

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE
OFFICE OF MIGRANT SERVICES**

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EMERGENCY SHELTER PROGRAM PROCEDURES

Emergency Shelter Program

Per Health and Safety Code § 50715, and with OMS approval, OMS Migrant centers may be made available as emergency shelter pursuant to Chapter 11.5 only during the months of November to March, inclusive.

Requirements and Timeframes

1. No later than September 1st, the Contractor should submit the request to utilize the migrant center for an Emergency Shelter Program.
 - a. The request should include the following:
 - i. Term of the Emergency Shelter Program (not to open prior to November 15th or close after March 31st)
 - ii. Amount of units (not to exceed 30% of the total units available in the center)
 - iii. Acknowledgement of all documentation needed for operation of Emergency Shelter Program.
2. No more than seven (7) business days after receipt of request, OMS will provide Contractor with approval or denial of request.
 - a. If request is approved, OMS will provide the Contractor with a checklist and a license agreement. This license agreement must include the following provisions:

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|-----------------------------|-------------------------------------|
| i. Grant of License | v. Utilities |
| ii. Description of premises | vi. No Alterations |
| iii. Access to Units | vii. Insurance |
| iv. On-site Management | viii. Duration of License Specified |

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| ix. Rent and Other Income | xvi. Modification of Agreement |
| x. Documentation Submittal Timeline | xvii. Entire Agreement |
| xi. Early Termination | xviii. Notices |
| xii. Holding Over After Termination of License | xix. Assignment of Rights |
| xiii. Condition of Premises Not Warranted | xx. Governing Law |
| xiv. Indemnification of Department | xxi. Compliance with Applicable Law |
| xv. Destruction of Premises | xxii. Counterparts |

b. If request is denied, OMS will provide the Contractor with a formal written explanation for denial.

3. No less than 10 business days prior to the Emergency Shelter Program start date, OMS must receive from the Contractor:

- a. The license agreement signed by the Contractor
- b. Proof of Insurance
- c. Management service agreement including staff names and contact information (staffing plan)
- d. Proof of utilities transfer
- e. Self-certification that units are suitable for cold weather use
- f. Unit turnaround plan and timeline
- g. Funding Sources for operation of Emergency Shelter Program

4. No less than 7 days prior to the Emergency Shelter Program start date, OMS, Contractor and the Management Company will perform an inspection of the units and community facilities. All parties will sign the inspection report upon completion and retain a copy. All deficiencies identified must be corrected prior to execution of the license agreement by HCD.

5. OMS will execute the license agreement and return a copy to the Contractor.

6. Contractor will record the executed license agreement and send a copy back to HCD.
7. OMS will schedule monthly inspections during the term of the Emergency Shelter Program.
8. During the last scheduled monthly inspection (early March), OMS should ensure the unit turnaround process has begun in accordance with the unit turnaround plan and timeline.
9. On March 31, OMS Staff will inspect the units utilized for the Emergency Shelter Program to ensure preparedness for the regular OMS on-season.
 - a. If all units are clean and ready, OMS Program Manager will issue a clearance letter to the contractor indicating the termination of the Emergency Shelter Program.
 - b. If there are unprepared units, OMS Program Manager will issue a letter to contractor indicating the following:
 - i. List of unprepared units and a description of what is needed to deem the unit ready for OMS on-season use.
 - ii. Due date to correct unprepared units by prior to OMS on-season.
 - iii. If units are not ready by the given due date, Contractor will be required to hire an outside vendor to prepare the unit(s) and OMS will bill the Licensee for any/all incurred costs.
 - iv. An agreement for Licensee to house at its cost OMS Tenants that could not be housed due to the delay.