

## **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>	City of Alhambra
<b>Name of Entity or Department Administering Funds</b>	Management Services
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Tara Schultz
<b>Title</b>	Deputy City Manager
<b>Address Line 1</b>	111 S. First Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Alhambra, CA 91801
<b>Telephone</b>	626.570.5011
<b>Fax</b>	626.281.2248
<b>Email Address</b>	tschultz@cityofalhambra.org
<b>Authorized Official</b> (if different from Contact Person)	
<b>Title</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Web Address where this Form is Posted</b>	<a href="http://www.cityofalhambra.org/government/city_manager.html">http://www.cityofalhambra.org/government/city_manager.html</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$567,605</b>
<b>Amount Grantee is Requesting</b>	<b>\$567,605</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:

The amendment was given a thirty (30) day notice in the Pasadena Star News on April 10, in advance of the public hearing scheduled for May 11. The meeting of the Housing and Community Development Act Citizen Advisory Committee took place on April 7. At that public meeting, the Substantial Amendment to the 2008/09 Action Plan was unanimously approved. No members of the public attended; therefore, no public comment was received.

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:

No members of the public were present at the meeting, which means that no public comment was submitted.

**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

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Other (Specify: Contract with Los Angeles County and perhaps other not-for-profit organizations to provide services)

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

Response:

The grantee (City of Alhambra) will administer the funds through the City of Alhambra's Management Services Department. The Management Services Department may contract for the purposes of obtaining case management services.

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:

The City of Alhambra will distribute the HPRP funds to subgrantees that meet qualifications, and have appropriate programs established to best distribute the HPRP funds to those most in need. The Management Services Department will draft a contract between the various subgrantees and the City, which will require City Council approval. The contract will expressly define all of the stipulations and requirements expected of the subgrantee, and will require the approval of the City Attorney prior to seeking City Council approval. Once the City Council authorizes the disbursement of HPRP funds to the subgrantees the program can be initiated.

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 City of Alhambra plans to create a campaign of public awareness for the HPRP funds. The goal of this plan will be to publicize the availability of these funds to the affected target population, those residents that are homeless or are about to become homeless. For those citizens that are already homeless, there will need to be special techniques employed in order to notify them of the availability of these funds.

Once the potential recipients for these funds have been notified of the opportunity and have been informed of the HPRP program and what it can offer to them, the Grantee or Subgrantee, or some combination of the two, will select individuals or families to benefit from this program. Those selected will necessarily exhibit the

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most pressing threat to their own welfare and to that of their family, for example, those that are already homeless will receive perhaps more attention than those that are close to being homeless, but are not yet. Each participant's case will be evaluated by case management officers, likely provided by the County of Los Angeles, to determine their needed level of assistance from the HPRP program.

Once the participants have been selected, the City of Alhambra will use and manage a Homeless Management Information System to input and track data for the participants and for use in the initial, quarterly and annual reporting of the program statistics.

The Grantee and the Subgrantee will then determine which type of service found in the HPRP program is most suitable to each participant. Some will need financial assistance for rental payments, rental arrears, utility payment, security deposit payment, moving costs and motel and hotel vouchers. While some participants may require Housing Stabilization and Relocation Services, which we will be able to offer, as well as counseling and mediation services between the tenant and property owner.

To ensure proper monitoring of the funds from the HPRP program, the City of Alhambra will be monitoring and inspecting the procedures and practices of any subgrantees with whom they contract. At the same time, it will be the responsibility of the subgrantee to monitor the clients and program participants they are working with. All necessary research, data compilation and analysis will be performed at regularly scheduled times.

### **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 City of Alhambra will work with and communicate with many different organizations and programs to ensure the most thorough and appropriate use of the HPRP funds, in conjunction with other government agencies.

The City of Alhambra will continue to strengthen its relationship with the County of Los Angeles by working with them in relation to the Homeless Section 8 Housing Choice Voucher Program. The City of Alhambra will also work with HUD's HOME program. The City can make other connections through the U.S. Department of Education and the McKinney-Vento Act, which will also require the participation of the Alhambra Unified School District.

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The City of Alhambra also plans to work with its own agencies and departments, such as the City's Housing Division, the Police and Fire Departments, and the Community Services Department.

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 City of Alhambra will continue to work cooperatively with the County of Los Angeles, as well as the Los Angeles Homeless Service Authority to establish strong working relationships with Continuums of Care. The City of Alhambra will meet with and establish significant communications with various CoCs, in order to determine the best method of successfully executing the goals and distributing the funds of the HPRP program.

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:

Consistent with the Consolidated Plan, the City of Alhambra's goal is to create a method for establishing programs that will encourage families to establish a long-term residency within the City of Alhambra. To ensure this, the City has used several programs that help make that goal a reality, such as the First Time Homebuyer's Program, the Housing and Rehabilitation Program, which allows residents to remodel and expand their homes, which encourages them to stay in their current home, rather than leave the City. The City also has a program that assists senior citizens, making it easier for them to live in their homes and stay in Alhambra. The HPRP funds will help to ensure that Alhambra residents are capable of staying in their home, and are encouraged to remain residents of Alhambra.

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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>	\$264,220.13	\$113,237.20	\$377,457.33
Housing Relocation and Stabilization Services <sup>2</sup>	\$75,491.47	\$32,353.48	\$107,844.95
<b>Subtotal</b> (add previous two rows)	<b>\$339,711.60</b>	<b>\$145,590.68</b>	<b>\$485,302.28</b>
Data Collection and Evaluation <sup>3</sup>			\$53,922.47
Administration (up to 5% of allocation)			\$28,380.25
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$567,605</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