

## **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>	State of Florida
<b>Name of Entity or Department Administering Funds</b>	Department of Children and Families
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Thomas Pierce Office on Homelessness
<b>Title</b>	Executive Director
<b>Address Line 1</b>	1317 Winewood Blvd.
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Tallahassee, FL 32399-0700
<b>Telephone</b>	850-922-9850
<b>Fax</b>	850-487-1361
<b>Email Address</b>	Tom_Pierce@dcf.state.fl.us
<b>Authorized Official</b> (if different from Contact Person)	George H. Sheldon
<b>Title</b>	Secretary
<b>Address Line 1</b>	1317 Winewood Blvd.
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Tallahassee, FL 32399-0700
<b>Telephone</b>	850-921-8755
<b>Fax</b>	850-922-2993
<b>Email Address</b>	George_Sheldon@dcf.state.fl.us
<b>Web Address where this Form is Posted</b>	www.flarecovery.com

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$21,507,109</b>
<b>Amount Grantee is Requesting</b>	<b>\$21,507,109</b>

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

**Substantial Amendment to the Consolidated Plan 2008 Action 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: Prior to the required public comment period, the Department distributed the proposed method of distribution of the Homeless Prevention Funds to Florida's continuums of care and to the Florida Association of Counties for review and comment. With the release of the HPRP Notice, the Department noticed a public hearing for April 13, 2009. On March 23, 2009, the Department released the updated method of distribution to the continuums of care and to the Florida Association of Counties to begin the local planning for the use of the grant. The draft plan will be posted to the state's recovery web site for comment. The Department will take comments for 12 days following the hearing. The amendment will be finalized following the public comment period.

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.

- X Competitive Process
- X Formula Allocation
- Other (Specify: \_\_\_\_\_)

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

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

The Department will make the funds available first to the counties that did not receive a direct HPRP award from HUD. The Department will do an initial allocation to these counties using a formula distribution. This distribution will award 60% of the HPRP, in order to expedite the obligation and expenditure of the grant. The formula uses three indicators of need: number of persons unemployed, number of food stamp recipient households, and number of eviction dispositions. The three criteria are weighted equally. \$12,259,052 plus administrative costs will be allocated using this process.

To receive the formula allocation, each continuum of care shall submit a local plan for the use of the HPRP funding. This plan must include the following:

- a. Identify the agency that will administer the HPRP subgrant.
- b. Document the experience and capacity of the agency to immediately implement the HPRP aid.
- c. Provide a detailed budget for the HPRP allocation, broken down by grant year and eligible uses.
- d. Specify a requested draw down schedule by quarter.
- e. Specify the maximum assistance level per household by homeless prevention and by rapid re-housing participant.
- f. Outline the case management process to be used to determine the amount of assistance to be made available to the household.
- g. Ensure how the dollars allocated will be made available and used in the counties receiving the state's formula allocation.
- h. Assure that case management and tracking will be ongoing to report on the participants who stay housed and avoid homelessness.
- i. Certify that participant data will be entered into the local HMIS data base.
- j. Detail local education and outreach efforts to communicate the availability of the HPRP aid.
- k. Set forth the criteria to select households for assistance.
- l. Describe how participants will be linked to existing supportive services and mainstream benefits.

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

The remaining 40% of the grant, \$8,172,702, plus administration, will be awarded on a request for funds process statewide. All communities may submit requests for additional funding. The requests will be awarded based on the applicant's demonstrated need for additional HPRP funding; their documented performance in using the HPRP grant in the first grant year; and their demonstrated capacity to expend the additional HPRP grant award in a timely manner. These grant awards will be made in June 2010. The Department may increase its initial formula allocation awards by amending the grant agreement; award additional HPRP funding to those direct HUD HPRP grantees; or fund those communities that did not receive either HUD awards or Department awards in 2009. The Secretary will make these awards based on the demonstrated need and documented performance of the applicant. Further, the Secretary may make awards to ensure that the needs statewide are adequately and fairly addressed with the HPRP grant.

The initial formula allocations to the 47 counties that did not receive direct HPRP grants is attached.

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: On March 23, the Department requested HPRP implementation plans from the continuum of care planning lead agencies. These local subgrantee plans will be reviewed simultaneously with the HUD review of this substantial amendment. The Department intends to be able to award its subgrants once the HUD grant agreement is executed. The goal is to have all subgrant agreements executed by June 30, with state budget spending authority in place July 1, to begin to draw the HPRP funds to allow for expenditures at that time.

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 Department is setting an expenditure target in the subgrantee agreements. For the grantees receiving the formula awards, 50% of their award shall be expended by June 30, 2010, or the Department reserves the right to recapture and reallocate HPRP funds. Further, these grantees shall fully expend the initial formula grant amount by June 30, 2011. The competitive grant recipients will be selected based on documented expenditure performance. Further, these grantees shall expend 100% of their state grant award by June 30, 2011. For those grantees that are not able to meet the 100% expenditure goal by June 30, 2011, the Department reserves the right to recapture the unexpended balance after paying all legally obligated and eligible costs. The Department may provide an extension to the grantee to fully expend the balance, or reallocate these unexpended funds to other communities that have demonstrated successful performance in the utilization

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

of the HPRP grant. The Department will require that all of the grant dollars shall be fully expended by June 30, 2012.

The Department of Children and Families will administer the HPRP grant through the Office on Homelessness. The Office will manage the subgrantee award process, with final award decisions made by the Secretary. The subgrant agreements will be administered by contract managers in the circuits and regional offices of the Department. In addition, the Department's contract monitoring and oversight staff will conduct compliance reviews of subgrantees, based on our risk assessments.

To further comply with the intent of the ARRA of 2009, the Department's Inspector General's Office (OIG) has assigned a high risk to the HPRP grant due to the fact that it is a new program. As such, the OIG will focus on the system of internal controls in place. This may include:

- Are controls in place to ensure funds are awarded in a prompt, fair and reasonable manner?
- Are data collection systems in place for tracking data required by the ARRA?
- Are controls in place to ensure the HPRP funds are clearly distinguished from other funds?
- Are procedures in place to track and report on the use of the HPRP funds?
- Are controls in place to ensure the timely expenditure of the HPRP grant funds?
- Are processes in place to ensure that reporting requirements are met?
- Does the program have sufficient, qualified and well-trained contract management staff to meet the requirements of the ARRA?

Service providers who are recipients of the HPRP funds are subject to the Florida and the Federal Single Audit Acts, beginning with the year ending June 30, 2009 and later. All audits will be publicly available on the internet, using the Florida recovery internet site, [www.flarecovery.com](http://www.flarecovery.com).

### **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).

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

Response: The Department is requiring that each subgrantee under the state's HPRP grant shall develop a specific HPRP plan. One of the state mandated elements of that local plan is their collaboration with other agencies serving similar participants. The plan must describe how they will collaborate with those agencies receiving funds under other programs funded by the American Recovery and Reinvestment Act. Further, the plan must describe how they will link HPRP participants with mainstream program benefits as part of the individual or household case management plan setting forth the HPRP benefits to be provided.

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 Department is requiring that the designated lead agency of the local continuum of care plan convene the planning process to develop their HPRP plan, and the selection of the agency to manage the subgrant from the Department. The Department intends for this process to build upon the current prevention component of the continuum of care plan as required by state law. The Department requires that this planning process be open, transparent and publicly noticed to ensure that all interested agencies and programs can be involved. As mentioned above, the local HPRP plan must address the individual/household case management plan how the participant will be linked to the benefits of mainstream programs.

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 2005-2010 Consolidated Plan established the priority renter need as those households earning below 50% of the area median income (AMI). Table 5-7 defines this need for 327,201 rental housing units to serve households earning below 50% of AMI. The need criteria was determined based on the number of households who are cost burdened.

Further, Table 5-9 identifies that renters earning less than 50% of AMI are given "High" priority of need in the state's consolidated plan programs.

Based on the 2003 continuum of care planning gaps analysis, there was an unmet need for 44,997 beds to serve the estimated homeless population.

Since 2004, the state has reserved the maximum allowable funding in the Emergency Shelter Grant for homeless prevention activities. This commitment of the 30% allowed for prevention has created local capacity to carry out homeless prevention services. In making these grant awards, the state has given priority to those agencies that demonstrated their ability to provide comprehensive services,

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

provide integrated case management services, and leverage other prevention resources. In addition, the awards are made in consideration of the agency's documented ability to track and report on the outcome of keeping the household safely housed, and not becoming homeless. All of the state's subgrantees are required to enter participant data into the local HMIS data base.

Over the last 5 years, the state has also committed over \$11.3 million in state aid to help families avoid eviction and homelessness. As a result, 25,873 families who faced eviction or who had already lost their place to stay, were assisted with either back rent payments or security deposits to keep them housed or to regain safe housing.

**Substantial Amendment to the Consolidated Plan 2008 Action 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.

<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>	\$	\$	\$
Housing Relocation and Stabilization Services <sup>2</sup>	\$	\$	\$
<b>Subtotal</b> (add previous two rows)	\$	\$	\$
Data Collection and Evaluation <sup>3</sup>			\$
Administration (up to 5% of allocation)			\$ 1,075,355
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$21,507,109</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.”

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

**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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Signature/Authorized Official	Date
George H. Sheldon	

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Title  
**Secretary**