

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
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A. General Information

Grantee Name	City of Little Rock, Arkansas
Name of Entity or Department Administering Funds	Department of Housing and Urban Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Andre' Bernard
Title	Director, Dept. of Housing & Neighborhood Progr.
Address Line 1	500 West Markham, Suite 120 West
Address Line 2	
City, State, Zip Code	Little Rock, AR 72201
Telephone	501-371-6825
Fax	501-399-3461
Email Address	abernard@littlerock.org
Authorized Official (if different from Contact Person)	Bruce T. Moore
Title	City Manager
Address Line 1	500 West Markham
Address Line 2	
City, State, Zip Code	Little Rock, AR 72201
Telephone	501-371-4510
Fax	
Email Address	bmoore@littlerock.org
Web Address where this Form is Posted	www.littlerock.org

Amount Grantee is Eligible to Receive*	\$682,197
Amount Grantee is Requesting	\$682,197

*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 City of Little Rock followed its adopted Citizen Participation Plan regarding this Proposed Amendment to Consolidated Plan with the following actions:

- Mailed notice of availability to the City's Consolidated Planning Committee
- Published notice of public hearing and the availability of the Amendment for review in the Arkansas Democrat-Gazette
- Made copies of the Amendment available at local branch libraries, Neighborhood Alert Centers, City Hall, and on the City's website.
- Convened the Consolidated Planning Committee to review the Amendment
- Held a public hearing to notify the public and solicit citizen input
- Presented the Amendment to the City Board of Directors for approval.

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: No public comments were received.

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

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

- Formula Allocation
- Other (Specify: _____)

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

Response: The City of Little Rock seeks to use member agencies of the local Continuum of Care to implement the programs and services funded through the HPRP. This will effectively leverage an extensive knowledge base about how to meet the needs of the homeless or those at risk of becoming homeless most effectively. To identify the specific agencies to contract with, the City will issue a Request for Qualifications to select the most qualified local service provider(s) to deliver the planned services to prospective clients. The organizations submitting qualifications will be evaluated by a review committee and up to three (3) will be selected. A contract will be negotiated with highest scoring organizations.

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 City of Little Rock will issue a Request for Qualifications within 30 days of the submission of its substantial amendment to HUD. Qualifications will be accepted and reviewed and the highest scoring organizations identified. Contracts will be awarded to the highest scoring organizations within 14 days of executing signed grant agreements with HUD.

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: The City of Little Rock will execute and oversee HPRP-funded contracts with subgrantees for eligible activities according to program guidelines and will ensure that all requirements are met. Goals for timely expenditures and program progress will be included in each contract along with other performance criteria, and will be evaluated by City staff on a quarterly basis. Where deemed necessary by the City, adjustments to contracts may be made to target funds to more efficiently performing subgrantees. The City will hold a pre-implementation workshop with subgrantees, make initial technical assistance visits to each subgrantee's site to discuss goals and record keeping, and provide on-site monitoring to review case files for eligibility of clients and expenditures. The City will require monthly data reports to accompany requests for reimbursement from grant funds. The City will utilize administrative funds to hire a staff person to work directly with the City's Homeless Services Coordinator to review

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

performance and progress of the subgrantees and perform other required administrative duties of the HPRP program.

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 Little Rock is engaged in comprehensive community planning process in the implementation of a plan to end chronic homelessness. This planning process represents a broad cross-section of community representatives, including Education, Health and Human Services and Labor. In addition, City staff has established regular meeting schedules to review American and Reinvestment Act funds awarded in this community and discuss how collaboration with various grants may occur. Multi-agency work groups can be identified to increase this collaborative process. Because of the complexity of needs of the target populations, multiple agencies will have an interest and the identification of overlapping problems will be made through the case management services provided through use of the HPRP funding. Protocols will be developed and implemented to assist in establishing eligibility procedures for obtaining services through these agencies. Access to information regarding services from agencies will be insured through the provision of staff training. Some prospective outcomes for collaborating with these various agencies are :

- **U.S. DOE** – GED, HS Diploma, Vocational training
- **HHS** – Mainstream services, Medicaid, food stamps
- **Labor** – Employability skills, job training, employment
- **Homeland Security** – Identification and other documents required to receive services and obtain employment.

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 Little Rock is an active participant in the central Arkansas Continuum of Care and the State Interagency Council on Homelessness. Information regarding the availability and proposed uses of the HPRP funding will be disseminated through these monthly meeting. Other resources, to provide special service needs

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

are available through various organizations within the Continuum. Many of these agencies are accessing mainstream services and are familiar with documentation and eligibility requirements. This process will prevent duplication of effort and allow for leveraging of services. The City further plans to issue Requests for Qualifications to award sub grants to up to three organizations. Eligible recipients must be participants in the Continuum of Care process.

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 provides for addressing the identified needs for housing assistance for those designated as "very low income" whose household incomes are at or below 50% of the adjusted family median income. Approximately 68% of those households are paying more than 30% of their income for housing. Of that number 69% are renters. These households are considered to be cost burdened. The HPRP grant funds will address Plan goals of improving the condition of housing for low-income renters. This includes:

- Insuring habitability standards,
- Increasing the inventory of lead safe housing units, and
- Expanding housing and services offered to homeless families and individuals

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.

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

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 379,171	\$ 246,755	\$ 625,926
Housing Relocation and Stabilization Services ²	\$ 9,682	\$ 12,480	\$ 22,162
Subtotal (add previous two rows)	\$ 388,853	\$ 259,235	\$ 648,088
Data Collection and Evaluation ³			\$ -0-
Administration (up to 5% of allocation)			\$ 34,109
Total HPRP Amount Budgeted⁴			\$ 682,197

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
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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

18-May-09

Date

City Manager

Title