

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 Pueblo, A Municipal Corporation
Name of Entity or Department Administering Funds	Department of Housing and Citizen Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Ada Clark
Title	Director
Address Line 1	2631 E. 4 St.
Address Line 2	
City, State, Zip Code	Pueblo, Colorado, 81001
Telephone	719-553-2845
Fax	710-553-2855
Email Address	adaclark@pueblo.us
Authorized Official (if different from Contact Person)	Ms. Vera Ortegon
Title	President of the City Council
Address Line 1	One City Hall Place
Address Line 2	
City, State, Zip Code	Pueblo, Colorado, 81003
Telephone	719-553-2855
Fax	719-553-2698
Email Address	vortegon@pueblo.us
Web Address where this Form is Posted	www.pueblo.us

Amount Grantee is Eligible to Receive*	\$ 678,970
Amount Grantee is Requesting	\$ 678,970

*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: The City's Citizen Participation Plan (CPP) requires that the City notify the public of any substantial amendments and conduct a public hearing, in addition to receiving comments via email and regular mail. The City held a public hearing to receive comments on the proposed changes to the 2008 Annual Action Plan on May 11, 2009. The meeting was held before the City Council. The date of the meeting was published in the Pueblo Chieftain newspaper on April 25, 2009, as well as posted on the departmental website.

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:

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: There are some services that might be sole source providers

and thus the City will enter into contract with these agencies._____)

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

Response: The City of Pueblo will issue a request for proposal from qualified and eligible 501 (c)(3) agencies that serve the homeless population within the City, to include faith-based organizations. Applicants will be asked to submit a comprehensive program. In addition, services will be procured for budget counseling, legal services and other eligible services that are integral to the success of the program.

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 notification and acceptance of the grant by the City of Pueblo, the City will enter into a subgrantee agreement with a qualified agency. The agreement will outline the eligible activities to be undertaken to include the requirements for drawing down funds.

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: It is the City's desire to enter into a subgrantee agreement with just one agency to facilitate the monitoring process. The City will require monthly reporting and drawdowns from its subgrantee to ensure timely expenditure of the funding. Six-months into the program an evaluation will be conducted and projections will be made for the timely expenditure of the remaining funds. At this time we will assess if any changes need to be made to the program to ensure compliance and effectiveness.

City staff will provide monthly reporting on time spent on the monitoring and other eligible oversight activities of the subrecipient and funds will be allocated from the grant to reimburse the general fund to ensure timely expenditures.

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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Response: The City has initiated conversations with Pueblo County on possible partnerships in the use of the additional Community Shelter Block Grant (CSBG) funding it will be receiving. The City is requesting that the County set-aside a minimum of \$100,000 to be used by the HPRP population to facilitate the accessibility of eligible services as required to stabilize families. The City is also investigating the possibility of applying to the State's Division of Housing to access their allocation of CSBG if the County does not set-aside the funding for this purpose. We will also be partnering with the Housing Authority of Pueblo to facilitate long term housing assistance if required.

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: Access to mainstream resources, such as health, human services, employment, and housing services, is critical to ensure the well being of homeless individuals. In Pueblo we are fortunate to have a rich level of services to assist homeless individuals and families in achieving and maintaining permanent housing and self-sufficiency. The City of Pueblo is a member of the Continuum of Care group and has working relationships with many of its non-profit agencies through various funding mechanisms. As part of the request for proposal applicants will be required to submit a plan outlining its partner agencies and how it intends to collaborate with the Continuum of Care, as well as its experience and success with mainstream service providers.

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 proposed activities to be undertaken include but are not limited to providing homeless prevention resources to 30 families and rapid rehousing to 50 families. We anticipate providing case management, legal services and credit repair activities.

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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	\$ 216,000	\$ 276,000	\$ 492,000
Housing Relocation and Stabilization Services ²	\$ 70,000	\$ 70,000	\$ 140,000
Subtotal (add previous two rows)	\$ 266,000	\$ 346,000	\$ 632,000
Data Collection and Evaluation ³			\$ 13,022
Administration (up to 5% of allocation)			\$ 33,948
Total HPRP Amount Budgeted⁴			\$ 678,970

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.”

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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