

## ***Appendix I – HCD DOB Policies and Procedures***

### **[Insert Name] Continuum of Care**

#### **Duplication of Benefits Policies and Procedures**

[Insert Name] Continuum of Care receives ESG-CV funds allocated under the 2020 CARES Act and governed by CPD Notice 21-08 and 24 CFR § 576.

All California ESG-CV subrecipients are required to complete a Duplication of Benefits (DOB) analysis for assisted activities to demonstrate that no duplication of benefits occurred as defined by the State of California’s ESG-CV Duplication of Benefits Policy.

To comply with this requirement, the [Insert Name] CoC, and its service providers will demonstrate that the amount of funds allocated to each activity do not exceed the total need for that activity and no service provider or program participant received duplicative assistance. To document this, the CoC shall maintain records of compliance with mandatory duplication of benefits requirements described in CPD Notice 21-08.

All service providers and other entities receiving ESG-CV assistance are responsible for complying with the requirements set forth in these policies and procedures, the State of California’s ESG-CV Duplication of Benefits Policy and CPD Notice 21-08.

#### **Responsibilities**

##### **CoC**

As the subrecipient of ESG-CV funds, the CoC is responsible for evaluating each subaward made to service providers or local units of government to ensure that a duplication of benefits does not exist for the entity receiving that award.

If the CoC is carrying out activities directly, it is responsible for evaluating these activities to ensure that a duplication of benefits does not exist for the overall activity being carried out.

The CoC is also responsible for monitoring to ensure that activities carried out by service providers do not result in a duplication of benefits for the program participant in instances when the program participant is receiving financial assistance for housing relocation and stabilization services (24 CFR 576.105(a) as amended by CPD Notice 21-08 and any other activities that the CoC determines may result in a potential duplication at the program participant level.

The CoC is responsible for ensuring that any person or entity receiving ESG-CV assistance agrees to repay assistance that is determined to be duplicative. In instances where financial assistance is made on behalf of a program participant (e.g., making rental payments) and a payment is determined to be duplicative, the CoC (or its provider) must collect the duplicated payment from the actual recipient of the payment

(e.g., the landlord) and cannot collect the duplicated payment from the program participant without prior written authorization from the State.

As requested by the State, the CoC will provide a summary of the DOB analysis at the activity and program participant level.

#### *Service Provider*

The service provider, or entity carrying out ESG-CV activities (service provider) is responsible for evaluating that housing relocation and stabilization services financial assistance (24 CFR 576.105(a) as amended by CPD Notice 21-08) and any other activities that the CoC determines may result in a potential program participant duplication of benefits do not result in such a duplication.

The service provider, as part of the evaluation and corresponding re-evaluations of program participant eligibility, shall require a certification (Appendix I) to be completed by each program participant as a condition for receiving ESG-CV assistance.

The service provider is responsible for assessing each application to determine if any ESG-CV assistance will or is likely to duplicate financial assistance that has already been received or is likely to be received by the program participant.

If it is determined that a landlord or property manager received a duplicative payment on behalf of a program participant, the service provider is responsible for recapturing the duplication of benefit from the landlord or property manager.

### **Duplication of benefits Analysis**

#### *Duplication of Benefits Analysis Steps – Activity Level*

1. Assess Need for the Activity:
  - Determine the total amount of need for the activity (e.g., Emergency Shelter, Temporary Emergency Shelter, Street Outreach, Rapid Re-housing, Homelessness Prevention, HMIS, Administration).
    - Need can be assessed for the entire jurisdiction or for each project
2. Determine Assistance:
  - Determine the amount of funding that has or will be provided from all non-ESG-CV funding sources to pay for the activity cost(s).
3. Calculate Maximum Level of Award:
  - Compare the amount of assistance (Step 2) to the total need (Step 1) to determine the maximum possible ESG-CV award.
4. Document DOB analysis:
  - Document steps 1-3 and ESG-CV award amount to verify that the amount of ESG-CV award is equal to or lower than the maximum level of award.

*Duplication of Benefits Analysis Steps – Housing Relocation and Stabilization Services  
(program participant) Level*

1. Assess Need:
  - Determine the total amount of financial assistance needed by the program participant (for the cost types that will be paid in full or in part with ESG-CV funds).
2. Determine Assistance:
  - Determine the amount of funding that has or will be provided from all non-ESG-CV funding sources to pay for the cost(s).
3. Calculate Maximum Level of Award:
  - Compare the amount of assistance (Step 2) to the total need (Step 1) to determine the maximum possible ESG-CV award.
4. Document DOB analysis:
  - Document steps 1-3 and ESG-CV award amount to verify that the amount of ESG-CV award is equal to or lower than the maximum level of award.

**Recordkeeping**

All activity and program participant information, including the intake checklist, shall be retained in compliance with HUD's record retention requirements.