

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 and County of San Francisco
Name of Entity or Department Administering Funds	Mayor's Office of Housing in coordination with the Human Services Agency per an MOU
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Cindy Ward
Title	Manager, Family Programs, Housing and Homeless Division, Human Services Agency
Address Line 1	1640 Mission Street
Address Line 2	
City, State, Zip Code	San Francisco, CA 94103
Telephone	415 557-6449
Fax	415 557-5679
Email Address	Cindy.Ward@sfgov.org
Authorized Official (if different from Contact Person)	Gavin Newsom
Title	Mayor
Address Line 1	City Hall, Room 200
Address Line 2	1 Dr. Carlton B. Goodlett Place
City, State, Zip Code	San Francisco, CA 94102
Telephone	415-554-6141
Fax	415-554-6160
Email Address	
Web Address where this Form is Posted	http://www.sfgov.org/site/moh_index.asp http://www.sfhsa.org/

Amount Grantee is Eligible to Receive*	\$8,757,780
Amount Grantee is Requesting	\$8,757,780

*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 Mayor's Office of Housing released a Notice of Availability of draft of the substantial amendment to the 2008-2009 Action Plan on April 15, 2009 stating that the draft would be available for public review and comment from April 23, 2009 through May 6, 2009 (14 day comment period). The draft was available electronically at www.sfgov.org/moh and www.sfhhsa.org. Hard copies were available at the Mayor's Office of Housing, the Human Services Agency and the main branch of the San Francisco Public Library. The public was invited to provide written comments or to offer testimony at the Citizen's Committee on Community Development meeting that was held 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:

While no public comments were received during the 14 day comment period there was significant community involvement in the planning process. An HPRP workgroup made up of members of San Francisco's Continuum of Care, the Human Services Agency and the Mayor's Office met weekly for seven weeks. All meetings were open to the public, were well attended, and had representation from community based organizations, family, youth, veterans, HIV/AIDS, seniors, re-entry services, domestic violence providers, unified school district, advocates, and currently homeless persons. On two separate occasions the recommendations created by the workgroup were presented before the Full CoC board for review and vote. The final recommendations are reflected in this substantial amendment.

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:)

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

The City and County of San Francisco will allocate the HPRP funding through a competitive procurement process to local community-based organizations (CBOs) with experience providing services similar to those eligible through HPRP. The Human Services Agency (HSA) will be responsible for overseeing the competitive process to select CBO sub-grantees to administer a significant portion of the HPRP funding. Interested CBOs will be expected to submit applications describing: organizational qualifications (demonstrated ability to carry-out HPRP eligible activities), proposed services, measurable outcomes, and a budget. HSA plans to initiate the competitive selection process in advance of July 2, 2009, in order to ensure that funding decisions are made with enough time to negotiate and execute grant agreements.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub-grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Using input from the San Francisco Continuum of Care (CoC), advocates, CBOs and other members of the public, HSA will allocate HPRP funds between the homeless prevention and rapid re-housing program categories to organizations applying for funding through the Department's competitive application process mentioned above.

Currently, an ad-hoc work group formed by the CoC has been meeting weekly to discuss eligible uses of funds, target populations, prioritization of need, and how the HPRP funds should be allocated between homelessness prevention and rapid re-housing activities. The HSA will use the work of this ad-hoc committee as a guide when developing the competitive application documents.

HSA expects to negotiate deliverables and budgets with successful CBOs during July and will devote the months of August and September to seeking approval to execute grant agreements from the Human Services Commission and to certifying and executing all grant agreements by no later than September 30, 2009.

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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).

The Mayor's Office of Housing (MOH) and the Human Services Agency (HSA) will enter into an MOU that outlines the specific responsibilities of each department. MOH will be responsible for the financial management of the funds and all transactions involving IDIS. HSA will have general administrative responsibilities which will include the direct oversight of all sub-grantees receiving HPRP funding, and reporting milestones to HUD.

MOH and HSA will work collaboratively to ensure that HPRP funds are used for eligible activities in a manner that is both effective and timely. MOH will be responsible for drawing down HPRP funds through IDIS on a regular basis after confirming with HSA the amounts spent by the CBO sub-grantees, and the amount HSA has expended internally for database, administrative and direct service expenses.

HPRP-funded services will be monitored in a variety of ways. HSA will be the lead Department with oversight of all CBO sub-grantees. Programmatic monitoring will happen minimally on a quarterly basis, through review of information reported on HMIS and other data reported on quarterly reports, as well as from on-site visits. The purpose of the programmatic monitoring will be to ensure that eligible persons are being assisted; that sub-grantees are following HPRP requirements, and that outcomes are being met. This oversight will also allow HSA to work collaboratively with the CBOs to make any necessary changes early on to ensure that funds are being used effectively and timely. Fiscal monitoring of the funding will be completed on a monthly basis as invoices are submitted to HSA for payment.

HSA will execute grant agreements that clearly articulate all appropriate regulations, requirements and expected outcomes, and will constitute the basis of the programmatic monitoring. HSA will also develop budgets with the CBO sub-grantees that identify eligible expenses. The budget will be the basis for the on-going fiscal monitoring of the CBO sub-grantees.

Finally, in an effort to be as accessible and transparent to the public as possible, San Francisco has set up a website intended to track and report on the use of funds received by City departments through the ARRA (www.recoverysf.org)

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).

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MOH and the HSA have established relationships with other City agencies serving the HPRP population, including the Housing Authority, Workforce Investment Board and Office of Economic and Workforce Development, all of which will receive ARRA funds. As the local entity that administers the TANF program, the HSA will be the recipient of a significant infusion of stimulus funds through the TANF program, which can be used to serve HPRP clients. The HSA is also the lead administrative entity for subsidized childcare programs, and maintains a working relationship with the San Francisco Unified School District's homeless education liaison.

On-going collaboration with all pertinent agencies receiving ARRA funding is recognized as the key to maximizing Recovery Act funding. San Francisco's Homeless Policy Director under the Mayor's Office is engaged in the HPRP planning process and will work at the director-level to ensure coordinated use of funds to serve HPRP clients across agencies.

Specific strategies for interagency leveraging of ARRA funds include:

- Training staff who interact with HPRP clients in the availability of ARRA-funded services at other agencies
- Coordinated outreach to ensure that those who need services are aware of all ARRA-funded programs that could assist them
- Assessing HPRP clients for eligibility to receive other ARRA-funded services.
- Creating referral mechanisms between the local HPRP program and the employment services programs that will be developed using TANF and WIA stimulus funds.
- Potentially creating a priority referral process for homeless HPRP clients to be placed in public housing units rehabilitated using ARRA 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).

The planning process was convened as a workgroup of the CoC, (also known as the Local Homeless Coordinating Board). The workgroup meetings were well attended by service providers who currently carry out the activities as outlined in the HPRP guidelines as well as agencies that consistently participate in the CoC. The workgroup also included three voting members of the CoC Board. The CoC Board approved final recommendations and the application for use of HPRP funds. Activities and the plans presented for the HPRP funding are in alignment with the San Francisco Five Year Continuum of Care Plan and the Ten Year Plan to End Chronic Homelessness.

The CoC will remain involved with the implementation and activities associated with the HPRP funds. The CoC will be presented the data prepared for quarterly HMIS reports. The

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CoC will also assist with outreach and advertisement of programs and how clients can access them.

The grantee will maintain existing linkages and create new ones with mainstream providers to ensure all eligible people have access to both HPRP-funded programs and mainstream services where appropriate. In addition, linkages with mainstream providers and programs will be in place to enrich the services provided through HPRP funds and establish sustainable income sources such as social security, employment, and vocational training. Linkages and access to affordable housing units will also play a key role in successful housing exists off of subsidies.

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 housing related analyses provided in the 2005-2009 Consolidated Plan demonstrate the challenge of obtaining affordable housing for low and moderate income families and individuals in San Francisco. The Consolidated Plan detailed that among renters, almost 34% of households are cost burdened (defined by HUD as paying more than 30% of household income towards rent, mortgage payments, utilities, taxes and insurance). Moreover, 16% of renters are severely cost burdened, paying more than 50% of their income towards housing costs. The Consolidated plan also provided data on homelessness noting that 2005 Homeless count indicated over 6,000 homeless persons in the City and County of San Francisco. In response to these barriers to affordable housing the Consolidated Plan put forth several strategies that are also reflected in the plan for the HPRP funds. Specifically, both the Consolidated Plan and the HPRP plan call for

- Expansion of eviction prevention funds
- Improving outreach to those at risk for eviction with particular attention to low-income neighborhoods and special needs populations
- Strengthening inter-departmental and agency collaborations
- Provide housing counseling assistance to renters who are victims of eviction or are at risk of eviction
- Provision of services (e.g. case management, financial management)
- Provision of legal 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	\$ 4,431,150	\$ 842,120	\$ 5,273,270
Housing Relocation and Stabilization Services ²	\$ 2,386,004	\$ 360,908	\$ 2,746,912
Subtotal (add previous two rows)	\$ 6,817,154	\$ 1,203,028	\$ 8,020,182

Data Collection and Evaluation ³	\$ 299,709
Administration (up to 5% of allocation)	\$ 437,889
Total HPRP Amount Budgeted⁴	\$ 8,757,780

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.

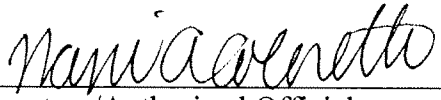
³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

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	<u>5/14/2009</u> Date
<u>Mayor's Budget Director</u> Title	