

OMB Approval Number:
2506-0180 (Expiration
Date: 9/30/2009)

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

A. General Information

Grantee Name	Arlington County Government
Name of Entity or Department Administering Funds	Department of Housing and Urban Development (HUD)
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Cynthia Stevens or Jane Eboch
Title	Chief, Housing Assistance Bureau
Address Line 1	3033 Wilson Boulevard
Address Line 2	Suite 300A
City, State, Zip Code	22201
Telephone	703-228-1326
Fax	703-228-1039
Email Address	cstevens@arlingtonva.us ; jeboch@arlingtonva.us
Authorized Official (if different from Contact Person)	Ron Carlee
Title	County Manager
Address Line 1	2100 Clarendon Boulevard
Address Line 2	Suite 302
City, State, Zip Code	22201
Telephone	703 228-3120
Fax	
Email Address	Rcarle@arlingtonva.us
Web Address where this Form is Posted	http://www.arlingtonva.us/departments/HumanServices/Xtend/XtendPassageHome.aspx
Amount Grantee is Eligible to Receive \$	\$728,367

Amount Grantee is Requesting \$	\$728,367
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B. Citizen Participation and Public Comment

To be filled out after Amendment is posted on Arlington County website and amendment is reviewed by Community Development Citizen Advisory Commission and Housing Commission.

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

Response:

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.

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

By formula and consensus.

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

Arlington County's Department of Human Services and the 10 Year Plan to End Homelessness Implementation Task Force convened a planning group of involved county staff and interested community partners, including non-profits service providers, developers, housing advocates and members of the faith-based community. The County's Housing Division staff also participated in the planning meetings in order to identify areas of need eligible for the Community Services Block Grant program. Anyone interested in helping plan for the use of this funding was invited to participate in the meetings. The group met three times in March and April to provide input on program priorities and parameters and guidelines and structure for allocation of the funding. The group determined that 60% of the funds will be used for homeless prevention with 40% for rapid re-

housing. Because of the requirement for some housing inspection services, the need to issue checks, and the needed link with initial assessment and case management services provided to the community through DHS, the group agreed that DHS should manage the Financial Assistance funds. The HPRP planning group also agreed that the housing relocation and stabilization funds be divided equally between individuals and families. The HPRP planning group also agreed that the housing relocation and stabilization funds be used for case management. Amongst the HPRP planning group participants, three agencies expressed a strong interest in providing the case management services, two agencies serving families, Doorways and the Arlington-Alexandria Coalition for the Homeless, and one serving individuals, the Arlington Street People's Network.

- 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.**

The contracts will be written and prepared for signature in advance of the agreement with HUD, including the scope of work and corresponding budget for each subgrantee. At this point the scope of work and corresponding budget will be developed with each subgrantee. The contracts will be prepared in the standard format to conform with the requirements set by the Arlington County Purchasing Division of the Department of Management and Finance. Once HUD signs the grant agreement, the contracts will be delivered to the subgrantee, signed, returned and services will begin.

- 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).**

Arlington County Department of Human Services (DHS) will have responsibility for the oversight of the use of the funds. It is a goal to spend all funding within the first two years of the program. An ongoing HPRP planning group will meet on a regular basis to review progress on implementation of activities and administration of funds. Any needed contract amendments as approved by DHS will be made.

The DHS Fiscal Manager will prepare a standard format for budget management. This will include a line item for each type of expenditure approved for receipt of funding, both benefits and services. Each subgrantee will receive a copy of their approved budget in the standardized format, with their approved budget amount entered in each line.

Each month the grantee and subgrantees will complete the form with the amount expended in each category during the month. The monthly sums will roll up in the year-to-date column and the percent of funds expended will be compared to the

percent of funds anticipated to be spent at that point in time. Expenditures will be reviewed monthly and progress towards the goals analyzed.

If there is a deviance from the expected expenditure for the month, the subgrantee will be contacted. If it appears that the subgrantee is not able to use the funds at the rate expected the subgrantee will be reminded that timely use of the funds is crucial. Should the rate of expenditure continue to lag behind the expectations in a second month, the subgrantee will receive a written notice that they are at risk of having their funding reallocated among other subgrantees who will be able to use the funding more expeditiously. Significant deviations will be reported to the HPRP planning committee.

Any entity receiving funds will be expected to fully utilize the HMIS system for benefits issued and services provided. Review of performance measurements will be accomplished through evaluation of information entered into HMIS. Non-compliance with HMIS requirements will result in contract violation and possible redistribution of funds to providers who are HMIS compliant.

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).**

Arlington County's 10 Year Plan to End Homelessness Implementation Task Force has established a Funding and Resources Committee. The responsibility of this committee includes identification of all resources at the local, state, and federal level that homeless households may be able to access. It has received and reviewed an inventory of American Reinvestment and Recovery Act (ARRA) funds that may be available to Arlington County. The inventory is updated and distributed to all 10 Year Plan participating agencies so that they are fully apprised as to how and when they may access funds for their clients.

DHS will monitor the implementation plans for ARRA funds through a county-wide task force charged with planning for AARA funds. As implementation plans are solidified, DHS will collaborate with local agencies receiving funds that may benefit beneficiaries of HPRP.

Because the DHS is a comprehensive human service agency, it houses the County's sponsored Employment Center. This center, know as the Arlington Employment Center, is eligible for the Department of Labor funds Workforce Investment Act funds through the American Reinvestment and Recovery Act. DHS as the HPRP Grantee and its HPRP sub-grantees will meet with AEC staff to ensure that recipients of HPRP services are afforded job training and placement services available through the AEC.

For its HPRP program, DHS is collaborating with the County Housing Division to include Community Services Block Grant funds for a housing locator and supplementary funds for case management.

2 Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Arlington County and its HPRP subgrantees will use a centralized intake process for all households in need of prevention resources and for homeless households that need access to housing. An assessment tool will be utilized to determine household needs, identify barriers to housing, and guide referrals for services and resources from CoC agencies. These services can include but are not limited to food stamps, Medicaid and social security benefits, case management, employment training, and financial literacy.

An inter-disciplinary services team will be responsible for ensuring that households are getting the services they need, assessing the household's progress, and recertifying individuals and families that access HPRP funds. The inter-disciplinary team will meet at least twice per month and will consist of case management staff dedicated to the HPRP program, Arlington County staff, and other community services representing mental health and substance abuse services, money management, and other services like education and food assistance.

This team will also utilize an open HMIS system. An open system will allow all service providers working on behalf of a household to review assessment information, develop service plans, write progress notes, and review what services have been accessed. This will help ensure coordination amongst service providers, guard against duplicative services, and enhance DHS's ability to measure program outcomes.

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).

The HPRP grants funds will be utilized in a manner consistent with Arlington County's Consolidated Plan. Homeless prevention or "closing the front door" to homeless is a priority of Arlington's Consolidated Plan. The financial assistance provided will allow individuals and families "at risk of" homelessness with an opportunity to remain in their current housing. The financial assistance will allow case managers to assist households with past due rent or assist families in paying past due utilities bill. Additionally, the funds will also allow Arlington County to place persons who are currently homeless into affordable housing which is also a top priority of the Consolidated Plan. Barriers to housing such as poor rental history will be addressed to help persons secure their own housing.

The collaborative program model proposed for the HPRP program addresses many structural and institutional barriers identified in the Consolidated Plan

including improved service provision, collaboration amongst agencies, and improved access to mainstream benefits.

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	\$260,417	\$173,609	\$434,026
Housing Relocation and Stabilization Services ²	\$140,222	\$ 93,483	\$233,705
Subtotal (add previous two rows)	\$400,639	\$267,092	\$667,731

Data Collection and Evaluation ³	\$ 24,218
Administration (up to 5% of allocation)	\$ 36,418
Total HPRP Amount Budgeted⁴	\$728,367

¹ 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.

² 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.

³ 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.

⁴ 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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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