

## **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](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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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)

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

**A. General Information**

<b>Grantee Name</b>	County of Santa Clara
<b>Name of Entity or Department Administering Funds</b>	Office of Affordable Housing
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Marjorie Matthews
<b>Title</b>	Director
<b>Address Line 1</b>	Office of Affordable Housing
<b>Address Line 2</b>	2130 North First Street, Suite 100
<b>City, State, Zip Code</b>	San Jose, CA 95131
<b>Telephone</b>	(408) 441-4258
<b>Fax</b>	(408) 441-4332
<b>Email Address</b>	Marjorie.Matthews@ceo.sccgov.org
<b>Authorized Official</b> (if different from Contact Person)	
<b>Title</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Web Address where this Form is Posted</b>	<a href="http://www.sccgov.org/portal/site/scc">http://www.sccgov.org/portal/site/scc</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$717,484</b>
<b>Amount Grantee is Requesting</b>	<b>\$717,484</b>

\*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:

**[response pending upon completion of Public Comment period]**

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:

**[response pending upon completion of Public Comment period]**

**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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The County Office of Affordable Housing (OAH) intends to allocate the HPRP funds to experienced local community-based organizations through a competitive Request for Proposals (RFP) process. In order to maximize the efficiency of the process of allocating, implementing, and administering the HPRP funds, the County OAH expects to award funds to no more than three HPRP subgrantees who, individually or collectively, demonstrate the necessary capacity, experience, and ability to provide the proposed services in the HUD-mandated timeline.

As the agency responsible for providing administrative oversight to the organizations receiving HPRP funds, the County OAH will also oversee the competitive grant process. Applicant agencies will be required to demonstrate the ability to provide financial assistance, rental assistance, housing stabilization, data collection and reporting, and other key services, and will be required to establish measurable program outcomes. They will have to prepare a sound program proposal and a reasonable budget. Additional program requirements may be included in the RFP solicitation, pending public comment and ongoing community outreach.

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).

The County Office of Affordable Housing is prepared to implement the proposed HPRP program according to the HUD contract timeline. Once this Substantial Amendment to the Consolidated Plan has been approved by HUD, the County will incorporate any changes required by HUD and immediately release the Request For Proposals. The RFP is expected to be released no later than July 6, 2009. Applicants will be expected to submit their HPRP Proposals within 30 days (no later than August 6, 2009). The subgrantees will be selected no later than August 17<sup>th</sup> and the Board of Supervisors will review and approve the contract awards on August 25<sup>th</sup>. Contract negotiations will begin on August 26<sup>th</sup> and all contracts will be executed and funds ready for allocation no later than 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:

As required by HUD, the County Office of Affordable Housing intends to spend and draw down at least 60% of the funds within the first two years of the program and 100% within three years. The County OAH will use the following strategies to ensure this. First, both the County and the providers to be funded will be "shovel-ready" at the time of contract execution. In order to streamline the process, the County OAH intends to allocate the funds to organizations a small group of well-qualified providers who have experience and

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capacity to provide the services. Second, the OAH is well-positioned to monitor funded programs and ensure effective service provision. There is an effective HMIS system in place in Santa Clara County, and the Office of Affordable Housing currently uses the IDIS system for its CDBG programming.

The Office of Affordable Housing will conduct program monitoring at least quarterly to ensure that program activities are being conducted, eligible households are served, outcomes are being attained and measured, funds are spent, and all other program requirements are met. These requirements will be clearly articulated within the HPRP RFP.

In the event that, during quarterly monitoring, the County notes that funds are not being expended according to schedule, it will require immediate corrective action by the subgrantee. If, within 90 days of the corrective action, the issue is not resolved, the County reserves the right to reallocate the funds to a qualified entity who demonstrates the capacity to meet all grant terms.

### **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 County of Santa Clara is committed to maximizing the effectiveness of the Recovery Act funds coming into various County Departments through collaboration and coordination. The Office of Affordable Housing is home to the Housing and Community Development Program, which will administer the CDBG and NSP programs, and those ARRA-related activities will be directly coordinated with the proposed programs. There are various other agencies that currently serve target populations similar to those targeted by HPRP, including the County of Santa Clara Housing Authority, the City of San Jose Department of Housing and the Housing Offices of the other fourteen cities in the County, the City of Sunnyvale Community Development Department, the Department of Social Services, the Department of Mental Health, the Department of Alcohol and Drug Services, the Housing Trust Fund of Santa Clara and others with whom the County has close working relationships. The County intends to leverage additional sources of ARRA funds by training HPRP staff to inform clients about, and assess client eligibility for, other ARRA-funded programs from which they might benefit, including TANF programs, WIA-funded employment programs, CSBG-funded employment and community development programs, McKinney-Vento funds for programs for homeless students, public housing opportunities, and other ARRA-funded initiatives.

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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).

Response:

The Office of Affordable Housing currently houses the Santa Clara County Collaborative (the local Continuum of Care), and has involved the Collaborative directly in the HPRP planning process. The proposed HPRP activities are consistent with the priorities outlined in the Santa Clara County Ten Year Plan to End Chronic Homelessness and with the goals of the Santa Clara Collaborative (the local Continuum of Care) to end homelessness by linking homeless households immediately to housing and providing the necessary supportive services that allow them to remain stably housed. All of the program activities funded through this program will be directly related to housing, either in the form of direct financial assistance to maintain or secure housing, housing stabilization/case management services, and/or data collection and monitoring to ensure performance. It is expected that the Collaborative will participate actively in the ongoing program design and implementation activities, data monitoring process, reviewing reports and assisting with overall program oversight.

It is expected that most of the individuals eligible for HPRP assistance will benefit greatly from connection to mainstream services. Any provider awarded HPRP funds will be required to maintain numerous linkages with mainstream services, such as Social Security and other income programs; WIA-funded employment programs; medical care; and other critical resources.

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 proposed use of the HPRP grant funds is directly aligned with the goals of the Santa Clara County Consolidated Plan. Among the various objectives outlined in the plan are the following: "Increase the available supply of housing affordable to lower income households," and "Increase housing opportunities for special needs households and the unhoused." Through this program, very low income households – either experiencing or at-risk of homelessness – will receive crucial assistance that allows them to remain stably housed in affordable housing or, through the provision of rental subsidies, access and remain in affordable housing. The program specifically targets those who are homeless, or close to homelessness, and will serve a range of households, including those who live in substandard or overcrowded conditions, those who are extremely cost-burdened, and those facing temporary economic hardship due to the economic downturn. In this way, the proposed program will help the County meet the goals established in 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.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$206,000	\$206,000	\$412,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$117,000	\$117,000	\$234,000
<b>Subtotal</b> (add previous two rows)	<b>\$323,000</b>	<b>\$323,000</b>	<b>\$646,000</b>
Data Collection and Evaluation <sup>3</sup>			\$35,610
Administration (up to 5% of allocation)			\$35,874
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$717,484</b>

<sup>1</sup>Financial 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.

<sup>2</sup>Housing 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.

<sup>3</sup>Data 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.

<sup>4</sup>This 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)

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Signature/Authorized Official

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Date

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Title

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