

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)

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A. General Information

Grantee Name	City of Mesa
Name of Entity or Department Administering Funds	Neighborhood Services Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Carolyn D. Olson
Title	Housing and Revitalization Director
Address Line 1	20 E. Main St., Suite 250
Address Line 2	
City, State, Zip Code	Mesa, Arizona 85201
Telephone	480-644-2168
Fax	480-644-2923
Email Address	carolyn.olson@mesaaz.gov
Authorized Official (if different from Contact Person)	Ray Villa
Title	Neighborhood Services Director
Address Line 1	20 E. Main St., Ste. 250
Address Line 2	
City, State, Zip Code	Mesa, Arizona 85201
Telephone	480-644-4546
Fax	480-644-2923
Email Address	ray.villa@mesaaz.gov
Web Address where this Form is Posted	http://www.mesaaz.gov/housing/

Amount Grantee is Eligible to Receive*	\$ 1,405,094
Amount Grantee is Requesting	\$ 1,405,094

*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: Pursuant to the Citizen Participation Plan the City of Mesa consulted with the City of Mesa Housing Authority for comments from the residents of assisted housing and for collaboration with the Housing Authority and the needs of the low income population. The City of Mesa has published notice of the plan for the HPRP funds and solicited the opportunity for comments from the public via the website and also written or oral comments. The completed HPRP Amendment will also be available for viewing at the Housing and Revitalization Office at 20 E. Main, Suite 250, Mesa, Arizona. A Public Notice has been posted in a newspaper with general circulation in the community 30 days before the actual public hearing. If necessary a bilingual staff person or translator will be present at the public hearing or to answer questions concerning the amendment to meet the needs of non-English speaking residents. Any citizen, organization or group that desires to make a complaint or comment regarding this Amendment may do so in writing to the Director of the Division or verbally during the public hearing. At all times, citizens have the right to submit complaints directly to the Department of Housing and Urban Development as well. Project deletions or changes made in allocation priorities or methods of distribution that have the effect of changing the areas in the program by more than 10% of the total will be subject to other program requirements in the CFR as applicable.

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

- Grantee did not receive public comments. Comments were requested, but no comments were received.
- 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: None

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

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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: **Grantee Survey of Qualified Organizations, With Direct**

Solicitation) All sub-recipients have been identified based on capacity and expertise demonstrated by previous history with the City of Mesa.

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

Response: The City of Mesa identified a pool of qualified organizations. This process was completed informally, through discussions with knowledgeable community sources and through internal information the Housing and Revitalization office has gained throughout years of experience working with non-profits. From this pool, the City of Mesa identified qualified organizations to carry out the eligible activities of the HPRP based upon their interest, capacity and suitability for the program. After confirming the organizations' capacity, the City will negotiate a written sub-recipient agreement with the organizations. The process previously described allowed the City to determine which organizations will be the best match to meet the needs of the program and to expend the funds in the most efficient and effective manner.

The City of Mesa has identified A New Leaf as a sub-recipient for the HPRP based on their status as a Community Action Agency. A New Leaf has a broad range of experience providing utility assistance to families at risk of homelessness and offers multiple services including outreach. Also identified as a sub-recipient is Save the Family, based upon their status as a transitional housing organization and ability to serve the homeless and near homeless population. The City of Mesa will also collaborate with Community Legal Services to provide legal services to homeless and near-homeless individuals and families.

The City of Mesa will also utilize the City of Mesa Housing Authority as the central point of coordination of all HPRP funds. Programs are currently in place at the Housing Authority for homeless and near homeless individuals and families with security deposit assistance and tenant based rental assistance. The Housing Authority currently has processes in place for income verification, rent reasonableness and housing quality inspections and will manage the Homelessness Management Information System for tracking and reporting HPRP accomplishments. A number of agencies located through the City of Mesa

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currently identify and refer people to the Housing Authority for prevention funds, emergency housing, security deposits, and other homelessness services.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub-grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: To ensure that sub-recipients will meet timely deadlines the City of Mesa will hold an orientation session to give information to sub-recipients concerning critical timelines. Deadlines and timelines will be stressed and organizations will be given expenditure request forms and trained to submit in a timely manner. Organizations will also be informed of monthly monitoring by City staff upon submission of their report. If problems arise concerning the expenditure of funds in a timely manner or failure to follow program regulations, the City of Mesa will provide technical assistance to organizations to ensure the quality of the program.

Sub-recipient agreements will be completed on or before September 1, 2009. The City of Mesa will assess all expenditures by activity against the plan after looking at 12 months of data to determine the program's effectiveness.

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 sub-grantees (limit 500 words).

Response: The Housing and Revitalization Division for the City of Mesa will monitor the HPRP funds in the same manner that CDBG and HOME funds are monitored to ensure that the funds are administered in accordance with the requirements of the HPRP Notice. The City of Mesa Housing Authority and all sub-recipients will report on a monthly basis their progress in disbursing the funds to homeless individuals and families to ensure compliance with all applicable eligible requirements. The City of Mesa will adopt the monitoring procedures as established in the approved Consolidated Plan.

The City of Mesa currently has an efficient system for referring families to appropriate providers. Households at risk of homelessness because of a financial crisis will be referred to the Housing Authority as the central point of coordination for households at risk of homelessness or already homeless. Households that can regain housing stability with short-term (up to 3 months) HPRP assistance will be the focus of the prevention program. Additional subsidies may be provided if determined through re-assessment that the extension will accomplish the goal of establishing self-sufficiency.

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Re-housing the homeless may require a larger subsidy per household than preventing homelessness. Mesa residents that have recently become homeless will be prioritized for the re-housing program as follows:

- Outreach through the schools to homeless families will reach both homeless families and those that are insecurely housed (doubling up with relatives or friends)
- City staff will continue to monitor foreclosures to identify households that are evicted and have immediate housing needs.

The number of households assessed and determined to be eligible for HPRP assistance, as well as how funds are used (e.g., prevention or re-housing; rent, utilities, etc.) will be reviewed on a monthly basis initially in order to revise eligibility criteria if needed based on results and economic changes. Results will continue to be reviewed quarterly throughout the program.

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: While assistance with housing and case management services is key to helping households impacted by the current economic crisis, it is also important to provide services such as legal services, child care, employment training and placement. The City of Mesa will collaborate with agencies that offer these and other services needed by households assisted by HPRP, such as Department of Economic Security (DES) and Workforce Connection for employment services.

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 of Mesa will collaborate with organizations involved in the Maricopa County Continuum of Care to prevent homelessness of persons with serious mental illness. City staff will work closely with the Development Services Department to identify those families in which their homes have been foreclosed upon or abandoned, to offer immediate services to those families to prevent homelessness. Staff will also work with the Mesa Utilities Department to identify households for whom utilities will be disconnected to prevent homelessness.

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).

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Response: The City of Mesa’s HPRP plan will be to stabilize the housing of low income Mesa households that are homeless or at high risk of becoming homeless due to economic circumstances. This is consistent with the City’s Consolidated Plan because it directly addresses one of the goals in the plan, to provide decent housing for LMI Mesa residents and to address the needs of the homeless in the community. In developing the HPRP plan, Mesa has consulted with agencies and organizations, and invited citizen participation at all levels of the planning process, following its citizen participation plan.

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	\$ 463,547	\$ 346,243	\$ 809,790
Housing Relocation and Stabilization Services ²	\$ 284,109	\$ 173,642	\$ 457,751
Subtotal (add previous two rows)	\$ 747,656	\$ 519,885	\$ 1,267,541

Data Collection and Evaluation ³	\$ 67,300
Administration (up to 5% of allocation)	\$ 70,253
Total HPRP Amount Budgeted⁴	\$ 1,405,094

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.

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⁴This 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)

Signature/Authorized Official

Date

Title