

REPORT

DATE ISSUED: August 7, 2009

REPORT NO: HCR09-082

ATTENTION: Chair and Members of the Housing Commission
For the Agenda of September 11, 2009

SUBJECT: Award of Contract for the Homeless Prevention and Rapid Re-Housing Program

REQUESTED ACTION:

Authorize the execution of a new contract with Townspeople for the provision of service coordination under the Homeless Prevention and Rapid Re-Housing Program (HPRP).

STAFF RECOMMENDATION:

That the San Diego Housing Commission (Housing Commission) approves a new one year contract with Townspeople, at an amount not to exceed \$221,000. The contract includes an option to extend the contract for two (2) additional one-year periods, based on performance, coincidental to the term of the program. The total three year program term amount is not to exceed \$630,000.

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. Of this amount, \$5,760,104 is allocated to the Housing Commission and the difference remains with the City for data collection and administration.

The Housing Commission's HPRP plan, as detailed in the Substantial Amendment to the City's Consolidated 2008 Action Plan, includes contracting with non-profits for the provision of service coordination for eligible low income individuals and families. Service coordination activities include developing a plan for preventing future housing instability through service coordination, advocacy, and proper referrals to available HPRP financial resources or to other community services and resources deemed necessary for stability (i.e. health care, job training, education training, etc). On July 29, 2009 the Housing Commission issued a Request for Proposals (RFP) for Service Coordination (Attachment 1). Proposals were evaluated by a selection committee comprised of City, Commission and County of San Diego (County) staff, as well as a representative from the San Diego Regional Consortium of Care (RCCC). Townspeople received the highest score from the committee, based on criteria issued in the RFP.

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.

BACKGROUND:

The Housing Commission also issued three supplementary RFPs for HPRP services to include Points of Entry, Legal Services and Credit Counseling. The Housing Commission will execute zero dollar contracts with the San Diego Unified School District and the YWCA for Points of Entry. The selection committee chose the

Legal Aid Society of San Diego to provide both legal services and credit counseling. Each of these contracts will not exceed \$50,000 per year and \$150,000 for the three year program term.

FISCAL CONSIDERATIONS:

The contract amount will be covered by HPRP funds.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

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. The May 6, 2009 staff report is Attachment 2.

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 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 to the City's Consolidated 2008 Action Plan (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 at the Housing Commission. 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 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, the RFP for service coordination was publicly noticed in four local newspapers, posted on the Housing Commission homepage and distributed electronically.

KEY STAKEHOLDERS & PROJECTED IMPACTS:

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

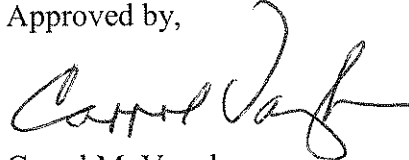
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Respectfully submitted,



Cissy Fisher
Vice President
Special Housing Initiatives

Approved by,



Carrol M. Vaughan
Executive Vice President &
Chief Operating Officer

Attachments:

- Attachment 1: RFP for Non-Profit Organizations to Provide Service Coordination for Housing Low Income Individuals & Families
- Attachment 2: San Diego Housing Commission Report No: HCR09-42

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.

NOTICE OF Request for Proposals
No. HF 09-01
Service Coordinator

San Diego Housing Commission (SDHC) Contact

Lori J. Brierre: 619.578.7563

How to obtain the Request For Proposal and supporting documents via the SDHC website

Go to: <http://www.sdhc.org/>.

Click on the "Requests for Proposals, Requests for Qualifications, and Notices of Funding Availability".

If you have any problems in accessing the system, please call 619.578.7563.

Pre-Proposal Conference

11:00 a.m., August 4, 2009

Conference room 426

San Diego Housing Commission
 1122 Broadway, Suite 300
 San Diego, CA 92101

Proposal Submittal Return and Deadline

Proposals marked HPRP Service Coordination will be received until 4:00 p.m., August 18, 2009 (PST) at:

San Diego Housing Commission
 1122 Broadway, Suite 300
 San Diego, CA 92101

Attn: Lori J. Brierre
 619.578.7563



- San Diego Housing Commission
- 1122 Broadway, Suite 300
- San Diego, CA 92101

Request for Proposals

**NON-PROFIT ORGANIZATIONS
TO PROVIDE SERVICE COORDINATION FOR
HOUSING LOW INCOME INDIVIDUALS & FAMILIES**

**Request for Proposals
HF-09-01**

Release Date: July 28, 2009

Set No.

A. Summary Statement

The San Diego Housing Commission (Commission) is a public agency working to expand affordable housing opportunities in the City of San Diego. Each year, the agency helps more than 80,000 lower income individuals with affordable housing through award winning programs that benefit the city's economy and revitalize neighborhoods. The Commission applies its resources to four major areas of work:

1. **Housing Assistance** – The agency helps more than 13,700 families pay rent in private housing, owns and manages nearly 1,750 apartments, and provides residents with academic support and career development tools.
2. **Housing Finance Partner** – Through favorable financing and incentives, the agency has helped non-profit and for-profit developers create nearly 25,000 for sale and rental homes, of which 12,000 are deemed affordable. Agency programs have also enabled 4,300 families to buy their first homes and 10,000 to repair older homes.
3. **Housing Policy Advisor** – The agency helps shape the city's affordable housing programs by providing policy advice to the San Diego City Council, as well as initiating, monitoring or implementing municipal ordinances that advance affordable housing and protect existing stock.
4. **Homeless Prevention and Assistance**- the agency partners with Federal, State and local agencies to develop comprehensive programs to end homelessness in the City of San Diego and create opportunities to house those most in need.

On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act (ARRA) of 2009, which includes \$6.1 million for a Homelessness Prevention Fund for the City of San Diego. The purpose of the Homelessness Prevention and Rapid Re-Housing Program (HPRP) is to provide housing for homeless and at-risk households. HPRP will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for this assistance. Additional information on the HPRP program can be obtained at the U.S. Department of Housing & Urban Development's website: <http://www.hudhre.info/HPRP/>

HPRP funds are intended to target two populations of persons facing housing instability:

1. Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and
2. Individuals and families who are experiencing homelessness (rapid re-housing).

The Commission is pleased to solicit proposals from agencies and organizations for the provision of service coordination services related to housing retention and stabilization.

The Commission has set aside approximately **\$630,000** for HPRP **service coordination** for a three year term beginning on or about October 1, 2009. The purpose of this request is to procure a qualified provider or providers to enter into a one-year (1) contract (Oct 1, 2009-September 30, 2010) with the option at the sole discretion of the Commission to extend the contract(s) for two (2) additional one-year periods based on performance.

Interested and qualified nonprofit organizations including minority, woman and disabled veteran owned businesses that can successfully demonstrate their ability to provide service coordination are encouraged to submit proposals. The allocated funds may be used for salary, training on HPRP funds, and general service coordination duties. Funds may not be used for general case management training and certification.

Solicitation packages with complete instructions are available at:

San Diego Housing Commission
1122 Broadway, Suite 300
San Diego, CA 92101
Attn: Lori J. Brierre
619.578.7563

Proposals marked "HPRP Service Coordination" will be received until **4:00 p.m. on August 18, 2009** at the above address. Four (4) additional copies of the proposal must be submitted with the original bid packet. Late post-marked or faxed proposals will not be accepted.

In addition, a Pre-Bid Conference will be held on **August 4, 2009** at **11:00 a.m** at the San Diego Housing Commission, 1122 Broadway, Suite 300, San Diego, CA 92101 in Room 426

The Commission reserves the right to reject any or all bids, to award contracts to multiple bidders, to waive any informalities in compliance with the specifications and/or general conditions and/or the bidding process and/or to cancel the bid solicitation, in whole or in part, to issue addenda and or clarifications of the request, if it determines that such action(s) is/are in the best interests of the Commission.



Cissy Fisher
Vice President, Special Housing Initiatives
San Diego Housing Commission

7/27/09
Date

B. Scope of Services

The Housing Commission is looking for innovative ways to deliver service coordination to individuals and families who have recently become homeless or would be homeless *but for* Homelessness Prevention and Rapid Re-Housing Program (HPRP) assistance. This RFP is being issued to attract applicants from organizations and agencies with an emphasis on results, measurable outcomes, and commitment to partnerships. A consortium, joint venture, or team of organizations with complementary skills and experience is permitted to respond to this RFP so long as such proposal demonstrates that all contractual responsibility rests solely with one legal entity and that the proposed arrangement would enable the respondent to furnish efficient quality management and provision of services for the Housing Commission.

Service Coordinators will work to ensure people who are homeless or at risk of homelessness are able to achieve housing stability by providing counseling, coordinating services, advocating on behalf of participants, and making referrals to available financial resources. The Service Coordinators' essential role will be to assess a client's eligibility for HPRP funds. In addition to assessing eligibility, Service Coordinators may refer clients to other community services and resources deemed necessary for stability (i.e. health care, job training, education training, etc). Service Coordinators will work closely with the Commission's Housing Resources Coordinator and are expected to have connections with local social service providers and other agencies receiving ARRA funds.

Assessments will be done using *ServicePoint*. *ServicePoint* is a web-based software tool that will provide client management and tracking tools in accordance with the Homeless Management and Information System (HMIS) and HPRP standards and guidelines. HMIS is a HUD mandated data system used to gather data on homelessness and service interventions over time. The data is used to directly improve the effectiveness of the homeless shelter and service delivery system. The San Diego region Continuum of Care manages the regions HMIS data. **Note:** A license and training may be provided.

If a person is found eligible for HPRP assistance, the tool will be filled out online; and then submitted to the Commission's Housing Resources Coordinator for HPRP assistance

It is estimated that HPRP activities will assist approximately 350 people or families during the three year program duration. It is a program requirement that sixty percent of the funds are expended within two years and one hundred percent in three years. Program services should include, but are not limited to, counseling; developing, securing and coordinating services; monitoring and evaluating program participant progress; assuring that program participants' rights are protected; develop an individualized housing and service plan, including a path to permanent housing stability; making moving arrangements; follow up and aftercare.

Scope of Services:

1. Determine the type, level, and duration of assistance for each program participant;
2. Develop a plan for preventing future housing instability through service coordination, advocacy, and proper referrals to available HPRP financial resources or to other community services and resources deemed necessary for stability (i.e. health care, job training, education training, etc);
3. Work closely with Housing Resources Coordinator and other agencies receiving ARRA funds;
4. Assess clients' eligibility for HPRP funds and document in *ServicePoint*, a web-based application for client tracking and management, in accordance with HPRP standards and guidelines. Training and licensing may be provided.
5. Provide monthly performance and evaluation reports through *ServicePoint*;
6. Provide quarterly *ServicePoint* reports.

7. Develop relationships with agencies providing social services that promote self sufficiency.

It should be noted that the awarded organization may refer a limited number of its current clients for HPRP assistance. It is the intention to keep the service coordination agency neutral as to help a variety of eligible clients. Referrals will come from pre-determined points of entry and walk-ins to the awarded organization. Points of entry will be qualified under a San Diego Housing Commission RFP process and evaluated based on ability to assess client needs and make referrals to the agency providing service coordination. Points of entry could include Continuum of Care providers, the school system, and legal service providers. A list of qualified points of entry will be provided to the awarded organization prior to program implementation. The San Diego Housing Commission will closely monitor service referrals to maintain program integrity.

Responsibilities of the Housing Commission related to the housing relocation and stabilization services include:

- Allocate HPRP funds, including contract awards, rental payments, utility deposits, moving assistance, and any other financial assistance eligible under HPRP;
- Monitor performance, quality of service, and cost effectiveness, and report on performance to the Housing Commission, Housing Authority and the City Council;
- Establish and facilitate regularly scheduled meetings with the service providers;
- Inform service providers of federal and state policies, procedures, and rules and give assistance as needed to implement them accordingly; and
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources;
- Mandatory use of Service Point for client tracking and reporting.

C. Submittal Instructions

The following information shall be submitted in the written proposal. Absence of any of the requested information may lead to a determination that the response is non-responsive. You may obtain additional information by attending a Pre-Bid Conference to be held on August 4, 2009, at 11:00 p.m. at the Commission's main office at 1122 Broadway in conference room 426.

Written Proposal

1. **Introduction**-Provide a written overall introduction of the organization including a brief history of its organization. Clearly identify the organization's mission and vision. The respondent must provide an overview of its qualifications that uniquely qualify it to provide HPRP service to the City of San Diego.
2. **Governance plan**-Describe the structure of the board and/or committees that would provide oversight for the organization. The governance plan should be structured to enhance integration of partners and take best advantage of the contributions each partner makes. The governance plan shall include the governing board, a description of committees and advisory boards (if appropriate), and the name of the person who has decision-making authority and accountability for the provision of services.
3. **Program Design and Implementation**- Provide a statement of goals, how outcomes will be measured and how program success will be evaluated. Please provide a description of the services to be performed. Respondent's must include a timeline which reflects that HPRP activities will assist approximately 350 people or families during the three year program duration.

4. **Experience-** Describe overall experience and qualifications including demonstrated tracking of program participants and their achievement of self-sufficiency. Detail experience in homeless prevention and rapid re-housing and/or service coordination. Describe the staffing plan for all key positions related to the provision of HPRP services and clearly define the qualifications of the staff proposed to fill positions as well as those who have fiscal accountability.
5. **Innovation and Collaborations-**The respondent must demonstrate how it will work with partners to provide wrap-around services to the clients. It is not feasible for the respondent to address every need the client has (e.g. housing, mental health, addictions), but the respondent should be able to act as a convener of community resources and services to refer clients as needed. Respondents will demonstrate their understanding of this concept and explain how they will ensure this level of collaboration. This can be done through Memoranda of Understanding (MOU) with current partners or by explaining the experience the respondent has had in creating partnerships. The respondent must provide specific examples of the roles and responsibilities of each partner. Respondents will also demonstrate that all contractual responsibility rests solely with one legal entity and that the proposed arrangement would enable the respondent to furnish efficient quality management and provision of services for the Housing Commission.
6. **Budget-** Describe your budget for this program. Include staffing and any State, Federal or other funds, including the applicant's own funds leveraged for this program. Please project a 3-year budget for the funds requested. HPRP assistance cannot be used for case management certifications, licensing or general training.
7. **Audited Financial Statements-**most recent year.
8. **References-**The respondent must provide at least three (3) complete references from organizations/agencies with which the respondent has had direct involvement for projects of similar size and scope. References shall include the following information:
 - a. Reference's organization name;
 - b. Reference's address and phone number;
 - c. Contact person; and
 - d. Description of services provided.

Compliance Review

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with applicable legal and regulatory requirements and the terms and conditions of the RFP. Incomplete proposals or those clearly found to be inconsistent with legal, regulatory, or RFP requirements will be eliminated.

Evaluation of Proposals

Proposals will be reviewed and evaluated by a panel of community leaders, board members, Housing Commission staff, and outside experts. If deemed necessary, the panel will conduct oral interviews that will allow the respondents to highlight their plans for the delivery of services. Panel members will meet to discuss their ratings, rank each proposal, and make recommendation. Respondents will be notified of the review panel's recommendations on or about August 21, 2009.

Period of Performance

The period of performance shall be one year (12 months) from the award of the contract with options to renew for two (2) additional one-year periods. However, at the discretion of the Vice President and Chief Operating Officer, the period of performance may be adjusted up to 60 working days later than indicated without contract modifications.

Contacts

Performance under this solicitation will be closely coordinated with the Procurement Program Analyst, Lori Brierre. However, only the Commission Procurement Officer for the basic contract may make changes to the terms and conditions of this solicitation. The Program Analyst will provide the necessary background information and guidance and will facilitate, but not provide, access to responsible officials and records.

Key Personnel

Names of the key personnel are to be listed in the proposal. Submit resumes of the staff proposed for the services. Use of individuals other than those listed in the proposal must be approved, in advance and in writing, by the Program Analyst.

Selection Process

Selection of the successful bidder will be made after a committee review of all completed proposal. Bidders may be requested to respond to questions or to meet with Commission staff to discuss their submissions. Bid proposals shall be valid for a minimum of 90 days after submission deadline to allow sufficient time for evaluation.

Evaluation Process

Each written proposal submitted for consideration will be reviewed and evaluated by the Commission. Applications will lose 5 points for each of the following:

1. Lack of audited financial statements;
2. Financial statements with negative findings; and
3. Organizations undergoing investigation by local, State, or Federal agencies related to their provision of services

The following points will be assigned to the proposal for evaluation purposes:

Evaluation Criteria		Maximum Point Value												
Organization	<p>Proven ability to provide the administrative and programmatic support for the successful operation of the proposed HPRP Service Coordinator position.</p> <ul style="list-style-type: none"> - Up to 10 points will be awarded for the applicant's experience providing homeless prevention and rapid rehousing services similar to that proposed. - Up to 10 points will be awarded for the applicant's organizational structure, including roles of board and staff members, the use of volunteers, and the agency's fiscal and accounting support. - Up to 10 points will be awarded for the experience and expertise of key applicant staff members and their roles in the program. 	30												
Program Design and Operations	Level and type of services offered	30												
Leverage	<p>Up to 10 points will be awarded for the applicant's level of State, Federal or other funds, including the applicant's own funds.</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Points</u></th> <th style="text-align: center;"><u>Percentage of Leveraged Funds (of Total Program Cost)</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">> 90%</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">80 – 89%</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">70 – 79%</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">60 – 69%</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">< 60%</td> </tr> </tbody> </table>	<u>Points</u>	<u>Percentage of Leveraged Funds (of Total Program Cost)</u>	10	> 90%	8	80 – 89%	6	70 – 79%	2	60 – 69%	0	< 60%	10
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10	> 90%													
8	80 – 89%													
6	70 – 79%													
2	60 – 69%													
0	< 60%													
Innovation and Collaboration	<ul style="list-style-type: none"> - Up to 10 points will be awarded if the proposal incorporates a new approach to meeting the permanent housing needs of the target population and/or provides an innovative solution to reducing or remediating homelessness. - Up to 20 points will be awarded for coordination of services, including referrals to other service providers and coordination of follow-up activities. This includes the applicant's participation in the Continuum of Care planning process and active participation in Continuum of Care regional groups and collaboration with other agencies receiving ARRA funding. 	30												
Total Points Available		100												

Questions

Questions should be directed in writing to the address on the cover page of this document or by e-mail to Lori J. Briere, at lorib@sdhc.org. The last day for questions will August 15, 2009 Interested parties may also view information on line at: <http://www.sdhc.org/giaboutus7.shtml>

Addenda

No change to the Scope of Services, or to the other terms and conditions of this solicitation, will be made orally to any bidder. Requests for clarification shall be submitted to the Commission at least five (5) business days prior to the close of the bidding period. Solicitation changes will be issued in the form of a written addendum and posted to the Commission's website <http://www.sdhc.org/giaboutus7.shtml>. All such addenda shall become part of the solicitation.

Completion of Forms

Each proposal must give the full business address of the bidder and be signed with bidder's/responder's usual signature. Proposals by a partnership must furnish full names of all partners and must be signed by one of the members of the partnership, or by an authorized representative, followed by the designation of the person signing. Proposals by a corporation, with corporate seal affixed, must be signed with the legal name of the corporation, followed by the name of the State of Incorporation and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The names of all persons signing shall be typed below the signatures. When requested, bidders shall furnish satisfactory evidence of the authority of the officer signing on behalf of the corporation or partnership.

Late Proposals

Late proposals will be returned to the bidder unopened.

Withdrawal of Proposals

Proposals may be withdrawn either personally, by written request at any time prior to the scheduled closing time of receipt of proposals. No proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening/ranking of proposals without consent of the Commission.

Rejection of Proposals

The Commission reserves the right to award contracts to multiple bidders, to reject any or all proposals, to waive any informality in the bidding process, or to cancel in whole or in part this solicitation if it is in the best interest of the Commission to do so. A proposal may be rejected if it is incomplete, illegible or conditional. However, alternate proposals or explanations may be made on separate sheets. Such alternates or explanations will not be considered in determining the accepted bid but may be used in negotiations after determination of the successful bidder. The bidder shall initiate all corrections.

Responsible bidder

"Responsible bidder" is defined as a bidder who has met all requirements of the solicitation including completing all bidding documents correctly; complying with the general provisions and scope of services; and demonstrating through reputation and past performance the capability of meeting contract requirements and as further defined in the applicable state and local law.

Award of Contract

The identity of the successful bidder(s)/responder(s) may not be determined at bid/proposal opening. The Commission reserves the right to obtain opinion of Counsel regarding the legality and sufficiency of bids. The contract will be awarded, if at all, to the responsible, responsive bidder that is awarded the highest score in the

evaluation process. Insurance certificates must be received prior to contract execution.

Equal Employment Opportunity for Contractors

Bidders are required to submit a Report of San Diego County Workforce and a signed Certificate of Compliance with their proposal. Bidders who do not maintain a permanent office in San Diego County must submit a workforce report for the county from which the proposed goals or services will be delivered. If the recommended Contractor's workforce analysis reflects under-representation, the contractor shall be required to submit an acceptable Equal Employment Opportunity Plan to the San Diego Housing Commission's Equal Opportunity Manager.

Equal Opportunity Contracting Program

It is the policy of the Commission to encourage equal opportunity in its contracts. Proposals from small businesses, disabled veteran-owned businesses, women-owned businesses, firms owned by African-Americans, American Indians, Asian-Americans, Filipino and Hispanics (Latinos), and local firms are strongly encouraged. Prime Contractors are encouraged to subcontract or joint venture with these firms. The Commission endeavors to do business with firms sharing the Commission's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, ancestry, age, gender, disability, medical condition or place of birth.

Bidders claiming status as a certified minority, women or disabled veteran business enterprise must also submit current City of San Diego or California Department of Transportation (CalTrans) certificates. If a contractor or subcontractor is not a certified minority, women or disabled veteran business enterprise and wishes to apply for certification, they can do so by completing the form entitled "Application for Certification as a Minority, Women, or Disabled Veteran Business Enterprise.

Note: Applications for Certification as a Minority, Woman or Disabled Veteran Owned Business are available to firms/businesses that desire to be certified as a Minority, Woman or Disabled Veteran Owned Business for the City of San Diego and/or Commission contracting. Additional information is available through this office, or CalTrans. The Commission does not discriminate on the basis of sex, race, color, creed, nationality, age, religion or disability. The Commission strongly encourages certified Minority, Women, and Disabled Veteran-owned businesses to bid. The Commission does not certify Minority, Woman, or Disabled Veteran-Owned Business Enterprise, but does recognize current CalTrans or City of San Diego certifications.

Certification of Minority, Women, and Disabled Veteran Business Enterprises is provided by the following agencies:

Office of Small Business and DVBE Services
707 3rd Street, 1st Floor, Room 1-400
West Sacramento, CA 95605
<http://www.pd.dgs.ca.gov/smbus/getcertified.htm>

State of California
Department of General Services Procurement Division
Small Business & DVBE Certification Application
STD. 812 (REV. 2/1/2007c)
Office of Small Business and DVBE Services (OSDS)
707 3rd Street, 1st Floor, Room 1-400
West Sacramento, CA 95605
www.pd.dgs.ca.gov/smbus
916.375.4940

Office of Small Disadvantaged Business Certification and Eligibility
409 Third Street, S.W. - 8th Floor
Washington, D.C. 20416
Telephone: 202.619.1850
http://www.sba.gov/aboutsba/sbaprograms/sdb/apply/sdb_apply_cert.html
202.619.1850


D. REQUIRED SUBMITTAL DOCUMENTS

1. **Completed Cover Page - Attachment (1) (SDHC FORM 444)**, including the following:

Written Proposal: Bidders shall develop and submit a proposal that addresses at minimum each item identified in this solicitation, and shall verify through the completion and submittal of the proposal package cover sheet page that all required information and documentation for this solicitation process is included.

2. **Bid Proposal Form - Attachment (2)**. Complete, sign and submit form.
3. **Statement of Bidder's Qualifications - Attachment (3)**. Complete, sign and submit form.
4. **Certificate as to Corporate Principal - Attachment (4)**. Complete, sign and submit form.
5. **Non-Collusive Affidavit - Attachment (5)**. Complete, sign, and submit form.
6. **Certificate of Compliance - Attachment (6)**. Complete, sign and submit form.
7. **Report of San Diego Workforce - Attachment (7)**. Complete, sign, and submit form from San Diego County-based employees or for the county where the company office is located.
8. **Statement for Public Disclosure – Attachment (8)**. Complete, sign and submit form.

If these documents are not filled out completely and returned by the proposal due date, the proposal may be deemed non-responsive and may not be considered for contract award.

SOLICITATION, OFFER AND AWARD			 San Diego HOUSING COMMISSION				
1. CONTRACT NUMBER	2. TYPE OF SOLICITATION		3. DATE ISSUED				
HF 09-01	<input type="checkbox"/> Invitation for Bids <input checked="" type="checkbox"/> Negotiated (RFP)		7/28/2009				
4. ISSUED BY: San Diego Housing Commission 1122 Broadway, Suite 300 San Diego, CA 92101			5. ADDRESS OFFER TO: (if other than item 4.)				
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
6. Sealed offers in original and 4 copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 4, or if hand carried, deliver to 1122 Broadway, Suite 300, San Diego, CA 92101 until 4:00pm PST August 18, 2009.							
CAUTION: Late Submissions, Modifications, and Withdrawals: See Section C. All offers are subject to all terms and conditions contained in this solicitation.							
7. FOR INFORMATION CALL:	7A. Name	7B. Telephone (No Collect Calls)		7C. Other Contact Info:			
	Lori Brierre	Area Code: 619	Number: 578-7583	Fax #: 619-578-7352 Email Address: lorfb@sdhrc.org			
8. TABLE OF CONTENTS							
(x)	Sec.	Description	Page(s)	(x)	Sec.	Description	Page(s)
	A	Summary Statement	2	Attach	3	Statement of Qualifications	15
	B	Scope of Services	4	Attach	4	Certificate as to Corporate Principal	17
	C	Submittal Instructions	5	Attach	5	Non-Collusive Affidavit	18
	D	Required Submittal Documents	11	Attach	6	Certificate of Compliance	19
Attach	1	Cover Page Form 444	12	Attach	7	Work Force Report of San Diego County	20
Attach	2	Bid Proposal Form	13	Attach	8	Statement for Public Disclosure	22
OFFER (Must be fully complete by offeror)							
9. In accordance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by offeror) from the date of receipt of offers specified above, to furnish any or all items upon which prices are offered at the prices set opposite each item, delivered at the designated point(s), with the time specified in the Schedule.							
10. DISCOUNT FOR PROMPT PAYMENT	10. Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)			
11. ACKNOWLEDGMENT OF ADDENDUMS (The offeror acknowledges receipt of addendums to this Solicitation for Offers and related documents numbered and dated)	Addendum	Date	Addendum No.	Date			
12A. NAME AND ADDRESS OF OFFEROR:	13. Name and Title of Person Authorized to Sign Offer (Type or Print)						
12B. Telephone Number	12C. Check if Remittance Address is different from above. Enter such address on an attachment.	14. Signature	15. Offer Date				
Area Code	Number	Ext.					
AWARD (To be completed by the Commission)							
16. ACCEPTED AS TO ITEMS NUMBERED	17. AMOUNT	18. AUDITOR'S CERTIFICATE INFORMATION					
19. Authorization for using other than full and open competition:	20. SUBMIT INVOICES TO ADDRESS SHOWN IN (2 COPIES unless otherwise specified)	Item	22				
21. ADMINISTERED BY: (if other than item 7)	22. Payment will be made by: San Diego Housing Commission - Business Services Dept 1122 Broadway, Suite 300 San Diego, CA 92101						
23. NAME OF CONTRACTING OFFICER OR DULY AUTHORIZED REPRESENTATIVE (check or type)	24. Signature of Contracting Officer or Duly Authorized Representative			25. Award Date			

IMPORTANT: Award will be made on this Form or by authorized official written notice.

FORM 444 Updated 3/4/2008

Attachment 2

BID PROPOSAL FORM

To: San Diego Housing Commission

Attn: Lori J. Briere
1122 Broadway, Suite 300
San Diego, CA 92101

1. The undersigned, having made myself familiar with the local conditions affecting the cost of the work, the services to be performed for the Commission and with the Specifications (including the Invitation for Bids, Instructions to Bidders, this Bid, the form of Non-Collusive Affidavit, the form of Contract, and Addenda, if any thereto, as prepared by Commission staff), proposes to furnish such services, when and as requested, at the prices indicated in the attached Bid Quotation Sheets for the time covered by this contract.

The undersigned, as bidder, agrees that:

2. In submitting this bid, it is understood that the Commission reserves the right to reject any and all bids. If written notice of the acceptance of this bid is mailed to bidder within 60 days after the opening thereof, bidder agrees to execute and deliver a contract in the prescribed form and furnish any required performance and payment bonds within 10 days after the contract is presented to bidder for signature.

3. Attached hereto is an affidavit in proof that bidder has not entered into any collusion with any person in respect to this proposal or any other proposal or the submission of proposals for this contract.

4. Certification of non-segregated facilities. By signing this bid, bidder certifies that segregated facilities are not and will not be maintained or provided for employees of bidder at any establishments owned by bidder, and bidder does not and will not permit employees to perform their services at any location, under the control of bidder, where segregated facilities are maintained. Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, housing facilities provided for employees, which are segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. Bidder further agrees that (except where identical certifications from proposed subcontractors for specific time periods has been obtained) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; that such certifications will be retained in bidder's files; and that a notice will be forwarded to proposed subcontractors as provided in the instruction to bidders.

5. Addenda. All addenda, bulletins, letters, etc., bound with specifications or issued during the bidding period, are included in the Contract documents, and shall be considered in the amount of bid. The receipt of such addenda, if any, is acknowledged hereinafter (Fill out cover sheet and below):

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

1. Designation of Subcontractors. In compliance with the Subletting and Subcontracting Fair Practices Act (Chapter 2, Section 4100 et seq., Division 5, Title 1 of the Government code of the State of California) and any amendments thereof, each bidder sets forth below: (a) the name and location of place of business of each subcontractor who will perform work or labor or render service to the bidder in construction, improvement, repair or maintenance to be performed under this contract or a subcontractor licensed by the State of California who, under subcontract to the bidder, fabricates and installs a portion of the work, improvement, repair or maintenance in an amount in excess of

Attachment 2 continued

one-half of one percent of the bidder's total bid and (b) the portion of the work which will be done by each subcontractor under this act. The bidder shall list only one subcontractor for each such portion as is defined by the bidder in this bid.

If a bidder fails to specify a subcontractor or if a bidder specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of one percent of the total bid, bidder shall be deemed to have agreed that bidder is fully qualified to perform and shall perform that portion him/herself.

No bidder whose bid is accepted shall (a) substitute any subcontractor, (b) permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal, or (c) sublet or subcontract any portion of the work in excess of the one-half of one percent of the bidder's total bid as to which the original bid did not designate a subcontractor, except as authorized by the San Diego Housing Commission.

Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the bidder's total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public record of the authority awarding this contract setting forth the facts constituting the emergency or necessity.

Note: Making of a False, Fictitious, or Fraudulent Certification, May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

Printed Name of Bidder

CONTRACTOR License # _____
(If applicable)

Signature

Title

Official Address

Date

SIGN ORIGINAL ONLY

Attachment 3

STATEMENT OF QUALIFICATIONS

All questions must be answered. All information must be clear and complete. Attach additional pages if needed.

1. Name of bidder _____

2. Names and titles of principals _____

3. Names of authorized signatories _____

4. Permanent main office address _____

Phone _____ Fax _____ Email _____

5. When organized _____

6. Where incorporated _____

7. Check if your firm has been certified by CalTrans as one of the following business enterprises:

- Minority Business Enterprise
- Women Business Enterprise
- Disabled Veteran Business Enterprise

a. Date Certification issued _____

b. Date Certification expires _____

c. CalTrans Certification Number _____

8. Number of years engaged in business under your present name _____

9. List at least three private or public firms that you have supplied/provided with similar services to that in this solicitation. Include a contact name and telephone number.

Attachment 3 continued

10. Have you ever defaulted on a contract? Yes No
- a. If yes, what was the name of the contract?
- b. What was the reason for default?
11. Have you refused to sign a contract after award of the bid? Yes No
- a. If yes, what was the name of the contract?
- b. What was the reason for refusal?
12. List the number of current employees and any branch offices:
13. Attach written evidence of amount and type of credit available.
14. Upon request, will you complete a detailed Financial Statement and furnish any other information required by the Commission? Yes No
15. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Commission, verifying the declarations included in this Statement of Bidder's Qualifications.

Signature

Title

Date

Attachment 4

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, certify that I am the _____ of the company named as contractor herein; that
_____ who signed this contract on behalf of the contractor, was then
_____ of said company; that said contract was duly signed for and in behalf of said
company by authority of its governing body, and is within the scope of its corporate powers.

CORPORATE
SEAL

Signature

Title

Date

Attachment 5

NON-COLLUSIVE AFFIDAVIT

Prime Bidder

State of _____,

County of _____,

_____, being first duly sworn deposes and says:

That he is _____, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the City of San Diego or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Individual

Partner

Officer of Corporation

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by

_____, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature

Attachment 6

CERTIFICATE OF COMPLIANCE

Equal Employment Opportunity Program for contractors doing business with the San Diego Housing Commission

The City of San Diego, The San Diego Housing Commission Agency and Housing Authority are committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the State and its agencies, including the employment of individuals and firms which contract with the San Diego Housing Commission Agency.

CERTIFICATE OF COMPLIANCE

Name of Firm

As an authorized official for the above named firm, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws and regulations hereinafter enacted.

Further, I am submitting a current Report of San Diego County Workforce and if requested, an acceptable Equal Employment Opportunity Plan, which addresses the affirmative actions that will be taken by this firm to eliminate any under-representation within, identified categories. The elements of this Plan would include effective outreach and other employment practices to maximize opportunities for all qualified individuals.

Signature

Title

Date

Attachment 7

WORK FORCE REPORT OF SAN DIEGO COUNTY

Name of Firm _____ Payroll Ending Date _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) African-American, Black
- (2) Latino, Hispanic, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Caucasian
- (6) other ethnicity

OCCUPATIONAL CATEGORY	(1) African-American		(2) Latino		(3) Asian Pacific Islander		(4) American Indian		(5) Caucasian		(6) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Executive, Administrative, Managerial												
Professional Specialty												
Engineers/Architects												
Technicians and Related Support												
Sales												
Administrative Support/Clerical												
Services												
Precision Production, Craft and Repair												
Machine Operators, Assemblers, Inspectors												
Transportation and Material Moving												
Handlers, Equipment Cleaners, Helpers and Non-construction Laborers*												
TOTALS EACH COLUMN												
DISABLED (by ethnicity & gender)												
GRAND TOTAL OF ALL EMPLOYEES												

NON PROFIT AGENCIES ONLY												
President												
Vice President												
Secretary												
Treasurer												
TOTALS EACH COLUMN												

Indicate the gender and minority composition of the board as required above. Please substitute titles of officers or board members as necessary.

Attachment 7 continued

OCCUPATIONAL CATEGORY LIST

Executive, Administrative and Management

Executive, Administrative Management Related

Professional Specialty

Engineers, Architects, Surveyors
Mathematical and Computer Scientists
Health Diagnosing
Health Assessment and Treating
Teachers, Postsecondary
Teachers, Except Postsecondary
Counselors, Educational and Vocational
Librarians, Archivists, Curators
Social Scientists and Urban Planners
Social, Recreation and Religious Workers
Lawyers and Judges

Technicians and Related Support

Health Technologists and Technicians
Engineering and Related Technologists and Technicians
Technicians, Except Health, Engineering and Service

Sales

Supervisors and Proprietors
Sales Representatives, Finance and Business Services
Sales Representatives, Commodities except Retail
Sales Workers, Retail and Personal Services

Administrative Support

Supervisors, Administrative Support
Computer Equipment Operators
Secretaries, Stenographers, Typists
Information Clerks
Records, Processing Except Financial
Financial Records Processing
Duplicating and Other Office Machine Operators
Communications Equipment Operators
Mail and Message Distributing
Material Recording and Distributing Clerks
Adjusters and Investigators
Other Administrative Support

Precision Production, Craft and Repair

Supervisors, Mechanics and Repairers
Vehicle and Mobile Equipment Mechanics and Industrial Machinery Repairer
Machinery Maintenance
Electrical and Electronic Equipment Repairers
Heating, Air Conditioning, Refrigeration Mechanics
Other Mechanics and Repairers
Supervisors Construction
Construction Trades, Except Supervisors
Extractive Occupations
Precision Production Occupations

Machine Operators, Assemblers and Inspectors

Metalworking and Plastic Working Machine Operator
Metal and Plastic Processing Machine Operators
Woodworking Machine Operators
Printing Machine Operators
Textile, Apparel and Furnishing Machine Operators
Machine Operators, Assorted Materials
Fabricators, Assembler & Hand Working Occupations

Transportation and Material Moving

Motor Vehicle Operators
Rail Transportation Occupations
Water Transportation Occupations
Material Moving Equipment Operators

Handler, Equipment Cleansers, Helpers and Laborers

Handlers
Equipment Cleaners
Helpers
Laborers

Services

Private Households
Protective Services
Supervisors, Protective Services
Firefighting and Fire Prevention
Police and Detectives
Guards
Supervisors, Food Preparation and Services
Health Services
Cleaning and Building Services
Personal Services

Attachment 8

STATEMENT FOR PUBLIC DISCLOSURE

SERVICE PROVIDER AND CONSULTANTS Collectively referred to as "CONTRACTOR" herein

1. Name of CONTRACTOR:

2. Address City, and Zipcode:

3. Telephone Number:

4. Name of Principal Contact for CONTRACTOR:

5. Federal Identification Number or Social Security Number of CONTRACTOR:

6. If the CONTRACTOR is not an individual doing business under his own name, the CONTRACTOR has the status indicated below and is organized or operating under the laws of California as:

_____ A corporation (Attach Articles of Incorporation)

_____ A non-profit or charitable institution or corporation. (Attach copy of Articles of Incorporation and documentary evidence verifying current valid nonprofit or charitable status).

___ A partnership known as: _____

Check one:

() General Partnership (Attach statement of General Partnership)

() Limited Partnership (Attach Certificate of Limited Partnership)

_____ A business association or a joint venture known as: _____ (Attach joint venture or business association agreement)

_____ A Federal, State or local government or instrumentality thereof.

_____ Other (explain)

2. If the CONTRACTOR is not an individual or a government agency or instrumentality, give date of organization:

3. Provide names, addresses, telephone numbers, title of position (if any) and nature and extent of the

Attachment 8 continued

interest of the current officers, principal members, shareholders, and investors of the CONTRACTOR, other than a government agency or instrumentality, as set forth below:

- a. If the CONTRACTOR is a corporation, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.
- b. If the CONTRACTOR is a nonprofit or charitable institution or corporation, the members who constitute the board of trustees or board of directors or similar governing body.
- c. If the CONTRACTOR is a partnership, each partner, whether a general or limited, and either the percent of interest or a description of the character and extent of interest.
- d. If the CONTRACTOR is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
- e. If the CONTRACTOR is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.

Name, Address and
Zipcode

Position Title (if any) and
percent of interest or description
of character and extent of interest

4. Has the makeup as set forth in Item 8(a) through 8(e) changed within the last twelve (12) months. If yes, please explain in detail.

10. Is it anticipated that the makeup as set forth in Item 8(a) through 8(e) will change within the next twelve (12) months? If yes, please explain in detail.

11. Provide name, address, telephone number, and nature and extent of interest of each person or entity (not named in response to Item 8) who has a beneficial interest in any of the shareholders or investors named in response to Item 8 which gives such person or entity more than a computed 10% interest in the CONTRACTOR (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the CONTRACTOR or more than 50% of the stock in the corporation which holds 20% of the stock of the CONTRACTOR):

Name, Address and
Zipcode

Position Title (if any and
extent of interest

12. Names, addresses and telephone numbers (if not given above) of officers and directors or trustees of any corporation or firm listed under Item 8 or Item 11 above:

13. Is the CONTRACTOR a subsidiary of or affiliated with any other corporation or corporations, any other firm or any other business entity or entities of whatever nature. If yes, list each such corporation, firm or business entity by name and address, specify its relationship to the CONTRACTOR, and identify the officers and directors or trustees common to the CONTRACTOR and such other corporation, firm or business entity.

14. Has the CONTRACTOR or anyone referred to above as "principals of the CONTRACTOR" been convicted and/or indicted and convicted of any felony within the past 10 years?
___ Yes __ No

If yes, give for each case (1) date, (2) charge, (3) place, (4) court, and (5) action taken. Attach any explanation deemed necessary.

15. Has the CONTRACTOR ever defaulted on any contract, project or loan, including, but not limited to, those with the San Diego Housing Commission, the Housing Authority of the City of San Diego, or the City of San Diego? If yes, explain.

16. Does any member of the governing body of the San Diego Housing Commission ("COMMISSION"), Housing Authority of the City of San Diego ("AUTHORITY") or City of San Diego ("CITY"), to which the accompanying proposal is being made or any officer or employee of the COMMISSION, the AUTHORITY or the CITY who exercises any functions or responsibilities in connection with the carrying out of the project covered by the CONTRACTOR's proposal, have any direct or indirect personal financial interest in the CONTRACTOR or in the proposed contractor? ___ Yes __ No

If yes, explain.

17. State the name, address and telephone numbers of CONTRACTOR's insurance agent(s) and/or companies for the following coverages: List the amount of coverage (limits) currently existing in each category:

Professional Liability

Worker's Compensation/General Liability

a. General Liability, including Bodily Injury and Property Damage Insurance [Attach certificate of insurance showing the amount of coverage and coverage period(s)]

Check coverage(s) carried:

- | | |
|---|--|
| <input type="checkbox"/> Comprehensive Form | <input type="checkbox"/> Premises - Operations |
| <input type="checkbox"/> Explosion and Collapse Hazard | <input type="checkbox"/> Underground Hazard |
| <input type="checkbox"/> Products/Completed Operations Hazard | <input type="checkbox"/> Contractual Insurance |
| <input type="checkbox"/> Broad Form Property Damage | <input type="checkbox"/> Independent Contractors |
| <input type="checkbox"/> Personal Injury | |

b. Automobile Public Liability/Property Damage [Attach certificate of insurance showing the amount of coverage and coverage period(s)]

Check coverage(s) carried:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Comprehensive Form | <input type="checkbox"/> Owned |
| <input type="checkbox"/> Hired | <input type="checkbox"/> Non-Owned |

- c. Workers Compensation [Attach certificate of insurance showing the amount of coverage and coverage period(s)]
 - d. Professional Liability (Errors and Omissions) [Attach certificate of insurance showing the amount of coverage and coverage period(s)]
 - e. Excess Liability [Attach certificate(s) of insurance showing the amount of coverage and coverage period(s)]
 - f. Other (Specify) [Attach certificate(s) of insurance showing the amount of coverage and coverage period(s)]
17. CONTRACTOR warrants and certifies that it will not during the term of the PROJECT, GRANT, LOAN, CONTRACT, DEVELOPMENT and/or RENDITIONS OF SERVICES discriminate against any employee, person, or applicant for employment because of race, age, sexual orientation, marital status, color, religion, sex, handicap, or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, sexual orientation, marital status, color, religion, sex, handicap, or national origin. Such action shall include, but not limited to the following: employment, upgrading, demotion or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of this nondiscrimination clause.
18. The CONTRACTOR warrants and certifies that it will not without prior written consent of the COMMISSION, engage in any business pursuits that are adverse, hostile or take incompatible positions to the interests of the COMMISSION, during the term of the CONTRACT and/or RENDITION OF SERVICES.
20. CONTRACTOR warrants and certifies that no member, commissioner, councilperson, officer, or employee of the COMMISSION, the AUTHORITY and/or the CITY, no member of the governing body of the locality in which the PROJECT is situated, no member of the government body in which the Commission was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the assignment of work, has during his or her tenure, or will for one (1) year thereafter, have any interest, direct or indirect, in this PROJECT or the proceeds thereof.
21. List all citations, orders to cease and desist, stop work orders, complaints, judgments, fines, and penalties received by or imposed upon CONTRACTOR for any violations from any and all governmental entities including but not limited to, the City of San Diego, San Diego Housing Commission, Housing Authority of the City of San Diego, County of San Diego, the State of California, the United States of America and any and all divisions and departments of said governmental entities for a period of five (5) years prior to the date of this statement. If none, please so state:

Governmental Entity
Making Complaint

Date

Resolution

22. Has the CONTRACTOR ever been disqualified, removed from or otherwise prevented from bidding on or completing a federal, state, or local government project because of a violation of law or a safety regulation. If so, please explain the circumstances in detail. If none, please so state:

23. Please list all licenses obtained by the CONTRACTOR through the State of California and/or the United States of America which are required and/or will be utilized by the CONTRACTOR and/or are convenient to the performance of the CONTRACT or RENDITION OF SERVICES. State the name of the governmental agency granting the license, type of license, date of grant, and the status of the license, together with a statement as to whether the license has ever been revoked:

<u>Governmental Agency</u>	<u>Description License</u>	<u>License Number</u>	<u>Date Issued (original)</u>	<u>Status (current)</u>	<u>Revocation (yes/no)</u>
----------------------------	----------------------------	-----------------------	-------------------------------	-------------------------	----------------------------

24. Describe in detail any and all other facts, factors or conditions that may adversely affect CONTRACTOR'S ability to perform or complete, in a timely manner, or at all, the CONTRACT, or performance of consulting or other services under CONTRACT with the Commission.

25. Describe, in detail, any and all other facts, factors or conditions that may favorably affect CONTRACTOR'S ability to perform or complete, in a timely manner, or at all, the CONTRACT, or performance of consulting or other services under CONTRACT with the Commission.

26. List all CONTRACTS with, DEVELOPMENTS for or with, LOANS with, PROJECTS with, GRANTS from, SALES of Real Property to, the COMMISSION, AUTHORITY and/or the CITY within the last five (5) years:

<u>Date</u>	Entity Involved (i.e., CITY, <u>COMMISSION, etc.</u>)	Status (Current, delinquent <u>repaid, etc.</u>)	Dollar <u>Amount</u>
-------------	--	---	-------------------------

CONSENT TO PUBLIC DISCLOSURE BY CONTRACTOR

By providing the "Personal Information", (if any) as defined in Section 1798.3(a) of the Civil Code of the State of California (to the extent that it is applicable, if at all), requested herein and by seeking a loan from, a grant from, a contract with, the sale of real estate to, the right to develop from, and/or any and all other entitlements from the SAN DIEGO HOUSING COMMISSION ("COMMISSION"), the HOUSING AUTHORITY OF THE CITY OF SAN DIEGO ("AUTHORITY") and/or the CITY OF SAN DIEGO ("CITY"), the CONTRACTOR consents to the disclosure of any and all "Personal Information" and of any and all other information contained in this Public Disclosure Statement. CONTRACTOR specifically, knowingly and intentionally waives any and all privileges and rights that may exist under State and/or Federal law relating to the public disclosure of the information contained herein. With respect to "Personal Information", if any, contained herein, the CONTRACTOR, by executing this disclosure statement and providing the information requested, consents to its disclosure pursuant to the provisions of the Information Practices Act of 1977, Civil Code Section 1798.24(b). CONTRACTOR is aware that a disclosure of information contained herein will be made at a public meeting or meetings of the COMMISSION, the AUTHORITY and/or the CITY at such times as the meetings may be scheduled. CONTRACTOR hereby consents to the disclosure of said "Personal Information", if any, more than thirty (30) days from the date of this statement at the duly scheduled meeting(s) of the COMMISSION, the AUTHORITY and/or the CITY. CONTRACTOR acknowledges that public disclosure of the information contained herein may be made pursuant to the provisions of Civil Code Section 1798.24(d).

CONTRACTOR represents and warrants to the COMMISSION, the AUTHORITY and the CITY that by providing the information requested herein and waiving any and all privileges available under the Evidence Code of the State of California, State and Federal law, (to the extent of this disclosure that the information being submitted herein), the information constitutes a "Public Record" subject to disclosure to members of the public in accordance with the provisions of California Government Section 6250 et seq.

CONTRACTOR specifically waives, by the production of the information disclosed herein, any and all rights that CONTRACTOR may have with respect to the information under the provisions of Government Code Section 6254 including its applicable subparagraphs, to the extent of the disclosure herein, as well as all rights of privacy, if any, under the State and Federal law.

Executed this ____ day of _____, 20__, at San Diego, California.

CONTRACTOR:

By: _____

Title: _____

Attachment 8 continued

CERTIFICATION

The CONTRACTOR, _____, hereby certifies that this Contractor's Statement for Public Disclosure and the attached information/evidence of the CONTRACTOR's qualifications are true and correct to the best of CONTRACTOR's knowledge and belief.

By: _____

Title: _____

Dated: _____

ATTEST:

State of California
County of _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Signature of Notary

Name of Notary



RERORT

DATE ISSUED: April 29, 2009

REPORT NO.:HCR09-42

ATTENTION: Chair and Members of the Housing Commission
For the Agenda of May 6, 2009

SUBJECT: Emergency Shelter Grant Plan

REQUESTED ACTION:

Approve a plan for the use of approximately \$6.1 million dollars in Homeless Prevention & Rapid Re-housing (HPRP) Emergency Shelter Grant (ESG) money allocated to the City of San Diego under the American Recovery & Reinvestment Act of 2009.

STAFF RECOMMENDATIONS:

That the Housing Commission approve the HPRP plan and recommend:

(1) That the Housing Authority and City Council approve a plan and draft budget to utilize approximately \$6.1 million in ESG funds to prevent homelessness and divert and rapidly re-house homeless individuals and families.

(2) That the Housing Authority approve an amendment to the Fiscal Year 2010 Housing Commission budget to increase Housing Services by \$5,760,104 for the Emergency Shelter Grant program.

(3) That the President and Chief Executive Officer be authorized to:

1. 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. Execute contracts with other agencies receiving ESG allocations that the Housing Commission has agreed to administer.

DISCUSSION:

The City of San Diego has been allocated \$6,168,104 in Homeless Prevention & Rapid Re-housing Emergency Shelter Grant (ESG) funds under the American Recovery & Reinvestment Act of 2009. This is a one time grant that will help stabilize individuals and families impaired by the economic recession. The Housing Commission has been asked to take on principal responsibility for administering this program.

The ESG 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. Due to the short term nature of the funding (all funds must be expended within three years), the City intends to not only address current need, but to also create a sustainable system that will continue to support prevention and rapid re-housing efforts in the homeless services community.

Eligible activities include financial assistance, housing stabilization, data collection, and administrative costs. Prevention assistance must target individuals at or below 50% AMI who have a demonstrated housing crisis and but for this assistance would be homeless. Short term (3 mo) and medium term (4-18mo) rental assistance, security deposits, utility deposits, moving cost assistance, and case management will be used to prevent homelessness. Rapid Re-housing programs are targeted at individuals/families that are already homeless. A housing advocate will provide housing location assistance to rapidly re-house an individual who may not have the capacity to find housing on their own. Short term and medium term rental assistance will be provided as necessary.

Data collection will include the operation of the HMIS system, data collection, entry and analysis, and staffing. Administrative costs will include accounting, preparing reports, and training staff to administer the program and/or case managers.

The timeline for the use of these funds is very short. A substantial amendment to the Consolidated Plan is being prepared and must be submitted to HUD by May 18th. In addition, grant agreements with providers must be in place by September 1, 2009 and funds obligated by September 30, 2009. Sixty percent of grant funds must be drawn down within two years and one hundred percent of the grant funds within three years of the sign-off date. Current scheduling calls for publication of a Request for Proposal (RFP) in early July 2009. Sub-contractors will be selected based upon final program design plans and experience administering similar programs and services to ensure effective and efficient administration. A tentative budget has been drafted, but is subject to change as the plan is further developed (Attachment 1).

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

Housing Commission staff has participated in bi-weekly ESG 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 ESG funding allocations to streamline data entry and reporting in the Homeless Management Information System (HMIS).

A stakeholders meeting was held April 21, 2009 and the ESG funds regulations and guidelines were reviewed with interested parties. Subsequent meetings will cover the authorized program activities in detail.

ENVIRONMENTAL REVIEW:

This notice does not provide for assistance or otherwise govern or regulate real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction. Therefore, under 24 CFR 50.19(c)(1), this notice is categorically excluded from environmental review under the National Environmental Policy Act of 1969. Moreover, the eligible activities to be assisted under this Notice are categorically excluded from the requirements of the National Environmental Policy Act of 1969 and are not subject to environmental review under the related laws and authorities.

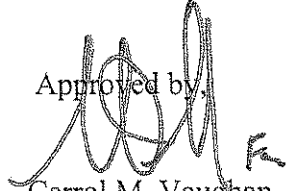
KEY STAKEHOLDERS:

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

Submitted by,


Cissy Fisher
Vice President, Housing Development & Finance

Approved by,


Carrol M. Vaughan
Executive Vice President & COO

- Attachments:**
- 1. Proposed Program Budget**
 - 2. Substantial Amendment to the Consolidated Plan 2008 for the HPRP**

Attachment 1
DRAFT BUDGET

Total Allocation: \$6,168,104
 Administration: 5%=\$308,405*
 Total Program Budget=\$5,859,699

* To be split between The City/SDHC

The following table outlines a proposed program budget:

Activity	Program Description	Amount (over 3 years)
Financial Assistance	Short-term and Medium-term rental assistance, security and utility deposits	\$3.8M-\$4.5M
Housing Relocation and Stabilization Services	Specialized Housing Placement through facilitated landlord networks. Housing Advocates will mediate tenants and landlord relationship (lease, term, credit, etc.) Legal assistance and credit counseling as needed.	\$1M-\$1.8M
Data Collection and Evaluation	Performance Measures and data collection using a regional approach to evaluation, assessment, and reporting assistance. Enhancing existing HMIS system.	\$300,000
Administration	Up to 5% of allocation	\$308,405

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."

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

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)

Beck Murray for William Anderson 4/24/09
Signature/Authorized Official Date

Director, CPCI
Title