

**Bexar County  
Department of Community Investment**

**Notice of Substantial Amendment of the  
Consolidated Plan FY 2008 Action Plan**

The American Recovery and Reinvestment Act of 2009 appropriated \$1.5 billion for communities to provide financial assistance and services to prevent individuals and families from becoming homeless or help those who are homeless to be quickly re-housed and stabilized. Bexar County was appropriated \$701,160 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds. The appropriation of these funds to Bexar County requires a substantial amendment to the County's FY 2008-2009 Action Plan.

A copy of the County's HPRP program and substantial amendment will be available for review on May 3, 2009 at 233 N. Pecos, Suite 590, San Antonio, Texas 78207 and on the County website at [www.bexar.org](http://www.bexar.org). The document is available for review between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The public has twelve (12) days to comment on the County's HPRP and substantial amendment. The twelve-day period extends from Sunday, May 3, 2009 through May 15, 2009. All comments must be submitted in writing to the Bexar County Department of Community Investment, HPRP Program, 233 N. Pecos, Suite 590, San Antonio, Texas 78207.

## **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.

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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>	Bexar County, Texas
<b>Name of Entity or Department Administering Funds</b>	Department of Community Investment
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Aurora M. Sanchez
<b>Title</b>	Executive Director
<b>Address Line 1</b>	233 N. Pecos, Suite 590
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	San Antonio, Texas 78207
<b>Telephone</b>	210-335-3421
<b>Fax</b>	210-335-6788
<b>Email Address</b>	<a href="mailto:asanchez@bexar.org">asanchez@bexar.org</a>
<b>Authorized Official</b> (if different from Contact Person)	Nelson W. Wolff
<b>Title</b>	County Judge
<b>Address Line 1</b>	100 Dolorosa
<b>Address Line 2</b>	1 <sup>st</sup> Floor, Suite 1.20
<b>City, State, Zip Code</b>	San Antonio, Texas 78205
<b>Telephone</b>	210-335-2626
<b>Fax</b>	210-335-2926
<b>Email Address</b>	nwolff@bexar.org
<b>Web Address where this Form is Posted</b>	www.bexar.org

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$701,160</b>
<b>Amount Grantee is Requesting</b>	<b>\$701,160</b>

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

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**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:

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:

**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: Bexar County will administer the HPRP and will not utilize sub-grantees for this program.)

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

**Response:** Bexar County has operated a variety of assistance programs since 1986 through its Department of Community Investment - Direct Client Services and HOME divisions. Bexar County has qualified and experienced staff on board who regularly evaluate need and income eligibility of Bexar

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

County residents who need assistance using established income criteria and specified program goals. Bexar County will not utilize sub-grantees for this program.

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:** Bexar County will not enter into any agreements with sub-grantees.

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:**

Upon release of funds, the Bexar County Department of Community Investment (DCI) staff will publicize the availability of assistance and the eligibility criteria. The eligibility criteria and application process will be posted on the County's website [www.bexar.org](http://www.bexar.org). Bexar County will also send notification of funding availability to its partner cities and non-profit and faith based organizations. Requests for assistance will be taken at the Department office by phone weekly and by County Intake Workers who are stationed at CPS Energy locations throughout the County. Applications for assistance will be mailed upon request. CPD will receive referrals for prospective HPRP clients through a network of community partnerships that include the Continuum of Care agencies, Child Protective Services, Adult Protective Services, the Neighborhood Place, Workforce Solutions Alamo-Service Providers and from other non-profit agencies that receive or have received funding from the County.

Staff will: receive the applications, review the required documentation and ensure that all eligibility criteria are met prior to the distribution of assistance. Periodic re-evaluation of need will be conducted according to the funding regulations. Payments will be processed by the Auditor's office. DCI will qualify HPRP clients for income eligibility and will work directly with landlords and utility companies on behalf of the client to make deposits, rental payments and utility payments to help clients from becoming homeless.

For clients that are already homeless Rapid Re-housing services will be utilized by working directly with Continuum of Care agencies, Ryan White Service Providers and other non-profit agencies through an already established referral process.

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All fiscal information will be tracked by the Department of Community Investment and by the Bexar County Auditor's Office. Oversight of the program will be assigned to the Community Programs Manager. The Community Programs Manager is an active member of the Continuum of Care.

DCI has the capacity and experience to efficiently and effectively expend HPRP funds using established protocols for referrals and intake, vendor agreements, case management and internal quality management standards.

### **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:**

In addition to working with its established network of referral agencies (Catholic Charities, Bexar County Detention Ministries, Ella Austin Community Center, all Ryan White funded service providers, Family Service Association, Any Baby Can, Christian Assistance Ministries, Jewish Family and Children's Services et al), DCI will collaborate with other city and County departments (Bexar County District Attorney's Office, County Courts and Juvenile Probation) as well as specialty Courts (Mental Health, Drug Court and Family Drug Court) to make this program available to the consumers of these agencies and departments.

DCI staff will co-locate at the Re-employment Center scheduled for opening in June 2009 for Dislocated Workers and Veterans returning from Iraq and Afghanistan. This Re-employment Center will be operated by Alamo Workforce Solutions. Alamo Workforce Solutions serves special populations through its Workforce Investment Act Funding, Dislocated Worker Funding, Re-employment Services and Employment Services. They will also receive American Recovery and Reinvestment Act of 2009 for employment services.

DCI's Bexar County-Neighborhood Stabilization Program is subcontracted to San Antonio Alternative Housing Corporation for purchase of foreclosed and/or abandoned homes to rehabilitate, re-sell or redevelop homes to stabilize neighborhoods. This partnership will expand services rapid re-housing efforts even further. DCI has an established referral process via contract with Bexar County United Way-Emergency Food and Shelter

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Program. DCI is part of United Ways “Bexar Necessities” on-line referral system.

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:**

Response: As stated earlier Bexar County Community Investment is an participating member of the Continuum of Care (COC). Many of the COC agencies are also subcontractors and/or have an active Memorandum of Understanding with Bexar County through funding from Community Development Block Grant (CDBG) HOME, Ryan White,, Comprehensive Energy Assistance Program (CEAP) also known as the Low Income Energy Assistance Program (LIHEAP) and Bexar County General Fund allocations.

DCI has established partnerships through which it will offer HPRP services to clients of community agencies and other Bexar County departments. DCI will make optimum use of its resources by using other mainstream assets to provide comprehensive services to clients to better stabilize their housing and financial circumstances. Other mainstream assets include: budget counseling via the Consumer Credit Corporation, Landlord Mediation provided by the Bexar County Dispute Resolution, Utility Assistance available from Bexar County Community Investment-Direct Client Services and Food Assistance provided by San Antonio Food Bank. Job Training services are provided by Alamo Workforce Solutions and Project Quest

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 results of citizen input gathered during the Bexar County Consolidated Plan development process identified financial assistance to prevent homelessness as a High Priority. The Homeless and those at risk of homelessness were targeted as high priority populations.

In addition to its own strategies that address the particular characteristics of rural homelessness described in its Consolidated Plan, Bexar County will continue to play a role in supporting and implementing the strategies found in the City of San Antonio’s Ten Year Plan Homelessness Prevention Plan.

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Bexar County is acutely aware of the precarious housing circumstances for the mentally ill and substance abusers. As a result of their mental illness and addiction, these populations are at an even greater risk of becoming homeless, frequently ending up in the Bexar County Adult Detention Center. General funds and grant funds have been used to move the mentally ill and the addicted from the jail into treatment and stable housing. Bexar County's other target population are battered women.

Bexar County administers tenant based rental assistance programs under its HOME program. The County provides rental assistance for women and their children who are leaving the Battered Women's Shelter and to participants in the County's Felony Drug Court program. Participants in the Drug Court program are non-violent substance abusers enrolled in a drug treatment and rehabilitation program. These strategies and partnerships are part of Bexar County's homeless prevention efforts that will be augmented by the use of HPRP funds.



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**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>	\$ 488,883.00	\$ 162,961.00	\$ 651,844.00
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 10,672.00	\$ 3,557.00	\$ 14,229.00
<b>Subtotal</b> (add previous two rows)	<b>\$ 499,555.00</b>	<b>\$ 166,518.00</b>	<b>\$ 666,073.00</b>
Data Collection and Evaluation <sup>3</sup>			\$ 13,310.00
Administration (up to 5% of allocation)			\$ 21,777.00
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$ 701,160.00</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.”

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**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

\_\_\_\_\_  
Bexar County Judge  
Title