

2014 DROUGHT HOUSING RENTAL SUBSIDIES PROGRAM GUIDELINES

Section 1 - PURPOSE AND SCOPE

These program guidelines shall establish criteria for rental subsidies as required by Part 1.6, Division 24, Chapter 3, Section 34085 of the California Health and Safety Code, "Drought Housing Rental Subsidies". The purpose of this program is to provide rental subsidies for the purposes of disaster relief to persons rendered Homeless or at Risk of Becoming Homeless due to unemployment, underemployment, or Other Economic Hardship or Losses resulting from the state of emergency proclaimed by the Governor on January 17, 2014. The Rental subsidies shall provide rental assistance on behalf of individuals who are Unemployed or Underemployed because agricultural or other businesses are affected by the drought conditions, and to other persons who have suffered economic losses due to the drought conditions.

Section 2 - DEFINITIONS

"Applicant" means any qualified local government agency or nonprofit organization that has submitted a Statement of Qualifications under the Drought Housing Rental Subsidies Request for Qualifications (RFQ).

"Department" means the State of California, Department of Housing and Community Development

"Eligible Household" means a household that is Unemployed or Underemployed, or has suffered an economic hardship, and is Homeless or at Risk of Becoming Homeless due to the drought, and has income at or below the federal poverty level. Current federal poverty rates may be found at <http://aspe.hhs.gov/poverty/index.cfm>.

"Grantee" means one or more Applicants who receive funding pursuant to Chapter 3, Statutes of 2014 (SB 104), to distribute on behalf of drought affected persons and households.

"Homeless or at Risk of Becoming Homeless" means a household who lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence not designed for or ordinarily used as a regular sleeping accommodation for human beings; is living in a shelter; who will lose their housing (including housing they rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations); or who has insufficient resources immediately available to attain housing stability.

"RFQ" is the acronym used for the Request for Qualification. The RFQ is the document used by the Department to request a statement of qualifications from Applicants.

2014 DROUGHT HOUSING RENTAL SUBSIDIES PROGRAM GUIDELINES

“Other Economic Hardship or Losses” means the household’s income, expenses, debt, or economic stability has been significantly harmed as a result of the drought.

“Qualified Local Government Agency or Non-profit Corporation” means that the agency or corporation has at least twelve (12) months direct experience operating a rental assistance program for lower income persons or households and at least five (5) years of consistent and substantial funding history and can document applicable funding sources.

“Rental Subsidies” means rent, security deposits, and utilities (excluding telephone, cable/satellite television, and internet service).

“State HOME Activity Delivery Costs” means expenses, as defined at 24 CFR 92.206(d), up to 4.5% of the total HOME funding for Tenant-Based Rental Assistance (TBRA) which may be awarded directly or to cities and counties (or their sub-grantees or sub-recipients) that are awarded funding for drought-related HOME TBRA programs under the 2014 Drought HOME TBRA NOFA.

“Unemployed or Underemployed” for purposes of this program means a household whose current wages and salaries have declined by 15% or more compared to calendar year 2013 due to the drought.

Section 3 - RENTAL SUBSIDIES AND STATE HOME ACTIVITY DELIVERY COSTS

1. The maximum amount of rent and utility subsidies per household shall not exceed the HUD Fair Market Rent.
 - a. Fair Market Rents for 2014 can be found:
http://www.huduser.org/portal/datasets/fmr/fmr_il_history/select_Geography.0dn.
2. Eligible rent subsidy payments consist of rent and utilities (excluding telephone, cable/satellite television, and internet service).
3. The maximum term of assistance per household shall not exceed thirty (30) days for rent in arrears, and 60 days for current and subsequent months’ rent subsidy
4. Eligible expenses include rent in arrears – if necessary to avoid eviction.
5. Hotel and motel vouchers are eligible expenses.
6. State HOME Activity Delivery Costs from the SB 104 set-aside for State HOME Activity Delivery is an eligible expense and may be awarded directly or to cities and counties (or their sub-grantees or sub-recipients) that are awarded funding for drought-related HOME TBRA programs under the 2014 Drought HOME TBRA NOFA.

2014 DROUGHT HOUSING RENTAL SUBSIDIES PROGRAM GUIDELINES

Section 4 - GRANT FUND ALLOCATIONS

HCD will distribute grant funds in affected jurisdictions pursuant to information available to the State at the time of award, delineating the relative severity of drought impact in the identified jurisdictions.

Section 5 - ADMINISTRATIVE FUNDS

SB 104 Administration

No more than 10 percent of the grant award may be used for administration and implementation costs, which include general management, oversight, coordination, reporting, and staff and overhead costs directly related to carrying out the project.

HOME TBRA Additional Administration

In the event a Grantee that is awarded under the “Drought Housing Rental Subsidies” Request for Qualifications (SB 104 RFQ) is also a program operator (as a Grantee, sub-contractor or subrecipient) for funding under the 2014 Drought State HOME TBRA NOFA, additional SB 104 funds, not to exceed 4.5% of the total HOME TBRA funding awarded to the HOME TBRA Grantee, is available to that program operator directly or through the HOME TBRA Grantee.

Section 6 - GRANT SELECTION

Funds will be awarded to the most qualified applicant based on, ability to perform the required services across the drought impacted areas, qualifications to administer the program, including appropriate staffing, past performance of successful completion of similar work, ability to immediately begin the program, and experience administering emergency disaster programs and to as few providers as possible to provide seamless service delivery in the multi-county drought-impacted area

Section 7 - DOCUMENTATION REQUIREMENTS

Households seeking assistance must complete an eligibility intake form providing all of the information necessary for the Grantee to determine eligibility per the definition of Eligible Household, as well as any requested demographic data as needed for the Department to complete reports for the Governor’s office and the Legislature that may be required. The household seeking assistance shall self-certify that all information is correct and that they will notify Grantee(s) of any changes.

Section 8 - REPORTING REQUIREMENTS

Grantee(s) shall report to the Department weekly on forms prescribed by the Department.

Section 9 - AVAILABILITY AND CONTENT OF RECORDS

The Grantee(s) shall maintain accurate financial and demographic records that, at a minimum, include the grant agreement with the State; any third party contracts/subrecipient agreements; documentation substantiating eligibility (income and drought tie-in) of the Eligible Household; characteristics and location of the Eligible Households; compliance with special program requirements; budget and expenditure information (including draw requests and amounts awarded to each household); and the status of the program and Eligible Household. Records must detail and track all transactions which relate to the grant, and shall be available to the Department for review on request.

The Grantee shall make their records, administrative offices, and personnel, whether full-time, part-time, consultants or volunteers, available to the Department upon request. The Department may conduct visits before, during, or after disbursement of any grant funds.

Section 10 - NONDISCRIMINATION

During the performance of this Agreement, the Grantee and any subcontractors shall not unlawfully discriminate, harass, or allow harassment against any applicant because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), sexual orientation, familial or marital status.