

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

629



FROM: Economic Development Agency

SUBMITTAL DATE:
May 4, 2009

SUBJECT: Homelessness Prevention and Rapid Re-Housing Program (HPRP) - Substantial Amendment to the 2008-2009 One-Year Action Plan

RECOMMENDED MOTION: That the Board of Supervisors:

1. Amend the 2008-2009 One-Year Action Plan of the 2004-2009 Five-Year Consolidated Plan by adding the \$4,276,900 Homelessness Prevention and Rapid Re-Housing Program (HPRP);
2. Adopt the attached HPRP Substantial Amendment to the 2008-2009 One-Year Action Plan; and
3. Authorize the Chairman to sign the HPRP Substantial Amendment (form HUD-40119), the Application for Federal Assistance (SF-424), and the Federal certifications.

BACKGROUND: On March 19, 2009, the County of Riverside was notified by the U.S. Department of Housing and Urban Development (HUD) that the County would receive \$4,276,900 of Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds under Title XII of the *American Recovery and Reinvestment Act of 2009* (ARRA).

(Continued on Next Page)

Robert Field

Robert Field
Assistant County Executive Officer/EDA/FM

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 4,276,900	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2008-2009

COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: No

SOURCE OF FUNDS: Homelessness Prevention and Rapid Re-Housing Program Grant Funds – U.S. Department of Housing and Urban Development	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Jennifer L. Sargent*
Jennifer L. Sargent

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
 BY: MICHELLE CLACK
 DATE: 5/1/09
 Departmental Concurrence

Consent
 Policy
 Consent
 Policy

Prev. Agn. Ref.: _____ **District:** ALL **Agenda Number:** 3.14

3.14

BACKGROUND:The primary purpose of the HPRP is to provide homelessness prevention assistance and services to households that would otherwise become homeless – many due to economic circumstances – and to provide assistance to rapidly “re-house” and stabilize those that are homeless. In order to receive these HPRP funds, the County must prepare and submit a Substantial Amendment to the County’s 2008-2009 One Year Action Plan of the 2004-2009 Five Year Consolidated Plan. This HPRP Substantial Amendments must be processed in accordance with the County’s Citizen Participation Plan except for the public comment period. The HPRP Notice allows a public comment period of no less than twelve (12) days.

It is the intent of the County to utilize the HPRP funds for both homeless prevention and rapid re-housing activities throughout the County of Riverside. The proposed HPRP budget is as follows:

Homelessness Prevention	\$2,056,171
Rapid Re-Housing	\$1,964,115
Data Collection	\$ 42,769
HPRP Administration	<u>\$ 213,845</u>
Total HPRP Budget	\$4,276,900

The County will enter into a “sub-grant” agreement with the Housing Authority of Riverside County (HARC) to implement and perform these activities. The selection of the HARC to administer the HPRP grant is based upon two (2) factors:

- (1) the HACR possesses the staffing, capacity, knowledge, and experience to effectively implement and administer the HPRP; and
- (2) the selection of one qualified and capable organization has been determined to be a more efficient and effective process to implement the HPRP compared to a more time consuming RFP process.

The Housing Authority presently operates a successful Tenant Based Rental Assistance (TBRA) Program in partnership with the City of Riverside. This program is fundamentally comparable to the County’s proposed HPRP including the rental assistance component of HPRP. The County and Housing Authority will utilize the TBRA program as a program model but will add more comprehensive case management and supportive services, as well as housing stabilization activities, as provided by HPRP.

On April 30, 2009 EDA/FM published a public notice informing the public of the 12-day HPRP comment period and inviting concerned citizens to review the proposed HPRP Substantial Amendment on-line at the websites of EDA/FM and HARC. The Substantial Amendment was also made available for review at EDA/FM’s Spruce Street office. A summary of all comments were incorporated into the Substantial Amendment.

The Agency recommends approval of the HPRP Substantial Amendment to the 2008-2009 One-Year Action Plan and authorization to submit the final HPRP Substantial Amendment to HUD no later than May 18, 2009.

FINANCIAL: The Homelessness Prevention and Rapid Re-Housing Program (HPRP) is federally-funded grant to be received through HUD under Title XII of the *American Recovery and Reinvestment Act of 2009* (ARRA).

Attachment: HPRP Substantial Amendment
Standard Form 424
HPRP Certifications

**SUBSTANTIAL AMENDMENT
TO THE 2008-2009 ONE YEAR ACTION PLAN
OF THE COUNTY OF RIVERSIDE 2004-2009 CONSOLIDATED PLAN
FOR THE
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

HRP SUBSTANTIAL AMENDMENT

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SECTION I

FORM SF-424 AND HPRP CERTIFICATIONS

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

FORM APPROVED COUNTY COUNSEL

B* 
MICHELLE CLACK DATE

**Homelessness Prevention and Rapid Re-Housing Program (HPRP)
Certifications**

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature/Authorized Official

Date

Title

FORM APPROVED COUNTY COUNSEL
BY:  5/4/08
MICHELLE CLACK DATE

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

SECTION II

HPRP SUBSTANTIAL AMENDMENT

FORM HUD-40119

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

On March 19, 2009, the County of Riverside was notified by the U.S. Department of Housing and Urban Development (HUD) that the County would receive \$4,276,900 of Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds under Title XII of the *American Recovery and Reinvestment Act of 2009* (ARRA). The primary purpose of the HPRP is to provide homelessness prevention assistance and services to households that would otherwise become homeless – many due to economic circumstances – and to provide assistance to rapidly “re-house” and stabilize those that are homeless.

It is the intent of the County to utilize the HPRP funds for both homeless prevention and rapid re-housing activities throughout the County of Riverside. In addition, the County intends to enter into a “sub-grant” agreement with the Housing Authority of Riverside County to implement and perform these activities.

In order to receive these HPRP funds, the County must prepare and submit a Substantial Amendment to the County’s 2008-2009 One Year Action Plan of the 2004-2009 Five Year Consolidated Plan. This HPRP Substantial Amendments must be processed in accordance with the County’s Citizen Participation Plan except for the public comment period. The HPRP Notice allows a public comment period of no less than twelve (12) days.

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.

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

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 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

Grantee Name	Riverside County Economic Development Agency
Name of Entity or Department Administering Funds	Community Services Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	John Thurman
Title	CDBG/ESG Program Administrator
Address Line 1	1325 Spruce Street, Suite 400
Address Line 2	
City, State, Zip Code	Riverside, CA 92507
Telephone	951-955-8916
Fax	951-955-9505
Email Address	jthurman@rivcoeda.org
Authorized Official (if different from Contact Person)	Robert Field
Title	Assistant County Executive Officer- EDA/FM
Address Line 1	3133 Mission Inn Avenue
Address Line 2	
City, State, Zip Code	Riverside, CA 92507
Telephone	951-955-4861
Fax	951-955-9289
Email Address	RFIELD@rc-facilities.org
Web Address where this Form is Posted	http://www.rivcoeda.org/Default.aspx?tabid=54

Amount Grantee is Eligible to Receive*	\$4,276,900
Amount Grantee is Requesting	\$4,276,900

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

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated 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: As set forth in the County's Citizen Participation Plan, a public notice was published on April 30, 2009, regarding the HPRP Substantial Amendment. The notice was published in all regional editions of the *Press Enterprise*, a paper of general circulation. The public notice informed concerned citizens and other interested parties that the County intended to approve a Substantial Amendment to the 2008-2009 One Year Action Plan by adding the HPRP program. The public notice also provided information about the following:

- A brief description of the County's proposed HPRP;
- The locations where this substantial amendment could be reviewed;
- The 12-day comment period and procedures for submitting comments; and
- The time and location of the Board of Supervisor meeting where the HPRP Substantial Amendment will be considered for approval

Beginning April 30, 2009, the County's HPRP Substantial Amendment was available for viewing on the Economic Development Agency's website at www.rivcoeda.org or at the website of the Housing Authority of Riverside County at www.harivco.org. The Substantial Amendment can also be viewed at the offices of the Economic Development Agency located at 1325 Spruce Street, Suite 400, Riverside, CA 92507. All comments must be received at the EDA offices no later than 5:00 PM on May 11, 2009.

On May 12, 2009, the Riverside County Board of Supervisors, at their regular 9:00 AM meeting, will consider approval of the HRPR Substantial Amendment. Upon approval, the County will submit the HPRP Substantial Amendment to HUD on or before May 18, 2009.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: **Pending 12-day Public Comment Period.**

- 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.

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

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: **Pending 12-day Public Comment period**

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 that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify:) Direct sub-grant to the Housing Authority of Riverside County

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

Response: The County thoroughly evaluated the available options regarding the subgranting of the HPRP funds to implement the program. The County considered allocating the HPRP funds to one subgrantee or allocating to multiple subgrantees similar to the County's ESG program.

The County is proposing to select the Housing Authority of the County of Riverside (HACR) as the subgrantee to administer the County's HPRP. This decision is based upon two (2) factors: (1) the HACR possesses the staffing, capacity, knowledge, and experience to effectively implement and administer the HPRP; and (2) the selection of one qualified and capable organization is a much more efficient and effective process to implement the HPRP compared to a more time consuming RFP process.

The Housing Authority presently operates a successful Tenant Based Rental Assistance (TBRA) Program in partnership with the City of Riverside. This program is fundamentally comparable to the County's proposed HPRP especially pertaining to the rental assistance component of HPRP. The County and Housing Authority will utilize the TBRA program as a basic model but will add more comprehensive case management and supportive services as provided by HPRP.

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

In addition, the Housing Authority as the subgrantee, may utilize the specialized services of various subcontractors to assist in the operation of the HPRP in Riverside County. These specialized services may include, but are not limited to, case management, supportive services, and stabilization services for:

- | | |
|-------------------------|------------------------|
| □ Domestic Violence | □ Seniors and Disabled |
| □ Large Families | □ Legal Services |
| □ Persons with HIV/AIDS | □ Mental Health |

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: As noted above, the County is proposing to enter into a subgrant with the Housing Authority. There will be no need to conduct an RFP process. Upon approval by the Board of Supervisor, County staff will begin to prepare a HPRP Sponsor's Agreement. This HPRP Sponsor's Agreement will be based upon the current CDBG agreement used by the County with modifications specific to the HPRP. In addition, upon approval by the Board of Supervisors, the Housing Authority will begin to develop a detailed HPRP Implementation Plan.

Upon HUD's approval of the County's HPRP Substantial Amendment – no later than July 2, 2009 – the County will prepare the final HPRP Sponsor's Agreement. This agreement will incorporate the HPRP Implementation Plan as well as more detailed programmatic scope of work, performance and timeliness measures, reporting requirements, use of administrative funds, HPRP expenditure rate, and other Federal-HPRP requirements.

Both the Board of Supervisors and the Housing Authority's Board of Commissioners must approve the HPRP Sponsor's Agreement. It is anticipated that the HPRP Sponsor's Agreement as well as HUD's HPRP Grant Agreement will be approved by the County at the same Board of Supervisor meeting – well in advance of the September 30, 2009, deadline date.

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

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 County has selected an appropriate HPRP program model and a capable and qualified sub-grantee to ensure effective and timely use of HPRP. The Housing Authority has demonstrated that the current TBRA program in the City of Riverside can be used as an effective model for HPRP and that they have the staffing and resources necessary to implement and manage the HPRP on a County-wide basis.

The Housing Authority has developed a basic HPRP Client Processing Flow Chart (Attachment I) that shows the basic case management stages of clients for either Homeless Prevention or Rapid Re-Housing. Each eligible client/participant, upon initial and subsequent evaluation by Housing Authority staff, will work with their assigned case manager to develop a customized HPRP Service Plan, depending upon the household or family's needs and circumstances. Each HPRP Service Plan will serve as a client's roadmap to achieve stable housing through HPRP as well as other Recovery Act programs, *Continuum of Care* providers, and other resources.

All proposed activities under the County's HPRP will comply with the eligible activities as set forth in the HPRP regulations. The Housing Authority has budgeted and will use HPRP for all four (4) activity categories:

Financial assistance – rental payments, security and utility deposits, utility payments, moving cost assistance, and motel vouchers.

Housing Relocation and stabilization – comprehensive case management services including counseling, monitoring, evaluation; outreach; housing search and placement; tenant counseling; and mediation.

Data Collection and Evaluation – detailed data collection, reporting, and analysis through the Homeless Management Information System (HMIS).

Administrative costs - five-percent (5%) of the total HPRP grant can be utilized for program administrative costs including program staff salaries, pre-award costs, and other eligible administrative expenses.

The County's Economic Development Agency (EDA) is responsible for the complete administration of the County's CDBG and ESG (Urban County) programs. EDA will be responsible for direct monitoring, oversight, and performance evaluation of the Housing Authority under this HPRP. The existing CDBG and ESG subrecipient monitoring guidelines and procedures will be adapted for oversight of the HPRP.

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

As discussed in item C.3. above, the County and the Housing Authority will develop and execute a HPRP Sponsor's Agreement that incorporates the HPRP Implementation Plan, HPRP reporting requirements, specific critical dates, and expenditure milestones. Additionally, legally binding provisions will be included in the contract with HACR to make certain that HPRP funds are only spent on eligible activities.

Both agencies have established policies and procedures as well as significant experience in the administration of HUD-funded programs. Monitoring practices will include desk reviews of all invoices and payment requests to ensure that HPRP funds are expended on eligible activities and that all costs are properly documented prior to reimbursement. Random auditing of client files/HPRP Service Plans will be conducted throughout the three-year program. All HPRP monitoring will be conducted with standardized programmatic and fiscal monitoring tools - all monitoring actions including site visits will result in the preparation of a detailed monitoring reports.

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: An important goal of the County and the Housing Authority is to effectively leverage the maximum amount of other financial resources to assist in the successful implementation of the HPRP.

Riverside County has been disproportionately impacted by the current economic and housing crisis. It is imperative that other funding received under ARRA is used collaboratively. To this end, the County and the Housing Authority plan to collaborate in the following manner:

- a. Workforce Investment Act (WIA) ARRA Programs (EDA) – WIA staff and subcontractors will be notified of HPRP intake center locations, referral procedures, program resources, and requirements. A mutual referral system will be developed ensuring a seamless process for clients to utilize both programs.
- b. Temporary Aid to Needy Families (TANF) ARRA Program (Riverside County Department of Public Social Services) – All HPRP clients will be

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

screened for mainstream benefit eligibility at intake. A fast track referral system will be put into place to expedite the TANF intake process.

- c. Department of Education McKinney Vento ARRA Programs (Riverside County Office of Education) – HACR is an active participant in the Riverside County Continuum of Care as is the Office of Education. HACR will ensure that Office of Education staff is aware of HPRP intake center locations, referral procedures, program resources, and requirements.
- d. Department of Homeland Security Emergency Food and Shelter Program ARRA funds- the Housing Authority is a member of the local EFSP board and will ensure that EFSP funds are effectively leveraged with the new HPRP program.

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 County and the Housing Authority are active participants in the Riverside County Continuum of Care – as well as the local EFSP Board and the 10 Year Planning Process. Both regularly collaborate with the nearly 150 participants in the County's Continuum of Care (Attachment II). The level of collaboration is expected to increase significantly under the HPRP program because it is clear that the County's HPRP cannot be effectively administered without the assistance of the Continuum of Care's members.

The County and the Housing Authority will implement the following actions to ensure the collaboration of Continuum of Care partners:

- Conduct HPRP technical assistance workshop for Continuum of Care agencies to provide program information (including the HPRP Implementation Plan), program guidelines (including priority risk factors), and client intake procedures;
- Provide quarterly reports on the HPRP performance to the Continuum of Care Steering Committee;
- Solicit specialized case management/housing stabilization services specific Continuum of Care members;
- Solicit regular feedback and input from Continuum of Care members via quarterly meetings; and
- Continue to coordinate current homeless resources with HPRP resources.

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: The County's 2004-2009 Five Year Consolidated Plan and the recently adopted 2009-2014 Consolidated Plan include goals and priorities to provide resources to reduce homelessness and assist in homelessness prevention.

A major homeless objective identified in the Consolidated Plan is preventing new episodes of homelessness. This objective can be accomplished by:

- Implementing a county-wide homeless prevention strategy that includes utility assistance, deposit assistance, housing search assistance, landlord/tenant mediation, and short term rental subsidies designed to prevent at least half (50%) of the 7,000 homeless who become homeless each year from becoming homeless during the next five years.
- Establishing county-wide protocols and procedures to prevent people from being discharged from public and private institutions of care into homelessness.

Furthermore, the Consolidated Plan identifies one of the five (5) priority homeless activities as:

“...the development of homeless prevention and “housing first” programs to prevent low and extremely-low income persons or families from falling into homelessness and significantly reduce the length of time homeless persons or families reside in emergency shelters and transitional housing program.”

All of the proposed financial assistance and housing relocation/stabilization activities under the County's HPRP will facilitate, encourage, and support efforts to achieve those Consolidated Plan goals and priorities. The County's HPRP allocates funding to both Homelessness Prevention and Rapid Re-Housing. Further, these goals are the same goals present in the Continuum of Care's Consolidated Application for Homeless Assistance funding and the Riverside County 10-Year Strategy to End Homelessness.

**Substantial Amendment to the 2008-2009 One Year Action Plan
of the 2004-2009 Consolidated 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	\$1,492,056	\$1,400,000	\$2,892,056
Housing Relocation and Stabilization Services ²	\$564,115	\$564,115	\$1,128,230
Subtotal (add previous two rows)	\$2,056,171	\$1,964,115	\$4,020,286
Data Collection and Evaluation ³			\$42,769
Administration (up to 5% of allocation)			\$213,845
Total HPRP Amount Budgeted⁴			\$4,276,900

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."

SECTION III

ATTACHMENTS TO THE SUBSTANTIAL AMENDMENT

ATTACHMENT I

SUMMARY OF PUBLIC COMMENTS

ATTACHMENT II

HPRP CLIENT SERVICING FLOWCHART

ATTACHMENT III

RIVERSIDE COUNTY CONTINUUM OF CARE

PROVIDER ORGANIZATIONS

(1) Provider Organizations	(2) Prevention					(3) Outreach			(4) Supportive Services									
	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
ABC Recovery Center									✓	✓	✓				✓			
Ageless Reflections Senior Assistance		✓	✓															
AIDS Assistance									✓									
Alpha and Omega Homes									✓	✓	✓					✓		
Alternatives to Domestic Violence				✓	✓				✓	✓								
American Cancer Society										✓		✓			✓			✓
Anza Valley Christian Men's Service Club									✓									
Arlanza Community Learning Center															✓			
Arlington SDA Community Services			✓															
Arlington Temporary Services			✓															
Banning Community Center									✓									
Birth Choice of Desert Hot Springs												✓			✓			
Birth Choice of Hemet												✓			✓			
Birth Choice of Temecula												✓			✓			
Blythe Emergency Food Pantry									✓									
Blythe Family Service Center									✓									
Bread of Life									✓									
California Employment Development Dept.															✓			
Care-A-Van Transit Inc.																		✓
Casa Blanca Home of Neighborly Services									✓									
Catholic Charities		✓	✓	✓					✓		✓	✓						
Central County United Way									✓						✓	✓		
Child Abuse Prevention Center of Riverside County				✓					✓	✓								
Children of the Night									✓	✓	✓	✓			✓			

(1)	(2) Prevention	(3) Outreach	(4) Supportive Services
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Provider Organizations	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation	
	Church of Christ									✓									
Church of Nazarene									✓										
City of Corona Housing & Development	✓									✓					✓				
City of Moreno Valley Housing & Development	✓									✓					✓				
City of Riverside Housing Development Corporation	✓									✓					✓				
Coachella Valley Rescue Mission									✓	✓							✓		
Community Access Center				✓					✓	✓					✓	✓			
Community Assistance Program of Moreno Valley			✓						✓										
Community Health Systems							✓						✓						
Community Investment Corporation	✓			✓						✓					✓				
Community Light and Life									✓										
Community Outreach Ministries			✓						✓										
Community Pantry of Hemet/San Jacinto	✓	✓		✓					✓										
Community Settlement Association	✓	✓							✓										
Corona Police Department								✓											
Corona-Norco Settlement House	✓	✓	✓						✓										
Court Appointed Special Advocates (CASA)									✓	✓									
Covenant House				✓	✓	✓			✓		✓		✓		✓	✓			
Desert AIDS Project				✓	✓		✓		✓		✓	✓	✓	✓		✓			✓
Desert Blind and Handicapped Assn. Inc.									✓										✓
Desert Health Care																			✓
Desert Hot Springs Family Resource Center			✓						✓				✓		✓	✓			
Desert Hot Springs Police Department								✓											
Desert Samaritans for the Elderly			✓						✓				✓						
Destiny Resource Center									✓										
Dial-a-Ride Paratransit Services																			✓
Economic Development Agency															✓	✓			
Eddie Dee Smith Senior Community Center				✓	✓				✓				✓						

(1)	(2) Prevention	(3) Outreach	(4) Supportive Services
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Provider Organizations	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
	Empower Youth									✓						✓	✓	
Enlightenment/Last Chance Program									✓	✓					✓	✓		
Episcopal Community Services	✓	✓							✓	✓			✓	✓				
Evangequip Missions									✓									
Family Service Association of Western Riverside County									✓	✓		✓					✓	
Fight Cancer Now										✓					✓			✓
FISH of Lower Coachella Valley									✓									
Food in Need of Distribution									✓									
Food NOW									✓									
Girls and Boys Town National Hotline									✓	✓		✓						
God's Helping Hand Ministries			✓							✓	✓					✓		
Harmony Lunch Kitchen									✓									
Heartline Ministries									✓									
HELP, Inc.			✓						✓									✓
Helping Hands									✓									
Helping Our People in Elsinore, Inc. (HOPE)									✓	✓								✓
Hemet Food Center									✓									
Hemet Senior Service Center									✓									✓
Hit Home Program									✓									
Housing Authority of Riverside County	✓	✓							✓	✓					✓			
Include Me, Inc.				✓					✓							✓		
Indio Police Department								✓										
Inland Empire Health Plan													✓					
Jewish Family Services									✓	✓		✓	✓		✓	✓		
Kansas Avenue Seventh Day Adventist Church Community Services									✓									
Kay Cenicerros Senior Center				✓	✓				✓			✓						
La Sierra University Church Community Services									✓									
Lake Elsinore Senior Activity Center				✓	✓				✓			✓						

(1)	(2) Prevention	(3) Outreach	(4) Supportive Services
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Provider Organizations	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
Lake Elsinore Unified School District															✓			
Loving Options Pregnancy Support Center									✓	✓			✓					
Lutheran Social Services		✓							✓	✓	✓							
Martha's Village & Kitchen									✓	✓					✓	✓		
Mecca Family and Farm Workers			✓						✓	✓			✓					
Menifee Valley Community Cupboard									✓									
MFI Recovery, Inc.									✓	✓	✓						✓	
Moreno Valley Community Hospital									✓	✓	✓	✓	✓	✓				
National Assistance League									✓									
National Kidney Foundation of Southern California													✓		✓			
National Life Center									✓	✓			✓		✓			
New Hope Ministries									✓									
Operation SafeHouse									✓	✓		✓	✓		✓	✓		✓
Option House						✓			✓	✓								
Our Lady of Perpetual Help									✓									
Palm Springs Baptist Church									✓									
Palm Springs Police Department								✓										
Palm Springs Redevelopment Agency	✓			✓					✓	✓								
Path of Life Ministries				✓					✓	✓	✓	✓			✓	✓		
Perris Valley Clothes Closet									✓									
Perris Valley Family Resource Center		✓	✓						✓	✓								
Precious Cargo Family Service									✓	✓					✓			
Prime of Life, Inc.			✓		✓													
Project Kind Free									✓									
PW Enhancement Center		✓							✓									
Richard Allen Community Services									✓									
Riverside Area Rape Crisis Center				✓	✓				✓	✓		✓						
Riverside City Mission									✓									

(1)	(2) Prevention	(3) Outreach	(4) Supportive Services
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Provider Organizations	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation	
	Riverside County Department of Public Health							✓		✓				✓	✓	✓			
Riverside County Lead Education and Abatement Program				✓					✓										
Riverside County Regional Medical Center									✓	✓	✓	✓	✓	✓					
Riverside County Department of Mental Health	✓	✓		✓		✓			✓	✓	✓	✓			✓	✓	✓	✓	✓
Riverside County Department of Public Social Services	✓	✓	✓	✓					✓	✓			✓		✓	✓	✓	✓	✓
Riverside County Office on Aging				✓					✓	✓						✓			
Riverside Department of Community Action			✓	✓															
Riverside Life Pregnancy Center									✓	✓			✓						
Riverside Life Services									✓	✓			✓						
Riverside Police Department								✓											
Riverside Recovery Resources									✓	✓	✓				✓		✓		
Riverside Special Transportation																			✓
Riverside Transit Agency																			✓
Riverside/San Bernardino Housing and Finance Agency	✓			✓						✓					✓				
Salvation Army		✓	✓						✓	✓									
Shelter from the Storm				✓	✓				✓	✓									
San Geronio Catholic Church									✓										
Seventh Day Adventist Church Community Services									✓										
Shelter from the Storm				✓	✓				✓	✓									
Social Security Administration									✓										
St. Martha Community Food Pantry									✓										✓
State of California Department of Health Services										✓			✓						
Stopping the Aftermath of Violence Effectively (SAVE)									✓										
Sunline Transit Agency																			✓
Survivors of Sexual Assault									✓	✓									
Temecula Family Health Center										✓			✓						
Temecula Senior Center									✓										✓
Temecula/Murrieta Community Pantry									✓										✓

(1)	(2) Prevention	(3) Outreach	(4) Supportive Services
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Provider Organizations

	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
Tender Loving Missions									✓									
Turning Point Group Home for Girls									✓	✓					✓			
US Vets, Inc.						✓			✓	✓	✓				✓			
USDA Rural Development		✓		✓					✓	✓								
Valley Health System													✓					
Valley Restart Shelter									✓	✓					✓			
VCF Community Services									✓									
Veterans Administration									✓	✓	✓	✓	✓	✓	✓	✓		✓
Vineyard of the New Wine									✓									
Volunteer Center of Riverside County									✓									✓
Well in the Desert									✓									
Whiteside Manor									✓	✓	✓							
Wildomar Senior Service Center				✓	✓				✓									
Youth Service Center									✓	✓	✓	✓						