

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	Dakota County Community Services
Name of Entity or Department Administering Funds	Social Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Marsha Milgrom
Title	Resource Development
Address Line 1	1 Mendota Road W
Address Line 2	
City, State, Zip Code	West Saint Paul, MN 55118
Telephone	651.554.5918
Fax	651.554.5656
Email Address	Marsha.milgrom@co.dakota.mn.us
Authorized Official (if different from Contact Person)	Dennis Price
Title	Supervisor Housing & Resource Development
Address Line 1	1 Mendota Road W
Address Line 2	
City, State, Zip Code	West Saint Paul, MN 55118
Telephone	651.554.6407
Fax	651.554.6043
Email Address	Dennis.price@co.dakota.mn.us
Web Address where this Form is Posted	www.co.dakota.mn.us

Amount Grantee is Eligible to Receive*	\$704,252
Amount Grantee is Requesting	\$704,252

*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:

Dakota County Social Services convened three small group meetings pertaining to the development of homeless prevention and rapid re-housing programming during March and April 2009. Many of these stakeholders had been part of the initial Homeless section of the 2008 Action Plan portion of the County's Consolidated Plan. As part of an overall steering group consisting of housing, homeless, school, emergency and other service providers, the Dakota County Affordable Housing Coalition met in April to provide input. The County also posted a notice through the official County newspaper, with 12 days for public comment.

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:

Several comments received fell into the following categories: 1) importance of coordinating with other federal stimulus funds, Workforce/work related in particular; 2) need to serve populations currently underserved in Dakota County; 3) desire from community organizations to include them in planning, monitoring and follow up after the HPRP funds period ends; 4) implement individual approaches to the rapid re-housing populations to assure appropriate fit.

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.

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

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: County-provided services and RFP for non-County subgrantee(s))

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

Response:

Dakota County will issue a Request for Proposal (RFP) to current vendors of homeless and housing services in the county. This RFP will be issued by June 1 and applications due no later than July 1.

A review team will be established, to identify selection criteria and review proposals for services. This team will be comprised of County directors and persons with expertise on the requested services from local/regional organizations outside of Dakota County.

By July 30, subgrantees will be selected by the review team who best presents the ability to deliver requested services. The vendor(s) will be notified and contracts will be developed, concurrent with notification by HUD of HPRP funding.

Then, as part of an already established HUD and state homeless grants oversight group

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:

The process used to allocate funds to subgrantee(s) is as follows: 1) Generate a County board-approved contract or contracts for services over specified time period; 2) Include a service grid to describe service components, target population, reporting, etc.; 3) Conduct routine contract review and monitoring as needed.

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).

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

Response:

The grantee (Dakota County Social Services) will collaborate with the Dakota County Financial Services Department to assure that fund receipts and use meet established County and HUD requirements, including separate financial accounting and quarterly reporting. Financial Services and Social Services will jointly monitor the financial status of the grant and activities, and meet on a monthly basis to review financial data and assure funds are used appropriately. The grantee will collaborate with Dakota County Operations, Management, and Budget Division Administration to monitor non-financial performance metrics. This will include entering the performance data of the grantee and subgrantees into a performance measurement system to allow effective, shared tracking and reporting of required information. The grantee will monitor performance metrics on an on-going basis. All financial and performance information will be reported to HUD on a quarterly basis using the process and forms required by the Agency.

Subgrantees, if selected, will adhere to the following processes: Monitoring will be conducted in accordance with current contracting procedures. These will include but not be limited to: 1) designate a contract manager; 2) arrange startup meetings with subcontracted vendors to go over expectations and learn where assistance might be needed; 3) establish a frequency by which subgrantees meet to go over quarterly reports and issues; 4) establish a system for obtaining and reviewing quarterly reports. Subgrantees will be required to comply with the reporting requirements of HUD, including separate tracking of financial and performance data, and the timely submission of data to allow on-time HUD quarterly reports.

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:

Dakota County Social Services plans to collaborate with local agencies serving similar target populations through the following mechanisms:

- 1. Monthly County supervisors' meetings (Social Services, Employment & Economic Assistance, Corrections and Veterans Services.)*
- 2. Monthly meetings of the Dakota County Continuum of Care collaborative, which includes housing and redevelopment agencies, emergency assistance and*

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

social service providers, community action programs, school district homeless liaisons, shelter providers, landlords, advocacy groups and others.

3. Monthly meetings of the State of Minnesota's interagency managers from Human Services, Housing and Corrections, through a Minnesota Department of Human Services coordinated effort. Continuum of Care (CoC) coordinators, including the Dakota County coordinator may attend or review minutes.

4. The Dakota County Family Homeless Prevention & Assistance (FHPAP) program sub-grantee is located in the state's fourth largest school district, and participates in monthly prevention meetings through a District 196 Prevention Advisory Committee. This committee coordinates with various school and community organizations.

5. Dakota County's Workforce Investment Act (WIA) and the homeless/housing units will collaborate to ensure all WIA training and employment funds are easily accessed by referring or providing agencies receiving the HPRP funds. The Dakota-Scott County WIA agency will join a convened discussion with County Social Services and Supportive Housing to learn of one another's funds, plans and eligibilities.

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:

Dakota County Social Services plans to continue collaboration through its existing Continuum of Care (CoC) committee and subcommittee structure, as well as within a newly formed Heading Home Dakota group, which will develop a full plan to end homelessness. The CoC is staffed by a coordinator whose responsibilities include sharing resources such as trainings available to providers on accessing mainstream resources, and bringing to regular meetings agenda items pertaining to mainstream resources, such as Employment and Economic Assistance Department staff presentations, and additional topics, as appropriate.

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:

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

Funds will be used to prevent homelessness for at-risk families, youth, and single individuals by expanding current programming efforts administered by Dakota County Social Services and a subgrantee through state funding.

The HPRP funds will specifically fulfill a new rapid re-housing goal developed during the 2008-2009 Continuum of Care Exhibit 1 proposal process.

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	\$228,178	\$152,118	\$380,296
Housing Relocation and Stabilization Services ²	\$152,118	\$101,413	\$253,531
Subtotal (add previous two rows)	\$380,296	\$253,531	\$633,827
Data Collection and Evaluation ³			\$35,213
Administration (up to 5% of allocation)			\$35,212
Total HPRP Amount Budgeted⁴			\$704,252

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.

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

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