



Antonio R. Villaraigosa, Mayor

CITY OF LOS ANGELES

NOTICE OF SUBSTANTIAL AMENDMENT

TO THE 34TH YEAR ACTION PLAN (PROGRAM YEAR 2008-2009)

AND PUBLIC COMMENT PERIOD ABOUT

THE HOMELESSNESS PREVENTION AND RAPID REHOUSING PROGRAM (HPRP)

Residents of the City of Los Angeles are advised about the availability of the draft *Substantial Amendment to the 34th Year Action Plan (Program Year 2008-2009)*, which adds the new Homeless Prevention and Rapid Rehousing Program (HPRP), created by the American Recovery and Reinvestment Act (ARRA) of 2009 (H.R. 1), signed by President Obama on February 17, 2009. The ARRA allocated \$1.5 billion nationwide for this new program. A notice nearly identical to this one was published on April 16, 2009 stating that the amendment was to the 35th Year Action Plan, which is inaccurate; this notice is providing the correct information about the substantial amendment to the 34th Year Action Plan. Nothing else has changed.

The *Substantial Amendment* describes the City's proposed implementation of the Homeless Prevention and Rapid Rehousing Program, which has been allocated \$29,446,304. The purpose of the HPRP is to offer financial assistance and services to very low income individuals and families who would become homeless *but for* the short-term resources offered by this program, and also to help those who are currently experiencing homelessness to be quickly re-housed and stabilized.

Details about the program requirements are included in the draft Substantial Amendment, which follows this notice. The draft Substantial Amendment will be considered at a regular meeting of City of Los Angeles Citizen's Unit for Participation at 11:30 am on May 19, 2009, at City Hall, 10th Floor, Room 1025, 200 N. Spring Street, Los Angeles, CA 90012.

Written comments or questions on the Substantial Amendment will be accepted during the comment period from Tuesday May 12, 2009 through Tuesday, May 26, 2009. Comments can be sent by mail to the attention of Leslie Wise, Los Angeles Homeless Services Authority, 453 S. Spring Street, 12th Floor, Los Angeles, CA 90013, or by fax to 213-892-0093 or via an on-line form provided with the Substantial Amendment on www.lahsa.org.



Antonio R. Villaraigosa, Mayor

HOMELESSNESS PREVENTION AND RAPID REHOUSING PROGRAM

SUBSTANTIAL AMENDMENT TO THE 34TH YEAR ACTION PLAN

PROGRAM YEAR 2008-2009

MAY 2009

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	City of Los Angeles
Name of Entity or Department Administering Funds	Los Angeles Housing Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Sally Richman
Title	Director, Grants Management
Address Line 1	Los Angeles Housing Department
Address Line 2	1200 W. 7 th Street, 9 th Floor
City, State, Zip Code	Los Angeles, CA 90034
Telephone	213-808-8653
Fax	213-808-8404
Email Address	srichman@lahd.lacity.org
Authorized Official (if different from Contact Person)	Mercedes Márquez
Title	General Manager
Address Line 1	Los Angeles Housing Department
Address Line 2	1200 W. 7 th Street, 9 th Floor
City, State, Zip Code	Los Angeles, CA 90017
Telephone	213-808-8808
Fax	213-808-8616
Email Address	mmarquez@lahd.lacity.org
Web Address where this Form is Posted	www.lahsa.org (includes on-line comment form) www.lacity.org/lahd

Amount Grantee is Eligible to Receive*	\$ 29,446,304
Amount Grantee is Requesting	\$ 29,446,304

*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:

In accordance with the City of Los Angeles' Citizen Participation Plan and HPRP regulations, the Los Angeles Housing Department (LAHD) and the Los Angeles Homeless Services Authority (LAHSA) will ensure that information about this Substantial Amendment to the Consolidated Plan, the City's proposal for the use of the HPRP funds, the range of proposed activities and other information are available for citizen discussion and participation. Citizen input is being solicited in both formal and informal ways throughout the process.

On May 12, 2009, a public notice and the draft Substantial Amendment will be posted on the City's website at <http://www.lacity.org/lahd> and on LAHSA's website at <http://www.lahsa.org>. Shortly thereafter notices in English and Spanish about the draft Substantial Amendment will be published in local newspapers.

On May 19, 2009, the LAHD and LAHSA will present program information at a public meeting of the Citizens' Unit for Participation (CUP), the official Citizen Participation body for the Consolidated Plan. As required, the community meeting notice will be published in a local newspaper and the monthly meeting notice will be posted 72 hours before the meeting.

The HPRP requires a minimum public comment period of 12 days, which will begin on the date the Substantial Amendment is publicly available. Comments will be accepted for 14 days, until May 26, 2009. Email comments will be accepted as well as written communication submitted via mail or fax. Hard copies of the Substantial Amendment will be available for public viewing at the LAHSA and LAHD offices.

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: To be completed after comments are received.

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: Contract with appropriate joint power authority, government and not-for-profit agencies to act as subrecipients and Subgrantees for the HPRP.

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

Response:

The City of Los Angeles will work to integrate the HPRP funding into existing service delivery systems by contracting with agencies such as the Los Angeles Homeless Services Authority (LAHSA), which is the joint power authority for the Los Angeles Continuum of Care, and other appropriate government and not-for-profit agencies.

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:

As mentioned above, the City's HPRP grant funds will be allocated via one or more contracts, to be approved by the Mayor and City Council of Los Angeles, with Subgrantee agencies qualified to implement the HPRP.

The LAHD will draft the contract between the City of Los Angeles and the selected Subgrantees, including a detailed scope of work, program and regulatory requirements. The City Attorney will review the contract; some HPRP requirements vary from current contract boilerplate requirements for Consolidated Plan funds. The LAHD and the Subgrantee agencies will complete all necessary preparations for the contracts, and seek Mayor and City Council approval, so that contract execution can take place by September 30th.

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

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:

Timeliness

The City of Los Angeles will expend HPRP funds via effective, well-designed programs as quickly as possible. The LAHD administers several Consolidated Plan grant programs including the Emergency Shelter Grant (ESG), which is disbursed via contracts with LAHSA. The two agencies have well-established policies and procedures and are preparing for HPRP implementation on parallel tracks. To ensure the timely disbursement of HPRP funds, legally binding provisions will be included in all RFPs and resulting contracts to meet HPRP expenditure requirements.

LAHSA manages the Homeless Management Information System (HMIS) for the Los Angeles Continuum of Care. It will create data elements in the HMIS system for the required initial, quarterly, and annual reports and provide HMIS technical assistance to all HPRP-funded providers.

Effective Use of Funds

Funds will be used for: 1) Financial Assistance, 2) Housing Relocation and Stabilization Services, 3) Data Collection and Administration and 4) Administrative Costs. Financial assistance, housing relocation and stabilization services will be provided for both homelessness prevention and rapid rehousing. Prevention activities will keep at-risk households from losing their housing and becoming homeless. Rapid rehousing will move households quickly out of the shelter system and back into stable housing.

Financial assistance to clients will include short-term and medium-term rental assistance, security and utility deposits, utility payments, moving cost assistance; and up to 30 days of motel and hotel vouchers.

Services to help households locate, obtain and retain permanent housing will be offered. Housing search and placement services, including tenant counseling, representative payee services for rent and utilities, mediation and outreach to landlords will be available. Case management including service coordination, counseling, monitoring, and evaluation will ensure client success.

HPRP-funded agencies will conduct a thorough intake and assessment of clients in HMIS. A standardized tool will be developed to determine client eligibility for HPRP assistance, and will use the HUD risk factors to identify whether a household will become homeless "but for" the HPRP assistance.

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

Monitoring

The LAHD, and subgrantees as appropriate, will conduct standard grant monitoring practices as described in the City's Consolidated Plan, incorporating new HPRP requirements as needed. Monitoring of HPRP Subgrantees and contract agencies will consist of desk and on-site reviews. All other Subgrantees will follow similar procedures. Desk reviews include monthly invoice processing and quarterly progress reports from the contractor.

For on-site monitoring, Subgrantee staff will visit the contractor's site, verify reports and determine compliance with program requirements. Both the LAHD and LAHSA have standardized programmatic and fiscal monitoring tools that support consistent, high quality monitoring practices.

As the Grantee, the LAHD's monitoring of Subgrantees operates with similar procedures; desk review and site review monitoring visits are conducted. The LAHD will set up HPRP records in HUD's Integrated Disbursement Information System (IDIS), receive and review Subgrantee cash requests, and ensure that all related records are maintained and updated regularly.

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 LAHD and LAHSA will aim to leverage HPRP funding with a variety of federal resources, including the following:

- Neighborhood Stabilization Program (Los Angeles Housing Department-LAHD): The research and analysis used to establish the NSP target areas will support targeted outreach and prevention efforts for HPRP.
- Workforce Investment Act (WIA) ARRA Programs (Los Angeles Community Development Department-CDD): Subgrantees will coordinate with WIA staff and contractors so that WIA clients will be aware of HPRP intake center locations, referral procedures and program resources and requirements.
- Homeless Section 8 Housing Choice Voucher Program (Housing Authority of the City of Los Angeles-HACLA): To expedite the Section 8 Housing Choice Vouchers usage by clients not yet housed, clients could be offered HPRP case

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

management and housing location assistance. This would also improve housing stabilization outcomes.

- Community Development Block Grant ARRA Program (Los Angeles Community Development Department-CDD): to be determined
 - Temporary Aid to Needy Families ARRA Program (Los Angeles County Department of Public Social Services-DPSS): All clients of the HPRP program will be evaluated for potential public benefits eligibility and paired up with TANF benefits if eligible.
 - US DOE McKinney Vento ARRA Programs (Los Angeles Unified School District): to be determined
 - Another potential source for collaboration is coordination with discharge planning protocols of public systems of care (i.e. corrections, foster care, hospitals, mental health facilities).
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:

In early April, over 170 representatives from the homeless housing and services providers of the Los Angeles Continuum of Care (CoC), policy experts and other jurisdictions with HPRP awards across Los Angeles County met to discuss, plan and coordinate HPRP efforts. LAHSA, in conjunction with United Way of Greater Los Angeles, the Hilton Foundation and the National Alliance to End Homelessness organized this series of five meetings, geographically targeted to Service Planning Areas (SPAs) in the County of Los Angeles, covering all of the City of Los Angeles.

The goal of these meetings was to provide technical assistance, to convey the HPRP purpose, goals, and funding requirements, and to collect the community input necessary to coordinate efforts as defined in the regulations. Community based service providers working throughout the Los Angeles CoC and representatives of the cities eligible to receive a portion of this funding attended these meetings.

These meetings gave CoC providers the opportunity to understand the funding and its eligible uses, to provide feedback about the needs of their clients, their current capacity, and to discuss best practices for prevention and rapid rehousing. Moving forward, this group of providers will be ready to ensure that HPRP funds complement the services they currently offer, as well as coordinate them with the full range of mainstream benefits that are already in use.

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

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 2008-2013 City of Los Angeles Consolidated Plan includes goals to reduce and end homelessness in Los Angeles. The allowable uses of the HPRP funds are consistent with the Consolidated Plan’s focus on helping the homeless achieve permanent housing. Specifically, the Consolidated Plan Action Plan contains goals and objectives that are identical to those found in Exhibit 1 of the 2007 Los Angeles Continuum of Care SuperNOFA, also known the “Homeless Strategic Plan.” HPRP rapid re-housing funds will help further the goal to “improve LA CoC performance in increasing percentage of homeless persons moving from transitional housing to permanent housing” and to “increase percentage of homeless persons employed at exit” from CoC homelessness programs.

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.

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HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 6,360,401	\$ 9,540,603	\$15,901,004
Housing Relocation and Stabilization Services ²	\$ 4,240,268	\$ 6,360,402	\$10,660,670
Subtotal (add previous two rows)	\$10,600,669	\$15,901,005	\$26,501,674

Data Collection and Evaluation ³	\$ 1,472,315
Administration (up to 5% of allocation)	\$ 1,472,315
Total HPRP Amount Budgeted⁴	\$29,446,304

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."

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