

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 Daly City
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)	Lenelle Suliguin
Title	Housing Coordinator
Address Line 1	333 – 90 th Street
Address Line 2	
City, State, Zip Code	Daly City, CA 94015
Telephone	650-991-8068
Fax	650-991-8070
Email Address	lsuliguin@dalycity.org
Authorized Official (if different from Contact Person)	Patricia Martel
Title	City Manager
Address Line 1	333- 90 th Street
Address Line 2	
City, State, Zip Code	Daly City, CA 94015
Telephone	650-991-8127
Fax	650-991-5759
Email Address	pmartel@dalycity.org
Web Address where this Form is Posted	www.dalycity.org

Amount Grantee is Eligible to Receive*	\$ 510,070
Amount Grantee is Requesting	\$ 510,070

*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:

The City of Daly City's citizen participation plan requires the following for a substantial amendment to the Consolidated Plan: 30-day public review period and a public hearing. The HPRP notice allowed for reducing the public review period to 12 days.

The City has followed its citizen participation plan in relation to this Substantial Amendment. A Public Notice was published on April 12, 2009 in the Examiner, a newspaper of general circulation. Staff had the public notice of the hearing and review period posted at City Hall, at the City libraries, and on the City's website. The draft Substantial Amendment was available for public comment and review beginning April 12, 2009 until April 27, 2009. A copy of the draft Substantial Amendment was made available at City Hall, the libraries, and on the City's website. The City Council held a public hearing for the Substantial Amendment on April 27, 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:

At the April 27, 2009 public hearing, representatives from Service League of San Mateo County, HIP Housing, and Legal Aid Society of San Mateo County spoke about the programs and services they offer and how these could be eligible for HPRP funds.

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

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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: Informal RFP process)

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

Response:

The City of Daly City currently works with nonprofit agencies that offer the services eligible for HPRP funding (i.e. legal assistance, homeless assistance, and case management.) These nonprofits receive CDBG funds from the City and the County of San Mateo, and the City has a good working relationship with them. The City will approach these agencies and ask them to submit a proposal for use of the HPRP funds.

The City will talk with providers that currently provide foreclosure prevention counseling and will ask them what referrals they make to households that are unable to prevent foreclosure. The City will approach these referrals to determine if they may be suited for HPRP funds. The City will also reach out to providers who help with tenants at risk of eviction.

In addition, the City operates a Community Service Center that works cooperatively with the County to provide crisis intervention and short-term emergency counseling and case management services. The City will review the Community Service Center's capacity to use the HPRP funds.

The City plans to contract with the subgrantees on an annual basis, with the option to extend contracts based on satisfactory performance. The City's selection of subgrantees will take into consideration the prospective subgrantee's performance history, cost-effectiveness, familiarity with Homeless Management Information Systems (HMIS), and accessibility of subgrantee to Daly City residents.

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).

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Response:

The City plans to have selected its subgrantees by June 30, 2009. It will have draft agreements with the subgrantees by August 30, 2009. Once the City has executed the grant agreement for HPRP funds with HUD by September 1, 2009, it will be ready to allocate and execute agreements with the subgrantees by September 30, 2009. As a CDBG entitlement jurisdiction, the City has experience in writing and executing grant agreements with subgrantees in a timely manner.

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 HPRP guidelines provide specific requirements for reporting. Quarterly performance reports will be due ten days after the end of each quarter, and annual performance reports will be due 60 days after the end of the fiscal year. The City will comply with these reporting requirements in order to ensure the timely and effective use of the HPRP grant. The City will incorporate these reporting requirements into the written agreements with subgrantees and assign a staff person to oversee the collection of data and reports. The City will create an HPRP calendar that lays out the reporting dates and will include annual monitoring visits of subgrantees.

In order to properly oversee the quality of HPRP reporting, the City will look into training on the Homeless Management Information System (HMIS). The City is part of the San Mateo County Continuum of Care (CoC) and will coordinate with the CoC on HMIS training.

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 will first identify the local agencies that can serve similar target populations and have received funds under the American Recovery and

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Reinvestment Act of 2009. Upon identification, the City will outreach to these agencies and inquire about the types of services that will be made available as a result of the funds. As an example of this, the City is already in contact with San Mateo County and is engaged in conversation regarding resources and information about possible HPRP service providers.

The City will work with the local agencies in marketing the services and programs made possible by the HPRP funds.

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 is a member of the San Mateo County Continuum of Care Consortium. Through its membership and participation in the Continuum of Care, the City is aware of homeless service providers and the various homeless service programs available in the County. The City will work with the Consortium and mainstream resources to ensure that services provided by HPRP funds do not duplicate but enhance the services that are currently being provided. The City will also work with them to reach out to households and individuals that would be eligible for the services made possible by the HPRP funds.

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's Consolidated Plan lists the following as Housing Priorities:

1. Provide supportive facilities and services for homeless persons, and
2. Provide rental assistance.

Both these priorities are supported by activities that are eligible for HPRP funds, specifically financial assistance and housing relocation/stabilization services.

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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	\$ 150,000	\$ 75,000	\$ 225,000
Housing Relocation and Stabilization Services ²	\$ 75,000	\$ 164,567	\$ 239,567
Subtotal (add previous two rows)	\$ 225,000	\$ 239,567	\$ 464,567
Data Collection and Evaluation ³			\$ 20,000
Administration (up to 5% of allocation)			\$ 25,503
Total HPRP Amount Budgeted⁴			\$ 510,070

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.

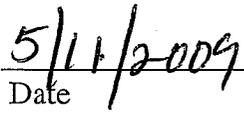
³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

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
<u>City Manager</u> _____ Title	