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)

5/14/09 _____

President of President Pro tem
City Council of City of Huntsville AL

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

A. General Information

Grantee Name	City of Huntsville, AL
Name of Entity or Department Administering Funds	Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Ms. Michelle Gilliam Jordan
Title	Director of Community Development
Address Line 1	120 E. Holmes Ave
Address Line 2	P.O. Box 308
City, State, Zip Code	Huntsville, AL 35804
Telephone	256-427-5400
Fax	256-427-5431
Email Address	michelle.jordan@hsvcity.com
Authorized Official (if different from Contact Person)	Tommy Battle
Title	Mayor
Address Line 1	P.O. Box 308
Address Line 2	
City, State, Zip Code	Huntsville, AL 35804
Telephone	256-427-5000
Fax	256-427-5257
Email Address	tommy.battle@hsvcity.com
Web Address where this Form is Posted	hsvcity.com

Amount Grantee is Eligible to Receive*	**$529,697.00**
Amount Grantee is Requesting	**$529,697.00**

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

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding

    - Response: The City of Huntsville, Alabama as per its Consolidated Plan Amendment Policy, and the Citizens Participation Plan policy, is required to amend its Consolidated Plan whenever it adds a new project, does not carry out an activity described in the Final Statement, decides to substantially change the purpose, scope, location, beneficiaries, or budgeted dollar amount of an activity stated in the existing Action Plan Final Statement by more that 25%. Prior to amending its Plan, the City will provide notification to its citizens per the HPRP regulations. A notice was published in the *Huntsville Times* on April 13, 2009 informing the public of the amendment and asking that comments be submitted by April 27, 2009. A summary of the comments received regarding the Amendment to the Consolidated Plan is attached.

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 were received from several homeless services provider agencies. All comments requested information about specific eligible activities and eligible clientele. Community Development staff attended several meetings to answer questions and provide written and verbal information at these meetings.

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: applications were requested from current ESG and CDBG subgrantees)

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

   - Response: The City may, at its discretion, determine to utilize a non-profit(s) for all or a portion of the activities proposed. Agencies chosen for this purpose will be selected through competitive proposals with an emphasis on experience and capacity in order to facilitate the highest and best use of the funds within the allocated time frame. This process will begin on or after the submission of the City's HPRP substantial Amendment to HUD and will conclude prior to September 30, 2009.

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: Upon receipt of HPRP Grant funding by the City, the City will allocate HPRP grant proceeds to subgrantees by September 30, 2009 through the execution of sub-grant agreements between the City and its selected partner(s). additionally, funds will be used by the City and its subcontractors for the administration of the grant and costs associated with other eligible activities.

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 Huntsville will be fiscally responsible and administratively accountable for activities funded by the HPRP grant. The City will closely monitor its programs, activities to ensure that planned performance goals, and objectives are being met in accordance with all Federal, State and local requirements. Community Development staff will continue to provide technical assistance to organizations that are submitting proposals for CDBG, HOME or ESG funds when possible. Additionally, technical assistance will be provided to nonprofit organizations that receive CDBG, HOME or ESG funds as subrecipients. All agencies that receive funding will be required to enter into contracts with the City that are approved by the mayor and the City council. The Community Development policy on payment of grant funds, expenditure verification, record keeping and use of program income will be included as part of the *Terms and Conditions of the Contract* of each contract. Financial reporting requirements, record keeping procedures, and audit

requirements will be established as a part of the contract. All subrecipients will be assessed on an annual basis. The assessment will determine the monitoring schedule for financial and program compliance for each subrecipient, based on specific risk factors for each subrecipient. If irregularities or serious concerns are found during the monitoring visit, the subrecipient will be notified in writing to resolve or clear any findings before further funds will be released.

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 attended a meeting conducted on March 26, 2009 in Montgomery, Alabama by the Alabama Department of Economic and Community Affairs (ADECA). The purpose of the meeting was to collaborate with local agencies and state agencies that receive or are likely to receive funding under the American Recovery and Reinvestment Act of 2009, specifically HPRP. Additionally, the City identified the following local agencies who have received funding under the American Recovery and Reinvestment Act of 2009 who serve similar populations. They are as follows: Habitat for Humanity of Madison County, Huntsville Housing Authority, and North Alabama Coalition for the Homeless, Family Services Center, Interfaith Mission Service, the Pathfinder, Crisis Services of North Alabama, The Salvation army, and the United Way of Madison County. Additionally, Community Development staff attended the March NACH meeting and explained the details of the HPRP program and who would benefit from the program. The City also published an advertisement in the *Huntsville Times* .on April 13, 2009 to solicit public comments on the program.

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: Huntsville's Continuum of Care was designed to address the needs of homeless persons in order to help them reach maximum self-sufficiency. It assumes "wrap-around" services that begins with prevention of homelessness and implements emergency shelter that provides short term rapid intervention for the episodically, but is also used by the chronically homeless; transitional housing that offers up to 24 months of housing and specialized services for those needing such services to secure stabile housing and permanent housing that is affordable and may or may not include support services and subsidy, depending on client need. In

conjunction with these levels of housing are support services that address specific needs of sub-populations. The Continuum of Care is implemented through joint efforts from the community, which is based on an in-depth assessment of the community current homeless needs and resources.

- In Huntsville, the initial effort to establish a Continuum of Care occurred with the commission's establishment of a Peer Technical Assistance Committee (PTAC) in the fall of 1993. The PTAC was established to coordinate and review projects proposed for funding, appraise problems related to homeless issues and develop solutions. Since the first introduction of a Continuum of Care concept in 1993, the Continuum of Care process in the Huntsville community has evolved and is now under the auspices of the North Alabama Coalition for the Homeless (NACH). However, over time, it has become clear that the Continuum is effective in the context of a multi-stage approach with refinements within the original Continuum of Care model.

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 overall goal of the city of Huntsville's Community Development Program is to develop a viable urban community through the provision of decent housing, a suitable living environment and expanding economic opportunities principally for low and moderate-income persons. Huntsville will continue to leverage both public and private resources in the Priorities for the alleviation of homelessness include providing adequate emergency shelters, transitional and permanent housing for homeless persons, creating supportive services for homeless individuals and families, and providing support networks and services to persons at risk of becoming homeless. The city will continue to apply to the state for Emergency Shelter Grant funds on behalf of local non-profits that serve the homeless.
- The priority for non-homeless persons with special needs is supportive housing and supportive services for the frail elderly, persons with HIV/AIDS, and other persons with special needs. The city will continue to support the efforts of for-profit and non-profit entities in developing housing opportunities and resources for special populations.

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]	$143,018	$143,018	$286,035
Housing Relocation and Stabilization Services[2]	$74,346	$74,345	$148,692
Subtotal (add previous two rows)	**$217,364**	**$217,363**	**$434,727**

Data Collection and Evaluation[3]	$68,485
Administration (up to 5% of allocation)	$26,485
Total HPRP Amount Budgeted[4]	**$529,697**

[1]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.

[2]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.

[3]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.

[4]This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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)

_____ May 14, 2009

Signature/Authorized Official Date

Tommy Battle, Mayor

Title