
 - o Guardianship
 - o Paternity
 - o Emancipation
 - o Legal separation
 - o Resolution of outstanding criminal warrants
 - o Appeal of veterans and public benefit claim denials
 - o Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- **Life Skills Training** – Critical life management skills necessary to assist the program participant to function independently in the community.
 - o Budgeting resources
 - o Managing money
 - o Managing household
 - o Resolving conflict
 - o Shopping for food and needed items
 - o Improving nutrition

- Using public transportation
- Parenting

▪ **Mental Health Services** – Direct outpatient treatment of mental health conditions by licensed professionals.

- Crisis intervention
- Individual, family, or group therapy sessions
- Prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

▪ **Substance Abuse Treatment Services** – Substance abuse treatment provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors.

- Client intake and assessment
- Outpatient treatment for up to thirty days
- Group and individual counseling
- Drug testing

▪ **Transportation** – Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services.

- Cost of program participant's travel on public transportation
- Mileage allowance for service workers to visit participants
- Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes, and maintenance for the vehicle
- Travel costs of staff to accompany or assist program participants to use public transportation

▪ **Services for Special Populations** – Otherwise eligible essential services tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats, and people living with HIV/AIDS in emergency shelters.

- See all eligible expenses above under Essential Services (2.1)

2.2 Rehabilitation and Renovation* - Renovating buildings to be used as emergency shelter for homeless families and individuals.

- Labor
- Materials
- Tools
- Other costs for renovation, including soft costs
- Major rehabilitation of an emergency shelter
- Conversion of a building into an emergency shelter

** IICD encourages the use of other funding sources for renovation and limits renovation to an amount not to exceed \$10,000.*

2.3 Shelter Operations - Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate.*

- Maintenance (including minor or routine repairs)
- Rent
- Security
- Fuel
- Insurance
- Utilities
- Food
- Furnishing
- Equipment
- Supplies necessary for the operation of the emergency shelter
- Hotel and motel voucher for family or individuals*

**Hotel and motel vouchers are only eligible when no appropriate emergency shelter is available.*

2.4 Assistance Required under URA - Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as described in subpart E of the interim regulations.

- Costs of providing URA assistance under 24 CFR § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds.*

** Persons that receive URA assistance are not considered "program participants" for the purposes of this part of ESG and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services" for the purposes of this part under ESG.*

3. **Homelessness Prevention** – Individuals and families who are at imminent risk or at risk of homelessness, meaning those who qualify under 24 CFR § 576.2 paragraph (1) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income below 30% of AMI. Short and medium-term rental assistance and housing relocation and stabilization services are eligible activities. Staff salaries related to carrying out homelessness prevention activities are also eligible.

3.1 Housing Relocation and Stabilization Services

3.2 Short and Medium-Term Rental Assistance

3.1 Housing Relocation and Stabilization Services

❖ Requirements and Restrictions:

1. Participants must meet with a case manager at least once a month for the duration of assistance, except where funding under Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVPS) prohibits the subrecipient from making shelter or housing conditional upon the receipt of services.
2. Participants must be assisted, as needed, in obtaining:
 - Appropriate supportive services, like mediation or mental health treatment or services essential for independent living
 - Mainstream benefits like Medicaid, SSI, or TANF

▪ **Financial Assistance**

- **Moving Costs** – Moving costs, such as a truck rental or hiring a moving company, including certain temporary storage fees.
- **Rent Application Fees** – Application fee that is charged by the owner to all applicants.
- **Security Deposit** – Equal to no more than 2 month's rent
- **Last Month's Rent** – Paid to the owner of housing at the time security deposit and first month's rent are paid.
- **Utility Deposit** – Standard utility deposit required by the utility company for all customers (i.e., gas, electric, water/sewage).
- **Utility Payments** – Up to 24 months of utility payments per participant per service (i.e., gas, electric, water/sewage), including a 1 time payment up to 6 month of arrearages, per service.

- **Services**

- **Housing Search and Placement**

- Assessment of housing barriers, needs and preferences
 - Development of an action plan for locating housing
 - Housing search and outreach to and negotiation with owner
 - Assistance with submitting rental applications and understanding leases
 - Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness
 - Assistance with obtaining utilities and making moving arrangements
 - Tenant counseling

- **Housing Stability Case Management** – Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability

- Using the centralized or coordinated assessment system, conduct the initial evaluation and re-evaluation
 - Counseling
 - Developing, securing, and coordinating services including Federal, State, and local benefits
 - Monitoring and evaluating program participant progress
 - Providing information and referrals to other providers
 - Developing an Individualized Housing and Service Plan

- **Mediation** – Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

- Time and/or services associated with mediation activities

- o **Legal Services** – Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.

- Hourly fees for legal advice and representation
- Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs
- Subrecipient's employee's salaries and other costs necessary to perform the series, if the subrecipient is a legal services provider and performs the services itself

- o **Legal Representation may be provided for:**

- Landlord/tenant matters
- Child support
- Guardianship
- Paternity
- Emancipation
- Legal Separation
- Resolution of outstanding criminal warrants
- Order of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- Appeal of veterans and public benefit claim denials

- o **Credit Repair** – Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems*

- Credit counseling
- Other related services

* Assistance cannot include the payment or mediation of a debt.

3.2 Short and Medium-Term Rental Assistance

❖ Requirements and Restrictions:

1. Compliance with Fair Market Rent (FMR) limits and Rent Reasonableness.
2. Compliance with Minimum Habitability Standards.
3. Rental Assistance Agreement and Lease Standards:
 - ❑ The rental assistance agreement must set forth the terms under which rental assistance will be provided.
 - ❑ Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for the rental arrears
 - ❑ Project-based rental assistance leases must have an initial term of one year.
4. Cannot use with other subsidies
 - ❑ No rental assistance can be provided to a household receiving rental assistance from another public source for same time period (except 6 months of arrears).
 - ❑ Rental assistance may not be provided to participants who are currently receiving replacement housing payments under the URA.
5. Late Payments
 - ❑ The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.
 - ❑ The subrecipient must make timely payments to the owners in accordance with the rental assistance agreement.
 - ❑ The subrecipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.
 - **Short-Term Rental Assistance** – Up to 3 months
 - **Medium-Term Rental Assistance** – 4 to 24 months
 - **Payment of Rental Arrears** – One time payment up to 6 months, including any late fees on those arrears.
 - **Any Combination of the Three Types of Rental Assistance Above** – Total not to exceed 24 months during any 3 year period, including any payment for last month's rent.

4. **Rapid Re-Housing** – Individuals and families who are literally homeless, meaning those who qualify under 401 (1) McKinney-Vento Act of the definition of homeless. Short and medium-term rental assistance and housing relocation and stabilization services are eligible activities. Staff salaries related to carrying out homelessness prevention activities are also eligible.

4.1 Housing Relocation and Stabilization Services – See 3.1 Housing Relocation and Stabilization Services above.

4.2 Short and Medium-Term Rental Assistance – See 3.2 Short and Medium-Term Rental Assistance above.

5. **HMIS** – The HEARTH Act makes HMIS participation a statutory requirement for ESC subrecipients. Victim service providers cannot, and Legal Services Organizations may choose not to, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead. Activities funded under this component must comply with HUD's standards on a participation, data collection and reporting under a local HMIS.

5.1 Hardware, Equipment, and Software Costs

5.2 Staffing: Paying salaries for operating HMIS

5.3 Training and Overhead

5.1 Hardware, Equipment, and Software Costs

- Purchasing or leasing computer software
- Purchasing software or software licenses
- Purchasing or leasing equipment, including telephones, faxes, and furniture

5.2 Staffing: Paying salaries for operating HMIS, including:

- Data collection
- Completing data entry
- Monitoring and reviewing data quality
- Completing data analysis
- Reporting to the HMIS Lead
- Training staff on using the HMIS or comparable database
- Implementing and complying with HMIS requirements

5.3 Training and Overhead

- Obtaining technical support
- Leasing office space

- Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to HMIS
- Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HMIS Lead

6. Administration

6.1 General Management / Oversight / Coordination

6.2 Training on ESG Requirements

6.3 Consolidated Plan

6.4 Environmental Review

6.1 General Management / Oversight / Coordination – Costs of overall program management, coordination, monitoring, and evaluation

- Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services
- Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space
- Staff salaries, wages, and related costs of staff engaged in eligible program administration activities

6.2 Training on ESG Requirements

- Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings

6.3 Consolidated Plan

- Costs of preparing and amending the ESG and homelessness related sections of the consolidated plan in accordance with ESG requirements and 24 CFR part 91

6.4 Environmental Review

- Costs of carrying out the environmental review responsibilities under 24 CFR § 576.407 of the HUD regulations

ESG Written Standards Checklist

The written standards required in ESG must be established for each area covered by a Continuum of Care or area over which the services are coordinated and followed by each subrecipient providing assistance in that area; or by each subrecipient and applied consistently within the subrecipient's program. Please attach and identify the written standards below to your application.

<input type="checkbox"/>	i. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: <u>24 CFR 576.2</u> and <u>24 CFR 576.500 (b-e)</u> .
<input type="checkbox"/>	ii. Standards for targeting and providing essential services related to street outreach.
<input type="checkbox"/>	iii. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest.
<input type="checkbox"/>	iv. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
<input type="checkbox"/>	v. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
<input type="checkbox"/>	vi. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
<input type="checkbox"/>	vii. Standards for determining what percentage or amount, (if any), of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.

<input type="checkbox"/>	<p>viii. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; 3-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a 3-year period.</p>
<input type="checkbox"/>	<p>ix. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receives assistance; or the maximum number of times the program participant may receive assistance. <u>Note:</u> ESG regulations limit this assistance to no more than 24 months in a 3-year period. Housing stability case management is limited as specified on pp. 75979-80 of the <u>federal regulations</u>.</p>
<input type="checkbox"/>	<p>x. <i>Participation in HMIS.</i> The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.</p>

Exhibit 5
Monitoring Notification Letter: On-Site Visit

Exhibit 5 Monitoring Letter-Site Visitation

Date XX

Entity

Subject: Guidance to ESG Subrecipients

Dear Subrecipient:

This letter serves to notify you that the City of Garden Grove will be monitoring your agency's use of Emergency Shelter Grant Program (ESG) funds under the terms and conditions set forth in the Subrecipient Agreement implemented during Fiscal 20XX-XX. This letter further serves to memorialize reporting procedures for Fiscal 20XX-XX for ESG funds awarded to your agency.

Monitoring

City representatives will hold an entrance interview on ----- at your agency with you and staff you wish to designate. The purpose of the interview is to review your agency's administrative and financial procedures pertinent to the management of your Fiscal 20XX-XX ESG-funded program, and to ascertain whether it comports with ESG requirements described in the Subrecipient Agreement. In anticipation of the forthcoming visit, we will request access to records that include the following:

- A full description of the program;
- Evidence that the program meets the ESG permitted activities;
- Characteristics and numbers of beneficiaries;
- Documentation of participant eligibility;
- Review of the program's financial records, e.g., chart of accounts, any recent audit report, documentation of expenses.
- Record retention and file management practices; and
- Procurement procedures.

Following this meeting, the City will then transmit the preliminary results of the monitoring visit, which provides you with an opportunity to correct any misunderstandings, provide additional information that may be needed, and set forth the actions being undertaken to correct areas of noncompliance. Within 30 days of the monitoring visit, the City will notify you in writing of the results of the monitoring and set forth any findings or concerns and the timeframe for a written response and corrective action.

Fiscal 20XX-XX Procedures

Page 1 of 2

- **Submittal of Payment Requests (Payment of Invoices)**

Remember that payment requests should be submitted on a quarterly basis (a copy of the City's payment request form, previously transmitted electronically to your agency, is attached) and accompanied by support documentation. Support documentation may include copies of time sheets, invoices, purchase orders, receipts, or other relevant records showing how you expended the City-awarded ESG funds.

- **Quarterly Subgrantee Performance Reports**

Quarterly Grantee Performance Reports, or GPR's, are to be submitted electronically and concurrently with your agency's request for reimbursement for the ending quarter. Quarterly GPR's for the reporting periods listed below will be due as follows:

Reporting Period	Report Due Date
July 1, 20XX – September 30, 20XX	October 15, 20XX
October 1, 20XX – December 31, 20XX	January 15, 20XX
January 1, 20XX – March 31, 20XX	April 15, 20XX
April 1, 20XX – June 30, 20XX	July 15, 20XX

- **Obtaining, Documenting, and Reporting Program Beneficiary Data**

Under the current ESG Subrecipient Agreement, your agency must certify that the activities being carried out will comply with requirements under the ESG Program. Your agency is also to report on the beneficiaries of your program and on the accomplishments in accordance with the outcomes set forth in the Subrecipient Agreement. This data is to be documented in the GPR each quarter and should be accompanied by copies of intake forms, income self-certification forms, or any form used to determine beneficiary eligibility for those persons assisted during the relevant quarter.

Please direct your questions or comments to Monica Covarrubias at (714) 741-5144 or by e-mail at monicac@ci.garden-grove.ca.us.

Sincerely,

City of Garden Grove

Allison Mills

Neighborhood Improvement Manager

Attachment

Page 2 of 2

Exhibit 6
Annual Monitoring Notification Letter: Desk Audit

October 3, 2011

Subrecipient
ATTN: XXXXX

SUBJECT: ESG MONITORING – DESK AUDIT
FY 201-

Dear Subrecipient:

The City of Garden Grove will be monitoring records pertaining to your agency's use of Emergency Solutions Grant (ESG) funds under the terms and conditions set forth in the Subrecipient Agreement implemented during Fiscal 201-201-. Specifically, the City will be monitoring records for the periods of April 1, 2009 through June 30, 2009 (Quarter 4 of FY 2009-10) and April 1, 2010 through June 30, 2010 (Quarter 4 of FY 2010-11) via a desk audit based upon the following support documentation to be submitted **no later than Monday, October 31, 2011**:

- For Quarter 4 of FY 2009-10 and Quarter 4 of FY 2010-11, please submit an intake application for each beneficiary served during these periods.
- Support documentation such as receipts, invoices, purchase orders, time sheets, for all expenditures requested to be reimbursed by the City in Quarter 4 of FY 2009-10 and Quarter 4 of FY 2010-11.
- Record retention and file destruction policy
- Copy of your homeless termination procedures.

If you have already submitted part, or all, of this information to the City along with your quarterly Grantee Performance Report (GPR), then no action is necessary on your part.

Within 30 days of the desk audit, you will be notified in writing of the results of the monitoring and set forth any findings or concerns and the timeframe for a written response and corrective action. At this time you

Desk Audit Monitoring Letter

Page 1 of 2

will have the opportunity to correct any misunderstandings, provide additional information that may be needed, and/or describe any actions you will undertake to correct areas of noncompliance, if applicable.

Thank you for your time and attention to this matter. Please direct your questions to Monica Covarrubias, Senior Program Specialist, at (714) 741-5144 or via email at monicas@ci.garden-grove.ca.us.

Sincerely,

CITY OF HUNTINGTON PARK

Allison Mills

Neighborhood Improvement & Code Enforcement Manager

Exhibit 7
Monitoring Checklist

Exhibit 7: Monitoring Checklist

Subrecipient _____ Project Name _____ Subrecipient Representative(s) _____ Community Development Representative(s) _____ Date monitoring conducted _____ <input type="checkbox"/> Desk Audit <input type="checkbox"/> On-site visit(s) Monitoring letter sent on _____ Date follow-up monitoring visit conducted/letter sent: _____																																																									
A. Eligible Program Components/Activities																																																									
Secondary Activity Category (ESG eligible activities)																																																									
<table border="1"> <thead> <tr> <th>ESG Activity Categories (Components)</th> <th>Rehab</th> <th>Essential Services</th> <th>Operation</th> <th>Housing Rehabilitation</th> <th>Stabilization/Financial Assistance</th> <th>Housing Relocation & Financial Services</th> <th>Rental Assistance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Street Outreach</td> <td></td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Shelter</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Homeless Prevention</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rapid Re-Housing</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> HMIS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										ESG Activity Categories (Components)	Rehab	Essential Services	Operation	Housing Rehabilitation	Stabilization/Financial Assistance	Housing Relocation & Financial Services	Rental Assistance	<input type="checkbox"/> Street Outreach		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Shelter								<input type="checkbox"/> Homeless Prevention								<input type="checkbox"/> Rapid Re-Housing								<input type="checkbox"/> HMIS							
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Yes	No	NA	Comments																																																						

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have safeguards to meet the safety and shelter needs of special populations, e.g. victims of domestic violence, dating violence, sexual assault, and stalking, and individuals and families who have the highest barriers to housing and are likely to be homeless the longest?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have policies and procedures for assessing, prioritizing, and reassessing individual and families' needs for essential services related to emergency shelters?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers activities must be coordinated and integrated to the maximum extent practicable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have standards for targeting and providing essential services related to street outreach?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the subrecipient uses ESG funds to operate an emergency shelter, are there policies and procedures for admission, diversion, referral, and discharge, including standards regarding length of stay?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have standards for determining what percentage of amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subcontractor standards have for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant including the limits if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance, or the maximum number of times the program participant may receive assistance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For ESG service activities, are the services new, or quantifiable increases in the services levels, provided by the local government with local funds within the last year before the initial ESG grant? [24 CFR 576.21(b)(1)]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the projects reviewed with both completed and underway activities demonstrate that beneficiaries receive, or were referred to, appropriate supportive services, access to mainstream resources, and other services needed to achieve independent living? [24 CFR 576.56(a)(1)]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Documentation For projects providing services (e.g., outreach, food, health care, clothing to persons who reside on the streets (but not in shelters or other places meant for human habitation), are there certifications signed and dated by staff that: <ul style="list-style-type: none"> verifies that the services are going to homeless persons, and indicates where the persons served reside
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Persons coming from living on the street and into a place meant for human habitation <ul style="list-style-type: none"> Was a statement signed and dated verifying provided that person is coming from the street through: <ul style="list-style-type: none"> organizations or outreach workers who have assisted him/her in the past; determining where the resident receives assistance checks, if applicable; and/or other information regarding the participant's recent past activities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Persons coming from an emergency shelter <ul style="list-style-type: none"> If staff is unable to verify in this manner that the person is coming from living on the street, were written, signed, and dated statement prepared about the participant's previous living place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Persons coming from a transitional housing <ul style="list-style-type: none"> Did subcontract obtain from the referring agency two written signed, and dated verifications: <ul style="list-style-type: none"> 1) a signed statement from the transitional housing staff indicating that the individual had been a resident for, and 2) the referring agency's written, signed, and dated verification as to the individual's homeless status when he/she entered their program?

	<p>If the referring agency did not verify the individual's homeless status upon entry into their program, did the subcontractor verify that status? That is, in addition to the written, signed, and dated verification from the referring agency that the individual has been residing in the transitional housing, did subcontractor verify their status upon entry into transitional housing and document that status?</p> <p>Did the subcontractor:</p> <ul style="list-style-type: none"> Document the income of the participant; what efforts were made to obtain housing, and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter. Documentation of one of the following: <ul style="list-style-type: none"> For formal eviction proceedings, evidence that the participant was being evicted within the week before receiving homeless assistance. Where a participant's family is evicted, a signed and dated statement from a family member describing the reason for the eviction. Where there is no formal eviction process (in these cases, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control), the subcontractor secure: <ul style="list-style-type: none"> a signed and dated statement from the participant describing the situation; and documentation and verification through written, signed, and dated statements of efforts to obtain that these circumstances are true.
<p>Persons being evicted from a private dwelling</p>	<p>Did the subcontractor obtain:</p> <ul style="list-style-type: none"> written verification from the institution's staff that the participant has been residing in the institution for less than 31 days; and information on the person's living situation. Preferably, this will be the institution's written, signed, and dated verification on the individual's homeless status when he/she entered the institution. If the institution's staff did not verify the individual's homeless status upon entry into the institution, did the subcontractor verify that status (i.e., if the person was living on the streets before moving into the institution, subcontractor is to obtain the documentation required under "Persons coming from living on the street").
<p>Persons being discharged from a longer stay in an institution</p>	<p>Did subcontractor obtain signed and dated:</p> <ul style="list-style-type: none"> evidence from the institution's staff that the participant was being discharged within the week before receiving homeless assistance; and documentation of the following: <ul style="list-style-type: none"> the income of the participant; what efforts were made to obtain housing; and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.
<p>Persons fleeing domestic violence</p>	<p>Did subcontractor obtain written, signed, and dated verification from the participant that he/she is fleeing a domestic violence situation?</p> <p>If the participant is unable to prepare the verification, did subcontractor prepare a written statement about the participant's previous living situation and have the participant sign and date it?</p>
<p>SSO Beneficiaries</p>	

Yes NO NA		Did the subrecipient meet the following minimum eligibility criteria for ESG beneficiaries	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the "homeless" definition under § 576.2: "An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground".
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For emergency shelter, beneficiaries must meet the "homeless" definition in 24 CFR 576.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For essential services related to emergency shelter, beneficiaries must be "homeless" and staying in an emergency shelter which could include a day shelter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103 provided to individuals and families who meet the criteria under "At Risk of Homelessness", and who have an annual income below 30% of the median family income for the area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For rapid re-housing assistance, beneficiaries must meet the requirements described in 24 CFR 576.104 that is, meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2: "An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground," or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place – "Any individual or family who (i) is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; and (iii) Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to

	obtain other permanent housing described in paragraph (1) or the "homeless" definition		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did the subrecipient re-eval. the program participants' eligibility and the types and amounts of assistance once every 3 months for homelessness prevention and not less than once annually for rapid re-housing assistance?		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did the subrecipient re-evaluate program participants' eligibility and the types and amounts of assistance once every 3 months for homelessness prevention and not less than once annually for rapid re-housing assistance?		
	For projects funding homeless prevention activities, are the beneficiaries low-income individuals or families at immediate risk of losing their housing due to a notice of eviction, no adequate utility is payment? [McKinney-Vento Act 42 USC 11912(a)(4)]		
	If yes, do the files show that the beneficiaries' assistance is necessary to prevent a loss of income, (b) the beneficiaries are able to receive payments that are reasonable in amount, and (c) there are no other funds available to help?		
	[McKinney-Vento Act 42 USC 11912(a)(4)] Are the homeless prevention trusts defined as short-term assistance (described in question 8 above), security deposits, first month's rent, landlord mediation, individual tenant legal services, or other innovative homeless prevention? [24 CFR 57.63 Definitions: Homeless Prevention]		
	Does assistance meet the definition of "innovative?" (7) describe nature of assistance (if response is "no") [24 CFR 57.63 Definitions: Homeless Prevention]		
ESG Match Requirements:			
ESG Match	Action Plan Amount Fledged	CAPER Amount Shown	Final Documented Match
(List each source of match separately)			
CAS/GOVT GRANTS	\$	\$	\$

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Retention, Participation of Homeless Persons in Policy-making and Operations. Are there records existing now the subrecipient encourages the participation of homeless persons in projects?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation (Evidence of) Homelessness and Termination procedures). Does the subrecipient maintain adequate documentation to determine the eligibility of persons served by HUD's homeless assistance programs, and that the termination provision is correctly applied for any individual or family terminated or violating program requirements. records are maintained for a 4-year period.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Retention. Is there a process for determining which records need to be retained and for how long?	
Financial Management Systems (84.21-23)				
Yes	No	NA	Requirements	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subrecipient have written procedures covering the recording of transactions, an accounting manual and a chart of accounts? Areas for possible sampling: ➤ Is there an organization chart describing actual lines of responsibility ➤ Are key employee duties defined ➤ Is the chart of accounts inclusive of account numbers to support the controls needed to ensure resources used do not exceed resources authorized ➤ Do the internal control procedures support the subrecipient's ability to prepare financial statements?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the grantee has a written policy manual, does it provide guidelines for controlling expenditures, such as purchasing requirements and travel authorizations?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment and other assets?	

(85.20(b)(3), and 84.20(b)(3))?			
Review the chart of accounts, journals, ledgers, reconciliation, data processing, and reporting system. Areas for possible sampling: > Does subcontract record an encumbrance/obligation when executing contracts, purchase orders or maintain readily accessible information on obligations? > Are expenditures supported for instance by invoices, contracts or purchase orders? > Are expenditures identified with ESG source?			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has all cash been properly drawn down and deposited? Are all drawdowns of Federal funds properly recorded?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has an audit been prepared for the subcontract? Determine if the subcontract has expended \$500,000 or more in Federal funds for the subject program year. (OMB Circular A-133)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If an IPA was prepared were there any findings related to ESG activity?
Insurance Requirements			
Has the subcontract submitted a current copy of its Certificate of Insurance?			Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the City named as an additional insured?			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procurement Requirements			
Do the procedures the subcontract uses for procurement of goods and services meet requirements at 24 CFR Part 84? Review a sample number of procurements.			Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How does the subcontract assure there was no conflict of interest, real or apparent?			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procurement Requirements			
Has the subcontract purchased equipment with ESG funds in excess of \$1,000? Does the			Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

subrecipient maintain the records required at 84.34?			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a physical inventory taken place and the results reconciled with property records within the last two years?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	if the subrecipient disposed of equipment/property that was purchased with Federal funds within the last five years:
			<ul style="list-style-type: none"> Where proceeds from the sale reported as program income?
General Requirements			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equal Employment Opportunity: Does the subrecipient make it known that facilities and services supported by this grant are available to any person (who otherwise meets the eligible criteria for the program) without discrimination on the basis of race, color, religion, sex, marital status, national origin, familial status, disability, age or creed? Note any deficiencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 3: Opportunities for Training and Employment for Local Residents - Refer to City Section 3 Protocols. Note any deficiencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requirements for Disabled Persons: Refer to EEO section above and note any concerns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Women and Minority Business Enterprises: Refer to OMB 84.46, affirmative steps documentation. Note any concerns.
I. Conclusion and Follow-up			
Prepared by City of Garden Grove, Community Development Department, Neighborhood Improvement Division:			
Date	Signature		Title
Date	Signature		Title

1.	Is the number of beneficiaries currently being served consistent with the service number in the approved Action Plan for the program year? [24 CFR 91.226(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Per the ESG Desk Guide, Section 6.2, is the IDIS drawdown rate consistent with the projected point-in-time expenditures for all projects reviewed during the grant term? (For example, if the project is in Year 1 of the maximum two-year term, the grantee should have expended all of its rehabilitation and one-half of any operations, supportive services, any homeless prevention, and administrative costs.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3.	For the program year, has the grantee spent no more than 30% of its ESG grant for supportive services, unless a grantee had requested and received a waiver from HUD? [24 CFR 576.21(a)(2) and McKinney-Vento Act, 42 USC 11374]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4.	For the program year, has the grantee spent no more than 30% of its ESG grant for homeless prevention and other short-term financial assistance to prevent homelessness? [24 CFR 576.21(c), 24 CFR 576.3 and McKinney-Vento Act, 42 USC 11374]	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	For the program year, has the grantee spent no more than 10% of its ESG grant for operations for management staff costs? [24 CFR 576.21(a)(3)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	For the program year, has the grantee spent no more than 5% of its ESG grant for grant administration costs? [24 CFR 576.21(a)(5); McKinney-Vento Act, 42 USC 11378]	<input type="checkbox"/> Yes <input type="checkbox"/> No

7.

For completed program years reviewed, has the grantee spent all of its ESG funds within 24 months of grant award? [24 CFR 576.35]	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Essential Services

For ESG service activities, are the services new or quantifiable increases in the service levels provided by the local government with total funds within the last year before the initial ESG grant? [24 CFR 576.21(b)(3)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
--	---

2.

Do the projects reviewed with both completed and underway activities demonstrate that beneficiaries receive or were referred to appropriate supportive services, access to mainstream resources, and other services needed to achieve independent living? [24 CFR 576.56(e)(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Homeless Prevention

For project's funding homeless prevention activities, are the beneficiaries low-income individuals or families at imminent risk of losing their housing due to a notice of eviction, foreclosure, or utility termination? [McKinney-Vento Act, 42 USC 11374(a)(4)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
---	---

4.

If the answer to question 3 above is "yes," do the files show that the (a) beneficiaries' assistance is necessary, (b) due to a sudden loss of income, (c) the beneficiaries are able to resume payments in a reasonable time period, and (d) there are no similar funds available locally? [McKinney-Vento Act, 42 USC 11374(a)(4)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
---	---

5. Does the total amount of homeless prevention funds spent by the grantee for the program year fall at or below the 30 percent limitation for this expenditure category?
[McKinney-Vento Act, 42 USC 11374(e)(4)]
- | | | |
|--|------------------------------|-----------------------------|
| | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|
6. Are the homeless prevention funds defined as short term assistance (described in question 3 above); security deposits or first month's rent; landlord-tenant mediation; indigent tenant legal services; or other innovative homeless prevention?
[24 CFR 576.3, Definitions: Homeless Prevention]
- | | | |
|--|------------------------------|-----------------------------|
| | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|
7. If the grantee funded innovative homeless prevention activities, does assistance meet the definition of "innovative?" (Describe nature of assistance in response below.)
[24 CFR 576.3, Definitions: Homeless Prevention]
- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|--|------------------------------|-----------------------------|------------------------------|

[illegible]

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4. Is there at least one homeless person or formerly homeless person participating in the policy decision-making process regarding projects receiving ESG funds?
[McKinney-Vento Act, 42 USC 11375(d) and 24 CFR 576.56(b)(2)]
- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | No |
5. Are homeless persons, to the extent possible, involved in project development, operations and the provision of supportive services?
[McKinney-Act, 42 USC 11375(c) and 24 CFR 576.56(b)(2)]
- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | No |
6. For projects serving domestic violence victims, is there evidence to support that the grantee has established written procedures regarding confidentiality of client records and the address/location of any project serving domestic violence victims?
[McKinney-Vento Act, 42 USC 11375(c) and 24 CFR 576.56(a)(2)]
- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | No |
| | N/A |
7. (a) Does the grantee have a written policy for the termination of beneficiaries?
[McKinney-Vento Act, 42 USC 11375(e) and 24 CFR 576.56(a)(3)]
- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | No |
- (b) If no written guidance is available, interview staff to determine how terminations are handled.
- (c) If beneficiaries have been terminated during the program year under review, does a file review indicate that the minimum due process requirements for termination (and, if applicable, the established policy guidance) were followed?
[McKinney-Vento Act, 42 USC 11375(e) and 24 CFR 576.56(a)(3)]
- | | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | No | N/A |

Match Matrix

In completing the table below, the HUD reviewer should use the Consolidated Annual Performance and Evaluation Report (CAPER) as a basis to review documentation from the grantee or recipient to determine the amount of cash and in-kind resources brought to the grant.

Grant Number:		ESG Allocation: \$		
ESG Match (List each source of match separately)	Action Plan Amount Pledged	CAPER Amount Shown	Final Documented Match	
CASH/GOV'T GRANTS	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
IN-KIND/SALARIES				
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
VOLUNTEERS (@\$5/hour)	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
TOTAL MATCH	\$	\$	\$	

2. Does the grantee's final documented match shown in question 1 above equal or exceed the ESG grant amount?
[24 CFR 576.51 and 24 CFR 91.225(c)(6)] ☐ Yes ☐ No
3. Is the documented match shown in question 1 above consistent with the amount shown in the CAPER?
[24 CFR 576.51 and 24 CFR 91.225(c)(6)] ☐ Yes ☐ No
4. If the state government grantee claims the \$100,000 match exclusion, did it provide documentation of benefit for those subgrantee recipients least able to pay?
[24 CFR 576.51 and 24 CFR 91.225(c)(6)] ☐ Yes ☐ No ☐ N/A

General Requirements

- **Uniform Administrative Requirement.** ESG regulations at 24 CFR 576.407(c) require the governmental agencies apply 24 CFR Part 85, except for 24 CFR 85.24 and 85.42, and program income is to be used as match under 24 CFR 85.25 (g). The requirements of 24 CFR Part 84 apply to Private Nonprofit subrecipients, except for 24 CFR 84.22 and 84.53, and program income is to be used as the non-Federal share under 24 CFR 84.24 (b).
- **Homeless Participation.** Under 24 CFR 576.405 the City is ensure subrecipients provide for the participation of not less than one homeless individual or formerly homeless individual on the Board of Directors or other equivalent policy-making entity, to the extent that the entity considers and makes policies and decisions regarding any facilities, services or other assistance that receives funding under ESG.
- **Program Termination.** The City will review the termination/exit policy in each subrecipient's Written Standards to verify that the following minimal components are included: a progressive discipline warning system, written notices, a formal appeal process, and consideration of the appeal by someone not involved in the original termination. Staff will also monitor each subrecipient's compliance with ESG regulations at 24 CFR 576.402 to ascertain whether persons or families receiving assistance who violate program requirements are terminated only in

the most severe cases. The subrecipient is required to terminate assistance in accordance with a formal process that has been established and that recognizes the rights of individuals or families affected.

City staff will monitor compliance with the following area-wide systems coordination requirements pursuant to 24 CFR 576.400.

- **Consultation with CoCs.** Staff will assist subrecipients to consult with the CoC to (4) determine how ESG funds will be allocated in that region; (2) identify the performance standards for evaluating the outcomes of projects and activities; and (3) identify the funding, policies and procedures for the administration and operation of the HIMS, if appropriate.
- **Coordination with Other Targeted Homeless Services.** City staff will monitor subrecipients to verify that other programs are targeted to homeless people in the area covered by the CoC to provide a strategic, community-wide system to prevent and end homelessness for that area.
- **System and Program Coordination with Mainstream Resources.** What steps has your agency taken to coordinate and integrate ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible.
- **Centralized or Coordinated Assessment.** Describe how your agency has worked with the CoC to ensure the screening, assessment, and referral of participants are consistent with the Written Standards. A Victim Service Provider may choose not to use the CoC Centralized or Coordinated Assessment System.
- **Written Standards.** Once the CoC has developed Written Standards in accordance with the requirements outlined in 24 CFR 576.403(e)(2)(3), Each subrecipient is to use the CoC's. Provide a copy of your agency's Written Standards established and applied for providing ESG assistance.
- **Participation in HIMS.** The subrecipient is to ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HIMS in the area in which those persons and activities are located, or a comparable database in accordance with HUD's standards on participant, data collection and reporting under a local HIMS. If the subrecipient is a Victim Service Provider or a Legal Services Provider, it may use a comparable database that collects client level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HIMS.

City staff will monitor each subrecipient's compliance with other federal and state requirements set forth at 24 CFR 576.406-576.408.

- Per 24 CFR 576.407(a), the subrecipient is to adhere to the requirements in 24 CFR Part 5, Subpart A, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.13(c)(a), Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 41701u, and implementing regulations at 24 CFR Part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with 24 CFR 576.405(c).
- **Faith-Based Activities.** Religious organizations may receive ESG funds if agreeable to providing all eligible ESG activities in a manner that is in accordance with 24 CFR 576.403. ESG funds may not be used for the rehabilitation of structures if those structures are used for inherently religious activities. Where a structure is used for both eligible and inherently religious activities, funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the federal cost accounting requirements. Sanctuaries, chapels, or other rooms the religious congregation uses as its principal place of worship are ineligible for ESG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (See 24 CFR Parts 84 and 85).
- Organizations that are religious or faith-based are eligible to receive ESG funds but may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. Refer to 24 CFR 576.406 for additional details.
- **Affirmative Outreach System and Program Coordination with Mainstream Resources.** What steps has your agency taken to coordinate and integrate ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible.
- **Centralized or Coordinated Assessment.** Describe how your agency has worked with the CoC to ensure the screening assessment and referral of participants are consistent with the Written Standards A. Which Service Provider may choose not to use the CoC Centralized or Coordinated Assessment System.
- **Written Standards.** Once the CoC has developed Written Standards in accordance with the requirements outlined in 24 CFR 576.400(e)(2)(3), Each subrecipient is to use the CoC's. Provide a copy of your agency's Written Standards established and applied for providing ESG assistance.

- **Displacement, Relocation, and Acquisition.** In accordance with 24 CFR 576.406, the displacement of persons as a result of a Component's/Activities assisted with ESG funds must be provided Relocation Assistance pursuant to the URA and 49 CFR Part 24. Temporary relocation is not permitted. No tenant occupant of housing (a dwelling unit) that is converted into an Emergency Shelter may be required to relocate temporarily for a Component/Activity assisted with ESG funds or be required to move to another unit in the same building/complex. The acquisition of real property, whether funded privately or publicly, for a Component/Activity assisted with ESG funds is subject to the URA and the federal government-wide regulations at 49 CFR Part 24, Subpart B. Refer to 24 CFR 576.408 for additional details.
- **Match.** City staff will monitor matching contributions from each subrecipient to verify that the amount of match equals the amount of ESG funds received per 24 CFR 576.201, and that the match sources include any federal source other than the ESG Program, as well as State, local, and private sources (see 24 CFR 576.201).
- **Shelter and Housing Standards.** City staff will require per 24 CFR 576.403 that any ESG-assisted shelter to meet minimum Habitability Standards. Shelters renovated with ESG funds, are to meet State or local government Safety and Sanitation Standards, as applicable, include energy-efficient appliances and materials, as well as incorporate lead-based paint remediation and disclosure requirements.
- **Recordkeeping and Reporting Requirements.** Submit a copy of the written policies and procedures your agency has developed to ensure that ESG funds are used in accordance with requirements at 24 CFR 576.500. In addition, sufficient records must be established and maintained to enable HUD and HUD to determine whether ESG requirements are being met. Refer to for additional details. 24 CFR 576.500.
 - ✓ **Homeless status.** Follow written intake procedures to ensure compliance with the homeless definition in § 576.2. The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status.
 - ✓ **At risk of homelessness status.** For each individual or family who receives ESG homelessness prevention assistance, the records must include the evidence relied upon to establish and verify the individual or family's "at risk of homelessness" status. This evidence must include an intake and certification form that meets HUD specifications.
 - ✓ **Determinations of ineligibility.** For each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination.
 - ✓ **Annual income.** For each program participant who receives homelessness prevention assistance, or who receives rapid re-housing assistance longer than one year
 - Income evaluation form completed by the subrecipient; and

- Source documents for the assets held by the program participant and income received over the most recent period (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement);
- If source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government, benefits administrator) or the written certification by the subrecipient's intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available; or
- If source documents and third party verification are unobtainable, the written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is expected to receive over the 2-month period following the evaluation.
- ✓ **Program participant records.** In addition to evidence of homeless status or "at risk of homelessness" status, as applicable, records must be kept for each program participant that document:
 - The services and assistance provided to program participant, including the security deposit, rental assistance, and utility payments made on behalf of the program participant;
 - Compliance with the applicable requirements for providing services and assistance to a program participant under the program components and eligible activities provisions at § 576.101 through § 576.106, the provision on determining eligibility and amount and type of assistance at § 576.401(a) and (b), and the provision on using appropriate assistance and services at § 576.401(d) and (e); and
 - Where applicable, compliance with the termination of assistance requirement in § 576.402.
- ✓ **Centralized or coordinated assessment systems and procedures.** Documentation evidencing written intake procedures for, the centralized or coordinated assessment system(s) developed by the CoC.
- ✓ **Rental assistance agreements and payments.** The records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.
- ✓ **Utility allowance.** The records must document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
- ✓ **Shelter and housing standards.** Documentation of compliance with the shelter and housing standards in § 576.403, including inspection reports.
- ✓ **Emergency shelter facilities.** The amount and type of assistance provided to each emergency shelter.
- ✓ **Services and assistance provided.** Types of essential services, rental assistance, and housing stabilization and relocation services and the amounts spent on these services and assistance. Subrecipients that are units of general-purpose local government must keep records to demonstrate compliance with the maintenance of effort requirement, including records of the unit of the general-purpose local government's annual budgets and sources of funding for street outreach and emergency shelter services.

- ✓ **Coordination with CoC and other programs.** Document their compliance with the requirements of § 576.400 for consulting with the CoC and coordinating and integrating ESG assistance with programs targeted toward homeless people and mainstream service and assistance programs.
- ✓ **HMIS.** Records of the participation in HMIS or a comparable database by all projects.
- ✓ **Matching.** The recipient must keep records of the source and use of contributions made to satisfy the matching requirement in § 576.201. The records must indicate the particular fiscal year grant for which each matching contributor is counted. The records must show how the value placed on third party, noncash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.
- ✓ **Conflicts of interest.** Records to show compliance with the organizational conflicts-of-interest requirements in § 576.404(a), a copy of the personal conflicts of interest policy or codes of conduct developed and implemented to comply with the requirements in § 576.404(b), and records supporting exceptions to the personal conflicts of interest prohibitions.
- ✓ **Homeless participation.** Document compliance with the homeless participation requirements under § 576.405.
- ✓ **Faith-based activities.** Document compliance with the faith-based activities requirements under § 576.406.
- ✓ **Other Federal requirements.** Document compliance with the Federal requirements in § 576.407, as applicable, including:
 - Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under § 576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with ESG funds and the affirmative outreach requirements in § 576.407(b).
 - Records demonstrating compliance with the uniform administrative requirements in 24 CFR part 85 (for governments) and 24 CFR part 84 (for nonprofit organizations).
 - Records demonstrating compliance with the environmental review requirements, including flood insurance requirements.
 - Certifications and disclosure forms required under the lobbying and disclosure requirements in 24 CFR part 87.
- ✓ **Relocation.** Document compliance with the displacement, relocation, and acquisition requirements in § 576.408.
- ✓ **Financial records.**
 - Supportive documentation for all costs charged to the ESG grant.
 - Documentation showing that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities under § 576.101-§ 576.109 and the cost principles in OMB Circulars A-87 (2 CFR part 228) and A-122 (2 CFR part 230).
 - Records of the receipt and use of program income.
 - Documentation of compliance with the expenditure limits in § 576.100 and the expenditure deadline in § 576.203.
- ✓ **Subrecipients and contractors.**

- The recipient must retain copies of all solicitations of and agreements with subrecipients, records of all payment requests by and dates of payments made to subrecipients, and documentation of all monitoring and sanctions of subrecipients, as applicable. If the recipient is a State, the recipient must keep records of each recapture and distribution of recaptured funds under § 576.501.
- The recipient and its subrecipients must retain copies of all procurement contracts and documentation of compliance with the procurement requirements in 24 CFR 85.39 and 24 CFR 84.40-84.48.
- The recipient must ensure that its subrecipients comply with the recordkeeping requirements specified by the recipient and HUD notice or regulations.
- ✓ **Confidentiality.**
- Written procedures to ensure:
 - ☐ All records containing personally identifying information of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
 - ☐ The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
 - ☐ The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the recipient or subrecipient and consistent with state and local laws regarding privacy and obligations of confidentiality.
 - ☐ Written confidentiality procedures.
- ✓ **Period of record retention.** All records pertaining to each fiscal year of ESG funds must be retained for the greater of 5 years or the period specified below:
 - ☐ Documentation of each program participant's qualification as a family or individual at risk of homelessness or as a homeless family or individual and other program participant records must be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served;
 - ☐ Where ESG funds are used for the renovation of an emergency shelter involves costs charged to the ESG grant that exceed 75 percent of the value of the building before renovation, records must be retained until 10 years after the date that ESG funds are first obligated for the renovation; and
 - ☐ Where ESG funds are used to convert a building into an emergency shelter and the costs charged to the ESG grant for the conversion exceed 75 percent of the value of the building after conversion, records must be retained until 10 years after the date that ESG funds are first obligated for the conversion.
- ✓ **Access to records.**
- **Federal government rights.** Notwithstanding the confidentiality procedures established under paragraph (w) of this section, HUD, the HUD Office of the Inspector General, and the Comptroller General of the United States, or any of their authorized

representatives, must have the right of access to all books, documents, papers, or other records pertinent to the ESG grant, in order to make audits, examinations, excerpts, and transcripts. These rights of access are not limited to the required retention period but last as long as the records are retained.

➤ **Public Rights.** Provide citizens, public agencies, and other interested parties with reasonable access (consistent with state and local laws regarding privacy and obligations of confidentiality and the confidentiality requirements in this part) to records regarding any uses of ESG funds the recipient received during the preceding 5 years.

➤ **Reports.** The recipient must collect and report data on its use of ESG funds in the Integrated Disbursement and Information System (IDIS) and other reporting systems, as specified by HUD. The recipient must also comply with the reporting requirements in 24 CFR parts 85 and 91 and the reporting requirements under the Federal Funding Accountability and Transparency Act of 2006, 31 U.S.C. 6101 note, which are set forth in appendix A to 2 CFR part 170.

Appendix C:

Grantee SF 424 Forms and Certificates

(to be added later)

Appendix D: Maps

