

HILLSBOROUGH COUNTY SUBSTANTIAL AMENDMENT HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM

A. General Information

Grantee Name	Hillsborough County, Florida	
Name of Entity or Department Administering Funds	Affordable Housing Department (AHD)	
HPRP Contact Person	Valmarie H. Turner	
Title	Director	
Address Line 1	1208 Tech Boulevard, Suite 300	
Address Line 2		
City, State, Zip	Tampa, FL 33619	
Telephone	(813) 246-3150	
Fax	(813) 635-8133	
Email Address	turnerv@hillsboroughcounty.org	
Authorized Official	Patricia G. Bean	
Title	County Administrator	
Address Line 1	601 E. Kennedy Boulevard	
Address Line 2	26 th Floor	
City, State, Zip	Tampa, FL 33602	
Telephone	(813) 276-2843	
Fax	(813) 276-2823	
Email Address	beanp@hillsboroughcounty.org	
Web Address where this Form is Posted	http://www.hillsboroughcounty.org/affordablehousingoffice/hprp	
Amount Grantee is Eligible to Receive*	\$2,458,811.00	
Amount Grantee is Requesting	\$2,458,811.00	

*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).

Response: The Hillsborough County Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) was available for public comment and review in accordance with Hillsborough County's Citizen Participation Plan. The standard period of review is usually thirty (30) days; however, the U. S. Housing and Urban Development allowed a deviation in the review period to a minimum of twelve (12) days and still be compliant with their respective Citizen Participation Plans.

Hillsborough County facilitated a 20-day public review and comment period starting April 16, 2009 through May 6, 2009. In an effort to notify interested citizens, public notices were published to identify the location of the draft of the proposed amendment in accordance with the County's Citizen Participation Plan. The County made copies of the proposed amendment available at the following locations on April 16, 2009:

- Affordable Housing website:
www.hillsboroughcounty.org/affordablehousingoffice/HPRP
- Affordable Housing Department - 1208 Tech Boulevard, Suite 300, Tampa
- Local libraries (7625 Palm River Road, 2902 West Bearss Avenue, 1 Dickman Drive SE, and 302 McLendon Street)
- Neighborhood Service Centers (14013 22nd Street, 3402 N. 22nd Street, 307 N. Michigan, 201 14th Avenue SE, 13605 N. 22nd Street, and 2103 N. Rome Avenue)

The Affordable Housing Department (AHD) met with various agencies to ascertain need, discuss options, and develop the Substantial Amendment. Additionally, the County held a public hearing on May 6, 2009 to receive public comments on the proposed amendment to the 2008-2009 Annual Action Plan.

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: The Hillsborough County Affordable Housing Department received the following comments during the public review and comment period:

- **“Please note that I am interested in dollars being spent on our homeless brothers and sister. I am currently involved with the "Servants of Christ" which feeds a group of 70 to 80 of our less fortunate fellow humans. We also provide clothing and hygiene kits periodically and have lay people present to listen to them and give them moral support whenever possible. It is important that organizations such as The Homeless Coalition of Hillsborough County be funded in their services.”**
- **“As a retired Tampa citizen and active volunteer with the St. Vincent de Paul Society and the Hillsborough Homeless Coalition, I would make several recommendations regarding draft Substantial Agreement to be considered in early May. I support the suggestions from the Homeless Coaliton to engage it fully in the planning process and use it as sub-grantee to coordinate/oversee activities funded by HPRP funds. Having the Coalition serve in such a central role advances the objectives of the 10 year plan endorsed by local government, insures greater consistency and coordination of services offered, utilizes the inclusivity and expertise of the Coalition in assembling agencies and progams serving the homeless, and fosters greater collaboration in using/leveraging non-HPRP funds and existing services.”**
- **“The Homeless Coalition members and partners, as the homeless Continuum of Care (CoC) believe these resources provide a unique opportunity to fundamentally transform the way our community helps our homeless and near homeless neighbors. To this end, the CoC recommends that the Homeless Coalition of Hillsborough County be fully engaged in the HPRP planning process and be the sub grantee of HPRP funds to partner with community nonprofit organizations to carry out the eligible activities and strategies included in Places for People, the Tampa-Hillsborough 10-year plan to end homelessness. I support this recommendation and ask that the draft HPRP Substantial Agreement be amended to the above recommendation.”**
- **“As the CEO of the lead agency for the homeless system of care in this community, as recognized by the Hillsborough County Board of County Commission, the City of Tampa, State of Florida and HUD, I am writing on behalf of the more than 45 member organizations and individuals of the Coalition. The Homeless Coalition of Hillsborough County’s members and partners, as the homeless Continuum of Care (CoC) believe the HPRP resources allocated to the County and our community provides a unique opportunity to fundamentally transform the way our community helps our homeless and near homeless neighbors. To this end, the CoC recommends that the Homeless Coalition of Hillsborough County be 1) fully engaged in the HPRP planning process and 2) the sub grantee of HPRP funds to partner with community non profit organizations to carry out the eligible activities and strategies included in Places for People, the Tampa-Hillsborough 10-year plan**

to end homelessness. The CoC recommendation is more fully explained in the attached position paper and was approved (via vote) by the CoC approved at our April 9, 2009 Coalition meeting. We look forward to continuing our collaborative relationship with Hillsborough County with regard to the HPRP funds, and more importantly to implement effective strategies and service solutions needed to help our homeless and near homeless neighbors.”

The position paper provided by the CoC as well as a transcript from the public hearing is provided in Appendix A. The Affordable Housing Department accepted all comments that were provided. The AHD continues to work with the CoC in its efforts to assist Hillsborough County’s homeless population as well as those at risk of being homeless. AHD made a few minor modifications to the Substantial Amendment in response to these comments.

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: The County will implement a portion of this program directly)

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

Response: In May 2009, the AHD will issue a Request for Proposals (RFP) to local homeless service providers for eligible rapid re-housing activities under the Homeless Prevention and Rapid Re-housing Program. This RFP will be consistent with the format and requirements of the City of Tampa’s RFP. The City and County have established the same general format and scoring criteria for selecting agencies who will implement this program in order to expedite the application process and ensure funding is disbursed in a systematic manner.

The County will utilize the RFP process to select up to four (4) agencies to provide Rapid Re-Housing Program implementation. The proposers will be scored, ranked, and selected based upon a 100 point system as follows: Organization Capacity and Experience (20 points); Statement of Need (15 points); Project Description (25 points); Financial Capacity and Records (15 points); and Proposed Budget and Budget Narrative (25 points).

The County is in the process of developing the subgrantee agreement templates so that individual agreements can be expediently prepared at the conclusion of the RFP process. Once the County receives the grant award letter, AHD will request the Board of County Commissioners (BOCC) approval.

In addition to subgrantees selected through the competitive process, the County will directly implement the homeless prevention portion of the program. AHD is working with other departments to develop the policies and procedures for the provision of this program to include case management, unit inspections, and financial assistance to eligible households.

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: Once AHD has completed its competitive award process and received the award letter from HUD, the AHD will execute subgrantee agreements for program implementation.

The AHD is currently developing the template that will be the foundation for all subgrantee agreements under the County's Homeless Prevention and Rapid Re-Housing Program. Once completed, the County Attorney's Office will review for legal sufficiency and revise as necessary to ensure all program requirements are included in the agreement. The agencies selected to become subgrantees will review and execute their respective agreements, and return them to AHD no later than August 19, 2009.

Upon receipt of the subgrantee agreements, AHD staff will prepare them for consideration and approval by the Hillsborough County BOCC at their September 2, 2009 meeting. In an effort to ensure the September 30, 2009 deadline is met, any concerns or questions regarding these agreements by the BOCC will be addressed at the September 16, 2009 BOCC meeting.

Additionally, AHD is preparing the drafts of the Memorandums of Understanding (MOUs) that will coordinate program implementation for the homeless prevention component between County agencies. AHD will have the MOUs as well as the program policies and procedures finalized and ready for execution upon receipt of the grant agreement from HUD.

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: Hillsborough County will ensure that the overall program is implemented in a timely and effective manner by establishing benchmarks for itself and all subgrantees that are more stringent than those required by HUD.

Program guidelines require all grantees to expend 60% of all funding within two (2) years of the grant award and 100% of the funding within three (3) years. The County's program will work towards expending 80% of all funding within two (2) years and 100% of funding within 2 ½ years.

Each subgrantee agreement will include performance measure provisions to include number of households served and funds expended as described above. The agency's progress towards achieving those goals will be reviewed by staff with every request for payment. Additionally, the AHD will perform desk and/or on-site monitoring of each agency at various times during program implementation.

If subgrantees are unable to meet the performance standards or program requirements outlined in their agreements, the County will take any of the following sanctions, as appropriate:

- Issue a warning letter stating that further failure to comply with such requirements will result in a more serious sanction;
- Direct the subgrantee to cease incurring costs with grant funds; or
- Require that some or all of the grant funds be remitted to the County.

If the subgrantee's non-compliance negatively affects the County's ability to meet the overall program goals, the AHD will redistribute some of the non-performing agency's entire award to other subgrantees and internal County agencies that have the necessary capacity.

Additionally, the AHD will monitor each County agency responsible for program implementation as well as generate monthly reports for distribution to County Administration. If progress is unsatisfactory, AHD will develop a corrective plan of action in an effort to meet the established goals. On a quarterly basis, AHD will provide status reports to the BOCC.

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: ARRA funds administered by the Department of Education will primarily serve preschool and school aged children, as well as children and adults

with disabilities. ARRA funds administered by the Department of Health and Human Services will serve low-income populations with special funds set aside for senior citizens and children in foster care programs. AHD and their subgrantees will coordinate efforts with local health and human service programs to ensure that children, adults with disabilities, senior citizens, and other low-income households who utilize other mainstream programs have the opportunity to benefit from these funds.

Aside from construction projects relating to national security efforts, ARRA funds administered by the Department of Homeland Security will primarily serve disaster victims. If a natural disaster occurs and Hillsborough County is affected, HPRP will be available for housing assistance for those displaced by the disaster. AHD and their subgrantees will coordinate efforts with HUD and the Federal Emergency Management Agency (FEMA) at that time.

Department of Labor funds will primarily serve unemployed youth and adults. This population will be at great risk of becoming homeless if they are unable to find suitable employment. The County will administer the homeless prevention component of the HPRP through neighborhood service centers that currently market multiple employment programs, including the County's own Employment Opportunity Program. HPRP fliers will be available at employment centers to ensure their clients know housing assistance is available if they are or about to become homeless. Conversely, HPRP case managers will advise their clients of available employment programs.

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: Hillsborough County Department of Health and Social Services has an existing infrastructure that provides low-income residents with housing, utility, childcare, health care, employment, transportation, meal, case management, referral and various other types of assistance. The County's system links to the Homeless Coalition of Hillsborough County, Continuum of Care, and other agencies utilizing mainstream resources through UNITY, the local Homeless Management Information Systems (HMIS). County staff members regularly attend Continuum of Care meetings to actively market the County's programs and to understand the accomplishments of local service providers. This linkage enables the County to serve its clients through referrals, when appropriate.

Aside from the existing network, the AHD will be issuing an RFP for partners in the Rapid Re-Housing component. The RFP will require applicants to disclose their ability and plans for collaborating with the Continuum of Care. Also, it will require them to demonstrate how mainstream resources will be coordinated with the HPRP funds. The County's selection of partners will depend, in part, on these factors. The County will monitor each agency to ensure they continue to

collaborate with the Continuum of Care and mainstream resources throughout the term of their agreement.

The County will work with the Homeless Coalition of Hillsborough County to oversee the HMIS component of program implementation.

- 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: Hillsborough County’s Homeless Strategy in the 2006-2011 Consolidated Plan outlines three homeless prevention goals and four goals addressing the needs of the chronically homeless population.

Homeless Prevention Goals: maximize sustainability in affordable housing; improve access to the full range of supportive services required to prevent and alleviate homelessness; and secure affordable housing for families and adults at or below 30% of the area median income. The County will utilize \$1.6 million of this funding to provide financial resources and support to individuals and families who are about to become homeless. The County will work to ensure these funds compliment existing resources in order to maximize the impact for homeless prevention efforts. The County estimates that 50% of the funds expended on homeless prevention efforts will serve households whose incomes are at or below 30% of the AMI.

Chronically Homeless Goals: increase access to supportive services, supportive employment, and individual ability to secure mainstream benefits for chronically homeless persons; create options for permanent supportive housing for chronically homeless disabled adult households; prevent homeless persons and families from falling into chronic homelessness; and create incentives to develop transitional and permanent supportive housing that focuses on serving the chronically homeless. The County will utilize \$685,761 of this funding for Rapid Re-Housing efforts, most of which will specifically address the needs of the chronically homeless. As a prevention measure for homeless becoming chronically homeless, the County will place an emphasis on assisting households whose time in transitional housing is about to expire.

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	\$ 1,070,077.00	\$ 480,033.00	\$ 1,550,110.00
Housing Relocation and Stabilization Services ²	\$ 480,033.00	\$ 205,728.00	\$ 685,761.00
Subtotal (add previous two rows)	\$ 1,550,110.00	\$ 685,761.00	\$ 2,235,871.00
Data Collection and Evaluation ³			\$ 100,000.00
Administration (up to 5% of allocation)			\$ 122,940.00
Total HPRP Amount Budgeted⁴			\$ 2,458,811.00

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 (HMIS) 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)

Patricia G. Bean
Signature/Authorized Official

5/14/09
Date

County Administrator
Title

APPENDIX A

**TRANSCRIPT FROM PUBLIC
HEARING
&
LETTER RECEIVED DURING THE
PUBLIC COMMENT PERIOD**

>>KEN HAGAN: WE HAVE A SERIES OF 2:00 TIME CERTAINS.

>>PAT BEAN: YES.

STARTING WITH ITEM D-1, WHICH IS A PUBLIC HEARING TO ACCEPT COMMENTS ON THE COUNTY'S PROPOSED FISCAL YEAR 08-09 ANNUAL ACTION PLAN, AND THIS WILL BE PRESENTED BY VALMARIE TURNER.

>>KEN HAGAN: GOOD AFTERNOON, VALMARIE.

>>VALMARIE TURNER: GOOD AFTERNOON.

VALMARIE TURNER, DIRECTOR OF AFFORDABLE HOUSING DEPARTMENT. COMMISSIONERS, WE'RE HERE TODAY TO TAKE COMMENTS THROUGH PUBLIC HEARING ON THE COUNTY'S SUBSTANTIAL AMENDMENT FOR THE HOMELESS PREVENTION PROGRAM.

HILLSBOROUGH COUNTY WILL BE RECEIVING \$2.4 MILLION IN HOMELESS PREVENTION AND RAPID REHOUSING PROGRAM FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT. THESE FUNDS ARE PART OF THE AMERICAN RECOVERY AND REINVESTMENT ACT.

THE COUNTY WILL UTILIZE THESE FUNDS TO CARRY OUT ELIGIBLE ACTIVITIES UNDER HOMELESS PREVENTION AND RAPID REHOUSING. THE PRIMARY INTENT OF THESE FUNDS IS TO PROVIDE FUNDING FOR HOUSING EXPENSES TO PERSONS WHO ARE HOMELESS OR WOULD BE HOMELESS IF NOT FOR THIS ASSISTANCE.

THE COUNTY IS PROPOSING TO IMPLEMENT A PORTION OF THESE FUNDS AND CONTRACT OUT FOR THE RAPID REHOUSING PORTION.

>>KEN HAGAN: THIS IS A PUBLIC HEARING.

WOULD ANYONE LIKE TO SPEAK TO THIS ITEM?

GOOD AFTERNOON, SIR.

>> GOOD AFTERNOON, COMMISSIONERS.

RAYME KNUCKLES, CEO HOMELESS COALITION, HILLSBOROUGH COUNTY, 2105 NORTH NEBRASKA, TAMPA, FLORIDA.

AS YOU-ALL ARE AWARE, WE'RE THE LEAD AGENCY ON HOMELESS FOR THE CITY OF TAMPA, HILLSBOROUGH COUNTY, THE STATE, AND IT'S RECOGNIZED BY THE STATE AND THE FEDERAL GOVERNMENT.

ONE OF THE THINGS WE'VE BEEN VERY PASSIONATE ABOUT OVER THE PAST SEVERAL YEARS IS THE TEN-YEAR PLAN TO END HOMELESSNESS IN OUR COMMUNITY THAT WE'VE WORKED ON VERY DILIGENTLY.

THESE FUNDS PROVIDE AN OPPORTUNITY TO TRANSFORM OUR CURRENT SYSTEM OF CARE, SHIFTING THE FOCUS FROM PROVIDING SHELTER

TO PREVENTING HOMELESSNESS, IMPROVING COORDINATION AMONG SERVICE PROVIDERS, ELIMINATING THE FRAGMENTATION OF SERVICES AND DUPLICATION OF EFFORTS, AND INTEGRATING HOMELESS SERVICES WITHIN OUR MAINSTREAM RESOURCES. WHILE WE MAY NOT FULLY AGREE ON THE RFP PROCESS THAT'S BEING RECOMMENDED, WE WANT TO WORK CLOSELY WITH HILLSBOROUGH COUNTY TO MEET THE INTENT OF THE RECOMMENDATIONS BY THE CONTINUUM OF CARE FOR THE USE OF THE HOMELESS PREVENTION FUNDS.

WE UNDERSTAND THESE RESOURCES CAN'T POSSIBLY MEET ALL THE NEED – POSSIBLY MEET ALL THE NEED, AND WE WANT TO BE STRATEGIC ABOUT THESE USES.

THE CONTINUUM OF CARE SUPPORTS THE FOLLOWING FUNDAMENTAL CHANGES: THE CREATION OF A UNIFORM PROCESS FOR TARGETING ASSISTANCE THAT ASSESSES THE RISK OF HOMELESSNESS, ASSESSES STRENGTHS AND BARRIERS TO STABLE, PERMANENT HOUSING, AND PRIORITIZES INTERVENTIONS; THE ENHANCEMENT OF THE UNITY INFORMATION NETWORK TO IMPROVE THE ASSESSMENT, SERVICE COORDINATION, DATA COLLECTION, ANALYSIS OF SERVICE UTILIZATION, AND THE OUTCOMES; CREATION OF A FLEXIBLE POOL OF RESOURCES EASILY ACCESSIBLE BY COMMUNITY ORGANIZATIONS FOR THOSE WHO ARE ELIGIBLE USING MAINSTREAM MODELS THAT WILL HELP US HAVE ACCESS TO DOLLARS THAT FOLLOW THE CLIENT AND NOT THE ORGANIZATION; BETTER INTERVENTION OF MAINSTREAM RESOURCES WITH HOMELESS SERVICES; THE DEVELOPMENT OF POLICIES THAT PREVENT LOCAL TREATMENT FACILITIES FROM DISCHARGING PERSONS INTO HOMELESSNESS WITH RESOURCES TO ELIMINATE PLACEMENTS; AND OUTREACH TO LANDLORDS TO GAIN SUPPORT FOR THE PROJECT THAT WAS STARTED WITH HILLSBOROUGH COUNTY AND WITH FLORIDA HOUSING FINANCE CORPORATION, FLORIDAHOUSINGSEARCH.ORG.

AS YOU'RE AWARE, THE HOMELESS COALITION IS RESPONSIBLE FOR BRINGING TOGETHER VARIOUS AGENCIES, ENTITIES, SERVICE ORGANIZATIONS, AND INDIVIDUALS TO PLAN FOR AND PROVIDE A FULL RANGE OF ENERGY TRANSITIONAL AND PERMANENT HOUSING ALONG WITH SUPPORTIVE SERVICES TO ADDRESS THE VARIOUS NEEDS OF HOUSEHOLDS WHO ARE HOMELESS AND AT RISK OF HOMELESSNESS.

THIS IS NOT POSSIBLE WITHOUT THE FULL SUPPORT OF LOCAL GOVERNMENT, WITHOUT A STRONG COLLABORATIVE EFFORT. ALONG WITH THE INFUSION OF THESE NEW RESOURCES, THE SERVICE SYSTEM WILL REMAIN FRAGMENTED, AND THERE WILL BE LIMITED IMPACT ON THE HOMELESS SYSTEM OF CARE NECESSARY TO ACHIEVE POSITIVE LONG-TERM OUTCOMES.

>>KEN HAGAN: THANK YOU, MR. KNUCKLES.
ANYONE ELSE?

>>JIM NORMAN: MOVE THE ITEM.

>>KEN HAGAN: I'VE GOT ONE QUESTION.
I'LL LET COMMISSIONER BECKNER GO FIRST.

>>KEVIN BECKNER: THANK YOU, MR. CHAIR, AND I KNOW MS. TURNER AND MR. ROGOFF AND I, WE'VE HAD CONVERSATIONS ABOUT THE INVOLVEMENT OF THE HOMELESS COALITION WITH THIS PROJECT, AND I'M JUST WONDERING IF – BECAUSE I KNOW FROM MR. KNUCKLES' STANDPOINT – WE HAD SOME CONVERSATIONS OF THE CONCERN ABOUT WHAT ROLE THE HOMELESS COALITION MIGHT PLAY – EXCUSE ME – IN THIS PROCESS, AND I WAS WONDERING IF YOU COULD JUST SHARE WITH US WHAT YOUR THOUGHTS ARE AND WHAT YOU SEE THE ROLE OF THE HOMELESS COALITION.

>>VALMARIE TURNER: WELL, THE HOMELESS COALITION WOULD DEFINITELY – VALMARIE TURNER.

THE HOMELESS COALITION WOULD DEFINITELY BE AT THE TABLE AS IT RELATES TO THE DATA EVALUATION SPECIFICALLY BECAUSE LIKE THE AFFORDABLE HOUSING DEPARTMENT, WE HAVE TO MONITOR THE FUNDS THROUGH OUR IDIS SYSTEM.

THE HOMELESS COALITION WILL BE WORKING WITH US AS IT RELATES TO HIS HMIS SYSTEM, SO WHEN WE START DEVELOPING THE CONTRACTS, WE CERTAINLY WANT HIM AT THE TABLE, PARTICULARLY AS IT RELATES TO THE INFORMATION THAT'S NEEDED, SO HE'LL DEFINITELY BE AT THE TABLE THROUGHOUT THE PROCESS.

>>KEVIN BECKNER: GREAT.

MR. ROGOFF, DID YOU HAVE ANYTHING ELSE THAT YOU WANTED TO ADD TO THAT?

OKAY.

>>KEN HAGAN: I GUESS – YOU DO?

>>JIM NORMAN: HE SHOOK HIS HEAD NO, AND THEN HE CAME

RUNNING.

[LAUGHTER]

>>DAVE ROGOFF: DAVE ROGOFF, DIRECTOR OF HEALTH AND SOCIAL SERVICES.

JUST VERY QUICKLY.

AS YOU'RE AWARE, COMMISSIONER, I'M ON THE BOARD OF THE HOMELESS COALITION, AND I THINK THAT SOME OF THE PLANNING THEY DO IS VERY IMPORTANT IN TERMS OF THE HOMELESS ISSUE, SO AS FAR AS I'M CONCERNED, AS THIS IS IMPLEMENTED – I'VE TALKED TO VAL ABOUT THIS.

AS THIS IS IMPLEMENTED, THE PLANS THAT THEY'RE HAVING ARE VERY CRITICAL TO BEING SURE THAT WE ACCOMPLISH WHAT'S DESIRED BY THIS PROJECT, SO ANY INVOLVEMENT WE HAVE WE WOULD BE FULLY EXPECTING TO BE WORKING WITH THE HOMELESS COALITION AND OTHER PROVIDERS IN THE COMMUNITY.

>>KEVIN BECKNER: AND THAT WOULD BE MY EXPECTATION AS WELL BECAUSE I THINK WE CAN ALL AGREE THAT THE HOMELESS COALITION PROVIDES A VALUABLE SERVICE TO OUR COMMUNITY, ESPECIALLY DEALING WITH ISSUES OF HOMELESSNESS, SO AGAIN, I JUST WANT TO MAKE SURE THAT THEY WERE GOING TO HAVE SOME INVOLVEMENT IN THIS AND THAT THEY WOULD BE AT THE TABLE. THANK YOU.

>>KEN HAGAN: ONE QUESTION I HAVE IS – AND I'VE SPOKEN WITH MR. KNUCKLES PREVIOUSLY.

HE STATED THIS AFTERNOON THAT THEY ARE THE LEAD ORGANIZATION, AND THEN HE ALSO REFERENCED THAT HE MAY NOT AGREE WITH THE RFP PROCESS, SO I GUESS MY QUESTION IS, IF THEY ARE THE LEAD ORGANIZATION, WHY IS THERE AN RFP WITH RESPECT TO THE ONE ELEMENT OF THE FUNDS?

>>VALMARIE TURNER: WELL – VALMARIE TURNER.

THE WAY WE LOOK AT IT IS IN TERMS OF IMPLEMENTATION, CAPACITY, AND ACCOUNTABILITY.

ULTIMATELY THE COUNTY IS TOTALLY RESPONSIBLE FOR THESE PARTICULAR DOLLARS.

HE'S THE LEAD AGENCY AS IT RELATES TO THE CONTINUUM OF CARE, AND IT'S OUR JOB TO PARTNER WITH HIM AND COLLABORATE WITH HIM, BUT WE'RE TALKING ABOUT TWO SEPARATE SETS OF

FUNDING.

THE COUNTY RECEIVED THEIR OWN ALLOCATION AND THE CITY RECEIVED THEIR OWN ALLOCATION, AND WE DECIDED THAT FOR – FOR LACK OF A BETTER TERM THAT THE MIDDLEMAN IN THIS SCENARIO WAS NOT NEEDED IN TERMS OF FULLY IMPLEMENTING BECAUSE THE HOMELESS COALITION, MUCH LIKE OUR OFFICE, IS A CONDUIT OF FUNDS, BUT THEY DON'T ACTUALLY DO THE PROGRAM AND THE SERVICES THEMSELVES, BUT THEY'LL CONTRACT OUT FOR OTHER SERVICES, SO WE CERTAINLY, AGAIN, WANT THEM AT THE TABLE WORKING WITH US IN PARTNERSHIP WITH US, COLLABORATING WITH US, BUT ULTIMATELY WE'RE THE LEAD AGENCY ON THESE DOLLARS.

>>KEN HAGAN: OKAY.

THANK YOU.

WE'VE GOT A MOTION TO APPROVE BY COMMISSIONER NORMAN.

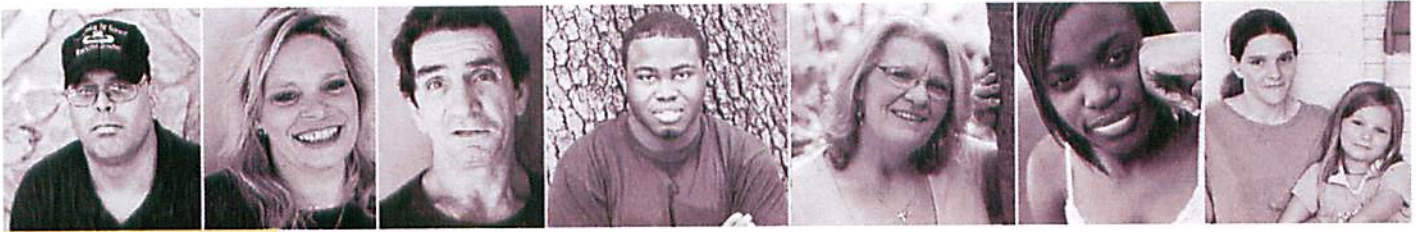
DO WE HAVE A SECOND?

>>KEVIN WHITE: SECOND.

>>KEN HAGAN: SECOND COMMISSIONER WHITE.

PLEASE RECORD YOUR VOTE.

>>RECORDING SECRETARY: MOTION CARRIED 7-0.



Homeless Coalition of Hillsborough County
PO Box 360191
Tampa, FL 33673-0181
P: 813-223-6115
F: 813-223-6178
E: info@homelessofhc.org
www.homelessofhc.org
www.unexpectedfaces.org

President
Joan Boles

Chief Executive Officer
Rayme L. Nuckles

Honorary Members
City of Tampa
Hillsborough County Board
Of County Commissions

Sustaining Members
ACTS
Bailey Family Foundation
DACCO
Elaine "Lainey" Goodrich
Hillsborough County Public Schools
Joan Talbot Land
Peggy Land
Mental Health Care
Metropolitan Ministries
Tampa Family Health
Centers
Tampa Housing Authority
TECO Energy Foundation
The Salvation Army
The Spring of Tampa Bay

May 1, 2009

Hillsborough County Affordable Housing Department
Attn: Maureen Calderraro
1208 Tech Blvd., Suite 300
Tampa, FL 33619

RE: Public Comment – HPRP Substantial Amendment Draft

Dear Ms. Calderraro,

As the CEO of the lead agency for the homeless system of care in this community, as recognized by the Hillsborough County Board of County Commission, the City of Tampa, State of Florida and HUD, I am writing on behalf of the more than 45 member organizations and individuals of the Coalition.

The Homeless Coalition of Hillsborough County's members and partners, as the homeless Continuum of Care (CoC) believe the HPRP resources allocated to the County and our community provides a unique opportunity to fundamentally transform the way our community helps our homeless and near homeless neighbors.

To this end, the CoC recommends that the Homeless Coalition of Hillsborough County be 1) fully engaged in the HPRP planning process and 2) the sub grantee of HPRP funds to partner with community non profit organizations to carry out the eligible activities and strategies included in Places for People, the Tampa-Hillsborough 10-year plan to end homelessness.

The CoC recommendation is more fully explained in the attached position paper and was approved (via vote) by the CoC approved at our April 9, 2009 Coalition meeting.

We look forward to continuing our collaborative relationship with Hillsborough County with regard to the HPRP funds, and more importantly to implement effective strategies and service solutions needed to help our homeless and near homeless neighbors.

Respectfully,

Rayme L. Nuckles, CEO

"Many Directions. One Goal. End Homelessness."

Funded By: U.S. Department of Housing and Urban Development, State of Florida, Department of Children and Families, Office on Homelessness; Hillsborough County Board of County Commissioners; City of Tampa; Housing Finance Authority of Hillsborough County; Children's Board of Hillsborough County; Allegany Franciscan Ministries; Connected By: 25; Miami Coalition for the Homeless; Venture Harvest Fund, and Member Support.

**Homeless Coalition of Hillsborough County
Position Paper: Homeless Prevention and Re-Housing Program
April 20, 2009**

Summary Homeless Prevention and Re-Housing Program (HPRP)

Under the American Recovery and Reinvestment Act of 2009, Hillsborough County and the City of Tampa will receive nearly \$4 million through the Homeless Prevention and Re-Housing Program (HPRP) – with the County receiving \$2,458,811 and the City receiving \$1,538,393. The intent of HPRP is to rapidly transition families and individuals to stability, either through their own means or through public assistance, as appropriate.

The HPRP Program is based on national best practice principles to end homelessness:

1. prevent people from becoming homeless; and
2. help people who become homeless move into permanent housing as quickly as possible.

HUD requires communities to develop plans for use of HPRP funds which are:

- aligned with the homeless continuum of care (CoC – Coalition membership);
- coordinated with other community and mainstream services, and in conjunction with other funds from the Recovery Act;
- include a coordinated approach to serving similar target populations;
- integrated with the community's Homeless Management Information System (HMIS) - which is the UNITY Information Network in Hillsborough County) to ensure participants are linked to ongoing assistance to increase their housing stabilization and build their self sufficiency; and
- include policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions), in order to prevent such discharge from immediately resulting in homelessness.

Community Planning Process

Recognized by the federal, state, county and city governments as the lead agency for the CoC, the Homeless Coalition of Hillsborough County (HCHC) is responsible for developing a coordinated and comprehensive long-term approach to address homelessness. This includes working with community organizations, local government representatives, business community, faith-based organizations and other community representative to develop and implement a plan to provide a full range of emergency, transitional, and permanent housing and service resources to address the various needs of homeless persons at the point in time that they need them. The development of *Places for People* and the subsequent Tampa-Hillsborough Citizens Task Force Report on Homelessness were the results of the community-wide efforts coordinated by HCHC. These complementary plans incorporate best practices and effective models of services and provide a blueprint for the CoC.

Recommendations of the CoC for Use of HPRP Funds

The availability of the HPRP funding presents an incredible opportunity to fundamentally transform the way our community helps our homeless neighbors by implementing strategies included in *Places for People*. These strategies include:

- creation of a process for centralized access with coordinated intake and assessment;
- development of a single assessment tool through UNITY Information Network (HMIS);
- emphasis on homeless prevention;
- implementation of rapid re-housing (“Housing First”);
- enhancement of UNITY to expand participation, its effectiveness in coordinating services, providing real time data on the availability of beds and services, and data collection and reporting;
- use of housing specialists to assist in locating appropriate housing in the community; and
- community-based case management to enhance long-term stability in permanent housing.

To utilize these resources effectively and make the fundamental changes needed to solve homelessness in our community it is the recommendation of the CoC that the *Homeless Coalition of Hillsborough County be fully engaged in the HPRP planning process and be the sub grantee to partner with community non profit organizations to carry out the eligible activities and strategies included in Places for People. This recommendation is supported by the Homeless Coalition membership and homeless continuum of care by consensus at the April 9 Coalition meeting.*

Required Action for City/County to Receive HPRP

In order to receive these new, one-time funds, the City and County are required to both submit a substantial amendment to their respective Consolidated Plan 2008 Action Plans to the Department of Housing and Urban Development (HUD) by May 18, 2009. HUD has 45 days to accept or disapprove of the submission. Each community must describe how sub-grantees are determined. HUD does not require a competitive bid process. *Selection of the Homeless Coalition as the subgrantee will demonstrate a high degree of collaboration in our community and make us more prepared for other competitive grants in the future.*

Attachments

- Attachment 1 – HPRP Eligible Activities
- Attachment 2 – Recommended Approach
- Attachment 3 – Recommended Budget

Attachment 1 HPRP Eligible Activities

There are four categories of eligible activities for the HPRP program:

1. Financial Assistance can be used to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units they select. Eligible services include:

- short and medium term rent subsidies,
- rental arrears,
- security and utility deposits,
- utility payments current and arrears,
- moving costs and
- motel/hotel vouchers for up to 30 days, IF no appropriate shelter beds are available AND subsequent rental housing has been identified by is not immediately available for move-in

2. Housing Relocation and Stabilization Services assist program participants with housing stability and placement, through activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing, such as:

- case management
- outreach and engagement
- housing search and placement
- legal services
- credit repair

3. Data Collection and Evaluation. The Recovery Act requires that data collection and reporting for HPRP be conducted through the use of Homeless Management Information Systems (HMIS). Therefore, reasonable and appropriate costs associated with operating HMIS include:

- develop a single assessment tool to coordinate community-wide access to resources
- enhancements to the existing HMIS and additional user licenses
- computer hardware and software
- staffing associated with the operation of the HMIS including data entry and analysis, and
- training and support for local agencies, HMIS, City and County staff

4. Administration - The City and County are responsible for ensuring their respective HPRP allocations are administered in accordance with the requirements of this Notice and other applicable laws. This will include ensuring any sub-grantees carry out the HPRP eligible activities in compliance with all applicable requirements. A maximum of 5 percent is permitted for administration of this assistance, including staffing, training, technical assistance, technology, monitoring, research, and evaluation activities. HUD requires funds for administrative costs are shared with sub-grantees.

Attachment 2 Our Recommended Approach

With no requirement to engage in a competitive process for the selection of subgrantees the HPRP funds provide a great opportunity for the City and County to partner with the Homeless Coalition to implement strategies included in *Places for People*, the community's 10-year plan to end homelessness, and the subsequent Tampa-Hillsborough Citizens Task Force Report on Homelessness. HUD has given communities the discretion to develop their own allocation process and the Continuum of Care is recommending the City and County work collaboratively to distribute funds through the Homeless Coalition to support a coordinated response with easy access to funding by community-based organizations.

The current service delivery system is fragmented and often requires households to travel to multiple locations to obtain needed assistance. Generally, case managers have high caseloads, and while they may provide referrals to other needed resources, there is minimal assistance offered to facilitate access to these services. As such, households often do not receive the level of assistance needed and remain at risk of becoming homeless. Selecting providers through a competitive process perpetuates this fragmented system of care. With the Homeless Coalition serving as the subgrantee, agencies across the community would have access to the appropriate level of funding based on the needs of the household they are serving, their eligibility for assistance and resources available. Based on the plan for each household and their eligibility, the Homeless Coalition would accrue the projected level of funding needed each month.

The Program will offer all eligible activities (refer to attachment 1) under the HPRP Program to eligible households and providers will be reimbursed based on a predetermined rate for services provided. The CoC would assist in the development of these rates and protocols addressing the maximum amount of resources households can receive.

Information about the household, as well as the assessment and record of services provided, will be entered into the UNITY Information Network, the community's Homeless Management Information System as required by HUD. Use of a single assessment tool across organizations will support a centralized intake process and better coordination of services, as provided for the *Places for People*. In order for community organizations to participate they would be required to use UNITY, which will require training and the purchase of additional software licenses, both eligible under the HPRP Program. Funds would also be utilized to enhance UNITY to provide the single assessment tool that can be utilized throughout the community, eligibility determination, and improve service coordination among providers and with mainstream resources.

**Attachment 3
HPRP Eligible Activities Budget Projections and Recommendation***

			County 3 Year Budget	% Totals
Total Funding Available			\$2,458,811	
Administration (split with County and sub grantee)			\$122,941	5%
Pre-award admin costs (planning, HUD paperwork, etc.)				
Preparing reports				
Program audits				
Data Collection & Evaluation			\$165,970	6.75%
Purchase of HMIS Software/User Licenses				
Purchase of Computer Equipment				
Staff costs associated with data collection, analysis and training				
Balance Available for HPRP Direct Expenses			\$2,169,901	
	Homeless Prevention	Rapid Re-Housing	(amounts specific for prevention and re-housing TBD)	
Financial Assistance (amount for each eligible activities TBD)			\$1,309,317	53.25%
Short Term Rental Assistance up to 3 Months				
Medium Term Rental Assistance up to 18 Months				
Security & Utility Deposits				
Utility Payments				
Moving Costs				
Motel/Hotel Vouchers				
Housing Relocation & Stabilization Services (amount for each eligible activities TBD)			\$860,584	35%
Case Management				
Outreach & Engagement				
Housing Search & Placement				
Legal Services				
Credit Repair				
Total Funding			\$2,458,811	

* These budget recommendations were presented to and approved by the homeless continuum of care.

APPENDIX B

CERTIFICATIONS

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:
(1) The confidentiality of records pertaining to any individual provided with assistance; and
(2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Patricia H. Bean
Signature/Authorized Official

5/14/09
Date

County Administrator
Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Patricia G. Bean
Signature/Authorized Official

5/14/09
Date

County Administrator
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

1208 TECH BOULEVARD, SUITE 300; TAMPA, FL 33619

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

APPENDIX C

SF-424

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s) *Other (Specify) _____
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: Hillsborough County Government		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000661		*c. Organizational DUNS: 105284215
d. Address:		
*Street 1:	<u>1208 Tech Boulevard</u>	
Street 2:	<u>Suite 300</u>	
*City:	<u>Tampa</u>	
County:	<u>Hillsborough</u>	
*State:	<u>Florida</u>	
Province:	_____	
*Country:	<u>USA</u>	
*Zip / Postal Code	<u>33619</u>	
e. Organizational Unit:		
Department Name: Affordable Housing Department		Division Name: Utilities and Commerce
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	<u>Ms.</u>	*First Name: <u>Patricia</u>
Middle Name:	<u>G.</u>	
*Last Name:	<u>Bean</u>	
Suffix:	_____	
Title:	<u>County Administrator</u>	
Organizational Affiliation:		
*Telephone Number: (813) 276-2843		Fax Number: (813) 274-6695
*Email: <u>beanp@hillsboroughcounty.org</u>		

Application for Federal Assistance SF-424	Version 02
*9. Type of Applicant 1: Select Applicant Type: B.County Government Type of Applicant 2: Select Applicant Type: Type of Applicant 3: Select Applicant Type: *Other (Specify)	
*10 Name of Federal Agency: U.S. Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number: 14.257 _____ CFDA Title: Homelessness Prevention and Rapid Re-Housing Program _____	
*12 Funding Opportunity Number: N/A _____ *Title: _____	
13. Competition Identification Number: N/A _____ Title: _____	
14. Areas Affected by Project (Cities, Counties, States, etc.): Hillsborough County, Florida	
*15. Descriptive Title of Applicant's Project: Hillsborough County will utilize Homelessness and Rapid Re-Housing Program funds to assist the homeless population and those at risk of becoming homeless in Hillsborough County. Funds will be used for financial assistance, housing and relocation stabilization services, data collection and evaluation, and administrative costs.	

--	--

OMB Number: 4040-0004
 Expiration Date: 01/31/2009

Application for Federal Assistance SF-424	Version 02
--	------------

16. Congressional Districts Of:
 *a. Applicant: 11th, 12th, and 13th
 *b. Program/Project: 11th, 12th, and 13th

17. Proposed Project:
 *a. Start Date: September 1, 2009
 *b. End Date: August 31, 2012

18. Estimated Funding (\$):

*a. Federal		\$2,458,811
*b. Applicant		
*c. State		
*d. Local		
*e. Other		
*f. Program Income		
*g. TOTAL		\$2,458,811

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on _____

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *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)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Ms. *First Name: Patricia

Middle Name: G.

*Last Name: Bean

Suffix: _____

*Title: County Administrator

*Telephone Number: (813) 276-2843 Fax Number: (813) 274-6695

* Email: beanb@hillsboroughcounty.org

*Signature of Authorized Representative: Patricia G. Bean *Date Signed: 5/14/09

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.