

California Emergency Solutions and Housing Program (CESH)

2018 Request for Funding (RFF) including Instructions and timelines

Dos Rios Continuum of Care
604 Walker Street • Orland, CA • 95963

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Dos Rios CoC CESH Application Instructions

2018

Introduction

The California Department of Housing and Community Development (HCD) announced availability of approximately \$53 million in funding to assist person experience or at risk of homelessness, through the California Emergency Solution and Housing Program (CESH Program). This is the first of two applications for the CESH Program and is funded from a portion of the first and second quarters of revenue deposited in the Building Homes and Jobs Act Trust Fund created by the Building Homes and Jobs Act Stats. 2017, chapter 364, section 3) and approximately \$25 million in unallocated California Emergency Solutions Grant (ESG) funds.

Eligible CESH Costs and Activities

The following are eligible activities under CESH:

1. Rental Assistance, housing relocation, and stabilization services

Funds can be used to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness.

- **Provision of rental assistance** to provide rental assistance for no longer than 48 months for each assisted household and rent payments shall not exceed two times the current HUD fair market rent for the local area (Attachment A) as determined pursuant to 24 CFR part 888. (Attachment B)

2. Operating subsidies

Funds can be used in the form of 15-year capitalized operating reserves for new and existing affordable permanent housing units for homeless individuals and/or families.

3. Flexible housing subsidy funds

Funds can be used for local programs that establish or support the provision of rental subsidies in permanent housing to assist homeless individuals and families. Funds used for purposes of this activity support rental assistance bridge subsidies to property owners waiting for approval from another permanent rental subsidy source, vacancy payments, or project-based rent or operating reserves.

4. Operating support for emergency housing interventions

Funds can be used for emergency housing intervention activities including, but not limited to:

- **Navigation Centers** that provide temporary room and board and case manager who work to connect homeless individuals and families to income, public benefits, health services, permanent housing, or other shelter.
- **Street Outreach Services** to connect unsheltered homeless individuals and families to temporary or permanent housing.
- **Shelter Diversion** including but not limited to, homeless prevention activities such as those described in 24 CFR 576.103 (Attachment C) and other necessary service integration activities such as those described in 24 CFR 576.105 (Attachment D) to connect individuals to alternate housing arrangements, services, and financial assistance.

5. Systems support

Funds can be used for activities necessary to maintain a comprehensive homeless services and housing delivery system, including Coordinated Entry System (CES) data and Homeless Management Information System (HMIS) reporting, and homeless planning activities.

- Funds can be used to develop or update a Coordinated Entry System if the CoC does not have a system in place that meets that applicable HUD requirements. Eligible CES costs not include capital development activities, real property acquisition, construction, or rehabilitation activities.
- Funds can be used to develop a plan addressing action to be taken with the Dos Rios CoC service area, if no plan exists. If Dos Rios CoC requests funding to develop a plan, a plan must be developed and submitted to HCD prior to the expiration of the contract.
- Funds can be used to pay for staff time, licenses, and computers for HMIS data entry.

Request for Proposals

The Dos Rios CoC invites proposals from qualified entities to apply for funding under this RFF. The primary objective of this RFF is to fund programs that: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families/individuals from becoming homeless.

Funding Available

The maximum funding per county for operating support for emergency housing interventions shall not exceed \$50,000. To continue to meet the goals of the Dos Rios Strategic Plan, funding under this RFF is prioritized for rental assistance, operating support for emergency housing interventions, and staff and overhead costs directly related to carrying out the eligible activities. A maximum of 2% per application may be requested for administrative costs related to the planning and execution of eligible activities.

Eligible Applicants

Applicants may be public agencies or non-profit agencies that provide direct services to homeless persons or persons at-risk of becoming homeless. In addition, to be eligible to receive federal funds, applicants must be registered under the System of Awards (SAM). Visit www.sam.gov for more information. Proof of registration must be included with the application.

Match Requirements

There is no matching contribution requirement for activities funding with CESH Program funds. However, CESH Program funds may be used for the one-to-one match of federal ESG funds as long as they are for the same approved activity.

Threshold Requirements

All proposers must meet the local defined threshold requirements as detailed in the RFF Questionnaire (Attachment E). If a proposal does not demonstrate that the proposed project meets these threshold requirements, the proposer will be advised that its proposal will not be considered for funding.

1. The proposer must be a public agency or private nonprofit agency, authority or organization, requesting CESH funds to undertake homeless prevention and/or rapid re-housing activities for assistance of homeless persons as defined in 24 CFR Parts 91, 582 and 583.
2. The costs and activities for which funding is being requested must be eligible under one of the specific component types: Rental Assistance, Operating support for emergency housing interventions and systems support.
3. All proposed projects are required to demonstrate evidence of direct collaboration with other agencies.
4. In accordance with the HEARTH Act, agencies receiving CESH funds must agree to enter client-level data into the NorCal HMIS.

Application Instructions

All applicants must submit one (1) electronic copy via email or hand-delivered, with completed RFF Questionnaire by **5:00 P.M. on Saturday, September 29, 2018 to:**

Glenn County Community Action Department
Dos Rios CoC
Danielle Huguenard
420 E. Laurel Street
Willows, CA 95988
dhuguenard@countyofglenn.net

Applications may be hand delivered. All supporting documents must be included in the submissions. Incomplete proposals will not be considered for funding.

Questions / Technical Assistance

The CGT CAP Program Manager or Dos Rios CoC Vice Chair is available to answer any questions and provide technical assistance to any organization wishing to submit a proposal but must be requested before September 28, 2018. Questions regarding this Request for Funding should be directed only to the person(s) designated below. Do not contact any other person or official regarding this RFF.

Danielle Huguenard, Program Manager, Colusa-Glenn-Trinity Community Action Partnership
T (530) 934-1457 • dhuguenard@countyofglenn.net
Bill Wathen, Vice Chair, Dos Rios
T (530) 934-1468 • bwathen@countyofglenn.net

Application Process

All questionnaires received will be taken into consideration for funding after the contract with HCD has been executed. The collaborative application will be submitted to HCD with the requested funds in each requested activity. Contracts with each agency will be based on percentage requested of total allocation amount. For example: If all requests for rental assistance total \$721,260, then \$721,260 will be requested on the collaborative application to HCD. If all requests exceed the total amount of the allocation, all requests will be proportionately funded according to allocation amount.

General Provisions and Conditions if awarded CESH funding

CESH Reporting

Each CESH recipient will, at a minimum, report

- Projected performance measures
- Contract expenditures
- Progress on the following performance measures:
 - Number of homeless persons served
 - Number of unsheltered homeless person served
 - Average length of time unsheltered adult spent as homeless before entry into program
 - Number of persons exiting the program into permanent housing
 - Number of persons exiting the program into homelessness
- HMIS APR

Housing First

All eligible activities must be provided in a manner consistent with the Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6). Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

Coordinated Entry

All funds allocated must use a CES that meet the requirements of the Dos Rios CoC Coordinated Entry System Policies and Procedures. In addition, the Dos Rios COC CES complies with 24 CFR part 576.400(d) and 24 CFR part 578.7 (a)(8).

§ 576.400 Area-wide systems coordination requirements.

(d)*Centralized or coordinated assessment.* Once the [Continuum of Care](#) has developed a centralized assessment system or a coordinated assessment system in accordance with requirements to be established by HUD, each ESG-funded program or project within the [Continuum of Care](#)'s area must use that assessment system. The [recipient](#) and [subrecipient](#) must work with the [Continuum of Care](#) to ensure the screening, assessment and referral of [program participants](#) are consistent with the written standards required by [paragraph \(e\)](#) of this section. A [victim service provider](#) may choose not to use the [Continuum of Care](#)'s centralized or coordinated assessment system.

§ 578.7 Responsibilities of the Continuum of Care.

(a)*Operate the Continuum of Care.* The Continuum of Care must:

(8) In consultation with [recipients](#) of [Emergency Solutions Grants](#) program funds within the geographic area, establish and operate either a [centralized or coordinated assessment system](#) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the [centralized or coordinated assessment system](#) on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.

Attachment A: Fair Market Rents

For Colusa County:

Final FY 2018 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2018 FMR	\$546	\$745	\$856	\$1,245	\$1,441
FY 2017 FMR	\$522	\$712	\$822	\$1,197	\$1,356

Colusa County, CA is a non-metropolitan county.

For Glenn County:

Final FY 2018 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2018 FMR	\$558	\$611	\$813	\$1,060	\$1,107
FY 2017 FMR	\$537	\$583	\$775	\$1,049	\$1,068

Glenn County, CA is a non-metropolitan county.

For Trinity County:

Final FY 2018 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2018 FMR	\$582	\$637	\$847	\$1,217	\$1,492
FY 2017 FMR	\$608	\$612	\$813	\$1,177	\$1,433

Trinity County, CA is a non-metropolitan county.

Attachment B: 24 CFR Part 888

Subpart A - Fair Market Rents (§§ 888.111 - 888.115)

§ 888.111 Fair market rents for existing housing: Applicability.

(a) The fair market rents (FMRs) for existing housing are determined by HUD and are used in the Section 8 Housing Choice Voucher program (HCV program) ([part 982](#) of this title), Section 8 [project](#)-based assistance programs and other programs requiring their use. In the HCV program, the FMRs are used to determine payment standard schedules. In the Section 8 [project](#)-based assistance programs, the FMRs are used to determine the maximum initial rent (at the beginning of the term of a housing assistance payments contract).

(b) Fair market rent means the rent, including the cost of utilities (except telephone), as established by HUD, pursuant to this subpart, for units of varying sizes (by number of bedrooms), that must be paid in the market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. [[64 FR 56911](#), Oct. 21, 1999, as amended at [81 FR 80580](#), Nov. 16, 2017]

§ 888.113 Fair market rents for existing housing: Methodology.

(a) *Basis for setting fair market rents.* Fair Market Rents (FMRs) are estimates of rent plus the cost of utilities, except telephone. FMRs are housing market-wide estimates of rents that provide opportunities to rent standard quality housing throughout the geographic area in which rental housing units are in competition. The level at which FMRs are set is expressed as a percentile point within the rent distribution of standard quality rental housing units in the FMR area. FMRs are set at the 40th percentile rent, the dollar amount below which the rent for 40 percent of standard quality rental housing units fall within the FMR area. The 40th percentile rent is drawn from the distribution of rents of all units within the FMR area that are occupied by recent movers. Adjustments are made to exclude public housing units, newly built units and substandard units.

(b) *Setting FMRs at the 40th percentile rent.* Generally, HUD will set the FMRs at the 40th percentile rent, but no lower than 90 percent of the previous year's FMR for the FMR area.

(c) *Setting Small Area FMRs.*

(1) HUD will set Small Area FMRs for certain metropolitan FMR areas for use in the administration of tenant-based assistance under the HCV program. HUD will establish the selection values used to determine those metropolitan areas through a Federal Register notice on November 16, 2016 and may update the selection values through a Federal Register notice, subject to public comment. The selection criteria used to determine those metropolitan areas are:

- (i) The number of vouchers under lease in the metropolitan FMR area;
- (ii) The percentage of the standard quality rental stock, within the metropolitan FMR area is in small areas (ZIP codes) where the Small Area FMR is more than 110 percent of the metropolitan FMR area;
- (iii) The percentage of voucher families living in concentrated low income areas;
- (iv) The percentage of voucher families living in concentrated low income areas relative to the percentage of all renters within these areas over the entire metropolitan area; and
- (v) The vacancy rate for the metropolitan area.

(2) For purposes of determining applicability of Small Area FMRs to a metropolitan area, the term “concentrated low-income areas” means:

- (i) Those census tracts in the metropolitan FMR area with a poverty rate of 25 percent or more; or
- (ii) Any tract in the metropolitan FMR area where at least 50 percent of the households earn less than 60 percent of the area median income and are designated by HUD as Qualified Census Tracts in accordance with section 42 of the Internal Revenue Code ([26 U.S.C. 42](#)).

(3) If a metropolitan area meets the criteria of [paragraph \(c\)\(1\)](#) of this section, Small Area FMRs will apply to the metropolitan area and all PHAs administering HCV programs in that area will be required to use Small Area FMRs. A PHA administering an HCV program in a metropolitan area not subject to the application of Small Area FMRs may opt to use Small Area FMRs by seeking approval from HUD's Office of Public and Indian Housing (PIH) through written request to PIH.

(4) HUD will designate Small Area FMR areas at the beginning of a Federal fiscal year, such designations will be permanent, and will make new area designations every 5 years thereafter as new data becomes [available](#). HUD may suspend a Small Area FMR designation from a metropolitan area, or may temporarily exempt a PHA in a Small Area FMR metropolitan area from use of the Small Area FMRs, when HUD by notice makes a documented determination that such action is warranted. Actions that may serve as the basis of a suspension of Small Area FMRs are:

- (i)** A Presidentially declared disaster area that results in the loss of a substantial number of housing units;
- (ii)** A sudden influx of displaced households needing permanent housing; or
- (iii)** Other events as determined by the [Secretary](#).

(5) Small Area FMRs only apply to tenant-based assistance under the HCV program. However, a PHA may elect to apply Small Area FMRs to [project-based voucher \(PBV\)](#) units at [24 CFR part 983](#) as provided in [paragraph \(h\)](#) of this section.

(d) FMR areas. FMR areas comprise metropolitan areas and nonmetropolitan counties and Small Area FMR areas as follows:

(1) Generally, FMR areas are metropolitan areas and nonmetropolitan counties. With several exceptions, the most current Office of Management and Budget (OMB) metropolitan area definitions of Metropolitan Statistical Areas (MSAs) are used because of their generally close correspondence with housing market area definitions. HUD may make exceptions to OMB definitions if the MSAs encompass areas that are larger than housing market areas. The counties deleted from the HUD-defined FMR areas in those cases are established as separate metropolitan county FMR areas. FMRs are established for all areas in the United States, the District of Columbia, and the Insular Areas of the United States.

(2) Small Area FMR areas are the U.S. Postal Service ZIP code areas within a designated metropolitan area.

(e) Data sources.

(1) HUD uses the most accurate and current data [available](#) to develop the FMR estimates and may add other data sources as they are discovered and determined to be statistically valid. The following sources of survey data are used to develop the base-year FMR estimates:

- (i)** The most recent American Community Survey conducted by the U.S. Census Bureau, which provides statistically reliable rent data.
- (ii)** Locally collected survey data acquired through Address-Based Mail surveys or Random Digit Dialing (RDD) telephone survey data, based on a sampling procedure that uses computers to select statistically random samples of rental housing.
- (iii)** Statistically valid information, as determined by HUD, presented to HUD during the public comment and review period.

(2) Base-year recent mover adjusted FMRs are updated and trended to the midpoint of the program year they are to be effective using Consumer Price Index (CPI) data for rents and for utilities.

(f) Unit size adjustments.

(1) For most areas the ratios developed incorporating the most recent American Community Survey data are applied to the two-bedroom FMR estimates to derive FMRs for other bedroom sizes. Exceptions to this procedure

may be made for areas with local bedroom intervals below an acceptable range. To help the largest most difficult-to-house families find units, higher ratios than the actual market ratios may be used for three-bedroom and larger-size units.

(2) The FMR for single room occupancy housing is 75 percent of the FMR for a zero bedroom unit.

(g) *Manufactured home space rental.* The FMR for a [manufactured home](#) space rental (for the HCV program under [24 CFR part 982](#)) is 40 percent of the FMR for a two-bedroom unit for the metropolitan area or non-metropolitan county, as applicable. Small Area FMRs under [paragraph \(c\)](#) of this section do not apply to [manufactured home](#) space rentals.

(h) *Small Area FMRs and Project-based vouchers.* Small Area FMRs do not apply to [Project](#)-based vouchers regardless of whether HUD designates the metropolitan area or approves the PHA for Small Area FMRs under [paragraph \(c\)\(3\)](#) of this section. The following exceptions apply:

(1) Where the PHA notice of [owner](#) selection under [24 CFR 983.51\(d\)](#) was made on or before the effective dates of both the Small Area FMR designation and the PHA administrative policy, the PHA and [owner](#) may mutually agree to apply the Small Area FMR. The application of the Small Area FMRs must be prospective and consistent with the PHA administrative plan. The [owner](#) and PHA may not subsequently choose to revert back to the use of the metropolitan-wide FMRs for the PBV [project](#). If the rent to [owner](#) will increase as a result of the mutual agreement to apply the Small Area FMRs to the PBV [project](#), the rent increase shall not be effective until the first annual anniversary of the HAP contract in accordance with [24 CFR 983.302\(b\)](#).

(2) Where the PHA notice of [owner](#) selection under [24 CFR 983.51\(d\)](#) was made after the effective dates of both the Small Area FMR designation and the PHA administrative policy, the Small Area FMRs shall apply to the PBV [project](#) if the PHA administrative plan provides that Small Area FMRs are used for all future PBV [projects](#). If the PHA chooses to implement this administrative policy, the policy must apply to all future PBV [projects](#) and the PHA's entire jurisdiction. An [owner](#) and the PHA may not subsequently choose to apply the metropolitan area FMR to the [project](#), regardless of whether the PHA subsequently changes its administrative plan to revert to the use of metropolitan-wide FMR for future PBV projects.

(3) For purposes of this section, the term “effective date of the Small Area FMR designation” means:

(i) The date that HUD designated a metropolitan area as a Small Area FMR area; or

(ii) The date that HUD approved a PHA request to voluntarily opt to use Small Area FMRs for its HCV program, as applicable.

(4) For purposes of this section, the term “effective date of the PHA administrative policy” means the date the administrative policy was formally adopted as part of the PHA administrative plan by the PHA Board of [Commissioners](#) or other authorized PHA officials in accordance with [§ 982.54\(a\)](#).

(i) *Transition of metropolitan areas previously subject to 50th percentile FMRs.*

(1) A metropolitan area designated as 50th percentile FMR areas for which the 3-year period has not expired prior to January 17, 2017 shall transition out of 50th percentile FMRs as follows:

(i) A 50th percentile FMR area that is designated for Small Area FMRs in accordance with [paragraph \(c\)](#) of this section will transition to the Small Area FMRs upon the effective date of the Small Area FMR designation;

(ii) A 50th percentile metropolitan FMR area not designated as a Small Area FMRs in accordance with [paragraph \(c\)](#) of this section, will remain a 50th percentile FMR until the expiration of the three-year period, at which time the metropolitan area will revert to the standard FMR based on the 40th percentile rent for the metropolitan area.

2) A PHA with jurisdiction in a 50th percentile FMR area that reverts to the standard 40th percentile FMR may request HUD approval of payment standard amounts based on the 50th percentile rent in accordance with [24 CFR 982.503\(f\)](#).

(3) HUD will calculate the 50th percentile rents for certain metropolitan areas for purposes of this transition and to approve success rate payment standard amounts in accordance with [24 CFR 982.503\(e\)](#). As is the case for determining 40th percentile rent, the 50th percentile rent is drawn from the distribution of rents of all units that are occupied by recent movers and adjustments are made to exclude public housing units, newly built units and substandard units. [[81 FR 80580](#), Nov. 16, 2016]

§ 888.115 Fair market rents for existing housing: Manner of publication.

(a) *Publication of FMRs.* FMRs will be published at least annually by HUD on the World Wide Web, or in any other manner specified by the [Secretary](#). HUD will publish a notice announcing the publication of the FMRs in the Federal Register, to be effective October 1 of each year, and provide for a minimum of 30 days of public comments and requested for reevaluation of the FMRs in a jurisdiction. The FMRs will become effective no earlier than 30 days after the date the notice publishes in the Federal Register (*e.g.*, if HUD fails to publish FMRs 30 days before October 1, the effective date will be 30 days after publication), except for areas where HUD receives comments during the minimum 30-day comment period requesting reevaluation of the FMRs in a jurisdiction. After HUD reviews a request for reevaluation, HUD will post on the World Wide Web the final FMRs for the areas that have been reevaluated and publish a notice in the Federal Register announcing the publication and the effective date.

(b) *Changes in methodology.* HUD will publish for comment in the Federal Register a document proposing material changes in the method for estimating FMRs and shall respond to public comment on the proposed material changes in the subsequent Federal Register document announcing the availability of new FMRs based on the revised method for estimating FMRs. [[81 FR 80581](#), Nov. 16, 2016]

Subpart B - Contract Rent Annual Adjustment Factors (§§ 888.201 - 888.204)

§ 888.201 Purpose.

Automatic Annual Adjustment Factors are used to adjust rents under the Section 8 Housing Assistance Payments Program. [[44 FR 75383](#), Dec. 20, 1979]

§ 888.202 Manner of publication.

Adjustment Factors will be published in the Federal Register at least annually by Notice. Interim revisions may be published as market conditions indicate. In the case of revised factors applicable only to specific areas, the HUD Field Office will publish a notice appropriate to the limited scope of the revised factors (see [§ 888.204](#)). [[42 FR 60508](#), Nov. 25, 1977, as amended at [44 FR 75383](#), Dec. 20, 1979; [47 FR 4252](#), Jan. 29, 1982]

§ 888.203 Use of contract rent automatic annual adjustment factors.

(a) To compute an adjustment to a Contract Rent, find the schedule of Automatic Annual Adjustment Factors for the appropriate Census Region or Standard Metropolitan Statistical Area -

(1) If the Contract Rent includes all utilities, use the factor shown on the basic schedule for the rent bracket within which the particular Contract Rent falls and for the applicable size of unit (by number of bedrooms).

(2) If the Contract Rent does not include all utilities but does include the highest cost utility, use the appropriate factor shown on the basic schedule.

(3) If the Contract Rent does not include any utilities or includes some utilities but not the highest cost utility, use the Annual Adjustment Factor for Contract Rent (Excluding Utilities).

(b) The adjusted monthly amount of the Contract Rent of a dwelling unit shall be determined by multiplying the Contract Rent in effect on the anniversary date of the contract by the applicable Automatic Annual Adjustment Factor (see [paragraph \(a\)](#) of this section) and rounding the result as follows:

- (1) If the result contains a fractional dollar amount ranging from \$0.01 to \$0.49, round to the next lower whole dollar amount;
- (2) If the result contains a fractional dollar amount ranging from \$0.50 to \$0.99, round to the next higher whole dollar amount. [[42 FR 60508](#), Nov. 25, 1977, as amended at [44 FR 21769](#), Apr. 12, 1979; [47 FR 4252](#), Jan. 29, 1982; [59 FR 38564](#), July 29, 1994]

§ 888.204 Revision to the automatic annual adjustment factors.

If the application of the Annual Adjustment Factors results in rents that are substantially lower than rents charged for comparable units not receiving assistance under the U.S. Housing Act of 1937, in the area for which the factor was published or a portion thereof, and it is shown to HUD that the costs of operating comparable rental housing have increased at a substantially greater rate than the Adjustment Factors, the HUD Field Office will consider establishing separate or revised Automatic Annual Adjustment Factors for that particular area. Any request for revision of the factors must be accompanied by an identification of the area, its boundaries and evidence that the area constitutes the largest contiguous area in which substantially the same rent levels prevail. The HUD Field Office will publish appropriate notice of the establishment of any such revised Automatic Annual Adjustment Factors. These factors will remain in effect until superseded by the subsequent publication of Automatic Annual Adjustment Factors pursuant to [§ 888.202](#). [[44 FR 21769](#), Apr. 12, 1979]

[Subpart C - Retroactive Housing Assistance Payments for New Construction, Substantial Rehabilitation, State Finance Agencies, Section 515 Farmers Home Administration, Section 202 Elderly or Handicapped, and Special Allocations Projects \(§§ 888.301 - 888.320\)](#)

§ 888.301 Purpose and scope.

- (a) *Purpose.* This subpart describes the basic policies and procedures for the retroactive payment of Housing Assistance Payments to eligible project owners for the period from October 1, 1979 to May 31, 1991 and for one-time Contract Rent determinations for such eligible project owners.
- (b) *Applicability.* This subpart applies to all project-based Section 8 Housing Assistance Payments Contracts under New Construction (Part 880); Substantial Rehabilitation (Part 881); State Finance Agencies (Part 883); and Section 515 Farmers Home Administration (Part 884). It also applies to those projects under Section 202 Elderly or Handicapped (Part 885) and Special Allocations (Part 886, Subparts A and C) whose Contract Rents are adjusted by use of the Annual Adjustment Factors (AAFs), as described in [subpart B](#) of this part.
- (c) *Eligible project owners.* Project owners may be eligible for retroactive payments if, during the period from October 1, 1979 to May 31, 1991:
 - (1) The use of a comparability study by HUD (or the Contract Administrator), which was conducted as an independent limitation on the amount of rent adjustment that would have resulted from use of the applicable AAF, resulted in the reduction of the maximum monthly Contract Rents for units covered by a Housing Assistance Payments (HAP) contract or resulted in less than the maximum increase for those units than would otherwise be permitted by the AAF; or
 - (2) The HAP contract required a project owner to request annual rent adjustments, and the project owner certifies that a request was not made because of an anticipated reduction of the maximum monthly Contract Rents resulting from a comparability study.

§ 888.305 Amount of the retroactive Housing Assistance Payments.

(a) *Recalculating the total rent adjustment.* To establish the amount of the retroactive HAP payment for which a project owner meeting the criteria in [§ 888.301\(c\)](#) is eligible, the total rent adjustment will be recalculated for the period from October 1, 1979 to May 31, 1991. For purposes of establishing the amount of the retroactive payment only, the total

rent adjustment will be an amount equal to the Contract Rent, minus the amount of the Contract Rent attributable to debt service, multiplied by the applicable AAF, for each year.

(b) Calculating the retroactive payment. HUD (or the Contract Administrator) will pay, as a retroactive Housing Assistance Payment, the amount, if any, by which the total rent adjustment, calculated under [paragraph \(a\)](#) of this section, exceeds the rent adjustments actually approved for the same time period, except that in no event will any payment be an amount less than 30 percent of the aggregate of the full Contract Rent multiplied by the applicable AAF, minus the sum of the rent adjustments actually approved for the same time period, adjusted by the average occupancy rate.

(c) Occupancy rates.

(1) Retroactive payments will be made only for units that were occupied, based on average occupancy rate, including units qualifying for vacancy payments under [24 CFR 880.611](#), [881.611](#), [883.712](#), [884.106](#), [885.985](#), [886.109](#), or [886.309](#), during the time period from October 1, 1979 to May 31, 1991.

(2) When requesting retroactive payment, a project owner must, if the information is available, submit documentation of occupancy rates, on either an annual or monthly basis, for the same time period. The average occupancy rate will be based on these records. If records are unavailable for the full time period, HUD (or the Contract Administrator) will establish an average occupancy rate, to be used for the entire period, from the occupancy rate for the three years immediately preceding May 31, 1991.

(d) Revised AAFs. For any year during the period from October 1, 1979 to May 31, 1991, where a HUD field [office](#) published a revised Annual Adjustment Factor that replaced the applicable AAF for a specific locality under [24 CFR 888.204](#), the revised Annual Adjustment Factor, which applied to all projects in that area, will be used to recalculate the total rent adjustment under [paragraph \(a\)](#) of this section, and to establish the amount of the retroactive payments.

(e) Special adjustments. When calculating the total rent adjustments and establishing the amount of the retroactive payments under paragraphs (a) and (b) of this section, any special adjustments granted under [24 CFR 880.609\(b\)](#), [881, 609\(b\)](#), [883.710\(b\)](#), [884.109\(c\)](#), [886.112\(c\)](#), or [886.312\(c\)](#) during the time period from October 1, 1979 to May 31, 1991, to reflect substantial general increases in real property taxes, assessments, utility rates, utilities not covered by regulated rates, or for special adjustments for any other purpose authorized by a waiver of the regulations, will be deducted from the Contract Rent before applying the AAF.

(f) AAFs less than 1.0. For any area where an AAF of less than 1.0 was published, a factor of 1.0 will be used to recalculate the total rent adjustments and to establish the amount of the retroactive payments under paragraphs (a) and (b) of this section.

(g) Debt service.

(1) For purposes of this section, debt service includes principal, interest, and the mortgage insurance premium, if any.

(2) The monthly debt service set forth in the original mortgage documents for a project will be used to compute the debt service portion of the contract rent. The debt service will be compared to the spread of unit sizes included in the original HAP contract, and the amount used in the calculation will be based on the percentage of total rent potential of the various unit types.

(3) If, in some cases, HUD or the Contract Administrator cannot determine the debt service for a project, the project owner will be asked to provide documentation of the debt service. The project owner will be notified by the HUD Field [Office](#) or the Contract Administrator of the need for documentation of the debt service, and allowed 30 days to respond, or for such longer period as approved by HUD or the Contract Administrator on a case-by-case basis. Where the debt service is not available to HUD or the Contract Administrator and the owner is unable to provide the necessary information, retroactive payments cannot be made.

(h) Applicable AAF. The applicable AAF is the factor in effect on the anniversary date of the contract and appropriate for the area, for the size of the unit, and for the treatment of utilities; except where, for any year when AAFs were published after November 8 and made retroactive to November 8, a project owner was given the option to choose the factor in effect on the anniversary date or the retroactive factor, the applicable AAF is the factor chosen by the project owner in that year. (Approved by the [Office](#) of Management and Budget under control number 2502-0042)

§ 888.310 Notice of eligibility requirements for retroactive payments.

(a) Notice of eligibility requirements. HUD (or the Contract Administrator) will give written notice to all current owners of projects of the eligibility requirements for retroactive payments. Eligible project owners must make a request for payment and a request for a one-time contract determination within 60 days from the date of the notice.

(b) Request for payment.

(1) Owners eligible for retroactive payments under [§ 888.301\(c\)](#) must submit a request for a calculation of the total rent adjustments and the establishment of the amount of the retroactive payment, as described in [§ 888.301](#) (a) and (b), and documentation of the occupancy rate for the period from October 1, 1979, to May 31, 1991, if available.

(2) Owners whose HAP contract requires a request to be made for annual rent adjustments must certify that a request was not made because of an anticipated reduction in the Contract Rents as a result of a comparability study. The certification must contain the year or years upon which the request for payment is based and a statement of the basis for the belief that rents would have been reduced.

(3) Retroactive payments will be made to owners over a three-year period as funds are appropriated for that purpose. When funds are available for payment, HUD will publish a Federal Register notice containing procedures for claiming payments.

(c) Request for one-time contract rent determination. When making a request for payment, eligible owners may also request a one-time contract rent determination, as described in [§ 888.320](#). Eligible owners may request a one-time contract rent determination even if they choose not to request retroactive payments, provided they are eligible for retroactive payments.

(d) Transfer of ownership since October 1, 1979. Eligible owners who request retroactive payments must certify that they are entitled to the entire amount of the payment. Any owner who is unable to certify must present documentation of an agreement between the current and former owners of the proportionate share of the payment for which each is eligible. (Approved by the [Office](#) of Management and Budget under control number 2502-0042)

§ 888.315 Restrictions on retroactive payments.

(a) Restrictions on distribution of surplus cash. Retroactive payments for HUD-insured projects and other projects subject to limitations on the distribution of surplus cash will be deposited, in the manner of Housing Assistance Payments, into the appropriate project account. The payments will be subject to HUD rules and procedures (or rules and procedures of other agencies, as appropriate), described in the applicable regulations and the HAP contracts, for distribution of surplus cash to project owners.

(b) Replacement reserve. Projects required by HUD regulations to maintain a reserve for replacement account and to adjust the annual payment to the account each year by the amount of the annual rent adjustment must deposit into the account the proportionate share of any retroactive payment received, in accordance with HUD regulations and the HAP contract.

(c) Physical condition of HUD-insured or State-financed projects. If the most recent physical inspection report of a HUD-insured project, completed by the mortgagee, or by HUD or the Contract Administrator if a mortgagee inspection is not present, shows significant deficiencies that have not been addressed to the satisfaction of HUD by the date the retroactive payment is deposited into the project account, the payment will not be made available for surplus cash distribution until the deficiencies are resolved or a plan for their resolution has been approved by HUD.

§ 888.320 One-time Contract Rent determination.

(a)*Determining the amount of the new Contract Rent.* Project owners eligible for retroactive payments, as described in § 888.301(c), may request a one-time Contract Rent determination, to be effective as described in paragraph (c) of this section. The request for a one-time rent determination must be made when submitting a request for retroactive payments, as described in § 888.315. If no claim for retroactive payments is made, an owner may submit only the request for a one-time rent determination, provided the owner is eligible for retroactive payments. The new Contract Rent under this provision will be the greater of:

- (1) The Contract Rent currently approved by HUD (or the Contract Administrator); or
- (2) An amount equal to the applicable AAF multiplied by the Contract Rent minus debt service, calculated for each year from October 1, 1979, to May 31, 1991.

(b)*Currently approved rent.* The Contract Rent currently approved by HUD (or the Contract Administrator) is the Contract Rent stated in the most recent amendment to the HAP Contract signed by both HUD (or the Contract Administrator) and the owner, or as shown on HUD Form 92458 (Rental Schedule) if the most recent amendment to the HAP Contract cannot be located.

(c)*Effective date of new Contract Rent.* The new Contract Rent, determined under paragraph (a) of this section, will be effective on May 31, 1991. (Approved by the Office of Management and Budget under control number 2505-0042)

Subpart D - Retroactive Housing Assistance Payments for Moderate Rehabilitation Projects (§§ 888.401 - 888.420)

§ 888.401 Purpose and scope.

(a)*Purpose.* This subpart describes the basic policies and procedures for the retroactive payment of Housing Assistance Payments to eligible project owners for the period from October 1, 1979 to May 31, 1991 and a one-time Contract Rent determination for such eligible project owners.

(b)*Applicability.* This subpart applies to all Moderate Rehabilitation projects under 24 CFR part 882, subparts D, E, and H.

(c)*Eligible project owners.* Project owners may be eligible for retroactive payments if, during the period from October 1, 1979 to May 31, 1991:

- (1) The use of a comparability study by the Public Housing Agency (PHA) as contract administrator, which was conducted as an independent limitation on the amount of rent adjustment that would have resulted from use of the applicable AAF, resulted in the reduction of the maximum monthly Contract Rents for units covered by a Housing Assistance Payments (HAP) contract or resulted in less than the maximum increase for those units than would otherwise be permitted by the AAF; or
- (2) The project owner certifies that a request for an annual rent adjustment was not made because of an anticipated reduction of the maximum monthly Contract Rents resulting from a comparability study.

§ 888.405 Amount of the retroactive Housing Assistance Payments.

(a)*Recalculating the total rent adjustment.* To establish the amount of the retroactive HAP payment for which a project owner meeting the criteria in § 888.401(c) is eligible, the total rent adjustment will be recalculated for the period from October 1, 1979 to May 31, 1991. Rents for that period will be recalculated, under the procedures set out in 24 CFR 882.410(a)(1), by applying the AAF for any affected year, and recalculating the rents for the remainder of the period as necessary. For each year thereafter, all rent adjustments made at the request of the owner at the time will be recalculated, under the procedures in 24 CFR 882.410(a)(1), to account for the new adjustments.

(b) Calculating the retroactive payment. HUD will pay, through the PHA, as a retroactive Housing Assistance Payment the amount, if any, by which the total rent adjustment, calculated under [paragraph \(a\)](#) of this section exceeds the rent adjustments actually approved for the same time period.

(c) Occupancy rate.

(1) Retroactive payments will be made only for units that were occupied, based on average occupancy rate, including units qualifying for vacancy payments under [24 CFR 882.411](#), during the time period from October 1, 1979 to May 31, 1991.

(2) When requesting a retroactive payment, a project owner must, if the information is available, submit documentation of occupancy rates, on either an annual or monthly basis, for the same time period. The average occupancy rate will be based on these records. If records are unavailable for the full time period, the PHA will establish an average occupancy rate, to be used for the entire period, from the occupancy rate for the three years immediately preceding May 31, 1991.

(d) Revised AAFs. For any year during the period from October 1, 1979 to May 31, 1991, where a HUD field office published a revised Annual Adjustment Factor that replaced the applicable AAF for a specific locality under [24 CFR 888.204](#), the revised Annual Adjustment Factor, which applied to all projects in that area, will be used to recalculate the total rent adjustment under [paragraph \(a\)](#) of this section, and to establish the amount of the retroactive payments.

(e) Special adjustments. When calculating the total rent adjustments and establishing the amount of the retroactive payments under paragraphs (a) and (b) of this section, any special adjustments granted under [24 CFR 882.410\(a\)\(2\)](#) during the period from October 1, 1979 to May 31, 1991, to reflect substantial general increases in real property taxes, assessments, utility rates, utilities not covered by regulated rates, or for special adjustments for any other purpose authorized by a waiver of the regulations, will be deducted from the base rent before applying the AAF.

(f) AAFs less than 1.0. For any area where an AAF of less than 1.0 was published, a factor of 1.0 will be used to recalculate the total rent adjustments and to establish the amount of the retroactive payments under paragraphs (a) and (b) of this section. (Approved by the Office of Management and Budget under control number 2502-0042)

§ 888.410 Notice of eligibility requirements for retroactive payments.

(a) Notice of eligibility requirements. PHAs will give written notice to all current owners of projects, for which they are the Contract Administrators, of the eligibility requirements for retroactive payments. Eligible project owners must make a request for payment or a request for a one-time contract determination within 60 days from the date of the notice.

(b) Request for payment.

(1) Owners eligible for retroactive payments under [§ 888.401\(c\)](#) must submit a request for a calculation of the total rent adjustments and the establishment of the amount of the retroactive payment, as described in [§ 888.401](#) (a) and (b), and documentation of the occupancy rate for the period from October 1, 1979 to May 31, 1991, if available.

(2) Owners claiming eligibility under [§ 888.401\(c\)\(2\)](#) must certify that a request was not made because of an anticipated reduction in the Contract Rents as a result of a comparability study. The certification must contain the year or years upon which the request for payment is based and a statement of the basis for the belief that rents would have been reduced.

(3) Retroactive payments will be made to owners over a three-year period as funds are appropriated for that purpose. When funds are available for payment, HUD will publish a Federal Register Notice containing procedures for claiming payments.

(c) Request for one-time contract rent determination. When making a request for payment, eligible owners may also request a one-time contract rent determination, as described in [§ 888.420](#). Eligible owners may request a one-time contract rent determination even if they choose to forgo receiving retroactive payments, provided they are eligible for retroactive payments.

(d) Transfer of ownership since October 1, 1979. Eligible owners requesting retroactive payments must certify that they are entitled to the entire amount of the payment. Any owner who is unable to certify must present documentation of an agreement between the current and former owners of the proportionate share of the payment for which each is eligible. (Approved by the Office of Management and Budget under control number 2502-0042)

§ 888.415 Restrictions on retroactive payments.

(a) Restrictions. Retroactive payments are subject to all regulations, procedures, or restrictions that apply to Housing Assistance Payments.

(b) Review of initial rents. Before calculating the amount of any retroactive payment, the PHA, if directed by HUD, will review whether rents were excessive when initially set.

(c) Physical condition of projects. If the most recent physical inspection report by the PHA shows significant deficiencies that have not been addressed to the satisfaction of the PHA by the date the retroactive payment is deposited into the project account, the payment will not be made available until the deficiencies are resolved or a plan for their resolution has been approved by the PHA.

§ 888.420 One-time Contract Rent determination.

(a) Determining the amount of the new Contract Rent. Project owners eligible for retroactive payments, as described in [§ 888.401\(c\)](#), may request a one-time Contract Rent determination, to be effective as described in [paragraph \(c\)](#) of this section. The request for a one-time rent determination must be made when submitting a request for retroactive payments, as described in [§ 888.415](#). If no claim for retroactive payments is made, an owner may submit only the request for a one-time rent determination, provided the owner is eligible for retroactive payments. The new Contract Rent under this provision will be the greater of:

(1) The Contract Rent currently approved by the PHA; or

(2) An amount equal to the Contract Rent as adjusted to May 31, 1991 under [§ 888.405\(a\)](#).

(b) Currently approved rent. The Contract Rent currently approved by the PHA is the Contract Rent stated in the most recent amendment to the HAP Contract signed by both the PHA and the owner.

(c) Effective date of new Contract Rent. The new Contract Rent, determined under [paragraph \(a\)](#) of this section, will be effective on May 31, 1991. (Approved by the Office of Management and Budget under control number 2502-0042)

AUTHORITY: [42 U.S.C. 1437f](#) and [3535d](#).

SOURCE: [50 FR 38796](#), Sept. 25, 1985, unless otherwise noted.

EDITORIAL NOTE: For revisions and amendments affecting Schedules A, B, C, and D, issued under part 888, but not carried in the Code of Federal Regulations, see the List of CFR Sections Affected, in the Finding Aids section of the printed volume and at www.fdsys.gov.

Attachment C: 24 CFR 576.103

§ 576.103 Homelessness prevention component.

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an [emergency shelter](#) or another place described in paragraph (1) of the “homeless” definition in [§ 576.2](#). This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in [§ 576.2](#) and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the [program participant](#) regain stability in the [program participant](#)'s current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in [§ 576.105](#), the short-term and medium-term rental assistance requirements in [§ 576.106](#), and the written standards and procedures established under [§ 576.400](#).

§ 576.105 Housing relocation and stabilization services.

(a) *Financial assistance costs.* Subject to the general conditions under [§ 576.103](#) and [§ 576.104](#), ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

- (1) *Rental application fees.* ESG funds may pay for the rental housing application fee that is charged by the [owner](#) to all applicants.
- (2) *Security deposits.* ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.
- (3) *Last month's rent.* If necessary to obtain housing for a [program participant](#), the last month's rent may be paid from ESG funds to the [owner](#) of that housing at the time the [owner](#) is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the [program participant's total](#) rental assistance, which cannot exceed 24 months during any 3-year period.
- (4) *Utility deposits.* ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in [paragraph \(5\)](#) of this section.
- (5) *Utility payments.* ESG funds may pay for up to 24 months of utility payments per [program participant](#), per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the [program participant](#) or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No [program participant](#) shall receive more than 24 months of utility assistance within any 3-year period.
- (6) *Moving costs.* ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the [program participant](#) begins receiving assistance under [paragraph \(b\)](#) of this section and before the [program participant](#) moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- (7) If a [program participant](#) receiving short- or medium-term rental assistance under [§ 576.106](#) meets the conditions for an emergency transfer under [24 CFR 5.2005\(e\)](#), ESG funds may be used to pay amounts owed for breaking a [lease](#) to effect an emergency transfer. These costs are not subject to the 24-month limit on rental assistance under [§ 576.106](#).

(b) *Services costs.* Subject to the general restrictions under [§ 576.103](#) and [§ 576.104](#), ESG funds may be used to pay the costs of providing the following services:

- (1) *Housing search and placement.* Services or activities necessary to assist [program participants](#) in locating, obtaining, and retaining suitable permanent housing, include the following:
 - (i) Assessment of housing barriers, needs, and preferences;
 - (ii) Development of an action plan for locating housing;
 - (iii) Housing search;
 - (iv) Outreach to and negotiation with owners;
 - (v) Assistance with submitting rental applications and understanding leases;
 - (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
 - (vii) Assistance with obtaining utilities and making moving arrangements; and
 - (viii) [Tenant](#) counseling.
- (2) *Housing stability case management.* ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a [program participant](#) who resides in permanent housing or to assist a [program participant](#) in overcoming immediate barriers to obtaining

housing. This assistance 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. Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under [§ 576.400\(d\)](#), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
- (B) Conducting the initial evaluation required under [§ 576.401\(a\)](#), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
- (C) Counseling;
- (D) Developing, securing, and coordinating services and obtaining Federal, [State](#), and local benefits;
- (E) Monitoring and evaluating [program participant](#) progress;
- (F) Providing information and referrals to other providers;
- (G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- (H) Conducting re-evaluations required under [§ 576.401\(b\)](#).

(3)*Mediation.* ESG funds may pay for mediation between the [program participant](#) and the [owner](#) or person(s) with whom the [program participant](#) is living, provided that the mediation is necessary to prevent the [program participant](#) from losing permanent housing in which the [program participant](#) currently resides.

(4)*Legal services.* ESG funds may pay for legal services, as set forth in [§ 576.102\(a\)\(1\)\(vi\)](#), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the [program participant](#) from obtaining permanent housing or will likely result in the [program participant](#) losing the permanent housing in which the [program participant](#) currently resides.

(5)*Credit repair.* ESG funds may pay for credit counseling and other 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. This assistance does not include the payment or modification of a debt.

(c)*Maximum amounts and periods of assistance.* The [recipient](#) may set a maximum dollar amount that a [program participant](#) may receive for each type of financial assistance under [paragraph \(a\)](#) of this section. The [recipient](#) may also set a maximum period for which a [program participant](#) may receive any of the types of assistance or services under this section. However, except for housing stability case management, the [total](#) period for which any [program participant](#) may receive the services under [paragraph \(b\)](#) of this section must not exceed 24 months during any 3-year period. The limits on the assistance under this section apply to the [total](#) assistance an individual receives, either as an individual or as part of a family.

(d)*Use with other subsidies.* Financial assistance under [paragraph \(a\)](#) of this section cannot be provided to a [program participant](#) who is receiving the same type of assistance through other public sources or to a [program participant](#) who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

(e)*Housing counseling.* Housing counseling, as defined in [§ 5.100](#), that is funded with or provided in connection with ESG funds must be carried out in accordance with [§ 5.111](#). When [recipients](#) or sub [recipients](#) provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of housing counseling, as defined in [§ 5.100](#), and therefore are not required to be carried out in accordance with the certification requirements of [§ 5.111](#).

Attachment E: RFF Questionnaire

A completed, signed questionnaire must be received at Glenn County Community Action Department, 420 E. Laurel Street, Willows, CA 95988 no later than September 29, 2018. Email scanned questionnaires to: dhuguenard@countyofglenn.net

1. Legal Name of Applicant Organization:			
2. Contact Name:	Phone	Fax	Email
3. Agency DUNS Number:			
4. Agency Tax ID Number:			
5. Intent to Apply for Funds:			
<input type="checkbox"/> We intend to expend funds on the following activities (please name separately):			
Name of Project:	Amount Requested:	Proposed Number of Persons assisted	For Office Use Only:
Rental Assistance (1 to 3 months)			
Rental Assistance (4 to 12 months)			
Rental Assistance (13 to 24 months)			
Rental Assistance (25 to 36 months)			
Rental Assistance (36 to 48 months)			
Security Deposit			
Utility Deposit			
Utility Payments			
Street Outreach			
Coordinated Entry Staff Time Systems Support			
HMIS Staff Time			
Program Administration Staff Time			
General Administration			

Executive Director or Equal Name

Signature

Date