

## **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>	City of Santa Rosa
<b>Name of Entity or Department Administering Funds</b>	Department of Economic Development and Housing
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Nancy Gornowicz
<b>Title</b>	Economic Development and Housing Manager
<b>Address Line 1</b>	90 Santa Rosa Avenue
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Santa Rosa, CA 95404
<b>Telephone</b>	707-543-3303
<b>Fax</b>	707-543-3317
<b>Email Address</b>	<a href="mailto:ngornowicz@srcity.org">ngornowicz@srcity.org</a>
<b>Authorized Official</b> (if different from Contact Person)	Jeffrey Kolin
<b>Title</b>	City Manager
<b>Address Line 1</b>	100 Santa Rosa Avenue
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Santa Rosa, CA 95404
<b>Telephone</b>	707-543-3020
<b>Fax</b>	707-543-3030
<b>Email Address</b>	<a href="mailto:jkolin@srcity.org">jkolin@srcity.org</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.srcity.org">www.srcity.org</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$516,527</b>
<b>Amount Grantee is Requesting</b>	<b>\$516,527</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: A public meeting was held by the City of Santa Rosa (City) on April 16, 2009 at 6:15 p.m. to accept public input. Notice of the public meeting was mailed to non-profit organizations throughout Sonoma County; published in the *Press Democrat*, the local newspaper; and posted on the City's website.

The Substantial Amendment was available for public review and comment between April 20, 2009 and May 4, 2009 at the City Manager's office (City Hall), the Department of Economic Development and Housing (City Hall Annex), the Main Branch of the Sonoma County Library and on the City's website. Finally, the City Council held a public hearing on May 5, 2009 to receive input on the funds.

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: The Department of Economic Development and Housing received verbal comments at the public hearing/meeting held on April 16, 2009 and the public hearing on May 5, 2009. Those comments were supportive of the HPRP program and the proposed implementation.

A written comment was received and not accepted; the comment related to the Section 8 Housing Choice Voucher and the Family Self Sufficiency Program and not to 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 agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

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

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      Select Administrator for Relocation/Stabilization Services and Short Term Financial Assistance program elements
- Formula Allocation
- Other (Specify):      Sonoma County Housing Authority will administer the Medium-Term Rental Assistance.

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

Response: The City and the County of Sonoma (County) are developing one integrated program to serve the residents of Sonoma County. In late May or early June 2009, a Request For Proposals (RFP) will be published to solicit proposals from non-profit agencies for the following services: 1) case management; 2) assessment of need for rental assistance for homelessness prevention and re-housing of individuals and families that are currently homeless; 3) direct administration of the short-term financial assistance program element (i.e., security/utility deposits, moving costs, etc.); 4) legal services; and 5) housing placement services. The financial assistance program element is to be jointly-funded with HPRP funding from Sonoma County and the City of Santa Rosa (City), as the two jurisdictions have collaborated in the design of one integrated HPRP program serving both jurisdictions.

The City and County have agreed that rental assistance will be in the form of 4 to 18 month subsidies, administered by the Sonoma County Housing Authority (SCHA) because the SCHA currently administers HOME-funded Tenant-Based Assistance Program and several McKinney-Vento Shelter Plus Care contracts that serve clients in both jurisdictions, which qualifies SCHA as a sole-source provider for this program element.

The Sonoma County Community Development Commission houses the County's Homeless Management Information System (HMIS) and will administer, and take responsibility for, the HMIS requirements of HPRP for both the City and the County.

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).

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

Response: The City and County plan to develop the program details and the RFP content and process in May and/or June 2009. The RFP will be issued late May or early June 2009, which will allow the non-profit service providers to be selected and contracts with those organizations to be entered into 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: The joint HPRP program was designed to use existing nonprofit service agencies that can quickly implement the funds. The City/County program will be two years in duration, July 1, 2009 to June 30, 2011, which will ensure that the majority of the HPRP funds are expended within two years, pursuant to HUD regulations.

The main element of the City/County program is direct financial assistance, both preventative and for "rapid re-housing." The secondary element is Housing Relocation and Stabilization Services, including Case Management/Coordination to ensure proper eligibility determination, referrals to appropriate service providers and to ensure complete HMIS and other data is collected and compiled in a timely manner.

The City's Department of Economic Development and Housing (EDH) currently administers Community Development Block Grant (CDBG) and HOME funds. EDH will administer the HPRP contracts and will administer HPRP funds in a similar fashion. The city's experience in program monitoring and reporting to HUD will allow HPRP to be successfully implemented.

### **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 and the County met on March 25, 2009 to discuss the coordination of HPRP. The City and County agree to plan and coordinate their HPRP programs as one, integrated program with each jurisdiction funding discrete elements of the overall City/County program, to the greatest extent feasible. Eligibility for program services is not dependent on which jurisdiction funds the program; the program will serve all Sonoma County residents. The HPRP joint program duration would cover two fiscal years, FY 2009/2010 and FY 2010/2011.

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The Continuum of Care Steering Committee (Steering Committee) consists of representatives of the following: three largest homeless services providers, representatives from the three HUD entitlement jurisdictions within the County, the County of Sonoma, City of Santa Rosa, and City of Petaluma, a representative from the agency that administers the FEMA- Emergency Food and Shelter Program (EFSP), local non-governmental funding agencies, and other private and public sector members. Because of the Steering Committee's membership, collaboration between agencies and organizations will take place.

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 Steering Committee of the Sonoma County Continuum of Care discussed the HPRP funding opportunity at their February 24, 2009 meeting. Because the federal rules and regulations were not published at the time, the Steering Committee discussion was limited to conceptual ideas on how to best utilize HPRP funding. The Steering Committee favored using the funds for direct financial assistance and utilizing existing nonprofit organizations, rather than creating new programs. The Steering Committee met again on March 31 and discussed the HPRP program in detail since the HPRP regulations had been published a week and a half prior. Steering Committee input from both meetings materially shaped the City/County HPRP design.

The Steering Committee membership includes senior managers from County Health and Human Services Departments and, therefore, has representation from "mainstream" service providers. Additionally, Health and Human Services senior staff have also been consulted about HPRP.

On-going input comes from the Continuum of Care Coordinator, various City and County staff members, and informal consultation with staff of nonprofit organizations. The Continuum of Care Coordinator, with input from City and County staff, will write the HPRP detailed program design and the RFP documents.

On April 16, 2009 details of the HPRP plan was presented to the Sonoma County Continuum of Care Planning Group for review and comment. This large and diverse group is predominantly non-profit homeless services agency staff members who will participate in the program by referral of clients in need of funding.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (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 of Santa Rosa’s 2004 to 2009 Consolidated Plan identifies a the following goals:

- Increase supply of affordable rental housing for the City’s lowest income households;
- Preserve existing affordable housing stock;
- Provide housing and services to youth and other special needs populations;
- Increase homeownership for City residents; and
- Provide funding for public facilities and improvements.

The coordinated City of Santa Rosa/County of Sonoma HPRP program will assist in increasing the supply of affordable rental housing for the City’s lowest income households through rental assistance and will provide housing and services to households through financial assistance and case management services.

**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.

See Appendix A

<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>	\$490,701	See Appendix A	\$490,701
Housing Relocation and Stabilization Services <sup>2</sup>	See Appendix A	See Appendix A	\$
<b>Subtotal</b> (add previous two rows)	<b>\$490,701</b>	<b>\$</b>	<b>\$490,701</b>
Data Collection and Evaluation <sup>3</sup>			\$0
Administration (up to 5% of allocation)			\$25,826
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$516,527</b>

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

<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.

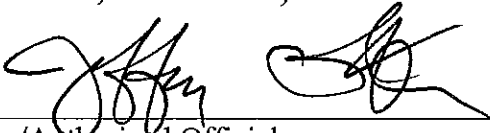
<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<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."

**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

3-7-09

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

Title

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

**Appendix A**

**Estimated Budget Summary – Integrated Sonoma County / City of Santa Rosa HPRP**

- As required by HUD, the following tables show preliminary estimated amounts for various HPRP activities.
- Because homelessness is a regional issue that crosses jurisdictional boundaries, and to maximize cost-effective administration of these limited HPRP funds, the County and City will jointly fund and operate one integrated, countywide HPRP.
- The actual breakdown of both County and City HPRP funds expended for each of the categories included in the tables below will be known only after assessing the needs of assisted households over the term of the HPRP and will differ from the preliminary estimates below.
- Actual amounts disbursed in each category will be reported to HUD and to the public on a quarterly basis during the full term of the HPRP.

<b>HPRP <u>Estimated</u> Budget Summary: Combined City and County</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$490,701	\$546,694	\$1,037,395
Housing Relocation and Stabilization Services <sup>2</sup>	\$220,000	\$	\$ 220,000
<b>Subtotal</b> (add previous two rows)	<b>\$710,701</b>	<b>\$546,694</b>	<b>\$1,257,395</b>
Data Collection and Evaluation <sup>3</sup>			\$ 10,000
Administration (up to 5% of allocation)			\$ 66,704
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$1,334,099</b>

<b>HPRP <u>Estimated</u> Budget Summary: County Only</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$	\$546,694	\$546,694
Housing Relocation and Stabilization Services <sup>2</sup>	\$220,000	\$	\$220,000
<b>Subtotal</b> (add previous two rows)	<b>\$220,000</b>	<b>\$546,694</b>	<b>\$766,694</b>
Data Collection and Evaluation <sup>3</sup>			\$ 10,000
Administration (up to 5% of allocation)			\$40,878
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$817,572</b>

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

**Appendix A, continued**

<b>HPRP <u>Estimated</u> Budget Summary: City Only</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re- housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$490,701	\$	\$490,701
Housing Relocation and Stabilization Services <sup>2</sup>		\$	
<b>Subtotal</b> (add previous two rows)	<b>\$490,701</b>	<b>\$</b>	<b>\$490,701</b>
Data Collection and Evaluation <sup>3</sup>			\$
Administration (up to 5% of allocation)			\$ 25,826
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$516,527</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."