

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)

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A. General Information

Grantee Name	State of Virginia
Name of Entity or Department Administering Funds	Department of Housing and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Lyndsi L. Austin
Title	Housing Policy Manager
Address Line 1	501 North Second Street
Address Line 2	
City, State, Zip Code	Richmond, Virginia 23219
Telephone	(804) 371-7122
Fax	(804) 371-7091
Email Address	lyndsi.austin@dhcd.virginia.gov
Authorized Official (if different from Contact Person)	William C. Shelton
Title	Director
Address Line 1	501 North Second Street
Address Line 2	
City, State, Zip Code	Richmond, Virginia 23219
Telephone	(804) 371-7081
Fax	(804) 371-7091
Email Address	bill.shelton@dhcd.virginia.gov
Web Address where this Form is Posted	http://www.dhcd.virginia.gov/

Amount Grantee is Eligible to Receive*	\$11,389,160
Amount Grantee is Requesting	\$11,389,160

*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:

DHCD gathered feedback through Program Input Sessions that were held across the state during Winter 2008-09. While the sessions gathered information specific to other DHCD Housing Division programs, these efforts also gathered information about the impact of current economic conditions on the participants' agencies and the clients whom they serve.

In March 2009, coinciding with the release of the March 17, 2009 HPRP Notice DHCD launch an online survey that was widely distributed through grantee distribution lists, the Virginia Coalition to End Homelessness membership list, and Virginia Continuum of Care distribution list. DHCD also posted the survey on the DHCD website. DHCD encouraged broad participation and DHCD specifically asked individuals to share the survey with other key stakeholders including clients, and other providers. The purpose of the survey was to gather input from key stakeholders related to the utilization of the Homelessness Prevention and Rapid Re-housing Program (HPRP) funds and to inform DHCD's program design for the Homelessness Prevention and Rapid Re-housing Program.

DHCD staff developed a draft substantial amendment and posted a public notice in six mainstream newspapers and one minority newspaper April 6, 2009 more than two weeks prior to the public hearing (held on April 24, 2009). DHCD posted all draft information online and made available at request copies of the proposed substantial amendment. Written comments will be accepted and considered through close of business on May 15, 2009.

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:

No comments have been received to date.

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:

The week of April 20, 2009 DHCD posted online and distribute a timeline and general information about the HPRP competitive application process and where individuals can sign up for future communications related to the HPRP application process. May 5, DHCD released the Request for Proposals and the program guidelines.

DHCD will hold *How to Apply Workshops* in Mid-May in Roanoke and Richmond. The first week of June, DHCD will release responses to *Most Frequently Asked Questions*. Full proposals are due June 19, 2009.

DHCD will review all proposals received by the deadline that meet minimum threshold requirements. DHCD will utilize a panel review process and score all proposals meeting minimum threshold requirements on the following criteria:

- Need (maximum 50 points)
- Approach (maximum 25 points)
- Capacity (maximum 25 points)

DHCD will make HPRP awards to all proposals scoring at least 60 points out of 100 based on the proposal score, requested amount and available funding.

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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:

DHCH will conclude its review of proposals by August 2009 and the agency plans to notify applicants of the competitive application process results during the week of August 10, 2009. DHCD will issue written agreements to the sub-grantees during mandatory implementation sessions held the week of August 17, 2009. Sub-grantees must return signed contracts to DHCD by September 4, 2009.

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:

DHCD's will issue two-year contracts to sub-grantees for a total of \$11,047,485.20 (total HPRP HUD, excluding three percent DHCD administrative costs). DHCD will make these awards as two-year agreements (one-year contract with a one-year renewal based on performance) effective as of October 10, 2009. DHCD may reserve up to \$100,000 in funding for a subsequent process if significant gaps in coverage remain after the initial awards. The process describe above in section two will be the process used for any subsequent allocation needed to fill any significant gap in coverage.

DHCD is targeting 50 percent of the total initial HPRP award to be spent by the end of year-one. Quarterly reviews of sub-grantee spending will be conducted and any under-utilized funds will be subject to reallocation in year-two based on the original percentages. Any sub-grantee not meeting spending targets may have funding commitments reduced. Any sub-grantee with de-obligated funds for year-one will not receive year-two allocations above the amount utilized in year-one.

All sub-grantees are required to attend an initial implementation meeting. This training will cover eligible costs, client eligibility, reimbursement policies and procedures, documentation requirements, and reporting requirements. All sub-grantees will have an onsite monitoring conducted within the first year and as needed based on risk assessments.

Program administrators will review all reimbursement requests for cost allow-ability and review all reporting documents for completeness and accuracy. Any sub-grantee with outstanding reports or any outstanding findings are not eligible for subsequent reimbursements.

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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:

Sub-grantees will be required to coordinate HPRP activities with other HPRP grantees and sub-grantees, mainstream resources, and other Recovery Act funding.

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:

DHCD included input from Continuums of Care and mainstream resources in the information gathered for planning purposes. In March 2009, coinciding with the release of the March 17, 2009 HPRP Notice DHCD launched an online survey that was widely distributed through grantee distribution lists, the Virginia Coalition to End Homelessness membership list, and the Virginia Continuum of Care distribution list. DHCD also posted the survey on the DHCD website. DHCD encouraged broad participation and individuals were specifically asked to share the survey with other key stakeholders including clients, and other providers. The purpose of the survey was to gather input from key stakeholders related to the utilization of the Homelessness Prevention and Rapid Re-housing Program (HPRP) funds and to inform DHCD's program design for the Homelessness Prevention and Repaid Re-housing Program.

Additionally, DHCD will require that sub-grantees coordinate HPRP activities with their local Continuum of Care and with mainstream resources.

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:

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DHCD’s Consolidated Plan has identified those at risk and those currently experiencing homelessness as a high priority. The HPRP funding will supplement existing DHCD supported activities to meet immediate needs of clients that would be homeless if not for the HPRP assistance. The primary focus of the HPRP funding will be financial assistance. At least 65 percent of the total award will be financial assistance for both homelessness prevention and rapid re-housing clients. Up to 25 percent of the total HPRP funds will provide housing relocation and stabilization services. These services will help those at-risk of homelessness to maintain stable housing and to assist those experiencing homelessness to access quickly appropriate housing.

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	\$5,182,067.80	\$2,220,886.20	\$7,402,954.00
Housing Relocation and Stabilization Services ²	\$1,993,103.00	\$854,187.00	\$2,847,290.00
Subtotal (add previous two rows)	\$7,175,170.80	\$3,075,073.20	\$10,250,244.00

Data Collection and Evaluation ³	\$569,458
Administration (up to 5% of allocation)*	\$569,458
Total HPRP Amount Budgeted⁴	\$11,389,160

**Up to two percent for grantees and remaining three percent is for state administration costs.*

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.

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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.”

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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 18, 2009
Date

Director

Title