

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

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

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

Amount Grantee is Eligible to Receive*	\$7,468,222
Amount Grantee is Requesting	\$7,468,222

*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).

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. 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**

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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: _____)

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

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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 recertification 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.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 2,000,000	\$3,350,000	\$5,350,000
Housing Relocation and Stabilization Services ²	\$540,000	\$1,000,000	\$1,540,000
Subtotal (add previous two rows)	\$2,540,000	\$4,350,000	\$6,890,000
Data Collection and Evaluation ³			\$204,811
Administration (up to 5% of allocation)			\$373,411
Total HPRP Amount Budgeted⁴			\$7,468,222

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

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

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

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

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F. Authorized Signature

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

Signature/Authorized Official

Date

Title