

HOUSING AUTHORITY REPORT

DATE ISSUED: August 7, 2009

REPORT NO: HAR 09-031

ATTENTION: Members of the Housing Authority
For the Agenda of September 15, 2009

SUBJECT: Fiscal Year 2010 Budget Amendment

REQUESTED ACTION:

Amend the San Diego Housing Commission's (Housing Commission) Fiscal Year 2010 Budget (FY10 Budget) to reflect an additional \$5,760,104 in Homeless Prevention and Rapid Re-Housing (HPRP) funds.

STAFF RECOMMENDATION:

That the Housing Authority:

- (1) Approve an amendment to the FY10 Budget to reflect an additional \$5,760,104 in the Housing Services activity;
- (2) Authorize the President and Chief Executive Officer, or his designee:
 1. to execute a contract with the City for the amount allocated to the Housing Commission and any additional amount, allocated to other agencies, that the Housing Commission may be asked to administer on the City's behalf; and
 2. to execute contracts with other agencies receiving HPRP allocations that the Housing Commission has agreed to administer.

SUMMARY:

The City of San Diego (City) was awarded \$6,168,104 in HPRP funds issued by the U.S. Department of Housing and Urban Development (HUD) under the 2009 American Recovery and Reinvestment Act (ARRA). On July 27, 2009, the City Council unanimously approved a contract with the Housing Commission to administer the HPRP program on behalf of the City. \$5,760,104 is allocated to the Housing Commission and the difference remains with the City for data collection and administration.

The Commission's HPRP plan, as detailed in the Substantial Amendment to the City's Consolidated 2008 Action Plan (Substantial Amendment), includes contracting with non-profits for the provision of service coordination for eligible low income individuals and families. On July 29, 2009 the Housing Commission issued four Requests for Proposals (RFP) for the provision of services for eligible low income individuals and families.

HUD HPRP requires that funds be obligated through sub recipient agreements by September 30, 2009. Sixty percent of grant funds must be drawn down within two years (September 2011) and one hundred percent of the grant funds within three years (September 2012) of the signature date.

FISCAL CONSIDERATIONS:

Amendment of the Housing Commission's FY10 Budget to accept funds from the City will increase the Housing Services activity by \$5,760,104.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

On May 1, 2009, the Budget and Finance Committee unanimously voted to accept the HPRP report and refer to City Council. On May 11, 2009, City Council authorized the City Comptroller to accept entitlement funds in the amount of \$6,168,104 allocated through ARRA and approved the City's application to HUD for funding HPRP, as set forth in the Substantial Amendment.

On May 6, 2009, the Housing Commission approved the HPRP plan and approved an amendment to increase the budget for Housing Services by \$5,760,104. The Housing Commission also authorized the President and Chief Executive Officer to execute a contract with the City and other sub grantees.

On June 17, 2009, City Planning and Community Investment Department and the Housing Commission conducted a joint workshop at Land Use and Housing Committee. The Committee voted unanimously to accept the report and refer it to City Council. On Monday, July 27, 2009, the City Council unanimously approved a contract with the Housing Commission to administer the HPRP program.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

The Substantial Amendment was made available for public comment on the City's website, as well as the Commission's website between April 24 and May 8, 2009. A stakeholders meeting was held April 21, 2009. Over 500 interested persons and organizations were invited to the meeting. The meeting served as a forum to initiate collaborations among agencies and link them with HPRP efforts.

The City and Housing Commission also presented the Substantial Amendment to the San Diego Regional Consortium of Care (RCCC), HUD's preferred decision making body for the regional planning of a full range of emergency, transitional, and permanent housing and other resources to address the various needs of homeless persons. The City solicited input regarding consistency with RCCC goals and priorities. RCCC input and recommendations will be considered in developing the scopes of service for program operation.

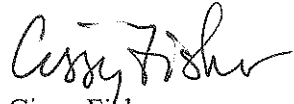
The Commission and City staff participated in bi-weekly planning meetings since February 26, 2009. The meetings were sponsored by the San Diego Grantmakers in an effort to coordinate planning regionally. The City will be working with other local jurisdictions that received HPRP funding allocations to streamline data entry and reporting in the Homeless Management Information System (HMIS).

Finally, four RFPs were issued for the provision of services for eligible low income individuals and families. The RFPs were publicly noticed in four local newspapers, posted on the Housing Commission homepage and distributed electronically.

KEY STAKEHOLDERS & PROJECTED IMPACTS:

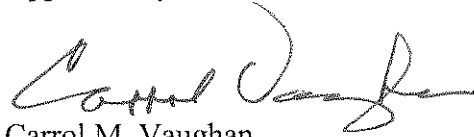
Stakeholders include local supportive service providers and individuals and families experiencing or on the brink of homelessness.

Respectfully submitted,



Cissy Fisher
Vice President
Special Housing Initiatives

Approved by,



Carrol M. Vaughan
Executive Vice President &
Chief Operating Officer

Attachment: City Council July 27, 2009 Report: Contracts to Administer the City's Homeless Prevention and Rapid Re-Housing (HPRP) and Resolution

Copies available for review during business hours at the Housing Commission offices at 1122 Broadway, San Diego, CA 92101, Main Lobby and at the Office of the City Clerk, 202 C Street, San Diego, CA 92101.

REQUEST FOR COUNCIL ACTION CITY OF SAN DIEGO				CERTIFICATE NUMBER (FOR COMPTROLLER'S USE ONLY) N/A	
TO: CITY COUNCIL		FROM (ORIGINATING DEPARTMENT): CPCI-Economic Development		DATE: 07/01/2009	
SUBJECT: Contracts to administer the City's Homeless Prevention and Rapid Re-Housing Program (HPRP)					
PRIMARY CONTACT (NAME, PHONE): Amy Benjamin, 533-6525			SECONDARY CONTACT (NAME, PHONE): Angela Nazareno,		
COMPLETE FOR ACCOUNTING PURPOSES					
FUND					
DEPT / FUNCTIONAL AREA					
ORG / COST CENTER					
OBJECT / GENERAL LEDGER ACCT					
JOB / WBS OR INTERNAL ORDER					
C.I.P. / GRANT NUMBER					
AMOUNT	0.00	0.00	0.00	0.00	0.00
FUND					
DEPT / FUNCTIONAL AREA					
ORG / COST CENTER					
OBJECT / GENERAL LEDGER ACCT					
JOB / WBS OR INTERNAL ORDER					
C.I.P. / GRANT NUMBER					
AMOUNT	0.00	0.00	0.00	0.00	0.00
COST SUMMARY (IF APPLICABLE): There is a net zero impact to the General Fund from this action. Funding for each program/project is available from the City of San Diego's, Emergency Shelter Grant Entitlement, through the 2009 American Recovery and Reinvestment Act (ARRA)					
ROUTING AND APPROVALS					
CONTRIBUTORS/REVIEWERS:		APPROVING AUTHORITY		APPROVAL SIGNATURE	DATE SIGNED
Liaison Office		ORIG DEPT.		Anderson, William	7/10/2009
Environmental Analysis		CFO			
Financial Management		DEPUTY CHIEF		Goldstone, Jay	7/17/2009
Equal Opportunity Contracting		COO			
Comptroller		CITY ATTORNEY		Ladewig, Brock	7/15/2009
		COUNCIL PRESIDENTS OFFICE		Halsey, Keely	7/22/2009
PREPARATION OF:		<input type="checkbox"/> RESOLUTIONS	<input type="checkbox"/> ORDINANCE(S)	<input type="checkbox"/> AGREEMENT(S)	<input type="checkbox"/> DEED(S)
1. Authorize the Chief Financial Officer (CFO) to appropriate and expend the HPRP funds in the amount of \$6,168,104, contingent upon certification of funds availability by the City Comptroller;					

2. Authorize the Mayor or designee execute an agreement, with the San Diego Housing Commission in the amount of \$5,760,000 for administration of HPRP projects and programs associated with ESG funding, contingent upon certification of fund availability by the City Comptroller;
3. Authorize the Mayor or designee to execute an agreement with the Regional Task Force on the Homeless in an amount not to exceed \$300,000 for data collection and reporting to the U.S. Department of Housing and Urban Development, contingent upon certification of fund availability by the City Comptroller.
4. Authorize the CFO to expend funds in the amount of \$108,104 for program monitoring and HUD reporting, contingent upon certification of fund availability by the City Comptroller.

STAFF RECOMMENDATIONS:
Approve the recommended action

SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)

COUNCIL DISTRICT(S):	All
COMMUNITY AREA(S):	All
ENVIRONMENTAL IMPACT:	THIS ACTIVITY IS NOT A "PROJECT" AS DEFINED IN CEQA GUIDELINES SECTION 15378, AND THEREFORE, IS NOT SUBJECT TO CEQA, PURSUANT TO STATE CEQA GUIDELINES SECTION 15060 (C)(3). IN ADDITION, THIS ACTIVITY IS EXEMPT UNDER NEPA, PURSUANT TO 24 CFR PART 58.34(A)(3).
CITY CLERK INSTRUCTIONS:	

**COUNCIL ACTION
EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO**

DATE: 07/01/2009

ORIGINATING DEPARTMENT: CPCI-Economic Development

SUBJECT: Contracts to administer the City's Homeless Prevention and Rapid Re-Housing Program (HPRP)

COUNCIL DISTRICT(S): All

CONTACT/PHONE NUMBER: Amy Benjamin/533-6525

REQUESTED ACTION:

The requested action will authorize the City to enter into contracts with the San Diego Housing Commission for administration of the City's Homeless Prevention and Rapid Re-housing Program (HPRP) and with the Regional Task Force on the Homeless for data collection and reporting related to HPRP activity.

STAFF RECOMMENDATION:

Approve the recommended action

EXECUTIVE SUMMARY OF ITEM BACKGROUND:

The City's HPRP application to the U.S. Department of Housing and Urban Development (HUD) in the amount of \$6,168,104 was approved by Council on May 12, 2009. The HPRP funds will be used to prevent people from becoming homeless, divert those entering the shelter system to permanent housing options and rapidly re-house those that are already homeless and must be obligated by September 30, 2009. In order to be obligated, all funds must be under contract for administration.

The Housing Commission will administer the City's HPRP program pursuant to an agreement (Attachment 1) in the amount of \$5,760,000, which will extend over the 3-year grant term and terminate on December 31, 2012.

HPRP evaluation, data collection and reporting will be administered by the Regional Task Force on the Homeless. The RTFH is the HUD designated regional lead agency for HMIS administration. The City's contract with the RTFH (see attachment 4) will extend over the 3-year life of the HPRP grant and will not exceed \$300,000 for total administrative expenses.

FISCAL CONSIDERATIONS:

This action will not result in any fiscal impacts to the City's General Fund. Funding in the amount of \$6,168,104 is available through the U.S Department of Housing and Urban Development (HUD) Emergency Shelter Grant Program, of which \$5,760,000 will be transferred to the Housing Commission and up to \$300,000 to the Regional Task Force on the Homeless for program administration. The City will retain \$108,104 for expenses related to oversight and monitoring.

On May 21, 2009, Resolution (R-304892) authorized the City Comptroller, on behalf of the City of San Diego, to accept entitlement funds in the amount of \$6,168,104 and to establish a special interest -bearing fund for these funds if required.

EQUAL OPPORTUNITY CONTRACTING

This agreement is not subject to the City's Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708).

This agreement is subject to the Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

HPRP application (Substantial Amendment to the 2008 Consolidated Action Plan) was approved by Council on May 12, 2009.

On June 17, 2009 the Land Use and Housing Committee reviewed the Housing Commission's proposed program.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

The City and the Commission have been working and meeting with interested stakeholders to identify potential partnership opportunities. Extensive outreach was conducted during the application process including stakeholder workshops, presentations to regional homeless service agencies, participation in a regional working group, and mailings to over 500 interested persons and organizations. Stakeholders were also invited to attend the LU&H workshop on June 17, 2009, where the proposed administrative plan was discussed in detail.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Stakeholders include local supportive service providers and individuals and families experiencing or close to experiencing homelessness.

Anderson, William
Originating Department

Goldstone, Jay
Deputy Chief/Chief Operating Officer

RESOLUTION NUMBER R-_____

DATE OF FINAL PASSAGE _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO AUTHORIZING THE COMPTROLLER TO APPROPRIATE AND EXPEND FEDERAL FUNDS, AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH THE SAN DIEGO HOUSING COMMISSION TO ADMINISTER THE CITY'S HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM [HPRP], AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH REGIONAL TASK FORCE ON THE HOMELESS, INC., FOR DATA COLLECTION AND REPORTING SERVICES RELATED TO THE HPRP.

WHEREAS on May 12, 2009, the Council of the City of San Diego approved City's Homeless Prevention and Rapid Re-housing Program [HPRP] in the amount of \$6,168,104; and

WHEREAS, the HPRP funds will be used to prevent people from becoming homeless, divert those entering the shelter system to permanent housing options and rapidly re-house those that are already homeless and must be obligated by September 30, 2009; and

WHEREAS, on June 17, 2009, the HPRP administrative plan was presented at a Land Use and Housing Council Committee [LU&H] workshop, whereby the San Diego Housing Commission [Commission] presented details about their proposed administrative plan, activities, workflow, budget and opportunities for funding; and

WHEREAS, the Commission proposes to provide a comprehensive program for prevention, diversion, and re-housing of individuals and families deemed eligible for this assistance. These activities will include three phases as following:

1. That outreach will be achieved via relationships with organizations with high volume interface with homeless persons.

2. That in-take will involve eligibility determination, referral to rental assistance and related services (legal, credit) and data collection.
3. That placement and maintenance, which will involve engaging landlords with suitable vacant units and facilitating successful tenancy through mediation and coordination for supportive services; and

WHEREAS, the Commission will prepare exit strategies for program recipients to ensure that this short-term housing assistance leads to permanent solutions rather than a return to homelessness, which will include return to employment or new employment, permanent supportive housing and possible housing vouchers (rent subsidy); and

WHEREAS, Regional Task Force on the Homeless, Inc. [RTFH], will administer HPRP evaluation, data collection and reports, which evaluation and monitoring will include sets of individual and client level data elements to be collected by each service provider in accordance with HUD reporting requirements; and

WHEREAS, RTFH is the HUD-designated regional agency for local Homeless Management Information System administration; NOW, THEREFORE,


BE IT RESOLVED, by the Council of The City of San Diego, the City Comptroller is authorized to appropriate and expend the City's Homeless Prevention and Rapid Re-housing Program [HPRP] funds in the amount of \$6,060,000, contingent upon certification of funds availability by the City Comptroller; and

BE IT FURTHER RESOLVED, the Mayor or his designee is authorized to execute and deliver a "Homeless Prevention & Rapid Re-Housing Program Services Agreement" with the San Diego Housing Commission, on file in the Office of the City Clerk as Document

No. RR-_____, for the administration of HPRP projects and programs,
contingent upon certification of funds availability by the City Comptroller; and

BE IT FURTHER RESOLVED, the Mayor or his designee is authorized to execute and
deliver a "Homeless Prevention & Rapid Re-Housing Program Services Agreement" with
Regional Task Force on the Homeless, Inc., on file in the Office of the City Clerk as Document
No. RR-_____, for data collection and reporting to the U. S Department of
Housing and Urban Development, contingent upon certification of funds availability by the City
Comptroller.

APPROVED: JAN I. GOLDSMITH, City Attorney

By 
Brock Ladewig
Deputy City Attorney

BL:mm
07/07/09
Or.Dept: Econ. Dev.
R-2010-26
MMS #9818

I hereby certify that the foregoing Resolution was passed by the Council of the City of San
Diego, at this meeting of _____.

ELIZABETH S. MALAND
City Clerk

By _____
Deputy City Clerk

Approved: _____
(date)

JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor

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 the U.S Department of Housing and Urban Development (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)

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

A. General Information

Grantee Name	City of San Diego
Name of Entity or Department Administering Funds	City Planning and Community Investment
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Amy Benjamin
Title	Housing and Homeless Coordinator
Address Line 1	202 C Street, MS 5A
Address Line 2	
City, State, Zip Code	San Diego, CA 92101
Telephone	619-533-6525
Fax	619-236-6478
Email Address	abenjamin@sandiego.gov
Authorized Official (if different from Contact Person)	William Anderson, FAICP
Title	Director, City Planning and Community Investment
Address Line 1	202 C Street, MS 5A
Address Line 2	
City, State, Zip Code	San Diego, CA 92101
Telephone	619-236-6361
Fax	619-236-6478
Email Address	andersonw@sandiego.gov
Web Address where this Form is Posted	www.sdhc.org

Amount Grantee is Eligible to Receive*	\$ 6,168,104
Amount Grantee is Requesting	\$ 6,168,104

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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

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 Proposed Substantial Amendment (Amendment) to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) for the City of San Diego (City) will be made available for public comment on the City's website, as well as the San Diego Housing Commission's (Housing Commission) website between April 24 and May 8, 2009.

Three public hearings for the proposed substantial amendment are scheduled. The first hearing is to be held Friday, May 1, 2009 at 9:00am at San Diego City Council Budget and Finance Committee. The second hearing is to be held Wednesday, May 6, 2009 at 9:00a.m at the Housing Commission. The final hearing will be held Tuesday, May 12, 2009 at 10:00am at San Diego City Council.

Notice regarding public comment and hearings ran in the San Diego Union Tribune 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.

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: Available May 9

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.

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

Competitive Process

Formula Allocation

Other (Specify: Subrecipient Agreement with the Housing Commission, 24 C.F.R. § 570.500)

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

Response:

Subrecipient Agreement:

The City of San Diego will enter into a subrecipient agreement with the San Diego Housing Commission, in accordance with 24 C.F.R. 570.50.

In 1968, the City Council (through Resolution No. 194944) established the City of San Diego Housing Authority, and pursuant to section 34290 of the Housing Authorities Law, the Council declared itself the Commissioners of the Housing Authority. In 1978, the City Council (through Ordinance No. 12515NS) established the San Diego Housing Commission to investigate and advise the city regarding housing issues and to administer housing programs.

Competitive Process:

A competitive process will be used for any services not directly administered by the City or Commission. The Commission's contracting and procurement policy complies with the Annual Contributions Contract (ACC) between the Housing Commission and the HUD, Federal Regulations at 24 CFR 85.36, the procurement standards of the Procurement Handbook for Public Housing Authorities, HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

Additionally, the City of San Diego will enter into a Consortium with other local participating jurisdictions to contract for services related to evaluation, monitoring, and reporting. As the lead agency of the Consortium, the City will follow all applicable competitive procurement practices as related to Federal, State, and local laws.

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).

Response:

Prior to receipt of grant funds, the Housing Commission will release Request for Funding Proposals (RFP) for portions of the grant that will not be administered by the Housing Commission. The City and Housing Commission will establish a selection committee to review proposals submitted in response to the RFP(s). The selection committee will provide recommendations to the Housing Commission Board, which will approve the ultimate selection of subgrantees.

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

Upon receipt of grant funds, the City will enter into a subrecipient agreement with the Housing Commission through which funding will be directly allocated to the Housing Commission for services and programs associated with administration of the City's HPRP Plan. Subsequently, the Housing Commission will enter into subcontracts with agencies selected through a competitive RFP process.

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 City will obligate all funds by September 30, 2009, pursuant to the regulations set forth in HUD's HPRP notice. The City will draw down 60% of HPRP grant funds within two years of signature of HUD's grant agreement with the City. The City will also draw down 100% of the grant funds within three years of this date. Subrecipients will be selected prior to receipt of grant fund and subcontracts will be initiated immediately upon receipt of HPRP funds so that programs and services are delivered immediately. Timely expenditure of the funds was considered in determining the HPRP budget and funding allocations for each activity.

Subcontractors will be selected based upon experience administering similar programs and services to ensure effective and efficient administration. Prior to September 1, 2009, an evaluation and monitoring plan will be developed and will include sets of individual and client level data elements to be collected by each service provider in accordance with HUD reporting requirements. The data elements will be used to measure the required outputs and outcomes consistent with the *Revised HMIS Data and Technical Standards* and elements will be integrated with the local Homeless Management Information System (HMIS). The local HMIS system will be evaluated to determine if existing capacity is sufficient to meet HPRP program objectives, and will be enhanced to address any areas of deficiency.

An assessment tool will be developed and linked to the evaluation and monitoring plan and will be available for use immediately upon execution of subrecipient grant contracts. Additionally, subrecipients will be provided with the necessary tools for program evaluation and training on the use of those tools within the time specified for funding obligation.

Quarterly and annual reports will be generated through HMIS and submitted to the City for Integrated Disbursement & Information System (IDIS) reporting. The City will regularly monitor sub-recipient contracts to ensure compliance with all grant

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

requirements. Monitoring practices include but are not limited to; frequent telephone contacts, written communications, analysis of reports and audits, onsite visits and monitoring reviews.

The Housing Commission will perform the following monitoring functions:

- 1) Prepare and make available to housing program participants general information regarding program eligibility criteria;
- 2) Review and determine eligibility of participating households prior to program enrollment;
- 3) Certify eligibility of program participants receiving medium term rental assistance every three months to ensure continued eligibility;
- 4) Inspect project books and records pertaining to the incomes and rents of participating households, as the Commission may deem necessary;
- 5) Conduct Housing Quality Standard inspection and determine Rent Reasonableness; and
- 6) Prepare quarterly and annual reports generated through HMIS and submitted to the City for IDIS reporting.

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 Housing Commission jointly convened a stakeholder meeting on April 21, 2009 with local agencies that serve similar populations. The meeting served as a forum to initiate collaborations among agencies and link them with HPRP efforts. The meeting also sought to solicit input from these agencies regarding strategies for developing a local plan that maximizes American Recovery and Reinvestment Act (ARRA) investment.

Over 500 interested persons and organizations were invited to the meeting, including the San Diego City School District (U.S. Department of Education) and the County of San Diego Health and Human Services Department. The City strongly encourages that all subrecipients collaborate with other ARRA funded programs and continues to work with local agencies to forge these partnerships.

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

The City and Housing Commission also participated in a number of meetings that sought to explore a regional approach to HPRP planning and expenditure. The meetings were hosted by a local philanthropic organization and discussed such topics as service delivery; needs analysis; HMIS collection; a regional assessment tool and a single point of entry.

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:

There are two Continuums of Care in the San Diego Region. Together, they form a regional body known as Regional Continuum of Care Council (RCCC). The RCCC designates a lead agency to provide HMIS services to the Continuum. The City will utilize this lead agency to meet HMIS requirements under HPRP.

The City and Housing Commission presented the HPRP substantial amendment to the RCCC to ensure that HPRP goals are consistent with RCCC goals and priorities. RCCC input and recommendations will be considered in developing the scopes of services for program administration.

Both RCCC and mainstream resource providers will be used as outreach points in attempt to target households most at risk. Additionally, the City plans to evaluate the ability to integrate mainstream resource data management systems into the local HMIS system.

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 San Diego FY2005-2009 Consolidated Plan's Five Year Strategic Plan provides a priority ranking assigned to each category of housing and community development need according to HUD criteria. Renters below 50% Area Median Income are ranked as a high priority.

The 2005-2009 Consolidated Plan also reports on the significant number of individuals and families at-risk of becoming homeless. According to the Plan, "experts estimate that for every family in a shelter there are two to three families who are on the verge of homelessness. The "at-risk" population is comprised of families and individuals living in poverty, who, upon loss of employment or other emergency requiring financial reserves, would lose their housing and become homeless. They experience housing and cost burdens equaling more than 50 percent of their income for housing."

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

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	\$1,725,000	\$2,834,699	\$4,559,699
Housing Relocation and Stabilization Services ²	\$490,000	\$510,000	\$1,000,000
Subtotal (add previous two rows)	\$2,215,000	\$3,344,699	\$5,559,699

Data Collection and Evaluation ³	\$ 300,000
Administration (up to 5% of allocation)	\$ 308,405
Total HPRP Amount Budgeted⁴	\$ 6,168,104

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."

HOUSING RESOURCES TO COMBAT HOMELESSNESS San Diego County Region

(@ January, 2008)

Emergency shelter beds	1009 (including winter shelters)
Transitional housing beds	2717
<u>Unsheltered</u>	<u>3856</u>
Total homeless	7582

Proportion sheltered 49.1%

Permanent Supportive Housing

- Permanent supportive housing units @January 2008: **644** (est.). [Source: RTFH report]
- Permanent supportive housing units provided for MHSA clients in FY2007-2008: **347** (278 in leased, scattered site housing, 69 in “partnership units”) [Source: County’s MHSA report]
- Additional permanent supportive housing units in pre-development or planned @January 2009: **141** [Source: MHSA report]

Affordable Rental Housing Financed by Public Agencies – City of San Diego

For these purposes, “affordable housing” is defined as units restricted to individuals or households with income no more than 50% of Area Median Income.

- Existing (completed) units: 11,603
- Pipeline units: 1,147
- Potential units: 761

[Source: SDHC data base]