

## **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)

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**A. General Information**

<b>Grantee Name</b>	Salt Lake County
<b>Name of Entity or Department Administering Funds</b>	US Department of Housing & Urban Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Karen Wiley
<b>Title</b>	Community Development Coordinator
<b>Address Line 1</b>	2001 S. State Street
<b>Address Line 2</b>	Suite S-2100
<b>City, State, Zip Code</b>	Salt Lake City, UT 84190-2710
<b>Telephone</b>	801-468-3663
<b>Fax</b>	801-468-3684
<b>Email Address</b>	kwiley@slco.org
<b>Authorized Official</b> (if different from Contact Person)	Peter M. Corroon
<b>Title</b>	Mayor
<b>Address Line 1</b>	2001 S. State Street
<b>Address Line 2</b>	Suite S-2100
<b>City, State, Zip Code</b>	Salt Lake City, UT 84190-2710
<b>Telephone</b>	801-468-2500
<b>Fax</b>	
<b>Email Address</b>	pcorroon@slco.org
<b>Web Address where this Form is Posted</b>	www.hudhre.info/documents/HUD-40119

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$1,005,916</b>
<b>Amount Grantee is Requesting</b>	<b>\$1,005,916</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:

As outlined in the Division's Citizen Participation Plan, a Public Notice was published in the local newspapers and a press release issued on May 3, 2009 announcing the Public Comment Period for the proposed Substantial Amendment to the Consolidated 2008 Action Plan, incorporating the Homeless Prevention and Rapid Re-Housing Program (HPRP). The plan itself will be posted on CRD's web page starting May 3, 2009, and was open for comment for the minimum 12 calendar days thereafter. It was also available electronically upon request. A notice of the open comment period was published in the newspaper, sent to the County's Public Information Officer for distribution to the local media; posted on the public bulletin board outside the County Council Chambers; given to the organizations listed on our agency contact list, and sent to all persons or groups that request information. The Mayor will give final approval after the public comment period, in time for the Substantial Amendment to be submitted to HUD by the deadline of May 18, 2009.

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:

The Plan was available from May 3 through May 14 for public comment. We received comments from two agencies supporting the plan and the use of funds. On Thursday, May 7, a public hearing was held to gather additional public comment. Comments received addressed program eligibility for agencies providing case management for clients dealing with substance abuse and/or mental health issues. County staff clarified the eligible uses for these funds.

### **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

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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 (Work with current applicants from ESG RFP Process)

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

Response:

Salt Lake County has been working with the agencies that responded to the RFP's for the ESG, CDBG, HOME and SSBG funds in December 2008 and January 2009. These agencies deal almost exclusively with homeless prevention, case management, supportive services and housing services for homeless individuals and families. They have the expertise and capacity to manage the eligible activities and are currently using the Utah Homeless Management Information System (HMIS). These agencies are also involved in the Salt Lake County Homeless Coordinating Council and work extensively with the Continuum of Care in coordinating homeless services. They also provide the eligible services listed in the Salt Lake County Consolidated Plan under the Priority Needs of Homeless, Chronic Homeless, and Special Needs sections. HPRP will be blended into the current activities of the Continuum of Care and the Consolidated Plan to ensure services are available to any eligible high-risk person/family within the County's jurisdiction.

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:

Once HUD signs the grant agreement, Salt Lake County will allocate funds to a few pre-selected service providers by way of a service contract. Because of ongoing discussions with the State, City and the County on how best to coordinate the use of HPRP funds, we have identified several major private non-profit providers that have key experience, expertise, and a long history of providing homelessness prevention and re-housing services. These agencies also have the capacity to meet the reporting, service, inspections for habitability standards and tracking requirements of HPRP. Each agency will be prepared with the tools

necessary to allow clients seen by other agencies to have access to their prevention and re-housing services. This will ensure there is “No Wrong Door” for accessing services. The County intends to allocate funds available to sub-grantees by the process described above and by amendment to existing fiscal year grants that will begin on July 1, 2009.

A risk assessment tool, currently in development, for both prevention and rapid re-housing will ensure that those most in need will receive services provided for by HPRP funds. This tool, when completed will intelligently combine traditional risk assessment methods with risk factor recommendations in the HPRP Notice into a concise measurement that will be used by service providers, as well as agencies funded through the State, City, and 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 subgrantees (limit 500 words).

Response:

In order to ensure timely use of HPRP funds, Salt Lake County has already been working closely with government and private stakeholders to set up a system for quick dissemination of HPRP funds. To ensure effective use of HPRP funding Salt Lake County will specifically address three of the four eligible activities under HPRP; financial assistance; housing relocation & stabilization services, and administrative costs. With the \$1,005,916 allocated, Salt Lake County expects to expend about \$335,000 each year including administrative costs for each of the three years. This money will be divided evenly between Homelessness Prevention Services and Rapid Re-Housing Services, and used in conjunction with other funding sources to address the growing demand for services.

In the area of Prevention Services, and in coordination with the State and the City, HPRP funds will be directed to Short- and Medium Term Rental assistance, Housing Search and Placement, and Case Management. We have found these services to be most effective in preventing homelessness, and our selected providers have significant experience and expertise in these areas.

In the area of Rapid Re-Housing, the focus will be on increasing the number of case managers, and providing quick access to transitional housing and supportive permanent housing via a strong network of local housing providers as well as shelters. The Short- and Medium Term Rental assistance as well as other eligible financial assistance will also be utilized in this area.

Salt Lake County has been working with Salt Lake City, the State of Utah and staff at the Utah Homeless Management Information System (HMIS) office to develop reports that will provide the information required for HPRP funding. We are working to streamline the reporting process in two separate areas. The first is on the Subgrantee/Service Provider side for data collection and the second area is on the Grantee side for extracting the information in a format usable for reporting the information through the Integrated Disbursement and Information System (IDIS).

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The goal of this work will be to gather and present all relevant information within the Continuum of Care in an efficient and consistent manner.

The County will set up the activities in the IDIS system and draw down the funding on a quarterly basis. This will enable us to monitoring the timeliness of the expenditures for this program.

The County has a Discharge Policy in place through the HARP Program. We will be monitoring all activities that are carried out by a Subgrantee on a quarterly basis to verify the following:

- ✓ confidentiality of individuals provided with assistance and addresses or locations of assisted housing are not made public.
- ✓ all income certifications are being updated quarterly and
- ✓ all units utilized for the Rapid Re-Housing funds have been inspected to meet the habitability standards requirement.
- ✓ the County will also do an onsite annual review prior to renewing any contract to be sure each agency is meeting the expected outcomes listed in the contract.

### **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 County regularly collaborates with local agencies that serve the same and similar populations. In consideration of the resources available under ARRA, the following collaborations will be encouraged:

- a. VOCA & VAWA – the YWCA of Salt Lake and South Valley Sanctuary will be applying for the Transitional Housing Assistance Grants and will be coordinating with the County to provide transitional housing for victims of domestic violence.
- b. The County will coordinate with the Department of Work Force Services for job training, placement and retention services as well as housing assistance.
- c. All clients receiving Prevention and RRH services will receive screening and application assistance for public benefits enhanced through ARRA including food stamps, WIC, TANF, and Medicaid.
- d. Families who require childcare assistance will be coordinated with ARRA extended childcare block grant services and/or Head Start.

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- e. Salt Lake Community Action Program is one of the Prevention sites under this program. Coordination will occur with their Community Services Block Grant funded efforts.
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 County consistently collaborates with mainstream resource providers to further the goals of the Consolidated Plan as well as the County's 10 Year Plan to End Chronic Homelessness. We will continue to do this through the HPRP in the following ways:

- 1) working with existing agencies with documented success in the Rapid Re-Housing (RRH) program area;
  - 2) designating existing Emergency Assistance agencies for the Homelessness Prevention work;
  - 3) coordinating RRH with all shelters for individuals and families within the jurisdiction;
  - 4) continuing the coordination with the State of Utah and the Department of Workforce Services to access TANF, Food Stamps, Medicaid, child care, etc.;
  - 5) collaborating services/benefits with the Veterans Administration as needed for homeless veterans;
  - 6) by having case management services establish connections for clients with mainstream services that may be necessary for on-going stability (e.g. substance abuse treatment, mental health care, physical care, educational support, job training/placement)
  - 7) continue to work with Salt Lake City and the State of Utah to coordinate the use of the HPRP funds to ensure services are provided in the most effective manner.
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:

All the agencies involved in the Salt Lake County Homeless Coordinating Council work extensively with the Continuum of Care in coordinating homeless services. As explained above, agencies that are selected for receipt of the HPRP funds provide the services listed as a Priority Need in the Homeless and Chronic Homeless, and Special Needs section of the Salt Lake County 2005-2010 Consolidated Plan. HPRP funds will be combined into the current activities of the Continuum and Consolidated Plan to compliment these programs with stronger

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prevention and rapid re-housing tools that will ensure services are available to any eligible high-risk person/family within the County’s jurisdiction.

**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>	\$ 432,810.50	\$ 432,810.50	\$ 865,621.00
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 30,000.00	\$ 30,000.00	\$ 60,000.00
<b>Subtotal</b> (add previous two rows)	<b>\$ 462,810.50</b>	<b>\$ 462,810.50</b>	<b>\$ 925,621.00</b>
Data Collection and Evaluation <sup>3</sup>			\$ 30,000.00
Administration (up to 5% of allocation)			\$ 50,295.00
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$1,005,916.00</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

Mayor  
\_\_\_\_\_  
Title