

## **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 El Paso, Texas
<b>Name of Entity or Department Administering Funds</b>	Department of Community and Human Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Bill Lilly
<b>Title</b>	Director
<b>Address Line 1</b>	#2 Civic Center Plaza, 8 <sup>th</sup> Floor
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	El Paso, Texas 79901-1196
<b>Telephone</b>	(915) 541-4643
<b>Fax</b>	(915) 541-4370
<b>Email Address</b>	<a href="mailto:lillywl@elpasotexas.gov">lillywl@elpasotexas.gov</a>
<b>Authorized Official</b> (if different from Contact Person)	Joyce Wilson
<b>Title</b>	City Manager
<b>Address Line 1</b>	#2 Civic Center Plaza, 10 <sup>th</sup> Floor
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	El Paso, Texas 79901-1196
<b>Telephone</b>	(915) 541-4844
<b>Fax</b>	(915) 541-4866
<b>Email Address</b>	<a href="http://www.elpasotexas.gov/city_manager/">http://www.elpasotexas.gov/city_manager/</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.elpasotexas.gov/commdev/forms.asp">http://www.elpasotexas.gov/commdev/forms.asp</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$3,492,976</b>
<b>Amount Grantee is Requesting</b>	<b>\$3,492,976</b>

\*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 El Paso's Department of Community and Human Development prepared the proposed substantial amendment and presented it on April 16, 2009 to the Community Development (CD) Steering Committee, a citizen advisory group appointed by the Mayor and City Council to review and make recommendations on CD processes and awards. The Steering Committee unanimously approved the version provided to HUD. On April 22, 2009, the proposed amendment was advertised in the local newspaper for publication. The public had 12 days, or until May 4, 2009, to comment on the proposed amendment. After receiving no comments, the El Paso City Council held a public hearing on May 5, 2009 to receive additional public input, and approved the amendment submitted.

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

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

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

Response:

The City will issue three RFPs (Homeless Prevention, Rapid Re-housing and Data Collection and Evaluation) in the following five categories to ensure coverage throughout the City of El Paso: (1) Homelessness Prevention - Central Area of El Paso; (2) Homelessness Prevention – Lower Valley Area of El Paso; (3) Homelessness Prevention – Northeast/East Areas of El Paso (4) Rapid Re-housing; and (5) HPRP – HMIS – Data Collection and Evaluation. The City will also set aside 5% of the total HPRP award for homeless prevention activities to enhance one or more of the targeted areas or to fill funding or service gaps. City staff and the CD Steering Committee will evaluate applications based upon the following:

- Experience in assessing the needs of the homeless;
- Work on housing stability;
- Connecting households with housing and mainstream resources;
- Working with vulnerable populations;
- Using funds for homeless prevention;
- Ability to coordinate and collaborate with other agencies;
- Ability and experience in managing payments to third parties;
- Experience in operating a HUD-approved HMIS; and
- Overall capacity of the applicant.

All applications will be reviewed for eligibility by CD staff, and all eligible applicants will have an opportunity to present their proposal(s) to the CD Steering Committee in a posted, open meeting. Minimum contract amounts in each category will serve to limit the number of contracts awarded. The consensus CD staff/Steering Committee recommendations will be forwarded to City Council, who will make the final decision on the award amounts. Applicants are prohibited from lobbying City Council or the CD Steering Committee during the selection process.

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 categories of funding and the percentages of the HPRP award to be allocated to each category are:

- 19% - Homelessness Prevention – Central Area of El Paso
- 19% - Homelessness Prevention – Lower Valley Area of El Paso
- 19% - Homelessness Prevention – Northeast/East Areas of El Paso
- 5% - Homelessness Prevention – City Set-Aside
- 29% - Rapid Re-Housing
- 4% - Data Collection and Evaluation
- 5% - Administration
- 100%

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

HPRP funds will be allocated to subgrantees based upon the amount allocated to the category of funding, the requests for funding in the applications submitted, the rating of the applications by the CD staff and CD Steering Committee, and the minimum award amounts set for each category.

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:

Applicants will provide detailed budgets for funds requested, the number of households they expect to assess and assist, and the expected outcomes. Data on the number assessed and assisted will be recorded monthly in IDIS and checked against progress toward contract goals. Subgrantees will submit monthly reports to the City with data on number of persons served, ethnicity, etc. as they do with CDBG and ESG homeless grants. The City will also track expenditures and spending rates of subgrantees and will expect them to meet or exceed the following:

- 6 months, 10% of award;
- 12 months, 25% of award;
- 18 months 45% of award;
- 24 months, 62 % of award;
- 30 months, 84% of award;
- 35 months, 99% of award.

This will ensure that the City complies with the HPRP requirement that at least 60% of grant funds are expended within 2 years and 100% within 3 years. If a subgrantee experiences a significant shortfall in meeting benchmarks on expenditures, performance or both, the City will review the project. The City will provide technical assistance, and if the goals do not appear to be feasible, the City may reassign a portion of the funds to another eligible subgrantee. The City will implement fiscal and programmatic monitoring procedures similar to those used to monitor use of prevention funding under ESG, but tailored to HPRP requirements. In particular, the City will track subgrantee compliance with and documentation of HPRP eligibility requirements, such as household income at or below 50% of Area Median Income. Subject to additional outcome and other reporting to be required by HUD, the City expects measurable outcomes to include a significant reduction in the number of households (especially families) that become homeless, a reduction in the time households who do become homeless stay in emergency shelter, and an increase in the number of households able to successfully move from transitional to permanent housing.

### **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

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

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 El Paso will contact local agencies that will obtain Stimulus funds from the U.S. Departments of Education, Labor and Health and Human Services to identify programs and activities that will be funded to coordinate the City's efforts in implementing the HPRP. Subcontractors will be required to show how they will coordinate efforts with other local agencies receiving Stimulus funds. Through the monthly general membership meetings of the El Paso Coalition of the Homeless, local agencies working with the Stimulus program will be brought together to exchange dialogue regarding the programs being operated in El Paso, thus identifying avenues for coordination among the agencies.

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 has worked with representatives of the Continuum of Care in developing this amendment. The plans for use of HPRP funding were developed based on Continuum information on the quantity and use of existing resources for prevention; HMIS data on the number of households who become homeless in a year primarily due to economic reasons and the various other risk factors they faced; and HMIS data on the success of programs in being able to link homeless households to mainstream resources. A broad range of homeless providers and prevention providers joined in discussion sessions regarding the best use of HPRP funds. Work groups from the Continuum of Care refined recommendations and the lead entity (El Paso Coalition for the Homeless) for the Continuum presented recommendations to the City. The City staff further reviewed and made use of the recommendations in coming up with the proposed amendment and the procedures that will be used to in implementing the amendment. The plans envision that the subgrantee will make heavy use of mainstream resources in order to return households to housing stability, as they do with other homeless housing and services programs.

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 City's Consolidated Plan describes how most financial assistance to prevent homelessness comes from FEMA grants, some faith-based providers and a private foundation. Limited funding means a family might not get the assistance it needs to prevent homelessness. For persons who become homeless, the City's

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Consolidated Plan envisions using HUD CDBG, ESG and SHP resources to maintain a Continuum of Care for the homeless with a strong focus on safety net shelter and services, and supportive services that lead to self-sustainability. The City and Continuum of Care programs strive to (1) prevent homelessness whenever possible; (2) rapid re-house people when homelessness cannot be prevented; and (3) provide wrap-around services that promote housing stability and self-sufficiency. The Consolidated Plan also describes the City's Ten-Year Plan to End Chronic Homelessness, with key components being development of additional permanent supportive housing, more resources for mental health treatment, and discharge planning.

Plans for the use of HPRP grant funds support the City's Consolidated Plan by enabling households to receive the amount of financial assistance needed to prevent homelessness and support services needed to maintain housing stability. HPRP funds also increase the ability of Continuum of Care programs to return homeless households to self-sufficiency and provide more housing opportunities in connection with discharge planning.

**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.

<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>	\$1,640,232	\$ 700,000	\$2,340,232
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 546,744	\$ 300,000	\$ 846,744
<b>Subtotal</b> (add previous two rows)	<b>\$2,186,976</b>	<b>\$1,000,000</b>	<b>\$3,186,976</b>
Data Collection and Evaluation <sup>3</sup>			\$ 132,000
Administration (up to 5% of allocation)			\$ 174,000
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$3,492,976</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.”

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

**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

**May 12, 2009**

Date

**City Manager**

Title