

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	County of San Mateo
Name of Entity or Department Administering Funds	Department of Housing
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Claudia Young
Title	HCD Specialist
Address Line 1	264 Harbor Boulevard, Bldg. A
Address Line 2	
City, State, Zip Code	Belmont, CA 94002
Telephone	650.802.5113
Fax	650.802.5049
Email Address	cyoung@smhousing.org
Authorized Official (if different from Contact Person)	Duane Bay
Title	Director, Department of Housing
Address Line 1	264 Harbor Boulevard, Bldg. A
Address Line 2	
City, State, Zip Code	Belmont, CA 94002
Telephone	650.802.5113
Fax	650.802.5049
Email Address	dbay@smhousing.org
Web Address where this Form is Posted	www.smhousing.org

Amount Grantee is Eligible to Receive*	\$ 1,166,526
Amount Grantee is Requesting	\$ 1,166,526

*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:

(NOTE: This part is meant to be reflected after the Public Hearing and BoS approval has taken place.)

Due to the expedited timeline to commit funds, the Department of Housing will substantially amend the existing citizen participation process in the Consolidated Plan in order to provide transparency and clarity while meeting the deadline.

The Department of Housing published a public notice in the local newspaper and sent an email to the current HUD-funding mailing list, announcing the availability of a draft copy of the proposed Consolidated Plan Amendment. A public hearing was held before the County Board of Supervisors, on May 5, 2009, to integrate the Homelessness Prevention and Rapid Re-Housing Program Work Plan into the pre-existing 5-Year Consolidated Plan.

A copy of the proposed Amendment was made available to the public on the Department of Housing website (www.smchousing.org) with hard copies available at the main office, located at 264 Harbor Blvd., Bldg. A, Belmont, CA 94002.

The Department of Housing staff reviewed all comments received from the public regarding the proposed Amendment to incorporate the HPRP funding. A summary of all comments was submitted to the Board of Supervisors for their consideration in adopting the Amendment to the Consolidated Plan.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

Grantee did not receive public comments.

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- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

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:

(NOTE: Response will include all public comments once received.)

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):

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

Response:

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Based on qualification criteria referenced in the Request for Proposal (RFP) process, lead agencies will be selected for both the Rapid Re-Housing and the Homeless Prevention categories. These lead agencies will be required to demonstrate the capacity to serve individuals and families countywide through the existing network of qualified service providers that clients/consumers can access conveniently.

The qualifying criteria for selecting a Lead Agency will include existing capacity to carry out responsibilities of coordination with other agencies, existing systems, countywide referral network, capacity to utilize the County HMIS system for data entry and reporting, and existing Rapid Re-Housing/Homeless Prevention experience.

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

Response:

The process to allocate funds by September 30, 2009 will begin with a competitive Request for Proposals (RFP) for Homeless Prevention and Rapid Re-housing Services. The Department of Housing will develop the RFP in late April/mid-May. The RFP application review process should be completed by June 30, 2009. Grantees will be notified in July (if the substantial amendment is approved by HUD). This will allow for sufficient time to execute the sub-grantee contracts by September 30, 2009, having obtained approval from the San Mateo County Board of Supervisors in early September.

The Department of Housing staff will work with the selected agencies to review and ensure compliance with HPRP guidelines. The HPRP guidelines to be followed will include the program overview, funding priorities, eligible and ineligible activities, program-specific qualifying criteria, funding procedures and requirements, and evaluation criteria. All program and reporting requirements will be implemented into the agreements that will be executed by the Board of Supervisors.

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The application review process will draw on input provided by committees involved with current homeless housing and safety net programs. Proposal eligibility criteria will emphasize prior experience in rapid re-housing and/or safety net services countywide for individuals and families who are homeless and/or at risk of becoming homeless.

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 Department of Housing staff will monitor and ensure compliance with HPRP guidelines. The HPRP guidelines will encompass the program overview, funding priorities, eligible and ineligible activities, program specific qualifying criteria, funding procedures and requirements, reporting requirements and evaluation criteria.

The agreement will include both the HPRP program guidelines as stated on the HUD Notice and will require quarterly performance reporting to the County to ensure compliance. The quarterly reporting will mirror existing performance reporting requirements utilized in other HUD-funded programs.

To ensure the effective and timely use of the HPRP funds, the County will create the agreements with a 2 year term in order to expend 100% of the funds within two years of the executed agreement date, which meets and even exceeds HPRP requirement to have 60% of the funds expended within 2-Years and 100% of the funds expended within 3-Years.

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

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

Response:

County of San Mateo (grantee) is directly responsible for allocation of Public Housing Capital, HPRP and CDBG-R funds; and coordinating with local CDBG entitlement cities on use of their ARRA funds; and helping safety-net clients access additional ARRA funds allocated through state and federal agencies such as COBRA Continuation and Temporary Aide to Needy Families (TANF).

The primary mechanism used to facilitate collaboration between the County and the local agencies receiving ARRA funds who are serving similar target populations will be the County's participation in the "Economic Urgency Response Initiative" (EURI) structure that was formed in December 2008.

The EURI organizational structure is based on the County's emergency crisis response model and includes the Board of Supervisors as the lead policy group and the County Manager and Sheriff as the chief command officers. However the model has been modified to include four "branches" -- Health, Food & Shelter, Employment, and Outreach -- which are collaborative bodies involving the local agencies (i.e. shelter and transitional housing agencies, emergency food providers, core service agencies, community health clinics, etc.) serving the affected populations as well as county staff from the Housing Department / Housing Authority, Human Services Agency, Health Department, Peninsula Works, etc. Because a number of these local agencies and County departments will be receiving ARRA funds, directly or through sub-granting, the EURI branches are collaborating on the use of these funds to avoid duplication and to ensure the funds are used effectively and efficiently.

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

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Response:

The county will seek input from homeless policy and oversight bodies that include but are not limited to the San Mateo County Continuum of Care and the Ten Year Plan to Prevent and End Homelessness, which has been a participant in drafting the plan for services. County Departments will use existing contract administration processes including but not limited to program administration, monitoring of contracts, regularly scheduled performance reporting and data collection/evaluation.

Mainstream Services Coordination:

Grantees will provide case management services to assure referrals to mainstream resources and linkages to benefits. Contracts will be monitored to ensure essential wrap around services for individuals and families that are receiving housing and/or financial assistance.

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:

HPRP funds will be evenly divided between Homeless Prevention and Rapid Re-Housing. Within each of these categories, the maximum portion will be devoted to financial assistance, while still retaining adequate funding for housing relocation/stabilization services.

The recommendation is consistent with one of the three specified priorities for the Department of Housing as stated in the current 5-year Consolidated Plan (2008-2013) to provide a continuum of housing opportunities and supportive housing services for the homeless in order to provide a seamless housing and support network for homeless persons to move toward independent living. Recognizing the current economic crisis, the HPRP funds will allow the County of San Mateo to take this priority a step further by providing additional funds to strengthen the assistance to persons that are still housed but at

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risk of becoming homeless in addition to persons who are already homeless.

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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	\$ 400,000	\$ 300,000	\$ 700,000
Housing Relocation and Stabilization Services ²	\$ 100,000	\$ 200,000	\$ 300,000
Subtotal (add previous two rows)	\$500,000	\$500,00	\$1,000,000

Data Collection and Evaluation ³	\$108,200
Administration (up to 5% of allocation)	\$ 58,326
Total HPRP Amount Budgeted⁴	\$ 1,166,526

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

Title

Date