

## **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 Plano
<b>Name of Entity or Department Administering Funds</b>	Planning Department – Neighborhood Services Division
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Christina Day
<b>Title</b>	Neighborhood Services Manager
<b>Address Line 1</b>	1520 K Avenue
<b>Address Line 2</b>	Suite 250
<b>City, State, Zip Code</b>	Plano, TX 75074
<b>Telephone</b>	972-941-5262
<b>Fax</b>	972-941-7396
<b>Email Address</b>	chrisd@plano.gov
<b>Authorized Official</b> (if different from Contact Person)	Thomas H. Muehlenbeck
<b>Title</b>	City Manager
<b>Address Line 1</b>	1520 K Avenue
<b>Address Line 2</b>	Suite 300
<b>City, State, Zip Code</b>	Plano, TX 75074
<b>Telephone</b>	972-941-7121
<b>Fax</b>	972-423-9587
<b>Email Address</b>	tomm@plano.gov
<b>Web Address where this Form is Posted</b>	<a href="http://plano.gov/Departments/Planning/Neighborhood%20Services/Pages/grant_allocations.aspx">http://plano.gov/Departments/Planning/Neighborhood%20Services/Pages/grant_allocations.aspx</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$509,050</b>
<b>Amount Grantee is Requesting</b>	<b>\$509,050</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: The City of Plano initiated a process for the substantial amendment of the 2008-09 Action Plan by publishing a notice in the official newspaper, the Plano Star Courier, on April 8, 2009. The notice described the program and noted that copies were available from April 9, 2009 through May 11, 2009 at both the Plano Municipal Center and online, providing addresses for each. The notice directed public comments appropriately and provided locations, times and dates for two public hearings. The Community Relations Commission held a public hearing on April 23, 2009 and recommended approval. The Plano City Council also held a public hearing and approved the amendment on May 11, 2009. Accessibility information was also provided to the public. (Projected hearing and approval dates to be confirmed before submission to HUD.)

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: Comments will be included at the end of the public comment period, May 12, 2009.

**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

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- Formula Allocation  
 Other (Specify: \_\_\_\_\_)

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

Response: The City will use a competitive process based on a Request for Proposals (RFP) developed by the City staff consistent with HUD program guidelines, demonstrated community need, the 2005-09 Consolidated Plan, and City administrative capacity. Proposals will be considered in a public hearing before the Community Relations Commission where funding will be recommended to the City Council. Council will then approve contracts to one or more subgrantees in August, in preparation for a HUD contract execution date prior to September 1.

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 Council will adopt funding contracts with subgrantees in August, allowing contract execution prior to the September 30, 2009 deadline.

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: We have calculated that our funds will cover approximately 10 households per month for rent and utility assistance, combined with services for these qualified households. Due to the unemployment rate increasing 2.5% in the last year and associated increases in demand for services for our current Homelessness Prevention program (through CDBG funds), we anticipate this funding can be expended appropriately within the 3-year timeframe. We will monitor through quarterly reports and desk monitoring, and on-site monitoring at least bi-annually. The monitoring process will mimic our existing CDBG and HOME program monitoring 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).

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Response: We work directly the Collin County Homeless Coalition and Metro Dallas Homeless Alliance (MDHA), through which we have established relationships with a number of qualified non-profit subgrantees who work directly with at-risk individuals in Plano.

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: Two Collin County non-profits receive Continuum of Care funds through MDHA, and we anticipate our partners in this grant will be agencies we know, many of who receive Continuum of Care funding. Our commitment to homelessness is demonstrated by our funding of the Collin County Homeless Count each year and our instrumental role in the establishment of the Collin County Homeless Coalition in 2004. The Coalition developed a 10-year Plan, which has been adopted by the Plano City Council.

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 HPRP fits neatly into the City of Plano's Consolidated Plan goals, precisely because it focuses on homelessness prevention. Goal #4 of the Plan is to expand the continuum of housing and services for a variety of special needs populations, including persons who are homeless and at risk of homelessness. Specifically, the Plan supports funding organizations that provide homeless prevention activities and emergency assistance to help households from becoming homeless.

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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>	\$400,000	\$0	\$400,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 68,597	\$0	\$ 68,597
<b>Subtotal</b> (add previous two rows)	<b>\$468,597</b>	<b>\$0</b>	<b>\$468,597</b>
Data Collection and Evaluation <sup>3</sup>			\$15,000.50
Administration (up to 5% of allocation)			\$25,452.50
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$509,050.00</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)

**SIGNED ONLY AFTER COUNCIL APPROVAL**

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

DRAFT