

## Home-ARP Grant Program

## Program Description

**Program:** Homelessness Prevention**Subrecipient:** Family Promise of South Bay

**Description:** The Paramount Family Home-ARP will be a resource available to Paramount residents that are either experiencing homelessness or at risk of homelessness. By utilizing problem-solving techniques, Family Promise of South Bay's case managers will evaluate families and provide the appropriate resources such as shelter expenses, move-in assistance, motel/hotel stays, transportation expenses, employment readiness, educational material for financial literacy, rental/mortgage assistance (not to exceed \$2,000 per household), and case management.

Eligibility:		Budget:	
HUD Matrix Code:	03T Homeless Services	Personnel Costs:	\$72,000
Eligibility Citation:	570.201(e)	Non-Personnel Costs:	\$64,363
National Objective:	Low Mod Clientele 570.208(a)(2)(i)(B)	Indirect Costs:	\$13,636
Total Costs:			\$150,000

Accomplishment Goals:		Implementation Schedule:	
15 Family units		Start Date:	07/01/2024
		End Date:	06/30/2025

Location / Service Area / Beneficiaries:	Administered By:
Available to beneficiaries throughout the City? Yes	Jocelyn De la Rosa,
Help the homeless? Yes	Executive Director Family
Help persons with HIV / AIDS? No	Promise of South Bay 2930
Help persons with Special Needs? No	El Dorado Street Torrance,
	CA 90503

## **Special Provisions**

### **National Objective - Low- and Moderate-Income Limited Clientele – Family Size and Income:**

Pursuant to 570.208(a)(2)(i)(B), the Program serves clientele whose family income does not exceed 80 percent of area median income adjusted for family size based on the current income limits published by the U.S. Department of Housing and Urban Development. Subrecipient shall collect source documentation for each client family to substantiate family composition, size and the income of all adult family members. Such documentation should include, as appropriate, copies of three (3) recent consecutive paycheck stubs, Federal Income Tax Returns filed within the last year, copies of letters from the Social Security Administration or a public benefit or welfare provider showing gross amounts received by the household, bank statements showing direct deposits, pension checks or statements, court decrees establishing child support or spousal support payments, or other form(s) of third party source documentation of income.

### **Non-Personnel Costs:**

Non-Personnel Costs shall be supported by appropriate procurement in accordance with 2 CFR § 200.320. For purchases other than supplies or equipment, contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

### **Personnel Costs:**

Personnel Costs shall be supported by appropriate payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily basis by program and/or funding source, as applicable.

### **Submittal of Invoices:**

Invoices (requests for reimbursement of grant funds for costs incurred in accordance with this Contract and the CDBG regulations) may be submitted to the City on a monthly or quarterly basis within 10 calendar days of the end of the month/quarter. Invoices must be accompanied by appropriate supporting documentation to substantiate the reimbursement. For non-personnel costs, supporting documentation shall include, at a minimum, a written description of the cost such as an invoice or receipt, proof of payment, documentation that an appropriate procurement was conducted and that an appropriate contract was executed (as applicable).

### **Submittal of Quarterly Performance Reports:**

The Subrecipient shall submit Quarterly Performance Reports on a form acceptable to the City by the 10th day of the month following each quarter. For the purpose of this agreement, the first quarter shall be March 1- June 30, the second quarter shall be July 1-September 30, the third quarter shall be October 1-December 31 and the fourth quarter shall be January 1-March 31. Failure to submit Quarterly Performance Reports by the 10th day of the month following a quarter is considered a Delinquency. The first Delinquency will result in the issuance of a letter from the City to the Subrecipient indicating that the submittal is delinquent. A second Delinquency will result in a written finding of non-compliance with this Contract issued from the City to the Subrecipient. A third Delinquency will result in the issuance of a notification to the City Council indicating Subrecipient's non-compliance with the contract. Such notification to the City Council may also include a recommendation to suspend or terminate the Contract. Such a recommendation may also result in the disallowance of funds previously paid to Subrecipient and/or a loss of remaining grant funds.

### **Retention of Financial Records:**

The Operating Department/Agency shall maintain during the term of this Contract and for a period of five (5) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the City to assure proper accounting for all program funds and to support all program expenditures. These records and accounts shall include, but not be limited to, the following: 1) A double-entry General Ledger that supports the costs charged to the CDBG Program; 2) Records documenting procurement of goods and services; 3) Contracts for goods or services; 4) Lease or Rental Agreements; 5) Invoices; 6) Billing Statements; 7) Cancelled Checks; 8) Timecards signed by employees and supervisors; 9) Personnel Authorization Records; 10) Payroll Registers; 11) Payroll Tax Records; 12) Bank Statements; 13) Bank Reconciliations; and 14) Documentation to support the allocation of costs.

**Certification:**

*By signing below, I acknowledge that I have read and understand all of the special conditions listed above. Furthermore, I acknowledge that failure to comply with the conditions listed may require the repayment of the funds received and/or forfeit receiving future Community Development Block Grant (CDBG) funds.*

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**Jocelyn De la Rosa,**  
**Executive Director**

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**Date**