

## **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)

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**A. General Information**

<b>Grantee Name</b>	City of Austin
<b>Name of Entity or Department Administering Funds</b>	Health and Human Services Department (HHSD)
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Vince Cobalis
<b>Title</b>	Assistant Director, HHSD
<b>Address Line 1</b>	PO Box 1088
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Austin, TX 78767
<b>Telephone</b>	512-972-5011
<b>Fax</b>	512-972-5016
<b>Email Address</b>	<a href="mailto:Vince.cobalis@ci.austin.tx.us">Vince.cobalis@ci.austin.tx.us</a>
<b>Authorized Official</b> (if different from Contact Person)	
<b>Title</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Web Address where this Form is Posted</b>	

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$3,062,820</b>
<b>Amount Grantee is Requesting</b>	<b>\$3,062,820</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).

The City of Austin outlines the requirements for a substantial amendment in the Citizen Participation Plan, adopted by Austin City Council in January 2004. To meet these requirements for the substantial amendment for the HPRP funds, the City did the following:

- Posted a public notice of the 12-day comment period and availability of the amendment in local papers and on the City of Austin's website.
- Posted amendment at 10 local centers and on the City's website.
  1. Austin Central Public Library, 800 Guadalupe (Central)
  2. East Austin Neighborhood Center, 211 Comal (East)
  3. Housing Authority of the City of Austin, 1124 S IH 35 (Housing Authority)
  4. Rosewood-Zaragosa Neighborhood Center, 2800 Webberville Road (East)
  5. St. John's Neighborhood Center, 7500 Blessing (North East)
  6. South Austin Neighborhood Center, 2508 Durwood (South)
  7. Pleasant Hill Library Branch, 211 East William Cannon (South)
  8. Austin Resource Center for the Homeless, 500 East 7<sup>th</sup> Street (Central)
  9. AIDS Services of Austin, 7215 Cameron Road (North)
  10. Neighborhood Housing and Community Development Department, 1000 East 11<sup>th</sup> Street, Suite 200 (East)
- Held a public hearing in front of Austin City Council on April 23, 2009.
- Public Comment Period - April 20, 2009- May 1, 2009.
- Consulted the Community Development Commission prior to the comment period, and after the comment period to receive recommendations.
- The final amendment is in the official City Council minutes, available on-line, and in the City Clerk's office.

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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- Assist refugees with these funds
- Help reduce student mobility due to homelessness
- Provide legal aid for the homeless
- Home repair (ineligible under HPRP, but possibly eligible under other sources)
- Tenant/landlord counseling and mediation
- Rental assistance for priority populations: people with disabilities, victims of domestic violence, elderly and people reentering from criminal justice system
- Purchase case management services that will assist people experiencing homelessness obtain and sustain permanent housing

### **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: Establish subgrantee agreements with City of Austin social services contractors to expand existing prevention and re-housing programs where services are similar to their current contracts with the City.

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

Competitive processes: Complete between May 18<sup>th</sup> and September 1, 2009.

- Fiscal Agent for direct financial assistance funds: A Notice of Funding Availability (NOFA) will be released soliciting a qualified applicant for direct financial assistance to support both prevention and rapid re-housing.
- The City will continue to work with the community to determine if the HPRP Specialists' funds will be distributed through a subgrantee contract to a nonprofit agency or if funds will be managed directly by the City of Austin.
- If funds are distributed to a nonprofit agency, it will be through a competitive Request for Application (RFA) process open to the nonprofit community.

Establish new subgrantee agreements with current City of Austin social services contractors: Negotiate and finalize between May 18 and September 1, 2009

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- Execute a new subgrantee agreement to expand the housing locator/inspector function with Caritas of Austin -- similar to the current City of Austin rapid re-housing contract.
- Execute a new subgrantee agreement for HPRP tenant/landlord mediation services with Austin Tenant's Council – similar to services currently purchased by the City of Austin.
- Execute a new subgrantee agreement for legal services to HPRP clients at Texas Rio Grande Legal Aid – similar to legal services currently purchased by the City of Austin.

The City Council will approve all contracts prior to their execution. Existing processes for competitions and new contracts will be followed throughout. It is anticipated that approval of these contracts will be requested at the same time the City Council accepts the funds awarded by HUD and amends the budget to incorporate these funds.

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).

All funds will be allocated to subgrantees in accordance with the processes described in question 2. Contracts for subgrantees that are successful in competitions will be presented to Council in a Request for Council Action (RCA) for their approval in order to allow a September 30, 2009 contract execution. New agreements for subgrantees will also be presented to Council for their approval in order to allow a September 30, 2009 contract execution.

HHSD will launch an RCA as soon as the City of Austin is notified by HUD of the grant award (no later than September 1, 2009). As stated above, the RCA will include an acceptance of the grant funds, amend the City budget, and award contracts (based on the results of the competitions and on the negotiations that are proposed).

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).

The City of Austin's Health and Human Services Department (HHSD) has recommended expending all HPRP funds within two (2) years of grant award. This will require timely execution of contracts, pre-award planning with nonprofit agencies providing these services, ongoing monitoring of the amount and type of funds utilized, and regular meetings with all collaborators on the progress made toward the grant goals. All contracts will include an option to extend an additional year if funds remain.

HHSD is primarily responsible for the planning, negotiation, execution, and monitoring of subgrantee funds, and it will report those activities to the City of Austin Neighborhood

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Housing and Community Development (NHCD) Department – the direct recipient of the grant award. NHCD is responsible for IDIS, and all funds requested and reports made to HUD will go from HHSD to NHCD. The Human Services Assistant Director, has oversight for HHSD's role in HPRP. He has assigned the Community Based Resource Unit Manager responsibility for the direct activities within HPRP. The joint relationship between HHSD and NHCD provides additional levels of oversight for HPRP, with each entity reviewing the other's activities.

The Community Based Resources (CBR) Unit is currently responsible for managing more than \$5,600,000 annually in City of Austin homeless services contracts (including over \$300,000 in ESG funding) and \$1,500,000 in City of Austin basic needs contracts. The homeless services contracts include Austin's two largest homeless shelters, a women and children's shelter, a domestic violence shelter, children and youth shelters, and both transitional and permanent supportive housing programs. The basic needs contracts include homelessness prevention (rent and utility assistance), legal services and consumer counseling, and other basic needs such as food and meal delivery.

CBR staff are currently responsible for negotiating, executing, and managing contracts (ranging from just over \$20,000 to more than \$2,000,000) which includes monthly payment requests, quarterly performance reporting, annual on-site reviews, and community planning related to these contracts. This expertise will be utilized in providing the same planning, management and oversight for the HPRP subgrantee contracts.

HHSD hired a Planner to assist with pre-award activities. HHSD will continue that position throughout the course of HPRP. That individual is assisting in organizing the initial and ongoing community planning, communication activities, and reporting related to HPRP. Pre-award accounting structures have been established to track expenses related to HPRP prior to grant execution, and additional codes will be created for the HHSD accounting system as part of the grant tracking activities. HHSD Budget and Accounting may utilize a portion of Administrative funding to handle additional responsibilities related to this grant, although that decision has not yet been made.

A portion of the Administrative funds would be granted to one or more subgrantees, depending on the nature of their work and their ability to incorporate additional expenses related to HPRP in their current activities. This will be determined during the competitive and negotiated processes that will take place from May through September.

### **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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HHSD is working with: City of Austin's Neighborhood Centers (recipients of Community Services Block Grant Recovery funds), the Basic Needs Coalition (State HPRP funds), Re-Entry Roundtable (State HPRP Pilot Program funds), Workforce Solutions (recipients of various workforce recovery funds), Travis County (recipient of Community Development Block Grant Recovery funds and additional Weatherization Recovery funds), NHCD (recipient of CBDG-R funds), and other homeless services agencies that are applying for State HPRP Demonstration funds.

Each of the entities listed can and will serve very similar populations, and in fact, the same populations that the City of Austin's HPRP funds will serve. Coordination on the most appropriate use for each of the bodies is critical so that we maximize their effectiveness in our community.

For example, the City is encouraging our community's State HPRP recipients to utilize the City's HPRP housing locators so that we are not duplicating efforts (or even competing with each other) to identify appropriate housing. The City's Neighborhood Centers may be able to support employment activities and case management for similar/same populations. Coordination with these organizations, in addition to Workforce Solutions, can provide the employment services HPRP clients need to become stably housed.

Coordination activities will continue throughout the summer as recipients of funds receive notice of awards. Even more important is the ongoing coordination that is happening because of these funds. Recovery funding is bringing sectors of the community together in ways that have not happened before, in essence improving the likelihood of successful outcomes beyond that currently experienced.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

The City of Austin submits the Austin/Travis County Continuum of Care (CoC) application and is an integral part of the overall planning for the CoC, including Exhibit I. The City also provides support to ECHO (Ending Community Homelessness) Coalition, the planning body responsible for the CoC application. The Human Services Assistant Director sits on the Executive Committee of the CoC as well as Co-Chairing the Planning and Evaluation Committee – the oversight committee for the CoC and HMIS.

As such, the Assistant Director has presented information to ECHO regarding the development of HPRP plans, as well as soliciting feedback from them. In addition, HHSD held a Stakeholders planning meeting, including recipients of CoC funding, members of ECHO committees, members of the Basic Needs Coalition, and the Community Development Commission. Their input has been incorporated into the plan where appropriate and applicable.

Collaboration with mainstream resources such as the VA, Workforce Solutions, TANF, etc., will take place over the summer. The City has an active relationship with Workforce Solutions, and coordination/planning with them is already happening. Coordination with

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the VA can happen through ECHO. Coordination with TANF is more difficult in Texas, with connections to that service still being developed. Primarily, the City will rely on existing relationships with mainstream resources to augment and support HPRP activities.

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).

The City of Austin Consolidated Plan supports the National goals of benefiting low and moderate income persons in accordance with HUD goal of providing a suitable living environment and providing decent housing.

The Consolidated Plan Housing Goal is to assist over 40,000 eligible families with services that lead to self-sufficiency by helping families gain and/or retain housing. This is accomplished by providing housing services through a continuum from homelessness to homeownership and by providing resources to eligible households to access or retain affordable rental units.

HPRP fits these goals very well by adding funds and services to prevent homelessness for those who, but for these funds, would be homeless and by supporting rapid re-housing to help those who are already homeless to move into housing as quickly as possible.

### **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>	\$1,180,704	\$787,136	\$1,967,840
Housing Relocation and Stabilization Services <sup>2</sup>	\$420,000	\$420,000	\$ 840,000
<b>Subtotal</b> (add previous two rows)	<b>\$1,600,704</b>	<b>\$1,207,136</b>	<b>\$2,807,840</b>

  

Data Collection and Evaluation <sup>3</sup>	\$101,839
Administration (up to 5% of allocation)	\$153,141
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$3,062,820</b>



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<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."

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title