

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 Tallahassee
Name of Entity or Department Administering Funds	Department of Economic and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Joyce Martinez
Title	Housing Administrator
Address Line 1	300 South Adams Street
Address Line 2	Box B-27
City, State, Zip Code	Tallahassee, FL 32301
Telephone	850-891-6500
Fax	850-891-6597
Email Address	joyce.martinez@talgov.com
Authorized Official (if different from Contact Person)	Anita Favors Thompson
Title	City Manager
Address Line 1	300 South Adams Street
Address Line 2	Box A-21
City, State, Zip Code	Tallahassee, FL 32301
Telephone	850-891-8576
Fax	850-891-8669
Email Address	Anita.Favors.Thompson@talgov.com
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$ 784,267
Amount Grantee is Requesting	\$ 784,267

*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: Tallahassee's Citizen Participation Plan requires that the City encourage diverse members of the community to review and comment on plans and priorities for the use of federal and state grant funds. The Plan requires the publication of proposed uses and budgets, comment periods, and dates of a public meeting and a hearing. In addition to the public comment opportunities at the public meeting and hearing, a citizens' advisory committee reviews all plans and proposals before submittal. The City Commission appointed citizens to serve on the advisory committee, called the Community Improvement Advisory Council (CIAC). The CIAC also reviews the procedures involved in developing the City's plans and priorities.

The City participated in two HPRP informational meetings with homeless service providers directed by the Big Bend Homeless Coalition, the Lead Agency for the Continuum of Care, March 17 and April 3, 2009. Following the Citizen Participation Plan for the HPRP and CDBG-R, the City published a proposed budget and notice of public meeting on April 15, 2009 in the local newspaper and on the City website. The comment period was open until April 30, 2009, as allowed by the HPRP Notice. The City held a public meeting regarding the proposed use of HPRP and CDBG-R on April 28, 2009, convened the CIAC on April 29, 2009, and held the final hearing on May 13, 2009.

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

- 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.

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: Staff received one comment at the first public hearing: individuals or households assisted HPRP funds would need several months of assistance to become more stable in their finances. The citizen commented that at least 3-4 months of assistance would likely be necessary for any individual or head of household who lost employment to seek and obtain a new job. There will be other

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reasons for financial instability, but in these economic times, loss of employment is a likely reason for needing assistance.

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: The City has developed an application for interested potential subgrantees to determine experience, capacity, and ability to carry out the proposed activities within the designated time period. Non-profit agencies with experience in homeless case management will be invited to submit applications. The application requires the non-profit agency to document experience in providing homeless prevention services in the area, tracking client progress through case management, coordinating efforts with the Continuum of Care agencies, reporting demographics and other information, identifying citizens in danger of homelessness through outreach efforts, performing income qualification, and following a detailed budget. Each response of the application will be assigned a point value and will be compared to other agencies' responses. City staff will determine the scores for each application and the resulting awards. The City expects to award more than one agency with HPRP funds to administer various aspects of the proposed program.

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: In the advertisement for the public meeting and hearing related to the review of the HPRP Substantial Amendment published April 16, 2009, the City included a notice for all non-profit agencies interested in administering HPRP funds to contact the City with a letter of inquiry before April 30, 2009. The City will distribute an application

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to interested agencies for submittal by May 29, 2009. Staff will review each application and recommend awards of HPRP funds to the City Commission. The City Commission will make the final determination of HPRP contract awards at a regular City Commission meeting July 8, 2009. Contracts will be written by the City Attorney to make funds available by September 30, 2009.

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: In the HPRP application to receive funds, potential sub grantees will be required to describe how they will complete all required activities within the time frame of the program. The City will monitor the performance of selected sub grantees to ensure they are following the HPRP Notice regulations. The City will require sufficient documentation of the initial case management consultations, services provided, client information including eligibility verification, and funds expended per client. At quarterly intervals, the City will require a report of clients served, funding expended per eligible activity, jobs created and jobs retained. Agencies are instructed not to duplicate the count. The reports from sub grantees will become the Quarterly Performance Reports submitted to HUD. Agencies will be required to submit reports annually with unduplicated counts of clients, demographic information, funds expended by eligible activity, jobs created and retained, and outcomes of the program. The annual reports from sub grantees will become the Annual Performance Report submitted to HUD. Through the periodic reports, the City will monitor the spending of HPRP funds to ensure that 60% of the funds are spent within 2 years of the date HUD entered the agreement with Tallahassee and 100% of the funds are spent within 3 years of that date. Annually the City will perform a monitoring visit to each sub grantee agency. During the monitoring visit, staff will examine the agency's policies and procedures with regard to the HPRP program to ensure compliance with all regulations.

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

Response: The City of Tallahassee anticipates receiving additional funding through the ARRA and Housing and Economic Recovery Act of 2008 for housing including the Neighborhood Stabilization Program (NSP). The program will acquire and rehabilitate housing units for rent to households earning less than 50% of the area median income. Homeless households being re-housed will be given

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priority and will be targeted for NSP-assisted rental units. At this time not all the information is available with regard to what local agencies will receive funds. The City will meet with other agencies receiving ARRA funds to discuss how to collaborate. The HUD Homeless Resource Exchange used data from the U.S. Conference of Mayors' to create a Matrix of Programs Funded under ARRA. The matrix lists opportunities for collaboration between agencies receiving HPRP funds and agencies receiving other ARRA funds. The local Continuum of Care distributed the matrix to all agencies interested in administering HPRP funds. The City will work with HPRP sub-grantees to ensure collaboration occurs. Continuum of Care agencies already collaborate with local school districts and providers of temporary assistance for needy families (TANF) benefits, food assistance, job training, unemployment benefits, health and dental services including Medicaid, domestic violence assistance, and other housing assistance programs.

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 participated in two HPRP informational meetings with homeless service providers directed by the Big Bend Homeless Coalition, the Lead Agency for the Continuum of Care, March 17 and April 3, 2009. The City of Tallahassee participates in the monthly Continuum of Care meetings held by the Lead Agency. The City shares information and announcements with all Continuum of Care agencies through email. Any agency that is funded by HPRP will be an existing member of the local Continuum of Care. Continuum of Care agencies are accustomed to coordinating services and minimizing duplication of services. They are already skilled in the HMIS data system and case management for homeless prevention and re-housing. Agencies that will qualify for HPRP funding are also funded with mainstream resources for the Continuum of Care. It is required that the selected sub grantee of HPRP funds already performs housing prevention and re-housing activities with case management as required by HPRP.

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 is aware of the problem of homelessness in our community and has been working for many years on the challenges of those experiencing homelessness. Tallahassee's Consolidated Plan (2005-2010) includes eliminating homelessness as a 'Priority Housing Need (91.215(b))' on page 13. Under 'Specific Housing Objectives (91.215(b))' on page 18 and 19 of the Consolidated Plan, objective number 5 is "the City shall support the development of the Continuum of Care for the homeless and those citizens threatened with homelessness." The City supports the Big Bend Homeless Coalition, the Lead Agency of the Continuum of

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Care for all of Leon County and six surrounding counties. Using its ESG allocation, the City supports the operations of existing shelters. The City also uses CDBG funds coordinated through the Community Human Services Partnership to support agencies that provide services to the homeless. CDBG funds also support HOPE Community, a transitional shelter with intensive case management. Under the 'Homeless Strategic Plan (91.215(c))' on page 26, the City expresses an emphasis on homeless prevention through utility and rent assistance to those at risk of losing homes. Additional funding will support activities to prevent homelessness and re-house people experiencing homelessness. The HPRP funds will be used to further implement the goals of the Consolidated Plan.

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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	\$ 231,202	\$ 231,202	\$ 462,404
Housing Relocation and Stabilization Services ²	\$ 113,875	\$ 113,875	\$ 227,750
Subtotal (add previous two rows)	\$ 345,077	\$ 345,077	\$ 690,154
Data Collection and Evaluation ³	7%		\$ 54,900
Administration (up to 5% of allocation)	5%		\$ 39,213
Total HPRP Amount Budgeted⁴	100%		\$ 784,267

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

Tallahassee City Manager

Title