

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

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	City of Miami
Name of Entity or Department Administering Funds	Department of Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	George Mensah
Title	Director
Address Line 1	444 SW 2 nd Avenue, 2 nd Floor
Address Line 2	
City, State, Zip Code	Miami, FL, 33130
Telephone	305-416-1978
Fax	305-416-2090
Email Address	gmensah@miamigov.com
Authorized Official (if different from Contact Person)	Pedro G. Hernandez
Title	City Manager
Address Line 1	3500 Pan American Drive
Address Line 2	
City, State, Zip Code	Miami, FL 33133
Telephone	(305)250-5400
Fax	(305)250-5410
Email Address	pgh@miamigov.com
Web Address where this Form is Posted	www.miamigov.com/communitydevelopment/pages/Reports

Amount Grantee is Eligible to Receive*	\$3,392,918
Amount Grantee is Requesting	\$3,392,918

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

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B. Citizen Participation and Public Comment

- 1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).**

Response:

The City of Miami strictly followed its Citizen Participation Plan in accordance with 24 CFR part 91, except that enforced a 12-day minimum comment period requirement as allowed by FR-5307-N-01.

The City duly advertised a 15-day comment period to provide City residents with an opportunity to submit written comments and views on the proposed uses of HPRP funding. The comment period was advertised in the Miami Herald on April 29, 2009. The review period started on April 29, 2009 and ended on May 13, 2009. The advertisement included a brief summary of the item, the location of the item for public review, the commencement and ending dates of the comment period, information on how to submit written comments, and the date the item was going to be presented to City Commission for approval.

A public hearing, in front of the City Commission, in reference to the substantial amendment to the FY2008 annual Action Plan was also advertised in the Miami Herald on April 29, 2009. The public notice was posted at least fourteen days prior to the public hearing date and included the place, date, time and purpose of the hearing, and how interested persons could receive more information about the hearing's purpose.

The public hearing took place on May 14, 2009 at City Hall (3500 Pan American Drive, Miami, Fl.). The location was accessible to persons with disabilities and translation services for non-English speaking persons were available as requested.

- 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:

To be completed at end of public comment period

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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 sub grantees. Note that a sub grantee is defined as the organization to which the grantee provides HPRP funds.**

Competitive Process

Formula Allocation

Other (City will carry on certain homeless prevention activities and/or implement an informal process to select existing providers of services eligible for HPRP funding.)

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

Response:

The City plans to open a competitive RFP process for not-for-profit agencies currently providing case management, homeless prevention or similar services to those that qualify under the HPRP. The City will reach out to agencies and request them to submit a proposal for HPRP funding. The City will carefully evaluate the qualifications and the capacity of those not-for-profit agencies that apply. All applicants must provide services within City of Miami limits. Familiarity with the usage of the Homeless Management Information System (HMIS) will be considered as part of the selection criteria.

The City may elect to use an informal process and allocate HPRP monies to agencies located within City limits that have direct experience and a proven record of accomplishments in dealing with the homeless or other at-risk population. Such agencies must administer homeless programs or must provide case management or have experience in establishing housing stability plans for their clients. Familiarity with the usage of the Homeless Management Information System (HMIS) shall be considered as part of the selection criteria.

In addition, the City may decide to carry on certain activities through its Neighborhood Enhancement Team (NET) offices. The NET offices are located strategically throughout the City and can serve as easy-to-access centers for persons and families who are on the verge of homelessness and looking for assistance.

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

Response:

The process for selecting sub-grantees is explained in question #2 above. Once sub-grantees are selected, the City will engage in budget and program negotiations and will work with the sub-grantees to ensure that program goals are met. The City will ensure that agencies have the capacity to provide the services and will work with sub-grantees to meet the objectives of the HPRP.

The City will enter into sub-recipient agreements to carry out the activities allowed by the HPRP. The agreement will reference the enabling legislation of the program as well as the notice outlining the program parameters. In addition, the agreement will be submitted for approval at a City of Miami Commission at a public hearing. Such sub-recipient agreement may be renewable on a yearly basis based on the agency's performance. Fiscal procedures required under the HPRP will be followed and funds shall be available to sub-grantees by September 30, 2009.

- 4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its sub grantees (limit 500 words).**

Response:

The City believes that ensuring the effective and timely use of HPRP grant funds on eligible activities lies in the use of sub-recipients with expertise and capacity in managing similar programs. To this end, the City's approach targets not-for-profit agencies that have the capacity and expertise to handle the demands of the HPRP. The City will work with agencies that currently have homeless or other at-risk population as clients and that have the capacity to properly manage an increased number of clients. This will allow the City to quickly and effectively start utilizing HPRP funds with a minimal transition time, as these organizations should be ready to implement City programs under the HPRP.

The City will comply with all HPRP reporting requirements by hiring or designating a staff person to oversee the collection of data and reporting on a monthly and quarterly basis. Benchmarks will be set in place to ensure the timely expenditure of HPRP funds and for meeting reporting requirements. In addition, the City will conduct at a minimum one semi-annual on-site monitoring for compliance with contractual, administrative, financial, and internal control guidelines.

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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:

On April 21, 2009, the City organized a round table session with other local jurisdictions, including Miami-Dade County and the Homeless Trust. The purpose of the meeting was to bring together local governments within county boundaries that will be receiving HPRP funding and may be serving the same target population. The meeting was organized to discuss programs and possible collaboration efforts that would ensure proper coordination of program delivery while attempting to avoid duplication of services (i.e. HMIS data coordination with all Continuum of Care providers in South Florida.) The session was an opportunity for municipalities to share knowledge and ideas on best uses of HPRP funding. In addition, as the Homeless Trust oversees the Continuum of Care, most local governments had the opportunity to find out more information about not-for-profit agencies currently operating within the Continuum of Care. Information that is important as municipalities work toward finalizing their respective HPRP plans of action.

- 2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).**

Response:

The Miami-Dade County Homeless Trust is a county organization that serves as the link between the five local entitlement jurisdictions, including the City of Miami, and multiple systems of care that also represent various sub-populations impacted by homelessness. The Homeless Trust implements the Continuum of Care plan which delineates a comprehensive strategy for the delivery and coordination of homeless housing and services for the entire county. This Continuum of Care is comprised of temporary care (emergency housing), primary care (transitional housing), case management services, and advance care (permanent) supportive housing. All these services are in line with the uses of HPRP funding.

Under the Continuum of Care agreement, the City of Miami does not operate any homeless facilities as those services are provided by the county on behalf of the City. The City is looking to support the already established system of service and support for homeless individuals. The City will work with the Homeless Trust to ensure that HPRP funds are utilized to enhance the capacity and availability of services currently being offered.

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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 implementation of the HPRP program is expected to occur starting fiscal year 2009. The current Consolidated Plan ends on September 30, 2009. As such, the City of Miami is in the process of drafting its new Consolidated Plan for FY 2009-2013 which includes new programs the City is currently implementing to assist the homeless population. This will ensure that HPRP will be consistent with the Consolidated Plan.

The City of Miami Homeless Assistance Programs recently was awarded a new grant from the Homeless Trust to extend the impact of its current effective operations through increased outreach and housing services. This uses of this funding include:

- Assisting in housing search and placement
- Develop inventory of appropriate housing
- Identify housing and services through the development of new resources within budgetary and legal limitations for homeless
- Data collection through HMIS
- Provide six month post placement

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	\$1,696,500	\$678,500	\$2,375,000
Housing Relocation and Stabilization Services ²	\$500,000	\$198,272	\$698,272
Subtotal (add previous two rows)	\$2,196,500	\$876,772	\$3,073,272

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Data Collection and Evaluation ³	\$150,000
Administration (up to 5% of allocation)	\$169,646
Total HPRP Amount Budgeted⁴	\$3,392,918

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.”

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title