

R-18

June 2, 2020

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Approve a first substantial amendment to the 2018-2022 Five-Year Consolidated Plan, Citizen Participation Plan, and Fiscal Year 2019-2020 Action Plan to incorporate emergency funds from the Coronavirus Aid, Relief and Economic Security Act (CARES Act) Community Development Block Grant Coronavirus (CDBG-CV) and Emergency Solutions Grant Coronavirus (ESG-CV), and approve a substantial amendment to the Fiscal Year 2017 and Fiscal Year 2018 Action Plans to reallocate Home Investment Partnerships Program (HOME) funds for COVID-19 response;

Authorize the City Manager, or designee, to execute all necessary documents with the U.S. Department of Housing and Urban Development (HUD), and other entities necessary to receive these funds, and execute agreements necessary to implement and comply with related federal regulations; and,

Increase appropriations in the Community Development Grant Fund Group in the Development Services Department by \$5,465,696, offset by grant revenue. (Citywide)

DISCUSSION

On April 21, 2020, the City Council requested the City Manager to report back on ways that Long Beach households can utilize the Los Angeles County Countywide Emergency Rental Assistance Program, once implemented, and assess the feasibility of utilizing additional federal, state, and private funding sources to assist additional Long Beach families with emergency rental assistance during the COVID-19 crisis.

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) was signed on March 27, 2020, to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19). The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds and \$4 billion in Emergency Solutions Grant Coronavirus (ESG-CV) funds. The U.S. Department of Housing and Urban Development (HUD) is immediately allocating first-round funding of \$2 billion based on the Fiscal Year 2020 (FY 20) CDBG formula and \$1 billion based on the FY 20 ESG formula.

Los Angeles County (County) is an Urban County participating-jurisdiction for the HUD Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) programs. The County will be awarded CDBG-CV and ESG-CV funds, and is proposing to support the Los Angeles County Emergency

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Rental Assistance Program with \$3,700,000 of its CDBG-CV funds. This program will provide up to \$1,000 per month for three months to lower-income renters living in unincorporated areas of Los Angeles County who have lost income due to COVID-19. For the purposes of CDBG implementation and for CDBG-CV and ESG-CV Programs, the County only serves the unincorporated areas of Los Angeles County, plus non-entitlement areas (cities in the County with population of less than 50,000). The County received \$9,500,000 in CDBG-CV funds to serve non-entitlement areas. Those funds have not yet been programmed. The City of Long Beach is its own entitlement jurisdiction and receives funds directly from HUD. Long Beach cannot access Los Angeles County HUD funds in addition to its own funds. Therefore, the Los Angeles County Emergency Rental Assistance Program is not available to Long Beach residents.

The City of Long Beach's (City) initial CARES Act allocation is \$3,618,830 for CDBG-CV and \$1,846,866 for ESG-CV. HUD is treating the funds as a special allocation of CDBG and ESG funding. As such, the City's use of these funds requires a substantial amendment to the current approved Citizen Participation Plan, 2018-2022 Five-Year Consolidated Plan, and FY 2019-2020 Action Plan (Attachment A). These amendments are necessary to allow the City to receive and expend these funds.

HUD has also allowed several regulatory and statutory waivers, which are described below. These waivers alleviate a number of time-consuming procedures and allow jurisdictions to respond to the emerging crisis much faster than would be possible under normal circumstances. Usually, a 30-day public comment period is required when making substantial amendments. However, HUD has waived this requirement provided that no less than five days are provided for public comment on each substantial amendment. The bill also removes the requirement to hold in-person public hearings to comply with national and local social gathering restrictions.

In addition, and for the purpose of an expedited use of the CDBG-CV and ESG-CV funding, the bill eliminates the 15 percent spending cap on public services, which allows grantees to use CDBG resources for activities that would not typically be allowed at a large scale. The bill also allows grantees to be reimbursed for COVID-19 response activities, regardless of the date the costs were incurred.

Grantees are also eligible to apply the waiver of statutory regulations to prior year allocations. The City will utilize this waiver to reallocate HOME Investment Partnerships Program (HOME) funds from prior year FY 17 and FY 18 Action Plans to meet COVID-19 priorities. Furthermore, HUD has issued several HOME regulatory waivers, which allow HOME program funds to efficiently and expeditiously address COVID-19 housing-related challenges and provide support to residents through programs not typically allowed by the HOME program.

Staff recommends utilizing HOME and CDBG-CV funds to implement a Long Beach CARES Rental Assistance Program (Program), an emergency rental assistance program providing up to \$1,000 per month for up to three months (up to \$3,000 maximum) to households earning 80 percent or less of the Area Median Income (AMI) that have experienced an income loss due to COVID-19 impacts. Rental assistance payments can be used to cover all or a portion of monthly rent and/or rental arrears payments. Staff has substantially modeled the Program after the Los Angeles County Emergency Rental Assistance Program. HUD requires that the rental

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assistance payments be made directly to the property owner/landlord. The Program will be funded with the reallocation of \$2,000,000 in HOME funds, and up to \$3,000,000 in CDBG-CV funds, bringing the total amount of funds available for emergency rental assistance to \$5,000,000. It is estimated that the funds will assist 1,666 households (based on \$3,000 per household). Should the City Council wish to assist a larger number of households, the following options may be considered:

- \$1,000 per month per household (\$3,000) serves 1,666 households (Recommended)
- \$800 per month per household (\$2,400) serves 2,083 households
- \$500 per month per household (\$1,500) serves 3,333 households

More information on the proposed Program, including a preliminary timeline and implementation plan are provided in Attachment B.

ESG-CV funds will be used for emergency shelter development and operation, and for homeless prevention. These programs will be administered by the Long Beach Department of Health and Human Services. More information on the programs funded by ESG-CV funds is provided in Attachment C. It should be noted that these funds must be expended by December 31, 2020.

This matter was reviewed by Deputy City Attorney Richard F. Anthony and Budget Management Officer Rhutu Amin Gharib on May 5, 2020.

TIMING CONSIDERATIONS

City Council action is requested on June 2, 2020, to submit the amended Action Plan to HUD for approval and assist tenants and landlords as quickly as possible.

EQUITY LENS

The City has incorporated the Equity Toolkit into this recommendation as requested by the City Council on April 21, 2020. This recommendation will provide rental payment assistance to Long Beach residents most impacted by COVID-19 and provides funds for emergency shelter development and operation, and for homeless prevention.

FISCAL IMPACT

In FY 20, the City will receive an additional allocation of CDBG and ESG funds. Therefore, an appropriation increase of \$5,465,696, offset by grant revenue, is requested in the Community Development Grants Fund Group in the Development Services Department. These grants generate a positive impact on job creation and retention in the community. This recommendation has minimal staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LINDA F. TATUM, FAICP
DIRECTOR OF DEVELOPMENT SERVICES

ATTACHMENTS: A – AMENDED ACTION PLAN
B – CDBG/HOME DESCRIPTION OF ACTIVITIES
C – ESG DESCRIPTION OF ACTIVITIES

APPROVED:



THOMAS B. MODICA
CITY MANAGER

SUBSTANTIAL AMENDMENTS

On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Act identified additional funding for both the Emergency Solutions Grant (ESG) and the Community Development Block Grant (CDBG) to support preparation for and response to the community impacts of the COVID-19 pandemic. HUD's distribution plan for the additional funding included multiple phases that would allow for quick access to funding necessary to address the immediate crisis resulting from the rising pandemic, as well as phases that would support post-pandemic community recovery. This Consolidated Plan includes planning for both phases.

This document constitutes the City of Long Beach's substantial amendment to the following three documents:

- Citizen Participation Plan for the CDBG, HOME, and ESG programs
- Five-Year (FY 2018-2022) Consolidated Plan, covering October 1, 2017 through September 30, 2022)
- FY 2020 Action Plan, covering October 1, 2019 through September 30, 2020

The following amendment language will be added to the respective documents to allow the City of Long Beach access to emergency CDBG and ESG funding through the CARES Act to assist in ensuring a timely response to the impacts of the COVID-19 pandemic.

In addition, FY 2019 and FY 2018 Action Plans, covering October 1, 2017 through September 30, 2018 and October 1, 2018 through September 30, 2019, respectively, will be amended to re-appropriate HOME funds to address the impact of COVID-19.

CITIZEN PARTICIPATION PLAN

All grantees of funding provided by the U.S. Department of Housing and Urban Development (HUD) under the "Consolidated Plan" for Community Planning entitlement funds must develop and follow a written Citizen Participation Plan describing the City's policies and procedures for including citizen participation in the development of the Consolidated Plan (this includes the annual Action Plan, annual Performance Report and substantial amendments). This Citizen Participation Plan (CPP) is intended to ensure full participation by residents of the City of Long Beach in the development and implementation of Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership Program (HOME) and other HUD-assisted programs.

This substantial amendment to the Citizen Participation Plan, added as Section 13, will be applicable to receive emergency CARES act funding and/or any other re-appropriated community planning development funds (which includes CDBG, HOME and ESG) to respond to the impacts of COVID-19.

The following Section 13 will be added to the Citizen Participation Plan:

13. Substantial Amendment Process in Response to COVID-19 Pandemic

As provided by HUD's Mega Waviers for the CARES Act, the City will utilize a streamlined substantial amendment process to plan and allocate emergency funding to respond to the impacts of the COVID-19 pandemic:

- **Reasonable Noticing:** The City will publish on the City of Long Beach Development Services Department website, a notice regarding the public hearing and the availability of the draft amendments for public review five days prior to the hearing.
- **Public Review Comment:** A five-day public comment period will be provided.
- **Public Hearing:** A virtual public hearing will be considered adequate.
- **Decision Making Process:** Due to the time-sensitive manner and the unique challenges for convening public meetings presented by the COVID-19 pandemic, substantial amendments relating to the use of CARES Act funding will bypass the Long Beach Community Investment Company (LBCIC).
- **Language of Notification:** Barring any delays in translation services, the City will attempt to translate the notice of public hearing in Spanish, Khmer and Tagalog prior to the public comment period.

FIVE-YEAR CONSOLIDATED PLAN (FY 2018 – FY 2022)

The following sections in the Consolidated Plan will be amended:

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

2. Summary of the Objectives and Outcomes Identified in the Plan Needs Assessment Overview

The following Goal 7 specific to COVID-19 responses will be added to the Consolidated Plan:

Goal 7: Provide Timely Assistance to Those Impacted by the COVID-19 Pandemic

Priority 17: COVID-19 Pandemic Response: Priority activities may include but are not limited to:

- Housing Assistance and Prevention of homelessness
- Maintenance or Improvement of Access to Public Services
- Maintenance or Improvement of Public Facilities and Infrastructure
- Economic Development, including retention and/or creation of employment opportunities for affected businesses

NA-05 Overview

Needs Assessment Overview

The needs previously identified in this Consolidated Plan focused on housing, homelessness prevention and response, public services, and public facilities and infrastructure. The COVID-19 pandemic has only exacerbated needs already existing in Long Beach. However, some needs have been reprioritized.

The ongoing shut-down of businesses has resulted in record unemployment, which severely impacts the low-and moderate-income households, especially those already living below the poverty level and those with severe housing cost burden.

As a result of shortages in some areas, combined with loss of income for many households, there has been substantial increase in demand for assistance through public services, especially food banks, meal delivery services, and healthcare-related services. The rapid increase in demand has left many service providers under-staffed and under-resourced and has added substantial cost. The increased demand is expected to be sustained beyond the shutdown as households will take time to regain employment and economic stability.

Homelessness response and homelessness prevention has also risen in priority. Many households have been unable to pay rent since the shut-down and shelter-in-place orders were issued in early March 2020. While there are moratoriums on evictions, housing costs are still a major concern, particularly for lower income households who may be at risk of homelessness once the moratorium is lifted. Homelessness prevention must be a community priority to prevent increase in homelessness as housing protections are lifted.

Persons already experiencing homelessness are also at increased risk of infection and death due to COVID-19. Congregate shelters are not a viable housing solution in a pandemic, and persons experiencing homelessness need access to safe shelter to prevent infection and spread of the disease.

Public facilities that support healthcare or that provide safe housing for persons experiencing homelessness also are prioritized. Both temporary and permanent capacity-building for healthcare and homeless facilities are priorities as well.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 1 – Priority Needs Summary

17	Priority Name	Need	COVID-19 Pandemic Response (CARES Act)
	Priority Level		High

Population	Income	Extremely Low Low Moderate
Geographic Areas Affected	Emphasis on low-income neighborhoods (area benefit) Citywide (based on income)	
Associated Goals	Provide Timely Assistance to Those Impacted by the COVID-19 Pandemic (Goal 7)	
Description	Provide emergency response for persons vulnerable to health risks posed by the COVID-19 pandemic.	
Basis for Relative Priority	In March of 2020 the Coronavirus pandemic began to impact U.S. communities and projections indicated that the elderly, persons with underlying health conditions, and persons without access to housing were at particular risk of infection and death. Communities across the nation, including the State of California, initiated Shelter in Place Orders that encouraged non-essential workers to shelter in their homes, and that shut down all non-essential businesses. Impacts from the pandemic are expected to spread from health risks from homelessness, needs for additional housing to support persons experiencing homelessness in providing non-congregate shelters to prevent the spread of COVID-19. Additionally, the Shelter-in-Place Orders resulted in mass business shut-downs during the term of the order. The shutdowns impacted non-essential services and resulted in record unemployment, causing financial strains on many lower- and moderate-income households.	

SP-35 Anticipated Resources – 91.215(a)(4), 91.220(c)(1,2)

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG-CV	Public-Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$3,618,830	\$0	\$0	\$3,618,830	\$0	One-Time Award of funding - CARES Act, March 2020
ESG-CV	Public-Federal	Essential Services Homeless Prevention (Rapid Re-housing) Emergency Shelter HMIS	\$1,846.866	\$0	\$0	\$1,846.866	\$0	One-Time Award of funding - CARES Act, March 2020

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Goal Number	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	COVID-19 Pandemic Response	2020	2020	COVID-19 Pandemic Response	Emphasis on low-income neighborhoods (area benefit) Citywide (based on income)	Housing Assistance/ Homeless Prevention Public Services	 CDBG-CV: \$3,618,830 ESG-CV: \$1,846,866	Public service activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted Homeless Prevention (Rapid Re-Housing, Outreach): 170 Homeless Persons Assisted Emergency Shelter: 84 Homeless Persons Assisted Tenant-Based Rental Assistance/ Rapid Re-Housing: 660 Households Assisted

Table 2 – Goals Summary

FY 2020 ANNUAL ACTION PLAN (October 1, 2019 through September 2020)

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

Introduction

On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Act identified additional funding for the Emergency Solutions Grant (ESG) Program and the Community Development Block Grant (CDBG) program to support preparation for, and response to, the community impacts of the COVID-19 pandemic. The distribution plan of the U.S. Department of Housing and Urban Development (HUD) for the additional funding includes multiple phases: an initial phase that would allow for quick access to funding necessary to address the immediate crisis resulting from the rising pandemic, as well as later phases that would support post-pandemic community recovery.

The 2019-2020 Annual Action Plan (AP) is being amended to incorporate additional funding in the initial phase (FY 2019-2020) of HUD's CARES Act resource distribution plan.

In addition, FY 2019 and FY 2018, covering October 1, 2017 through September 30, 2018 and October 1, 2018 through September 30, 2019, respectively, will be amended to re-appropriate HOME funds to address the impact of COVID-19.

AP-12 Participation - 91.115, 91.300(c)

Summary of citizen participation process/Efforts made to broaden citizen participation

The AP Amendment addressing additional funding from the CARES Act will be available for a public comment period of 5 days per waiver of the federal regulations. The draft AP Amendment is available for comment from all interested members of the public from May 5, 2020 through May 10, 2020.

The draft AP Amendment and the public notice document are available for review on the City of Long Beach Development Services Department website at: <http://www.longbeach.gov/lbds>

Please submit written comments to Alem.Hagos@longbeach.gov.

Comments may also be mailed to:

Alem S. Hagos
Development Services Department
411 W. Ocean Blvd., Third Floor
Long Beach, CA 90802

AP-15 Expected Resources – 91.320(c) (1,2)

Introduction

The CARES Act provides one-time funding for the following state-level programs (funding designations for CARES Act funds is Coronavirus (CV):

- Emergency Solutions Grant CARES Act Stimulus (ESG-CV),
- Community Development Block Grant CARES Act Stimulus (CDBG-CV).

Anticipated Resources

The anticipated resources for the ESG-CV and CDBG-CV programs are based on award letters received in early April 2020 and indicate actual awards for these funds. Future funding for the ESG-CV and CDBG-CV is expected to address longer-term impacts of the COVID-19 pandemic, however those funds will be programmed through future plans and amendments. See table of anticipated resources below.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG-CV	Public-Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$3,618,830	\$0	\$0	\$3,618,830	\$0	One-Time Award of funding - CARES Act, March 2020
ESG-CV	Public-Federal	Essential Services Homeless Prevention (Rapid Re-housing) Emergency Shelter HMIS	\$1,846,866	\$0	\$0	\$1,846,866	\$0	One-Time Award of funding - CARES Act, March 2020

AP-20 Annual Goals and Objectives – 91.320(c)(3) &(e)

Goals Summary Information

The figures below represent estimates of allocation goals and objectives for the additional funding provided under the CARES Act. These figures are determined by the funding recipients' priority needs.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	COVID-19 Pandemic Response	2020	2020	COVID-19 Pandemic Response	Emphasis on low-income neighborhoods (area benefit) Citywide (based on income)	Housing Assistance/ Homeless Prevention Public Services	CDBG-CV: \$3,618,830 ESG-CV: \$1,846,866	Public service activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted Homeless Prevention (Rapid Re-Housing, Outreach): 170 Households Assisted Emergency Shelter: 84 Households Assisted Tenant-Based Rental Assistance/ Rapid Re-Housing: 660 Households Assisted

AP-25 Allocation Priorities – 91.320(d)

Introduction

The amended percentages below are based on the expected amount of funds that will be awarded by each new program funded by the CARES Act for federal Fiscal Year (FY) 2019-2020 for eligible activities that fall within that goal. The percentages below will depend on funding needs for activities within the specified goal categories.

Funding Allocation Priorities Program	Housing Assistance and Prevention of Homelessness (%)	Maintenance or Improvement of Access to Public Services (%)	Maintenance or Improvement of Public Facilities and Infrastructure (%)	Economic Development, including retention and/or creation of employment opportunities (%)	Total (%)
CDBG-CV	100%	0%	0%	0%	100%
ESG-CV	100%	0	0	0	100%

AP-38 Project Summary

Project Summary Information

27	Project Name	Housing Assistance and Homeless Prevention
	Target Area	Citywide
	Goals Supported	Provide Timely Assistance to Those Impacted by the COVID-19 Pandemic
	Needs Addressed	COVID-19 Pandemic Response

	Funding	CDBG-CV: \$3,000,000
	Description	There are two activities currently funded under the FY 19-20 Action Plan that 1) provide security/utility deposit assistance or homeless families seeking permanent shelter and 2) security deposit assistance for very low-income seniors seeking permanent shelter. CDBG-COVID funds will provide additional support to this activity for these populations, and expand support to include individuals who have been adversely impacted by COVID-19 and are unable to make their rental payments or pay security deposits or other associated move-in costs.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	1,000 Households Assisted
	Location Description	Citywide
	Planned Activities	Activities may include: <ul style="list-style-type: none"> • Rent Assistance – Health Department
28	Project Name	Housing Assistance and Homeless Prevention
	Target Area	Citywide
	Goals Supported	Provide Timely Assistance to Those Impacted by the COVID-19 Pandemic
	Needs Addressed	COVID-19 Pandemic Response
	Funding	ESG-CV: \$1,712,179
	Description	There are several activities currently funded under the FY 19-20 Action Plan that 1) provide emergency shelter services 2) provide homeless prevention services and 3) outreach to people experiencing homeless. ESG-COVID funds will provide additional support to these activities for these populations and expand support to include individuals who have been adversely impacted by COVID-19.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	254 Households Assisted
	Location Description	Citywide
	Planned Activities	Activities may include: <ul style="list-style-type: none"> • Emergency Shelter, Homeless Prevention, Street Outreach – Health Department
29	Project Name	Housing Assistance and Homeless Prevention

	Target Area	Citywide
	Goals Supported	Provide Timely Assistance to Those Impacted by the COVID-19 Pandemic
	Needs Addressed	COVID-19 Pandemic Response
	Funding	HOME: \$2,000,000
	Description	The City is reallocating the FY 2018 and FY 2019 HOME entitlement grants to provide for a Tenant-Based Rental Assistance Program in order to prevent homelessness among those who have been impacted by COVID-19.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	660 Households Assisted
	Location Description	Citywide
	Planned Activities	Activities may include: <ul style="list-style-type: none"> Rent Assistance/Security Deposit – Health Department
30	Project Name	Planning and Administration
	Target Area	Citywide
	Goals Supported	Provide Timely Assistance to Those Impacted by the COVID-19 Pandemic
	Needs Addressed	COVID-19 Pandemic Response
	Funding	CDBG-CV: \$618,830 ESG-CV:134,687
	Description	Program design and delivery of COVID-19 services
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Not Applicable
	Location Description	Citywide
	Planned Activities	Program design and delivery of COVID-19 services.

Long Beach CARES Rental Assistance Program

OVERVIEW

On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Act). The Act identified additional funding for the Community Development Block Grant (CDBG) to support preparation for and response to the community impacts of the COVID-19 pandemic. The City will receive \$3,618,830 in CARES CDBG funds, of which \$3,000,000 will be used for COVID-related rental assistance and \$618,830 will be used for program administration costs. In addition, the City will be reallocating \$2,000,000 in HOME funds from prior years to meet COVID-19 challenges, bringing the total available funding for COVID-related rental assistance to \$5 million, which will be used to fund the Long Beach CARES Rental Assistance Program (Program).

The Program provides emergency rental assistance grants to income-eligible Long Beach households economically impacted during the COVID-19 pandemic through job loss, furlough, reduction in hours or pay, or COVID-19-related medical expenses. Emergency Rental Assistance grants are rental payments made directly to landlords on behalf of income-eligible households (tenants), up to \$1,000 per month, for a maximum period of 3 months to maintain housing and/or to reduce rental payment delinquency in arrears as a result of the economic downturn during the COVID-19 pandemic.

ELIGIBILITY

Eligible households must meet all of the following criteria:

1. Renters residing in single-family, multi-unit, or mobile homes located in Long Beach.
2. Annual household income does not exceed the U.S. Department of Housing and Urban Development (HUD) established "Moderate-Income" limits (prior to COVID-19-related income loss). Household income eligibility is based on the following two (2) factors:
 - a. The total number of persons residing in the household; and,
 - b. The total amount of the annual household income.
3. Economically impacted during the COVID-19 pandemic period beginning March 27, 2020 to present causing loss of income and inability to pay rent.
4. Current residential lease agreement.
5. Household does not receive any other forms of rental subsidies.
6. Signed Program Participation-Payment Acceptance form from bona fide landlord/property management agent or company.

7. Completed W-9 form from bona fide landlord/property management agent or company.
8. Confirmed current rental balance from landlord (amount of unpaid rent).

Long Beach CARES Household Income Limits

Number of Persons	Extremely Low-Income 30% AMI	Low-Income 50% AMI	Moderate-Income 80% AMI
1	\$23,700	\$39,450	\$63,100
2	\$27,050	\$45,050	\$72,100
3	\$30,450	\$50,700	\$81,100
4	\$33,800	\$56,300	\$90,100
5	\$36,550	\$60,850	\$97,350
6	\$39,250	\$65,350	\$104,550
7	\$41,950	\$69,850	\$111,750
8	\$44,650	\$74,350	\$118,950

ECONOMIC IMPACT DURING COVID-19

Applicant households must submit documentation confirming negative economic impact during the COVID-19 pandemic period. Acceptable documentation sources may include:

1. A copy of household member(s) notification of job loss/termination from employer during the eligible pandemic period (March 27, 2020 to present); or
2. A copy of household member(s) notification of furlough from employer during the eligible pandemic period (March 27, 2020 to present); or
3. A copy of household member(s) notification confirming reduction in hours and/or pay during the eligible pandemic period (March 27, 2020 to present); or
4. A copy of household member(s) application during the eligible pandemic period (March 27, 2020 to present) and/or approval for Unemployment Insurance benefits; or
5. For self-employed individuals/households, a signed self-certification that includes the name of the household member who is self-employed, the name and nature of the business, and narrative confirming economic impact on self-employment during eligible pandemic period (March 27, 2020 to present).

DOCUMENTATION REQUIRED

1. Completed Long Beach Cares Rental Assistance Application (*all requested documentation must be provided with signed application or the application will be rejected – checklist will be provided with application*)
2. Copy of Rental Lease or Agreement listing all occupants.
3. Evidence of job loss or furlough/reduction in work hours (correspondence from employer).
4. Evidence of business closure or loss of business (self-employed).
5. Copy of complete 2019 tax return (or 2018, if 2019 has not been filed yet).
6. Copy of 2019 W-2 Wage and Tax Statement.
7. Copy of unemployment benefits award letter (or denial).
8. Bank statements and investment account statements may be required.
9. Copies of cancelled checks for rent payments for January, February and March 2020.

VERIFICATIONS

1. Tenancy will be verified through Rental/Lease Agreement.
2. Monthly rent will be verified through Rental/Lease Agreement.
3. Household size and gross income will be verified through tax returns, W-2, and Rental/Lease Agreements.
4. Inability to pay rent will be verified through evidence of job loss, furlough, business closure or income loss, and through bank and investment account statements.

PROGRAM IMPLEMENTATION PROCESS

1. Application materials will be available on the Development Services website.
2. Notice of the program will be issued indicating the date that application materials will be available and the date that applications will be due.
3. Notice will be published through a Press Release, E-blast notification, and direct notification to tenant and landlord stakeholder groups.
4. The City's Language Access Policy will be adhered to.

5. A two-week period will be allotted between the Notice and the date application materials will be accepted to provide time for households to assemble application materials.
6. Applications will be accepted via mail for a set period of time.
7. A completed application and all required documentation must be submitted by the due date (all supporting documentation MUST be submitted with the application or the application will be rejected).
8. Applications will be processed on a first-come-first-served basis in the order that applications are received.
9. A wait list will be established as necessary.

TIMELINE

June 2, 2020	City Council Approval of Con. Plan/Action Plan Amendment and LB Cares Rental Assistance Program.
June 3, 2020	Submit Plan Amendments to HUD for approval.
June 19, 2020	HUD approval of Plan Amendments.
June 22, 2020	Press Release/Notice to Stakeholders.
June 22, 2020	Application materials available on DS website.
July 6, 2020	Applications Accepted (day 1).
July 20, 2020	Application Period Closes.
July 31, 2020	Initial payments issued.

ESG DESCRIPTION OF ACTIVITIES

FY2020-Formula-Allocations-CPD: \$1,846,866						
Components	Cap %	Total		Number To Be Served (Unduplicated)		Descriptions
		Amount	%	Household	Persons	
COVID19 Prepare, Respond, and/or Prevent	0.0%	\$50,000	2.7%	-	-	Prepare, respond, and/or prevent the coronavirus among people experiencing homelessness or at-risk of homelessness.
Emergency Shelter	0.0%	\$900,000	48.7%	70	70	Provide congregate emergency shelter to address the shelter needs for people experiencing homelessness.
Emergency Shelter - Motel	0.0%	\$240,000	13.0%	14	18	Provide non-congregate emergency shelter such as motel to address the shelter needs for people experiencing homelessness.
Homelessness Prevention	0.0%	\$322,179	17.4%	40	85	Provide homelessness prevention such as housing relocation and stabilization services and short- and/or medium-term rental assistance necessary who does not have income higher than very low-income limit for the area and is at-risk of homelessness as defined by HUD.
Street Outreach	0.0%	\$200,000	10.8%	130	140	Providing essential services necessary to reach out to unsheltered people experiencing homelessness; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered people experiencing homelessness who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
Administration	10.0%	\$134,687	7.3%			
Total:		\$ 1,846,866	100.0%			