

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 Huntington Beach
Name of Entity or Department Administering Funds	Economic Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Sidney Stone
Title	Housing Manager
Address Line 1	2000 Main Street
Address Line 2	
City, State, Zip Code	Huntington Beach, CA 92648
Telephone	714-536-5901
Fax	714-375-5087
Email Address	Sidney.Stone@surfcity-hb.org
Authorized Official (if different from Contact Person)	Stanley Smalewitz
Title	Director of Economic Development
Address Line 1	2000 Main Street
Address Line 2	
City, State, Zip Code	Huntington Beach, CA 92648
Telephone	714-536-5582
Fax	714-375-5087
Email Address	SSmalewitz@surfcity-hb.org
Web Address where this Form is Posted	http://www.surfcity-hb.org/government/departments/ED/CDBG/

Amount Grantee is Eligible to Receive*	\$566,611
Amount Grantee is Requesting	\$566,611

*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).**

In November 2007, the City formed the Citizen Participation Advisory Board (CPAB). The CPAB is a 15-member advisory board appointed by the City Council for the CDBG program. The CPAB held a public meeting on April 23, 2009 to provide community residents with information regarding this substantial amendment and receive public input on the potential uses of this additional fund.

This substantial amendment was available for a 12-day public review period starting on April 23, 2009 through May 5, 2009. A public hearing will be held before the City Council on May 5, 2009 before approval of the substantial amendment by the Council.

Notice of the availability of the public review and City Council meeting was published in the *Huntington Beach Independent* newspaper on April 23, 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.

To be provided upon close of the public comment period and after the public hearing.

- 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.**

To be provided upon close of the public comment period and after the public hearing.

C. Distribution and Administration of Funds

- 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

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Other (Specify: _____)

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

The City will issue a Request for Proposals (RFP) under which agencies will be required to submit applications for funding of programs eligible under HPRP funding requirements. The City will develop a list of agencies to receive the RFP through meetings/discussions with other jurisdictions also receiving the HPRP funds, and through review of agencies identified in the Orange County Continuum of Care Strategy. The RFP will also be posted on the City's website to solicit proposals from other agencies.

Applications will be reviewed and funding will be awarded based on, but not limited to, the following criteria:

- Completeness of application;
- Consistency of the proposed programs/assistance with HPRP program guidelines/regulations;
- Priority of needs in the community and consistency with the City's Consolidated Plan and the Orange County Continuum of Care Strategy;
- Experience and capacity of the agency in implementing the programs and ability to expend the funds in a timely manner; and
- Non-duplicative efforts among other jurisdictions.

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).

To ensure that HPRP funds are allocated to subgrantees by September 30, 2009 the City will issue an RFP to distribute the funds to eligible subgrantees. The RFP process will be coordinated with other grantees in Orange County receiving HPRP funds to avoid duplicate subgrantee allocation. The RFP will outline the criteria for receiving funds and an evaluator panel will be used to rate and rank each proposal. Subgrantees selected through the RFP process will be recommended to the City Council. Contracts will be executed by September 30, 2009 based on recommended funding allocations.

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).

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The City will issue an RFP as soon as the City Council approves the Substantial Amendment to the FY 2008-09 Annual Action Plan on May 5, 2009. To ensure the timely expenditure of funds, the City will conduct site visits of the agencies applying for HPRP funds prior to making recommendations to the City Council for funding allocation. The objective of the site visits is to ensure these agencies can effectively implement the programs and have adequate staffing and facility capacity to expend the funds in a timely manner.

During the first quarter of the grant year, the CDBG Coordinator will provide the subgrantees with training. The training provides an overview of the funding program, review of the content of subgrantee agreements and review regulations related to the HPRP program. The City will conduct formal on-site visits annually. Staff utilizes a standardized monitoring checklist during each on-site visit. Subgrantees receive prior notification of monitoring appointments and staff meets with appropriate personnel to ensure required documents are available and reviewed. Follow up contact is made with each subrecipient to advise them of any adjustments, which need to be made, and City staff then verifies revisions have been completed so that the activity may continue.

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).**

Orange County has developed its Continuum of Care system in a comprehensive and coordinated effort to provide service delivery to the homeless and at-risk population. As part of this process, the City has met with a countywide group of cities on April 2, 2009 and will be attending another meeting on April 27, 2009 regarding the use of HPRP funds. The cities are working together to ensure that the subgrantees being funded are not duplicated and that priorities are aligned in regards to funding. The City will continue to seek out new opportunities for collaboration for agencies receiving funding under HPRP.

The City works with the *Orange County Continuum of Care Forum*, an entity comprised of agencies, individuals and groups focused on eliminating homelessness in Orange County. The *Community Forum* is the primary regional planning entity for HUD's annual Continuum of Care funding competition (SuperNOFA). A primary function of the *Community Forum* is to identify gaps in the regional Continuum of Care and to prioritize these gaps for SuperNOFA funding. This regional role makes the *Community Forum* an ideal medium to collaborate with other ARRA-program administrators.

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

As discussed above, the City met with a countywide group of cities to coordinate the use of HPRP funds. This group is also participating in the coordination of the Continuum of Care Strategy for Orange County. As such, the selection of agencies to receive the HPRP funds is based on the Continuum of Care gaps identified, nonduplicative efforts by participating jurisdictions, and urgency of needs, among other factors.

The City participates in the *Continuum of Care Leadership Cabinet and Community Forum Collaborative*. The Leadership Cabinet and the Community Forum *Collaborative* were created to address homeless issues on a comprehensive regional basis. The key purpose is the identification of the resources available throughout the region that can be used to address and reduce homelessness.

- 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).**

The Consolidated Plan focused on continuing support to emergency shelters, transitional housing, and the at-risk of homelessness population. Specifically, the Consolidated Plan identifies the provision of emergency shelters and transitional housing as a priority.

Domestic violence is a leading cause of homelessness for families. In the past, the City has assisted Collette's Children's Home with the rehabilitation of four multi-family units as a transitional housing facility for battered/homeless mothers with children. The City has also continued to provide funding support to Collette's Children's Home using CDBG funds.

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.

As no subgrantees have been selected, the following budget represents an estimate only based on the City's initial discussions with some service providers. This budget will be revised once the subgrantees and the recommended allocations have been determined through the RFP process.

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HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid housing	Re- Total Amount Budgeted
Financial Assistance ¹	\$130,000	\$10000	\$140,000
Housing Relocation and Stabilization Services ²	\$230,000	\$130,000	\$360,000
Subtotal (add previous two rows)	\$360,000	\$140,000	\$500,000

Data Collection and Evaluation ³	\$38,280
Administration (up to 5% of allocation)	\$28,331
Total HPRP Amount Budgeted⁴	\$566,611

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."

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

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