

**City of Orlando Housing & Community Development Department**  
**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.

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. 35013520). 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 Orlando  |
| <b>Name of Entity or Department Administering Funds</b>                               | City of Orlando Housing & Community Development Department   |
| <b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP) | Keith Theriot  |
| <b>Title</b>  | HCD Program Manager  |
| <b>Address Line 1</b>   | 400 S. Orange Ave.   |
| <b>Address Line 2</b>   | P.O. Box 4990  |
| <b>City, State, Zip Code</b>  | Orlando, FL 32802  |
| <b>Telephone</b>  | 407/246-3418   |
| <b>Fax</b>  | 407/246-3055   |
| <b>Email Address</b>  | Keith.Theriot @cityoforlando.net   |
| <b>Authorized Official</b> (if different from Contact Person)                         | Buddy Dyer   |
| <b>Title</b>  | Mayor  |
| <b>Address Line 1</b>   | 400 S. Orange Ave.   |
| <b>Address Line 2</b>   | P.O. Box 4990  |
| <b>City, State, Zip Code</b>  | Orlando, FL 32802  |
| <b>Telephone</b>  | 407/246-   |
| <b>Fax</b>  |  |
| <b>Email Address</b>  |  |
| <b>Web Address where this Form is Posted</b>  | <a href="http://www.cityoforlando.net/housing/">www.cityoforlando.net/housing</a><br><a href="http://www.cityoforlando.net/housing/">http://www.cityoforlando.net/housing/</a> |

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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 City of Orlando's Citizen Participation Plan states:

*"Whenever a substantial change, as described under the substantial amendments section, is proposed said amendment shall be available for public comment for a period of thirty (30) days before submission to City Council for approval. "*

The HUD HPRP announcement (Docket # FR-5307-N-01) allows the reduction of time for citizen comment to the substantial amendment to 12 days.

The City of Orlando HPRP Substantial Amendment was completed and posted to the City of Orlando's website ([www.cityoforlando.net](http://www.cityoforlando.net)) on April 5, 2009. A Public Notice requesting comments on the HPRP Substantial Amendment was published in the Sunday, April 5, 2009 Orlando Sentinel, the local newspaper of general circulation. Citizens were given until April 17, 2009 to respond.

Additionally, a Public Notice announcing Requests for Proposals regarding the ESG and Homeless Prevention Program was published on March 8, 2009 in the Orlando Sentinel newspaper. It included a notice regarding a Technical Assistance Conference open to the public to be held on March 16, 2009 for questions regarding these grant programs. This Notice was also available on the City's website.

On May 4, 2009 the HPRP Substantial Amendment will be presented to the public and the Orlando City Council for approval.

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.

Not available yet

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:

Not available yet

**C. Distribution and Administration of Funds**

Reminder: The HPRP grant will become available 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 the grant agreement is executed.

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 Public Notice announcing Requests for Proposals regarding the ESG and Homeless Prevention Program was published on March 8, 2009 in the Orlando Sentinel, the local newspaper of general circulation. It included the following:

***EMERGENCY SHELTER GRANTS (ESG)***

***Shelter Operating Costs and Homeless Prevention Assistance: \$969,000***

***Eligible Activities:*** *ESG funds may be used for shelter operating costs and financial assistance and services to prevent individuals and families from becoming homeless by providing a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management.*

The Public Notice included a notice regarding a Technical Assistance Conference open to the public to be held on March 16, 2009 for questions regarding these grant programs. This Notice was also available on the City's website.

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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:

- Selection of subgrantees through RFP process (already in process) tentative upon approval of HUD agreement
- Prep and approve subgrantee agreements through City Council
- Establish programmatic design
- Training of program to subgrantees
- Begin HMIS training and implementation
- September 15, 2009 Begin outreach and public relations efforts through 2-1-1, television and press releases to make citizens aware of agencies providing the assistance
- October 1, 2009 subgrantees begin providing assistance

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:

- Contract Agreements for the program between the City and subgrantees
- Monthly billing to monitor and verify expenditures
- HMIS reporting to monitor duplication and compliance
- Coordination of Rapid Rehousing program with Continuum of Care Demonstration project in existence to avoid duplication of services
- Agreements will have timeline benchmarks of 30% required expenditures by March 31, 2009 and 50% June 30, 2009. Subgrantees not meeting these benchmarks will have funding reallocated to other agencies appropriately utilizing the HPRP funds
- Ongoing outreach and public relations efforts through 2-1-1, television and press releases to make citizens aware of agencies providing the assistance
- Quarterly reporting from agency coordinated with HMIS reports to be published

#### **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:

- HMIS data coordination with all Central Florida contracted Continuum of Care providers and HOPWA providers;

- Coordination of service with the Rapid Rehousing Demonstration Grant through the Coalition for the Homeless, Inc. for the Rapid Rehousing of families.

Grantee and Subgrantees will be required to initiate Memorandums of Agreement with the following:

- Financial Assistance programs such as Orange County Crisis Assistance Program, Catholic Charities, Salvation Army, Jewish Family Services, The Urban League;
- Employment Programs such as One Stop Career Center, Goodwill Job Program, Workforce of Central Florida,
- Other City, State and Federal agencies such as the Internal Revenue Service (to insure applicants have no outstanding taxes due), Orlando Police Department to insure no outstanding arrest warrants), Social Security Administration (to verify income)

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 will ensure coordination of services between subgrantees and the Rapid Rehousing program grant through the Continuum of Care Demonstration project currently in existence to avoid duplication of services
- With the implementation of the HMIS data collection, subgrantees will be required to coordinate client needs with Continuum of Care and HOPWA funded providers

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 use of HPRP funds is consistent with the **City of Orlando 2005-2010 Consolidated Plan for Housing and Community Development Programs** in the following Goals and Strategies:

#### *IV. HOMELESS STRATEGY \**

**Goal:** *Support development of diverse affordable transitional, permanent and permanent supportive housing programs run by other agencies and businesses that assist homeless men, women, children, families, and the chronic homeless in attaining permanent housing and self-sufficiency.*

**Strategy:** *Seek funding opportunities for diverse affordable transitional, permanent, and permanent supportive housing programs run by other agencies and businesses that assist homeless men, women, children, families, and the chronic homeless in attaining permanent housing and self-sufficiency.*

**Goal:** *Support development of homeless prevention services administered by other agencies and businesses that assist homeless men, women, children, families, and the chronic homeless in attaining permanent housing and self-sufficiency.*

*Strategy: Through a competitive Request For Proposals (RFP) process, provide Emergency Shelter Grant funds to agencies and businesses assisting households in need of emergency assistance in order to prevent homelessness.*

*\*From the City of Orlando 2005-2010 Consolidated Plan for Housing and Community Development Programs*

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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>                          | \$ 506,686                     | \$ 168,896              | \$ 675,582                   |
| Housing Relocation and Stabilization Services <sup>2</sup> | \$ 120,000                     | \$ 40,000               | \$ 160,000                   |
| <b>Subtotal</b> (add previous two rows)                    | <b>\$ 626,686</b>              | <b>\$ 208,896</b>       | <b>\$ 835,582</b>            |

|   |                   |
|---|-------------------|
| Data Collection and Evaluation <sup>3</sup>   | \$ 40,000         |
| Administration (up to 5% of allocation)       | \$ 46,083         |
| <b>Total HPRP Amount Budgeted<sup>4</sup></b> | <b>\$ 921,665</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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Prevention and Rapid Re-Housing Program (HPRP)**

**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