

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

May 18, 2009

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	City of Berkeley
Name of Department Administering Funds	Housing and Community Services Department
HPRP Contact Person	Drew King
Title	Acting Manager, Community Services and Administration Division
Address Line 1	2180 Milvia Street,
Address Line 2	Housing Department, 2 nd Floor
City, State, Zip Code	Berkeley, CA 94704
Telephone	510.981.5410
Fax	510.981.5450
Email Address	Aking@ci.berkeley.ca.us
Authorized Official	Philip Kamlarz
Title	City Manager
Address Line 1	2180 Milvia Street,
Address Line 2	Office of the City Manager, 5thFloor
City, State, Zip Code	Berkeley, CA 94704
Telephone	510.981.7000
Fax	510.981.7099
Email Address	Pkamlarz@ci.berkeley.ca.us
Web Address where this Form is Posted	http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=38544

Amount Grantee is Eligible to Receive*	\$1,332,952
Amount Grantee is Requesting	\$1,332,952

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

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).

Berkeley followed its citizen participation plan by inviting the public to comment on program elements presented at various meetings. The City held two public hearings and two stakeholders' meetings where the proposed homeless prevention and rapid rehousing activities were outlined and feedback was solicited. The first public hearing was on April 2, 2009 at the Housing Advisory Commission (HAC) and the second public hearing was on April 21, 2009 at a City Council meeting. Both of these public hearings were noticed in local newspapers and on the City's website inviting the public to attend the meetings and to provide comments on the various program elements being proposed. The notice for the HAC April 2, 2009 meeting was published in the Daily Californian on March 20, 2009 and in the Daily Planet on March 26, 2009. The notice for the April 21, 2009 City Council Public Hearing was published on April 2, 2009 and provided a 19 day notice to comment on proposed uses of ARRA funds including ESG HPRP funds.

A stakeholder meeting comprised of community-based service providers was held on May 8, 2009 and the plan was also presented for comments to the Homeless Commission on May 13, 2009.

On May 6, 2009, the substantial amendment was posted to the City's Housing Department website at <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=38544> inviting the public to submit written comments to the plan through May 18th at noon. The Substantial Amendment was also made available for public review and comment at the reference desk of the Berkeley Public Library at 2090 Kittredge Street and the Front Desk of the Housing Department at 2180 Milvia Street, Berkeley. All public comments will be noted and considered while developing the design for the HPRP program.

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 one spoke regarding proposed uses of HPRP funds at the HAC April 2, 2009 hearing. At the April 21, 2009 public hearing before City Council, forty-three individuals spoke, most of whom represented supporters of the agencies, which submitted proposals for funding through the consolidated RFP process. Comments included the need for continued funding of disabled, senior, youth mentoring and training, homeless,

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employment training, and health care services, and affordable housing development and rehabilitation projects. No individuals spoke directly about the proposed uses of ESG HPRP funds.

On May 8, 2009 approximately 20 stakeholders representing agencies that provide services to homeless people and people at risk of becoming homeless attended a meeting to discuss Berkeley's plan for utilizing HPRP funds. Comments received included: support for a single point of entry as well as a no-wrong door approach; the importance of developing a sustainable system that will continue after HPRP funds are expended; interest in maximizing leveraging opportunities with other ARRA funding and coordination countywide (particularly with adjacent jurisdictions); the need for targeted outreach and ensuring the program reaches people most in need and who have the capacity to increase income over time; and the need to ensure that the existing City-funded prevention activities will be included in HPRP.

On May 13, 2009, the City of Berkeley Homeless Commission unanimously approved the substantial amendment with the following comments: support for the development of an assessment tool and criteria that would prioritize Berkeley residents and homeless people who have a connection to Berkeley for HPRP and leveraged services, particularly employment services; recommend looking at best practices for case management services and long-term housing stability; recommend providing a range of case management services from referral to long term to ensure housing stability; emphasize the need for housing locator services which should include a variety of options from staying in Berkeley to relocating to live with family or friends; and support countywide coordination and intent to have the same menu of services at each of the Housing Assistance Centers.

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: Sole source_____)

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

Response:

The jurisdictions of Alameda County have agreed to use HPRP funds to develop a coordinated system for providing prevention, diversion and rapid rehousing services for people who are homeless or at risk of homelessness. The City of Berkeley will work with the Alameda County Urban County cities of Albany, Emeryville, and Piedmont to provide a coordinated HPRP

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program in the north cities of Alameda County. The program will build on the City of Berkeley's existing Housing Retention Program and coordinated shelter entry process to create a seamless system for prevention, shelter diversion and rapid rehousing. To build on the existing system, some costs for the provision of financial assistance may be sole sourced, while case management, housing location support and other services are anticipated to be awarded through a competitive process, which will be managed by Berkeley's Housing and Community Services Department. The Request for Proposals will be issued on July 6, 2009 to ensure enough time to select providers and negotiate and execute contracts by September 30, 2009.

To ensure adequate and consistent outreach to those who are eligible for the program, the City will utilize HPRP funding for a centralized information and referral service utilizing the County's existing 211 service, and for broad based outreach efforts through Everyone Home, the organization facilitating county-wide coordination efforts. The City of Berkeley will sole-source HPRP funds to Eden Information and Referral, the only provider of 211 services in Alameda County, and to Everyone Home, the organization best-placed to provide the type of broad-based outreach desired. Finally, the City will subcontract with Alameda County Housing and Community Development Department (HCD) to make necessary changes to the HMIS system in order to accommodate this program. HCD operates the existing HMIS system in the County.

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:

On April 21, 2009, the Berkeley City Council approved the planned use of ARRA funds and authorized the City Manager to execute or amend contracts with agencies that are selected for HPRP funding. Currently staff are receiving comments from the public and are working on identifying existing resources that can leverage HPRP funds to determine percentage of HPRP funds that will be awarded via sole source or competitive process. The competitive process will be initiated through an Request for Proposal on July 6, 2009 with the caveat that funds are contingent upon receiving a grant agreement from HUD by September 1, 2009. The due date for proposals will be July 28, 2009. A review panel will evaluate and score all of the proposals based on the qualifications and experience of respondents, quality of proposals, degree to which proposals meet HUD guidelines and local priorities, and ability to meet pre-determined contract requirements. Awards will be announced by late August 2009 and contracts with selected provider(s) will be executed by September 30, 2009.

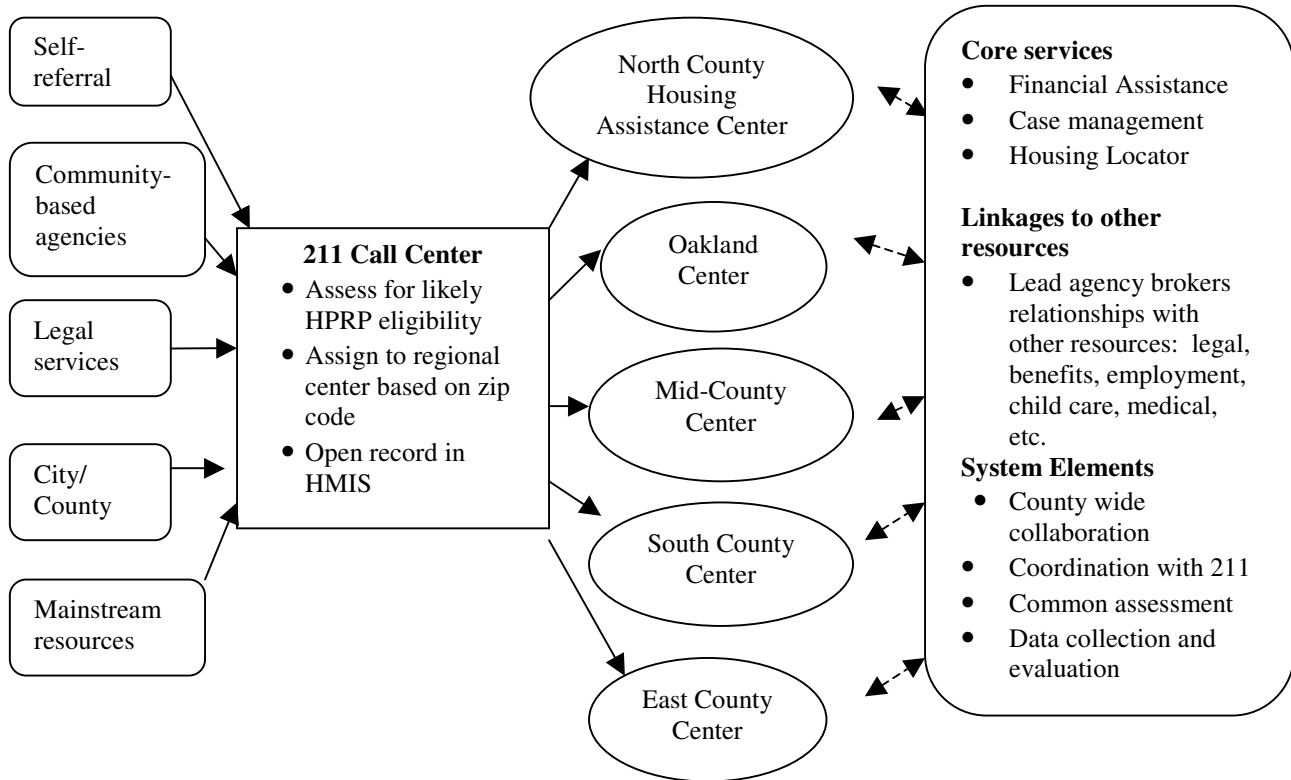
The amount of costs to be allocated to the 211 system and outreach and marketing efforts will be 4% of the total grant, and 8% of the total grant will be reserved for HMIS, data collection and evaluation, including funds for community-based agencies to cover some data entry expenses. These amounts are based on a formula agreed upon by all jurisdictions receiving funding within the County. The City will retain 2.5% of the total grant amount for administrative costs. Each applicant will be entitled to request up to 2.5% of the subgrantee award amount for administrative costs.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grants 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:

To develop a coordinated system for prevention and rehousing services that is effective and efficient, the jurisdictions of Alameda County have agreed to work together to implement a countywide prevention and rehousing plan. The plan includes the creation of regional housing assistance centers that will provide a variety of prevention and rehousing services, linked through a countywide referral, assessment and outcome tracking system.

Working with EveryOne Home, the countywide coordinating body for Alameda County’s plan to end homelessness, the jurisdictions have designed a referral and preliminary assessment process through the 211 social services hotline, and regional Housing Assistance Centers which will conduct more in-depth risk assessment and provide one-time, short and medium term rental assistance, case management and housing locator services for preventing homelessness and rapidly rehousing those who have become homeless. Regional Housing Assistance Centers will provide core services in-house or through contractual relationships and will broker links to other services including legal, credit repair, shelter, permanent housing, employment, medical, child care, mainstream benefits and other services.



To ensure that the funds are allocated and expended in a timely fashion, the jurisdictions have planned together and are developing common RFP language and standard contract provisions, including requirements for financial and program administration and oversight, required outcomes tracking, and quarterly and annual reporting. These provisions will be adapted by each locality. RFP’s will be issued in July and contracts awarded in September.

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The City will execute contracts with EveryOne Home for outreach, with Alameda County Housing and Community Development Department for the HMIS expansion, and with the community-based providers selected via a sole source or RFP process to provide services through the regional Housing Assistance Center. Each contract with the sub-grantees will include a scope of services outlining HPRP requirements including compliance with HMIS, a program timeline, key activities, and expected outcomes. The City will be responsible for the financial management of the funds and reporting required through IDIS and will monitor contracts by conducting site visits and requiring sub-grantees to submit standardized quarterly program and fiscal monitoring reports. The City will evaluate the program based on information provided in the above reports as well as data included in HMIS and will work with sub-grantees to ensure that programs are performing effectively, on schedule and that outcomes are being achieved. EveryOne Home will monitor the use of funds for coordinated elements including: outreach, referral and assessment tool development, and oversee the development and evaluation of local outcome measures. All of the participating jurisdictions will also participate in an oversight board that will review data on how the program is working and make adjustments as needed.

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 North County Housing Assistance Center will be the central access point for all services provided by Recovery programs (HPRP,CSBG, and Weatherization/Low-Income Home Energy Assistance Program (LIHEAP) through which all eligible participants will be screened for the services they need. Berkeley will leverage its existing Housing Retention Program funds to assist households facing a temporary financial setback that can be resolved with one-time or short-term rental assistance and will utilize existing LIHEAP funds to assist households with high energy bills. Our local plan is designed to augment these existing programs using Recovery funds to address existing gaps in services. By coordinating intake and referral, Berkeley will be able to ensure coordination and optimal utilization of the funds and will be able to avoid duplication. Through the assistance center, Berkeley residents will be able to access direct one-time payments through medium-term financial assistance to maintain their housing, assistance with utility bill payment and weatherization services, case management, and employment services. The package of services will address the immediate crisis and stabilize the household with the potential for increased income.

The City has been engaged in a Countywide coordinated process that includes creating mechanisms for collaboration with other local agencies that serve similar target populations. The Alameda County Social Services Agency will be receiving funds under ARRA for homelessness prevention grants for TANF recipients, and will make these funds available for the housing assistance centers to draw upon for TANF-eligible persons who are homeless or at risk of homelessness.

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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:

Jurisdictions within the Alameda County Continuum of Care (CoC) have been coordinating over recent months to design a collaborative design for utilization of HPRP funds. Homelessness prevention services within the County are currently disconnected and do not provide a comprehensive range of services. The infusion of resources through this program has created an opportunity for the jurisdictions who comprise the CoC to centralize and coordinate these systems in order to enhance service delivery, create more effective and efficient programs and reduce the burden on families who are experiencing a housing crisis.

Alameda County is comprised of fifteen different jurisdictions. Each of these jurisdictions have come together and agreed to create distinct geographic hubs in order to provide HPRP services. Households in need of assistance will be able to access a centralized referral system by calling 211 who will refer callers to the HPRP housing assistance center in their area. Each center may include linkages to existing resources for homelessness prevention and rapid rehousing other than HPRP, including programs funded through the CoC process.

This collaborative effort will continue to engage with other mainstream resources as the program develops. A collaborative relationship between the HPRP funded jurisdictions and the Alameda County Department of Social Services has already been initiated. Programs will likely establish Memorandums of Understanding with other resources such as legal services, benefits advocacy, mental health and substance abuse services, childcare resources and employment counseling agencies. Entry into programs providing additional housing resources within the CoC such as Shelter Plus Care will also be facilitated with HPRP funds.

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:

Reducing homelessness and increasing access to affordable housing are key concerns in our community and a number of the priorities identified in the City's Consolidated Plan speak directly to this need. The HPRP funds will directly address several of the objectives identified in the Consolidated plan by preventing households from becoming homeless, assisting homeless families and individuals to rapidly regain housing and expanding the availability of housing that is affordable through the use of short and medium term rental subsidies. Berkeley's Consolidated Plan priorities include:

- Assist approximately 1500 households with their housing needs in the next 5 years.
- Make available additional funding for affordable housing
- Meet needs of poor and very low-income tenants (at or below 50% AMI) and residents with special needs.
- Place additional 250 homeless families into transitional or permanent housing
- Maintain effort of existing successful programs (homeless and affordable housing)

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Berkeley's Consolidated Plan priorities listed above are directly aligned with the goals of HPRP and meeting the needs of the City's low-income residents. Due to the economic decline, low-income residents are facing job loss or a loss in wages and are struggling to increase their income to stay permanently housed. HPRP funds will provide rental subsidies for up to 18 months and having a single point of entry will increase the coordination of other services to further stabilize the household. Approximately 60% of the funds will be utilized to rapidly re-house people who are currently living on the street, in a shelter, in transitional housing or on a Shelter Plus Care waiting list.

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	\$302,400	\$430,400	\$ 732,800
Housing Relocation and Stabilization Services ²	\$203,729	\$223,138	\$ 426,867
Subtotal (add previous two rows)	\$506,129	\$653,538	\$1,159,667

Data Collection and Evaluation ³	\$ 106,637
Administration (up to 5% of allocation)	\$ 66,648
Total HPRP Amount Budgeted⁴	\$1,332,952

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

City Manager
Title