

**APPLICATION CHECKLIST**

Please complete the following checklist and submit this form with application.

**Requirements for Submittal** (Place an "X" next to the items being submitted). Completing this sheet will ensure that all required items have been submitted.

- Exhibit 1: Program Budget
- Exhibit 2: Match
- Exhibit 3: Service Goals
- Exhibit 4: Written Standards
- Exhibit 5: Proof of your 501(c)(3) federal tax-exempt status and current registration as a California non-profit, tax-exempt corporation
- Exhibit 6: Audited Financials
- Exhibit 7: Most current financial statement
- Exhibit 8: Board Resolution and Copies of last 4 Board of Director's meeting minutes with Board Member's Roster (this must include a current or past homeless member)
- Exhibit 9: Copy of Organizations By-Laws
- Exhibit 10: Copy of Organizations Articles of Incorporation
- Exhibit 11: HUD Certifications
- Exhibit 12: Affirmative Action Plan

**HUD Income Limits**

- Attachment A: Thirty Percent Income Limits

**Requirements for Funding**

- Environmental Review
- General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance.

The proposal and its submittals have been reviewed for completeness using the checklist above.

\_\_\_\_\_  
AUTHORIZED SIGNATURE:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME:

\_\_\_\_\_  
TITLE:

# NOFA APPLICATION

CITY OF SAN BERNARDINO  
HOUSING DIVISION  
EMERGENCY SOLUTIONS GRANTS (ESG)  
2021-2022 APPLICATION

1. **Project Title:** \_\_\_\_\_
2. **Applicant/Agency Name:** \_\_\_\_\_
3. **Street Address:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_
4. **Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_
5. **Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_
6. **Agency DUNS #** \_\_\_\_\_ **Federal Tax ID#** \_\_\_\_\_
7. **Email Address:** \_\_\_\_\_
8. **Organization Status (Check all that apply)**  
 Non-profit  
 For Profit (Private Agency)  
 Special Needs
9. **Summary of Funding Request**

Eligible Activity	Amount
Street Outreach	\$
Emergency Shelter	\$
Homeless Prevention	\$
Rapid Re-Housing Assistance	\$
HMIS	\$

10. **Target Population**  
 Seniors  
 Extremely Low-income Household  
 Special Needs: HOMELESS

11. **General Project Information**

*Attach pages as necessary to describe the following:*

Describe how your project is consistent with the priorities outlined in the City of San Bernardino's 2015-2019 Consolidated Plan. Identify which of the Consolidated Plans goal(s) and objective(s) your project will help accomplish.

Does the proposed project meet the eligible activities per ESG requirements 24 CFR Part 576?

Provide a summary description of project proposed, including the projected number of clients or units/beds to be served.

12. **Targeting**

*Attach pages as necessary to describe the following:*

Describe the characteristics of the population to be served (i.e. youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. It is important to also attach a map (e.g. Thomas Bros. Map) showing the project location and draw a line on the map outlining the boundaries of the geographic area served.

1. Total number of housing units/beds upon project completion: \_\_\_\_\_
2. Total number of assisted units/beds upon project completion: \_\_\_\_\_
3. Total number of extremely low-income households(at or below 30% of AMI) to be served: \_\_\_\_\_
4. Total number of very low-income households (31-50% of AMI) to be served: \_\_\_\_\_
5. Total number of low-income households (51-80% of AMI) to be served: \_\_\_\_\_
6. Total number of persons experiencing homelessness to be served: \_\_\_\_\_
7. Total number of persons at risk of homelessness to be served: \_\_\_\_\_
8. Total number of seniors to be served: \_\_\_\_\_
9. Total number of special needs households to be served: \_\_\_\_\_
10. Other project objectives: \_\_\_\_\_

\*Median income is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the City of San Bernardino. For more information on Income Limits, please see: [www.huduser.org](http://www.huduser.org) .

**13. Applicant Experience**

*Attach pages as necessary to describe the following:*

- A. Organization: Describe the following for the organization:
  - i. Mission Statement
  - ii. Past activities/experience
  - iii. Administrative structure
  - iv. Cost Allocation Plan
- B. Technical Capacity
  - i. Describe the organization’s capability to administer the project proposed
  - ii. Attach resumes of staff and consultants specifically assigned to this project and describe contractual relationship

**14. State Certification**

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned’s knowledge.

\_\_\_\_\_  
Authorized Signature (Board Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

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**EXHIBIT 1**

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**PROGRAM BUDGET 2021-2022**

APPLICANT: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_

Sources of Funds:	ESG Funds	Applicant's Funds:	Other Sources: (List each separately)	TOTAL
<b>Street Outreach<sup>1</sup>:</b>				
<i>Service Activity:</i>				
<i>Service Activity:</i>				
<i>Service Activity:</i>				
<b>Emergency Shelter<sup>2</sup>:</b>				
<i>Operational Activity:</i>				
<i>Operational Activity:</i>				
<i>Operational Activity:</i>				
<b>Homeless Prevention<sup>3</sup>:</b>				
<i>Activity:</i>				
<i>Activity:</i>				
<i>Activity:</i>				
Rapid Re-Housing Assistance:				
<i>Activity:</i>				
<i>Activity:</i>				
<i>Activity:</i>				
<b>HMIS<sup>4</sup>:</b>				
<i>Activity:</i>				
TOTAL:				

<sup>1</sup>: Limited up to 60% of the total fiscal year grant for street outreach and emergency shelter activities combined

<sup>2</sup>: Limited up to 60% of the total fiscal year grant for street outreach and emergency shelter activities combined.

<sup>3</sup>: Homelessness Prevention Activities - 40% of ESG funding is targeted for homelessness prevention activities

<sup>4</sup>: HMIS participation is required by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act).

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**EXHIBIT 2**

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**MATCH**

**TOTAL FUNDS REQUESTED:**

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<b>Match Documentation</b>		
<b>Match Source</b>	<b>Match Amount</b>	<b>Documentation Description</b>

The undersigned individuals do, by their respective oaths solemnly swear and affirm as follows:

- That the Staff Member completing this Match Certification has verified the eligibility of the match item(s) to which this certification relates;
- That the Staff Member has reviewed the Federal Guidelines regarding the match requirement listed on page two of ESG-229 from the HUD ESG Interim Rule; and,
- That the Staff Member has verified that the funds used to Match the ESG Program are not being used to match any other grant;
- That the Staff Member has collected valid documentation of Match for which this certification relates; and,
- That the Executive Director has reviewed the Match documentation to which this Match Certification relates, and has verified that all the representations made by the Staff Member in this Match Certification are true and correct.

The undersigned individuals affirm, by penalty of perjury, that all the statements made herein are true and correct.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Print Name

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Print Name

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**24 CFR Parts 91 and**  
**576 [Docket No. FR– 5474–I–01] RIN 2506– AC29**

**Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments AGENCY:** Office of the Assistant Secretary for Community Planning and Development, HUD.

**ACTION:** Interim rule.

**§ 576.201 Matching requirement.**

(a) *Required amount of matching contributions.* (1) Except as provided under paragraphs (a)(2) and (a)(3) of this section, the recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD. (2) If the recipient is a State, the first \$100,000 of the fiscal year grant is not required to be matched. However, the recipient must transfer the benefit of this exception to its subrecipients that are least capable of providing the recipient with matching contributions. (3) This matching requirement does not apply if the recipient is a territory. (b) *Eligible sources of matching contributions.* (1) Subject to the requirement for States under paragraph (a)(2) of this section, the recipient may require its subrecipients to make matching contributions consistent with this section to help meet the recipient's matching requirement. (2) Matching contributions may be obtained from any source, including any 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 recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (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. (c) *Recognition of matching contributions.*

(1) In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in § 576.100. (2) The matching contributions must be provided after the date that HUD signs the grant agreement. (3) To count toward the required match for the recipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in § 576.203, and noncash contributions must be made within the expenditure deadline in § 576.203. (4) Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant. (5) Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section. (d) *Eligible types of matching contributions.* The matching requirement may be met by one or both of the following: (1) *Cash contributions.* Cash expended for allowable costs, as defined in 24 CFR Part 200 of the recipient or subrecipient. (2) *Noncash contributions.* The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building. (e) *Calculating the amount of noncash contributions.* (1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value. (2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. (3) Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions. (f) *Costs paid by program income.* Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

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**EXHIBIT 3**

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**FY 2020-21 SERVICE GOALS**

**\*Please complete the attached service goals for FY 2021-2022. Future year service goals will be requested prior to the start of program year.**

**Anticipated number of *unduplicated* clients to be served by Program Type.**

ESG AMOUNT REQUESTED	\$		
<b>Activity Type</b>	<b>Amount Requested</b>	<b>Anticipated number of clients to be served.</b>	<b>Cost per client Amount requested divided by Clients to be served</b>
Street Outreach			
Emergency Shelter- Shelter Operations			
Emergency Shelter- Essential Services			
Homeless Prevention- Rental Assistance			
Homeless Prevention- Housing Relocation & Stabilization ( <b><i>Include only unduplicated not reflected under Rental Assistance</i></b> )			
Rapid Re-Housing- Rental Assistance			
Rapid Re-Housing- Housing Relocation & Stabilization ( <b><i>Include only unduplicated not reflected under Rental Assistance</i></b> )			
Data collection/HMIS		N/A	N/A

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**EXHIBIT 4**

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**WRITTEN STANDARDS CHECKLIST**

The U.S. Department of Housing and Urban Development requires subrecipients to develop and implement Written Standards for programs provided through the Emergency Solutions Grant Program. The following guidelines must be followed when developing these Standards. Standards for emergency shelter programs will be different than Standards for homeless prevention and rapid re-housing programs. Agencies must ensure that the Standards developed are appropriate for programs offered. Enter a checkmark next to applicable areas as the Standards are completed to ensure all aspects of the requirements are met. *A copy of Board Approved Written Standards, along with this checklist, must be provided as part of this Request for Funds.*

<b>ALL PROGRAMS</b>	<b>CHECK IF IMPLEMENTED</b>
1. Standards include the area of service where assistance shall be offered.	<input type="checkbox"/>
2. Standards include all type(s) of assistance that will be offered through the ESG program.	<input type="checkbox"/>
3. Standards summarize the procedure in place that defines how program participants will be evaluated for eligibility of assistance under the ESG program <b><i>using the coordinated intake and assessment system located within the applicant's Area of Service.</i></b> (Note: DV shelters must follow the requirements of the Violence Against Women Act and the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participant's acceptance of service)	<input type="checkbox"/>
4. Standards include procedures describing the coordination that will occur among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.	<input type="checkbox"/>
5. Standards include a list of available programs that program participants will be referred, including all programs reflected in 576.400 (b) and (c) such as Shelter + Care, VASH Voucher, Section 8, Emergency Food and Shelter program, etc. if available to program participants in the agency's area of service.	<input type="checkbox"/>
6. Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The agency must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.	<input type="checkbox"/>

7. Standards describe the program participant’s formal grievance process. Included shall be the right for the participant to contact the agency’s Director, the Housing Division or HUD.	<input type="checkbox"/>
8. Standards include summaries regarding the requirement that clients served and activities provided with ESG funds will be entered into HMIS (or comparable database if a DV shelter), the timeframe for data to be entered, and the process for ensuring confidentiality of client records.	<input type="checkbox"/>
9. Standards include steps used to ensure clients receiving ESG assistance are provided all applicable HMIS releases, forms, client complaint process, etc. as required by HMIS regulations.	<input type="checkbox"/>

<b>STREET OUTREACH/ EMERGENCY SHELTER OPERATIONS/ESSENTIAL SERVICES</b>	<b>CHECK IF IMPLEMENTED</b>
1. Standards include a summary of how agency staff will target and provide services related to street outreach, if provided.	<input type="checkbox"/>
2. Standards include steps for admission, diversion, referral, and discharge by emergency shelters assisted under ESG. Include standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of special populations, such as victims of domestic violence, sexual assault, etc.	<input type="checkbox"/>
3. Standards include procedures for admission, diversion, referral and discharge by emergency shelters for individuals and families who have the highest barriers to housing and are likely to be homeless the longest.	<input type="checkbox"/>
4. Standards include assessing, prioritizing, and developing an individualized service plan for individuals and families’ needs for essential services related to emergency shelter.	<input type="checkbox"/>
5. Standards include procedures on how staff will provide referrals of shelter clients to permanent housing programs.	<input type="checkbox"/>
6. Standards include procedures on how staff will increase household income, including earned income, other cash income, and non-cash income resources.	<input type="checkbox"/>

<b>HOMELESS PREVENTION AND RAPID RE-HOUSING</b>	<b>CHECK IF IMPLEMENTED</b>
1. Standards shall include definitions of who is considered to be homeless and at-risk of homelessness, as defined in 576.2. <b><i>(Note: Agencies are not allowed to use the definition under 576.2(iii)(G), that states “Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness”)</i></b>	<input type="checkbox"/>

<p>2. Standards include a process for determining and prioritizing which eligible families and individuals will receive homeless prevention or rapid re-housing assistance. <b><i>If agency is utilizing a “vulnerability index” please describe how it will be used to determine clients who are most in need of assistance.</i></b></p>	
<p>3. Standards include standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance, if applicable.</p>	
<p>4. Standards include process for evaluating and documenting income eligibility since program participant’s income must be <b>below 30% of area median income</b> as established by HUD for the area in which the participant lives when entering the program. Agencies must follow guidelines found under 24 CFR 5.609 when calculating income.</p>	
<p>5. Standards include the steps to determine the eligibility of rental assistance, including steps to determine that rent + utilities do not exceed Fair Market Rents for the area of service.</p>	
<p>6. Standards include how agency staff will document FMR and rent reasonableness standards, lead based paint inspections, and housing inspections. Included shall be procedures to verify and document the age of the units built before 1978 may contain lead-based paint.</p>	
<p>7. Standards include steps for determining how long a program participant will be provided rental assistance and whether or not (and how) the amount of that assistance will be adjusted over time, if applicable.</p>	
<p>8. Standards include steps for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, the maximum number of months the program participant receives assistance, or the maximum number of times the program participant may receive assistance.</p>	
<p>9. Standards that include the requirements that program participants develop an individualized service plan and meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability (and be documented in client case file and HMIS). Included shall be the agency’s plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations such as the program participant’s current or expected income and expenses, other public or private assistance for with the program participant will be eligible and likely to receive, and the relative affordability of available housing in the area. (Note: DV shelters must follow the requirements of the Violence Against Women’s Act or the Family Violence Prevention and Services Act which prohibits agencies from making shelter or housing conditional on the participant’s acceptance of service.)</p>	

<p>10. Standards include requirements that clients will be re-evaluated for program eligibility and the types and amounts of assistance the program participant needs. This re-evaluation process shall be conducted not less than once every 3 months for program participants who are receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance. Income limits shall not exceed 30% of AMI; the participant still lacks the resources and support networks necessary to retain housing.</p>	
<p>11. Standards shall include any requirements the agency may have regarding the requirement of the program participant to notify the agency of any change in income, stability, support circumstances that would affect the program participant's need for assistance under the ESG program. If applicable, when notified of the relevant change, the agency shall include steps to re-evaluate the program participant's eligibility and amount and types of assistance the program participant needs.</p>	
<p>12. If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include the formal process for terminating a program participant that includes:</p> <ul style="list-style-type: none"> <li>a) Written notice to the program participant containing a clear statement of the reasons for termination;</li> <li>b) A review of the decision, in which the participant is given the opportunity to appeal the decision by presenting written or oral objections before a person other than the person who made or approved the termination decision; and</li> <li>c) Prompt written notice of the final decision to the program participant. <b><i>Included shall be language stating that termination does not bar the program participant from receiving assistance at a later date if the issue that caused the termination is resolved.</i></b></li> </ul>	
<p>13. If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include an Exit Strategy which will assess housing needs of program participants who are nearing the end of assistance. Housing stability of program participants must continue after assistance ends, so the Standards should include an exit strategy that will ensure program participants remain housed for at least 6 months after program exit. Exit procedures must include procedure for client follow-up.</p>	

I certify that the Written Standards developed for the Emergency Solutions Grant Program (ESG) follow guidelines reflected above, the regulations under 24 CFR Part 576. Enclosed is a copy of the Written Standards that will be used by all agency staff who will participate in the ESG program.

\_\_\_\_\_  
Printed Name of Agency Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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***EXHIBIT 5***

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**NON-PROFIT STATUS**

***PLEASE PLACE A COPY OF YOUR ORGANIZATION'S IRS***

***NON-PROFIT DESIGNATION LETTER***

***BEHIND THIS SHEET***

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***EXHIBIT 6***

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**MOST RECENT AUDITED FINANCIALS**

***PLEASE PLACE A COPY OF YOUR ORGANIZATION'S MOST***

***RECENT AUDITED FINANCIALS***

***BEHIND THIS SHEET***

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***EXHIBIT 7***

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**MOST CURRENT FINANCIAL STATEMENT**

***PLEASE PLACE A COPY OF YOUR ORGANIZATION'S MOST***

***CURRENT FINANCIAL STATEMENT***

***BEHIND THIS SHEET***

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**EXHIBIT 8**  
**BOARD RESOLUTION**

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[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS  
OF

\_\_\_\_\_

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, \_\_\_\_\_ is a \_\_\_\_\_ [Status of Corporation, i.e. Nonprofit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, \_\_\_\_\_, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, \_\_\_\_\_, is committed to effectively serving the communities referenced in the prior recital;  
and

NOW THEREFORE BE IT RESOLVED as follows:

1. That \_\_\_\_\_ is committed to providing safe, decent and affordable housing for persons of very low-, low- and moderate-income levels;
2. That on or about \_\_\_\_\_, 20\_\_\_\_, the Board of Directors voted to authorize the [title of person authorized], or his designee, to apply for and accept assistance of the \_\_\_\_\_ Project, for the purpose of obtaining a grant to provide for the \_\_\_\_\_ [purpose, i.e. rehabilitation, renovation, conversion, or service provision, etc.] of the Project, in an amount not to exceed \_\_\_\_\_ (\$ \_\_\_\_\_) from the City of San Bernardino, Department of Housing and Community Development.
3. That the Board of Directors further voted to authorize the \_\_\_\_\_ [title of person], or his designee, to execute any and all documents required by the City of San Bernardino, Department of Housing and Community Development to document and secure its grant.
4. That the Board of Directors further authorized the \_\_\_\_\_ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the City of San Bernardino, Department of Housing and Community Development to implement the funding and making of the grant.

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on \_\_\_\_\_, 20\_\_\_\_, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the City of San Bernardino, Department of Housing and Community Development is relying on the validity of this Resolution in taking the actions to process and approve the application.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at San Bernardino, California. By:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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***EXHIBIT 9***

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**COPY OF ORGANIZATION BY-LAWS**

***PLEASE PLACE A COPY OF YOUR ORGANIZATION'S BY-LAWS***

***BEHIND THIS SHEET***

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***EXHIBIT 10***

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**COPY OF ORGANIZATION ARTIVLES OF INCORPORATION**

***PLEASE PLACE A COPY OF YOUR ORGANIZATION'S***

***ARTICLES OF INCORPORATION***

***BEHIND THIS SHEET***

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**EXHIBIT 11**

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**HUD CERTIFICATIONS**

**FY 2020 COMPLIANCE CERTIFICATION**

HUD requires grant recipients to certify to compliance with certain federal laws and requirements, and the Division requires grant recipients to certify to conflicts of interest. Please review the certifications below, complete blanks as needed, and have the authorized representative of your Board of Directors or unit of general local government sign in affirmation.

**A. COMPLIANCE WITH DRUG-FREE WORKPLACE REQUIREMENTS**

The undersigned acknowledges and certifies that the employees to be engaged in the performance of this grant at the Place or Places of Performance, hereinafter defined, will comply with the Drug-Free Workplace Act of 1988. The agency also agrees to obtain signed certifications by each employee and new hire that certifies that the employee will comply with the Act, and the agency will maintain these certifications on file and make them available for review pursuant to the terms and conditions relative to record keeping and monitoring, as will be defined in the resolution governing any future grant awards.

Places of Performance (include street address, city and zip code for each site where services will be provided):

Function of Facility in Program Services	Street Address	City / Zip Code	Estimated No. of employees at site:
<i>Example: Shelter</i>	<i>1000 A Street</i>	<i>San Bernardino 92405</i>	<i>10</i>

**B. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS**

The undersigned acknowledges and certifies that the organization will comply with all applicable Federal requirements as reflected in 576.404, 576.406, 576.407 and 576.408 regarding the following: Conflict of Interest; Affirmative Outreach; Lobbying Requirements, Uniform Administrative Requirements; Procurement of Recovered Materials; Displacement, Relocation and Acquisition; and Relocation Assistance for Displaced Persons.

In addition the undersigned acknowledges and certifies that the organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Section 504 of the Rehabilitation of 1973, as amended, and the Americans with Disabilities Act of 1990.

**C. CONFIDENTIALITY REQUIREMENTS**

The undersigned certifies that the organization will adopt policies and procedures which meet at least the minimum standards for protecting the confidentiality of information as set forth in the federal ESG requirements as reflected in 24 CFR part 576.500.

**D. FAITH-BASED ORGANIZATION REQUIREMENTS**

The undersigned certifies that the faith-based organization agrees with requirements of CPD Notice 04-10.

**E. CERTIFICATION OF HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS) PARTICIPATION REQUIREMENTS**

The undersigned acknowledges and certifies that the organization will participate in the congressionally mandated HMIS database system that has been implemented by the San Bernardino County Continuum of Care.

It is further certified that this organization agrees to comply with Federal Register 4848-N-02, which states that recipients of McKinney-Vento HUD funds, including the ESG Program, must provide certain data on homeless clients served through a centralized HMIS database.

**F. PERFORMANCE STANDARDS**

The undersigned acknowledges and certifies that programs and services funded through the ESG program will be designed to in meeting performance outcomes. The undersigned further understands that performance objectives, outcomes and measures will be used to demonstrate how activities funded with the ESG program are helping to meet goals.

The undersigned also agrees to copies of reports obtained from HMIS which will be used to determine whether or not the agency is meeting objectives.

**G. CERTIFICATION OF SUBMISSION**

The undersigned acknowledges and certifies that the Board of Directors of the applying organization endorses this Request for Emergency Solutions Grant Funds to be submitted to the City of San Bernardino for funding consideration for the fiscal year FY 2020.

The undersigned further certifies that the organization submitting this Request is: 1) a non-profit, faith-based organization, or unit of local government; 2) tax-exempt, if applicable; 3) incorporated in the State of California; and 4) has complied with all applicable laws and regulations pertaining to same;

The undersigned hereby commits the organization to provide the services or project identified in the Eligible Activities section in accordance with this Request for Emergency Solutions Grant Program Funds.

The undersigned commits that the organization will submit required reports and draw reimbursement requests within the timeframes provided by the each city once funds are awarded.

If this Request for Funds is approved, and this organization receives funding from the City of San Bernardino, it is agreed that all relevant federal, state and local regulations and other assurances as required by the Division will be adhered to. Additionally, it is agreed that all guidelines, definitions, and limitations set forth in the accompanying Program Guidelines will be adhered to at all times.

The undersigned further certifies that this Request for Funds and the information contained herein is true, correct and complete, and that the signer of this document is authorized to act on behalf of the agency.

Signed,

\_\_\_\_\_  
NAME (print full name)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME OF AGENCY

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***EXHIBIT 12***

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**AFFIRMATIVE ACTION PLAN**

***PLEASE PLACE A COPY OF YOUR ORGANIZATION'S***

***AFFIRMATIVE ACTION PLAN***

***BEHIND THIS SHEET***

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*Attachment A*  
*HUD Income Limits for the City of San Bernardino – Calendar Year 2020*

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THIRTY PERCENT INCOME LIMITS  
 STATE: CALIFORNIA

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-----30% L O W I N C O M E L I M I T S-----

MEDIAN    1 PERSON   2 PERSON   3 PERSON   4 PERSON   5 PERSON   6 PERSON   7 PERSON   8 PERSON

Riverside-San Bernardino-Ontario   75300            15850            18100            20350            22600            24450            26250            28050            29850