

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

### **Homelessness Prevention and Rapid Re-Housing Program (HPRP) Program Component Summary Descriptions for Fairfax County, Virginia**

The HPRP will include two major components of services that are integral to the community's approved Plan to Prevent and End Homelessness: Prevention Services, and Rapid Re-Housing Services. Both of these components will include elements of financial assistance and direct services. In addition, budget items are designated for required data collection and program administration. Nonprofit partners will be engaged in the delivery of these components, and HPRP funding will be used to begin the implementation of the Housing Opportunities Support Teams (HOST). The HOST teams are a key strategy in the Ten-Year Plan, designed on the principles of housing first, cross-system collaboration, a multi-disciplinary approach, and coordination of public and private resources to help people maintain housing or return to stable housing quickly if they do become homeless.

#### Description of Prevention Services

Prevention services will be utilized when an individual or family still has housing but is at risk of losing it. An assessment will be done to determine eligibility to receive this assistance, the likelihood of housing loss, probability for maintaining housing long-term, and options for alternative resources will be explored. Prevention services may include utility or rental assistance for one or more months (including limited arrearages), working with landlords to avert eviction proceedings, housing stabilization and case management services while assistance is provided, with follow-up contacts and services if needed to ensure continued stability and assess outcomes.

#### Description of Rapid Re-Housing Services

Both individuals and families who are homeless (as defined by HUD) will be assessed using a comprehensive tool. Those meeting the low to moderate threshold of barriers for housing will be selected to participate in the rapid re-housing program. Program participants will receive a subsidy for at least three months and up to 18 months. Case management and housing services will accompany the subsidy. Services may include: negotiating greater tenant acceptance rates; lower security deposits and rental rates from landlords; assessing the household's housing needs to find housing that may have been previously overlooked or unavailable; assisting the household with budgeting and increasing income; repairing credit and rental history; and routine home visits. A recertification will be required every three months to maintain program subsidy eligibility.

*End of Program Component Summary Description*

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

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange ([www.hudhre.info](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

---

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 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**

<b>Grantee Name</b>	Fairfax County, Virginia
<b>Name of Entity or Department Administering Funds</b>	Department of Housing and Community Development (DHCD)
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Dean Klein, Director Office to Prevent and End Homelessness 12011 Government Center Parkway, Suite 738C Fairfax VA 22035 Phone: 703-324-8122 Fax: 703-324-7572
<b>Title</b>	Paula C. Sampson, Director (Grantee)
<b>Address Line 1</b>	Dept. of Housing and Community Development
<b>Address Line 2</b>	3700 Pender Drive, Suite 300
<b>City, State, Zip Code</b>	Fairfax, VA 22030
<b>Telephone</b>	703-246-5105
<b>Fax</b>	703-246-5115
<b>Email Address</b>	<a href="mailto:Dean.Klein@fairfaxcounty.gov">Dean.Klein@fairfaxcounty.gov</a> <a href="mailto:Paula.sampson@fairfaxcounty.gov">Paula.sampson@fairfaxcounty.gov</a>
<b>Authorized Official</b> (if different from Contact Person)	Anthony H. Griffin
<b>Title</b>	County Executive
<b>Address Line 1</b>	Fairfax County Government
<b>Address Line 2</b>	12000 Government Center Pkwy., Suite 552
<b>City, State, Zip Code</b>	Fairfax, VA 22035
<b>Telephone</b>	703-324-2536
<b>Fax</b>	703-324-3956
<b>Email Address</b>	agriff@fairfaxcounty.gov
<b>Web Address where this Form is Posted</b>	<a href="http://www.fairfaxcounty.gov/rha">http://www.fairfaxcounty.gov/rha</a> <a href="http://www.fairfaxcounty.gov/homeless">http://www.fairfaxcounty.gov/homeless</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$2,462,398</b>
<b>Amount Grantee is Requesting</b>	<b>\$2,462,398</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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

### B. Citizen Participation and Public Comment

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

**Response:** In Fairfax County's citizen participation plan it states: "Substantive amendments to the Consolidated Plan will be publicly advertised at least 30 days prior to consideration of the amendments by the Board of Supervisors to allow time for public comment." Under the HPRP, an exception is granted to allow for at least 12 days of public comment. To allow for these 12 days, Fairfax County publicly advertised a notice for public comment on the amendment on April 10, 2009. The public notice was placed in *The Examiner* newspaper and calls for public comments through April 22, 2009. In addition, during the public comment period the public notice will appear in three minority newspapers, two of which are non-English speaking newspapers.

On April 10<sup>th</sup>, the public notice and the amendment were made available for review online at <http://www.fairfaxcounty.gov/rha>, at <http://www.fairfaxcounty.gov/homeless> and at the Citizen Information Desk located on the lobby level of the Fairfax County Government Center. Copies were also made available at two of the Fairfax County Department of Housing and Community Development office sites. The public notice is being distributed to Fairfax County public libraries and will be posted on the County's Consolidated Community Funding Pool web site, <http://www.fairfaxcounty.gov/ccfp>.

Prior to the release of the public notice a Community Planning Meeting for the HPRP was held by the County on April 1, 2009, for nearly 60 representatives from public and nonprofit providers of services for homeless persons. Input received at the meeting was considered in the development of this amendment.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: *To be answered following the public comment period.*

- 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:** An e-mail was received inquiring about specifics on the use of HPRP funds by Fairfax County. This question had also been discussed in other meetings with some members of the Consolidated Community Funding Advisory

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

Committee, the citizens group that oversees Fairfax County's Consolidated Plan. Based on these discussions, more clarification was added to the HPRP "Program Component Summary Descriptions" section of the amendment.

### **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: Memoranda of Agreement and contractual agreements.)

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

**Response:** Existing county purchasing and contracting procedures will be followed using memoranda of agreement where appropriate, as for in-kind supports and services, and contractual agreements through amendments to existing contracts when within scope, or through the procurement process if needed.

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:** Fairfax County government (the "grantee") will allocate funds to selected subgrantees through standard county government financial procedures. Allocations will be based on program needs and program design, and will generally be made on a reimbursable basis within 30 days of receipt of valid and approved requests for payment for services rendered. For program and services which require advance allocation of funds (such as those providing direct assistance on behalf of clients), funds will be advanced on a quarterly basis or as required based on client needs and availability of funds.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

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

**Response:** The Fairfax County Office to Prevent and End Homelessness and the grantee will conduct program oversight and monitoring, with periodic review by the citizen policy and oversight body, the Governing Board for the Community Partnership to Prevent and End Homelessness. Reporting will utilize automated data collection and reporting and will include funds allocated and expended and programmatic data as required by the HPRP Notice and the HUD data collection requirements to be published. A schedule of forecast expenditures will be established for each subgrantee and actual expenditure rates tracked against the anticipated rate of spend-down to ensure funds are utilized in a timely manner.

Additional oversight and administrative support will be provided as needed or required from the County Internal Audit Office, the Department of Purchasing and Supply Management, Department of Finance, Department of Family Services, Department of Administration for Human Services, or other agencies providing services to clients receiving assistance through HPRP funding.

### **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:** Fairfax County recognizes that the issue of homelessness can only be solved by developing a multi-faceted, collaborative approach. The Fairfax-Falls Church Community Plan to Prevent and End Homelessness was designed with and depends on maintaining and building relationships with human service agencies, private sector businesses, public and private nonprofits, faith based organizations, public safety, zoning, public schools and institutes of higher learning, to name a few. Currently, each of these entities plays a significant role in addressing homelessness. The county and community plan will continue to integrate these various approaches into a comprehensive approach that will provide the individual or family with permanent housing and a plan to maintain that housing.

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

**Response:** The Office to Prevent and End Homelessness is the lead organization to implement the community's Plan to Prevent and End Homelessness in Ten Years and the Continuum of Care grant process. The Ten Year Plan and this plan for use of HPRP funds were developed with full participation of public and nonprofit

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

providers of services for homeless persons. Nearly 60 people representing public agencies, nonprofit providers, faith communities, and homeless advocates attended the HPRP planning meeting on April 1, 2009. Comments from that meeting contributed to the draft HPRP Plan released for formal public comment.

The Office Director is a member of the County's Human Services Leadership Team, which includes directors of agencies administering all mainstream service programs implemented through the county. The Office Director is also responsible for coordination with the Interagency Work Group, which represents a cross section of public and private agencies that serve homeless persons, and is charged with identifying and resolving policy and procedural issues that impact on the ability to achieve the goal of ending homelessness. These groups are the primary entities to coordinate policy and procedures for delivery of human services, including services for homeless persons.

HPRP funding will contribute to the implementation of the Housing Opportunities Support Teams (HOST), a key strategy in the Ten Year Plan designed on the principles of housing first, cross-system collaboration, a multi-disciplinary approach, and coordination of public and private resources to help people maintain housing or return to stable housing quickly if they do become homeless.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

**Response:** The Fairfax County Consolidated Plan places a high priority on addressing the housing needs of homeless as well as low-income individuals and families. The prevention program component is targeted toward preserving the housing of households with incomes below 50% of AMI, and the rapid re-housing component is targeted to move people who have become homeless back into housing as quickly as possible. Fifteen percent of the CDBG funds in the Consolidated Plan are used for targeted public services, many of which provide eviction prevention and other basic needs assistance to help people maintain housing. A portion of both CDBG and HOME funding is identified for homeless persons as one of the top priorities, and HPRP financial assistance and relocation/stabilization services will complement these existing housing resources for homeless persons in the Fairfax-Falls Church community.

**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.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$ 630,000	\$ 930,000	\$1,560,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 280,000	\$ 420,000	\$ 700,000
<b>Subtotal</b> (add previous two rows)	<b>\$ 910,000</b>	<b>\$1,350,000</b>	<b>\$2,260,000</b>
Data Collection and Evaluation <sup>3</sup>			\$ 79,279
Administration (up to 5% of allocation)			\$ 123,119
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$2,462,398</b>

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

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

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

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

**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/Authorized Official

\_\_\_\_\_  
Date

County Executive  
\_\_\_\_\_  
Title