Annual Action Plan Substantial Amendment 2008-2009
Homeless Prevention and Rapid Recovery Program (HPRP) and Community Development Block Grant Recovery Program (CDBG-R)

The federal government enacted the American Recovery and Reinvestment Act (ARRA), also known as the "economic stimulus bill" or the "Recovery bill", in February 2009. Included in the ARRA is the Homeless Prevention and Rapid Re-housing Program (HPRP) to assist homeless households and those at risk of homelessness, and the Community Development Block Grant –Recovery Program (CDBG-R). To apply for the available funds, Tallahassee is required to submit a Substantial Amendment to its 2008-2009 Annual Action Plan, which determines the use of Tallahassee's federal grant funds. To save administration costs in developing the Substantial Amendment, HUD has allowed the HPRP and CDBG-R Substantial Amendments to be approved and submitted together. The substantial amendment is due to HUD by May 18, 2009.

HUD published the HPRP Notice governing the use of funds on March 19, 2009. Based on the Emergency Shelter Grant program formulas already used by the U.S. Department of Housing and Urban Development (HUD), Tallahassee was designated to receive a direct allocation of $784, 267.

Tallahassee was allocated $512,812 through the CDBG-R program, based on the regular CDBG program allocation formula. HUD has not yet published the CDBG-R Notice governing the use of funds. The regular CDBG program allows jurisdictions to fund a diverse set of activities with the intention of creating suitable living environments, providing decent affordable housing, and creating economic opportunities primarily for low and moderate income individuals and households.

As part of its Citizen Participation Plan for federal grants, staff must hold advertised public meetings, and a meeting of a Community Improvement Advisory Council (CIAC) to receive comment on the Substantial Amendment. The public meeting will be held April 28 and the CIAC meeting will be held April 29. The comment period will meet the requirements of the HPRP Notice. The second public hearing for the Substantial Amendment will be held at the regular City Commission meeting May 13, 2009.

Homeless Prevention and Rapid Re-housing Program (HPRP)

The March 19, 2009 HPRP Notice distributed by the U. S. Department of HUD defines eligible uses for the HPRP funds as:

- Direct financial assistance – rental assistance and utility assistance up to 18 months (including up to 6 months in arrears) to maintain housing for households at risk of homelessness; or, relocation expenses such as hotel and motel vouchers, security and utility deposits, moving cost assistance, and rental assistance for households already experiencing homelessness.
- Housing relocation and stabilization services – staffing and services component including case management, outreach and engagement, housing search and placement, legal services, and credit repair services.
- Data collection and evaluation – staff costs and equipment costs associated with data collection, data entry, and reporting through the Homeless Management Information System (HMIS), a required aspect of the program.
- Administrative costs up to 5% (or $39,213)

The following budget is proposed for submission to HUD:

Category	Eligible Activity	Allocated amount
Homeless Prevention	Rental and utility assistance to maintain housing	$231,202
	Case management, outreach for homelessness prevention	$113,875
Rapid Re-housing	Moving costs, security deposits, rent for re-housing	$231,202
	Case management, outreach for re-housing	$113,875
Data collection	Data management, HMIS, evaluation	$ 54,900
Administration	Administration	$ 39,213
	TOTAL HPRP Amount Budgeted	**$784,267**

The Big Bend Homeless Coalition held two informational meetings for agencies interested in administering the HPRP on March 17 and April 3, 2009. Tallahassee plans to distribute HPRP funds to households through a contract with one or more non-profit agencies. Selected non-profit agencies (sub-grantees) that administer the HPRP funds are required by HUD to report client data in the Homeless Management Information System (HMIS) and make quarterly progress reports. Eligible sub-grantees must have experience administering the eligible activities and reporting client data in HMIS. Staff sought input from the Continuum of Care to determine which agency or agencies may qualify to administer the HPRP funds.

Sub-grantees will determine eligibility of program recipients. All at-risk households assisted with HPRP funds must earn at or below 50% of area median income. Households must either be homeless according to HUD's definition, or at risk of losing their housing. HUD defines persons as currently homeless and eligible for HPRP re-housing activities if they are:

- Sleeping in an emergency shelter
- Sleeping in a place not meant for human habitation such as streets, a car, an abandoned building or a park
- Staying in a hospital or other institution for up to 180 days but was staying in an emergency shelter or place not meant for human habitation prior to entry
- Graduating from or timing out of a transitional housing program
- Victims of domestic violence

For homeless prevention activities, eligible households may experience risk factors including eviction, discharge from an institution such as prison, residency in condemned housing, sudden loss of income, mental health or substance abuse, physical disability, health issues or medical debt, extremely low income, recent involvement in child welfare or foster care system, overcrowding, and more.

The non-profit agencies interested in administering HPRP funds as sub-grantees will be required to submit a letter of interest to staff by April 30, 2009, and will receive an application. Priority will be given to agencies that can show documented experience in providing homeless prevention services in the area, tracking client progress through case management, coordinating efforts with Continuum of Care agencies, reporting demographics and other information in HMIS, identifying citizens at risk of homelessness through outreach efforts, performing income qualification, and following a detailed budget. The applications to serve as a sub-grantee will be due to the City by May 29, 2009.

Housing Division staff will review and score applications, and provide recommendations for contract awards to the City Commission. The City Commission will select the sub-grantees that will administer

the HPRP funds at the regular City Commission meeting July 8, 2009. All sub-grantee contracts must be executed by September 30, 2009. The City must expend 60% of the HPRP funds within 2 years of the date Tallahassee enters an agreement with HUD (must be by September 1, 2009). 100% of the HPRP funds must be spent within 3 years of that date. The City will be responsible for monitoring the sub-grantees' performance and timely use of funds.

Community Development Block Grant – Recovery Program (CDBG-R)

The City proposes the following spending plan for the CDBG-R program:

- The City plans to spend the maximum allowable amount for program administration (10%).
- The City will use the maximum allowable amount for public services (15%).
- The balance of the CDBG-R funds will be spent for rehabilitation and capital improvements to the Lincoln Neighborhood Service Center and the Smith Williams Neighborhood Service Center.

Program	Amount
Administration	$51,281.20
Public Services	$76,921.80
Public facilities rehabilitation	$384,609.00
TOTAL	**$512,812.00**

These recommendations are based on two factors. (1) The current economic recession is placing extreme burdens on low-income neighborhoods and the agencies that serve them. Therefore the recommendation is that the maximum allowable amount of the funds be allocated for direct public services. Under the regular CDBG funding guidelines, 15% of the CDBG entitlement can be used for public services and the City regularly allocates those funds through the Community Human Services Partnership (CHSP) competitive funding process. (2) HUD has recommended that priority be given to projects that can be substantially underway by September 30, 2009. The City's Neighborhood Services Centers (Lincoln and Smith-Williams) are critical components in the delivery of services and programs to low-income neighborhoods. The City has plans and specifications for needed capital improvements for these facilities that can be implemented within the HUD recommended timelines.

Energy improvements in the Smith-Williams Service Center and Lincoln Service Center will promote energy conservation, and will provide long-term economic benefits to the City. The Smith Williams Service Center will receive new commercial grade double pane insulated operable windows to conserve energy. The Lincoln Service Center will receive an upgrade to the heating and air conditioning duct distribution system. The system will be replaced with well-insulated metal ductwork. This will provide long-term cost savings to the City and improve the environment. Additionally all attic insulation will be replaced and enhanced. Rehabilitation of the neighborhood service centers was determined to be a priority need in the 2008-2009 Annual Action Plan.