

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****DIVISION OF FINANCIAL ASSISTANCE**

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October 10, 2016

Enrique Arreola, Deputy Director  
San Benito County Health & Human Services Agency  
Community Services and Workforce Development  
1111 San Felipe Road, Suite 108  
Hollister, CA 95023

Dear Mr. Arreola:

The Department of Housing and Community Development has a policy to support local governments facing a temporary housing crisis situation (e.g., due to a recession and/or natural or man-made disaster) by making available to contractors its migrant housing centers for emergency housing during the winter months only.

In response to your letter dated October 5, 2016, we have approved housing homeless families on a temporary basis (must be renewed annually) at the Southside Road Labor Camp (Property).

We must remind you of the Joe Serna Jr. Farmworker Housing Grant Program (FWHG) requirements for the provisions of such housing. The FWHG Program has no source of funds to support this program. Any proposed local plan must be self-sufficient. We cannot amend your operating contracts to cover any additional costs incurred by using these housing units for emergency housing.

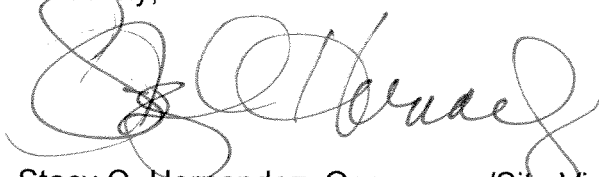
A Board resolution or letter requesting the use of the center(s) for temporary emergency housing with the contractor agreeing to assume the following:

- A. Management and administrative duties
- B. Complete responsibility for any and all costs relative to the operation of the designated units, including but not limited to the cost of water, garbage, sewer services, electrical and gas utility fees, and all expenses related to damage caused by tenants. All revenue collected must be deposited in the general operating account and account under other revenue in the annual report.
- C. Use of a Temporary Housing Agreement (not a tenant/landlord agreement) which provides guest status to a family.

- D. Term – Emergency Winter Homeless Shelter will operate from December 3, 2016 to March 31, 2017. The shelter will provide up to 28 beds for the homeless population. The Property's remaining 246 beds will remain open for priority to migrant farmworkers. During the winter months no farmworker will be displaced nor will any of the services provided to farmworkers be disrupted.
- E. Obtain an insurance policy providing for personal injury, liability, and property damage coverage. Said coverage shall be in the amount of at least \$1,000,000 per occurrence.
- G. Contractor agrees to hold the State harmless and completely non-labile for any injuries or damages which may occur to the occupants by virtue of their residence on the premises.

Staff will review the Contractor's written assurances (either by resolution or letter) on the above items, including the Contractor's proposed emergency contract. After review of the documents provided, we can approve your plan. If you have any questions regarding this letter, please contact the Property's Occupancy/Site Visit Representative, Mike Lloyd at (916) 263-1600 or [mlloyd@hcd.ca.gov](mailto:mlloyd@hcd.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Stacy Q. Hernandez', with a large, stylized initial 'S'.

Stacy Q. Hernandez, Occupancy/Site Visit Manager  
Asset Management and Compliance Branch