

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)

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

A. General Information

Grantee Name	Lexington County
Name of Entity or Department Administering Funds	Community Development Grant Programs Division
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Rhonda Dean
Title	Community Development Administrator
Address Line 1	212 South Lake Drive, Suite 401
Address Line 2	
City, State, Zip Code	Lexington, South Carolina 29072
Telephone	(803) 785-8121
Fax	(803) 785-8188
Email Address	rdean@lex-co.com
Authorized Official (if different from Contact Person)	Katherine Hubbard
Title	County Administrator
Address Line 1	212 South Lake Drive, Suite 602
Address Line 2	
City, State, Zip Code	Lexington, South Carolina 29072
Telephone	(803) 785-8100
Fax	
Email Address	
Web Address where this Form is Posted	www.lex-co.com/Departments/Community Development/CDBG/PlansAndReports.html

Amount Grantee is Eligible to Receive*	\$588,970
Amount Grantee is Requesting	\$588,970

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

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

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

On April 7, 2009, a notice was published in *The State* newspaper inviting the public to attend a public hearing to review and comment on the draft 2009 Action Plan and to discuss the planning process for submission of a substantial amendment to the Consolidated Plan 2008 Action Plan. Additionally, on April 10, 2009, service providers for the homeless were emailed information about the HPRP funding process and to notify them of the public hearing. The hearing was held on April 15, 2009. The Community Development Grant Programs Division staff reviewed a power point presentation on the HPRP funds and provided the estimated budget summary for comment. Four local agencies that serve similar target populations attended the hearing.

Lexington County published a public notice of the proposed substantial amendment to the Consolidated Plan 2008 Action and the opportunity for public comment in *The State* newspaper on April 30, 2009. The proposed substantial amendment is posted on the County's website, with the web address listed in the advertisement. Written comments are accepted for the substantial amendment through May 12, 2009. The public hearing will be held May 13, 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.

The public comment period is currently open through May 12, 2009. This section will be completed after the close of the public comment period.

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.

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

Response:

The public comment period is currently open through May 12, 2009. This section will be completed after the close of the public comment period.

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:

A Request for Qualifications (RFQ) to receive HPRP funds will be issued by the County. Funds will be available for both Homelessness Prevention and Rapid Re-housing. Homelessness Prevention funds will be available to any non-profit organization that serves the low-income/homeless population. Rapid re-housing funds will be available to any non-profit organization that operates emergency or transitional housing programs for the homeless.

All proposals will be evaluated by the Community Development Grant Programs Division based on the following criteria:

- Experience with target population
- Capacity
- Need
- Geographic service areas
- Collaboration
- Priorities
- HMIS
- Discharge Planning

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

Effective and timely use of HPRP funds for housing stabilization activities will be implemented through agencies with experienced case management personnel in the areas of financial crisis intervention and homeless prevention. Agencies must have the ability to access the Homeless Management Information System (HMIS). HPRP funds for housing stabilization will be provided to agencies with the capacity to serve a large number of clients in diverse geographic locations throughout Lexington County. Once all RFQs are evaluated, the County intends to administer the HPRP by contracting with selected local non-profit service providers who directly assist homeless individuals and families and persons at risk of becoming homeless.

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:

Lexington County intends to expend these funds through contracts with selected agencies that provide eligible homelessness prevention and rapid re-housing activities to homeless individuals and families in the County. Activities undertaken by selected contractors must be consistent with the County's Consolidated Plan. The Grant Programs Division will evaluate proposals submitted under the Request for Qualifications (RFQ) and make funding recommendations to County Council. All contracts with selected subgrantees will be executed by September 30, 2009.

- Executed contract will include, but not limited to, the following:
- Eligible costs approved or types and levels of service to be provided
- The procedures for amending the agreement
- Reporting Requirements
- The record retention period
- Conflict of interest requirements

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:

Detailed policies and procedures will define effective and timely use of funds as well as monitoring procedures. Policies and procedures will address the following areas at a minimum:

- Monthly processing of Invoices
- Intake Process for approval of Homeless Prevention and Rapid Re-Housing Participants

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

- Desk Monitoring, Evaluation, Reporting and Risk Analysis
- Standard Forms

The Grant Programs Division has an established process to monitor subgrantee performance and compliance. As part of the process, subgrantees are required to enter into a contractual agreement and submit monthly reports to trace the rate at which subgrantees are expending funds. Monthly reports also help track their progress towards goals and programmatic accomplishments, along with other terms of their contract agreements. When the Division notes financial discrepancies of programmatic concerns, agencies are required to immediately address and correct them. The Division also maintains continuous communication with subgrantees.

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:

Grant Programs Division staff will coordinate with other local agencies that serve similar target populations that may receive ARRA funds during the program planning and implementation. Coordination will also occur with other local agencies that receive ARRA funds to become knowledgeable of assistance and eligibility requirements, and to develop a referral process that will assist HPRP participants to obtain appropriate supportive services to maintain housing stability. Lexington County is located in the Midlands region where the City of Columbia and Richland County have also been allocated HPRP funds. The Division staff collaborated on best practices with Richland County to ensure compatibility and effective spending of federal funds in the Midlands region.

On April 1, 2009, the Grant Programs Division staff met with the United Way of the Midlands to discuss recipients of the Emergency Food and Shelter Grant Program that provide services to the target population in Lexington County. The Division staff also met with Richland County and the United Way of the Midlands on April 23, 2009 to discuss HPRP opportunities and how the funds could be coordinated with the additional Emergency Food & Shelter funds the United Way of the Midlands will receive under the ARRA.

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

The Grant Programs Division staff will have continuous collaboration efforts with service providers who seek to prevent families and individuals from becoming homeless in the Midlands region. The staff will also ensure that subgrantees have a referral process for HPRP participants to access services for employment, TANF, SNAP, Section 8, health care and other services.

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:

Lexington County is located within the service and planning area of the Midlands Area Consortium for the Homeless (MACH). The homeless population of Lexington County is difficult to assess, therefore, the most accurate assessment of the homeless population within the region is provided by MACH through their yearly point-in-time count. The Grant Programs Division staff participates in the quarterly meetings of this organization. MACH, in its role as coordinator of services for the homeless in Midlands region, seeks to avoid duplication of services, improves communication and collaboration between providers, and expands community participation in working to end homelessness. Through attending the quarterly meetings, the Division staff will keep MACH informed of our HPRP activities and continue to seek ways to collaborate our resources and efforts with service providers who prevent families and individuals from becoming homeless.

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:

One of the guiding priorities identified in the Lexington County 2005-2009 Consolidated Plan is to support programs that provide housing and services for homeless populations. The Consolidated Plan's Homeless Needs Assessment provides a listing of existing resources and services providers for the following categories: Homeless Prevention, Outreach, Intake and Assessment, Emergency Shelters, Transitional Housing, Permanent Supportive Housing and Supportive Services. The comprehensive array of services from the variety of agencies and providers identified in the Consolidated Plan are consistent with the goals of the

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

HPRP. The HPRP grant funds will give priority to families that are about to become homeless, “but for” receiving the financial assistance.

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

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$300,000	\$75,000	\$ 375,000
Housing Relocation and Stabilization Services ²	\$125,000	\$50,000	\$175,000
Subtotal (add previous two rows)	\$ 425,000	\$ 125,000	\$550,000

Data Collection and Evaluation ³	\$9,521
Administration (up to 5% of allocation)	\$29,449
Total HPRP Amount Budgeted⁴	\$588,970

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.”

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
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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