

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	Brevard County
Name of Entity or Department Administering Funds	Brevard County Housing and Human Services Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Gay N. Williams
Title	Director
Address Line 1	2725 Judge Fran Jamieson Way
Address Line 2	Bldg. B, Suite 103
City, State, Zip Code	Viera, FL 32940
Telephone	(321) 633-2007
Fax	(321) 633-2026
Email Address	Gay.Williams@brevardcounty.us
Authorized Official (if different from Contact Person)	Chuck Nelson
Title	Chairman, Brevard County Board of County Commissioners
Address Line 1	2575 N. Courtney Parkway
Address Line 2	
City, State, Zip Code	Merritt Island, FL 32953
Telephone	(321) 454-6601
Fax	(321) 454-6602
Email Address	Chuck.Nelson@brevardcounty.us
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$ 644,208
Amount Grantee is Requesting	\$ 644,208

*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:

In accordance with the Brevard County Participation Plan included in the 2005-2010 Consolidated Plan, a public notice was posted on Thursday, May 7, 2009 announcing a substantial amendment to the Consolidated Plan's 2008-09 Annual Action Plan. The purpose of the amendment is to include the Homeless Prevention and Rapid Re-housing Program (HPRP) funding amount of \$664,208 in the Annual Action Plan. The public comment period began May 7, 2009 and ended May 18, 2009.

The public notice described the locations where Brevard County displayed the proposed (draft) plan, including the Brevard County Housing and Human Services Department website: www.brevardcounty.us/Human_Services/. Citizen participation was conducted during the April 8, 2009 Brevard Continuum of Care Coalition (Homeless Coalition) meeting to obtain input about the proposed plan. No comments were received during the meeting.

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:

No public comments were received.

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.

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1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other -**

A Request for Proposal (RFP) will be advertised to the Brevard Continuum of Care Coalition (BCoCC) for the HPRP funding amount of \$664,208. Brevard County Housing and Human Services (HHS) will retain 50% of the administrative funds (2.5% of the total grant amount). The BCoCC will review and identify an agency with experience, a good record of accomplishment in providing financial assistance and homeless prevention services, has a countywide presence, and is active on the BCoCC Homeless Management Information System.

Brevard County HHS will contract with the selected agency and establish policies and procedures on use and expenditures of funds.

In the event no qualifying agency is identified, the Brevard County Housing and Human Services Department can implement the proposed HPRP strategy in the most effective and expedited manner by allocating funding to the Brevard County Housing and Human Services Department Community Action Agency (CAA). CAA currently offers homeless prevention services similar to eligible activities under the HPRP including but not limited to providing financial assistance, utility and security deposits, and housing stabilization. Funds will be used in an expedited manner that will allow residents throughout Brevard County to access HPRP services immediately.

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

Response:

Brevard County is committed to maintaining high compliance standards in the administration and supervision of all federally funded programs. The RFP will detail the requirements sought of a qualifying agency. Those requirements are as follows: capacity, soundness of approach, leveraging with additional resources, clearly defined outputs in the project application, active participation in HMIS, and countywide sites. The timely and effective implementation of the HPRP will depend on the agency's ability to have a viable delivery structure in place.

The selected agency will contract with Brevard County by September 30, 2009 for one year and up to 30% of the HPRP program funding (including 2.5% for administration) . Brevard County will retain the right to grant continuation to the agency to execute the

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remaining funding of the HPRP grant provided the agency meets all program requirements and has no major flaws when monitored by Brevard County HHS.

- 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 September 30, 2009, the Brevard County Housing and Human Services Department will develop policies and procedures to provide guidelines for program implementation. The guidelines will include income limits, documentation required, amount, and length of assistance. Upon signing of the agreement, the selected agency will develop a program on HMIS to document HPRP clients. Funding to the agency will be on a cost reimbursement upon approval of the contract manager.

- 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 Brevard County Housing and Human Services Department is a HOME/CDBG participating jurisdiction, and as such, HPRP funds will be accounted for in IDIS. Additionally, using monthly HMIS reports, the Community Planning and Resources Manager or his designee will review the percentage of expended funds and populations being assisted to determine compliance with HUD and local guidelines.

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:

To identify this target population, and to share information, Brevard County Housing and Human Services Department and the selected agency will collaborate with and disperse information to local and federal agencies receiving funds under the American Recovery

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and Reinvestment Act, that serve, or can assist similar target populations. Announcement of the program's activation will be coordinated through the Brevard Continuum of Care Coalition, Commission on Mental Health and Community Solutions, and the Together in Partnership Board as well as posted on the 211 Brevard, Inc. website.

- 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:

Brevard County Housing and Human Services Department is the Lead Agency for the Brevard Continuum of Care Coalition (BCoCC). Fifty community agencies are members of the BCoCC including the Brevard County Public School System and Brevard Community College, Brevard Workforce Agency, United Way, and others who may receive federal funding. As stated in paragraph C. 1, the RFP will be advertised to the BCoCC and the agency selected through the BCoCC peer review process. Additionally, monthly HMIS reports of assistance to households will be monitored and reported to the BCoCC.

In addition to the previously mentioned collaborations, the 211 Brevard phone and on-line system will refer citizens to the selected agency.

The selected agency, as part of eligibility determination, will include questions regarding mainstream resources. Households meeting eligibility for other resources will be informed and encouraged to utilize them. Using HMIS, CAA specialists can determine when and where the household may have obtained assistance from other BCoCC agencies. Using HMIS the agency can determine when and where the household may have obtained assistance from other BCoCC agencies.

- 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:

All funds will be used for low and moderate-income households. The 2005-10 Brevard County HOME/CDBG Consolidated Plan Homeless, Homeless Strategic Plan section (page 81) states, "Brevard County implements several services to prevent individuals and families from becoming homeless. Activities include: Utility and Security Deposit Assistance to those about to become homeless...; mortgage and rent assistance to prevent foreclosure or eviction..." Providing HPRP to the selected agency will be consistent with the Consolidated Plan and further the goals to prevent homelessness.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 290,099	\$ 290,099	\$ 580,198
Housing Relocation and Stabilization Services ²	\$ 15,000	\$ 15,000	\$ 30,000
Subtotal (add previous two rows)	\$ 305,099	\$ 305,099	\$ 610,198

Data Collection and Evaluation ³	\$ 1,800
Administration (up to 5% of allocation)	\$ 32,210
Total HPRP Amount Budgeted⁴	\$ 644,208

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

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

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

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F. Authorized Signature

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

Signature/Authorized Official

Date

Chair, Brevard County Board of County Commissioners
Title

DRAFT