

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Matthew Fertal	From:	Susan Emery
Dept:	City Manager	Dept:	Community Development
Subject:	ADOPTION OF SUBSTANTIAL AMENDMENT NO. 1 TO 2011/12 ANNUAL ACTION PLAN WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR EMERGENCY SOLUTIONS GRANT (ESG) FUNDS	Date:	May 8, 2012

OBJECTIVE

The purpose of this memorandum is to request that the City Council conduct a Public Hearing, and approve Substantial Amendment Number 1 to the City of Garden Grove's Fiscal Year 2011-12 Annual Action Plan (AAP). The 2011-12 AAP was submitted to the U.S. Department of Housing and Urban Development (HUD) on May 15, 2011.

BACKGROUND

The City of Garden Grove receives annual entitlement grants from three U.S. Department of Housing and Urban Development (HUD) funding sources, including an annual Emergency Shelter Grant (ESG) grant. On May 15, 2011, the City Council adopted the FY 2011/2012 Action Plan for the use of its HUD funds over the period from July 1, 2011 through June 30, 2012. This Substantial Amendment Number 1 to the 2011/2012 AAP is proposed to allocate new Emergency Solutions Grant (formerly "Emergency Shelter Grant") funds to homeless prevention and rapid re-housing efforts, as summarized in the attached public notice (Attachment 2).

ANALYSIS

The purpose of this amendment is to receive \$64,038 in Stage 2 Emergency Solutions Grant funds, and to approve the interim rule changes for the Emergency Solutions Grants program and Consolidated Plan conforming amendments (Interim Rule). Because of the late arrival of these funds, City staff did not combine the new funds with the 2011-2012 allocation, but instead will carry them over to the fiscal year 2012-2013 budget. No new activities are proposed for this program year.

ADOPTION OF SUBSTANTIAL AMENDMENT NO. 1 TO 2011/12 ANNUAL ACTION PLAN WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR EMERGENCY SOLUTIONS GRANT (ESG) FUNDS May 8, 2012
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HUD rules require all new funding not previously identified in the current Annual Action Plan to go through a public participation process. This public hearing allows for input from the community on the proposed funding. The Public Hearing notice was published in local English, Vietnamese, and Spanish language newspapers for a 30-day public comment period commencing April 6, 2012. On May 7, 2012, the Garden Grove Neighborhood Improvement and Conservation Commission held a Public Hearing to consider the proposed substantial amendment.

FINANCIAL IMPACT

The receiving of these Stage 2 ESG funds will have no impact on the General Fund. Homeless prevention and rapid re-housing programs that assist Garden Grove residents will benefit from this special allocation of \$64,038.

RECOMMENDATION

Staff recommends that the City Council conduct the public hearing, accept comments, and following discussion:

- Approve Substantial Amendment Number 1 to the City of Garden Grove's Fiscal Year 2011-12 Annual Action Plan.



SUSAN EMERY
Community Development Director



By: Tom Ferch
Senior Program Specialist

Attachment 1: Substantial Amendment Number 1.

Approved for Agenda Listing



Matthew Fertal
City Manager

**CITY OF GARDEN GROVE
2010-2015 CONSOLIDATED PLAN**

FY 2011-12 ANNUAL ACTION PLAN

Substantial Amendment #1

Emergency Shelter Grant (Previous)

Emergency Solutions Grant FY 2011-12

DRAFT

Prepared By
Community Development Department
Of The City of Garden Grove

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I. INTRODUCTION

This is the First Amendment to the City of Garden Grove's Fiscal Year 2011-12 Annual Action Plan (AAP), which was submitted to the U.S. Department of Housing and Urban Development (HUD) on May 15, 2011. This Amendment is necessary to allow the City to receive \$64,038 in Emergency Solutions Grant (ESG) stage 2 funds that constitute a special allocation of FY 2011-12 ESG funds

On November 15, 2011, the Department of Housing and Urban Development (HUD) posted the interim rule for the Emergency Solutions Grants program and Consolidated Plan conforming amendments (Interim Rule) on HUD's Homelessness Resource Exchange website at www.hudhre.info. On December 5, 2011, the Interim Rule was published in the Federal Register (see 76 FR 75954). Also on November 15, HUD announced the amounts of the second allocation of FY 2011 Emergency Shelter Grants program/Emergency Solutions Grants program funds. To receive funds from the second allocation, the City must prepare, and obtain HUD approval of, a substantial amendment to its Fiscal Year (FY) 2011 Consolidated Plan Annual Action Plan. This Notice advises recipients of the 24 CFR part 91 requirements that will apply to this substantial amendment, highlights the relevant changes under the Interim Rule, and provides guidance on critical decisions to be made in the planning process.

II. CITIZEN PARTICIPATION AND PUBLIC COMMENTS

In accordance with 24 CFR 91.105(c)(3) for local governments and territories and 24 CFR 91.115(c)(3) for states, the substantial amendment the Public Notice in the use of ESG funds was released for citizen review and comments on April 6, 2012. During the 30-day public comment period from April 6, through May 8, the Public Notice for the Draft Emergency Solutions Grant Amendment was made available to the public, during normal business hours, at the public counter for the Community Development Department, located in City Hall, at 11222 Acacia Parkway, Garden Grove, CA 92840, and on the City's website.

The first of two public hearings was held on May 7, 2012 before the Neighborhood Improvement and Conservation Commission (NICC). Following the 30-day public comment period and NICC hearing, the City Council of Garden Grove will hear and vote on the Substantial Amendment of the 2011-12 AAP on May 8, 2012. A copy of the public hearing notice is presented in Appendix A. A summary of citizen comments received by the City and at the public hearings, and responses to these citizen comments are presented in Appendix B.

III. CONSULTATION WITH CONTINUUM OF CARE

The City of Garden Grove regularly coordinates on a formal and informal basis with the Continuum of Care and surrounding local jurisdictions, including the cities of Santa Ana and Anaheim, to consult and collaborate the planning, funding, and implementing and evaluating homeless assistance and homelessness prevention programs locally.

For the Emergency Solutions Grant funds, the City began the consultation process for compliance with 24CFR 91.220(l)(4)(vi) by assembling a committee of City staff to review

and evaluate ESG program requirements and priorities. During this review period the City also consulted formally with the CoC and the Cities of Anaheim and Santa Ana to determine regional priorities.

As the consultation process is a continuing effort, the City will have future meetings with the CoC as well as other ESG recipients in the county to develop performance standards and evaluate outcomes, as well as develop funding, policies, and procedures for the operation and administration of the HMIS.

IV. SUMMARY OF CITIZEN PARTICIPATION PROCESS

A copy of the public hearing notice is presented in APPENDIX A.

A summary of citizen comments received at the public hearing and responses to these citizen comments are presented in APPENDIX B.

V. MATCH

The ESG program requires that for each ESG dollar received from HUD in any given year, Garden Grove must provide a 100 percent match with non-federal dollars. The City will continue to require its ESG partners to leverage non-federal funds and report their successes with quarterly performance reports. Matching funds must be provided after the date of the grant award, and may not be used to match a subsequent Federal grant award.

Applicants may use any of the following as sources of match:

- A. Cash contributions expended for allowable costs including staff salaries and fringe benefits
- B. Non-cash contributions
 1. The value of donated goods and services. The value placed should be consistent with OMB Circulars 87 and A-122
 2. The value of any donated material or building, or of any lease, calculated using a reasonable method to establish a fair market value
 3. Time contributed by volunteers to carry out the program, valued at the rate of \$5 per hour

VI. PROPOSED ACTIVITIES AND OVERALL BUDGET

A. Proposed Activities

Because of the late arrival of the \$64,038 in stage 2 Emergency Solutions Grant funds, City staff did not combine the funds with the 2011-2012 allocation, and no new activities are proposed for this program year.

B. Discussion of Funding Priorities

Because of the late arrival of the stage 2 Emergency Solutions Grant funds, City staff did not combine the funds with the 2011-2012 allocation, but instead will carry them over to the fiscal year 2012-2013 budget. Therefore the ESG program changes noted in this substantial amendment do not represent a change of the City's overall 2011-2012 ESG budget.

C. Detailed Budget

FY 2011 Detailed Budget Table 3 is attached as Appendix C.

VII. Written Standards for Provision of ESG Assistance

- a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG. (SEE APPENDIX F)
- b. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers. (SEE APPENDIX F)
- c. 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. All program participants are already literally homeless and will only be using rapid re-housing assistance. (SEE APPENDIX F)
- d. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid rehousing assistance. (SEE APPENDIX F)
- e. 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. (SEE APPENDIX F)
- f. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide 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 participants receives assistance; or the maximum number of times the program participants may receive assistance. (SEE APPENDIX F)

VIII. Describe Process for Making Sub-awards

The City makes its allocation available to non-profit organizations through the issuance of a notice of funding availability. Any 501(c)(3) organization in good standing may submit a request for funding for an eligible ESG activity. These applications are then reviewed and evaluated by a review committee that makes recommendations for funding based on rating criteria. The recommendations are forward to the Neighborhood Improvement and Conservation Committee, and then on to the City Council for final approval, amendment or rejection.

IX. Homeless Participation Requirement

The City will consult with the Continuum of Care in making policies and decisions regarding the use of ESG funds. Through meeting and consulting with the CoC the City has determined that this requirement will be met, since the CoC has a strategy that includes participation of all 34 cities in Orange County, County Agencies, the County's homeless housing and service providers, and other community groups, including non-profits, local governmental agencies, faith-based organizations, the homeless and formerly homeless, interested business leaders, schools and other stakeholders to identify the gaps and unmet needs of the County's homeless.

X. Performance Standards

The City will annually monitor sub-recipients receiving ESG funds to insure that the City's ESG Policies and Procedures are being followed, and to ensure program expenditure goals and requirements are met in accordance with HUD guidelines. The City will also require supporting documentation for all quarterly reimbursement requests.

XI. Certifications

See Exhibit 1

XII. Required Contents of Substantial Amendments

1. Standard Form 424 (SF-424) as required by 24 CFR 91.220(a) for local governments and territories.

See Exhibit 2

APPENDICES

THE CITY OF GARDEN GROVE FOLLOWED THE GUIDELINES AND REGULATIONS AT: 24 CFR 91.220(a), (c), (d), (e), (l) (4), 91.225(c), 91.320(a), (c), (d), (e), (k) (3), 91.325(c)

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APPENDIX A – PUBLIC HEARING NOTICE

NOTICE OF PUBLIC HEARING

GARDEN GROVE NEIGHBORHOOD IMPROVEMENT AND CONSERVATION COMMISSION AND GARDEN GROVE CITY COUNCIL

NOTICE OF PUBLIC HEARING REGARDING SUBSTANTIAL AMENDMENT #1 TO THE 2011-12 ACTION PLAN FOR THE USE OF HUD FUNDS

The City of Garden Grove (City) 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.

The City will receive \$64,038 in new Emergency Solutions Grant stage 2 funds that constitute a special allocation of FY 2011-12 ESG funds for a total of \$178,234. On May 7, 2012, at 6:30 p.m., the Garden Grove Neighborhood Improvement and Conservation Commission will hold a Public Hearing in the Council Chambers of the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, to consider the proposed substantial amendment.

On May 8, 2012, at 6:30 p.m., the City Council will also hold a Public Hearing in the Council Chambers to consider the proposed substantial amendment.

Opportunity for Public Review and Comment

From April 6, 2012, through May 8, 2012, the proposed FY 2012-13 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 May 8, 2012. 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, May 7, 2012. 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 May 8, 2012. Please direct any questions or comments to Allison Mills via 714-741-5139, allisonj@garden-grove.org, or 800-735-2929 (TDD to voice).

/s/ Kathleen Bailor, CMC
City Clerk

Date: March 29, 2012
Publish: April 5, 2012

THÔNG BÁO BUỔI ĐIỀU TRẦN CHO CÔNG CHÚNG

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

THÔNG BÁO BUỔI ĐIỀU TRẦN CHO CÔNG CHÚNG VỀ SỰ SỬA ĐỔI ĐÁNG KỂ SỐ 1 BẢN KẾ HOẠCH HÀNH ĐỘNG CHO TÀI KHÓA 2011-2012 VỀ VIỆC DÙNG QUỸ HUD

Thành phố Garden Grove (Thành Phố) 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.

Thành phố sẽ nhận \$64,038 trong các quỹ mới giai đoạn 2 thuộc Trợ Cấp Giải Pháp Khẩn cấp làm thành một sự cấp phát quỹ ESG đặc biệt cho Tài Khóa 2011-12 lên đến một tổng số tiền là \$178,234. Vào ngày 7 Tháng Năm, 2012, lúc 6:30 chiều, Ủy Ban Cải Thiện và Bảo Trì Khu Xóm Garden Grove sẽ tổ chức một phiên Điều Trần Công Khai tại Phòng Họp Hội Đồng (Council Chambers) thuộc Trung Tâm Họp Cộng Đồng (Community Meeting Center), 11300 Stanford Avenue, Garden Grove, để cứu xét sự sửa đổi đáng kể được đề nghị.

Vào ngày 8 tháng Năm, 2012, lúc 6 giờ 30 tối, Hội Đồng Thành Phố cũng sẽ tổ chức một buổi Điều Trần Công Khai tại Phòng Họp Hội Đồng để xem xét sự sửa đổi đáng kể được đề nghị.

Cơ Hội cho Công Chúng Duyệt Xét và Góp Ý

Từ ngày 6 tháng Tư, 2012 cho tới 8 tháng Năm, 2011, Kế Hoạch Hành Động đề nghị cho tài khóa 2012-13 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 92840. 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 năm chương trình.

Các góp ý trên văn bản và bằng lời nói sẽ được chấp nhận bởi Ban Phát Triển Cộng Đồng cho đến 4:00 giờ chiều vào ngày 8 tháng Năm, 2012. 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 7 tháng Năm, 2012. 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 giờ 30 tối vào ngày 8 tháng Năm, 2012. Xin đưa ra bất cứ thắc mắc hay góp ý nào cho Allison Mills qua số 714-741-5139, allisonj@garden-grove.org, hoặc 800-735-2929 (TDD thành tiếng nói).

/s/ Kathleen Bailor, CMC
Thư Ký Thành Phố

Ngày: 03/29/12
Ngày ấn hành: 04/05/12

AVISO DE AUDIENCIA PÚBLICA
COMISIÓN DE MEJORAMIENTO Y CONSERVACIÓN DE VECINDADES DE
GARDEN GROVE
Y
CONSEJO MUNICIPAL DE GARDEN GROVE

AVISO DE AUDIENCIA PÚBLICA
SOBRE ENMIENDA SUSTANCIAL #1
AL PLAN DE ACCIÓN 2011-12 PARA EL USO DE LOS FONDOS DE HUD

La Ciudad de Garden Grove (Ciudad) es una Ciudad con Derecho en la Concesión Conjunta de Desarrollo de Comunidades del Departamento de Vivienda y Desarrollo Urbano (HUD) de EE.UU., la Ley de Sociedad de Inversiones HOME (HOME), y los programas de la Concesión para Soluciones de Emergencia (ESG)/Prevención de personas sin hogar.

La Ciudad recibirá \$64,038 fondos nuevos de la etapa 2 de la Concesión para Soluciones de Emergencia que constituyen una asignación especial del año fiscal 2011-12 de los fondos de ESG por un total de \$178,234. El 7 de mayo de 2012, a las 6:30 p.m., la Comisión de Conservación y Mejoramiento de Vecindades de Garden Grove llevará a cabo una Audiencia Pública en la Cámara Consejo del Centro de Reuniones de la Comunidad, 11300 Stanford Avenue, Garden Grove, para considerar la enmienda sustancial propuesta.

El 8 de mayo de 2012, a las 6:30 p.m., el Consejo Municipal también llevará a cabo una Audiencia Pública en la Cámara del Consejo para considerar la enmienda sustancial propuesta.

Oportunidad para repaso y comentarios públicos

Desde el 6 de abril de 2012 hasta el 8 de mayo de 2012, el Plan de Acción propuesto para el año fiscal 2012-13 estará disponible para repaso público durante las horas regulares de oficina en el Departamento de Desarrollo Comunitario, ubicado en el Edificio del Ayuntamiento, en el 11222 Acacia Parkway, Garden Grove, CA 92840. Tras la aprobación, el Plan de Acción final será presentado a HUD y estará disponible para repaso público durante todo el año del programa.

Comentarios escritos y verbales serán aceptados por el Departamento de Desarrollo Comunitario hasta las 4:00 p.m. del 8 de mayo de 2012. Si usted desea comentar verbalmente, se le anima especialmente a asistir a la reunión de la Comisión de Mejoramiento y Conservación de Vecindades a las 6:30 p.m. el lunes, 7 de mayo de 2012. El consejo Municipal entonces llevará a cabo una audiencia pública y considerará la adopción del Plan de Acción final en su reunión ordinaria a las 6:30 p.m. el 8 de mayo de 2012. Por favor dirija cualquier pregunta o comentario a Allison Mills al 714-741-5139, allisonj@garden-grove.org, u 800-735-2929 (TDD a voz).

/s/ Kathleen Bailor, CMC
Secretaría de Ayuntamiento

Fecha: 29 de marzo del 2012
Publicado: 6 de abril del 2012

APPENDIX B – CITIZEN COMMENTS

APPENDIX C –FY 2011 DETAILED BUDGET TABLE

FY 2011 Detailed Budget Table					
First Allocation	\$113,845	FY 2011 Emergency Shelter Grants/Emergency Solutions Grants Program Allocations			
Second Allocation	\$64,038				
Grant Amount	\$177,883				
Total Administration	\$5,692.00				
		First Allocation	Second Allocation	Total Fiscal Year 2011	
Emergency Shelter Grants Program	Eligible Activities	Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount
	Homeless Assistance	\$0.00	\$0.00		\$0.00
	Rehab/Conversion	\$0.00	\$0.00		\$0.00
	Operations	\$50,025.00	\$0.00		\$50,025.00
	Essential Services	\$23,974.00	\$0.00		\$23,974.00
	Homelessness Prevention	\$34,154.00	\$0.00		\$34,154.00
	Administration	\$5,692.00	\$0.00		\$5,692.00
	Emergency Shelter Grants Subtotal	\$113,845.00	\$0.00		\$113,845.00
Emergency Solutions Grants Program	Emergency Shelter**			\$0.00	\$0.00
	Renovation**			\$0.00	\$0.00
	Operation**			\$0.00	\$0.00
	Essential Service**				
	URA Assistance**			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS			\$0.00	\$0.00
	Rapid Re-housing		\$0.00	\$0.00	\$0.00
	Housing Relocation & Stabilization Services				\$0.00
	Tenant-Based Rental Assistance				\$0.00
	Project-Based Rental Assistance				\$0.00
	Homelessness Prevention		\$0.00	\$0.00	\$0.00
	Housing Relocation & Stabilization Services				\$0.00
	Tenant-Based Rental Assistance				\$0.00
	Project-Based Rental Assistance				\$0.00
	Administration			\$0.00	\$0.00
Emergency Solutions Grants Subtotal		\$0.00	\$0.00	\$0.00	
			Total Grant Amount		\$113,845.00

**Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

APPENDIX D – CITY COUNCIL MINUTES

APPENDIX E – NICC MINUTES

**APPENDIX F
CITY OF GARDEN GROVE ESG
POLICIES AND PROCEDURES**

CITY OF GARDEN GROVE EMERGENCY SOLUTIONS GRANTS POLICIES AND PROCEDURES - 2012

Introduction

The new Emergency Solutions Grants (ESG) program is a replacement of the old *Emergency Shelter Grants* program, and incorporates many features of the *Homeless Prevention and Rapid Rehousing Program* (HPRP). In November 2011 the Department of Housing and Urban Development (HUD) posted the interim rule for the Emergency Solutions Grants program and Consolidated Plan conforming amendments (Interim Rule) on HUD's Homelessness Resource Exchange website at www.hudhre.info.

A. Eligibility Evaluation of Individuals and Families

All households seeking assistance with ESG funds must meet a baseline of eligibility. This criterion is defined clearly by HUD. For all households deemed eligible, documentation supporting their status must be maintained on file by the subgrantee.

BASELINE CRITERIA

Clients:

1. Must willingly engage with an Initial Assessment with a Case Manager for a consultation and assessment to determine ESG eligibility and be referred to appropriate ESG or related services:
2. Must be homeless (see Appendix A for definition) or risk of homelessness (see Appendix A for definition) and:
 - a. No appropriate subsequent housing options have been identified
 - b. The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
 - c. The household lacks support networks to obtain immediate housing or remain in its existing housing.
3. Must meet at least monthly with their case manager per § 576.401.

CITY OF GARDEN GROVE RESIDENCY REQUIREMENT

1. Individuals or families must currently live in the City of Garden Grove

2. OR individuals or families must be displaced previously from the City of Garden Grove.

Documentation of the residency requirement can be in the form of their current or former lease, utility bill in their name, driver's license, etc.

ELIGIBILITY DETERMINATION AND DOCUMENTATION

Clients receiving ESG assistance must meet HUD eligibility standards before assistance begins.

Subgrantees must obtain and maintain client documentation per § 576.500 Recordkeeping and Reporting Requirements and any other HUD established guidelines.

Subgrantees must develop and use a checklist to ensure each client meets ESG eligibility standards and that client files contain the necessary documentation proving that eligibility.

Subgrantees' files must be consistent in order across all client files. That is, the placement of case manager notes, income documentation, housing status documentation, etc. must be in the same order from one file to the next. Moreover, at least income documentation, leases, and client case notes must be clearly marked and separated by a differently colored piece of paper within the file.

In general, subgrantees should make every effort to establish third-party written documentation and source documentation to verify all client information. As stated in § 576.500, if third-party written documentation and/or source documentation is unobtainable, case files should include written and thorough documentation of the efforts made to obtain the required evidence.

Confidentiality

As stated in § 576.500, subgrantees must develop, implement, and maintain written procedures to ensure:

1. Records containing personally identifying information is kept secure and confidential;
2. The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted with ESG is not made public except with written authorized of the

- person responsible for the operation of the shelter; and
3. The address or location of any housing 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.

HMIS/CMIS VERIFICATION & INPUT

Subgrantees must verify in HMIS/CMIS that the family or individual is not currently receiving the same type of services from another service provider before providing services to the family.

To ensure timeliness and quality of data, subgrantees must input the client(s) and services provided to the client(s) in a timely matter. Subgrantees are encouraged to input the client(s) into the HMIS/CMIS the day they begin the program. However, realizing this is not always possible, subgrantees must input the client's data into HMIS/CMIS within three business days of the client's start date.

RE-EVALUATIONS FOR HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Per HUD standards, program participants receiving homelessness prevention assistance must be re-evaluated for eligibility and the types and amounts of assistance not less than once every three months according to the standards put forth in § 576.401.

Per HUD standards, program participants receiving rapid rehousing assistance must be re-evaluated for eligibility and the types and amounts of assistance not less than once every twelve months according to the standards put forth in § 576.401.

TERMINATING ASSISTANCE

Garden Grove ESG sub-grantee may terminate assistance to a household that violates program requirements. In terminating assistance to a household, the sub-grantee must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law.

Garden Grove ESG Termination Process

1. Written notice to the household containing a clear statement of

the reasons for termination;

2. A review of the decision, in which the household is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and

3. Prompt written notice of the final decision to the household.

B. Coordination with Other Targeted Homeless Services and Mainstream Resources

In order to best serve program clients and assist them to obtain permanent housing, the City is coordinating with the CoC and other emergency shelter providers, essential services providers, homelessness prevention and rapid rehousing assistance providers, and mainstream service and housing providers.

The City coordinates on a formal and informal basis with the CoC and surrounding local jurisdictions, including the cities of Santa Ana, Fremont, and Anaheim, to consult and collaborate the planning, funding, and implementing and evaluating homeless assistance and homelessness prevention programs locally.

The City's Housing Authority is also administered through the Community Development Department, allowing for a close communication and coordination of services to the client(s).

As stated in § 576.401, subgrantees, as part of their initial and on-going case management of clients, must assist each program participant, as needed, to obtain:

1. Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and
2. Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:
 - (i) Medicaid (42 CFR chapter IV, subchapter C);
 - (ii) Supplemental Nutrition Assistance Program (7 CFR parts 271-283);

- (iii) Women, Infants and Children (WIC) (7 CFR part 246);
- (iv) Federal-State Unemployment Insurance Program (20 CFR parts 601-603, 606, 609, 614-617, 625, 640, 650);
- (v) Social Security Disability Insurance (SSDI) (20 CFR part 404);
- (vi) Supplemental Security Income (SSI) (20 CFR part 416);
- (vii) Child and Adult Care Food Program (42 U.S.C. 1766(t) (7 CFR part 226));
- (viii) Other assistance available under the programs listed in § 576.400(c).

Subgrantees should attend the CoC's quarterly meetings, which brings together groups and individuals that want to contribute to the efforts to eliminate homelessness in Orange County and contributes to the CoC's planning process.

C. Eligible Families Prioritization for Homelessness Prevention and Rapid Re-housing Assistance

Because the amount of funds awarded to the City of Garden Grove, it is unlikely there will be enough funds to serve all persons who are homeless or all persons at-risk of homelessness. Hence, the City has established the below priorities to ensure as many households can be assisted as possible, including those who face multiple obstacles to obtain and sustain housing.

Subgrantees should focus on helping individuals and families overcome their immediate housing obstacles and connecting them with the resources they need to stay housed when their program ends.

PRIORITY FAMILIES FOR RAPID REHOUSING

In order to receive rapid rehousing assistance, families must meet the definition of homelessness and meet the Garden Grove residency requirement.

Priority will be given to families or individuals that also are:

1. US Veterans or widows of Veterans; or
2. Victims of domestic violence.

PRIORITY FAMILIES FOR PREVENTION

In accordance with HUD policy, each city across the U.S. determines for itself the families that will be most highly prioritized for Homelessness Prevention assistance using ESG. In Garden Grove, this prioritization is to be made in accordance with a system of three tiers. The family or individual must first meet HUD homelessness prevention eligibility. Tier One families are the primary priority, Tier Two families are of secondary priority, and Tier Three families are to be referred to mainstream resources.

Subgrantees should target assistance to families and individuals who are closest to going to a shelter, car, or the street, if no those who are about to spend their first night there.

Case managers must document which tier the families.

Tier Definitions

1. *Tier One* - Extreme Emergency:
 - a. Facing *Imminent Eviction* (as per guidance below) **and** *Verification of Household Need* is determined (as per guidance below). Also paying > 50% of income to rent.
 - b. In housing condemned by a public agency.
 - c. Experienced sudden and significant loss of income (such as caused by job loss)
 - d. Being displaced due to foreclosure of rental property
 - e. Necessity for move-out due to recent traumatic life event (such as HIV/AIDS related illness)
 - f. Eviction from public or assisted housing
 - g. Recently aged out of foster care and precariously housed
2. *Tier Two* – Moderate Emergency:
 - a. Sudden increase in utility costs
 - b. Significant amount of medical debt
 - c. High overcrowding (greater than 1.5 persons per room)
3. *Tier Three* – First Consider Referral to Other Resources:
 - a. Homeless in last 12 months
 - b. Young head of household
 - c. Current or past involvement with child welfare

- d. Mental health or substance abuse
- e. Physical disability

Imminent Eviction Definition

1. Client is in receipt of a notice to vacate, unless the provider knows, from prior dealings with a particular institution or owner, that no action is likely to be taken based on such notice and that it is merely being used as a payment reminder. Private conference notices will not be sufficient. Receipt of notices later in the process—such as a summary process summons and complaint, or a motion to issue execution, etc.—certainly would qualify, but it is not necessary for cases to have gotten to that stage to qualify for help.

2. Client is in receipt of a notice of imminent termination of utility service (gas, electricity, water & sewer services), including a notice received by tenants where service could be terminated for owner nonpayment and tenants can continue service by paying a projected bill.

3. Client is in receipt of a notice of proposed termination of subsidy. Normally this is a notice that informs the client of the right to request an informal hearing. Receipt of notices later in the process—such as a hearing decision, or a notice of actual termination because of failure to request a timely hearing—certainly would qualify, but it is not necessary for cases to have gotten to that stage to qualify for help.

Verification of Household Need Methods

In order to verify the various need(s) of each household, it is helpful to request and review additional paperwork. This will help assess the services that must be delivered in combination with the financial assistance that is being provided. Here are examples of documents that can verify a household's current and ongoing service needs:

1. Rent Ledger – review the household's rental payment history for the past 12 months. Consider the following:
 - a. When is rent typically paid?
 - b. Is there a pattern of late payments or was this a one-time occurrence?
 - c. Is rent typically paid in full or piecemeal?
 - d. Is the time of the arrearage consistent with the client's explanation of why they are behind? (for example, is the time of the arrearage fit with when they were out of work)

e. Would the client benefit from a negotiated rent timeline? e.g. Request and negotiate with landlord that rent be due on the 10th of each month as this is when tenant is paid.

2. Utility bills – review the household’s bills and payments for the past 12 months. Consider the following:

- a. When are utility bills typically paid?
- b. Is there a pattern of late payments or a one-time period of missed payments?
- c. Are utility bills usually paid in full or piecemeal?
- d. Do the bills appear reasonable considering the size of the unit?
- e. Would the client benefit from the arrearage management program?
- f. Is the client eligible for and receiving any shut-off protections?
- g. Is the client eligible for and receiving the low-income discount?

3. Employment related documents – Review documents related to the client’s employment status and history, e.g. Letter of job termination, Unemployment Insurance stubs, etc. Consider the following:

- a. Was client at fault for termination or was it a lay off?
- b. How long has the client been out of work?
- c. What type of work history does the client have?
- d. Are there training programs or classes that could boost the client’s employability?

4. Miscellaneous bills – Review the household’s monthly expenses. Consider the following:

- a. Is the household spending beyond their means?
- b. Are there any expenses that can decrease or be cut altogether?
- c. Are there any large bills for which a more reasonable repayment plan and/or interest rate can be negotiated?
- d. Would the household benefit from credit and budget counseling?

D. Determination of Share of Rent and Utilities Costs Paid for by Participant

The City recognizes the multiple obstacles facing the homeless and

those at-risk of homelessness. It is the goal of the program that families and individuals participating in the program to become stably housed by the end of their assistance. Because of this goal, subgrantee case managers should work with the client(s) so they contribute to (i.e. share in) rent and utilities while they receive homelessness or rapid rehousing assistance.

Case managers must review the client(s) budget at each monthly meeting to determine how much the client(s) can pay toward their share of the rent. The goal is for a family or individual receiving assistance to pay 30% of their monthly-adjusted gross income towards rent and utilities.

If a family is unable to meet their 30% share of rent and utilities, the case manager must thoroughly document the reasons in the client's file, and steps the client will take to get back to the 30% mark by the next month.

Ultimately, the goal is to have clients sustain housing by the end of their tenure in the program. For example, a quarter of the way through their program, they should be paying 25% of their rent and utilities, half way through the program they should pay 50%, etc. Hence, by the end of the program they should be able to pay 100% of their rent and utility costs. However, an individual's or family's ability to sustain housing should not be a threshold requirement to determining eligibility for the program.

E. Length and Amount of Rental Assistance a Participant Will Receive

The total period for which any program participant may receive the services must not exceed 24 months during any 3-year period.

Subgrantees must ensure the following provisions are met when providing rental assistance:

1. Program participants receiving project-based rental assistance must have a lease that is for a period of 1-year, regardless of the length of rental assistance;
2. Program participants receiving rapid re-housing assistance must be re-evaluated at least once every year and program participants receiving homelessness prevention assistance are

required to be re-evaluated at least once every 3 months. The re-evaluation includes a full review of income and documentation; and

3. No program participant may receive more than 24 months of assistance in a 3-year period.

<u>Types of Rental Assistance</u>	<u>Length of Assistance</u>
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	Total not to exceed 24 months during any 3 year period, including any payment for last month's rent

F. Length and Amount of Housing Stabilization and/or Relocation Services To Provide a Participant of Homelessness Prevention or Rapid Re-housing.

With the exception of housing stability case management and moving costs, the total period for which any participant may receive housing stabilization and relocation services cannot exceed 24 months during any 3-year period. The limits under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

As stated in 24 CFR Part 91 576.105, moving costs may pay for such things as truck rental or hiring a moving company. There is a limit of up to 3 months for payment of temporary storage fees, provided that the fees accrued after the date the program participant begins receiving assistance.

Housing stability case management cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing.

All forms of assistance cannot exceed the limits established in HUD's interim rules.

APPENDIX A: Definition of Homeless & At-Risk of Homelessness

The definition of homeless:

(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.

The definition of an individual or family at risk of homelessness is:

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and
- (iii) Meets one of the following conditions:
 - (a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

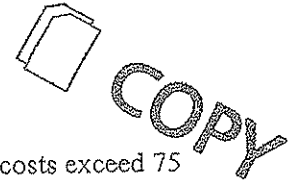
- (b) Is living in the home of another because of economic hardship;
- (c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
- (d) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
- (e) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
- (f) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- (g) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**EXHIBIT 1
CERTIFICATIONS**

ESG Certifications



The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

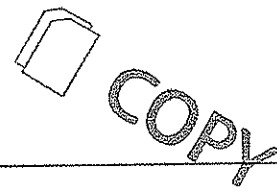
M. Alberto Fentel
Signature/Authorized Official

3-1-12
Date

City Manager
Title

**EXHIBIT 2
STANDARD FORM 424**

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received:	4. Applicant Identifier: S-11-MC-07-0505	
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Garden Grove		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-6005848		*c. Organizational DUNS: 009596495
d. Address:		
*Street 1: <u>11222 Acacia Parkway</u>		
Street 2: _____		
*City: <u>Garden Grove</u>		
County: <u>Orange</u>		
*State: <u>California</u>		
Province: _____		
*Country: <u>USA</u>		
*Zip / Postal Code <u>92840</u>		
e. Organizational Unit:		
Department Name: Community Development Department		Division Name: Neighborhood Improvement
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____ *First Name: <u>Allison</u>		
Middle Name: _____		
*Last Name: <u>Mills</u>		
Suffix: _____		
Title: <u>Neighborhood Improvement Manager</u>		
Organizational Affiliation:		
*Telephone Number: (714) 741-5139		Fax Number: (714) 741-5136
*Email: <u>allisonj@garden-grove.org</u>		

A large, diagonal stamp with the word "COPY" in a bold, sans-serif font is overlaid on the right side of the form.

Application for Federal Assistance SF-424

Version 02

*9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

*10 Name of Federal Agency:

Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grant

*12 Funding Opportunity Number:

N/A

*Title:

13. Competition Identification Number:

Title:

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

City of Garden Grove, County of Orange, California

*15. Descriptive Title of Applicant's Project:

Implementation of the Emergency Solutions Grant program to provide homeless prevention and rapid rehousing to high-priority populations who are homeless or at risk of homelessness through domestic violence shelter and outreach, transitional housing for formerly homeless, and eviction prevention and essential services for the disabled.

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
*a. Applicant: 40th, 46th, and 47th *b. Program/Project: 40th, 46th, and 47th

17. Proposed Project:
*a. Start Date: July 1, 2011 *b. End Date: June 30, 2012

18. Estimated Funding (\$):

*a. Federal	\$60,038 ESG
*b. Applicant	_____
*c. State	_____
*d. Local	_____
*e. Other	_____
*f. Program Income	_____
*g. TOTAL	\$60,038 TOTAL

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?
 a. This application was made available to the State under the Executive Order 12372 Process for review on _____
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E. O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)
 Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)
 ** I AGREE
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

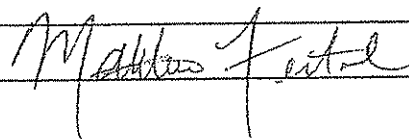
Authorized Representative:

Prefix: _____ *First Name: Matthew
Middle Name: _____
*Last Name: Fertal
Suffix: _____

*Title: City Manager

*Telephone Number: (714) 741-5100 Fax Number: (714) 741-5044

* Email: mattf@garden-grove.org

*Signature of Authorized Representative:  *Date Signed: 3-7-12

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

N/A

NOTICE OF PUBLIC HEARING**GARDEN GROVE NEIGHBORHOOD IMPROVEMENT AND CONSERVATION
COMMISSION
AND
GARDEN GROVE CITY COUNCIL****NOTICE OF PUBLIC HEARING
REGARDING SUBSTANTIAL AMENDMENT #1
TO THE 2011-12 ACTION PLAN FOR THE USE OF HUD FUNDS**

The City of Garden Grove (City) 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.

The City will receive \$64,038 in new Emergency Solutions Grant stage 2 funds that constitute a special allocation of FY 2011-12 ESG funds for a total of \$178,234. On May 7, 2012, at 6:30 p.m., the Garden Grove Neighborhood Improvement and Conservation Commission will hold a Public Hearing in the Council Chambers of the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, to consider the proposed substantial amendment.

On May 8, 2012, at 6:30 p.m., the City Council will also hold a Public Hearing in the Council Chambers to consider the proposed substantial amendment.

Opportunity for Public Review and Comment

From April 6, 2012, through May 8, 2012, the proposed FY 2012-13 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 May 8, 2012. 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, May 7, 2012. 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 May 8, 2012. Please direct any questions or comments to Allison Mills via 714-741-5139, allisonj@garden-grove.org, or 800-735-2929 (TDD to voice).

/s/ Kathleen Bailor, CMC
City Clerk

Date: March 29, 2012
Publish: April 5, 2012