

## **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>	State of Nevada
<b>Name of Entity or Department Administering Funds</b>	Housing Division
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Soni Bigler
<b>Title</b>	Grants and Projects Analyst
<b>Address Line 1</b>	1535 Old Hot Springs Road Suite 50
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Carson City NV 89706
<b>Telephone</b>	775-687-2042
<b>Fax</b>	775-687-4040
<b>Email Address</b>	<a href="mailto:sbigler@nvhousing.state.nv.us">sbigler@nvhousing.state.nv.us</a>
<b>Authorized Official</b> (if different from Contact Person)	Charles L. Horsey
<b>Title</b>	Administrator
<b>Address Line 1</b>	1535 Old Hot Springs Road Suite 50
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Carson City NV 89706
<b>Telephone</b>	775-687-2031
<b>Fax</b>	775-687-4040
<b>Email Address</b>	<a href="mailto:chorsey@nvhousing.state.nv.us">chorsey@nvhousing.state.nv.us</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.nvhousing.state.nv.us">www.nvhousing.state.nv.us</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$ 2,035,393.00</b>
<b>Amount Grantee is Requesting</b>	<b>\$ 2,035,393.00</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).

Response:

**The Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) for the State of Nevada’s Homeless Prevention and Rapid Program (HPRP) is made available for public comment for a period of 12 days. This is accomplished by way of newspaper advertisements in the Elko Daily Free Press, the Reno Gazette Journal, the Carson City Nevada Appeal, and the Las Vegas Review Journal. Additionally, the Amendment is posted at a number of locales throughout the State, mainly all City and County Administration offices and local libraries. Finally, the Substantial Amendment is available on the Housing Division’s web site at [www.nvhousing.state.nv.us](http://www.nvhousing.state.nv.us), and linked to the State’s Recovery site at <http://www.nv.gov/Recovery/>.**

**The deadline to receive feedback, ideas, and comments on the Substantial Amendment is 4:00 p.m. Friday May 15, 2009. Comments should be provided by the following methods:**

**Via email to : [sbigler@nvhousing.state.nv.us](mailto:sbigler@nvhousing.state.nv.us)**

**Via fax to: 775-687-4040**

**Via hand delivery or  
US Postal Service:**

**HPRP Substantial Amendment Comments  
Nevada Housing Division  
1535 Old Hot Springs Road Suite 50  
Carson City NV 89706**

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: **The Division is awaiting closure of public comment period.**

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**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: Letter of Intent to rural communities. HPRP grantees in north and south were awarded via formula, but were also required to submit Letters of Intent to summarize their plans)

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

Response:

**The Division created a formula allocating portions of State funding to southern, northern and rural Nevada based on the total amount of HPRP funding received within the State, including local jurisdiction allocations, and the population of a community. In southern Nevada, Clark County Community Resource Management will receive \$897,388.00 of State HPRP funds. Washoe County Social Services in northern Nevada will receive an allocation of \$445,863.00. Their roles will be to oversee funding for their areas, allocate to successful sub-recipients, and gather and report all required data to the Division.**

**Rural homeless providers submitted Letters of Intent directly to the Division to request a portion of the rural allocation of \$654,337, not including administration costs. The Letter of Intent summarized the following: Community unmet need, current programs offered to address homelessness, collaboration plans, discharge plans, type of activities to be provided with requested funding, and current experience with the Rural Nevada Continuum of Care's Homeless Management Information System (HMIS). Six sub-recipients have been selected to receive awards based on recommendations made by a reviewing committee, which included in part a review of the agency's demonstrated need, their ability and capacity to address homelessness within their communities, and issues related to an agency's financial statements. HPRP requests were rated and ranked, and award amounts were based on the Committee's recommendations.**

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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:

**As stated above, the Division has received Letters of Intent from six communities throughout rural Nevada. Funds will be awarded to sub recipients and contracts executed in anticipation of a successful Grant Agreement with HUD. It is the Division's intent to have Agreements in place so expenditures can happen as soon as HUD releases funding. This will ensure that agencies will be ready to assist clients as soon as funding is available.**

**The northern and southern agencies have also submitted Letters of Intent to the Division identifying their plans on the use of State HPRP funds. They have indicated their preparedness to allocate funds to sub-recipients, or to serve clients directly, once HUD has approved the State's Plan. Written Agreements will be executed prior to the September deadline and will include requirements and deadlines to expend State HPRP funding once funds are released by HUD.**

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:

**In accordance with the timelines detailed in the HPRP regulations, the Division must spend \$1,221,235.80, the equivalent of 60% of its allocation, by July 2011, with the entire balance expended before July 2012. To ensure these time frames are met the Division has received Letters of Intent from rural, northern and southern Nevada recipients that identifies specific activities that will be provided to eligible clients, including strategies to ensure that funds are expended within the timeframes required by regulation. As stated above, the Division will include funding requirements and deadlines in Written Agreements issued to sub recipients to ensure compliance.**

**The Division will contract with the HMIS Lead Agency to create reports that will track clients served with State HPRP funds. This will be an oversight tool used by Division staff to ensure that agencies receiving State funds report client data, and program outcomes and successes separately from other HPRP allocations. Approximately 14% of the State's HPRP allocation, including \$235,327 of funding passed through to southern Nevada, has been allocated to create enhancements to the HMIS system which will help with these oversight responsibilities.**

**Division staff, experienced in the program oversight and monitoring of the Emergency Shelter Grant, HOME and the State's Low-Income Housing Trust Fund**

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**programs, will oversee, manage and monitor the HPRP allocation. This staff person has experience in monitoring State sub-grantees and sub-recipients of various programs funded through the Division. There will also be a financial auditor provided by the Division to monitor the financial requirements of recipients, including oversight of the Division's fiscal management of the program.**

**Finally, the Division will be required to report to the State of Nevada Recovery Subcommittee, as well as the other committees created by the State Legislature, the status of the HPRP allocations which will help to ensure funding is expended as required by program regulations. The HPRP manager is a member of the Governor's Stimulus workgroup and will be required to share quarterly reports of HPRP data, funds expended and successes of the program throughout the grant cycle.**

### **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:

**The Letter of Intent submitted by applicants and State grantees included a summary of collaboration efforts to help address the needs of homeless and at-risk homeless within their communities. At least five agencies requesting funds are local Community Action Agencies (CAA) that have already developed partnerships with the State Welfare office, local housing authorities, and are Community Services Block Grant (CSBG) recipients. CSBG funds will be used to provide these agencies with opportunities to develop employment programs that will assist low-income families to stabilize and move out of poverty, including clients assisted with HPRP funds.**

**Meetings with United Way, which administers the Emergency Food and Shelter funds, Domestic Violence Advocates funded with Violence Against Women funds; and Department of Employment, Training and Rehabilitation for job training are occurring. Finally, HMIS enhancements will be made using HPRP funds that will predict a list of services, those offered by mainstream programs as well as those provided by other nonprofit organizations or local businesses, a client is likely eligible for. This will allow for better referrals of eligible, and more importantly, ineligible clients to other mainstream resources and programs.**

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

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Response:

**The request for Letters of Intent to local jurisdictions and non-profits in rural Nevada was made available via the Rural Nevada Continuum of Care (RNCoC) list serve, along with the Emergency Shelter Grant Program and the Low-Income Housing Trust Fund list serves. As a result, most agencies requesting HPRP funding for rural Nevada have a long-term relationship with the RNCoC Steering Committee and participate in monthly meetings on a regular basis.**

**Most of the requests from rural agencies was to provide funding to supplement current homeless programs, to address 10 Year Plans to End Homeless and Poverty, and will be in line with goals identified in the Exhibit 1 application for Continuum of Care funding. Two agencies in line to receive HPRP funds are also direct recipients of Continuum of Care funding.**

**In southern Nevada, the Southern Nevada's Continuum of Care is administered through the Office of Regional Homeless Coordinator, the convener of the Prevention Work Group meeting weekly to oversee the HPRP allocations. This will ensure that HPRP activities are consistent with the Southern Nevada's Plan to End Homelessness.**

**In northern Nevada, the State Recipient is actively involved in the Reno Area Alliance for the Homeless and will provide funding, along with the City of Reno who is a direct recipient of HPRP funds, to sub-recipients who demonstrate their ability to meet the needs identified in their regional plan to end 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).

Response:

**The State of Nevada's 5 Year Consolidated Plan and the 2008 Annual Action Plan have identified the following needs: 1) Additional transitional housing; 2) Financial support to assist those in imminent danger of becoming homeless; 3) Improving access to mainstream resources; and 4) Increase the capacity and capabilities of local agencies serving the homeless to increase access to housing.**

**The Homeless Prevention and Rapid Re-Housing program allows for activities that will address all of these issues. The payment of rent and utilities for up to 18 months will allow for eligible clients to transition into stable housing. It will also allow for the prevention of homelessness by funding rental and utility assistance for households at risk of eviction from their homes.**

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Funds used to pay for activities such as providing case managers will help clients secure access to other mainstream resources and will improve the capacity of agencies serving the homeless. It is anticipated that \$1,587,674 of the States HPRP allocation, or 78%, will be used to provide Financial Assistance and Housing Relocation and Stabilization Services to eligible clients.

**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>	\$ 923,197	\$ 276,500	\$ 1,199,697
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 306,631	\$ 81,346	\$ 387,977
<b>Subtotal</b> (add previous two rows)	<b>\$ 1,229,828</b>	<b>\$ 357,846</b>	<b>\$ 1,587,674</b>
Data Collection and Evaluation <sup>3</sup>			\$ 345,949
Administration (up to 5% of allocation)			\$ 101,770
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$2,035,393.00</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.”

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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)

**To be signed by the Administrator when submitted to HUD**

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title