

Overview of the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

What is HPRP?

HPRP is a new program funded through the American Recovery and Reinvestment Act of 2009 (ARRA) and is administered through the United States Department of Housing and Urban Development.

What is the Purpose of HPRP?

The purpose of the HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are homeless. HPRP funds will be targeted and prioritized to serve households most likely in need of this temporary assistance and most likely to achieve stable housing.

How are the funds awarded?

The City of Phoenix will receive \$6,996,243, based on a grant formula, upon approval of an amendment to the City's "Consolidated Plan". This plan outlines how the city intends to meet the programs goals and program requirements.

Who is eligible to receive HPRP funding?

- Households who are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or move them to another unit.
- Individuals or families who are homeless, as defined by section 103 of the McKinney-Vento Homeless Assistance Act, who are able to obtain and retain stable housing through temporary assistance.

What services can the fund provide?

- Financial Assistance – Short-term (1-3 months) and medium-term (up to 18 months) rental assistance, security deposits, utility bill and deposit payments, moving costs and motel and hotel vouchers.
- Housing Relocation and Stabilization Services – Case management, legal services and credit repair.

Note: These funds cannot be used for mortgage assistance or shelter operations.

Where are the funds going to be used?

HPRP funding will be available to all eligible city of Phoenix residents and homeless individuals and families.

When does the program start?

HUD has stated all program applications will be approved by September 1, 2009.

How do I provide public comment on this program?

Public comments on the City's proposed HPRP program can be provided a number of ways between April 8th and April 20th, 2009:

- Call the City of Phoenix Human Services Department at 602-256-4297
- E-mail jeffrey.jamison@phoenix.gov
- Provide online comments via a HPRP Survey link at <http://phoenix.gov/recovery/formula.html>
- Provide written comments to:

City of Phoenix Human Services Department
Community Services Division
200 W. Washington Street, 17th Floor
Phoenix, AZ 85003

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 Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	City of Phoenix
Name of Entity or Department Administering Funds	Human Services Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Gloria Hurtado
Title	Human Services Director
Address Line 1	200 W. Washington, 18 th Floor
Address Line 2	
City, State, Zip Code	Phoenix, AZ 85003
Telephone	602-262-6668
Fax	602-495-0870
Email Address	gloria.hurtado@phoenix.gov
Authorized Official (if different from Contact Person)	SAA
Title	
Address Line 1	
Address Line 2	
City, State, Zip Code	
Telephone	
Fax	
Email Address	
Web Address where this Form is Posted	http://www.phoenix.gov/recovery/formula.html

Amount Grantee is Eligible to Receive*	\$ 6,996,243
Amount Grantee is Requesting	\$ 6,996,243

*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:

Notice of availability of The HPRP Substantial Draft Amendment was advertised in the Arizona Republic on April 10th 2009. The draft was available for public review and comment for 12 days starting April 8th, 2009 to April 20th, 2009 and could be accessed from the City of Phoenix web-site at www.phoenix.gov/recovery/formula.html with a link to a survey site to provide public feedback. A copy was also available for review at Phoenix City Hall. Residents were requested to call in comments to 602-256-4297 or e-mail responses to jeffrey.jamison@phoenix.gov. An public City Council Subcommittee meeting on the draft amendment was held on April 8th, 2009 at Phoenix City Hall. In addition the department mailed and e-mailed flyers to local non-profits, faith and community based organizations and Continuum of Care members.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

(TBD)

- 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: TBD

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

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: No subgrantees are to be selected – See 2 Below)

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

Response: The City of Phoenix HPRP program is designed to be a “turn-key” program that will integrate with both the local Continuum of Care and Community Action services for Phoenix residents. The grantee will use all HPRP funds for client services, personnel and administrative costs. All partners will refer eligible clients to the grantee for HPRP services.

The City of Phoenix has the technical and fiscal infrastructure needed to provide the services allowing the remaining funds to be used for direct services.

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 grantee will use all HPRP funds for grantee services, personnel and administrative costs. Therefore, the funds will be available as soon as the agreement between the City of Phoenix and HUD is executed.

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 Phoenix HPRP program will provide Financial Assistance, Housing Relocation and Stabilization Services to eligible at risk or homeless families and individuals throughout the city. The program will draw upon the existing operational infrastructure of the Human Services Department (HSD),

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

which includes three Family Services Centers located throughout the city, and administrative and accounting staff to provide program oversight and reporting functions. The program model projects it will draw 50% of its funding, serving more than 700 households with services in the first 12 months of operation with the remainder for the second and third years of operation.

HSD's infrastructure and staff experience provides the organization with both the capacity and experience to utilize HPRP funding effectively and efficiently. Moreover, use of the existing infrastructure will minimize implementation timeframes, as well as, the administrative and data collection costs associated with this project. As a result, a minimal portion of the HPRP funding is allocated towards administrative and reporting processes.

The Human Services Department is the Community Action Agency for the City of Phoenix and is an active member in the local Continuum of Care, including the HMIS program managed by the Maricopa County Association of Governments. The department currently administers financial assistance services to over 6,000 households annually including eviction prevention funding. HSD operates an emergency shelter for 20 families and 100 single women and contracts Emergency Shelter Grant (ESG) and Community Development Block Grant (CDBG) funding to local homeless services providers. As an ESG recipient, the department has experienced personnel who routinely use the Integrated Disbursement and Information System (IDIS) and the Homeless Management Information System (HMIS).

The HPRP will operate as an independent program to assure access to services is open and seamless for clients working with other shelter providers and programs. A Caseworker III will supervise a team of four Caseworker II's and a Housing Inspector. Due to recent city budget balancing efforts, a list of experienced, well-qualified personnel will assure the program is implemented in an expedited fashion.

Direct referrals will come from other HSD programs, local social services agencies, shelters and other Continuum of Care entities. Caseworkers will utilize the city's existing case management system to assess each case to determine eligibility of the applicant and the potential benefit from Financial Assistance, Housing Relocation and Stabilization Services. Case plans will be developed and outcomes tracked to assure clients continue to work towards self-sufficiency while receiving HPRP funding.

Current caseworkers and transitional shelter providers already have extensive knowledge of eviction prevention procedures and availability of affordable housing alternatives for rapid re-housing services.

Finally, the City of Phoenix is establishing additional accounting functions to assure citywide compliance with the full requirements of all American Recovery and Reinvestment Act of 2009 programs.

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

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: As the City's Community Action Agency, Head Start program administrator, an active member in the regional Continuum of Care, an emergency shelter provider, and direct contractor of local homelessness prevention services, HSD already has established partnerships with local service providers to identify the target populations served by these funds. These agencies refer homeless and at-risk households to HSD's current programs and outreach and training will be offered to enhance referrals to the HPRP program.

The primary source for eviction prevention referrals will be the three Family Services centers, fifteen Senior Centers, the City of Phoenix Neighborhood Services Department, the local Community Information and Referral program as well as local emergency shelters, hospitals, schools and veterans' agencies.

Human Services Department staff will provide informational briefings, status reports and written materials to assure continued generation of quality HPRP referrals. HSD will employ direct reporting on the program status as well as incorporate status reports in regional service provider meetings for the various services offered. Finally, media announcements will assure eligible clients who do not access these services are aware of 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: By working with local Continuum of Care providers, the HPRP program provides a mechanism to address the "economic bottle-neck" many clients are facing when completing a transitional shelter program but cannot currently attain the traditional employment and/or affordable housing resources due to the current economic slow-down. The local CoC providers, including the City of Phoenix' Watkins Emergency Shelter will primarily provide Housing Relocation and Stabilization service referrals to HPRP. This will prevent any bottlenecks forming for transitional and emergency shelter programs, effectively reducing the capacity of the entire continuum of shelter services. As a result, the HPRP program will help to protect the investment the community has made with current clients, allowing the providers to continue to cycle open beds for new cases.

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

As with the other community partners, briefings, status reports and direct contact with major shelters will assure the HPRP program reaches its full potential. The Maricopa Association of Governments, which coordinates the local continuum, already provides HSD with a formal platform to interact with all continuum members. Additionally, staff from HSD regularly attend continuum meetings, including technical committees, HMIS advisory and user groups, trainings and a host of community events. Each of these meetings will offer the opportunity to provide status reports on the HPRP program.

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 program and activities proposed for the Homelessness Prevention stimulus funding are consistent and mirror those that were adopted by the City Council and approved by HUD in the five year, 2005-2010 Consolidated Plan. This additional funding will address previously requested needs and present opportunities to address recently cut programs and critical unfunded/unmet needs identified at the city's recent budget hearings. Specifically, the HPRP program addresses Section 1.3 of the consolidated plan, which documents the need to increase eviction prevention capacity, increase the capacity of the local shelter services and to provide a "Housing First" alternative to reduce the societal costs of homelessness and reduce demand on an overburdened shelter system.

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

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	\$ 1,465,600	\$ 4,171,320	\$ 5,636,920
Housing Relocation and Stabilization Services ²	\$ 327,424	\$ 931,899	\$ 1,259,323
Subtotal (add previous two rows)	\$ 1,793,024	\$ 5,103,219	\$ 6,896,243

Data Collection and Evaluation ³	\$ 4,000
Administration (up to 5% of allocation)	\$ 96,000
Total HPRP Amount Budgeted⁴	\$ 6,996,243

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.”