



CITY OF CARSON STANDARD MANAGEMENT POLICY

ADMINISTRATION OF PLHA GRANT FUNDS FOR HOMELESS PREVENTION RENTAL ASSISTANCE

The City of Carson ("City") has received a PLHA Grant award from HCD as detailed in the attached "Standard Agreement." Up to two-thirds of the award for the 2019 and 2020 funding allocation years is or may be available to be used for the purpose of providing rental assistance to persons who are at risk of homelessness due to displacement by mobile home park closures (the "Relief Funds"). The purpose of this policy is to establish the rules and parameters pertaining to the City's administration of allocation and disbursement of the Relief Funds to residents in need, and to residents' receipt and use of and entitlement to same (the "Program").

The Program rules and parameters are as follows:

- The Program will be administered by the City Manager or designee ("Administrator").
- Relief Funds shall be allocated, disbursed and used only for rental assistance in replacement housing for residents displaced by closure of any mobile home park located in the City. The rental assistance shall be in the form of a monthly payment for replacement housing rent subsidization or assistance over a period of no less than six months, or longer as may be determined by the Administrator in its sole discretion. Rental assistance is not available for arrearages, down payments, security deposits, or any purpose other than monthly assistance with payment of the actual rent due for the relevant month.
- Relief Funds shall only be approved for allocation and disbursement pursuant to written applications submitted to and approved by the Administrator based on demonstrated compliance with the eligibility criteria below. Applications which the Administrator determines, in its sole discretion, meet all of the eligibility criteria may be allocated Relief Funds to the extent of the demonstrated need, subject to the cumulative limit set forth below. Applications which the Administrator determines, in its sole discretion, do not meet one or more of the eligibility criteria shall be rejected without further consideration and no allocation or disbursement shall be made pursuant to the application.
- The eligibility criteria are as follows:
 - The applicant must submit a complete application using an Administrator-approved application form, including all required information and attachments. A complete application must be submitted before the Administrator may determine whether the remaining eligibility

criteria (below) are met or make any award. The application shall be signed by the applicant under penalty of perjury.

- Applicants shall abide by and use any allocated Relief Funds in accordance with the City's approval, this policy, the application/agreement required pursuant hereto, the Standard Agreement, and any other applicable laws, rules and regulations. As part of the application, and without limitation as to other required application contents as may be determined by the Administrator in its sole discretion, the applicant shall expressly agree to the foregoing and to indemnify, defend and hold harmless the City and its officials, agents and employees from and against any and all claims or liabilities related to the Relief Funds, to the fullest extent permitted by law, and to waive and release the City from and against any claim of entitlement to any Relief Funds. Also as part of the application, the applicant shall agree to maintain, and grant City the right to inspect and audit, records verifying the information in the applicant's application for, and demonstrating the applicant's use of, the Relief Funds.
- The City may require applicants to sign separate agreements on forms approved by the City Attorney in order to receive or be entitled to any allocation or disbursement of any Relief Funds. However, failure to do so shall not affect the Program rules and parameters set forth herein, which shall be made publicly available on the City's website for review by applicants or prospective applicants. By submitting an application or accepting any Relief Funds, applicants are deemed to acknowledge and agree to these Program Rules and parameters.
- The applicant must submit income verification documents with the application demonstrating, to the satisfaction of the Administrator, that the applicant's household is "extremely low income," i.e., less than 30% of the Los Angeles County Area Median Income.
- The applicant must be a resident of the City as of the effective date of this policy. The applicant must submit documentation with the application demonstrating same, to the satisfaction of the Administrator.
- The applicant must submit documentation with the application demonstrating, to the satisfaction of the Administrator, that the applicant's household is at risk of homelessness, and that the Relief Funds requested are needed for the purpose of preventing the applicant's household from becoming homeless.
- The maximum cumulative amount of Relief Funds that may be allocated or disbursed to any eligible household between the effective date of this policy and April 30, 2025, is \$15,000, and the maximum monthly amount is \$2,500.
- Nothing in this policy shall be construed to obligate the City to make any allocation or disbursement of Relief Funds. No allocation or disbursement of Relief Funds to any applicant shall obligate the City to make any further allocation or disbursement of Relief Funds to the applicant or any other applicant or person, nor shall it create any ongoing entitlement of any applicant or other person to receive further Relief Funds or any other monetary or in-kind assistance from the City.

- Notwithstanding anything in this policy to the contrary, all processing of applications for Relief Funds (including allocation and disbursement of Relief Funds) and all use of Relief Funds shall comply with the Standard Agreement and applicable state law. To the extent any provision of this policy conflicts with the Standard Agreement or applicable state law, the latter prevails.
- This policy shall expire on April 30, 2025. Unless this policy is expressly extended (with or without modifications) by approval the City Manager, the Program shall terminate as of April 30, 2025, and no allocations or disbursements of Relief Funds shall be made after said date.

This policy is effective immediately upon execution.

By the authority of the City Manager:


City Manager

Date: 10.18.23

Attachments: (1) Standard Agreement