

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

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October 8, 2021

Mr Enrique Arreola
Deputy Director
County of San Benito CSWD
1111 San Felipe Road, Suite 108
Hollister, CA 95023

Dear Enrique Arreola:

RE: Emergency Shelter Program – Notice to Proceed

The policy of the Office of Migrant Services (OMS) is to support local governments facing a temporary housing crisis by making available to licensees it's migrant farmworker housing centers for emergency shelter during the winter months.

OMS has received your request for the use of 20 units at the Hollister Migrant Center, for the purpose of an emergency shelter program. The initial request indicated an interest to commence the ESP program on December 13, 2021 and concluded on March 31, 2022.

Pursuant to applicable law, OMS migrant centers can apply for an extension to the regular farmworker housing operating season. Currently, the Hollister Migrant Center is scheduled to close on November 12, 2021. However, the OMS program is awaiting receipt of extension related documentation to review and approve pending extension requests.

The final closing date of Hollister Migrant Center's farmworker housing operating season will dictate when ESP operations may commence because the ESP program cannot begin operations until the OMS farmworker housing operating season, including extension periods, have concluded.

As a frame for reference, the Hollister Migrant Center extended their farmworker housing operating season to December 11, 2020 during last year's operating season.

This Notice to Proceed provides a conditional approval for the use of the facilities requested, contingent on receipt and approval of the additional required documentation. Upon receipt, and approval, of all required documentation listed in the enclosed ESP checklist and successful pre-inspection of proposed ESP units, OMS will provide a Notice of Approval and executed license agreement to be recorded.

If you have any questions, please feel free to contact your OMS Representative, Jose Ceja at jose.ceja@hcd.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Julio Lamas".

Julio Lamas
Program Manager
Office of Migrant Services

Enclosures

Emergency Shelter Program Procedures
Emergency Shelter Program Checklist

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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 1st or close after March 31st)
 - ii. Amount of units (not to exceed 30% of the total units available in the center)
 - iii. Acknowledgment 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:

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

- | | |
|--|-------------------------------------|
| 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 and notarized by the Contractor
- b. Proof of Insurance
- c. Management service agreement including staff names and contact information (staffing plan)
- d. Plan regarding utilities payment for the period of lease.
- 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. OMS will schedule monthly inspections during the term of the Emergency Shelter Program.
7. 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.
8. 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.



HCD-OMS EMERGENCY SHELTER PROGRAM CHECKLIST

Center Name: Hollister Migrant Center		# of Units in Use: 20
Licensee/Contact: County of San Benito		License Term: 12/13/21-3/31/22
Licensee Phone #: (831) 634-4918		Request Submitted: 08/30/2021
		Request Approved: 10/08/2021

1. Required Documentation - DUE TO OMS NO LESS THAN 10 BUSINESS DAYS PRIOR TO PROGRAM START DATE

Signed License Agreement
Management Service Plan including Staff Names and Contact Information
Proof of Insurance that includes:
• HCD as Additional Insured
• General Liability \$1,000,000.00
• Policy of Fire, Extended Coverage, and Special Extended Coverage (all risks)
• Vandalism and Malicious Mischief Endorsement
Utilities payment plan
Self Certification that Units are Suitable for Cold Weather Use
Unit Turnaround Plan and Timeline
Funding Sources for Operation of Emergency Shelter

2. Inspections

DATE	INSPECTIONS
	Pre-Opening Inspection
	1st Monthly Inspection
	2nd Monthly Inspection
	3rd Monthly Inspection
	4th Monthly Inspection
	Final Inspection

3. Rent Payments

Revenue Due on	Revenue Due Submitted to	Revenue Due Amount	Notes

4. Issues to Report to OMS

Date of Issue/Reported to OMS	Issue	Resolution

NOTES: