

**2024**

**BRAZORIA COUNTY  
EMERGENCY SOLUTIONS GRANT (ESG)**

**WRITTEN STANDARDS**

**APPROVED**

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## **I. INTRODUCTION AND PROGRAM DESCRIPTION**

Brazoria County has developed the following standards for providing assistance with Emergency Solutions Grant (ESG) funds as required by 24 CFR 576.400 (e). These standards serve as guiding principles for ESG funding programs, and assistance provided within Brazoria County.

The purpose of the Emergency Solutions Grants Program (ESG) is to assist people quickly regain housing stability, and to provide assistance to rapidly re-house persons who are homeless as defined in Section 103(a) of the McKinney-Vento Act as amended and by the Final Rule published December 5, 2011. HUD encourages focus on serving households who are literally homeless in order to reduce the numbers of person who are living in shelters and on the streets, in order to end homelessness in this Country. ESG funds will be subject to the reporting requirements established by 24 CFR Part 576, as specified by HUD and the Office of Management and Budget (OMB).

ESG funds will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless through Rapid Rehousing and Homeless Prevention programs. The service area for the program is Brazoria County. Funds under this program are intended to target two populations of persons facing housing instability:

1. Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and
2. Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters, hotels/motels, or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

## **II. COORDINATED ENTRY AND COORDINATION OF SERVICES**

Brazoria County participates in the local Brazoria County Homeless Coalition Coordinated Entry (CE) system operated within the Texas Balance of State CoC (Texas Homeless Network) Homeless Management Information System. Coordinated Entry uses a common housing assessment to ensure that all homeless individuals and families are referred to appropriate housing intervention. The County will receive referrals for Rapid Rehousing through the CE entry points currently located within four agency entry points providing such CE assessment services in the county (United Way of Brazoria County, Salvation Army, Gulf Coast Center and The Women's Center). For Homeless Prevention, while not referred nor assessed within the CE system since this program will not serve the literally homeless, Brazoria County will utilize a similar coordinated entry system outside of HMIS known locally as the Brazco Network which connects homeless and at-risk service providers with vulnerable households seeking assistance in the county through an on-line connection portal to make direct referrals for services as well as search for services that may meet the needs of ESG program applicants. The County will further use the Brazco Network to assist and connect participants with obtaining mainstream and supportive services including but not limited to food pantries, Emergency Food and Shelter Program, Section 8, counseling, job search and assistance, physical and mental healthcare and related services.

### III. HOMELESS AND AT RISK OF HOMELESSNESS DEFINITIONS

#### A. *At risk of homelessness*

24 CFR part 576.2 defines *At risk of homelessness* as:

1. an individual or family who:
  - a. Has an annual income below 30% of median family income;
  - b. Does not have sufficient resources or support networks to prevent them from moving into an emergency shelter or other place not meant for habitation; **AND**
  - c. Meets one of the following conditions:
    - i. Has moved because of economic reason two or more times during the 60 days preceding application;
    - ii. Is living in the home of another because of economic hardship;
    - iii. Has been notified in writing that they will lose their housing within 21 days;
    - iv. Lives in a hotel or motel at the cost is not paid by charitable organizations or any Federal, State, or Local program;
    - v. Lives in an SRO or efficiency apartment where more than 2 persons reside or a larger unit with more than 1.5 persons per room;
    - vi. Is exiting an institution or system of care (mental health facility, foster care, correctional program); **OR**
    - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the approved Consolidated Plan.
2. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under the Runaway and Homeless Youth Act, Head Start Act, VAWA Act, Public Health Service Act, the Food and Nutrition Act, or the Child Nutrition Act **OR**
3. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under the McKinney Vento Homeless Assistance Act, and the parent(s) or guardian(s) of the child or youth if living with him or her.

#### B. **Homeless** families can be broken down into 4 categories:

1. **Category 1** – an individual or family that lacks a fixed, regular, and adequate nighttime residence meaning:
  - i. primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodation for human beings,
  - ii. living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements,

- iii. persons exiting an institution where they have resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution,
- 2. **Category 2** – an individual or family will imminently lose their primary nighttime residence provided that:
  - i. nighttime residence will be lost with 14 days of the date of application,
  - ii. no subsequent residence has been identified, and
  - iii. the family lacks the resources or support networks.
- 3. **Category 3** - unaccompanied youth under 25 years of age or families with children and youth, who do not otherwise qualify as homeless, but who
  - i. Are defined as homeless under other federal statutes;
  - ii. Have not had a lease, ownership interest or occupancy agreement in permanent housing during the 60 days prior to the application;
  - iii. Have experienced persistent instability as measured by two move or more during the preceding 60 days; **AND**
  - iv. Can be expected to continue in such status for an extended period of time due to chronic health conditions, addiction, chronic disabilities, or employment barriers (no GED, illiterate, LEP, history of incarceration, etc).
- 4. **Category 4** – any individual or family who:
  - i. Is fleeing, or is attempting to flee a domestic violence situation or other life-threatening condition that relate to violence that has taken place at the residence or made the individual/family afraid to return to the residence;
  - ii. Has no other residence; **AND**
  - iii. Lacks the resources or support network to obtain other permanent housing.

#### IV. PRIORITY POPULATIONS

Brazoria County will prioritize services to persons identified most in need by the local Continuum of Care Point in Time (Pit) Count, and consistent with the Balance of State Continuum of Care priorities (Texas Homeless Network.) Priority populations based on the most recent PIT Count includes Single Adults with Disabling Conditions, Veterans, and Households with Minor Children. Other populations based on historical and national data include unaccompanied youth and youth aging out of foster care, and victims of domestic violence and human trafficking.

#### V. RAPID RE-HOUSING ACTIVITIES

##### A. Program Purpose, Eligible Activities and Levels of Assistance

**No fees may be charged to program applicants.** The purpose of ESG funds has shifted from emergency shelter assistance to keeping families housed or quickly re-housing persons who are literally homeless and living in shelters and on the streets. Assistance under this section is focused on rapidly re-housing individuals and families, linking them to community resources and mainstream benefits, and helping them develop a plan for preventing future

housing instability. Brazoria County has determined that a single individual or family may receive up to 3 months of assistance from ESG funds in any particular category or service. During the first three months, clients may be required to contribute a minimal participant share. Participant share will be determined utilizing the client's housing plan, and budgeting tool to determine contribution based on monthly income. Amount of assistance will include all necessary amounts to keep the participant housed. The family will be reviewed every month, and after three months of assistance, the participant will be re-assessed to determine if further funding is necessary. If further assistance is necessary, a sliding scale will be used to determine the amount of assistance provided (see Appendix B). The sliding scale share may be adjusted with approval from the Director based on recommendations from the caseworker and documented in each applicant file as to the reasoning for the adjustment. The County has established a "once per year" assistance requirement per family, which means the family may only be assisted one consecutive time per year after a break in service. The County may make exceptions to this policy on a case by case basis as needed to a household's housing stability needs.

## **1. Housing Relocation and Stabilization Services**

Brazoria County is limiting the financial assistance to the following activities: rental application fees (limited to two (2) per family), security deposits, utility deposits, utility payments, and case management. Brazoria County will not make payments directly to applicants, only to third parties, such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee, Subrecipient, or the parent, subsidiary, or affiliated organization of the Subrecipient. Payments will not be made to an applicant's family which owns the assisted unit.

It is up to the case worker and the applicant to determine the breakdown of assistance that best suits the applicants' current situation at time of application. The time frame for assistance shall be up to 3 months, unless continuation is approved by Brazoria County. Services may continue as long as the participant is actively receiving services. Caseworkers will contact each participant at least monthly to assess status, review housing stability plans, and make referrals as needed for other needs.

### **a. Rental Application Fees**

ESG funds may be used for application fees to obtain a rental unit. The application fee must be a fee charged by the landlord to all tenants that apply (whether assisted or non-assisted tenants). Fees charged must be deemed reasonable by Brazoria County. Reasonable fees will be consistent with the current market fees as determined based on Brazoria County's Section 8 participating properties application fees charged.

### **b. Security and utility deposits.**

ESG funds may be used to pay for security and utility deposits for eligible applicants. Security deposits charged to an applicant must not exceed two (2) months' rent. In the event a deposit is required by the utility company, a combined maximum limit of \$300 will be paid to third party utility companies. In contrast to the requirements regarding rental assistance payments, security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types.



**c. *Utility payments.***

ESG funds may be used for utility payments for each applicant, provided that the applicant has an account in his/her name with a utility company. Utilities eligible for assistance are: gas/propane, electricity, water, sewer, and garbage collection. Telephone and cable bills are not eligible.

**2. Rental Assistance**

Tenant-based rental assistance will be used to assist individuals and families in obtaining and remaining in a rental unit they select. A lease must be signed and the applicant must be listed on the lease for rental assistance to be paid. Rental assistance payments cannot be made on behalf of 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. **Verification must be obtained from the applicant stating they (or any member of the household) are not currently on any other Federally Assisted Program (Brazoria County's HA program or a locally operated housing program).**

The rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent (FMR)<sup>1</sup> established by HUD and comply with HUD's standard of "rent reasonableness". "Rent reasonableness" means that the total rent charged for a unit must be:

- i. reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market, and
- ii. must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units.

To make this determination, the Brazoria County will consider the location, quality, size, type, and age of the unit; and any amenities, housing services, maintenance and utilities to be provided by the owner. Data sources include data from the Local Housing Authority databases, and comparable unit data at the property to receive assistance. See Appendix C for the FMR/rent reasonable form.

**B. Eligible Applicants**

Individuals and families who fall into Category (1) or (4) can be assisted with Rapid Re-housing funds. All rapid re-housing applicants must be assessed through the local Brazoria County Homeless Coalition Coordinated Entry system. Since not all applicants in the target population will have the same level of need, it is not expected that all persons will receive identical levels of assistance. Case workers are responsible for verifying and documenting the individuals' homeless status at time of interview that qualifies them for receiving rental and/or utility assistance. This may include letters of certification along with a form of signature verification. If the household needs more intensive supportive services or long-term assistance, case workers will work to link them to other appropriate available resources. Applicants that voluntarily quit their job or the hardship deals with violent criminal activity (convictions) within the last five (5) years will not be eligible. Applicants that

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<sup>1</sup> At times of natural disasters, HUD may allow waivers to certain requirements.

quit based on health-related reasons will be evaluated on a case by case basis. Any applicant may be evaluated on a case by case basis if the caseworker deems it necessary and just.

### **Applicant Requirements**

In order to receive financial assistance or services, individuals and families must at least meet the following minimum criteria:

- a. Any individual or family provided with financial assistance through ESG must have at least an initial consultation with a case manager who can determine the appropriate type of assistance to meet their needs. Applicants who are determined ineligible for ESG will be referred to other appropriate resources or service providers that can assist them. The household may qualify if they:
  1. provide the documents listed in Appendix D; and
  2. must meet the above definitions to qualify for Rapid Re-housing assistance.

## **VI. HOMELESSNESS PREVENTION (HP) ACTIVITIES**

### **A. Purpose and Eligible Activities**

**No fees may be charged to program applicants.** Assistance under this section will be provided to prevent persons from becoming homeless by entering a shelter or an unsheltered situation, and to help such persons regain stability in their housing. HP assistance is focused on housing stabilization, linking applicants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability. Brazoria County has determined that a single individual or family may receive up to 3 months of assistance from ESG funds in any particular category or service. During the first three (3) months, clients may be required to contribute a minimal participant share. Participant share will be determined utilizing the client's housing plan, and budgeting tool to determine contribution based on monthly income. Amount of assistance will include all necessary amounts to keep the participant household housed. The family will be assessed every month, and after three months of assistance, the applicant will be re-assessed to determine if further funding is necessary. If further assistance is necessary, a sliding scale will be used for the basis in determining the amount of assistance provided (see Appendix B). The sliding scale share may be adjusted with approval from the Director based on recommendations from the caseworker and documented in each applicant file as to the reasoning for the adjustment. The County has established a "once per year" assistance requirement per family, which means the family may only be assisted one consecutive time per year after a break in service. The County may make exceptions to this policy on a case by case basis as needed to a household's housing stability needs.

#### **1. Housing Relocation and Stabilization Services**

Brazoria County is limiting the Homelessness Prevention assistance in this category to the following activities: rental application fees (limited to two (2) per family), security deposits, utility deposits, and utility payments. Brazoria County will not make payments directly to applicants, but only to third parties, such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee, Subrecipient or the parent, subsidiary or affiliated organization of the Subrecipient. Payments will not be made to an Applicant's family which owns the assisted unit.

It is up to the case worker and the applicant to determine the breakdown of assistance that best suits the applicants' current situation at time of application. The time frame for assistance cannot exceed 3 months, unless approved by Brazoria County. Services may continue as long as the participant is actively receiving services. Caseworkers will contact each participant at least monthly to assess status, review housing stability plans, and make referrals as needed for other needs.

**a. *Rental Application Fees***

ESG funds may be used for application fees to obtain a rental unit. The application fee must be a fee charged by the landlord to all tenants that apply (whether assisted or non-assisted tenants). Fees charged must be deemed reasonable by Brazoria County. Reasonable fees will be consistent with the current market fees as determined and based on Brazoria County's Section 8 participating properties application fees charged.

**b. *Security and utility deposits.***

ESG funds may be used to pay for security and utility deposits for eligible applicants. Security deposits charged to an applicant must not exceed two (2) months' rent. In the event the family must move to another unit and a deposit is required by the utility company, a combined maximum limit of \$300 will be paid to third party utility companies. In contrast to the requirements regarding rental assistance payments, security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types.

**c. *Utility payments.***

ESG funds may be used for utility payments for each applicant, provided that the applicant has an account in his/her name with a utility company. Utilities eligible for assistance are: gas/propane, electricity, water, sewer, and garbage collection. Telephone and cable bills are not eligible. If the utility bill is not in the applicant's name, the following must be acquired:

- i. A copy of the current driver's license or ID of the person whose name the bill is in, **AND**
- ii. A copy of a current utility bill for that person with the service address matching the address of the Driver's License of that same person.

**2. Rental Assistance & Restrictions**

Tenant-based rental assistance will be used to assist individuals and families remain in their rental unit. The lease must list the applicant and the family members listed on the ESG application for rental assistance to be paid. Rental assistance payments cannot be made on behalf of 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. **Verification must be obtained from the applicant stating they (or any member of the household) are not currently on any other Federally Assisted Program (Brazoria County's HA program or a locally operated housing program).**

The rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent (FMR)<sup>2</sup> established by HUD and comply with HUD's standard of "rent reasonableness". "Rent reasonableness" means that the total rent charged for a unit must be reasonable in comparison to rent for other comparable un-assisted units within the complex and area. To make this determination, the Brazoria County must consider:

- i. reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market, and
- ii. must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units.

To make this determination, the Brazoria County will consider the location, quality, size, type, and age of the unit; and any amenities, housing services, maintenance and utilities to be provided by the owner. Data sources include data from the Local Housing Authority databases, and comparable unit data at the property to receive assistance. See Appendix C for the FMR/rent reasonable form.

## **B. Eligible Applicants**

Individuals and families who fall into Category (2), (3), or (4) can be assisted with Homelessness Prevention funds. Since not all applicants in the target population will have the same level of need, it is not expected that all persons will receive identical levels of assistance. Case workers are responsible for verifying and documenting the individuals' risk of homelessness at time of interview that qualifies them for receiving rental and/or utility assistance. This may include letters of certification along with a form of signature verification. If the household needs more intensive supportive services or long-term assistance, or if a household is not at risk of homelessness, case workers should work to link them to other appropriate available resources. Applicants that voluntarily quit their job or the hardship deals with violent criminal activity (convictions) within the last five (5) years will not be eligible. Applicants that quit based on health-related reasons will be evaluated on a case by case basis. Any applicant may be evaluated on a case by case basis if the caseworker deems it necessary and just.

### **Applicant Requirements**

In order to receive financial assistance or services funded by ESG, individuals and families must at least meet the following minimum criteria:

- a. Any individual or family must have at least an initial consultation with a case worker who can determine the appropriate type of assistance to meet their needs. Applicants determined ineligible for ESG will be referred to the appropriate resources or service provider that can assist them.
- b. The household must be at or below 30 percent of the Area Median Income (AMI) for Brazoria County. Income limits are attached as Appendix A. In determining the income eligibility of households seeking assistance under this program, Brazoria County shall use the effective AMI as determined by US Dept of Housing and Urban

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<sup>2</sup> At times of natural Disasters, HUD may allow waivers to various requirements.

Development. Brazoria County follow the income calculation guidelines as prescribed in 24 CFR Part 5.609 as income eligibility standards for ESG.

- c. Must provide the documents listed in Appendix D.
- d. The household must be at risk of losing its housing and meet the above determination.

## VII. EMERGENCY SHELTER

Subject to the expenditure limit in 24 CFR 576.100(b), ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating costs of emergency shelters.

- A. Essential services** - ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
  - 1. Case management** - The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible.
  - 2. Child care** - The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
  - 3. Education services** - When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
  - 4. Employment assistance and job training** - The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on the- job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
  - 5. Outpatient health services** - Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly

or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

**6. Services for special populations** - ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

**B. Renovation** - Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

Minimum period of use shall be:

- 1. Renovated buildings** - Each building renovated with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building. The “value of the building” is the reasonable monetary value assigned to the building, such as the value assigned by an independent real estate appraiser. The minimum use period must begin on the date the building is first occupied by a homeless individual or family after the completed renovation. A minimum period of use of 10 years, required for major rehabilitation and conversion, must be enforced by a recorded deed or use restriction.
  - a. Major rehabilitation** - If the rehabilitation cost of an emergency shelter exceeds 75 percent of the value of the building before rehabilitation, the minimum period of use is 10 years.
  - b. Conversion** - If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the minimum period of use is 10 years.
  - c. Renovation other than major rehabilitation or conversion** - In all other cases where ESG funds are used for renovation, the minimum period of use is 3 years.
- 2. Essential services and shelter operations** - Where the recipient or subrecipient uses ESG funds solely for essential services or shelter operations, the recipient or subrecipient must provide services or shelter to homeless individuals and families at least for the period during which the ESG funds are provided. The recipient or subrecipient does not need to limit these services or shelter to a particular site or structure, so long as the site or structure serves the same type of persons originally served with the assistance (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or serves homeless persons in the same area where the recipient or subrecipient originally provided the services or shelter.

- 3. Maintenance of effort** - The maintenance of effort requirements under § 576.101(c), which apply to the use of ESG funds for essential services related to street outreach, also apply for the use of such funds for essential services related to emergency shelter.

**NOTE: Shelters must meet 24 CFR 576.403 Shelter and housing standards.**

- C. Shelter Operations** - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
- D. Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)** - Eligible costs are the costs of providing URA assistance under § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered “program participants” for the purposes of this part, and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services” for the purposes of this part.
- E. Prohibition against involuntary family separation** - The age of a child under age 18 must not be used as a basis for denying any family’s admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18. The Subrecipients policy must not conflict with this requirement.
- F. HMIS** - Emergency shelters that are funded with ESG funds must utilize the HMIS database as prescribed by the local Continuum of Care, with the exception of domestic violence shelters (see HMIS requirements below).

## **VIII. INTAKE PROCEDURES**

Individuals and families who are at risk of becoming homeless or are currently homeless are the target population for ESG funding. Since not all applicants in the target population will have the same level of need, it is not expected that all persons will receive identical levels of assistance. Brazoria County will use standardized procedures to evaluate each household for assistance as well as verify and document the individuals’ risk of homelessness that qualify them for receiving rental and or utility assistance. Brazoria County will also work to link them with other appropriate available resources and services.

Brazoria County has established the following order of priority in obtaining source documents as follows: (1) third-party documentation; (2) intake worker observations; and (3) self-certification.

- A. Requirements for All Applicants** - In order to receive financial assistance or services funded by ESG, individuals and families must at least meet the following minimum criteria:
- i. Must complete an initial phone/walk-in interview to determine the appropriate type of assistance to meet the family’s needs. Preliminary eligibility is determined at this time and an appointment is set up. During a phone interview, if Brazoria County determines an applicant ineligible, a referral to other appropriate resources or service providers is suggested. Phone interview is attached as Appendix F.

- ii. Once the appointment is set up, the case manager shall gather all requested documentation, review the documents for completeness, and establish goals for the family. The case manager shall document at-risk or homeless based on the forms established in Appendix G. If the applicant is denied services during the appointment, a referral form is filled out and given to the client.
- iii. At initial appointment, the case worker will provide and review all forms and policies with the applicant, including but not limited to Release and Privacy Information, and client complaint and grievance process. Additionally, the client will be counseled and sign participant agreement to notify the agency of any changes in the household including but not limited to changes in income, household composition, stability and support circumstances.
- iv. Applicants must have a lease and an eviction or notice to vacate stating the time frame the family must be out of the unit. A case manager shall document any handwritten notices that are not notarized with a follow-up phone call.
- v. For Rapid Re-housing applicants, the household must be assessed by a Coordinated Entry Point certified assessor and be at or below the required Area Median Income (AMI) for Brazoria County based on family size. For Homeless Prevention applicants, the household must be at or below 30% of AMI. Income limits are attached as Appendix A. In determining the income eligibility of households seeking assistance under this program, the County shall use the AMI as determined by US Dept. of Housing and Urban Development for the year that assistance is being provided. Grantees should use HUD's Section 8 income eligibility standards for ESG. A sample calculation form is attached as Appendix K and shall be included in all files.
- vi. The household must be at risk of losing its housing or currently homeless, sign a Self-Declaration of Housing Status (Appendix H), and meet both of the following circumstances:
  - a. No appropriate subsequent housing options have been identified; **AND**
  - b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.
- vii. Must provide the documents listed in Appendix D.
- viii. Rent Reasonableness must be completed to determine the family's unit is eligible to be assisted. If the unit does not meet rent reasonable standards (gross rent (rent plus utility allowance) exceeds FMR as established by HUD), the family must either move, or ESG funds cannot assist the family with rent.
- ix. Once the household is determined to be eligible for assistance, a rental assistance agreement will be provided to the applicant. The applicant must get this form signed by the landlord and returned to the Brazoria County Community Development office for payment processing. All payments will be made by the Auditor's Office payable to third party vendors only. No clients will receive checks.
- x. Caseworker shall meet with the applicant and review their situation every subsequent month they are requesting assistance and document the appointment in the HMIS system.



- xi. Utility bills can be paid given the household meets one of the homeless definitions found in Appendix G –ESG Housing Status Checklist.

#### **B. Approval of Continuing Assistance**

Households may be approved for up to three months of assistance initially. Further assistance may be approved on a case-by-case basis as recommended by caseworker to management. Assistance may be reevaluated upon notification of change in circumstances such as income, household composition, stability and support circumstances. When such notice received, caseworker will schedule meeting with participant to review changes and discuss impact on financial assistance, if any. Files will be documented as to circumstances, and action taken to adjust or modify assistance or term of assistance.

### **IX. TERMINATION OF ASSISTANCE**

#### **A. Termination**

Termination of assistance shall be avoided whenever possible. When termination is necessary, every effort shall be made to ensure the household does not exit into homelessness. Termination from the program does not bar the project from providing further assistance at a later date to the same individual or family as long such assistance is consistent with written guidelines of the program.

Assistance may be terminated to an applicant who violates program requirements or fails to meet their goals timely. A decision to terminate shall only be made after an thorough examination of all extenuating circumstances. Assistance may resume to an applicant whose assistance was previously terminated based on subsequent qualification. In terminating assistance to an applicant who has been assisted with rental assistance only, participant households must be allowed formal due process. All termination processes will comply with the Texas Property Code, meaning that if a project must terminate a lease with a household, the project must follow the eviction process laid out in the Texas Property Code. "Immediate terminations/evictions" are disallowed, as such policy does not recognize the rights of individuals receiving assistance under due process of the law. Each Participant household will be provided written notice of the Termination Policy at intake into the program.

Procedure for termination of assistance:

1. Send written notice to the applicant containing a clear statement of the reasons for termination with the right to request a review within 10 days from the date of the written notice;
2. If requested, a formal review will be held in which the applicant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
3. Prompt written notice of the final decision to the applicant within 7 days of the review date.
4. All documentation related to terminations and appeals shall be maintained a part of the participant's permanent file and retained according to record retention policies.

#### **B. Provision of Further Assistance in cases of Termination**

Applicants that have a termination for cause (i.e. no call/no show, violating program policy, violent criminal activity, etc.) shall not be eligible for assistance. If an applicant was

terminated for cause and can substantiate the claim of wrongful termination, a review by the Brazoria County Community Development director will be required before approval of assistance. Brazoria County has adopted the policy “once a year” assistance. This means that the family can utilize the one – three-month assistance per calendar year. This policy also follows the other grant programs that the Community Development Department operates. If the family does not utilize the full 3-month assistance, they may utilize the assistance if they have another qualifying hardship.

#### **X. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

HUD requires that data collection and reporting for ESG be conducted through the use of Homeless Management Information Systems (HMIS) designated by the Continuum of Care. Furthermore, ESG Grantees and Subrecipients are required to use a centralized coordination system that links all resources utilized by a family. If the Subrecipient is a victim services provider, it may establish a comparable database that collect client level data and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered into HMIS.

Reasonable and appropriate costs associated with operating HMIS for purposes of collecting and reporting data required under ESG and analyzing patterns of use of ESG funds are eligible. Eligible costs include purchasing HMIS user licenses, leasing or purchasing computer hardware, staff costs associated with data collection, entry, and analysis associated with HMIS data, including systematic training.

#### **XI. ADMINISTRATIVE COSTS**

Brazoria County will utilize reasonable and HUD required portion of the ESG grant for administrative costs related to the planning and execution of ESG activities. Funds may be used for administrative costs associated with the general management, oversight, and coordination of ESG activities and HUD requirements, as defined in 24 CFR 576.108 (a)(1)(i). Costs can include the development of program budgets, schedules, amendments, and compliance requirements; developing agency agreements, systems for monitoring compliance with program requirements, preparing documents for submission to HUD, and evaluating program results as reported in the CAPER and SAGE systems. Administrative costs also include training for staff who will administer the program or case managers who will serve applicants, including any associated HUD sponsored trainings, as long as the training is directly related to learning about ESG and the associated requirements.

Administrative costs **do not** include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities, as specified above, such as grantee or Subrecipient staff salaries, costs of conducting housing inspections, and other operating costs. These costs should be included under one of the eligible activity categories.

#### **XII. INELIGIBLE AND PROHIBITED ACTIVITIES**

The intent of ESG is to provide funding for housing expenses to persons who are homeless or who would be homeless if not for this assistance. Therefore, financial assistance or services to pay for expenses that are available through other programs, including child care and employment training, are not eligible. Case managers should work to link applicants to these other resources.

1. **Mortgage Costs are Ineligible.** Financial assistance may not be used to pay for any mortgage costs or costs needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to make it affordable.
2. **Mediation, Legal Services and Credit Repair.** Brazoria County will not use ESG funds for mediation, credit repair and legal services. Brazoria County has found limited access to this resource by clients and providers and will instead encourage the use of mainstream service providers through referrals for these services.
3. **Other Ineligible and Prohibited Activities.** ESG funds will not be used to pay for any of the following items: credit card bills or other consumer debt; car repair or other transportation costs; applicant travel costs; food; medical or dental care and medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; and cash assistance to applicants. Programs may not charge fees to ESG applicants. Any ESG funds used to support applicants must be issued directly to the appropriate third party, such as the landlord or utility company, and in no case are funds eligible to be issued directly to applicants. If funds are found to be used for ineligible activities as determined by Brazoria County, the Subrecipient will be required to reimburse Brazoria County and the Subrecipient's contract may be terminated.

### **XIII. ASSET POLICY**

Eligible applicants that have significant liquid assets may be required to spend down a portion of that balance prior to assistance. Liquid assets are considered assets that can be converted to cash quickly. Amounts greater than \$5,000 will be reviewed on a case by case basis to determine the amounts required to be utilized for rent and utilities. Personal vehicles are not considered assets for this program. All amounts required to be spent will be at the discretion and determination of the Program Director.

### **XIV. OTHER REQUIREMENTS**

- A. UEI Number/CCR Registration.** All grantees and Subrecipients are required to obtain a Unique Entity ID (UEI) created at SAM.gov.
- B. Compliance with Fair Housing and Civil Rights Laws**
  1. Grantees and Subrecipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a).
  2. If the grantee or Subrecipient:
    - a. Has been charged with an ongoing systemic violation of the Fair Housing Act; or
    - b. Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
    - c. Has received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974. If the charge, lawsuit, or letter of findings referenced in subparagraphs (a), (b), or (c) above has not been resolved to HUD's satisfaction before the application deadline, then the grantee is ineligible. HUD will determine if actions to resolve the charge, lawsuit, or letter of findings are sufficient to resolve the matter. Examples of

actions that would normally be considered sufficient to resolve the matter include, but are not limited to:

- i. A voluntary compliance agreement signed by all parties in response to a letter of findings;
- ii. A HUD-approved conciliation agreement signed by all parties;
- iii. A consent order or consent decree; or
- iv. An issuance of a final judicial ruling or a HUD Administrative Law Judge's decision.

#### **C. Equal Access to Housing Final Rules**

Grantees and Subrecipient must comply with HUD's Equal Access to Housing Final Rules which prohibit considering a person's marital status, sexual orientation, or gender identity in making housing assistance available, and requires equal access to housing and shelter programs regardless of an individual's gender identity.

#### **D. Confidentiality and Security of Participant Records**

Each ESG Grantee and Subrecipient must develop and implement written procedures to ensure:

1. That all records containing personally identifying information (PII) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential; and
2. The address or location of any domestic violence shelter project assisted under ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter.
3. That the address or location of any housing of a program participant will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the Grantee.

#### **E. Recordkeeping**

Each Grantee and Subrecipient must keep any records and make any reports (including those pertaining to race, ethnicity, gender, and disability status data) that HUD, the State, or Brazoria County may require within the timeframe required. All records pertaining ESG funds will be retained for the greater of seven (7) years after the expenditure of all funds from the grant under which the program participant was served.

#### **F. Conflicts of Interest**

Subrecipients shall comply with the conflict of interest requirements set forth in 2 CFR 200.112 and 24 CFR 573.404(a) and (b). All subcontractors must also comply with 24 CFR 576.404. With respect to all other decisions involving the use of ESG funds, the following restriction shall apply: No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee 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 personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder,

either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

#### **G. Environmental Requirements**

Activities under this part are subject to environmental review by HUD under 24 CFR Part 50. Brazoria County shall supply all available relevant information necessary for HUD to perform and environmental review required for each property. Moreover, consistent with the provisions for administrative and management expenses, tenant-based rental assistance, and supportive services in 24 CFR 50.19(b)(3), (11), and (12), the eligible activities to be assisted under this Notice are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

#### **H. Habitability Standards**

Organizations providing rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units. Payments cannot be made unless the unit passes such inspection. If the landlord is unwilling to make the necessary repairs to the unit, the applicant may have to find another unit. Shelters that are converted or rehabilitated must meet the Shelter Standards. The Shelter & Housing Standards for ESG are listed in Appendix I and J.

#### **I. Occupancy Standards**

Pursuant to Texas Property Code 92.010, the maximum number of adults that a landlord may allow to occupy a dwelling is three times the number of bedrooms in the dwelling. Rental assistance may not be provided to any housing situation that exceeds this limit or causes overcrowding.

#### **J. Nondiscrimination and Equal Opportunity Requirements**

As stated in Section D. above, Grantees and Subrecipients must comply with all applicable Fair Housing and Civil Rights requirements in 24 CFR 5.105(a). In addition, grantees must make known that ESG rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about ESG and equal access to the financial assistance and services provided under this program.

#### **K. Affirmatively Furthering 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. Grantees and subrecipients will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status.

#### **L. Improving Access to Services for Persons with Limited English Proficiency (LEP)**

Brazoria County and its subrecipients will ensure meaningful access to their programs and activities by persons who do not speak English as their primary language and who have limited ability to speak, read, write or understand English, pursuant to Executive Order 13166. To the maximum extent practicable and based on the County's LEP policy, key documents will be translated in the next highest language spoken in the county, and attempts will be made to provide assistance in this language. Additionally, the county shall

access and maintain translation services as needed to assist persons with limited English proficiency.

**M. Affirmative Outreach**

Brazoria County will ensure outreach is made on a nondiscriminatory basis and will take affirmative steps to ensure effective communication with persons with disabilities, persons with LEP, and other impacted communities and persons to make them aware of ESG resources. Services and programs will be marketed in a way to reach under-represented populations based on program data, through partnerships with community based organizations that work with under-represented populations, and through translation of documents advertising assistance, services and contact information into languages prevalent in the County.

**N. Lead-Based Paint Requirements**

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) 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. A visual assessment must be conducted by a HUD Certified Visual Inspector in units where a child under the age of six (6) resides.

**O. Uniform Administrative Requirements**

All State, local, Indian tribal governments, and Non-profit Subrecipients shall be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards at 2 CFR Part 200.

**P. Drug-Free Workplace Requirements**

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21 apply to ESG.

**Q. Coordinated Access**

Brazoria County requires all ESG funded agencies to use either the TX Balance of State approved HMIS system "Client Tracker" or another HUD comparable database as described below. Domestic Violence providers and youth shelters are the only agencies that are allowed to utilize their own database system, as long as it conforms to the information that will be required and track the families/children they serve. Brazoria County has adopted the Coordinated Access Policy and Procedures and will accept referrals through this partnership. Communication between entities that have the same type of funding is crucial to the services that these agencies provide.

**R. Homeless Participation**

Brazoria County will engage in conversations with homeless or formerly homeless individuals/families in regards to these policies and procedures to gain input on the benefits and drawbacks to the above requirements that we have adopted.

**S. Discharge Policy**

Brazoria County and its subrecipients to the maximum extent practicable and where appropriate, will engage in the development and implementation of policies and protocols for the discharge of persons from publicly funded institutions and systems of care ( health

care facilities, foster care and other youth facilities, or correction programs and institutions) in order to prevent the discharge immediately resulting in homelessness for such persons.

## **XV. REPORTING REQUIREMENTS**

### **A. HMIS**

Federal regulations require ESG grantees to enter client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) or a comparable database. The Brazoria County Homeless Coalition is a member of Texas Homeless Network (THN), and their HUD approved HMIS system is ClientTrack. The required data elements that will be collected in HMIS for ESG will be included in the revised HMIS Data and Technical Standards. THN will be responsible for the update and maintenance of ClientTrack to HUD's HMIS standards.

### **B. Performance Reports**

Grantees and subrecipients shall at minimum comply with all federal, state and local reporting requirements as established and required by HUD and/or through funding agreements. The following outline provides a list of general reports for Brazoria County and Subrecipients:

1. Quarterly reports will be maintained. Reporting requirements **are not** currently being passed on to the Subrecipients. At this time, quarterly reports will be prepared by Brazoria County. Brazoria County reserves the right to pass this reporting requirement on to the Subrecipient. If requested and the Subrecipient fails to submit the quarterly reports timely, Brazoria County reserves the right to de-obligate the funds in order to meet any required reporting deadline.
2. At such time Brazoria County passes the reporting requirement on to the Subrecipient, the Subrecipient must submit the following performance reports to Brazoria County:
  - a. Subrecipients will provide information required by Congress, HUD, and Brazoria County in a format to be prescribed by OMB and HUD, including but not limited to the following items:
    - total amounts awarded to Subrecipient;
    - the amount of ESG funds allocated for eligible ESG activity categories;
    - the amount expended for each of the eligible categories;
    - the estimated number of unduplicated individuals and families served;
    - challenges to effective program operation, and other data items; and
  - b. Grantees will report on outputs, such as the number of persons served and the demographic characteristics of persons served, ESG funds expended by activity type, as well as outcomes related to housing stability, to be specified by HUD.

## **XVI. Appendices**

- A.** Median Income Limits -2024
- B.** Sliding Scale
- C.** Rent Reasonable Form
- D.** Document Listing
- E.** Payment Procedures
- F.** Phone Interview Sheet
- G.** ESG Homeless Status Checklist
- H.** ESG Applicant Self-Declaration of Housing Status
- I.** ESG Habitability Standards
- J.** ESG Emergency Shelter Standards
- K.** Income Calculation Form



## Appendix A

### 2024 Income Limits

ESG	Cat	% age	1	2	3	4	5	6	7	8
Brazoria County, TX HMFA FY 2024 MFI \$106,300 Effective 6/1/2024	1 (EL)	0-30%	22,350	25,550	28,750	31,900	34,500	37,050	39,600	42,150
	2 (VL)	31-50%	37,250	42,550	47,850	53,150	57,450	61,700	65,950	70,200
	3 (L)	51-80%	59,550	68,050	76,550	85,050	91,900	98,700	105,500	112,300
	Median		74,500	85,100	95,700	106,300	114,900	123,400	131,900	140,400

**Appendix B**

**Sliding Scale**

	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month
%age Paid	75% of the bill	50% of the bill	25% of the bill

Sliding Scale Use Policy:      Use of Sliding scale is subject to Program Director approval with documentation of continuing hardship and ongoing need. Percentage may be adjusted based on individual household circumstances, housing plan and budgeting tool review.

## Appendix C

### RENT REASONABLENESS CHECKLIST

	Tenants Unit	UNIT #1	UNIT #2	UNIT #3
ADDRESS & UNIT #				
AMOUNT OF RENT CHARGED				
# OF BEDROOMS/BATHROOMS				
SQUARE FEET				
HANDICAP ACCESSIBLE?				
TYPE OF UNIT (APARTMENT, SINGLE FAMILY HOUSE, DUPLEX, MOBILE HOME)				
YEAR OF CONSTRUCTION				
HOUSING CONDITION				
AMENITIES: SUCH AS: W/D HOOKUPS, NEWLY RENOVATED, POOL, COVERED PARKING, GARAGE PARKING (DO NOT INCLUDE PARKING THAT IS PAID BY THE TENANT)				
UTILITIES (CIRCLE THE TYPE) STOVE/RANGE? GAS ELECTRIC HEATING? GAS ELECTRIC WATER HEATER? GAS ELECTRIC RANGE/STOVE SUPPLIED BY TENANT OR OWNER? REFRIGERATOR SUPPLIED BY TENANT OR OWNER?		CIRCLE PAID BY TENANT OR OWNER TENANT OR OWNER TENANT OR OWNER DOES THE TENANT PAY A WATER BILL? YES NO DOES THE TENANT PAY A TRASH BILL? YES NO		

### BRAZORIA COUNTY OFFICE USE ONLY

#### A. COMPLIANCE WITH PAYMENT STANDARD

\_\_\_\_\_  
 PROPOSED CONTRACT RENT + UTILITY ALLOWANCE = PROPOSED GROSS RENT

APPROVED RENT DOES NOT EXCEED APPLICABLE FAIR MARKET RENT OF \$\_\_\_\_\_.

NAME:	SIGNATURE:	DATE:
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## Appendix D

### DOCUMENTATION REQUIRED

**Current Texas ID or Drivers License, passport, Military ID** - required for everyone over the age of 18. Current student ID will suffice for full-time student.

**SS Cards for all members of household** or state issued birth certificate (hospital facts will not be accepted).

**Proof of Hardship** – Reason you are in need of assistance (layoff, medical bill, car repair, etc). Proof of termination or lay-off must accompany this registration. Leave of absence must state whether or not it was paid time-off. All letters or notices must be on company letterhead or be notarized.

**Lease Agreement** – Must be current and list all household members.

**Proof of Income** – Paystubs for the past four pay periods, SS award letters, unemployment, pension, etc.

**TANF, Medicaid, and/or Food Stamps** - Copy of TANF check, copies of Medicaid cards, or current food stamp letter listing all eligible household members.

**Unemployment Certification** - If applicant is unemployed, they must be registered with the Texas Work Source.

**Child Support Certification** - Child support certification must be filled out with CIN #.

**Any assistance you are receiving with this bill** – Church pledges, friends, family, etc.

### **UTILITY ASSISTANCE**

**2-3 Months Most Current Utility Bills** – month requesting assistance on and month prior. Month requesting assistance on must be the original bill with payment stub and all pages attached. Utility bill must be in the applicant's name, or letter from person stating they are responsible for bill.

### **RENTAL ASSISTANCE**

**NOTICE OF LATE RENT** – **Must** have a vacate notice. Notice must include time frame for unit possession and include total amount due and list all charges that make up that amount (rent, late charges, water, etc).

## **Appendix E**

### **PAYMENT PROCEDURES**

#### **Initial Payment**

1. Interview client, assess needs, determine income level for family, determine level of assistance applicant is requesting, and breakdown of service (rental/utility).
2. If applicable, prepare rental assistance agreement letter to landlord, detailing the amount of assistance, dates, and time frame.
3. Once all documentation is complete (application complete with all documentation, L/L agreement signed, budget breakdown completed), submit to Brazoria County for review, approval, inspection, and payment.
  - a. If approved, Brazoria County will schedule the unit for inspection.
    - i. All units will be scheduled a Habitability and Lead-based Paint inspection,
  - b. If not approved, return to Subrecipient for further documentation.
4. Once unit passes inspection, Brazoria County will process request for payment and remit payment to landlord or utility company (In cases of utility payments, BC also will fax pledge to utility provider).

#### **Subsequent Monthly Payments**

1. Once client's first payment has been made, client will schedule a follow-up appointment and bring in subsequent documentation for payment. During the appointment, the case worker will review goals, stability, and resources they have obtained. If client is meeting goals, subsequent month's rental payment including participant share amount will be calculated and County portion of payment will be processed. If utilities are to be paid, client must bring in current utility bill.
  - a. Rental payments - Verification received from landlord stating applicant is still residing in the unit and current utility bill showing service address for the unit.
  - b. Utility payments – Current utility bill from applicant.
  - c. Documentation showing individual and/or family goals have/has been met for prior month. Goals will include but are not limited to job searches/interviews, financial planning courses, housing searches, etc.

## Appendix F

### HOMELESS PREVENTION ASSISTANCE

Date/Time of Phone Interview \_\_\_\_\_ Appointment Date/Time: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ City: \_\_\_\_\_

Landlord? \_\_\_\_\_ Name Lease is in? \_\_\_\_\_

Monthly Rent? \_\_\_\_\_ Amt Due: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Do you pay: Water Gas Sewer Trash

# in Household: \_\_\_\_\_ Over 18: \_\_\_\_\_ Age(s) of others? \_\_\_\_\_

Why were you unable to pay the rent? \_\_\_\_\_

Do you have a Vacate Notice or Eviction? ☐ Vacate ☐ Eviction What is the vacate date? \_\_\_\_\_

RELIANT - Name on bill: \_\_\_\_\_ Address same as ID? ☐ Yes ☐ No

Are you on Section 8 or other rental assistance program? ☐ Yes ☐ No

**HEAD OF HOUSEHOLD FINANCIAL INFO:** \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No Date terminated or last worked: \_\_\_\_\_

Employer: \_\_\_\_\_ Hours per week: \_\_\_\_\_ How paid: \_\_\_\_\_

Do you receive SS Benefits: \$ \_\_\_\_\_ SSI Benefits: \$ \_\_\_\_\_ Child Support: \$ \_\_\_\_\_

Unemployment: \$ \_\_\_\_\_ VA/Retirement Benefits: \$ \_\_\_\_\_

Workman's Comp: \$ \_\_\_\_\_ TANF: \$ \_\_\_\_\_ SNAP: \$ \_\_\_\_\_

Do you have a checking/savings account? ☐ Yes ☐ No If yes, where? \_\_\_\_\_

**2<sup>nd</sup> FAMILY MEMBER FINANCIAL INFO:** \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No Date terminated or last worked: \_\_\_\_\_

Employer: \_\_\_\_\_ Hours per week: \_\_\_\_\_ How paid: \_\_\_\_\_

Do you receive SS Benefits: \$ \_\_\_\_\_ SSI Benefits: \$ \_\_\_\_\_ Child Support: \$ \_\_\_\_\_

Unemployment: \$ \_\_\_\_\_ VA/Retirement Benefits: \$ \_\_\_\_\_

Workman's Comp: \$ \_\_\_\_\_ TANF: \$ \_\_\_\_\_ SNAP: \$ \_\_\_\_\_

Do you have a checking/savings account? ☐ Yes ☐ No If yes, where? \_\_\_\_\_

# NOTES

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Valid TX DL or ID for all household members over 18

- Current Reliant Bill
- Current lease
- SS card for all members of household
- Proof of Income (last 4 pay stubs, Award Letter, Child Support, Unemployment, etc.)
- Past 2 months of bank accounts, debit card accounts, etc. (must include all pages)
- Proof of SNAP/Medicaid Assistance - Food stamp award letter/Medicaid cards for all members
- Another bill to verify address (water or gas bill)
- Proof of Workforce registration for any member over 18 (unless full-time student or receiving SS/SSI)
- Proof of other financial assistance you have received to pay towards monthly rent
- Proof of Hardship - Must be on Company letterhead stating the situation (fired, lay-off, leave, etc.) or original copy of paid bill
- Original vacate notice or eviction paperwork
- Proof that you have been a resident of Brazoria County for 6 months (if no lease dated 6 months ago).

## RAPID REHOUSING ASSISTANCE

Date/Time of Phone Interview \_\_\_\_\_ Appointment Date/Time: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

# in Household: \_\_\_\_\_ How many are over 18?: \_\_\_\_\_ Age of others? \_\_\_\_\_

What lead you to become homeless? \_\_\_\_\_

Where are you living now? \_\_\_\_\_ Have you stayed in a shelter? ☐ Yes ☐ No

When? \_\_\_\_\_ How Long? \_\_\_\_\_ Where? \_\_\_\_\_

Is there anywhere else you can stay? ☐ Yes ☐ No With whom & where \_\_\_\_\_

Have you received assistance from others during your homeless time period? ☐ Yes ☐ No

If so, from whom and what type of assistance? \_\_\_\_\_

### HEAD OF HOUSEHOLD FINANCIAL INFO: \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No Date terminated or last worked: \_\_\_\_\_

Employer: \_\_\_\_\_ Hours per week: \_\_\_\_\_ How paid: \_\_\_\_\_

Do you receive SS Benefits: \$ \_\_\_\_\_ SSI Benefits: \$ \_\_\_\_\_ Child Support: \$ \_\_\_\_\_

Unemployment: \$ \_\_\_\_\_ VA/Retirement Benefits: \$ \_\_\_\_\_

Workman's Comp: \$ \_\_\_\_\_ TANF: \$ \_\_\_\_\_ SNAP: \$ \_\_\_\_\_

Do you have a checking/savings account? ☐ Yes ☐ No If yes, where? \_\_\_\_\_

### 2<sup>nd</sup> FAMILY MEMBER FINANCIAL INFO: \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No Date terminated or last worked: \_\_\_\_\_

Employer: \_\_\_\_\_ Hours per week: \_\_\_\_\_ How paid: \_\_\_\_\_

Do you receive SS Benefits: \$ \_\_\_\_\_ SSI Benefits: \$ \_\_\_\_\_ Child Support: \$ \_\_\_\_\_

Unemployment: \$ \_\_\_\_\_ VA/Retirement Benefits: \$ \_\_\_\_\_

Workman's Comp: \$ \_\_\_\_\_ TANF: \$ \_\_\_\_\_ SNAP: \$ \_\_\_\_\_

Do you have a checking/savings account? ☐ Yes ☐ No If yes, where? \_\_\_\_\_



# NOTES

- Valid TX DL or ID for all household members over 18
- SS card for all members of household
- Proof of Income (last 4 pay stubs, Award Letter, Child Support, Unemployment, etc.)
- Past 2 months of bank accounts, debit card accounts, etc. (must include all pages)
- Proof of SNAP/Medicaid Assistance - Food stamp award letter/Medicaid cards for all members
- Proof of Workforce registration for any member over 18 (unless full-time student or receiving SS/SSI)
- Proof of other financial assistance you have received to pay towards monthly rent
- Proof of Hardship - Must be on Company letterhead stating the situation (fired, lay-off, leave, etc.) or original copy of paid bill
- Proof of shelter stay or documentation from street outreach worker or public officer
- Proof of Eviction within the last 90 days.
- Proof that you have been a resident of Brazoria County for 6 months (if no lease dated 6 months ago).

## Appendix G

### ESG HOMELESS STATUS CHECKLIST

#### 1. Evaluation and Determination of Homeless Prevention Activity

☐ **AT RISK OF HOMELESSNESS** (as defined by 576.2 and 576.500(c))

**Cat 1** ☐ An individual or family who:

- i ☐ annual income below 30% median limit **AND**
- ii ☐ not sufficient resources or support networks to keep from becoming homeless **AND**
- iii Meets ONE of the following:
  - ☐ moved 2+ times within last 60 days, from date of application, due to economic reasons
  - ☐ living with another due to economic hardship
  - ☐ been notified in writing to vacate within 21 day after date of application
  - ☐ lives in hotel / motel paid by client
  - ☐ lives in single-room or efficiency with 2+ people or more than 1.5 persons per room
  - ☐ exiting publicly funded institution or system of care
  - ☐ lives in housing that has characteristics of instability and increased risk of homelessness

**Cat 2** ☐ Youth or child to qualify under Runaway Homeless Youth Act, Head Start Act, Violence Against Women Act, Public Health Service Act, Food and Nutrition Act, Child Nutrition Act

**Cat 3** ☐ Youth or child to qualify under the McKinney-Vento Homeless Assistance Act

☐ **HOMELESS** (as defined by 576.2 and 576.500(b))

**Cat 2** ☐ individual or family who will imminently lose their primary night-time residence

☐ primary night-time residence will be lost within 14 days of the date of the application

**AND**

☐ no subsequent residence has been identified

**AND**

☐ individual or family lacks the resources or support networks to obtain permanent housing

**Cat 3** ☐ unaccompanied youth under 25 years, or families with children and youth who otherwise do not qualify as homeless under this definition, but who:

☐ defined as homeless under Runaway Homeless Youth Act, Head Start Act, Violence Against Women Act, Public Health Service Act, Food and Nutrition Act, Child Nutrition Act

**AND**

☐ have not had a lease, ownership interest, or occupancy agreement at any time within last 60 days

**AND**

☐ experienced persistent instability as measured by 2+ moves during last 60 days

**AND**

☐ can be expected to continue in status for extended period because of chronic disabilities, chronic physical or mental health, chronic child abuse, two or more barriers to employment (no GED, illiterate, incarceration, etc)

**Cat 4** ☐ Member of a household attempting to flee domestic violence, dating, stalking, sexual assault, etc.

**AND**

☐ has no other residence and lacks resources or support networks

<b>2. Required Documentation</b>	
<input type="checkbox"/>	<b>Homeless Prevention</b>
<b>Cat 1</b>	<input type="radio"/> Income calculation sheet and source documentation for determining income (employment certification, UEI benefits, paystubs, etc.) <b>AND</b> <input type="radio"/> Housing Status Certification (no subsequent resources available signed by the applicant) <b>AND</b> <input type="radio"/> Evidence showing they have no resources or support networks (notice of termination, bank statements, etc.). If source documents are unavailable, written statement from caseworker documenting efforts taken to obtain information <b>AND</b> <input type="radio"/> etc.). To the extent source documents are unobtainable, written statement by relevant third party (employer, hotel/motel manager, etc.) or caseworker's oral verification of relevant third party; <b>OR</b> written statement by caseworker that has visited the residence or if not practicable, describing efforts taken to obtain the required evidence.
<b>Cat 2 or 3</b>	<input type="radio"/> Certification of the child or youth's homeless status by the organization responsible for administering assistance under Runaway Youth, McKinney Vento, Child Nutrition, VAWA, etc.
<input type="checkbox"/>	<b>Rapid Re-housing</b>
<b>Cat 2</b>	<input type="radio"/> Court ordered eviction notifying the family they must leave, <b>OR</b> <input type="radio"/> If leaving a hotel/motel, evidence they lack the financial resources to stay, <b>OR</b> <input type="radio"/> A documented and verified oral statement <b>AND</b> <input type="radio"/> Certification no subsequent residence has been identified; <b>AND</b> Self-certification that the applicant lacks the resources and support necessary to obtain permanent housing
<b>Cat 3</b>	<input type="radio"/> Certification of homeless status by the organization responsible for administering assistance for Runaway Youth, McKinney Vento, Child Nutrition, etc. <b>AND</b> <input type="radio"/> Referral by a housing or service provider, written observation by an outreach worker or certification by the homeless individual or HoH seeking assistance there has been no Permanent Housing in the last 60 days. <b>AND</b> <input type="radio"/> Certification of the applicant and any supporting documentation that the individual or family has moved 2 or more times in the last 60-days. This can include records of court proceedings, confirmed oral statements from LL/Owners, social workers, etc. <b>AND</b> <input type="radio"/> treat the condition, literacy, English proficiency tests, or other reasonable documentation of the disabling condition.
<b>Cat 4</b>	<input type="radio"/> Written statement from caseworker from victim services or an oral statement from the applicant that they are fleeing a domestic situation; <b>AND</b> no subsequent residence has been identified; <b>AND</b> they lack the resources or support networks to obtain permanent housing.
<div style="display: flex; justify-content: space-between;"> <div>Signature of caseworker</div> <div>Date</div> </div>	

## ESG HOMELESS STATUS CHECKLIST

### 1. Evaluation and Determination of Rapid Re-housing Activity

**HOMELESS (Rapid Re-Housing)** (as defined by 576.2 and 576.500(b))

- Cat 1** ☐ individual or family who lacks a fixed, regular, and adequate night-time residence
- ☐ primary night-time residence that is public or private not designed for or ordinarily used for sleeping accommodations for human beings
- OR**
- ☐ living in a supervised publicly or privately operated shelter to provide temporary living
- OR**
- ☐ individual exiting an institution where he/she resided 90 days or less AND resided in an emergency shelter or place not meant for human habitation IMMEDIATELY before
- Cat 4** ☐ individual or family who:
- ☐ is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or life threatening condition related to violence - within the primary residence or made family/individual afraid to return to primary nighttime residence
- AND**
- ☐ has no other residence
- AND**
- ☐ lacks resources or support networks

### 2. Required Documentation

- Cat 1** ☐ Written observation by caseworker
- OR**
- ☐ Referral from another service provider
- OR**
- ☐ Certification from applicant that they were living on the streets
- ☐ If they are exiting an institution, one of the above forms
- AND**
- ☐ Discharge ppwk or written/oral referral,
- OR**
- ☐ Written record of the caseworker's due diligence of obtaining documentation **AND** certification from applicant they exited an institution.
- Cat 4** ☐ *DV Service Providers* - Written statement from caseworker from victim services or an oral statement from the applicant that they are fleeing a domestic situation; **AND** no subsequent residence has been identified; **AND** they lack the resources or support networks to obtain permanent housing.
- OR**
- ☐ *Non-DV Providers* - Oral statements by the individual or HoH seeking assistance that they are fleeing. This statement must be certified true and correct and, where the safety of the household would not be jeopardized, the domestic condition must be verified by written observation or referral by a agency or organization from who the family sought assistance; **AND** the family has no subsequent residence that has been identified; **AND** Self-certification or other written documentation that the individual or family lacks the financial resources and support to obtain permanent housing.

Signature of caseworker

Date

## Appendix H

### EMERGENCY SOLUTIONS GRANT (ESG) SELF-DECLARATION OF HOUSING STATUS

ESG Applicant Name: \_\_\_\_\_

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**This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.**

**Check only one:**

☐ I [or my family] am/is currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).

☐ I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.

☐ I [or my family] have been evicted from the housing we are presently staying in and must leave this housing within the next \_\_\_\_ days.

☐ I [or my family] have/has a notice to vacate the housing we are presently staying in and must leave this housing within the next \_\_\_\_ days.

**Check all that apply:**

☐ I certify that I/we have no other place to go and no subsequent residence has been identified.

☐ I/we lack the resources and support necessary to obtain permanent housing.

**I certify that the information above and any other information I have provided in applying for ESG assistance is true, accurate and complete.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**ESG Staff Certification (only if third party documentation cannot be obtained)**

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for ESG assistance. The above documents cannot be obtained, therefore, I have documented my attempts below.

*Documentation of attempt made for third-party verification:*

\_\_\_\_\_  
\_\_\_\_\_

ESG Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix I

### Minimum Standards for Permanent Housing

**Instructions:** Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The property must meet all standards in order to be approved.

Approved	Deficient	Standard (24 CFR part 576.403(c))
		1. <i>Structure and materials:</i> The structure is structurally sound to protect the resident(s) from the elements and not pose any threat to the health and safety of the resident(s).
		2. <i>Space and security:</i> Each resident is provided adequate space and security for themselves and their belongings. Each resident is provided an acceptable place to sleep.
		3. <i>Interior air quality:</i> Each room or space has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		4. <i>Water Supply:</i> The water supply is free from contamination.
		5. <i>Sanitary Facilities:</i> Residents have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		6. <i>Thermal environment:</i> The housing has any necessary heating/cooling facilities in proper operating condition.
		7. <i>Illumination and electricity:</i> The structure has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There are sufficient electrical sources to permit the safe use of electrical appliances in the structure.
		8. <i>Food preparation:</i> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		9. <i>Sanitary condition:</i> The housing is maintained in sanitary condition.
		10. <i>Fire safety:</i> <ol style="list-style-type: none"> <li>There is a second means of exiting the building in the event of fire or other emergency.</li> <li>The unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom.</li> <li>If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</li> <li>The public areas are equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</li> </ol>
		11. <i>Lead-based paint:</i> If the structure was built prior to 1978, and a child under the age of six or a pregnant woman is/will be residing in the unit, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is repaired by painting the surface with two coats of non-lead based paint. Defective paint surface means an applicable surface on which paint is cracking, scaling, chipping, peeling or loose.

## CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

- ☐ Property meets all of the above standards.
- ☐ Property does not meet all of the above standards.

### **COMMENTS:**

ESG Recipient Name: \_\_\_\_\_

ESG Subrecipient Name: \_\_\_\_\_

Program Participant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apartment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date of review: \_\_\_\_\_

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



## Appendix J

### Minimum Standards for Emergency Shelters

**Instructions:** Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. A copy of this checklist should be placed in the shelter's files.

Approved	Deficient	Standard (24 CFR part 576.403(b))
		1. <i>Structure and materials:</i> a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents. b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and WaterSense products and appliances.
		2. <i>Access.</i> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.
		3. <i>Space and security:</i> Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
		4. <i>Interior air quality:</i> Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		5. <i>Water Supply:</i> The shelter's water supply is free of contamination.
		6. <i>Sanitary Facilities:</i> Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		7. <i>Thermal environment:</i> The shelter has any necessary heating/cooling facilities in proper operating condition.
		8. <i>Illumination and electricity:</i> a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
		9. <i>Food preparation:</i> Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		10. <i>Sanitary conditions:</i> The shelter is maintained in a sanitary condition.
		11. <i>Fire safety:</i> a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas. b. All public areas of the shelter have at least one working smoke detector. c. The fire alarm system is designed for hearing-impaired residents. d. There is a second means of exiting the building in the event of fire or other emergency.
		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.

		13. <i>Lead-based paint:</i> If the structure was built prior to 1978, and a child under the age of six or a pregnant woman is/will be residing in the unit, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is repaired by painting the surface with two coats of non-lead based paint. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose.
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## CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

- ☐ Property meets all of the above standards.
- ☐ Property does not meet all of the above standards.

### COMMENTS:

ESG Recipient Name: \_\_\_\_\_

ESG Subrecipient Name (if applicable): \_\_\_\_\_

Emergency Shelter Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date of review: \_\_\_\_\_

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

## Appendix K (sample only, income limits may have changed)

BRAZORIA COUNTY COMMUNITY DEVELOPMENT									
EMERGENCY SOLUTIONS PROGRAM									
HOUSEHOLD INCOME CERTIFICATION									
Applicants Name:									
Family Size:									
	List all Household Members	Documentation Type	Wages and Salaries*	Documentation Type	SS Income	Documentation Type	Pensions	Documentation Type	Child Support*
1					\$ -		\$ -		\$ -
2			-		-		-		-
3			-		-		-		-
4			-		-		-		-
5			-		-		-		-
6			-		-		-		-
7			-		-		-		-
8			-		-		-		-
		<b>TOTALS</b>	<b>\$ -</b>	<b>TOTALS</b>	<b>\$ -</b>	<b>TOTALS</b>	<b>\$ -</b>	<b>TOTALS</b>	<b>\$ -</b>
*Use paystubs for the most recent 30 days for <b>Monthly Gross Wages</b> , Salaries, and Child Support									
** Use the current year award letter to determine <b>Monthly Gross Benefits</b> and Pensions									
<b>COMBINED INCOME FROM ALL SOURCES INCLUDED IN ANNUAL GROSS INCOME</b>								<b>\$0.00</b>	
		Bank Account Balances		Other Assets					
	List all Household Members	Checking**	Savings**	Type of Asset	Cash Value	Max Income - 80% AMFI based on HH size			
1	0				\$ -				
2	0					<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
3	0					17,400	19,850	22,350	24,800
4	0					46,000	52,600	59,150	65,700
5	0					<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
6	0					26,800	28,800	30,800	32,750
7	0					71,000	76,250	81,500	86,750
8	0					<b>TOTAL</b>			
		<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$0.00</b>
** Checking account is a 2 month average, Savings account is present value									
Based on the calculations herein and upon the proof and documentation required, the individual(s) named in this Household Income Certification is/are eligible under the provisions of the Program's rules and regulations.									
Printed Name Preparer		Signature of Preparer			Date				

