

## **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>	City of Reno
<b>Name of Entity or Department Administering Funds</b>	Community Resources Division
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Jodi Royal-Goodwin
<b>Title</b>	Community Reinvestment Manager
<b>Address Line 1</b>	1 East 1 <sup>st</sup> St, Ste 700
<b>Address Line 2</b>	PO Box 1900
<b>City, State, Zip Code</b>	Reno, NV 89505
<b>Telephone</b>	775-334-2305
<b>Fax</b>	775-334-3815
<b>Email Address</b>	<a href="mailto:Royal-goodwinj@ci.reno.nv.us">Royal-goodwinj@ci.reno.nv.us</a>
<b>Authorized Official</b> (if different from Contact Person)	Charles McNeely
<b>Title</b>	City Manager
<b>Address Line 1</b>	1 East 1 <sup>st</sup> St, 15 <sup>th</sup> Floor
<b>Address Line 2</b>	PO Box 1900
<b>City, State, Zip Code</b>	Reno, NV 89505
<b>Telephone</b>	775-334-2020
<b>Fax</b>	775-334-2097
<b>Email Address</b>	mcneely@ci.reno.nv.us
<b>Web Address where this Form is Posted</b>	<a href="http://www.cityofreno.com/">www.cityofreno.com/</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$836,301</b>
<b>Amount Grantee is Requesting</b>	<b>\$836,301</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: One public meeting and two focus groups were held (April 16 and May 1, 2009) to plan the use of the HPRP funds within our community by the City of Reno and Washoe County as a State of Nevada sub-grantee. These discussions guided the decisions regarding targeting of funds to specific programs and funding levels for targeted populations (at-risk of homeless or experiencing homelessness).

Staff also met with the Coordinating Committee of the Reno Area Alliance for the Homeless (April 2, 2009) to discuss community need, program implementation, and coordination with the Continuum of Care funded programs.

In addition, on public hearing was held May 13, 2009, and the information was made available on the internet for 15 days beginning May 2 through May 16. Posting of the document for review and the public hearing was noticed in the local newspaper of largest circulation, the *Reno-Gazette Journal*, and on main page of the City website and through local service provider list serves.

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: Will be completed when comment period ends.

### **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.

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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 Request for Proposals (RFP) is being developed based upon public input through meetings and focus groups identified above and comments received on the action plan. The availability of the RFP will be noticed in the local newspaper of largest circulation, the *Reno-Gazette Journal*, posted on the City's website, and distributed through the local homeless service providers distribution list (54 community agencies).

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: The RFP processes will occur concurrently with the HUD review of the HPRP application and will be contingent upon approval of the application and subsequent receipt of funds. It is anticipated the City will execute agreements so that funds may begin being disbursed as soon as funds are available.

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: Experienced City staff will closely monitor the effective and timely use of HPRP funds through desk and on-site monitoring. This will be accomplished through HMIS data, program report submissions, file reviews and potentially client interviews. This oversight will begin during the evaluation of the proposals received in response to the RFPs by closely reviewing the capacity and experience of all respondents regarding:

- o determination of eligibility-income and qualified household;
- o provision of case management;
- o experience with housing programs, especially rental assistance;
- o determination of appropriate subsidy level;
- o experience working with clients in crisis; and
- o collaboration/cooperation with other entities to serve clients and/or implement programs.

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Agreements will require 60% of funds be expended within 18 months and all funds within 30 months. Should agencies fail to meet these deadlines, staff will review the situation and determine the necessity of reallocating funds to performing agencies.

All sub-grantees will be required to participate in HMIS and to share data for HPRP clients, as allowable while observing client confidentiality requirements or other regulatory or legal restrictions. In following with the HPRP regulations, contracts will require quarterly reporting by program administrators. Monthly reviews of HMIS data will be completed to identify emerging issues in a timely fashion.

Annual monitoring will be completed during every 12-months of program operation, and more frequent reviews will be initiated if warranted through the HMIS reviews. Expenditures and commitments will be reviewed quarterly to ensure the program is on target to meet the regulator expenditure requirements.

### **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: The City of Reno has and will continue to work closely with Washoe County to ensure funds are distributed in a coordinated effort that will ensure maximum access by eligible community members. The County, as a sub-recipient of the state, will fund financial assistance for vulnerable, at-risk populations, legal services, HMIS upgrades and a portion of the Housing Specialist. The City will primarily fund the Housing Specialist and financial assistance for the prevention of homelessness and re-housing individuals and families experiencing homelessness.

Staff has and will continue to work closely with other organizations to develop appropriate programming and funding levels, create client screening criteria, and term of assistance.

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 jurisdictions and many of the agencies that are anticipated to be interested in operating financial assistance programs all collaborate extensively to serve those experiencing or at-risk of homelessness. Information sharing at the agency level occurs regularly through the Reno Area Alliance for the Homeless

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(RAAH, the community's continuum of care group) and Community Assistance Center (CAC) provider meetings. The CAC houses the homeless shelters and a Resource Center including on-site service providers and a central area for mail delivery, internet and phone access, and information and referral services.

The CAC will also provide the site for clients to access mainstream resources, many of which can be accessed by clients during regularly scheduled on-site service hours. It is anticipated that the provision of mainstream services on-site will be increased by current and new providers and through "resource fairs". In addition, the community has implemented the SOAR program to enable clients to more quickly obtain benefits through social security. The Housing Specialist will also be located in the Resource Center to facilitate maximum information dissemination.

Programs will be coordinated with others funded under the American Recovery and Reinvestment Act of 2009, including the Washoe County School District and the Emergency Food and Shelter Program through United Way. The former may include coordinating referrals for families in the school district Children-in-Transition Program, while the latter would assist in operations of the emergency shelters, including case management and resource and referral for those experiencing homelessness to facilitate recovery.

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 City of Reno's 2005-2009 Consolidated Plan illustrated that a substantial number of very low-income individuals and families are housing cost burdened and identified increasing the provision of tenant-based rental assistance as a goal. At the time the Consolidated Plan was developed, the community was also establishing a 10-Year Plan to End Homelessness Development Committee.

The local 10-Year Plan (Housing for All: A Plan to End Homelessness) was adopted in February 2007 and identified rental assistance as an important component to both the prevention of homelessness and re-housing of those recovering from homelessness. The Plan also prioritized increasing access to assistance with housing searches and referrals to housing services. These tasks will be accomplished through the provision of the Housing Specialist.

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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>	\$ 274,225	\$ 182,816	\$ 457,041
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 153,156	\$ 102,104	\$ 255,260
<b>Subtotal</b> (add previous two rows)	<b>\$ 427,381</b>	<b>\$ 284,920</b>	<b>\$ 712,301</b>
Data Collection and Evaluation <sup>3</sup>			\$ 83,000
Administration (up to 5% of allocation)			\$ 41,000
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$ 836,301</b>

Housing Relocation and Stabilization Services include \$114,260 for costs related to screening and processing applicants/clients for financial assistance plus \$141,000 for a housing specialist. The Specialist position will be a temporary for up to 2 ½ years to work with providers, clients and landlords to develop housing resource information and availability, assist clients with housing choices, conduct unit inspections and other related housing functions.

Funds for data collection and evaluation will be used to cover costs of personnel associated with reporting and tracking clients in HMIS. In addition, minimal funding may be necessary to purchase equipment or for staff training if a program operator currently does not participate in HMIS.

<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.

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<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

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