

## **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](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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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**

<b>Grantee Name</b>	City of Escondido, California
<b>Name of Entity or Department Administering Funds</b>	Community Services Department, Housing Division
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Roni Keiser
<b>Title</b>	Housing Manager
<b>Address Line 1</b>	201 N. Broadway
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Escondido, CA 92025
<b>Telephone</b>	760-839-4356
<b>Fax</b>	760-741-0619
<b>Email Address</b>	<a href="mailto:rkeiser@ci.escondido.ca.us">rkeiser@ci.escondido.ca.us</a>
<b>Authorized Official</b> (if different from Contact Person)	Clay Phillips
<b>Title</b>	City Manager
<b>Address Line 1</b>	201 N. Broadway
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Escondido, CA 92025
<b>Telephone</b>	760-839-4631
<b>Fax</b>	760-839-4578
<b>Email Address</b>	<a href="mailto:cphillips@ci.escondido.ca.us">cphillips@ci.escondido.ca.us</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.ci.escondido.ca.us/depts/cs/housing/index.html">http://www.ci.escondido.ca.us/depts/cs/housing/index.html</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$709,782</b>
<b>Amount Grantee is Requesting</b>	<b>\$709,782</b>

\*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).

**The City of Escondido has followed its citizen participation plan regarding this proposed Substantial Amendment by presenting the Amendment at a Public Hearing conducted before the Escondido City Council on May 6, 2009. Further, the proposed Amendment was reported in local English and Spanish-language publications and a 13-day public comment period was allowed for citizen comment before the Amendment was submitted to HUD. Notice of the public hearing and availability of a public comment period was published in local papers on April 23, 2009 in the North County Times, a newspaper of general circulation, and on April 24, 2009 in Hispanos Unidos, a Spanish-language weekly newspaper of general circulation. The public comment period was available from April 23 to May 5, 2009. Courtesy notice was also e-mailed to local non-profit agencies that provide services to needy families, as well as to the two school districts serving Escondido students: Escondido Union School District (K-8) and Escondido Union High School District (9-12).**

**In addition, the draft Substantial Amendment was posted on the City's website at <http://www.ci.escondido.ca.us/depts/cs/housing/index.html>, along with the Notice including information on how members of the public could submit comments on the Amendment. Copies of the draft Substantial Amendment were also made available at Escondido City Hall and at the Escondido Public Library per the Notice.**

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:

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

Competitive Process

Formula Allocation

**Other (Specify: The City of Escondido plans to prioritize a majority of the available funds for Prevention services. Therefore, the City will enter into a contract with the agency designated by the Regional Continuum of Care Council as the Lead Agency for homeless and prevention services for the North County Inland area which includes Escondido. Interfaith Community Services is deemed to have specialized knowledge, skill and capacity for administration of this grant as a sole source provider. In addition, the City will partner with participating jurisdictions to release a competitive RFP for consulting services related to outcome and evaluation planning.)**

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

**The guidelines for this grant require coordination with the Regional Continuum of Care Council (RCCC) to ensure alignment with its strategies for preventing and ending homelessness. According to the RCCC, Interfaith Community Services is the designated Lead Agency for homeless and prevention services for the North County Inland area that includes Escondido. In addition, there was consensus among the local providers we met with and the Escondido Union School District that Interfaith is the most appropriate organization in Escondido for delivery of HPRP program services and activities to Escondido residents. Therefore, the City will enter into a contract for services with Interfaith Community Services for delivery of the required HPRP program services including intake, assessment, overall case management, landlord negotiation, housing inspections (if required), referrals, re-certification, outreach, reporting and data collection services. Interfaith Community Services is deemed to have specialized knowledge, skill and capacity for administration of this grant as a sole source provider.**

**Additionally, the City of Escondido will partner with other local participating jurisdictions to release a competitive RFP for consulting services related to**

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**outcome and evaluation planning. Participating jurisdictions will enter into a participation agreement and form a Regional Homeless Prevention Fund Collaborative (RHPFC) for purposes of issuing an RFP for Evaluation Services, selecting a subcontractor, and monitoring the contract.**

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).

**The City will use HPRP funds to prevent families and individuals at risk of becoming homeless from becoming homeless and to help them return to stability. The City allocated funds for these Prevention activities at a Public Hearing on May 6, 2009. Once the Substantial Amendment and plan for implementation of the HPRP program in Escondido is approved by HUD, the City will return to Council for approval to enter into a public services agreement with Interfaith Community Services for delivery of the required HPRP program services. Interfaith Community Services is deemed to have specialized knowledge, skill and capacity for administration of this grant as a sole source provider. The public services agreement with Interfaith will be fully executed between the parties on or before September 30, 2009.**

**Additionally, the City of Escondido will partner with other local participating jurisdictions to release a competitive RFP for consulting services related to outcome and evaluation planning. Participating jurisdictions will sign a participation agreement and will form a Regional Homeless Prevention Fund Collaborative (RHPFC) for purposes of issuing an RFP for Evaluation Services, selecting a subcontractor, and monitoring the contract. It is possible that each jurisdiction will enter into a separate agreement with the subcontractor for the same set of services. An agreement with the selected subgrantee will be fully executed on or before 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 subgrantees (limit 500 words).

**The City of Escondido will prioritize HPRP funds for Prevention Assistance, targeting renter households at risk of becoming homeless to help them return to stability. In consultation with stakeholders, City has determined that there is a growing need for short-term assistance in providing a safety net for these currently-housed renters who are in immediate danger of losing their housing.**

**Rent assistance will be available to those families and individuals who earn at or below 50% of Area Median Income based on household size. The family**

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must be at risk for losing their housing with no other appropriate housing options identified and no financial resources or support networks of their own to help them remain in their existing housing. Applicants will be eligible for a maximum of 3 months' rent with a cap of \$4,500 per family. Funds may also be used to pay rent in arrears up to the \$4,500 maximum.

The program will be delivered through a primary HPRP service provider who will accept referrals from all other service organizations including the school districts and the regional 211 referral system. The provider will assess applicants during intake for their particular needs with a goal of ensuring stability in housing using criteria established by the City. The provider is already highly-trained in case management and support, referring applicants to other mainstream services, and re-assessing applicants for actual and continuing needs.

If every eligible household receives the maximum \$4,500 in assistance, the program will assist approximately 125 families to stabilize in their existing housing. Although the funding could remain available for up to 3 years, the stakeholders indicate that the total amount of financial assistance could be expended in the first 12 to 18 months based on the number of requests for assistance they are currently receiving.

The provider will maintain original records for each HPRP applicant, including intake and assessment forms showing determination of need, records of conversations with applicants and landlords, type and amount of financial assistance provided, and records documenting referrals to all other mainstream services. The provider will enter HPRP-required data directly into the HMIS system as well as provide separate quarterly reporting for City's use in reporting on IDIS and for ARRA-required reports.

The City will oversee and monitor the HPRP program and the provider's records and practices within the first 3 months of the program, and as needed thereafter. The City will also manage and monitor the financial expenditures to ensure compliance with the guidelines. The City will provide incremental advance payments to the provider for the Rental Assistance payments to landlords, but will use its standard financial practices for separate payments to the provider for Housing Stabilization Services and administrative costs. Those services will be paid from invoices submitted monthly by the provider, on a cost reimbursement basis.

City will retain 3 to 4% of the grant funds for oversight, monitoring, reporting and administration of the HPRP grant program, and will share 1 to 2% of grant funds with the provider for administrative costs.

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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).

**City has met and coordinated with several organizations that are expected to receive funds under ARRA. City has met with the following agencies that will be receiving and administering ARRA funds:**

- **City of Escondido Neighborhood Services Division (CDBG-R);**
- **FEMA’s Emergency Food and Shelter Program (EFSP) Designated Local Board (Department of Homeland Security funds);**
- **County of San Diego Health and Human Services Agency (TANF and other HHS programs);**
- **Escondido Union School District McKinney-Vento Program Administrator (U.S. Department of Education funds);**
- **Escondido Education COMPACT and the San Diego Workforce Partnership (U.S. Department of Labor funds); and**
- **United Way staff responsible for implementation of the Plan to End Chronic Homelessness (PTECH)**

**All of these agencies have agreed to coordinate programming, and to make their program staff aware of the HPRP program in Escondido. All of these organizations will be provided information to allow them to pre-screen their own clients for possible eligibility and how to assist their clients in accessing the HPRP program.**

**At the same time, HPRP clients will be given information and referrals to each of the above organizations in order to access all available ARRA funding sources for which they may qualify. City will continue to seek out partners and additional ways in which HPRP funds can be used in conjunction with other ARRA funds to prevent homelessness, and to plan a coordinated approach to serving similar targets.**

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

**A regional planning group was formed to plan for the coordinated delivery of HPRP services. This group met numerous times and included members of the**

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**Regional Continuum of Care Council (RCCC), the Plan to End Chronic Homelessness (PTECH), the County of San Diego Health and Human Services Agency, the San Diego Workforce Partnership, the San Diego Housing Federation, the Designated Local Board for FEMA's Emergency Food and Shelter Program, the County Housing Authority, the San Diego Housing Commission, the San Diego Association of Governments (SANDAG), the San Diego Grantmakers, and the six San Diego County jurisdictions receiving direct allocations of HPRP funding. This planning group was instrumental in helping the jurisdictions to identify and coordinate strategies for program delivery.**

**The six jurisdictions began meeting directly in April to collaborate and share program ideas and to develop a regional approach to evaluation and data management. Members of the RCCC participated in these meetings as well. In addition, City met with local service providers (also members of the RCCC) and the school district in order to collaborate on the best design for delivery of HPRP prevention services in Escondido. The City will continue to work closely with the RCCC and partner agencies to ensure that HPRP program activities are connected with all other Continuum of Care services that are available for the prevention of homelessness.**

- 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).**

**One of the stated goals of the City of Escondido's FY 2005-2010 Consolidated Plan is to maintain services and facilities that constitute a Continuum of Care for the homeless in the region. The City's Continuum of Care strategy is composed of activities to address emergency and transitional housing, persons at-risk of becoming homeless, persons in transition from homelessness to permanent housing, and persons in permanent housing to transition from renting to homeownership.**

**Further, based on needs assessments and stakeholder gatherings conducted in the preparation of the Consolidated Plan, several community development priorities were adopted for strategy recommendations and investment of available funds over the five-year period. Specifically, City adopted Community Development Priority (CD-5) which states a priority to "support comprehensive, integrated service systems to transition local homeless families and individuals, as well as persons with AIDS, to permanent or residential housing and self-sufficiency."**

**Escondido is home to a wide variety of facilities and services to meet the needs of those who are homeless. The entry point of the Continuum consists of basic survival services, such as food, clothing and shelter. The proposed HPRP program activities are consistent with the Consolidated Plan in that the**

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**program will become an extension of the integrated Continuum of Care system in Escondido, providing Prevention Assistance to address the needs of families and individuals on the verge of becoming homeless, and to help them become stabilized in their housing.**

**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.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$546,532	\$0	\$546,532
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 92,272	\$0	\$ 92,272
<b>Subtotal</b> (add previous two rows)	<b>\$638,804</b>	<b>\$0</b>	<b>\$638,804</b>
Data Collection and Evaluation <sup>3</sup>			\$ 35,489
Administration (up to 5% of allocation)			\$ 35,489
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$709,782</b>

<sup>1</sup>Financial 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.

<sup>2</sup>Housing 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.

<sup>3</sup>Data 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.

<sup>4</sup>This 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

\_\_\_\_\_  
Title

DRAFT