

RESOLUTION No. 2009-98-1043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING A SUBSTANTIAL AMENDMENT TO THE THIRD PROGRAM YEAR ANNUAL ACTION PLAN ATTACHED HERETO AS EXHIBIT A, IN ORDER TO ALLOCATE THE ADDITIONAL FUNDS TO BE RECEIVED BY THE CITY BECAUSE OF THE HOMELESSNESS PREVENTION FUND; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on February 17, 2009, President Obama signed the American Recovery and Reinvestment Act ("ARRA") of 2009, and

WHEREAS, one of the components of the Act is the authorization of one and a half Billion Dollars (\$1,500,000,000.00) to the Homelessness Prevention Fund, also referred to as the Homelessness Prevention and Rapid Re-Housing Program ("HPRP"), and

WHEREAS, in accordance with the HPRP, the City of Miami Gardens is eligible to receive \$567,612.00 to carry out this program, and

WHEREAS, the purpose of the funds appropriated to the City through the HPRP will be for providing financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized, and

WHEREAS, in order for the City to receive the funds and to expend them in accordance with the federal guidelines, it is necessary and appropriate for the City to amend its Third Year Program Action Plan to account for the additional funding,

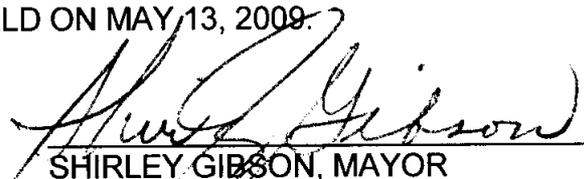
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens hereby authorizes a substantial amendment to its Third Program Year Annual Action Plan in accordance with Exhibit A attached hereto in order to allocate the additional funds to be received by the City because of the Homelessness Prevention Fund

Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR MEETING HELD ON MAY 13, 2009.


SHIRLEY GIBSON, MAYOR

ATTEST:


RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.
City Attorney

SPONSORED BY: DANNY CREW, CITY MANAGER

MOVED BY: Councilman Williams
SECOND BY Councilman Bratton

VOTE: 7-0

Mayor Shirley Gibson	<u> X </u> (Yes)	<u> </u> (No)
Vice Mayor Barbara Watson	<u> X </u> (Yes)	<u> </u> (No)
Councilman Melvin L. Bratton	<u> X </u> (Yes)	<u> </u> (No)
Councilman Aaron Campbell	<u> X </u> (Yes)	<u> </u> (No)
Councilman Oliver Gilbert, III	<u> X </u> (Yes)	<u> </u> (No)
Councilwoman Sharon Pritchett	<u> X </u> (Yes)	<u> </u> (No)
Councilman André Williams	<u> X </u> (Yes)	<u> </u> (No)



1515 NW 167 Street, Building 5 Suite 200
Miami Gardens, Florida 33169

City of Miami Gardens Agenda Cover Memo

Council Meeting Date:	May 13, 2009		Item Type: <small>(Enter X in box)</small>	Resolution X	Ordinance	Other	
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading	
		X		Public Hearing: <small>(Enter X in box)</small>	Yes	No	Yes
					X		
Funding Source:	Homelessness Prevention Fund		Advertising Requirement: <small>(Enter X in box)</small>	Yes		No	
					X		
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	RFP/RFQ/Bid #:	N/A			
	X						
Sponsor Name	Danny Crew, City Manager		Department:	Community Development			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING A SUBSTANTIAL AMENDMENT TO THE THIRD PROGRAM YEAR ANNUAL ACTION PLAN ATTACHED HERETO AS EXHIBIT A, IN ORDER TO ALLOCATE THE ADDITIONAL FUNDS TO BE RECEIVED BY THE CITY BECAUSE OF THE HOMELESSNESS PREVENTION FUND; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

Background

The enactment of the American Recovery and Reinvestment Act (ARRA) of 2009 was signed into law on February 17, 2009. Nationwide funding allocations are based on the U.S. Department of Housing and Urban Development's (HUD) current distribution formula. In order to have an immediate impact, (HUD) has determined that the additional allocations shall be included as an amendment to the 2008-2009 Annual Action Plan.

Congress has designated that \$1.5 billion of these funds be used for the Homelessness Prevention Fund, also referred to as the Homelessness Prevention and Rapid Re-Housing Program (HPRP), under Title XII of the American Recovery and Reinvestment Act of 2009. HPRP allows communities to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.

**ITEM M-1) RESOLUTION
PUBLIC HEARING
Homelessness Prevention Fund**

The federal legislation outlines eligible uses of the funding in a way that allows for flexibility at the local level to implement a prevention and re-housing strategy that best fits the community's needs. Programs can be designed to include both primary and secondary prevention strategies. Primary prevention prioritizes those at imminent risk of homelessness and secondary prevention focuses on rapid exit from shelter and prevention of lengthy or repeated homelessness and its negative consequences.

Current Situation

As an Entitlement community, the City of Miami Gardens is eligible to receive \$567,612 to carry out this program. In order to receive the funds, a substantial amendment to the Annual Action Plan must be submitted to HUD by May 18, 2009. Under the HPRP program, all funds must be obligated within two years (September 30, 2011) and all funds must be completely expended within three years (September 30, 2012). In order to meet this requirement, sixty percent (60%) of the funds must be spent within two years of the execution of the grant agreement with HUD or no later than August 1, 2011.

There are four categories of eligible activities in this program including financial assistance, housing and relocation and stabilization services, data collection and evaluation. The program also provides five percent (5%) of the allocation for administrative costs. A myriad of services can be provided under the categories listed above. Some of these services can include:

- Eligibility certification (once every 3-months)
- Outreach and engagement
- Data collection and evaluation
- Short term rental assistance (up to 3 months)
- Moving and relocation costs
- Security and Utility Deposits
- Legal services (for landlord/tenant issues only)
- Arrearage of utility payments (up to 6 months)

Given the May 18th deadline provided by HUD to submit the substantial amendment, it became necessary to combine the citizen participation requirement (public hearing) and the City Council resolution. Comments received during this public hearing will be incorporated into the substantial amendment document.

A resolution substantially amending the third (3rd) Year Annual Action Plan is required in order to fulfill our obligations to receive these funds.

Recommendation:

Staff recommends approval of the proposed resolution authorizing a substantial amendment to its third (3rd) Program Year Annual Action Plan.

Attachment:

- Substantial Amendment Document
- HPRP program outline and proposed budget



City of Miami Gardens
Homelessness Prevention & Rapid Re-Housing Program
Program Outline & Recommendation



Overview:

Congress has designated \$1.5 billion for the Homelessness Prevention Fund, also referred to as the Homelessness Prevention and Rapid Re-Housing Program (HPRP), under Title XII of the American Recovery and Reinvestment Act of 2009. HPRP allows communities to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.

The federal legislation outlines eligible uses of the funding in a way that allows for flexibility at the local level to implement a prevention and re-housing strategy that best fits the community's needs. Programs can be designed to include both primary and secondary prevention strategies. Primary prevention prioritizes those at imminent risk of homelessness and secondary prevention focuses on rapid exit from shelter and prevention of lengthy or repeated homelessness and its negative consequences.

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

- financial assistance,
- housing relocation and stabilization services,
- data collection and evaluation,
- and administrative costs.

These eligible activities are intentionally focused on housing—either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. Generally, the intent of HPRP assistance is to rapidly transition program participants to stability, either through their own means or through public assistance, as appropriate.

The City of Miami Gardens has received a funding allocation of \$567,612 by Department of Housing and Urban Development (HUD), for implementation of the HPRP. In order to be eligible for these funds, a Substantial Amendment to the FY 2008-09 Annual Action Plan is required.

Recommendation:

After reviewing the HPRP guidelines and eligible activities, staff recommends the implementation of a Homelessness Prevention Program in the City of Miami Gardens through the Department of Community Development that will provide financial assistance to residents that are at-risk of immediate homelessness, including but not limited to, services listed below.

- Eligibility certification
- Outreach and engagement
- Legal Services (rental only)
- Data collection and evaluation

- Short-term rental assistance
- Moving and relocation costs
- Security and Utility Deposits
- Arrearage of Utility Payments

The program will be administered through a sub-recipient agreement or through direct services provided by the Department. Participants must meet the eligibility criteria of 50% or below Area Median Income (AMI) for the program. The Department will issue a Request for Proposals (RFP) to partner with an appropriate not-for-profit organization having the capacity to administer the program.

Under the HPRP program, all funds must be obligated within two years (September 30, 2011) and all funds must be completed expended within three years (September 30, 2012). In order to meet this requirement, sixty percent (60%) of the funds must be spent within two years of the execution of the grant agreement with HUD or no later than August 1, 2011.

Challenges:

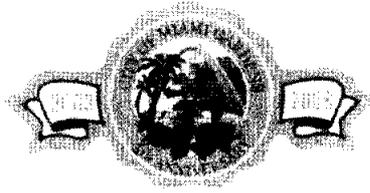
One of the greatest challenges will be identifying residents that meet the eligibility criteria. While there is a great need for this type of assistance, many of the individuals and families applying for similar types of assistance do not meet the 50% or below AMI requirement. Another challenge will be in the area of outreach and engagement. In past programs, residents have indicated that they are not aware of certain programs and services provided at the City. Reaching the intended population will be imperative for the success of the program. Below is a table showing income eligibility.

Family Size	1	2	3	4	5	6	7	8
50% AMI	23,600	26,950	30,350	33,700	36,400	39,100	41,800	44,500

Estimated HPRP Budget	
\$567,612	
	Total Est. Budget
Financial Assistance ¹	\$ 269,869
Housing Relocation ²	\$ 185,811
Data Collection and Evaluation	\$ 37,602
Outreach and Engagement	\$ 45,949
Admin (5%)	\$ 28,381
Total Budget	\$ 567,612

¹Financial assistance includes but is not limited to short-term rental assistance, security and utility deposits, arrearage of utility payments

²Housing relocation includes but is not limited to moving and relocation costs, legal services, outreach and engagement



Homeless Prevention and Rapid Re-Housing Program

The Annual Action Plan Substantial Amendment (Draft)

City of Miami Gardens
Department of Community Development
1515 NW 167 Street, Bldg. 5, Suite 200
Miami Gardens, Florida 33169

April 2009

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

**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 Miami Gardens
Name of Entity or Department Administering Funds	Department of Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Daniel A. Rosemond
Title	Assistant City Manager, Director, Department of Community Development
Address Line 1	1515 NW 167 Street
Address Line 2	Bldg. 5, Suite 200
City, State, Zip Code	Miami Gardens, Florida 33169
Telephone	305-622-8000
Fax	305-622-8046
Email Address	drosemond@miamigardens-fl.gov
Authorized Official (if different from Contact Person)	Danny O. Crew
Title	City Manager
Address Line 1	1515 NW 167 Street
Address Line 2	Bldg. 5, Suite 200
City, State, Zip Code	Miami Gardens, Florida 33169
Telephone	305-622-8000
Fax	305-622-8041
Email Address	crewd@miamigardens-fl.gov
Web Address where this Form is Posted	www.miamigardens-fl.gov/cd

Amount Grantee is Eligible to Receive*	\$567,612
Amount Grantee is Requesting	\$567,612

*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:

As required by the Department of Housing and Urban Development (HUD) Rules and Regulations, the City of Miami Gardens complies with regulation 24 CFR 91.105, Citizen Participation Plan for local governments. The City has adopted a citizen participation plan that sets forth the City's policies and procedures for citizen participation.

The City will advertise proposed allocations and the availability of Federal funds in newspaper of local circulation and on the City's website. Notices will also be circulated to schools, places of worship, and public facilities throughout the community to encourage participation by low and moderate-income persons, particularly those living in slum and blighted areas of the City, as defined by HUD, and in areas where CDBG funds are proposed to be used. In addition, the City has taken the necessary steps to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. The City offers translation services for any public meeting or public hearing, if the request for such services is requested four days in advance of the meeting. In addition, all meetings have been conducted in areas that are accessible to persons with disabilities.

The City, on an annual basis, will make available to citizens, public agencies, and other interested parties, information that includes: the amount of assistance the City expects to receive, including specific grant funds; available unspent prior year funds; and related program income. The City will also disclose the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income.

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.

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

Response:

This section will be completed after the public comment period has expired.

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: _____)

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

Response:

A public notice of the anticipated funding was placed in the local newspaper advertising the 12-day comment period. Written comments will be received from April 16, 2009 until April 27, 2009. A public hearing is scheduled for May 13, 2009 during the City Council meeting. The public will have an opportunity to make comments at the time also.

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:

Upon execution of the grant agreement by HUD, the city will advertise the availability of funds in the local newspaper. If a sub-grantee is used to administer the activities, a competitive bid process will be implemented using Request For Proposals. After the sub-grantee is selected, a notice of intent to allocate funds also be placed in the local newspaper. After completing a 30-day comment period as defined by the city's consolidated plan, the proposed funding allocation will be presented to the City Council for approval.

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

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

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:

The services that will be provided to the City of Miami Gardens residents will be limited to short-term financial assistance, data collection and evaluation, outreach, moving and relocation costs, security and utility deposits, and arrearage of utility payments. These services may be delivered directly by the grantee, or partially through a sub-grantee.

If a sub-grantee is contracted, a competitive bid process will be implemented using Request For Proposals. The sub-grantee will be monitored through periodic reports as defined by the City. City staff will also provide oversight and technical assistance as needed to the sub-grantee.

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:

Collaboration between all city departments applying for funding under the Recovery Act have been established by the City to coordinate maximum benefit to similar target populations. Other departments applying for funds under the Recovery Act include but are not limited to the police department (Dept. of Justice), Parks and Recreation (Dept. of Health and Human Services), Public Works (Florida Dept. of Transportation & Miami-Dade County). Additionally, the department of community development will be submitting application for funding from the Dept. of Energy (Energy Efficiency & Conservation Block Grant).

Formatted: Justified

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 City of Miami Gardens in partnership with Miami-Dade County Homeless Trust operates under the Miami-Dade County Community Homeless Plan. The Miami-Dade County Homeless Trust serves as the lead agency implementing a countywide strategy to serve homeless individuals and families throughout the

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

community. The Homeless Trust pools the Entitlement Jurisdiction funds for all of Miami-Dade County to fund a wide variety of Homeless Assistance programs. The City of Miami Gardens along with the cities of Miami, Miami Beach, Hialeah, and North Miami has joined in partnership with the Miami-Dade County Homeless trust to provide countywide Homeless Assistance Services.

The Homeless Trust pools the Entitlement Jurisdiction funds for all of Miami-Dade County to provide a wide variety of Homeless Assistance Programs. These funds will go directly to Miami Dade County for regional distribution. The City of Miami Gardens has mirrored the priorities of the Homeless Trust as our regional service provider.

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 consolidated plan states that the determination of homeless needs is based on countywide homeless census reports done twice yearly by the Miami-Dade Homeless Trust

Individuals and families who are at risk of homelessness are served through a countywide Homeless Helpline, which provides case management, rental, mortgage and utility assistance to those at risk of homelessness. This category includes people who are facing evictions, living doubled up, or are un/underemployed. The City of Miami Gardens will accept referrals from the Homeless Helpline for its financial assistance and housing relocation/stabilization services.

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	169,869	\$100,000	\$269,869
Housing Relocation and Stabilization Services ²	\$185,500	\$46,260	\$231,760
Subtotal (add previous two rows)	\$308,925	\$146,260	\$501,629
Data Collection and Evaluation ³			37,602
Administration (up to 5% of allocation)			28,381
Total HPRP Amount Budgeted⁴			\$567,612

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/Authorized Official

Date

Title