



# FIFTH AMENDMENT

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City of Oxnard  
Consolidated Plan for Fiscal Years 2008-2013  
Annual Action Plan for Fiscal Year 2008-2009

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JANUARY 2010

THE FOLLOWING REPRESENT THOSE PAGES  
AFFECTED BY THE AMENDMENT AND NOT  
THE ENTIRE DOCUMENT

Prepared By:

Comprehensive Housing Services and  
City of Oxnard Housing Department - Grants Management Division  
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## INTRODUCTION

This Consolidated Plan (Plan) provides a basis and strategy for the use of Federal funds granted to the City of Oxnard by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) programs. This Plan covers the period beginning July 1, 2008 through June 30, 2013, representing five program years. In order to receive these funds, HUD requires, as of 1995, the submission of a multi-year planning document and an annual application and expenditure plan.

Programs and activities described in this Plan are intended to primarily benefit very low- to moderate-income residents of the City of Oxnard, including both neighborhoods with high concentrations of very low- to moderate-income residents, and the City as a whole. The City of Oxnard will also use this Plan to coordinate with other Federal and State grant programs and local initiatives.

This Consolidated Plan is the product of extensive public outreach, multiple public hearings, and consultation with over 100 agencies, groups, and organizations involved in the development of affordable housing, creation of job opportunities for very low- to moderate-income residents, and/or provision of services to children, elderly persons, persons with disabilities, and homeless persons. A complete draft of this Plan was available for public review and comment, in print form, at the City of Oxnard's Main Library, City Clerk's Office and Finance Department, for a 30-day period beginning May 11, 2008. The availability of the draft Plan was advertised in the local newspaper.

On April 21, 2009, City Council conducted a public hearing to accept the award of \$1,124,994 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds from HUD, under the American Recovery and Reinvestment Act of 2009 (ARRA). No verbal or written public comments were received.

On June 2, 2009, City Council conducted a public hearing to accept the award of \$735,792 in Community Development Block Grant Funds (CDBG-R) awarded under the ARRA. No verbal or written comments were received.

On October 27, 2009, City Council conducted a public hearing to reprogram CDBG-R funds for Bartolo Square North Neighborhood-Water Service Improvement and general administration and planning activities. No verbal or written comments were received.

On January 26, 2010, City Council will conduct a public hearing to approve the realignment of the estimated budgeted amounts of the various activities, awarded to the County of Ventura Human Services Agency and funded by the HPRP grant.

The Fiscal Years 2008-2013 Consolidated Plan is the fourth multi-year document prepared for HUD approval and includes the FY 2008-2009 Action Plan, which details how the City will expend the CDBG, CDBG-R, HOME, ESG and HPRP funds during this one-year period. The Consolidated Plan is comprised of several sections:

**CITY OF OXNARD  
FY 2008-2009 ENTITLEMENT GRANTS  
PROPOSED PROJECTS FUNDING SUMMARY**

Description	Proposed Amount
<b>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM</b>	
Grants Administration and Support	\$ 270,000
Fair Housing Program & Administration	43,410
Environmental Reviews	18,060
Homeless Program Administration	148,670
Community Affairs Administration	72,388
	<u>Administrative Subtotal</u>
	<u>\$ 552,528</u>
Homeless Employment Program – Family Investment Center	\$ 30,000
Youth Enrichment Program	403,405
	After-School Program \$ 105,000
	Police Activities League 141,132
	Colonia Boxing Program 17,020
	Youth Enrichment Program 68,597
	Colonia Gymnasium 50,736
	City Corps 20,920
	<u>Public Services Subtotal</u>
	<u>\$ 433,405</u>
Neighborhood Street Improvements	\$ 500,000
	FY 08-09 Grant \$ 326,706
	Reprogrammed Funds 173,294
Housing Rehabilitation Program Administration	\$ 465,000
	FY 08-09 Grant \$ 411,130
	Program Income 53,870
Code Compliance	245,000
EDC-Business Technical Assistance	75,000
Campus Park Rehabilitation	415,000
Colonia Park Playground	250,000
First-Time Homebuyer	47,000
	Program Income \$ 47,000
	<u>Direct Benefit Projects Subtotal</u>
	<u>\$ 1,997,000</u>
	<u>CDBG Total</u>
	<u>\$ 2,982,933</u>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT-R</b>	
Grants Administration and Support	\$ 73,579
Bartolo Square North Neighborhood Water Utility Pipe Line	862,213
	<u>CDBG-R Total</u>
	<u>\$ 735,792</u>
<b>EMERGENCY SHELTER PROGRAM</b>	
Program Administration	\$ 6,055
Catholic Charities	27,700
	Essential Services \$ 11,000
	Homeless Prevention 16,700
St. Vincent de Paul	72,200
Turning Point Foundation	15,152
	<u>ESG Total</u>
	<u>\$ 121,107</u>
<b>HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM</b>	
Program Administration	\$ 56,249
Financial Assistance	913,655
Housing Relocation	95,000
Data Collection and Evaluation	60,090
	<u>HPRP Total</u>
	<u>\$ 1,124,994</u>
<b>HOME INVESTMENT PARTNERSHIPS ACT PROGRAM</b>	
Program Administration	\$ 103,321
Community Housing Development Organization – Set-Aside	155,000
Community Housing Development Organization – Operating Costs	50,000
First-Time Homebuyer	313,000
	Program Income \$ 215,000
	Reprogrammed Fund 98,000
Housing Rehabilitation – Single-Family	300,000
Housing Rehabilitation – Mobilehome	414,162
	Reprogrammed Fund \$ 300,000
	FY 08-09 Grant 24,890
	Program Income 89,272
Mobilehome Replacement	400,000
American Dream Downpayment Initiative (ADDI)	6,051
	<u>HOME Total</u>
	<u>\$ 1,741,534</u>
	<u>GRAND TOTAL</u>
	<u>\$ 6,706,360</u>

proposed activity, namely Water Service Improvement Project. Since the new proposed activity was the result of HUD discussions for replacing the Campus Park Gymnasium Rehabilitation Project, the City is not required to publish the new activity for citizen comment, per HUD headquarters guidance. On June 23, 2009, the City posted the substitution of the new activity in the City's website. No written or oral public comments were received.

### 8. Public Hearing, October 27, 2009 – Fourth Amendment

On October 18, 2009, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the fourth amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review and comment period which began on Monday, October 19, 2009 and concluded on Monday, October 26, 2009, which reprogrammed \$735,792 in CDBG-R Funds for Bartolo Square North Neighborhood-Water Service Improvement and general administration and planning activities. No written or oral public comments were received. On October 27, 2009 the fourth amendment of the Plan was formally adopted by the City Council.

### 9. Public Hearing, January 26, 2010

On January 10, 2010, a 12-day public review and comments notice, adding the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, and the proposed uses of the funds over the three-year period, was advertised in the *Ventura County Star Newspaper*. Also, the City posted the notice of public review of the Fifth Amendment on the City's website. The public review and comments period will begin on Monday, January 11, 2010 and conclude on Friday, January 22, 2010. The City Council will conduct a public hearing of the Fifth Amendment on January 26, 2010.

### 10. Consultations with Outside Agencies

The City of Oxnard maintains an open dialogue with local and countywide housing and social service agencies to ensure that all needs of lower income persons are identified and addressed by the City. The coordinated team effort of City employees is an ongoing process, as well as the Countywide "Plan Coordinators" group representing the County and the other cities.

The City will continue its coordination efforts between public agencies, nonprofits, and representatives of housing providers. These efforts include the Ventura County Organization of Governments, the Ventura County Homeless Coalition, and the Affordable Housing Development Parameters Committee.

Furthermore, City staff met with the Commission on Homelessness to receive input relative to the homeless needs assessment. As future projects are initiated, these efforts will be expanded to ensure community input in tailoring City programs to meet housing needs of the homeless.

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**TABLE IV  
CITY OF OXNARD  
PROPOSED PROJECTS FOR FISCAL YEAR 2008-2009**

Project Number	Title	Location	Funding source	Projected Accomplishments	Amounts	Objective	Outcome
08-100	Grants Administration and Support	N/A	CDBG	N/A	270,000	N/A	N/A
08-101	Fair Housing Program Administration	N/A	CDBG	400 Households	43,410	N/A	N/A
08-102	Environmental Reviews	N/A	CDBG	N/A	18,060	N/A	N/A
08-103	Homeless Program Administration	N/A	CDBG	N/A	148,670	N/A	N/A
08-104	Community Affairs Administration	N/A	CDBG	N/A	72,388	3	3
08-200	Homeless Employment Programs	N/A	CDBG	20 homeless persons	30,000	1	1
08-201A	After School Program	CT & BG	CDBG	630 youth	105,000	1	1
08-201B	PAL	CT & BG	CDBG	6,500 youth	141,132	1	1
08-201C	Colonia Boxing Center	CT & BG	CDBG	240 youth	17,020	1	1
08-201D	Youth Enrichment Program	CT & BG	CDBG	3,000 youth	68,597	1	1
08-201E	Colonia Memorial Park Veteran's Gym	CT & BG	CDBG	3,600 youth	50,736	1	1
08-201F	City Corps	Citywide	CDBG	475 youth	20,920	1	1
08-300	Code Compliance	CT & BG	CDBG	2,040 housing units	245,000	1	1
08-301	Neighborhood Street Improvements	CT & BG	CDBG	3,342 persons served	500,000	3	3
08-302	Business Technical Assistance	Citywide	CDBG	10 new jobs	75,000	1	1
08-303	Housing Rehabilitation Admin	Citywide	CDBG	N/A	465,000	2	2
08-304	Campus Park Rehabilitation	CT & BG	CDBG	1 public facility	415,000	1	1
08-305	Colonia Park Playground	CT & BG	CDBG	1 public facility	250,000	1	1
08-308	First-Time Homebuyer	Citywide	CDBG	4 housing units	<u>47,000</u>	2	2
<b>CDBG TOTAL</b>					<b>2,982,999</b>		
08-307A	Grants Administration and Planning	N/A	CDBG-R	N/A	73,579	N/A	N/A
08-307B	Bartolo Square North Neighborhood Water Utility Pipe Line	CT & BG	CDBG-R	3,342 persons served	<u>682,213</u>	1	3
<b>CDBG-R TOTAL</b>					<b>755,792</b>		
08-400	Program Administration	N/A	ESG	N/A	6,055	N/A	N/A
08-401	Catholic Charities	Citywide	ESG	670 persons & 35 households	27,700	1	3
08-402	Turning Point	Citywide	ESG	260 mentally ill	15,152	1	1
08-403	St. Vincent de Paul	Citywide	ESG	430 homeless people	<u>72,200</u>	1	1
<b>ESG TOTAL</b>					<b>121,107</b>		
08-404A	Program Administration	N/A	HPRP	N/A	56,249	N/A	N/A
08-404B	Financial Assistance				913,655	1	1
08-404C	Housing Relocation and Stabilization				95,000	1	1
08-404D	Data Collection and Evaluation				<u>60,090</u>	N/A	N/A
<b>HPRP TOTAL</b>					<b>1,124,994</b>		
08-500	Program Administration	N/A	HOME	N/A	103,321	N/A	N/A
08-501	CHDO Development	Citywide	HOME	1 organization	155,000	2	2
08502	CHDO Operations	N/A	HOME	1 organization	50,000	N/A	N/A
08-503	Mobilehome Replacement	Citywide	HOME	6 mobilehome units	400,000	2	2
08-504	Housing Rehabilitation - Mobilehome	Citywide	HOME	20 mobilehome units	414,162	1	1
08-505	Housing Rehabilitation - Single Family	Citywide	HOME	13 housing units	300,000	1	1
08-506	American Dream Downpayment Assistance	Citywide	HOME	1 housing unit	6,051	2	2
08-507	First-Time Homebuyer	Citywide	HOME	31 housing units	<u>313,000</u>	2	2
<b>HOME TOTAL</b>					<b>1,741,534</b>		
<b>GRAND TOTAL</b>					<b>6,706,360</b>		

On October 18, 2009, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the fourth amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review and comment period which began on Monday, October 19, 2009 and concluded on Monday, October 26, 2009, which reprogrammed \$735,792 in CDBG-R Funds for Bartolo Square North Neighborhood-Water Service Improvement in the amount of \$652,213 and general administration and planning activities in the amount of \$73,579. The amended Plan was formally adopted with no written or oral public comments.

#### **Public Hearing, January 26, 2010**

City staff reviewed and updated a mailing list of approximately 125 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. This list received a copy of all public hearing notices.

On January 10, 2010, a 15-day public review and comments notice, by adding the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, and the proposed uses of the funds over the three-year period, was advertised in the *Ventura County Star Newspaper*. Also, the City posted the notice of public review of the Fifth Amendment on the City's website. The public review and comments period will begin on Monday, January 11, 2010 and conclude on Friday, January 22, 2010.

On January 26, 2010, the City Council will conduct a public hearing to receive public comments on the Fifth Amendment.

## 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, not included.
- 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.

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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>	City of Oxnard
<b>Name of Entity or Department Administering Funds</b>	Housing Department
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Will Reed
<b>Title</b>	Homeless Assistance Program Coordinator
<b>Address Line 1</b>	435 South D Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Oxnard, CA 93030
<b>Telephone</b>	805.385.8044
<b>Fax</b>	805.247.0379
<b>Email Address</b>	<u>Will.reed@ci.oxnard.ca.us</u>
<b>Authorized Official</b> (if different from Contact Person)	Edmund F. Sotelo
<b>Title</b>	City Manager
<b>Address Line 1</b>	300 West Third Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Oxnard, CA 93030
<b>Telephone</b>	805.385.7430
<b>Fax</b>	805.385.7595
<b>Email Address</b>	<u>Edmund.sotelo@ci.oxnard.ca.us</u>
<b>Web Address where this Form is Posted</b>	<u>www.ci.oxnard.ca.us</u>

<b>Amount Grantee is Eligible to Receive*</b>	\$1,124,994
<b>Amount Grantee is Requesting</b>	\$1,124,994

\*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 to Second Amendment:** A notice of 15-day public review, regarding the proposed substantial amendment, was advertised in the Ventura County Star newspaper on April 5, 2009, posted on the City's website, and emailed from the Homeless Program Coordinator to the constituents within the homeless network. The purpose of the public hearing scheduled on April 21, 2009 is to obtain public comments and inputs on the use of the \$1,124,994 in Homeless Prevention and Rapid Re-Housing Program funds.

**Response to Fifth Amendment:** On January 10, 2010, a 12-day public review and comments notice, by adding the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, and the proposed uses of the funds over the three-year period, was advertised in the *Ventura County Star Newspaper*. In addition, the City posted the notice of public review of the Fifth Amendment on the City's website. The public review and comments period began on Monday, January 11, 2010 and concluded on Friday, January 22, 2010.

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 to Second Amendment:** No written comments received. One oral public comment was presented in support of the proposed uses of activities outlined in the Plan.

**Response to Fifth Amendment:** A summary of comments will be added after the public hearing on January 26, 2010, when available.

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

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

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: \_\_\_\_\_)

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

**Response to Second Amendment:** The City will be hosting a Bidder's Conference to inform all potential respondents of the expectations and requirements. At the conclusion of the Conference, all potential respondents will be asked to respond to Request for Qualifications (RFQ). All agencies that respond will have their information reviewed by a separate committee made up of members of the City's Commission on Homelessness (Commission), the City's Grant Management Division, and members from the public. This committee will submit the awarding agencies and recommended contract amounts and agency program plans to the Commission and then to the City Council for final approval and implementation.

**Response to Fifth Amendment:** On May 13, 2009, the Homeless Services Division issued Request for Qualifications (RFQ), under the direction of the City's Purchasing Department, seeking qualified applicants to administer homeless prevention activities under the HPRP program. On Monday, May 18, 2009, there was a Bidder's Conference hosted by the Purchasing Department and the Homeless Division to clarify the specific requirements and restrictions of HPRP and the possible duties of the selected service provider(s). The response period closed on June 30, 2009.

The County of Ventura Human Services Agency (CVHSA) was the only agency submitting a response to the RFQ. In the submission, CVHSA clearly outlined the scope of services and program budget. The planned program budget, while within the budgeted categories established by HUD, was different from the City's original submission to HUD.

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

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 to Second Amendment:** Once HUD signs the grant agreement, the City will prepare and execute its Sub Recipient Agreements (Agreements) with the awarding agencies. This process is usually completed within ten (10) business days. Once the execution of the Agreements is completed, the agencies can begin the implementation of the grant and submissions for reimbursements to the City.

**Response to Fifth Amendment:** On September 1, 2009, the City executed a contract with CVHSA allocating the funds as required by the HPRP Notice.

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 to Second Amendment:** The City will be hiring a consultant as project administrator to oversee the functions of the awarding agencies. This person will be responsible for the preparation of the quarterly reports to the Homeless Program Coordinator who will in turn forward them to the City Manager for submission to HUD. In addition, the quarterly reports will be made available to the City Council as well as the public, serving as the updates for the grant. Additionally, the City's Commission on Homelessness will have the awardees provide quarterly updates at its meetings. In the event that an agency or agencies is/are performing poorly, the City reserves the right, via the Sub Recipient Agreement, to reallocate the balance of the funds allocated via any Agreements to other another agency or agencies in order to meet the projects' desired goals.

**Response to Fifth Amendment:** The City did not hire a consultant as originally planned. The City will oversee and monitor the administration and use of the HPRP funds by conducting annual performance reviews, and receiving quarterly reports from CVHSA as outlined in the HPRP Notice. CVHSA will also appear before the City's Commission on Homelessness annually to provide a public report on the status of the program.

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

**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 to Second Amendment:** The City will continue to work with agencies, currently members of its Continuum of Care grant network, as well as other local non-profit and faith-based organizations, that provide services to homeless persons and families. In addition, the City will collaborate with the County Homeless Health Care and Social Services to help identify those persons and families with the greatest need for assistance as well as those who have received assistance from other service providers via the HPRP grant. This information will be available from the HMIS network.

**Response to Fifth Amendment:** Same as above

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 to Second Amendment:** The HMIS will allow each service provider, through its client information-sharing network, to see which clients have received funding, the total amount received, and the use of those funds. This information will be tracked and become part of the quarterly reporting process.

**Response to Fifth Amendment:** Same as above

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 to Second Amendment:** The City, in its award process to Sub Recipients, will place a limit of \$3,000/per household assistance during an 18-month period, and up to \$5,000 for extremely extenuating circumstances. Households will be eligible by meeting the HUD predetermined income guidelines, and will only be able to receive assistance for short and medium-term rents, housing relocation, which includes move-in security deposits, utility payments, some moving costs and case management. While this is not an exhaustive list of available assistance, the City and its selected service provider(s) will due all diligence to ensure all recipients of HPRP funds are assisted for eligible activities under the grant. All expenditures will be reviewed by both the City's Homeless Program Division and certified as grant funded projects by the City's Grants Management Division for reimbursements.

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

**Response to Fifth Amendment:** CVHSA has agreed to uphold limits of \$3,000/per household and \$5,000 for extreme circumstances as originally set by the City. Households must still meet the HUD income guidelines established for the program in order to receive assistance. Eligible assistance services include, but are not limited to assistance for short and medium-term rents, housing relocation, which includes move-in security deposits, utility payments, some moving costs and case management. The City's Homeless Services Division will review all expenditures and City's Grants Management Division will certify them as grant funded projects for reimbursements.

**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.

**Response to Second Amendment:**

<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>	\$380,000	\$233,745	\$613,745
Housing Relocation and Stabilization Services <sup>2</sup>	\$225,000	\$200,000	\$425,000
<b>Subtotal</b> (add previous two rows)	<b>\$605,000</b>	<b>\$433,745</b>	<b>\$1,038,745</b>

Data Collection and Evaluation <sup>3</sup>	\$30,000
Administration (up to 5% of allocation)	\$56,249
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$1,124,994</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.

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

<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."

**Response to Fifth Amendment:** The revised budget as established by the executed contract between the City and CVHSA will not deviate from the enumerated activities originally stated. However, the categorical amounts have been changed and are reflected in the following table:

DESCRIPTION	HPRP ESTIMATED BUDGET SUMMARY		
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$456,828	\$456,827	\$913,655
Housing Relocation and Stabilization Services	\$47,500	\$47,500	\$95,000
<i>Sub Total</i>	<i>\$504,328</i>	<i>\$504,327</i>	<i>\$1,008,655</i>
Data Collection and Evaluation			\$ 60,090
Administration			\$ 56,249
<b>TOTAL</b>			<b>\$1,124,994</b>

**F. Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**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.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager  
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)

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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:

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"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).

## 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.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager  
Title

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