

Proposed Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	City of Downey
Name of Entity or Department Administering Funds	Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Edward Velasco
Title	Housing Manager
Address Line 1	11111 Brookshire Avenue
Address Line 2	
City, State, Zip Code	Downey, CA 90241
Telephone	562 904-7166
Fax	562 869-2810
Email Address	evelasco@downeyca.org
Authorized Official (if different from Contact Person)	Gerald M. Caton
Title	City Manager
Address Line 1	11111 Brookshire Avenue
Address Line 2	
City, State, Zip Code	Downey, CA 90241
Telephone	562 904-7284
Fax	562 923-6388
Email Address	gcaton@downeyca.org
Web Address where this Form is Posted	www.downeyca.org

Amount Grantee is Eligible to Receive*	\$611,834
Amount Grantee is Requesting	\$611,834

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: The City's current Citizen Participation Plan requires a comment period and posting of the public notice prior to any action evolving a Substantial Change. On this matter, the City followed its Citizen Participation Plan for federal HUD programs with adjustments allowed in the HUD guidance released for the HPRP funds. The City, on April 30, 2009, placed a Public Notice in the local Press Telegram, a newspaper of general circulation. In addition, the public notice was posted and a copy of the draft amendment was made available at the following locations: the City Hall, the Housing Division office, Barbara J. Riley Community Center, the Downey City library, the City's website (www.downeyca.org). The comment period for this matter ran from April 30, 2009 until May 12, 2009.

A public hearing before the Downey City Council is scheduled for May 12, 2009, with the intended action to consider and approve the Substantial Amendment.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: *Pending completion of comment period*
 - Grantee did not receive public comments.
 - Grantee received and accepted all public comments.
 - Grantee received public comments and did not accept one or more of the comments.

Response: This Section to be completed after the public comment period ends.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: This section to be completed after the public comment period ends.

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C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: Expedited Request for Proposal (RFP) process.)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Downey currently allocates a portion of its federal CDBG allocation to service providers, which target the at-risk and homeless population. Working relationships are in place with several non-profit agencies, which have the capacity to expand or modify their services to comply with the HPRP guidance. The City will work to integrate the HPRP funding into the existing delivery system, by contracting with one or more agencies for eligible homeless prevention and re-housing services. The City will contact many of these agencies and request that they submit a proposal for the funding under HPRP.

The City will prepare a Request For Proposal (RFP) with specifications for the implementation of homeless prevention and re-housing services. The RFP will be available no later than July 15, 2009. The City will distribute the RFP to local service providers, and provide a submission deadline of no later than August 15, 2009. The City will allow itself approximately 21 to 30 days to review the proposals and identify one or more subgrantees with the capacity to undertake a program contemplated under the RFP. The goal will be to obligate the City's allocation of HPRP funds by September 29, 2009

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3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: Once the City has executed the grant agreement with HUD, it will initiate the RFP process with the goal of executing an agreement with a subgrantee by September 29, 2009. The City may award HPRP funds to one of more subgrantees. As a CDBG entitlement jurisdiction, the City has already in place a standard Subrecipient agreement which can easily be modified for the HPRP funds.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: The HPRP guidelines provide specific requirements for reporting. Quarterly performance reports will be due ten days after the end of each quarter, and annual performance reports will be due 60 days after the end of the fiscal year. The City will comply with these reporting requirements in order to ensure the timely and effective use of the HPRP grant. The City will incorporate these reporting requirements into the written agreements with subgrantees and assign a staff person to oversee the collection of data and reports. The City will create an HPRP calendar that lays out the reporting dates. Both desktop and on site monitoring will be conducted to verify report data and determine compliance with program requirement. The City will use monitoring practices and checklists templates acquired from its experience with the federal HOME and CDGB programs. These monitoring templates and procedures will be adapted to provide the specific oversight required for the HPRP allocation.

The City will develop its capacity to manage the Homeless Management Information System (HMIS). The City will seek training for its assigned staff in order to properly oversee the quality and validity of HPRP reporting data. The City is located within the area covered by the Los Angeles Homeless Services Authority, a regional Continuum of Care agency, and will explore HMIS training and partnership opportunities available through this agency.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the

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U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: The City will first identify those service agencies that serve the at-risk and homeless population and receive federal, state or local funding. Upon identification of these providers, a meeting was held on April 23, 2009, for the purpose of understanding the funding limitation, obtaining feedback on the needs of providers clients, capacity limitations, and to discuss best practices for prevention and rapid re-housing. The objective will be to leverage HPRP funding with a variety of other available federal resources.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: The City is located within the area served by the Los Angeles Homeless Services Authority (LAHSA). As such, the City benefits from the Continuum of Care Plan approved under their 5-year plan. Through its participation in the Continuum of Care, the City has access to the resource listing of homeless service providers and the various related at-risk services and programs available in the service area. The City will continue to network with LASHA and utilize this valuable resource and their expertise to ensure that any service provided by HPRP funds do not duplicate but enhance the services currently available. The City will work with local service providers to reach out to households and individuals that would be eligible for the services made possible by the HPRP funds.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: The City's 2005-2010 Consolidated Plan includes goals consistent with the intent of the HPRP funds. The City's Consolidated Plan includes two goals, which are to "focus the City's efforts on helping people avoid homelessness through programs and job preparation programs" and to "develop the capacity to refer homeless persons to the appropriate programs and services". Both these goals are priorities, which are consistent with the intent of HPRP. The City will develop a specific range of activities that provide financial assistance and rapid re-housing services eligible for HPRP funds,

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 309,742	\$ 103,247	\$ 412,989
Housing Relocation and Stabilization Services ²	\$ 103,247	\$ 34,416	\$ 137,663
Subtotal (add previous two rows)	\$ 412,989	\$ 137,663,	\$ 550,652
Data Collection and Evaluation ³			\$ 30,591
Administration (up to 5% of allocation)			\$ 30,591
Total HPRP Amount Budgeted⁴			\$ 611,834

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title