

STAFF REPORT



ITEM NO. 15
CITY OF OCEANSIDE

DATE: August 19, 2009

TO: Honorable Mayor and City Councilmembers

FROM: Neighborhood Services Department

SUBJECT: **ACCEPTANCE OF HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM GRANT FUNDS IN THE AMOUNT OF \$742,791 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 AND APPROPRIATION OF THE FUNDS TO THE NEIGHBORHOOD SERVICES DEPARTMENT**

SYNOPSIS

Staff and the Housing Commission recommend that the City Council accept grant funds in the amount of \$742,791 from the U.S. Department of Housing and Urban Development under the American Recovery and Reinvestment Act of 2009, and approve appropriation of these funds to the Neighborhood Services Department for a Homelessness Prevention and Rapid Re-Housing Program, and authorize the City Manager to execute all grant documents.

BACKGROUND

The American Recovery and Reinvestment Act (ARRA) of 2009 (the "Recovery Act") appropriated \$1.5 billion for a Homelessness Prevention Fund to be managed by the U.S. Department of Housing and Urban Development (HUD). This appropriation provides for the Homelessness Prevention and Rapid Re-housing Program (HPRP) with entitlement grants awarded to states and local jurisdictions that meet certain population requirements. The City of Oceanside was determined to be eligible for \$742,791 for this program. On May 6, 2009, the City Council approved a substantial amendment adding the HPRP to the 2008-09 Action Plan. On June 29, 2009, the City received a letter from HUD stating that the substantial amendment was approved for funding, and that grant award letters and related documents will be sent by the HUD Los Angeles Field Office.

ANALYSIS

The HPRP is authorized under Title XII of the Recovery Act of 2009. Congress crafted legislation and allocated funding for communities to provide financial assistance and services to prevent individuals and families from becoming homeless and to help those who are experiencing homelessness to be quickly re-housed and stabilized. The program does not provide mortgage-related or foreclosure prevention services; eligibility is limited to individuals and families at risk of eviction from rental housing or who have no regular housing. The Neighborhood Services Department will manage the City's HPRP with an emphasis on services to families with children ages 0-18. The program will be managed using existing City staff persons in the Neighborhood Services Department and will serve residents of the City.

HUD encourages HPRP grantees to collaborate with eligible entities to "maximize the expeditious and coordinated use of all Recovery Act funds." The City has established working relations for the HPRP with local nonprofit agencies that serve homeless families and families at risk of becoming homeless. The City will also work with McKinney-Vento persons in the Oceanside and Vista Unified School Districts; these school district staff persons can provide a wide variety of services to children ages 0-18 of families that are homeless or at risk of becoming homeless.

FISCAL IMPACT

Acceptance and appropriation of the grant funds in the amount of \$742,791 (274.999113400274) will allow the City to offer the HPRP Business Unit to be Determined for Oceanside residents. There will be no impact on the General Fund. Section 1512(c) of Division A of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) requires, as a condition of receipt of funds, quarterly reporting on the use of funds; reports must be delivered to HUD within ten days after the end of each quarter beginning October 10, 2009. The reports must also be made available on the City's Web site. Financial data on all Recovery Act programs must be available separately from other grant reports.

COMMISSION OR COMMITTEE REPORT

The Housing Commission discussed the proposed HPRP at its July 28, 2009, meeting; the report of the Housing Commission is attached.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

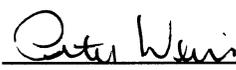
Staff and the Housing Commission recommend that the City Council accept grant funds in the amount of \$742,791 from the U.S. Department of Housing and Urban Development under the American Recovery and Reinvestment Act of 2009, and approve appropriation of these funds to the Neighborhood Services Department for a Homelessness Prevention and Rapid Re-Housing Program, and authorize the City Manager to execute all grant documents.

PREPARED BY:



Angie Hanifin
Housing Program Manager

SUBMITTED BY:



Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager



Margery M. Pierce, Director, Neighborhood Services



Teri Ferro, Director, Financial Services



Attachments: HPRP Substantial Amendment
Substantial Amendment Approval Letter from HUD
Draft HPRP Guidelines
Housing Commission Report

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	City of Oceanside, California
Name of Entity or Department Administering Funds	Neighborhood Services Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Angela Hanifin
Title	Housing Program Manager
Address Line 1	300 North Coast Highway
Address Line 2	Nevada Street Annex
City, State, Zip Code	Oceanside CA 92054
Telephone	760-435-3363
Fax	760-722-8801
Email Address	ahanifin@ci.oceanside.ca.us
Authorized Official (if different from Contact Person)	Peter A. Weiss
Title	City Manager
Address Line 1	300 North Coast Highway
Address Line 2	
City, State, Zip Code	Oceanside CA 92054
Telephone	760-435-3066
Fax	760-435-3078
Email Address	pweiss@ci.oceanside.ca.us
Web Address where this Form is Posted	www.ci.oceanside.ca.us

Amount Grantee is Eligible to Receive*	\$742,791
Amount Grantee is Requesting	\$742,791

*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).

The City of Oceanside has a Citizen Participation Plan as part of the Consolidated Plan for Housing and Community Development and followed the guidelines in this plan for citizen participation and public hearings. The City presented the draft substantial amendment to the Housing Commission, a citizen advisory body that reviews all housing and homeless programs, on April 28, 2009. The meeting was open to the public and members of the public had access to the draft amendment prior to the meeting. The Housing Commission recommended that the City Council approve the draft amendment. The amendment was presented to the Oceanside City Council on May 6, 2009, at a public hearing. Public notice announcing the Housing Commission meeting and City Council public hearing were published in a newspaper of general circulation on April 22nd and 26th, to meet the HUD twelve-day announcement requirement and the City's ten-day requirement for all public hearings.

The draft substantial amendment was placed on the City's website on pages devoted to Recovery Act programs and projects at <http://www.ci.oceanside.ca.us/recoveryact/>; the HPRP page included information on how members of the public could comment on the amendment. Copies of the draft amendment were available at the Oceanside Housing Authority offices. The draft amendment was also discussed for review and comment with local nonprofit agencies that provide services to needy families and with McKinney-Vento staff persons at the local school districts.

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: At the Housing Commission meeting, one commissioner asked whether HPRP funds could be used for mobilehome space rent if the owners of the coach were at risk of being evicted for non-payment of space rent. At the City Council meeting, one Councilmember raised the question of whether the funds could be given as loans to participating households. City staff will raise these questions at the HPRP regional training in May. No written comments were received.

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

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

X Other: The City of Oceanside plans to manage the program in-house using existing Housing Authority staff. The City will work with local social service agencies and will refer assisted households to these agencies for specific services, such as providing family financial management training

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

The City will use HPRP funds primarily to prevent households from becoming homeless and to help them return to stability. The City of Oceanside is a Housing Authority for a Section 8 Housing Choice Voucher Program and is experienced in providing housing services. The City has staff members that are capable of evaluating potential HPRP participants and assessing their needs. The City has existing positive relations with local nonprofit social service agencies, the North County Coastal Regional Center of the San Diego County Health and Human Services Agency, and the McKinney-Vento persons at local school districts. The City will utilize these contacts to develop initial points of entry to the HPRP for needy households.

The City will work with local nonprofit social service agencies and County welfare offices to provide additional services, with the City providing overall case management. The HPRP staff person in the City will refer households to these agencies when appropriate for services that the City cannot provide, such family financial planning; the City's role will be to ensure that households have and maintain stable housing. These agencies will work with participating households to develop long-term family stability plans. The City is also working with other HPRP recipient jurisdictions in San Diego County to ensure a consistency of activities and practices across the county. The recipient jurisdictions are planning for joint evaluation and data management through the Regional Task Force on the Homeless.

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).

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

Once the substantial amendment has been approved by the City Council and submitted to HUD, the City will assign program staff to the HPRP. Any program agreements including MOUs with local school districts will be presented to the City Council for approval no later than August 12, 2009. Program staff at the City will have all program material – application forms, assessment forms, participant agreements, etc. - ready for use no later than September 1. The City will start recording HPRP costs as of July 1 for subsequent billing to the program. The Council will be asked to accept the grant funds and adopt a local HPRP budget as soon as the City receives the grant agreement; the City anticipates having all program components in place by September 15. Since the City will manage the program directly, The City can begin assisting households as soon as HUD signs the grant agreement.

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).

The City will assign a Housing Program Manager to oversee HPRP in Oceanside. The City will work with McKinney-Vento staff persons at the school districts, staff at the County Health and Human Services Agency and welfare offices, and staff at local homeless-serving organizations to do brief assessments of households for referrals to the City's HPRP staff, and to provide other services.

The City will initially target households referred from the school districts to ensure that children remain in their school of origin and maintain a stable home environment. The McKinney-Vento persons at each of the local school districts will train teachers and site staff at local schools to help them identify students who are or may be at risk of homelessness because of the current economic crisis. Parents of the student will be encouraged to contact the McKinney-Vento person at the District office, who will do a brief assessment and refer to the City HPRP person for housing assistance. The City and school districts will remain in contact concerning assisted families throughout their period of HPRP assistance to ensure that households are receiving the assistance that they need and that they are following up on referrals for other assistance.

The City HPRP person will assess each household applying for assistance in order to establish what the household needs toward the goal of ensuring stability in housing. This can include rental assistance payments, payments of arrearages on utilities or rent, or security deposits. The amount of assistance will vary depending on the needs of the household and financial resources available to them; the City will set a maximum on how much any one household can receive. The City will explore with HUD the possibility of issuing some assistance in the form of zero percent interest loans to develop a revolving loan fund; loans would only be repaid when the household has regained employment and financial stability.

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

The City will maintain records of each HPRP applicant, including initial application, assessment form and determination of need, the type and amount of financial services provided, referrals for other services, and any other data needed to substantiate use of the HPRP funds. Time spent by the HPRP staff person with each applicant will be included in the file to support program delivery expenditures.

The Housing Program Manager will review HPRP files to ensure that program regulations are being followed, the Recovery Act transparency requirements are satisfied, and to make program adjustments. The City will make payments directly to property owners or managers and utility companies to ensure that funds are spent properly. The Financial Services Department will track HPRP funds in an account identified as Recovery Act funding to ensure accountability to Recovery Act guidelines and regulations.

Recipient households will provide monthly written follow-up reports. Extension of financial support beyond the initial three-month period will require a review of financial need, activity of adults in the household to find employment or to increase household income, and other factors.

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).

The City has longstanding and positive relationships with government agencies and local nonprofit organizations that will receive funds under the Recovery Act of 2009. The City will work with SER/Jobs for Progress to place youth ages 14-24 in summer jobs with funds provided through the Workforce Investment Act. The City is working with the Oceanside Unified and Vista Unified School Districts, both of which serve students in Oceanside, to support McKinney-Vento services for students that could also be assisted with HPRP funds. The City works with senior-serving organizations that may receive senior nutrition and/or senior workforce community service funding under the Recovery Act. Vista Community Clinic and North County Health Services both received Health Center Recovery Act funding; the City will work with households receiving HPRP assistance to ensure that households have a medical home at one of these clinics and that children are enrolled in CHIP services.

The City has positive experience in developing and maintaining collaborative programs and partnerships with local agencies. The City will bring together representatives from each of the agencies and organizations that provide services to needy households, including the County Health and Human Services, Community Service Block Grant recipients, social service agencies, etc., before September 1. The City will present the HPRP plan to ensure that everyone has an understanding

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

of what HPRP can do and how best to make referrals of households for HPRP assistance. The City is committed to a “wrap-around” approach for assisted households.

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

The City is an active participant in the regional Continuum of Care Committee. Jurisdictions and other members of the Continuum of Care Committee and the Regional Task Force on the Homeless began meeting in early March to develop plans for a regional HPRP approach. The six jurisdictions in San Diego County that are direct recipients of HPRP funds began meeting in early April to share program ideas and to develop a regional approach to evaluation and data management. The City of Oceanside will collaborate with these other local participating jurisdictions to release a competitive RFP for consulting services related to outcome and evaluation planning. Participating jurisdictions will form a Regional Homeless Prevention Fund Collaborative (RHPFC) for purposes of issuing an RFP for Evaluation Services, selecting a sub-contractor and monitoring the contract.

The City will continue to work with the Continuum of Care and partner agencies to ensure that HPRP housing services are connected with all other services that are available for households, whether homeless or at risk of homelessness. Assessment of households for HPRP assistance will include consideration of whether the household is best served with HPRP resources or if another CofC agency would be more appropriate, as, for example, a household made homeless because of domestic violence. The City understands its role as primarily being that of providing housing assistance with HPRP funds, and will work with local and regional agencies for social, health, mental health and other services that will benefit the assisted household.

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 City of Oceanside 2005-2010 Consolidated Plan includes this objective: “Prevent homelessness through short-term rent and utility assistance programs and other services” and is defined as follows:

“One approach to preventing homelessness is to provide short-term assistance for rent, security deposits, and/or utility payments. This has been shown to be one of the most effective ways of preventing homelessness, especially for families. Emergency assistance can also be combined with family financial education on budgeting, proper use of credit and a family savings program.”

Local guidelines for HPRP funds will have these priorities of use, which are consistent with the (above) objective in the Consolidated Plan:

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

1st Short-term rental and/or utility payment assistance and payment of arrearages to prevent households from becoming homeless;

2nd Payment of security and other deposits for households made homeless due to economic conditions and who would remain homeless but for this assistance;

3rd Referrals to agencies for services so that the household can develop long-term stability and security.

HPRP assistance will not go to households considered chronically homeless or to households that demonstrate unwillingness to accept services necessary to develop stability and security. Assisted households will be expected to be active in seeking employment and/or participating in job-training programs.

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

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	\$400,000	\$150,000	\$550,000
Housing Relocation and Stabilization Services ²	\$75,000	\$43,791	\$118,791
Subtotal (add previous two rows)	\$475,000	\$193,791	\$668,791

Data Collection and Evaluation ³	\$37,000
Administration (up to 5% of allocation)	\$37,000
Total HPRP Amount Budgeted⁴	\$742,791

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness
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: Peter A. Weiss

Date

Title: City Manager, City of Oceanside

Margery



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

JUN 23 2009

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

RECEIVED
JUN 29 2009
CITY MANAGER OFFICE

Mr. Peter Weiss
City Manager
Neighborhood Services Department
300 North Coast Highway
Oceanside, CA 92054

Dear Mr. Weiss:

Congratulations! I am pleased to inform you that the Homelessness Prevention and Rapid Re-Housing Program (HPRP) Substantial Amendment to your jurisdiction's Consolidated Plan 2008 Action Plan has been approved for funding. Grant award letters containing specific award amounts, documents, and instructions to facilitate the execution and implementation of the grant will be sent by the local HUD field office under separate cover.

The HPRP is authorized under Title XII of the American Recovery and Reinvestment Act of 2009 (Recovery Act). Congress crafted legislation and allocated funding for communities to provide financial assistance and services to prevent individuals and families from becoming homeless and to help those who are experiencing homelessness to be quickly re-housed and stabilized.

HPRP is one of several Recovery Act grant programs authorized under the Obama administration. HUD encourages HPRP grantees to collaborate with eligible entities to maximize the expeditious and coordinated use of all Recovery Act funds. HUD further encourages grantees to take advantage of technical assistance that has been made available by the Department at <http://www.hud.gov/recovery> or <http://www.hudhre.info>.

Thank you for all of your efforts to accomplish this mission. Your continued cooperation with HUD is greatly appreciated.

Sincerely,

Nelson R. Bregón
General Deputy Assistant Secretary

Recovery Act Funding-California Homeless

CA ALAMEDA	\$552,208.00
CA ALAMEDA COUNTY	\$802,915.00
CA ALHAMBRA	\$567,605.00
CA ANAHEIM	\$2,046,908.00
CA BAKERSFIELD	\$1,372,351.00
CA BALDWIN PARK	\$605,041.00
CA BERKELEY	\$1,332,952.00
CA CA STATE PROGRAM	\$44,466,877.00
CA COMPTON	\$848,514.00
CA CONTRA COSTA COUNTY	\$1,421,551.00
CA COSTA MESA	\$560,237.00
CA DALY CITY	\$510,070.00
CA DOWNEY	\$611,834.00
CA EL CAJON	\$512,686.00
CA EL MONTE	\$1,110,506.00
CA ESCONDIDO	\$709,782.00
CA FONTANA	\$783,380.00
CA FREMONT	\$682,331.00
CA FRESNO	\$3,130,746.00
CA FRESNO COUNTY	\$1,634,630.00
CA FULLERTON	\$622,710.00
CA GARDEN GROVE	\$1,068,707.00
CA HAWTHORNE	\$703,261.00
CA HUNTINGTON BEACH	\$566,611.00
CA HUNTINGTON PARK	\$656,002.00
CA INGLEWOOD	\$918,344.00
CA KERN COUNTY	\$2,076,503.00
CA LANCASTER	\$564,646.00
CA LONG BEACH	\$3,566,451.00
CA LOS ANGELES COUNTY	\$12,197,108.00
CA LYNWOOD	\$646,575.00
CA MARIN COUNTY	\$659,106.00
CA MERCED	\$515,203.00
CA MODESTO	\$966,016.00
CA MORENO VALLEY	\$732,872.00
CA NORWALK	\$633,782.00
CA OAKLAND	\$3,458,120.00
CA OCEANSIDE	\$742,791.00
CA ONTARIO	\$997,869.00
CA ORANGE	\$545,636.00
CA ORANGE COUNTY	\$1,556,026.00
CA OXNARD	\$1,124,994.00
CA PALMDALE	\$615,530.00

DRAFT

**CITY OF OCEANSIDE
NEIGHBORHOOD SERVICES DEPARTMENT
HOMELESSNESS PREVENTION AND
RAPID RE-HOUSING PROGRAM
GUIDELINES**

DRAFT

July 2009

HPRP GUIDELINES

The American Recovery and Reinvestment Act (ARRA) of 2009 appropriated \$1.5 billion for a Homelessness Prevention Fund to be managed by the U.S. Department of Housing and Urban Development (HUD). This appropriation provides for the Homelessness and Rapid Re-Housing Program (HPRP) with entitlement grants awarded to states and local jurisdictions that meet certain population requirements. The Key Question for HUD in implementing the program is "Would this individual or family be homeless, but for this program?" The City of Oceanside was awarded \$742,791 for this program. All funds must be expended within three years of HUD signing the grant agreement. HUD intends to sign all grant agreements by September 1, 2009. The initial program guidelines have been developed to implement the HPRP. However, HUD has provided flexibility in the program regulations, which allows jurisdictions to re-evaluate program needs and change guidelines as needed to assist the maximum number of households with the limited funds. The City's HPRP will be managed with an emphasis on services to families with children under age 18.

Program Intent

- Focus of HPRP is housing stabilization for residents of the City of Oceanside, including persons who are currently homeless who resided in Oceanside during the past 6 months and can provide documentation of past residency.
- Provides temporary financial assistance and/or services to help persons gain housing stability
- Serves persons who:
 - are homeless or would be homeless without this assistance
 - can remain stably housed after this temporary assistance ends
- Homelessness Prevention will be emphasized to the greatest extent possible

HPRP is not

- A mortgage assistance program
- Intended to serve persons who need long-term and/or intensive supports (including the chronically homeless)

General Eligible Activity Categories

1. Financial Assistance
2. Housing Relocation and Stabilization Services
3. Data Collection and Evaluation
4. Administrative Costs

1. FINANCIAL ASSISTANCE: ELIGIBLE ACTIVITIES

Rental and Utility Assistance

- Short (0-3 months) and medium-term (4-12 months) rental assistance. Short term rental assistance shall not exceed \$1,000 per month or a maximum of \$3,000 for the total assistance period for Homelessness Prevention. Medium-term rental assistance shall not exceed \$500 per month, or a maximum of \$3,000 for the total assistance period for Homelessness Prevention.
- Short (0-3 months) and medium-term rental assistance (4-12) months shall not exceed \$500 per month, or a maximum of \$6,000 for the total assistance period for Rapid Re-Housing. It is expected that Medium-term rental assistance will only be used in rare instances, as the goal of the program is for households to be stably housed when the program ends.
- Households will receive assistance under either Homelessness Prevention or Rapid Re-Housing and will only be eligible once for rental and utility assistance during HPRP.
- Utility assistance for Homeless Prevention in the form of utility arrears shall not exceed \$300. Utility assistance for Rapid Re-housing will be limited to utility deposits. Households and individuals will only be eligible for utility assistance one time during the term of HPRP
- Total period of assistance cannot exceed 12 months for rental assistance and 12 months for utility assistance
- Rent and/or utility arrears (up to 6 months), but counts towards 12 month service period
- Rental assistance must comply with HUD's "rent reasonableness" standard
- For all assistance, staff shall only authorize the minimum amount necessary to keep people in housing or to find housing. Other resources will be evaluated prior to authorizing funding

Other Financial Assistance

- Security Deposits not to exceed \$1,000 for attached units (apartments, condominiums, duplexes, townhomes) or \$2,000 for single-family detached units
- Moving Costs may be authorized, however other resources will be carefully evaluated prior to determination
- Staff costs to issue financial assistance
- Cost of inspections for habitability standards, lead-based paint "visual inspections"
- Households and individuals will be eligible only one time for assistance for security deposits and/or moving costs

FINANCIAL ASSISTANCE- INELIGIBLE ACTIVITIES

- Duplicating payments - using HPRP funds and another source for exact same cost type for same period
- Mortgage assistance/costs
- Direct payments to program participants
- Payment of credit arrears (credit cards, loans, etc.)

2. HOUSING RELOCATION AND STABILIZATION SERVICES - Eligible Activities:

- Services to assist homeless persons that need temporary assistance to obtain housing
- Each household applying for assistance will be assessed to determine what the household needs toward the goal of ensuring stability in housing. The amount of assistance will vary depending on the needs of the household and financial resources available to them
- Services to assist persons at risk of homelessness to maintain housing - case management, outreach and engagement, housing search and placement

3. DATA COLLECTION AND EVALUATION - Eligible Activities:

- Operating HMIS, purchase of software/licenses, leasing or purchase of computer equipment, costs of data collection, entry and analysis, and staffing associated with operation and training; cost to participate in HUD research and evaluation

4. ADMINISTRATIVE COSTS:

- Accounting
- Preparing reports and audits
- Training staff to administer program or case managers
- Pre-award costs related to preparing application
- Must total no more than 5% of the grant

ELIGIBLE PARTICIPANTS

Program participants must be homeless or about to become homeless and

- have resided in Oceanside currently or in the past six months and can provide adequate documentation demonstrating residency (such as a current rent receipt or utility bill)
- will use assistance provided in Oceanside (zip codes 92054, 92056, 92057 or 92058)
- will undergo an initial consultation to determine appropriate assistance

- has income at or less than 50% of Area Median Income (AMI) according to household size
- has no other housing options
- has no financial resources or support networks to obtain or remain in housing

Families with children

To ensure that services for families with children are coordinated to the greatest extent possible, families with children will be required to obtain a referral for HPRP assistance and services from the local school district (Oceanside, Vista or Carlsbad Unified School District) McKinney-Vento staff person

City of Oceanside staff will verify and document each client's eligibility for the program (homeless or at-risk), assess each household's need and appropriations for HPRP assistance and evaluate eligibility for financial assistance at least every 3 months. Recipient households will provide monthly written follow-up reports. Extension of financial support beyond the initial three-month period will require a review of financial need, activity of adults in the household to find employment or to increase household income, and other factors.

Homelessness Prevention Activities

- To prevent individuals and families at risk of homelessness from becoming homeless

Prevention risk factors to consider:

- Eviction within two weeks -written notice
- Discharge from institution within two weeks
- Currently residing in condemned housing
- Sudden and significant loss of income or increase in utility costs
- Mental health and substance abuse issues
- Physical disabilities and chronic health issues
- Housing costs are greater than 50% of income
- Homeless in last 12 months
- Young head of household
- Current or past involvement with child welfare
- Pending foreclosure of rental housing
- Extremely-low income
- Credit problems or significant medical debt
- Recent traumatic life event

Rapid Rehousing Activities

- Assist persons experiencing homelessness to be quickly re-housed and stabilized
- Many are recently affected by the economic crisis
- Others have been "precariously housed" and/or homeless for longer

Priorities for Rapid Re-housing

Individuals and families are homeless if:

- Sleeping in an emergency shelter
- Sleeping in a place not meant for human habitation
- Staying in a hospital or institution for up to 180 days, but literally homeless prior to entry
- Graduating/timing out of transitional housing
- Victim of domestic violence in need of housing

The City of Oceanside intends to work with local non-profit social service agencies, such as North County Lifeline and Interfaith Community Services, the local school districts and community clinics to identify eligible households. City staff will focus on assisting families with children under age 18. Eligible households will also be referred to local non-profit agencies for support services.

HMIS Requirements

The Recovery Act requires the use of HMIS for data collection and reporting. The City will work with the Regional Task Force on the Homeless through the Continuum of Care to utilize HMIS for reporting.

DRAFT

OCEANSIDE HOUSING COMMISSION REPORT

TO: CITY COUNCIL
FROM: HOUSING COMMISSION
RE: ACCEPTANCE \$742,791.00 FUNDING FROM HUD
DATE: JULY 28, 2009

THE HOUSING COMMISSION RECOMMENDS THAT THE CITY COUNCIL
ACCEPT \$742,791.00 FUNDING FROM HUD FOR A HOMELESS PREVENTION
PROGRAM.

CAMP	YES
CHRISTY	YES
COOPER	YES
FARMER	ABSENT
HUSKEY	YES
PARKER	YES
SORENSEN	YES

ALTERNATE

SAIZ	ABSENT
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