

*Jim Gibbons*  
*Governor*

*Charles Horsey*  
*Administrator*



# **STATE OF NEVADA**

## **Homeless Prevention and Rapid Re- Housing Program**

**CFDA #14.257**

**Substantial Amendment  
Submission to HUD**

**Submitted by**

**Nevada Housing Division**

**Due**

**May 18, 2009**

U.S Department of Housing and Urban Development,  
Office of Special Needs Assistance Programs  
Robert C. Weaver Building  
451 Seventh Street, SW, room 7262  
Washington DC 20410

**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>	State of Nevada
<b>Name of Entity or Department Administering Funds</b>	Housing Division
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Soni Bigler
<b>Title</b>	Grants and Projects Analyst
<b>Address Line 1</b>	1535 Old Hot Springs Road Suite 50
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Carson City NV 89706
<b>Telephone</b>	775-687-2042
<b>Fax</b>	775-687-4040
<b>Email Address</b>	<a href="mailto:sbigler@nvhousing.state.nv.us">sbigler@nvhousing.state.nv.us</a>
<b>Authorized Official</b> (if different from Contact Person)	Charles L. Horsey
<b>Title</b>	Administrator
<b>Address Line 1</b>	1535 Old Hot Springs Road Suite 50
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Carson City NV 89706
<b>Telephone</b>	775-687-2031
<b>Fax</b>	775-687-4040
<b>Email Address</b>	<a href="mailto:chorsey@nvhousing.state.nv.us">chorsey@nvhousing.state.nv.us</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.nvhousing.state.nv.us">www.nvhousing.state.nv.us</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$ 2,035,393.00</b>
<b>Amount Grantee is Requesting</b>	<b>\$ 2,035,393.00</b>

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

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

**B. Citizen Participation and Public Comment**

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

Response:

**The Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) for the State of Nevada's Homeless Prevention and Rapid Program (HPRP) was made available for public comment for a period of 12 days.**

**In line with the State's Consolidated and Annual Action Plans, the Amendment was published in newspapers located in 4 major areas of the State: the Elko Daily Free Press, the Reno Gazette Journal, the Carson City Nevada Appeal, and the Las Vegas Review Journal. Additionally, the Amendment was posted at locations throughout the State, mainly all City and County Administration offices, social services agencies and local libraries. Certificate of Postings were received and placed in the Division's HPRP file.**

**Finally, the Substantial Amendment was available via the Housing Division's web site at [www.nvhousing.state.nv.us](http://www.nvhousing.state.nv.us), was linked to the State's Recovery site at <http://www.nv.gov/Recovery/>, and was also linked to the City of Reno and Clark County Community Resources Substantial Amendments via the internet.**

**The deadline to receive feedback, ideas, and comments on the Substantial Amendment was 4:00 p.m. Friday May 15, 2009. There were no comments received.**

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.

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Response:

**The Division did not receive comments regarding the State's Plan for the use of the HPRP funds.**

**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: **Letter of Intent to rural communities. HPRP grantees in north and south were awarded via formula, but were also required to submit Letters of Intent to summarize their plans**)

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

Response:

**The Division created formulas allocating State funding to southern, northern and rural Nevada agencies based on the total amount of HPRP funding received in Nevada, including local jurisdiction allocations, and the population of a community.**

**Clark County Community Resource Management in southern Nevada will receive \$897,388.00 of State funds to be used as follows: \$525,197.00 for Financial Assistance, \$94,131 for Housing Relocation and Stabilization Services, \$235,327.00 HMIS enhancements and Data Collection (see budget section for more information), and \$42,733 of shared State administration costs. Their Amendment also references the use of the State's funding and is located at the following web site:**

**<http://www.accessclarkcounty.com/depts/Finance/crm/Pages/CommunityResourcesManagementDivision.aspx>**

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

**Washoe County Social Services in northern Nevada will receive \$445,863.00, anticipating the following activities: \$200,000.00 for Financial Assistance, \$167,846.00 for Housing Relocation and Stabilization Services, \$56,785 for Data Collection and HMIS Enhancements, and \$21,232 of shared State administration costs.**

**Rural providers submitted Letters of Intent directly to the Division requesting a portion of the \$654,337 rural allocation, not including administration costs. The Letter of Intent requested applicants to summarize the following: Community unmet need, current programs offered to address homelessness, collaboration plans, type of activities to be provided with HPRP funds, and experience with HMIS. Funds were awarded based on recommendations made by a reviewing committee which included a review of demonstrated need, ability and capacity to address homelessness, issues related to an agency's financial statements, and cost reasonableness of the program. Funds will be allocated as follows: \$474,500.00 for Financial Assistance, \$126,000.00 Housing Relocation and Stabilization Services, \$53,837.00 for Data Collection and HMIS enhancements, and \$12,046.00 in shared administration costs.**

**Finally, the Division will retain \$25,759.00 of allowable administration costs associated with grant administration.**

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:

**As stated above, the Division has verbally awarded HPRP allocations to six rural sub-recipients in anticipation of a successful grant award from HUD. It is the Division's intent to have Program Agreements in place so expenditures can occur as soon as HUD signs the Grant Agreement and releases funding. Agencies will be ready to assist eligible clients immediately once funds are available.**

**The northern and southern State Recipients have also submitted Letters of Intent to the Division identifying their plans for the use of State HPRP funds, as stated in Section C (2) of this Plan. They indicate their preparedness to allocate funds to sub-recipients, or to serve clients directly, once HUD has approved the State's Plan. Agreements between the Division and both State Recipients will be executed prior to the HUD's September deadline, and will include requirements to expend State HPRP funds within designated timeframes.**

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

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:

**In accordance with the timelines detailed in the HPRP regulations, the Division must spend \$1,221,235.80, or 60% of its allocation, by July 2011. The entire balance must be expended before July 2012. The Division will not provide services directly to eligible clients, so to ensure required time frames are met, requested Letters of Intent from rural, northern and southern Nevada recipients identifying specific activities to be provided, including strategies to ensure HPRP funds are expended within the timeframes required by regulation.**

**The HMIS Contractor will create reports to track clients served with State HPRP funds. This will be an oversight tool used by Division staff to ensure that agencies receiving State funds report client data, and program outcomes and successes, separately from other HPRP allocations. The Division's HPRP Data Collection allocation will be used in part to fund necessary enhancements to all three Continua of Care HMIS databases, ensuring responsible and accurate reporting by State funded agencies.**

**Division staff, experienced in the program oversight and monitoring of the Emergency Shelter Grant, HOME and the State's Low-Income Housing Trust Fund programs, will oversee, manage and monitor the HPRP allocation. This staff person has nine years of experience monitoring State sub-grantees and sub-recipients of various programs funded through the Division. There will also be a financial auditor provided by the Division to monitor the financial requirements of recipients, including oversight of the Division's fiscal management of the program.**

**The role of the two State Recipients will be to oversee funding for their areas, allocate and monitor successful sub-recipients, and gather and report all required data to the Division.**

**In southern Nevada, staff experienced in grant management will be responsible for the oversight of State HPRP funded agencies. Funding will be centrally administered via HMIS, so adjustments in funding stream selections for non-performing agencies can be easily made. Regular assessments of program performance will be conducted and on-site monitoring will occur at least four times during the HPRP grant period.**

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

**Washoe County Social Services receives multiple federal grant awards that involve sub-granting funds to community-based non-profits. All aspects of sub-contracting, monitoring and fiscal oversight of agencies currently is conducted by the Community Support Administrator, resulting in a significant level of oversight experience. Staff experienced in developing procedures for implementation of sub-awards, including development and implementation of monitoring protocols and fiscal oversight procedures for each unique federal funding source, will be responsible for managing the HPRP program.**

**Finally, the Division must report to the State of Nevada Recovery Subcommittee, as well as other committees created by the State Legislature, the status of the HPRP allocations. This will help to ensure funding is expended as required by program regulations. The HPRP manager is a member of the Governor's Stimulus workgroup and will be required to share quarterly reports of HPRP data, funds expended and successes of the program throughout the grant cycle.**

### **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 Letter of Intent submitted by rural applicants and State grantees included a summary of all collaboration efforts occurring to address the needs of homeless and at-risk homeless households within their communities. At least five rural agencies receiving HPRP funds are local Community Action Agencies (CAA), and have already developed partnerships with the State Welfare office, and are Community Services Block Grant (CSBG) recipients. CSBG funds will be used to provide these agencies with opportunities to develop employment programs that will assist low-income families to stabilize and move out of poverty, including clients assisted with HPRP funds.**

**Meetings with United Way, which administers the Emergency Food and Shelter funds, Domestic Violence Advocates receiving funding from the Violence Against Women grant, and Department of Employment, Training and Rehabilitation for job training are occurring throughout the state. Program Manager's of the Children in Transition grants are also**

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participating locally to ensure that partnerships are occurring to address the needs of homeless children and their families.

Finally, local housing authorities throughout Nevada receiving additional Housing Choice Voucher funding will work with agencies to provide ongoing housing stability for eligible HPRP clients. In rural Nevada, housing authority staff participates in the Continuum of Care Steering Committee and already partner with local agencies to ensure that clients are screened for Section 8 eligibility.

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 rural Letter of Intent was offered via the Rural Continuum of Care (RNCOC) and the Emergency Shelter Grant (ESG) list serves. Most agencies requesting funding have long-term relationships with the RNCOC Steering Committee, participate in monthly RNCOC meetings, and receive allocations of ESG funding to help homeless clients within their communities. Funding will be used to supplement current homeless programs, will address 10 Year Plans to End Homeless and Poverty in local communities, and funded activities will be in line with goals identified in the rural Exhibit 1 for Continuum of Care funding.

In southern Nevada, the Homeless Coordinator, the convener of the Prevention Work Group that meets weekly to oversee the HPRP allocations, administers the Continuum of Care. This will ensure that HPRP activities are consistent with regional plan to end homelessness.

In northern Nevada, the State Recipient is actively involved in the Reno Area Alliance for the Homeless, is a CoC grantee, and will provide funding, along with the City of Reno, a direct recipient of HPRP funds, to sub-recipients who demonstrate their ability to meet the needs identified in their regional plan to end homelessness.

HMIS enhancements made using State HPRP funds will be used in part to assist case managers throughout Nevada in referring eligible clients to other services, those offered by mainstream programs, as well as those provided by other nonprofit organizations or local businesses. This tool will allow clients quick access to important resources and programs helping to stabilize their precarious situations.

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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 State of Nevada’s 5 Year Consolidated Plan and the 2008 Annual Action Plan have identified the following needs: 1) Additional transitional housing; 2) Financial support to assist those in imminent danger of becoming homeless; 3) Improving access to mainstream resources; and 4) Increase the capacity and capabilities of local agencies serving the homeless to increase access to housing.**

**The Homeless Prevention and Rapid Re-Housing program allows for activities that will address all of these issues. Payment of rent and utilities for up to 18 months will allow for eligible clients to transition into stable housing. It will also allow for the prevention of homelessness by funding rental and utility assistance for households at risk of eviction from their homes. Funds used to pay for activities such as providing case managers will help clients secure access to other mainstream resources and will improve the capacity of agencies serving the homeless. It is anticipated that \$1,587,674 of the States HPRP allocation, or 78%, will be used to provide Financial Assistance and Housing Relocation and Stabilization Services to eligible clients throughout Nevada.**

**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>	\$ 923,197	\$ 276,500	\$ 1,199,697
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 306,631	\$ 81,346	\$ 387,977
<b>Subtotal</b> (add previous two rows)	<b>\$ 1,229,828</b>	<b>\$ 357,846</b>	<b>\$ 1,587,674</b>

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Data Collection and Evaluation <sup>3</sup> (See Note below for more information)	\$ 345,949
Administration (up to 5% of allocation)	\$ 101,770
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$2,035,393.00</b>

Note:

**\$235,327 of the States HPRP allocation to Clark County will be used for eligible HMIS enhancements, including changes to Intake Screens/Interfaces, SQL Database Mapping, Data Warehouse updates, Program Eligibility Filters, Needs Assessment Matrix, Manuals, Training Procedures and Protocols.**

**All three Continua in Nevada utilize the same HMIS contractor, so an estimated \$547,000 will be saved as similar enhancements will be provided to the northern and rural HMIS databases at no extra cost. The Division feels that State funding utilized in a manner that will benefit agencies located throughout Nevada is an appropriate use of State HPRP funding. All three HMIS proposals are available for review if needed.**

**Once the final guidance for eligible HPRP costs are released by HUD, adjustments to the Date Collection portion of the budget will be made if some of the budgeted costs are deemed ineligible.**

<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

May 15, 2009

\_\_\_\_\_  
Date

Administrator

Title