

## **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)

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

**A. General Information**

<b>Grantee Name</b>	Adams County
<b>Name of Entity or Department Administering Funds</b>	Adams County Community Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Celia Jones
<b>Title</b>	Community Development Program Manager
<b>Address Line 1</b>	12200 N. Pecos Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Westminster, CO 80234
<b>Telephone</b>	303.453.8512
<b>Fax</b>	303.453.8505
<b>Email Address</b>	cjones@co.adams.co.us
<b>Authorized Official</b> (if different from Contact Person)	Barbara DesMarteau
<b>Title</b>	Director, Adams County Community & Economic Opportunity Department
<b>Address Line 1</b>	12200 N. Pecos Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Westminster, CO 80234
<b>Telephone</b>	303.453.8554
<b>Fax</b>	303.453.8505
<b>Email Address</b>	bdesmarteau@co.adams.co.us
<b>Web Address where this Form is Posted</b>	www.co.adams.co.us

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$836,047</b>
<b>Amount Grantee is Requesting</b>	<b>\$836,047</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).

Response: Adams County posted the notice for the funding allocation for HPRP in *Northglenn-Thorton Sentinel* on Thursday, April 23, 2009. The Substantial Amendment is available for public comment and review from Friday, April 24, 2009 through Tuesday, May 5, 2009 (12 Days) pursuant to the guidelines laid out by the Department of Housing and Urban Development. The Substantial Amendment prepared by Adams County Community Development (ACCD) is available for viewing on our website at [www.co.adams.co.us](http://www.co.adams.co.us) and in the Adams County Community Development office at 12200 N. Pecos Street, Westminster, CO 80234.

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:

**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 (\_\_\_\_\_)

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

**Response:** ACCD will work with organizations that are familiar with homeless prevention and re-housing in order to carry out the HPRP. Through an application process, ACCD will notify qualified agencies of the available funds and requirements involved in receiving funding. The application requires agencies to document their experience with the target population, their plans and goals for expending the funds, line item and budget narratives, and how they will collaborate with other programs/agencies/initiatives for other supportive services to maximize HPRP dollars. The selected subgrantees will have experience in administering federal programs and managing services aimed at homelessness prevention and rapid re-housing. The amount of grant funds a subgrantee receives will depend on the completeness of their application, ability to leverage other funding, experience with the targeted population, and experience administering federal programs. ACCD will encourage Subgrantees to maximize efficiency and effectiveness of service delivery by working together with other agencies, Adams County departments, and advocates for the homeless to utilize the funds.

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:** After approval of ACCD's substantial amendment by HUD, applications will be sent to the identified organizations throughout the County who have experience with homeless populations, re-housing, and federal programs. To determine fund allocation for HPRP, ACCD will look at all the applications received from participating organizations. Once the screening of the applicants is completed, ACCD will notify each agency as to whether or not they are a subgrantee for HPRP. ACCD will first enter into written agreements with all the selected subgrantees and work closely with them to clarify HPRP guidelines, goals, and restrictions. In addition, subgrantees will be informed of the monitoring requirements for all portions of the HPRP funds. Once those guidelines are established, ACCD will allocate funds to the subgrantees for their selected HPRP activities. All subgrantees will be made aware of the timeframes they have to draw down expenses and the required documentation to support the program participants. In order to meet all funding deadlines, ACCD will make sure all subgrantees fully understand the HPRP process before disbursing any funds. This includes HPRP training and technical assistance.

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

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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:** ACCD will closely monitor all subgrantees to make sure all funds are used appropriately and efficiently. Before disbursing any money to chosen subgrantees, ACCD will review all outlined activities to determine their eligibility and whether or not subgrantee has appropriate policies and procedures in place for carrying out those eligible activities. For all program participants, ACCD will require documentation from subgrantees to determine if they are eligible. The documentation is required before subgrantees can draw down any funds. This includes - income determinations, consultation with case manager, and meet outlined guidelines of the following circumstances: 1) No appropriate subsequent housing options have been identified; AND 2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in existing housing. Rental assistance provided with HPRP funds will be closely monitored for Habitability Standards. All organizations must conduct initial and any appropriate follow-up inspections of housing units occupied by program participants. Unit inspections will be completed on an annual basis and upon change of tenancy. All monitoring and reporting requirements are made clear to each subgrantee before funds are disbursed. In addition to initial determination of eligibility and desk monitoring, all Subgrantees' programs will be monitored once a year to determine compliance with HPRP. In addition, ACCD will monitor files of program participants on a regular and as-needed basis to determine eligibility and compliance. If any of the established guidelines are not followed, ACCD will respond appropriately to recapture funds from subgrantees.

### **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:** ACCD is a division of the Adams County Community & Economic Opportunity Department (CEO), which includes Head Start and Workforce & Business. The CEO Department has established an internal strategic workgroup to focus on innovative partnerships that will maximize the use of ARRA funding. Recently, in relation to ARRA funding, ACCD received an allocation of CSBG funding to address services related to education, employment, emergency services and nutrition (etc.) to go along with HPRP funding. ACCD works closely with the Homelessness Subcommittee of the Adams County Housing Task Force, a collaboration of public and private agencies working to address homelessness. The lead agencies in the Homelessness Subcommittee of the Adams County Housing Task Force are Almost Home, Growing Home, Alternatives to Family Violence,

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ACCESS Housing, and The Adams County Housing Authority. The Homelessness Subcommittee will assist ACCD in determining countywide needs, issues, and goals of the homeless population. ACCD will collaborate with these agencies to determine how to best utilize the HPRP funds for the target population. The Homeless Subcommittee will also leverage HPRP with other federal agencies to get the most effective results. The Homeless Subcommittee and ACCD, will outreach to other non-profits and social service agencies who can provide supportive services. Adams County has also recently developed a Cold Weather Plan. In collaboration with this Plan, the County can address the needs of a population in dire need of support and housing. In addition, partnerships with McKinney-Vento liaisons at the Adams County school districts are an integral component of effective collaborations to address homelessness. Agencies across the county are deeply involved in these partnerships and the creation of effective programs to combat homelessness. School district representatives are members of the Adams County Housing Task Force and the Homelessness Subcommittee.

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:** ACCD and the Homeless Subcommittee draw on the resources and documents provided by the Metro-Denver Homeless Initiative (MDHI). MDHI coordinates the development of the Adams County Continuum of Care. Representatives of non-profit homeless providers that serve Adams County are on the MDHI Advisory Board and are the recipient of funds used for the homeless. This Advisory Board is composed of homeless persons, formerly homeless persons, members from government agencies, non-profit organizations, and homeless advocacy organizations. Drawing on information provided by this large collaboration, MDHI sets policies for the organization, including policies related to the development of the continuum. According to the most recent study of homeless populations, there are an estimated 1,202 men, women, and homeless children in Adams County (2007 Point in Time Survey). With our current economic situation, the homeless population within the County will continue to grow unless something can be done to stop it. Through the Continuum of Care, ACCD will be able to pinpoint target populations throughout the County and be able to determine the areas of greatest need as well as the individuals/families that are at highest risk of becoming homeless or are already homeless. These resources also help ACCD determine the best approaches to reaching out to the target population and the programs that pave the way towards stabilization. Through collaboration of all entities involved in the Continuum of Care, ACCD can allocate HPRP funds to areas and individuals/families with the most need and the greatest chance of stabilization.

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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:** A major part of the County's Consolidated Plan addresses affordable, efficient, and safe housing for all residents. The main national goals of the Adams County Consolidated Plan are to: 1) Provide decent housing, 2) Provide a suitable living environment, and 3) Provide expanded economic opportunities. These national goals are furthered by coupling HPRP with other collaborations. In addition, one of findings regarding housing in the Consolidated Plan was to address the great need for emergency and transitional housing for homeless individuals and homeless families with children. While the HPRP might not specifically address expanding economic opportunities, ACCD plans to utilize its collaborations with the Metro-Denver Homeless Initiative and other participating agencies throughout the county to provide the most comprehensive plan to combat homelessness. Without supportive services and other related training, stabilization is not a possible outcome. Through HPRP, ACCD will address a great need for a large population in the County. ACCD can reach people who do not have housing, are about to lose their housing, or are living in unsuitable conditions (no utilities, etc). In addition, HPRP can offer the target populations case management and other services to help them remain in housing and stabilize them once they are no longer receiving assistance. The County's Consolidated Plan specifically addresses these types of activities. With the addition of HPRP funds, ACCD can address the national and county goals related to housing and offer a comprehensive, well-rounded plan to prevent homelessness and get homeless individuals and families off the streets and into quality housing.

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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.

<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>	\$ 200,000	\$ 200,000	\$ 400,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 175,000	\$ 175,000	\$ 350,000
<b>Subtotal</b> (add previous two rows)	<b>\$ 370,000</b>	<b>\$370,000</b>	<b>\$ 750,000</b>

Data Collection and Evaluation <sup>3</sup>	\$ 44,245
Administration (up to 5% of allocation)	\$ 41,802
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$ 836,047</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)

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Title