

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 Oklahoma City
Name of Entity or Department Administering Funds	Oklahoma City Planning Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Jane Ferrell
Title	Urban Redevelopment Specialist
Address Line 1	402 W. Main Street, Suite 920
Address Line 2	
City, State, Zip Code	Oklahoma City OK, 73102
Telephone	405-297-2939
Fax	405-297-3796
Email Address	jane.ferrell@okc.gov
Authorized Official (if different from Contact Person)	William Wiley Rice
Title	Planner IV
Address Line 1	402 W. Main Street, Suite 920
Address Line 2	
City, State, Zip Code	Oklahoma City OK 73102
Telephone	405-297-2245
Fax	405-297-3796
Email Address	wiley.rice@okc.gov
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$ 2,161,404
Amount Grantee is Requesting	\$ 2,161,404

*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: Prior to the HPRP program design Oklahoma City Planning staff hosted two public focus meetings on March 3 and 11, 2009 to solicit input from citizen stakeholders, providers and interested parties. Sign in sheets were used to document participation and a list of comments/ideas pertaining to the meeting is kept on file. After HUD released the details of the HPRP program a draft of the City's plan was presented at another public meeting on April 29, 2009 to allow stakeholders input and understand details about the final program plan.

As in other homeless assistance funding feedback from the Continuum of Care Committee and the Coalition for the Needy was solicited and the OKC Social Services Committee, which is comprised of members of the OKC City Council, reviewed the program prior to the presentation of the final draft.

As outlined in the City's Consolidated plan the standard citizen participation plan was followed and the final draft HPRP amendment to the City's Consolidated Plan was reviewed by the Citizens Committee and the Conservation Committee prior to making recommendations to the Oklahoma City Council and Mayor. Notice for these meetings was published on April 10, 2009.

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: Several participants in the focus meetings stated they felt strongly that in order for HPRP funding to be effective the community must work to improve the service system and increase coordination between individual service providers and mainstream resources. The discussion included development of an oversight committee comprised of stakeholders and the creation of a Systems Coordinator position who would work with agencies to ensure that HPRP funding is used effectively and act as a liaison between state agencies and organizations that have a single focused mission.

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A priority among the participants was to standardize initial assessments to identify appropriate services to make sure that people who receive funding are able to sustain housing long term. Suggestions were made to include standardized case management training to ensure that people receiving assistance obtain the resources and support to be successful long term.

Several people stated their agency lacked funding for a housing locator position and felt if this position were funded it would expedite the process and house families more quickly and efficiently.

There were those that advocated for assistance for people who transitioned from incarceration but did not qualify for supervision and/or specialized housing. It was suggested RFPF funding could benefit those that do not meet the criteria for specialized housing and supports but still were at risk for homelessness.

Several people felt that using HPFP funding to assist families with children would have the biggest impact in the community.

All public comments were taken into consideration during the HPRP planning phase.

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 sub grantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: _____)

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

Response: Two competitive solicitation requests will be announced to the public, released to service providers through the Oklahoma City Coalition for the Needy and posted on the City's website.

The first competitive solicitation will be to locate a Systems Coordinator. The function of the Systems Coordinator is to facilitate the design and implementation of a coordinated prevention and rapid re-housing strategy in Oklahoma City. The second solicitation will be for direct services related to the HPRP eligible activities.

The applicants will have 14 days to submit their proposals. The proposals will be rated and ranked using the same system as CoC grant applications. The Continuum of Care Committee will make recommendations to the Social Services Committee who upon approval will forward their recommendations to the City Council and Mayor.

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: Once the City of Oklahoma City receives notice that HUD has signed the grant agreement the City is prepared to draw down funding to cover initial program planning and initial implementation costs per HUD HPRP regulations. This will include funding for producing HPRP program documents, implementation manual, standardized assessment tools, Systems Coordinator, HMIS expansion and program implementation training for providers.

Contract agreements with service providers that have been selected through the competitive solicitation process will be processed immediately upon receipt of the grant agreement signed by HUD and funding will be obligated by September 30, 2009.

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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: HPRP funding will be used to serve people who meet the HUD criteria that would not normally be served by homeless assistance providers because they do not currently meet the eligibility requirements of specialized programs. Implementation of HPRP will not only assist people who are homeless or at risk of homelessness but will also improve the community's existing service system by increasing the use of standardized intake processes, providing much needed training for case managers and encourage the collaboration between mainstream resources and individual homeless service providers to improve the effectiveness and efficiency of services.

Financial and programmatic reporting will be consolidated and submitted on a monthly basis in order for agencies to receive reimbursement. These reports will be reviewed by the Systems Coordinator who will provide timely feedback and resources to service providers. Upon review of the monthly reports submitted by service providers the Systems Coordinator will compile a Systems Report which is reviewed by the HPRP Evaluation Committee.

The evaluation committee is comprised of members of the Continuum of Care Committee, City Planning Department staff, contracted agency executive directors, the HMIS administrator and community stakeholders who will review the monthly system report, required quarterly report to HUD and make recommendations for program and/or funding adjustments to ensure the program is effective and allocates the funds according to the HUD regulations and time limits.

Financial monitoring will be conducted semi annually to check for program compliance and that expenses are eligible. This process will be completed by the Continuum of Care Committee, which currently conducts monitoring Oklahoma City 's homeless assistance programs.

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: Several meetings were held with the, Oklahoma City Public School District McKinney-Vento administration, county Department of Human Service personnel, Local Workforce Investment Board, YWCA, City Rescue Mission, Homeless Alliance, local Department of Mental Health and Substance Abuse Services, Community Mental Healthcare Center, 211, local Veterans Administration, current homeless service providers, housing providers Community Action Agency and the Central Oklahoma United Way. The result of these meetings was to build collaboration in service delivery, understand eligibility criteria and how to effectively serve the intended recipients without duplicating efforts.

In developing the program a rudimentary service mapping process was completed to help contract providers understand service referrals to various agencies, eligibility requirements and the full array of services available.

Intake processes will be streamlined and Individual Housing Plans will be used to outline the specific goals and steps service recipients will take to achieve sustainable housing. Case managers are required obtain a Release of Information so that they can consult with other service agencies and provide follow up services to facilitate the Housing Plan.

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: Meetings have been held with state and local administrative staff that provides financial and supportive assistance. These agencies include; the Oklahoma Department of Human Services, Workforce Investment Board, Governor's Interagency Council on Homelessness, Oklahoma Veterans Administration, Oklahoma Department of Corrections, Oklahoma Department of Mental Health and Substance Abuse Services, Oklahoma State Head Start Collaboration and the Department of Commerce. These collaborative meetings helped to promote an understanding of the various funding streams and eligibility criteria. These mainstream services are included in the service mapping documents provided to contracted service providers.

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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: Oklahoma City's HPRP is consistent and will compliment the City's consolidated plan by providing the means for citizens who are in jeopardy of losing their housing remain in their homes. The large portion of the City's Consolidated Plan demonstrates a focus on developing affordable housing and/or specialized housing for individuals and families who are homeless or at risk of becoming homeless. HOME funds are routinely used to match and supplement Homeless Assistance Grants.

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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	\$583,579	\$389,053	\$972,632
Housing Relocation and Stabilization Services ²	\$583,579	\$389,053	\$972,632
Subtotal (add previous two rows)	\$1,167,158	\$778,106	\$1,945,264
Data Collection and Evaluation ³			\$108,070
Administration (up to 5% of allocation)			\$108,070
Total HPRP Amount Budgeted⁴			\$2,161,404

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