

SUBGRANTEE AGREEMENT – EMERGENCY SOLUTIONS GRANT

THIS SUBGRANTEE AGREEMENT (GMBA: 16ESG2/16ESG3 IDIS: 4542/4541) (“Agreement”), made as of this 10th day of December, 2016 by and between SOUTH SIDE OFFICE OF CONCERN (“SUBGRANTEE”), AND THE CITY OF PEORIA, Illinois, an Illinois unit of local government (“City”).

WITNESSETH

WHEREAS, the City is a recipient of funds from the United States Department of Housing and Urban Development (“HUD”) under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (“HEARTH Act”), as administrator of the Emergency Solutions Grant (“ESG”) pursuant to which HUD has agreed to make a grant to the City, the proceeds of which are to be used to provide Rapid Re-housing Assistance (as hereinafter defined) and eligible costs for contributing data to the local Homeless Management Information System (HMIS) under the City ESG funds (“Project”); AND

WHEREAS, the Subgrantee has been selected by the City pursuant to Peoria City Council approval dated December 08, 2015, in connection with the Project; AND

WHEREAS, it is a condition of the Project under the City ESG funds that the Subgrantee enter into and be bound by this Agreement.

In consideration of the recitals set forth above and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **RECITALS.** The foregoing recitals are made a part of this Agreement.
2. **GENERAL CONDITIONS.** This Agreement and the Project shall be subject to the applicable terms and conditions of the Emergency Solutions Grant under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 [Docket No. FR-5474-I-01].

The term “Duration of the Agreement” shall commence on January 1, 2016 and conclude on December 31, 2017 with the total duration of the Project, including Budget Revisions/Amendments or Agreement extensions, not to exceed January 31, 2018.

Project funds, as hereinafter defined, will be expended for eligible costs incurred by the Subgrantee during January 1, 2016 to December 31, 2016. Future Project funds to be expended during January 1, 2017 to December 31, 2017 will be awarded by the City to the Subgrantee based upon the percentage of the total ESG funding allocation available for program year 2016. Refer to Section 5a of the Agreement for the specific percentage. Once funds are available for program year 2017, the City will complete a Budget Revision to reflect the applicable Project funds.

3. **SUBGRANTEE REPRESENTATIONS AND WARRANTIES.** The Subgrantee represents and warrants to the City as follows:

- a. Official Contact Person for the Subgrantee:

Name:	Christine Kahl, Executive Director
Telephone:	(309) 222-2560
Fax:	(309) 674-9652
Email Address:	director@southsideofficeofconcern.org

- b. The Subgrantee understands and agrees, among other things, that the selection of the Subgrantee for the purposes of completing the Project shall not deem the Subgrantee or its employees, City employees.

- c. The Subgrantee shall be responsible to the City for the acts and omissions of the Subgrantee's employees.
 - d. The Subgrantee is a private non-profit organization.
 - e. The Subgrantee shall only perform the work for the Project outlined in this Agreement. All other work performed or assistance provided by the Subgrantee which is outside this Agreement, excluding work or assistance amended by Budget Amendments/Revisions (as hereinafter described), shall not be compensated by the City to the Subgrantee.
 - f. The Subgrantee agrees to comply with all requirements of ESG and applicable cross-cutting Federal Assurances and Certifications ("Exhibit A").
 - g. The Subgrantee certifies that it is not currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency, or is currently barred or suspended from contracting with the State under Section 50-35(f), 50-35(g) or 50-65 of the Illinois Procurement Code, 30 ILCS 500/1-1 et seq.
 - i. If at any time during the term of this Agreement, the Subgrantee becomes barred, suspended, or excluded from participation in this transaction, the Subgrantee must, within thirty (30) days of becoming barred, suspended or excluded, provide to the City a written description of each offense causing the exclusion, the date(s) of the offense, the action(s) causing the offense(s), any penalty assessed or sentence imposed, and the date any penalty was paid or sentence complete.
 - h. The Subgrantee has an acceptable past performance record with the City.
4. **SYSTEM COORDINATION.** The HEARTH Act requires ESG recipients to consult with Continuums of Care in allocating funds for eligible activities; developing funding, policies, and performance standards for ESG activities; evaluating outcomes of ESG assisted projects; and development of procedures for the administration and operation of HMIS.

The City has recognized the efforts of the Heart of Illinois Homeless Continuum of Care (HOIHCoC) in the development of policies and procedures for the ESG program. Therefore, the Subgrantee must adhere to the local policies and procedures set forth by the HOIHCoC in regards to the expenditure of City ESG funds awarded under this Agreement. The HOIHCoC policies, procedures and documentation checklist are attached as "Exhibit B".

Notwithstanding Exhibit B, residences that are assisted with awarded ESG under this Agreement must be located in the corporate boundaries of the City of Peoria.

5. **TERMS AND CONDITIONS OF THE PROJECT.** An approved project goals, description and budget sheet is incorporated in this Agreement as "Exhibit C". In addition, the Project shall be subject to the following terms and conditions:
- a. **Project Cost.** The overall Project Cost shall be in the amount of Twenty Nine Thousand and 00/100 Dollars (\$29,000), which represents 21.96 percent (%) of the total ESG funding allocation available for program year 2016. The sum Twenty Nine Thousand and 00/100 Dollars (\$29,000), shall be paid directly to the Subgrantee during the Project in the amounts specified below:

COST CATEGORY DESCRIPTION	BUDGET AMOUNT
Housing Relocation and Stabilization Services – Service Costs	\$14,400
Housing Relocation and Stabilization Services – Financial Assistance Costs	\$2,227
Rapid Re-Housing Assistance – Tenant-Based Rental Assistance <i>(paid to third party – Landlord/Utility Providers)</i>	\$11,873
HMIS – User Participation Fees	\$500
TOTAL	\$29,000

- b. Cost Category Definitions. The definitions listed below will help to identify allowable costs for each of the Cost Categories. Any costs not specifically named below should be verified to be allowable by the City prior to incurring the cost.

COST CATEGORY	DEFINITIONS
Housing Relocation and Stabilization Services-Service Costs	<ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management
Housing Relocation and Stabilization Services-Financial Assistance Costs	<ul style="list-style-type: none"> • Security Deposits / Last Month’s rent • Utility Deposits • Moving Costs
Rapid Re-Housing Assistance – Tenant-Based Rental Assistance	<ul style="list-style-type: none"> • Short-Term Rental Assistance • Medium-Term Rental Assistance
HMIS	<ul style="list-style-type: none"> • Precipitation fees charged by HMIS Lead Agency of the HOIHCOC

- c. Budget Revisions/Amendments. The Subgrantee shall not obligate, encumber, spend or otherwise utilize ESG funds for any activity or purpose not included or not in conformance with the budget as apportioned and as submitted to the City unless:
- i. The Subgrantee has received explicit written approval from the City to undertake such actions, or
 - ii. Budget changes may be among approved project activities and among approved budget categories so long as the specific project activity has been approved, there is no change to the total grant amount, and the changes to the budget are documented.
- d. Payment/Program Procedure. The City shall maintain possession of the Project funds during the Duration of the Agreement and until approval to make disbursement is given by the City.
- i. Process for Disbursement of Funds – The City will make payments on behalf of the Eligible Household to the Landlord. In order to make such payment, the City will require documentation from the Subgrantee to determine that the proper intake and assessment was completed by the Subgrantee for the Eligible Household.
 - i. The Subgrantee will make Requests for Payment (“Exhibit D”) to the City for Eligible Households.
 - ii. Subgrantee will submit a Request for Reimbursement (“Exhibit E”) to the City to receive Housing Stability Case Management and Data Collection funds as awarded. Subgrantee agrees to provide any supporting documentation requested by the City in order to process the reimbursement.
 - iii. No payments, reimbursements or allowances of the ESG funds will be disbursed to the Eligible Household from the City.

- e. Matching Requirement. The Subgrantee agrees to provide cash contribution match equal (\$1 to \$1 match requirement) to the amount awarded under this Agreement. Matching contributions must be provided after January 1, 2016 and expending during the Duration of the Agreement. Match in the form of cash contributions may be obtained from any source, including Federal source other than the ESG program, as well as state, local and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:
 - i. The Subgrantee must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds.
 - ii. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.
- f. Changes in Project. This Agreement and its exhibits shall not be altered or amended except in writing signed by the parties hereto.
- g. Errors and Omissions/Compliance. The Subgrantee agrees, upon request by the City or its representative, to fully cooperate and adjust for clerical errors, any or all documents if deemed necessary or desirable in the reasonable discretion of the City.

6. **REPORTING AND MONITORING REQUIREMENTS.**

- a. The Subgrantee will comply with HUD's standards for participation in a local Homeless Management Information System ("HMIS") and the collection and reporting of client-level information.
- b. The City will perform project monitoring for work quality, programmatic activities, fiscal documentation and site inspections Notification of monitoring will be provided to the Subgrantee prior to visits.
- c. Evaluations and disclosure of findings will be provided to the Subgrantee in writing within 45 days of a monitoring visit.
- d. If the Subgrantee fails to meet the goals and objectives of the Project, the City will attempt to find a mutually agreeable timeline to assist the Subgrantee in meeting program requirements.
- e. Technical assistance will be provided by the City prior to any issuance of a finding and will be provided upon the request of the Subgrantee.
- f. Project monitoring will be used to assure compliance with ESG regulations and Project performance. If compliance is not met, future Project will not continue and the grant will be re-distributed.
- g. The Subgrantee agrees to provide client level data, project activity and any other reporting information as requested by the City.
- h. Confidentiality. The Subgrantee certifies that it will develop and implement written procedures to ensure:
 - i. All records containing personally identifying information of any individual or family who applies for and/or receives ESG assistance will be kept confidential;
 - ii. The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under ESG will not be made public, except with written authorization of the person responsible for the operations of the shelter; AND
 - iii. The address or location of any housing of the program participant will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the Subgrantee and is consistent with state and local laws regarding privacy and obligations of confidentiality.

7. **PROGRAM ASSISTANCE TERMINATION.** The Subgrantee may terminate assistance to an Eligible Household who violates program requirements. In terminating assistance, the Subgrantee must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. At a minimum the termination process must include the following:
- a. Written notice to the Eligible Household containing a clear statement of the reasons for termination;
 - b. A review of the decision in which the Eligible Household is given the opportunity to present written and oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decisions; AND
 - c. Prompt written notice of the final decision to the Eligible Household.
8. **ADMINISTRATIVE REQUIREMENTS.**
- a. **Financial Management.** The Subgrantee is a nonprofit organization and agrees to comply with 2 CFR 200 (depending on whether the nonprofit is or is not an Educational Institution) and agrees to adhere to the accounting principles and procedures required therein, develop and implement adequate internal financial controls, and maintain required source documentation for all cost incurred.
 - b. **Recordkeeping and Retention.**
 - i. The Subgrantee agrees to maintain all records required by the ESG regulations, including:
 - Records documenting that ESG activities are eligible;
 - Records documenting the eligibility of program participants;
 - Records documenting that each participant received an intake interview;
 - Records providing a full description of each activity undertaken;
 - Records documenting compliance with fair housing and equal opportunity cross-cutting regulations;
 - Financial records illustrating appropriate accounting principles applied;
 - Records accounting for staff time and activities relating to ESG allocations and draw requests; AND
 - Any other records necessary to demonstrate compliance with ESG regulations and project activities
 - ii. The Subgrantee shall retain all records pertinent to allocations incurred under this Agreement for five (5) years after the termination of all activities funded under this Agreement. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records, the records must be retained until completion of the actions and resolution of all issues, or the expiration of the five (5) year period, whichever occurs later.
 - c. **Client Data.** The Subgrantee shall maintain client data demonstrating client eligibility for services provided. Such data shall include at a minimum the HMIS Data and Technical Standards prescribed by HUD. Such information shall be made available to City monitors or their designee for review upon request.
 - d. **Audits and Inspections.** All Subgrantee records with respect to any matters covered by this Agreement shall be made available to the City, representatives of the Federal Government and their designees, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Actions required to resolve any discrepancies noted in the audit report must be agreed upon by the Subgrantee within 30 days after receipt of the audit report. Failure of the Subgrantee to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. The Subgrantee hereby agrees to have an annual agency audit conducted in accordance with current City policy concerning Subgrantee audits and, as applicable OMB Circular A-133.

- e. Procurement. The Subgrantee shall comply with the procurement policies and requirements of the City and HUD concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon termination of this Agreement. HUD procurement policies and requirements for non-profit Subgrantees are contained in 24 CFR Part 84 and for States and local governments in 24 CFR Part 85.
 - f. Costs Incurred Prior to Duration of Agreement. No costs incurred prior to January 1, 2016 shall be eligible for reimbursement with ESG funds.
9. **PROHIBITION AGAINST HIRING CITY EMPLOYEES**. Subgrantee agrees, as a condition of accepting this Agreement with the City, that for a period of one year following completion of this Agreement, that it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the Subgrantee for performance of this Agreement; (2) coordinating the efforts of the Subgrantee in the consummation or completion of this Agreement; or (3) monitoring or determining the performance of the Subgrantee. The Subgrantee further acknowledges and agrees that upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following; (1) cancellation of any other contract(s) between the City and the Subgrantee; (2) disqualification of the Subgrantee from bidding or being awarded future contracts with the City for a period of 2 years; and/or (3) payment of liquidated damages to the City in the amount of \$25,000.
10. **CONFLICT OF INTEREST**. With respect to the use of ESG funds to procure services, equipment, supplies or other property, the Subgrantee shall comply with 24 CFR 84.42. With respect to all other decisions involving the use of ESG funds, the following restrictions shall apply: No person who is an employee, agency consultant, officer, or elected or appointed official of the Subgrantee and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a person or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the process thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure for one year thereafter. If a conflict or a potential or perceived conflict of interest is to occur, the Subgrantee must contact the City to determine whether an exception will be allowed as prescribed by the applicable federal regulations.
11. **HOLD HARMLESS**. The Subgrantee shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subgrantee's performance or non-performance of the services or subject matter called for in this Agreement.
12. **ENVIRONMENTAL REQUIREMENTS**. The ESG regulations and grant funds administered thereunder are excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).
13. **EQUAL PARTICIPATION OF RELIGIOUS ORGANIZATIONS**.
- a. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in ESG.
 - b. The Subgrantee may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If the Subgrantee conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for the program participants.

- c. A religious Subgrantee that receives ESG funding will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based Subgrantees may use space in their facilities to provide ESG funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a Subgrantee retains its authority over its internal governance, and it may retain religious terms in its name, select its board members on a religious basis, and include religious references in its mission statements and other governing documents.
- d. The Subgrantee that participates in ESG shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.
- e. If the Subgrantee voluntarily contributes its own funds to supplement federally funded activities, the Subgrantee has the option to segregate the federal funds or commingle them. However, if the funds are commingled, the requirements listed above apply to all of the commingled funds.

14. **ANTI-LOBBYING.** To the best of the Subgrantee’s knowledge and belief:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

15. **DEFAULT.** Violation of any of the provisions of this Agreement by the Subgrantee shall be deemed an “Event of Default” hereunder. The City shall give written notice of an Event of Default to the Subgrantee, as provided in Paragraph 16 hereof. If such Event of Default is not corrected to the satisfaction of the City within thirty (30) days after the date such notice is given, or within such further time as the City in its sole discretion permits (but if such Event of Default is of a nature that it cannot be cured within such thirty (30) day period, then so long as the Subgrantee commences to cure within such thirty (30) day period and diligently pursues such cure to completion within a reasonable period not to exceed one hundred twenty (120) days from the date of such notice, it shall not be considered to be an Event of Default, the City may declare a default under this Agreement (“Default”), effective on the date of such declaration of Default and notice thereof to the Subgrantee, and upon such default the City may:

- a. Terminate this Agreement;
- b. Exercise any rights it may have under the Agreement; and
- c. Exercise such other rights or remedies as may be available to the City, at law or in equity.

The City's remedies are cumulative, and the exercise of one remedy shall not be deemed an election of remedies, nor foreclose the exercise of any other remedy by the City. No waiver of any Event of Default of this Agreement by the City shall be deemed to be a waiver of any other Event of Default or a subsequent Event of Default. If the City fails to exercise, or delays in exercising, any right under this Agreement, such failure or delay shall not be deemed a waiver of such right or any other right.

16. **NOTICES.** Any notice, demand, request or other communication that any party may desire or may be required to give to any other party hereunder shall be given in writing, at the addresses set forth in the preliminary paragraph hereof, by any of the following means: (a) personal service; (b) electronic communication, whether by telegram or telecopier, together with confirmation of transmission; (c) overnight courier; or (d) registered or certified United States mail, postage prepaid, return receipt requested. Such addresses may be changed by notice to the other party given in the same manner as herein provided. Any notice, demand, request or other communication sent pursuant to either subsection 16(a) or 16(b) hereof shall be served and effective upon such personal service or upon dispatch by such electronic means. Any notice, demand, request or other communication sent pursuant to subsection 16(c) shall be served and effective one business day after deposit with the overnight courier. Any notice, demand, request or other communication sent pursuant to subsection 16(d) shall be served and effective three (3) business days after proper deposit with the United States Postal Service.
17. **SUCCESSORS.** This Agreement shall bind, and the benefits shall inure to, the parties hereto, their legal representatives, successors in office or interest and assigns. The Subgrantee may not assign this Agreement or any of its obligations hereunder without the prior written approval of the City.
18. **CONSTRUCTION OF AGREEMENT.**
- a. **Partial Invalidity.** If any term, covenant, condition or provision of this Agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, condition and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
 - b. **Gender.** The use of the plural in this Agreement shall include the singular, the singular shall include the plural, and the use of any gender shall be deemed to include all genders.
 - c. **Captions.** The captions used in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope of the intent of any provision of the Agreement.
 - d. **Construction.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Illinois.
19. **COUNTERPARTS.** This Agreement may be executed in counterparts, and each counterpart shall, for all purposes for which an original of this Agreement must be produced or exhibited, be the Agreement, but all such counterparts shall constitute one and the same agreement.
20. **LIABILITY OF CITY.** In no event shall the City be liable to the Subgrantee for consequential or incidental damages, including, without limitation, lost profits, whatever the nature of the breach by the City of its obligations under this Agreement or in connection herewith or with the Project, and the Subgrantee waives all claims for consequential and incidental damages and for all damages described in Paragraph 21 below.
21. **FUNDING.** The parties acknowledge that the Project is to be funded with monies provided by HUD, and that the City is under no obligation to request such funds for any disbursement of grant proceeds unless and until all necessary preconditions to disbursement have been satisfied to the City's satisfaction, and that significant time delays may result from the funding of such monies by HUD. Without limiting the generality of Paragraph 20 above, in no event shall the City be liable to the Subgrantee for any damages whatsoever which might result in whole or in part from any delays in funding any proceeds of the Project.
22. **HUD GENERAL PROVISION.** The Subgrantee certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135 to ensure that employment and other economic opportunities generated by certain HUD financial assistance

shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low-and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

23. **REVISIONS TO CERTIFICATIONS AND TERMS AND CONDITIONS.** The Federal government has not fully developed the regulations and implementing instructions of the Emergency Solutions Grant Program. The current regulations and guidance for the ESG program is based upon the Interim Rule dated Monday, December 5, 2011 [Docket No. FR-5474-I-01]. The Subgrantee acknowledges that these certifications and the terms and conditions contained herein may be revised pursuant to ongoing guidance from the relevant Federal agency or the City regarding requirements for ESG funds. The Subgrantee agrees to abide by any such revisions upon receipt of written notification from the City of the revisions, which will automatically become a material part of this Agreement, without the necessity of either party executing any further instrument.

[SIGNATURES ON NEXT PAGE]

EXHIBITS:

Exhibit A - ESG Assurances and Certifications

Exhibit B - Heart of Illinois Homeless Continuum of Care (HOIHCoc) Policies, Procedures and Documentation Checklist

Exhibit C - Budget and Objectives

Exhibit D - Request for Payments

Exhibit E - Request for Reimbursements and Disbursement Register

ESG Assurances and Certifications

The Subgrantee agrees to comply with all requirements of the ESG program and applicable Federal requirements.

- **Uniform Administrative Requirements** – All Subgrantees receiving funds under ESG shall be subject to the requirements of 24 CFR part 85. Non-profit Subgrantees shall be subject to the requirements of 24 CFR part 84.
- **Certification of Approval of Local Government** – Non-profit applicants for ESG funds must submit evidence of approval by the local government authorizing the applicant to administer ESG programs in its area.
- **Coordination with Local Continuum of Care (CoC)** – Subgrantees are required to coordinate ESG activities with the CoC.
- **Confidentiality** – Each ESG Subgrantee must develop and implement procedures to ensure (1) the confidentiality of records pertaining to any individual provided with assistance; and (2) that the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.
- **Discharge Policy** – Subgrantees must agree to develop 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, in order to prevent such discharge from immediately resulting in homelessness for such persons.
- **Lead-Based Paint Requirements** – The Lead-Based Paint Poisoning Prevent Act, as amended by the Residential Lead-Based Paint Hazards Reduction Act of 1992 and implementing regulations at 24 CFR Part 35, subparts A, B, M and R shall apply to housing occupied by families receiving assistance through ESG (If applicable).
- **Nondiscrimination and Equal Opportunity Requirements** – Subgrantees must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a).
- **Fair Housing** – Under section 808(e) (5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Subgrantees will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act.
- **Drug-free Workplace** – The Drug-Free Workplace Act of 1998 and HUD's implementing regulations at 24 CFR part 21 apply to ESG.
- **Anti-Lobbying** – The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990, and implementing regulations at 24 CFR part 87, apply to ESG.
- **Habitability Standards** – Subgrantees providing assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be residing. Submit inspection form and/or habitability standard (If applicable).



CITY OF
PEORIA

Emergency Solutions Grant (ESG)
Policies and Procedures

The intent of this document is to provide a framework through which ESG funds will be used in the City of Peoria. This document provides a summary of HUD ESG rules and agreed upon procedural guidelines for program implementation in the City and provided by member agencies of the Heart of Illinois Homeless Continuum of Care (HOIHCOG).

This document, in no manner, should be seen as an alternative to or replacement of HUD rules and guidance. More information can be found at www.hudhre.info

I. CONSISTENT PROCEDURES AND PRACTICES:

ESG providers agree to follow procedures for screening, assessment, application and service provision to make certain that households meet the eligibility criteria of the program, to eliminate duplication, and to ensure seamless homeless prevention coverage in the county. All ESG providers must enter client and service level data into the Heart of Illinois Homeless Continuum of Care (HOIHCOG) HMIS system in accordance with HUD rules, operating standards set by the HOIHCOG and confidentiality laws.

The ESG Interim Rule provided four possible categories under which individuals and families may qualify as homeless, corresponding to the broad categories established by the statutory language of the definition in section 103 of the McKinney-Vento Act, as amended by the HEARTH Act.

Projects must serve clients that qualify as Homeless (HUD definition at 24 CFR Part 91 or At-Risk of Homelessness (HUD definition at 24 CFR Part 576). The categories are:

- (1) Literally Homeless;
- (2) Imminent Risk of Homelessness;
- (3) Homeless under other Federal statutes; and
- (4) Individuals and families who are fleeing, or are attempting to flee domestic violence.

II. COORDINATION OF SERVICES:

ESG Providers will work with member agencies of the HOIHCOG to utilize a universal brief screening tool to be used to identify consumers who are appropriate to access funds and supportive services through ESG.

Other available resources will be used before ESG funds are used in homeless prevention. In addition, the ESG providers will collaborate with other agencies to ensure that all households at risk will have full access to homeless prevention and intervention resources, including area shelters, transitional housing programs, townships and other human service entities.

Eligible applicants must live within the City of Peoria, meet income guidelines, and be homeless but for the ESG assistance.

III. PREVENTION OF HOMELESSNESS THROUGH THE ESG PROGRAM:

Prevention assistance to households under the ESG Program is intended to have a meaningful impact on homelessness and housing stability for participating households.

ESG provides a variety of supports (*See Eligible Supports*) to achieve the following three assistive elements: preventing people from homelessness; diverting people who are applying for shelter into other housing; and helping people who become homeless to quickly return to permanent housing. ESG consists of a Rapid Re-housing component for those who are currently homeless and a Homeless Prevention component for those at risk of becoming homeless. Eligible households include people with very low incomes (below 30% of the Area Median Income AMI), who lack resources for housing and who are homeless or would be homeless *but for this assistance*.

Participating households must agree to allow household demographic and service information to be shared through the HOIHCOC Homeless Management Information System (HMIS), (*See Confidentiality & HMIS Standards*), must complete a case management assessment and must develop and participate in case management and life skills support from a provider agency.

The HOIHCOC will target households that have a demonstrated housing crisis, that meet one or more risk factor and that are likely to remain stably housed after this assistance.

Eligibility may be re-assessed every 30 days for all participating households (*See Eligibility Criteria & Risk Factors*). Households receiving any type of rent assistance under this program must reside or plan to reside in an eligible unit (*See Eligible Units*). ESG is not a mortgage assistance program and it is not intended to serve persons who need long-term and or intensive supports.

Maximum forward assistance under this program is 3 months and may be extended with approval of the supervisor.

IV. ELIGIBLE SUPPORT FOR HOMELESS PREVENTION & RAPID RE-HOUSING

Supports provided by provider agencies are intentionally focused on housing – either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. ESG provider agencies should be prepared to develop a clear process for determining the type, duration and level of assistance available for each participating household.

Financial Assistance

- Rent arrearage (up to 6 months)**
- Short-term rent assistance (up to 3 months)**
- Security Deposits (max 2 months rent)
- Utility Deposits
- Utility Arrearages (up to 6 months)

Housing Relocation and Stabilization Services

- Case Management
 - Housing Search and Placement
- * The HOIHCOC ESG providers have agreed to limit short-term rent assistance to a maximum of 3 months.

V. PROCEDURAL GUIDELINES FOR ESG ASSISTANCE

- The HOIHCOC ESG provider agencies will only provide assistance to households residing in, homeless within or moving to Peoria, Tazewell, Woodford, and Fulton Counties.
- ESG assistance cannot be provided to eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.
- There are four cost types: rent payments (client portion or the subsidy), security deposits, utility deposits, and utility payments. So, if a participant is receiving rental assistance under another program, ESG funds may not be used for rental assistance during that same time period.
- Funding could be used to pay for another cost type such as security deposit or utility payments. For example, a homeless veteran entering a HUD-VASH project may receive security deposit assistance through ESG funds.
- For households who have the Section 8 Housing Choice Voucher, assistance should be provided through existing HPP funds such as IDHS before utilizing ESG funds, document rent amount and that the unit has passed inspection before any assistance is approved.
- When providing rental assistance and security deposit, the lease must be in the client's name and signed by the tenant and the landlord. The assistance (voucher and payment) is made to the property owner/property complex only, and is not to exceed the amount owed to the owner for rent and/or security deposit.
- Security Deposits are to be used for permanent housing only. Clients that are moving into a halfway house or need "program fees" are not eligible.
- ESG agencies will only provide the equivalent of 2 months' rent maximum for security deposit to eligible households. Exceptions will only be made for good cause, such as proven bad credit, which prevents the household and the ESG agency from locating an appropriate alternative unit.
- When providing rental arrearage assistance the ESG agency must ensure and document that the payment will enable the eligible household to remain in the housing unit for which the arrears are being paid or enable the household to move to another unit.

- ESG agencies will only provide eligible individuals or households with up to 6 months of arrears, provided that the client or a member of his/her household has an account in his/her name with a utility company. ESG funds can only be utilized for provision of gas, electric, water, and sewer services, not phone or cable.
- Financial assistance is provided in voucher form only and no payments are made directly to participating households.
- ESG providers must track ESG services separately from other funds. Likewise, services provided under the components of Homeless Prevention and Rapid Re-housing must be tracked independent of each other. Finally, ESG funds provided via the State of Illinois must be tracked separately from ESG funds provided by the City of Peoria.

VI. ELIGIBILITY CRITERIA

All households must be reassessed for eligibility on a quarterly basis. Households which do not meet all eligibility criteria are not eligible to receive any ESG services - including financial assistance and housing relocation and stabilization services. Households may become ineligible for ESG services if they do not meet the terms of the Recovery Plan at any point as determined by the ESG provider. (*See Separation Guidelines*)

HUD Guidelines:

- Household must be at or below 30% of the HUD Area Median Income (AMI) guidelines (*see www.huduser.org/DATASETS/il.html*);
- Must have no subsequent housing options identified but for this assistance;
- Must lack financial resources or support network to obtain and sustain housing but for this assistance;
- Agrees to allow household information to be shared via the HMIS reporting system, ESG funding recipients must be entered into HMIS for reporting requirements (unless exempted by law);
- Must complete a comprehensive assessment of needs matrix, a goal sheet, and the universal service plan for housing stabilization;
- ESG funding recipients must be willing to create and engage in services, goal-setting, and case management as needed to acquire and maintain stable housing (independent of this assistance within a defined time period not to exceed 12 months);
- If receiving assistance with utility deposit or utility arrearage, household must show valid disconnect notice or proof that utilities will not be connected without assistance. As with all activities under ESG, assistance must be sought first from other resources (LIHEAP);
- If receiving short term rent assistance, the household must be living in or planning to move to a residence which meets HUD's Rent Reasonableness Standard and quality housing standards. (*See Eligible Units*);

- If receiving any services through the Rapid Re-housing component of ESG, household must be homeless according to the following criteria as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302):
- The proposed rule, submitted for public comment, provided four possible categories under which individuals and families may qualify as homeless, corresponding to the broad categories established by the statutory language of the definition in section 103 of the McKinney-Vento Act, as amended by the HEARTH Act. Projects must serve clients that qualify as Homeless (HUD definition at 24 CFR Part 91 or At-Risk of Homelessness (HUD definition at 24 CFR Part 576) The final rule maintains these four categories. The categories are:
 - (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
 - (2) individuals and families who will imminently lose their primary nighttime residence;
 - (3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
 - (4) individuals and families who are fleeing, or are 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. Throughout this preamble, all references to a number “category of homeless’ ’refer to this list.

Process Notes:

Upon identification, eligible applicants must complete an intake and assessment process with one of the ESG provider agencies.

As part of the intake process, all applicants will complete an income eligibility review. This is discussed in more detail in a later section of the manual.

Case managers from each agency will meet on a weekly basis to review these assessments and identify those that are selected for assistance. At time of identification, the ESG agencies will also assign participants to the appropriate agency for case management/assistance based upon their specific needs.

A review of client eligibility will be completed every 30 days during participation in the program to ensure ongoing eligibility for assistance.

See the Forms section of this manual for hard copies of all forms used by the program.

VII. TARGETED HOUSEHOLDS

A. RISK FACTORS FOR HOMELESS PREVENTION AND RAPID RE-HOUSING

The HOIHCOC ESG providers will target households to serve those who are most in need of this temporary assistance and most likely to achieve stable housing outside ESG. In addition to meeting all eligibility criteria, households will meet one or more of the risk factors as outlined below and have access to or potential for obtaining resources necessary to gain family self-sufficiency. It is expected that many of the households served will be at risk of homelessness due to the economic crisis.

- The household must be able to document a drop in income, severe housing cost burden, mental or physical illness or disability or other significant life changing event that limits their ability to maintain housing *but for this assistance*. Examples may include:
 - Experiencing short-term economic crisis due to sudden drop in income/increase in expenses
 - unemployment/ low-income
 - Individuals who are unemployed or underemployed or whose families income is insufficient to meet their housing costs and have already lost their housing
 - Formerly dual income households where one member is unemployed so there is not enough income to meet their housing costs
 - Unemployed persons who receive unemployment benefits but the benefit is insufficient to meet their housing costs
 - Extended medical leave/disability
 - Experiencing severe housing cost burden (greater than 50% of income for housing costs)
 - Extremely low income (less than 30% of AMI)
 - Currently residing in precarious or unsuitable housing
 - Family residing in a hotel
 - Periodic residency in multiple shelters but gainfully employed
 - Unable to reside in current unit for medical or safety reasons, (for example, client has medical documentation from a doctor stating that he/she must move due to a medical condition that cannot be accommodated or which is worsened by the household's current residence).
 - Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, and hospitals)
 - Change in family composition
 - Change in household composition which puts the household over occupancy for the unit (the number of persons exceeds health and/or safety standards)
 - Loss of the household's primary financial provider
 - Eviction/foreclosure
 - Pending foreclosure of rental housing

- Persons experiencing eviction within 2 weeks (including housing provided by family or friends if the housing is no longer an option for them)
- Unable to reside in current unit for other reasons outside the client's control - Client's landlord has sold the building and it is no longer an option to lease there; Landlord refused to rent to client for any reason;
- Persons with residency in housing that has been condemned or deemed uninhabitable by the appropriate authority
- Personal foreclosure, short-sale
- Victims of violent crime, domestic violence or natural disaster
- Barriers complicating housing
 - Persons experiencing mental health, physical disabilities, & substance abuse issues that are a barrier to household income and housing
 - Persons previously experiencing homelessness within the last 12 months
 - Single expectant mothers
 - Persons experiencing significant life changing event such as past institutional care, trauma, credit problems, or medical debt that limits their ability to maintain housing

B. NON-DUPLICATION

HUD Guidelines

ESG specifies a household previously deemed ineligible, but which becomes eligible may continue to receive assistance but is not to exceed a total of 3 months of assistance. Additional financial supports will be determined at the discretion of the ESG agency using geographic boundaries and criteria for *Non-selection/Non-continuation*.

C. NON-SELECTION/NON-CONTINUATION (INITIAL/CONTINUING ELIGIBILITY)

Procedural Guidelines:

The ESG agency will make decisions regarding non-selection for participation in ESG at initial application or at recertification due to any of the reasons defined below. Criteria apply to both initial application and at time of quarterly reassessment.

Please note: Violent or drug related criminal activity related to a household receiving any type of rental assistance is grounds for immediate termination. Likewise, misrepresentation of eligibility by any household also provides reason for immediate separation from any program assistance.

- Household does not meet all eligibility criteria: Or
- Household does not complete all steps to establish eligibility in a timely manner: Or
- Misuse of program services by any household member; Or
- Household does not complete or refuses to engage in Recovery Plan objectives: Or
- Household non-readiness, as determined by the ESG providing agency, due to:

- Lack of “key” services from service providers in the community or an unwillingness/inability by the household to link to such key services; And/or
- Household’s misuse of resources, including personal resources such as income and benefits

Key resources are those resources or services that are integral to the household’s ability to achieve self-sufficiency.
Self-Sufficiency is defined as the household’s ability to maintain rent and household expenses independent of the ESG within a defined period of time.

- At the discretion of the ESG providing agency, based on the household’s use of current and past agency services - Including but not limited to: a review of the client’s previous participation in similar agency services, such as homeless prevention services, short-term case management or some equivalent data.

The ESG providing agency will make all reasonable efforts to link clients to services or advocate for provision of services before making a decision of non-selection.

VIII. SEPARATION GUIDELINES

Procedural Guidelines-

All assistance provided under ESG is subject to eligibility requirements and program guidelines. Final decisions regarding non-selection/non-continuation will be relayed in writing, to the household, by the ESG providing agency. The ESG agency will provide, when appropriate, information about helpful outside resources and the opportunity to re-apply to the program or to enter the program at a later date.

A formal separation process will, at a minimum, consist of the following:

- Written notice which includes date of termination, reason for termination, opportunity for appeal, and, if appropriate, any helpful resources to assist the participating household to maintain housing stability.
- Opportunity to appeal – Participating households which are selected for non-continuation are entitled to request a review of the decision with the opportunity to present oral or written objections before a person other than the person (or a subordinate of the person) who made or approved the termination decision. Final decisions regarding the appeal will be provided in writing.

IX. ELIGIBLE UNITS

Information regarding conflicts of interest, Nondiscrimination and Equal Opportunity Requirements and Fair Housing and Civil Rights laws are in effect.

A. RENT REASONABLENESS STANDARD

Rental assistance must comply with HUD's rent reasonableness standard, meaning the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private, unassisted market and must not be in excess of rents being charged by the owner for comparable non-luxury unassisted units.

Process Guidelines:

Comparable review can also be checked by:

- Using a market study, or
- Reviewing comparable units advertised for rent
- Written verification from the property owner of comparability of rent charged with other units owned.
-

The ESG providing agency should consider the following when determining rent reasonable:

- The location, quality, age, size, and type of the unit
- Any amenities, services and utilities to be provided by the owner

Visit www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc for more information.

B. HABITABILITY STANDARD

HUD Guidelines:

ESG agencies will be required to conduct initial and any appropriate follow-up inspections of housing units if the participating household receives security deposit or short-term or medium-term rent assistance. Additional information can be found in Appendix C of the ESG notice dated March 10, 2009.

- For households with children 6 and younger, a visual inspection for lead based paint
- For all household's moving into a unit, a full inspection of a unit and additional annual inspections if assistance exceeds 12 months.

Process Guidelines:

The CoC has determined that it will conduct both a lead-based paint visual assessment (where required based upon age of housing unit and household make-up) and a habitability review for both Prevention and Rapid Rehousing support.

When a unit is determined to be inhabitable under the HUD standards, the agency will identify the unit as ineligible for ESG support and offer assistance to the participant in finding safe, affordable housing.

See the Forms section of this manual for hard copies of all forms used by the program.

C. LEASES

Process Guidelines

The provision of ESG rent assistance and security deposits seeks to ensure permanent housing stabilization.

- The landlord must agree to work with the ESG agency to accept voucher rent payment and to stop eviction proceedings upon receipt of signed voucher.
- Households may be assisted at the end of their lease term, if a move to another housing unit is necessary in order to ensure future housing stabilization.
- Month-to-Month leases – month-to-month leases reflect transience, and should be avoided generally. The landlord needs to be engaged in working on a long term lease arrangement.
- ESG agencies must have a copy of the valid lease to assist with rent. Valid leases must include signatures of both the client and/or a member of the household and the owner, and must be dated.
 - Recipients of ESG funds must have a legal right to reside in the unit and prove responsibility for paying the rent. As a general matter, if the eligible person is not named on a valid lease/rental agreement either as a tenant or an authorized occupant, the person has no legal right to reside in the unit and is therefore not eligible for rental assistance. However, if an applicant is listed as an occupant on a lease agreement and can prove through paid receipts in their name, money orders or cancelled checks that they pay rent or utility bills, even if the accounts are in the name of another household member, it is permissible to assist the applicant. The Grantee and project sponsor have responsibility for ensuring the eligibility of each household assisted with ESG funds. The eligibility assessment would determine if the total household income would be included, or if a shared leased housing arrangement is present, therefore counting only the applicant's income. While an oral lease for less than a year may be valid in some states, most states require a written lease to establish a legal tenancy and HOPWA adopts this clear standard. This position is also consistent with other HUD rental assistance programs, which require such documentation (e.g., HOME, Shelter Plus Care, Housing Choice Vouchers/Section 8). As a practical matter, not requiring a written lease may leave grantees in a vulnerable position in documenting ESG payments during audits and reviews.
 - A sublease is considered a legal lease. However, the grantee should be sure that the relationship between the participant/grantee/sub grantee and the landlord is not in violation of the conflict of interest provisions as stated in the ESG Notice. For example, the sublease agreement should not be between relatives or other parties where there is a potential conflict of interest.

X. DETERMINING TYPE, LEVEL AND DURATION OF ASSISTANCE

HUD advises that ESG assistance should be “need-based”, meaning that providing agencies should determine the amount of assistance based on the minimum amount necessary to prevent the program participant from becoming homeless or returning to homelessness in the near future. Upon approval of supervisor and only in emergency situations can ESG assistance exceed 3 months.

RENTAL ASSISTANCE

Maximum of three months of short term rental assistance will be provided. Amount of assistance will be based on the minimum amount necessary to prevent CL from becoming or returning to homelessness.

Procedural Guidelines - To ensure a consistent application of standards in determining rent amounts to ESG participating households, ESG providers will meet on a regular basis to review compliance with ESG program requirements.

Where Rapid Rehousing assistance is indicated, maximum of three months of short term rental assistance will be provided. Amount of assistance will be based on the minimum amount necessary to prevent CL from becoming or returning to homelessness.

HUD Guideline of eligible ESG services:

Financial assistance

- a) Short-term
 - i) Includes arrearages, rent, and Security deposit
 - ii) Utility arrearages (6 months max) and deposit
 - iii) Up to 3 months of ongoing assistance provided

Housing Relocation & Stabilization

- a) Short-term
 - i) Housing search and placement
 - ii) Housing stability case management
 - iii) Mediation
 - iv) Legal services
 - v) Credit repair

XI. HMIS STANDARDS

A. HMIS STANDARDS

HMIS is locally administered by the HOIHCOC locally referred to as HMIS or Homeless Management Information Systems. HMIS was developed by HUD to gather and analyze data to determine the effectiveness of McKinney-Vento Act Programs. HMIS provides the ability to: develop unduplicated

counts of clients served at the local level; analyze patterns of use of people entering and exiting the homeless system; and evaluate the effectiveness of those systems.

ALL ESG providing agencies must enter client-level data into the HOIHCOC HMIS unless prohibited by law. Baseline requirements include: Data collection; program descriptors; universal data elements; and program specific data elements. These elements are being revised for the implementation of ESG.

All ESG providing agencies must:

- Comply with federal, state and local confidentiality laws
- Comply with limits on data collection (relevant, appropriate, lawful and specified in privacy notice)
- Have a written policy and post it on agency website
- Must post a sign at intake or comparable location with general reasons for data collection and reference to the privacy policy

Information can be found in the following documents: *Homeless Prevention & Rapid Re-Housing Program (ESG) Quarterly Performance Reports: Elements, Response Categories and Justification*; *Homeless Management Information System (HMIS) Data Standards, Revised Draft Notice, April 2009*; and at www.HMIS.info

Process guideline:

ESG agencies should be prepared to promptly enter client and service level data into HMIS and share information within HMIS.

The head of household for each ESG participant unit must complete a release of information agreement related to HMIS data entry.

B. TRACKING SERVICES AND OUTCOMES

Services and program outputs must be tracked according to HMIS standards. See *ESG Performance Measures* for more information on tracking outcomes. To ensure consistency in tracking outcomes, ESG providing agencies must track outcomes for each activity as outlined on the Performance Measurements. Changes may be made to the performance measures, if agreed upon by the ESG providing agencies.

Additional performance outcomes may be proposed by the Continuum of Care HMIS Standards Committee. Consistent HMIS data entry will increase potential for continuum-wide ESG performance.

XII. CLIENT CONFIDENTIALITY

Each ESG providing agency must implement procedures to ensure the confidentiality of records pertaining to any individual provided with assistance and that the address or location of any assisted housing will not be made public.

Budget and Objectives

Agreement between the City of Peoria, Illinois and
SOUTH SIDE OFFICE OF CONCERN

Emergency Solutions Grant Program

Allocation – FY 2016

Program: South Side Office of Concern – Heart of Illinois Rapid Re-Housing

Project Goals and Scope of Service:

The Subgrantee will provide the following activities:

- Housing Relocation and Stabilization Services – both Services Costs and Financial Assistance
- Rapid Re-Housing Assistance – Tenant-Based Rental Assistance
- HMIS – HMIS Participation Fees

Long Term Goals:

- A minimum of 20 unduplicated persons will be assisted with permanent housing and case management services.

Budget:

COST CATEGORY DESCRIPTION	BUDGET AMOUNT
Housing Relocation and Stabilization Services – Service Costs	\$14,400
Housing Relocation and Stabilization Services – Financial Assistance Costs	\$2,227
Rapid Re-Housing Assistance – Tenant-Based Rental Assistance <i>(paid to third party – Landlord/Utility Providers)</i>	\$11,873
HMIS – User Participation Fees	\$500
TOTAL	\$29,000

100% Match Requirement = \$29,000 required in cash contributions to be provided by Subgrantee.

ESG- Request for Payment (Rapid Re-Housing)

Date of Client Intake:

Client's Name:

Address:

[Property must be located within the boundaries of the City of Peoria]

Does client receive Section 8 or Subsidized Housing? <i>If yes, what monthly amount is paid by PHA?</i>			
Client Household Size:		Client Household Annual Income:	
Number of Bedrooms in Unit:		Monthly Rent Amount:	
FMR for comparable unit: <i>- Rent compared with rent reasonableness?</i> <i>- Rent within client's budget?</i>		Utility Allowance:	
# of Months for Rental Assistance:		Date of the Month Rent is Due:	
Amount of Rental Application Fees, Security Deposits, Last Month's Rent that is payable to the Landlord per Lease requirements: <i>- One-time payment only; no other deposits (such as a pet deposit) are eligible</i>			

TOTAL REQUESTED FOR CITY PAYMENT:

****Including projected months of rental assistance and applicable security deposits, last month's rent, etc.****

CHECK PAYABLE TO:

Landlord or Property Management Company Name:

Area Code and Phone Number:

Landlord of Property Management Company Address: [Address payment should be mailed to]

ATTACHMENTS TO REQUEST FOR PAYMENT:

- 1) Copy of Third Party Verification of Homeless Status
- 2) Copy of Lease
- 3) Copy of signed Staff Certification
- 4) Copy of Landlord Memorandum of Understanding
- 5) Copy of Client Memorandum of Understanding
- 6) Copy of Habitability Assessment Checklist (all four pages of checklist)
- 7) Copy of City of Peoria Non-Owner Occupied Self-Inspection Form
- 8) Copy of Utility Allowance Worksheet

AGENCY SIGNATURE:

By my signature, I affirm that the above is true and correct to the best of my knowledge and belief. *Falsifying documents is punishable by law under Title 18, Section 1001 of the U.S. Code*

Signature of Agency Representative: _____

Date: _____

City of Peoria -ESG Funds
REQUEST FOR REIMBURSEMENT

Agency Name: South Side Office of Concern

Report Date: _____ Project #: _____ GMBA #: 16ESG2/ 4542/
 16ESG3 IDIS: 4541
 Total Reimbursement Requested: \$ - Program Year: 2016

PROJECT BUDGET	Total ESG Budget	ESG Portion Only this Report	Cumulative ESG Expended	Unexpended ESG Funds
<i>Housing Relocation and Stabilization Services- Services Costs</i>				
Case Management - Staff Costs	\$ 14,400.00	\$ -		\$14,400.00
SUB-TOTAL	\$14,400.00	\$ -		\$14,400.00
<i>Rapid Rehousing - Tenant-Based Rental Assistance (Paid to third party- Landlord)</i>				
Rental assistance: short-term or medium-term assistance	\$11,873	N/A	N/A	Not Applicable
SUB-TOTAL	\$11,873.00	\$ -	\$ -	Not Applicable
<i>Housing Relocation and Stabilization Services- Financial Assistance Costs (Paid to third party- Utility Provider or Other Vendor)</i>				
Security Deposits / Last Months Rent, Utility Deposits, and Moving Costs	\$2,227	N/A	N/A	Not Applicable
SUB-TOTAL	\$2,227.00	N/A	N/A	Not Applicable
<i>HMIS</i>				
User Participation Fees	\$ 500.00	\$ -	\$ -	\$500.00
SUB-TOTAL	\$500.00	\$ -	\$ -	\$500.00
PROJECT TOTALS	\$29,000.00	\$ -	\$ -	\$29,000.00

