

**OFFICIAL FILE COPY  
CLERK OF THE BOARD  
OF COUNTY COMMISSIONERS  
MIAMI-DADE COUNTY, FLORIDA**

# Memorandum



**Date:** May 5, 2009

Agenda Item No. 5(U)

**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

**Resolution No. R-471-09**

**Subject:** Resolution Authorizing Submission of the Substantial Amendment to Miami-Dade County's FY 2008-2012 Consolidated Plan and Consolidated Plan 2008 Action Plan for the Homeless Prevention and Rapid Re-Housing Program

### Recommendation

It is recommended that the Board of County Commissioners (BCC) approve the substantial amendment to the County's Consolidated Plan 2008 Action Plan, in substantially the same form as attached to the accompanying resolution. The attached resolution also authorizes the Mayor or the Mayor's designee to submit the substantial amendment to the County's Consolidated Plan 2008 Action Plan, which shall also serve as the County's application to the U.S. Department of Housing and Urban Development (U.S. HUD) for grant funds in an amount of \$7,468,222 under Title XII of the American Recovery and Reinvestment Act (ARRA) of 2009, referred to as the Homeless Prevention and Rapid Re-Housing Program (HPRP).

### Scope

The HPRP, which will have a countywide impact, is focused on housing for homeless and households at risk of becoming homeless. Residents must have incomes at or below 50 percent of the County's Area Median Income (AMI).

It will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless, but for this assistance. More specifically, the funds under this program are intended to target two populations of persons facing housing instability:

1. **Prevention:** Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit; and
2. **Rapid Re-housing:** Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance to obtain housing and retain it.

### Fiscal Impact/Funding Source

This item will not create a fiscal impact to the County as matching funds are not required. An amount of up to five percent of the HPRP grant provided to the County may be used for general administration. It is anticipated that the County will split these administrative funds between the County and the not-for-profit lead agency (Lead Agency) selected through a competitive process to carry out the program functions.

U.S. HUD intends to execute all HPRP grant agreements no later than September 1, 2009. Grantees must obligate their grant funds by September 30, 2009 and are required to expend 60 percent of the HPRP grant funds within two years of the date that funds become available for obligation and 100 percent of the grant funds within three years. The County expects that the selected Lead Agency will provide financial leveraging to maximize the use of HPRP grant funds.

### Track/Record/Monitor

To ensure successful program completion and compliance with Federal guidelines and County policies, the County's Homeless Trust (Trust) will be the administering body responsible for the management of the County's HPRP program. A Lead Agency shall be selected through a competitive process. The Lead Agency will be selected partly based on its management capacity and its ability to demonstrate how it will

work with a countywide network of community service providers. The RFA Process will require the Lead Agency to demonstrate this management capacity and to name the members of the network and describe how each community service provider will work to provide the County with the best and most efficient use of the grant funds. The selected Lead Agency will be monitored through the Homeless Trust's existing monitoring processes.

Miami-Dade County's HPRP application must be delivered to U.S. HUD by no later than May 18, 2009. U.S. HUD will review the plan and may require additional clarifying information or changes in the proposed eligible activities. The Resolution authorizes the Mayor or Mayor's designee to make any changes required by U.S. HUD. Upon U.S. HUD's acceptance of the County's plan, which staff estimates to be no later than July 2, 2009, funds will be available to the County in September 2009. Client level data, reflective of services and outcomes, will be reported and evaluated through the Homeless Management Information System.

### **Background**

Through Title XXII, Division A of ARRA, Congress has designated \$1.5 billion for HPRP, which allows states and units of local government to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. U.S. HUD was designated as the implementing entity and notified states and units of local governments of its allocation decisions and HPRP program guidelines on March 19, 2009.

Each state and unit of local government receiving an HPRP allocation must apply to U.S. HUD to receive its grant in the form of an HPRP Substantial Amendment to its Consolidated Plan. The HPRP application process must also include a 12 day public comment period which commences on April 23, 2009 and ends on May 5, 2009. Two community meetings have been scheduled in North and South Dade during evening hours to solicit public comment: April 28, 2009 at the Caleb Center and April 29, 2009 at the South Dade Government Center (both at 6:00 pm).

Once this item is approved by the BCC, the Trust will begin its procurement process in advance of U.S. HUD's approval of the County's application. The RFA will make clear that execution of any contract will be contingent on the receipt of the grant funds from U.S. HUD. Further, the County will not enter into a contract with the sub-grantee until the award by U.S. HUD is made. This will allow the County to enter into a contract and commence services as soon as grant funds are made available. Staff anticipates having a Request for Application released in May, with a 30 day submission deadline by the end of June. A selection committee would review the applications with recommendations approved by the Trust Board in July, while contracting processes are underway pending U.S. HUD's final approval and execution of a grant agreement.

As stated earlier, the funds under this program are intended to target individuals and families who would otherwise become homeless, many due to the current economic crisis, and to provide assistance to rapidly re-house persons who are homeless as defined by section 103 of the McKinney Vento Homeless Assistance Act. U.S. HUD also requires that households served must be at or below 50 percent of Area Median Income (AMI). Funds may not be utilized for mortgage assistance but may be used to assist those households displaced from foreclosures, provided they meet the income thresholds and other eligibility criteria.

The Trust's current prevention services consist of one month's rental payments, case management and legal services. Financial Assistance and Housing Relocation and Stabilization Services via HPRP expand current Consolidated Plan activities to include multiple months of rental assistance, utility assistance, legal services, credit repair, meditation, outreach, and case management services.

Current housing placement programs are highly effective but limited to short term rental assistance to households who are homeless due to poverty. HPRP funding expands housing placement activities to provide short and medium term rental assistance (up to 18 months, with re-certification of need every three months), security deposits, utility deposits, moving and storage costs, and motel/hotel vouchers. Housing placement services will be directed to at-risk populations, including youth exiting foster care, and homeless families and individuals currently residing in emergency and transitional housing programs.

The Trust will build on its local provider network and well-established services that currently provide homeless prevention and rapid re-housing programs in order to ensure collaboration, coordination, and ease of access to households in need of services. In order to educate the community as to the availability of, and access to these new services, services will be advertised broadly through the Trust's public relations campaign. Established linkages with the Miami-Dade Police Department Court Services Bureau will also serve to direct those households facing eviction to the new resources available under the HPRP. Services would be accessed via the Homeless Helpline and all clients will receive an initial clinical assessment of needs. Households that are presently homeless, or facing an eviction which can not be cured, will be referred to and served via the homeless continuum of care. As is the Trust's policy, no family will be left homeless. If placement into the Homeless Assistance Center or other appropriate shelter is not immediately available, a homeless outreach team will place the family into a hotel until shelter space becomes available.

The Homeless Trust Board and Committees will continue to host meetings of key stakeholders, including other entities receiving ARRA funding, such as United Way, to ensure coordination, maximization/leveraging of resources, and streamline client referrals. Presently, the Trust is collaborating with the other entitlement communities receiving HPRP to ensure seamless services are delivered to those in need.

Miami-Dade County's proposed HPRP eligible activities and HPRP proposed budget are as follows:

<b>HPRP Budget Summary</b>	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance includes short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.	\$ 2,000,000	\$3,350,000	\$5,350,000
Housing Relocation and Stabilization includes case management, outreach, housing search and placement, legal services, mediation, and credit repair.	\$540,000	\$1,000,000	\$1,540,000
<b>Subtotal</b>	<b>\$2,540,000</b>	<b>\$4,350,000</b>	<b>\$6,890,000</b>

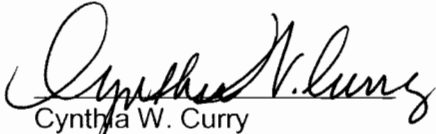
Data Collection and Evaluation	\$204,811
Administration (up to 5% of allocation)	\$373,411
<b>Total HPRP Amount Budgeted</b>	<b>\$7,468,222</b>

Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners  
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A portion of the HPRP funds allocated to data collection and evaluation will be awarded to the Lead Agency to provide for management information staffing to ensure grant compliance over the course of the three year grant. Administration is limited to five percent, which shall be split equally between the County and the Lead Agency.

Miami-Dade County will be able to adjust its HPRP budget between categories, as program implementation proceeds, as allowable under our Consolidated Plan.

Attachment



Cynthia W. Curry  
Senior Advisor to the County Manager




# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** May 5, 2009

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 5(U)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Mayor's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 5(U)

5-5-09

RESOLUTION NO. R-471-09

RESOLUTION APPROVING THE SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN 2008 ACTION PLAN FUNDING RECOMMENDATIONS; AUTHORIZING THE FILING WITH U.S. HUD OF MIAMI-DADE COUNTY'S AMENDED CONSOLIDATED PLAN 2008 ACTION PLAN WITH PROJECTED USES OF FUNDS ALLOCATED FOR THE HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM AS AUTHORIZED BY TITLE XII, OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FOR ACTIVITIES DESCRIBED AS FINANCIAL ASSISTANCE AND SERVICES TO EITHER PREVENT INDIVIDUALS AND FAMILIES FROM BECOMING HOMELESS OR HELP THOSE WHO ARE EXPERIENCING HOMELESSNESS TO BE QUICKLY RE-HOUSED AND STABILIZED, TO PROVIDE SHORT AND MEDIUM TERM RENTAL ASSISTANCE NOT TO EXCEED EIGHTEEN MONTHS AND HOUSING RELOCATION AND STABILIZATION SERVICES, AS WELL AS DATA COLLECTION AND ANALYSIS AND ADMINISTRATIVE COSTS; AUTHORIZING THE MAYOR OR MAYOR'S DESIGNEE TO MAKE NON-SUBSTANTIVE MODIFICATIONS, INCLUDING ANY CHANGES REQUIRED BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND ANY CHANGES NECESSITATED AS A RESULT OF THE PUBLIC COMMENT PERIOD, TO THE AMENDED CONSOLIDATED PLAN 2008 ACTION PLAN; AUTHORIZING THE MAYOR OR THE MAYOR'S DESIGNEE TO APPLY FOR, RECEIVE, AND EXPEND UP TO \$7,468,222 AS WELL AS ANY ADDITIONAL FUNDS SHOULD THEY BECOME AVAILABLE UNDER THIS PROGRAM; AUTHORIZES THE MAYOR OR MAYOR'S DESIGNEE TO EXECUTE ALL CONTRACTS, AGREEMENTS AMENDMENTS, RENEWALS, CANCELLATIONS AND TERMINATION CLAUSES OF ANY CONTRACTS OR AGREEMENTS RESULTING FROM THIS APPLICATION AND PLAN AMENDMENT; AUTHORIZING THE MIAMI-DADE COUNTY HOMELESS TRUST TO ISSUE A REQUEST FOR APPLICATION PROCESS AND FORWARD ITS RECOMMENDATION TO THE MAYOR OR MAYOR'S DESIGNEE; AUTHORIZING THE MAYOR OR MAYOR'S DESIGNEE TO NEGOTIATE AND EXECUTE A CONTRACT IN EXCESS OF ONE MILLION DOLLARS WITH THE SELECTED LEAD NOT-FOR-PROFIT SERVICE PROVIDER

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

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**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA,** that this Board:

Section 1. Approves the funding recommendations for the Substantial Amendment of the Consolidated Plan 2008 Action Plan and authorizes the filing of the Miami-Dade County Amended Consolidated Plan 2008 Action Plan with U.S. HUD, which provides for the projected uses of funds for the Homeless Prevention and Rapid Re-Housing Program as authorized by Title XII of the American Recovery and Reinvestment Act of 2009 for activities described as financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized, to provide short and medium term rental assistance not to exceed eighteen (18) months and housing relocation and stabilization services, as well as data collection, analysis and administrative costs; and

Section 2. Authorizes the Mayor or Mayor's designee to make non-substantive modifications, including any changes required by U.S. HUD and any changes necessitated by the public comment period, to the Amended Consolidated Plan 2008 Action Plan; and

Section 3. Authorizes the Mayor or Mayor's designee to apply for, receive, and expend up to \$7,468,222, as well as any additional funds that may become available under this program; and

Section 4. Authorizes the Mayor or Mayor's designee to, after approval by the County Attorney's office, to execute all contracts, agreements amendments, renewals, cancellations and termination clauses of any contracts or agreements resulting from this application and plan amendment; and

Section 5. Authorizes the Miami-Dade County Homeless Trust to issue a Request for Applications and forward a recommendation to the Mayor or Mayor's designee of the selected not-for-profit lead agency who will work with a Countywide network of community service providers; and

Section 6. Authorizes the Mayor or Mayor's designee to negotiate and execute a contract in excess of one million dollars, after approval from the County Attorney's office, with the selected not-for-profit lead agency; and

Section 7. Authorizes the Mayor or Mayor's designee to expend any and all monies received necessary to carry out the Homeless Prevention and Rapid Re-Housing Program activities; and

Section 8. Authorizes the Mayor or Mayor's designee to shift funding between eligible activities as permitted by the Consolidated Plan policies.

The foregoing resolution was offered by Commissioner **Barbara J. Jordan**, who moved its adoption. The motion was seconded by Commissioner **Audrey M. Edmonson** and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman	<b>aye</b>		
Jose "Pepe" Diaz, Vice-Chairman	<b>absent</b>		
Bruno A. Barreiro	<b>aye</b>	Audrey M. Edmonson	<b>aye</b>
Carlos A. Gimenez	<b>absent</b>	Sally A. Heyman	<b>aye</b>
Barbara J. Jordan	<b>aye</b>	Joe A. Martinez	<b>aye</b>
Dorrian D. Rolle	<b>aye</b>	Natacha Seijas	<b>aye</b>
Katy Sorenson	<b>aye</b>	Rebeca Sosa	<b>absent</b>
Sen. Javier D. Souto	<b>aye</b>		

The Chairperson thereupon declared the resolution duly passed and adopted this 5<sup>th</sup> day of May, 2009. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.



MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency. MDO

Mandana Dashtaki

By: **Diane Collins**  
Deputy Clerk



**MIAMI-DADE COUNTY PROPOSED SUBSTANTIAL AMENDMENT TO THE 2008 ACTION PLAN WITH FUNDING FROM TITLE XII OF DIVISION A OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FOR THE HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM**

Pursuant to the American Recovery and Reinvestment Act of 2009 and subsequent regulations issued by the U.S. Department of Housing and Urban Development (HUD), Miami-Dade County is required to submit a Substantial Amendment to the 2008 Action Plan (Plan) to demonstrate how allocated funding would be used based on the Act.

Title XII of the American Recovery and Reinvestment Act of 2009 appropriated \$1.5 billion for assistance to state and local governments for communities to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. State and local governments may use the funds to provide short and medium term rental assistance not to exceed 18 months and housing relocation and stabilization services, as well as data collection and administrative costs. Miami-Dade County has been allocated \$7,468,222. The document is required by HUD to use these funds and represents the culmination of a coordinated planning process with involvement of county departments, local governments, entitlement cities, and the residents of Miami-Dade County to complete this Plan.

The Plan consists of:

- Citizens Participation and Public Comment
- Distribution and Administration of the Funds
- Collaboration between other Recovery Act grantees serving similar populations
- Estimated Budget Summary

**The Plan includes Homeless Prevention and Rapid Re-Housing Program funds.** The primary objective of this HUD Program is to provide homelessness prevention assistance to households who would otherwise become homeless-many due to the economic crisis- and to rapidly re-house persons who are homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act. HUD expects that these resources will be targeted and prioritized to serve households that are most in need of this temporary assistance. HUD also requires that households served must be at or below 50% of Area Median Income. The Plan will be available at the Miami Dade County Homeless Trust located at 111 NW 1st Street, 27th floor, Miami, Florida, 33128, and the Office of Community and Economic Development (OCED) located at 701 NW 1st Court, Miami, FL 33136, on April 23, 2009 for a 12-day comment period.

The Plan will also be available on the Homeless Trust and OCED's web site at the following address on April 23, 2009: <http://www.miamidade.gov/homeless> and <http://www.miamidade.gov/ced/>. The County encourages residents of Miami-Dade County to express their comments regarding the proposed Plan by writing to David Raymond, Executive Director of the Miami-Dade County Homeless Trust at 111 NW 1st Street, 27th floor, Miami, Florida 33128. Written comments on the Plan must be received by and will be accepted until 9:30 am on May 5, 2009.

**Miami-Dade County is holding two community meetings to obtain comments on the Proposed Substantial Amendments to the 2008 Action Plan**

April 28, 2009  
6:00 pm to 8:00 pm  
Caleb Center  
5400 NW 22nd Avenue, Room 110

April 29, 2009  
6:00 pm to 8:00 pm  
South Dade Government Center  
10710 SW 211 Street, Room 203

**The Miami-Dade Board of County Commissioners** will consider the Plan at a meeting scheduled for **9:30 am on Tuesday, May 5, 2009** in the Commission Chambers located on the 2nd level of the Stephen P. Clark, 111 N.W. First Street, Miami, Florida. The public is invited to attend. The Board of County Commissioners is tentatively scheduled to approve the Plan on Tuesday, May 5, 2009 which will be a public hearing.

*Miami-Dade County provides equal access and equal opportunities in employment and does not discriminate against persons with disabilities in its program or services. For material in an alternate format, a sign-language interpreter or other accommodations, please call 305-375-1490 at least five days in advance*

## **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>	Miami-Dade County
<b>Name of Entity or Department Administering Funds</b>	Miami-Dade County Homeless Trust
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	David Raymond
<b>Title</b>	Executive Director
<b>Address Line 1</b>	111 NW 1 <sup>st</sup> Street, 27 <sup>th</sup> floor
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Miami, Florida 33128
<b>Telephone</b>	305-375-1490
<b>Fax</b>	305-375-2722
<b>Email Address</b>	dray@miamidade.gov
<b>Authorized Official</b> (if different from Contact Person)	George M. Burgess
<b>Title</b>	County Manager
<b>Address Line 1</b>	111 NW 1 <sup>st</sup> Street, 29 <sup>th</sup> floor
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Miami, Florida 33128
<b>Telephone</b>	305-375-1954
<b>Fax</b>	305-375-1262
<b>Email Address</b>	gburg@miamidade.gov
<b>Web Address where this Form is Posted</b>	<a href="http://www.miamidade.gov/homeless">www.miamidade.gov/homeless</a> <a href="http://www.miamidade.gov/ced/">www.miamidade.gov/ced/</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$7,468,222</b>
<b>Amount Grantee is Requesting</b>	<b>\$7,468,222</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).

**Please note sections B. 1, 2, and 3 will be modified to document what type of citizen input was received prior to this plan amendment being forwarded to HUD**

Response: As indicated in our Citizen's Participation Plan a substantial change in a planned or actual activity will require an amendment to the plan. A public announcement summarizing the substantial amendments to the Consolidated Plan was placed in the major newspapers of our community; Miami Herald, El Nuevo Herald, the Miami Times and the Diaro De Las Americas. The public announcement also advised citizens of the opportunity to submit written comments on the amendment to County staff within the 12-day public comment period. Copies of the amendment to the plan were made available at the Office of Community and Economic Development, the Miami-Dade County Homeless Trust and posted on their respective websites at [www.miamidade.gov](http://www.miamidade.gov). Publicly noticed community meetings were scheduled in the evening hours in North and South Miami-Dade County to present the plan and solicit public comment from the community. The amendment to the plan is scheduled for review and approval by the Board of County Commissioners in a public hearing on May 5, 2009, prior to submission to U.S. HUD.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

**To be determined after 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.

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: **To be completed after public comment period**

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

**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: \_\_\_\_\_)

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

Response: Sub-grantee(s) will be selected in accordance with the rigorous and transparent Miami-Dade procurement procedures, through a competitive process (Request for Applications). Availability of this competitive process will be advertised in the local newspapers of major circulation, and notices will be distributed to all non-profit providers on the Homeless Trust's provider directory list, as well as the County's Office of Grants Coordination distribution list, consisting of hundreds of community not-for-profits. A selection committee of County staff, and community subject area experts, with no conflicts of interest, will be appointed by the County Manager to review all applications submitted for consideration. This competitive process requests all information to allow the evaluators review of the agency's capacity and experience (e.g. agency-wide budget, most recent agency audit, a line item budget and budget narrative, resumes of key staff, and board member listings.) All Selection Committee meetings are publicly noticed, recorded and open to the public. All applications will be reviewed, rated and ranked using the following criteria: Applicant Experience, Proposed Services, Applicant Capacity and Performance, Detailed Budget and Justification and Supplemental Resources. Recommendations of the selection committee shall be forwarded to the County Manager and reviewed and acted upon by the Homeless Trust Board, which is advisory to the Board of County Commissioners.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub-grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: Based on the competitive process described above, the County shall select a sub-grantee (s). In order to ensure collaboration, coordination, and ease of access to

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

households in need of services, a County-wide network of not-for-profit service providers, with one agency serving as the lead, shall be selected through the competitive process. The County shall develop and execute a grant agreement which shall incorporate all conditions of the Federal HPRP Grant, as well as all applicable State and local Ordinances and Requirements. The contract will be reviewed by the County Attorney's Office and then sent to the successful sub-grantee for review and execution. Given HUD's timeline of reviewing Plan Amendments no later than July 2, 2009, the County would begin its procurement processes contingent upon an award by HUD, in advance of HUD's approval of the County's application. This will allow the County to enter into contract and commence services as soon as grant funds are made available. We anticipate having a Request for Applications released in May, with a 30 day submission deadline by the end of June. A selection committee would review the applications in July with recommendations approved in July and contracting processes underway pending HUD's final approval and execution of a grant agreement with the County.

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 Miami-Dade County Homeless Trust has been designated by the County as the administering department for the HPRP. The Trust has an annual budget of approximately \$40 million. Our County department does not deliver direct services, rather services are delivered through a network of 30 private and public not-for-profit agencies. The Trust administers over 100 individual contracts, the majority of these are HUD funded Supportive Housing Grants. As such, the Trust has a well established system of Federal and State grant administration and compliance. As a County department, The Homeless Trust is audited each year by an Independent Auditing Firm. All grants are assigned a contract officer who is responsible for reviewing and processing invoices, supporting documentation and required reports. All payment requests/invoices are reviewed and signed by a contract management and monitoring supervisor and budget manager. Providers who fail to submit appropriate invoices receive a deficiency notice indicating what is lacking from their invoice or disallowed expenses in accordance with the terms of the grant. Providers may remedy deficiencies by submitting any missing documentation, correcting any math errors, or other clerical issues. In the case of any ineligible expenses, these must be deducted from any invoice and a revised invoice must be submitted. All payments are made through the County's Finance Department which also reviews the invoices prior to payment. Providers are all paid through electronic deposit. Appropriately submitted invoices are processed within a self-established target of 21 days. All providers utilize our Homeless Management Information System (HMIS) to submit monthly progress reports, in addition to Annual Progress Reports. Monthly User groups are offered to support HMIS agency staff. Desk audits, site visits and contract monitoring takes place throughout the year. Each contracted agency is required to submit an annual Independent Audit which is reviewed by the Homeless Trust's Budget Director. Providers receive a monitoring report. Providers who fail to meet established goals are placed on performance improvement plans, which are acted upon by the Homeless Trust Board. Those providers

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who are unable to improve their performance are subject to contract termination. In those rare instances, another Request for Applications would be issued to select a new sub-grantee. The Trust intends to follow this well established process to administer the HPRP grant. An additional staff member will be hired and dedicated to oversee this particular program. In addition, Information Disbursement and Information System (IDIS) and other reporting requirements shall be adhered to. Administration of this program will also include training for case managers who will serve program participants. Training will include educating case management staff related to eligibility and coordination with other ARRA agencies serving similar populations. In order to educate the community as to the availability, and how to access these new services, they will be advertised broadly through our Homeless Awareness public relations campaign.

### **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: The Homeless Trust is actively collaborating with a host of local non-profit, community based and governmental agencies that are receiving and applying for American Recovery and Reinvestment Act (ARRA) funding. Collaborative efforts with local agencies have already included the following: Representation on the Emergency Food and Shelter Program Board (which will receive ARRA funding from U.S. Department of Homeland Security) to ensure that providers and systems are coordinated in order to fully maximize resources and determine the appropriate referral mechanisms; Referral and assistance to the Miami-Dade Community Action Agency which will receive ARRA formula funding for Head Start and CSBG programs from U.S. Department of Health and Human Services; Referral and assistance to the South Florida Workforce Development Board which has received ARRA funding for adult and youth employment training programs from the U.S. Department of Labor; Referral and assistance to the Miami-Dade County Public Schools, the 4th largest public schools system in the U.S., which will receive ARRA funding for education programs for K-12 students. The Homeless Trust is also collaborating with other entitlement communities receiving HPRP funding to ensure delivery of seamless services. Through the County's Office of Grants Coordination, the Homeless Trust is also monitoring other ARRA opportunities for services and to offer training to the staff members carrying out the HPRP activities. Additionally households served by other ARRA entities in need of emergency shelter, transitional housing (treatment and non-treatment programs) and permanent supportive housing placement will be served through our Homeless Continuum of Care.

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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 Homeless Trust will serve as the administering department for the HPRP and also serves as the Continuum of Care (CoC) for Miami-Dade County. In implementing HPRP the Trust will expand our local provider network and well established services which already provide homeless prevention and rapid re-housing programs. To streamline and coordinate participant access, and maximize resources, HPRP and current COC prevention and-housing placement services will be accessed via our Homeless Helpline with HMIS service tracking. The Trust will ensure CoC and mainstream providers are trained related to HPRP eligibility and access. HPRP resources shall expand and leverage homeless and mainstream programs including homeless prevention and rapid re-housing, and outplacements from emergency and transitional housing programs. The Homeless Trust Board, Committees, and staff will continue ongoing planning related to prevention, housing placement and new HPRP activities consistent with the Miami-Dade County Homeless Plan; 10 Year Plan to End Homelessness. The Trust Board and Committees include representation from key mainstream stakeholders in the planning and delivery of homeless housing and services including: the business and civic community, elected officials, homeless advocates, homeless/formerly homeless persons, homeless service and housing providers, the faith-based community, Florida Department of Children & Families, Superintendent of public schools, Medicaid, Social Security, Corrections, Courts, and each entitlement jurisdiction. Our Homeless Assistance Centers provide emergency housing to over 4,000 men, women, and children a year are one stop centers with a full array of mainstream services on-site. Households in these centers will be priority referrals to rapid re-housing.

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 homeless prevention and housing placement activities, described below, are specified in our FY 2008-2012 Consolidated Plan housing and homeless needs assessment section, strategy development, investment plan activities, and the homelessness section of the 2008 action plan, meet the objective of providing decent housing and a suitable living environment for homeless people. The County uses HOME funds for tenant based rental assistance programs and Housing Assistance Grant programs. Prevention services consist of one month's rental payments, case management, and legal services. During 2008, the County increased homeless prevention funds six-fold. Our Homeless Helpline received 1,000 calls for eviction assistance in 2007 compared with 4,000 calls in 2008. Financial Assistance and Housing Relocation and Stabilization Services via HPRP expand current Consolidated Plan activities to include multiple months of rental

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assistance, utility assistance, legal services, credit repair, meditation, outreach, and case management services. Current Consolidated Plan housing placement programs are highly effective but limited to short term rental assistance to households that are homeless due to poverty. HPRP funding expand housing placement activities to provide short and medium term rental assistance (up to 18 months, with re-certification of need every three months), security deposits, utility deposits, moving and storage costs, and motel/hotel vouchers. The County will contract with a lead entity selected through a competitive process to provide a full array of services via a County-wide network of providers. HPRP services will be accessed via our Homeless Helpline and all clients will receive an initial clinical assessment of needs.

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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>	\$ 2,000,000	\$3,350,000	\$5,350,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$540,000	\$1,000,000	\$1,540,000
<b>Subtotal</b> (add previous two rows)	<b>\$2,540,000</b>	<b>\$4,350,000</b>	<b>\$6,890,000</b>
Data Collection and Evaluation <sup>3</sup>			\$204,811
Administration (up to 5% of allocation)			\$373,411
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$7,468,222</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