

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Community Development Block Grant – Recovery Program (CDBG-R)

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 Chandler
Name of Entity or Department Administering Funds	Neighborhood Resources Division
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Stefanie Garcia
Title	Community Development Administrator
Address Line 1	PO Box 4008
Address Line 2	Mail Stop 605
City, State, Zip Code	Chandler, AZ 85244-4008
Telephone	480-782-4349
Fax	480-782-4350
Email Address	stefanie.garcia@chandleraz.gov
Authorized Official (if different from Contact Person)	Mark Pentz
Title	City Manager
Address Line 1	PO Box 4008
Address Line 2	Mail Stop 600
City, State, Zip Code	Chandler, AZ 85244-4008
Telephone	480-782-2210
Fax	480-782-2209
Email Address	mark.pentz@chandleraz.gov
Web Address where this Form is Posted	www.chandleraz.gov/neighborhoods

Amount Grantee is Eligible to Receive*	\$ 575,271
Amount Grantee is Requesting	\$ 575,271

*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: Chandler published a request for Public Comments notification on April 9, 2009 in the Arizona Republic and on the City's website at www.chandleraz.gov. Staff held a Public Hearing on Wednesday, April 15, 2009 and Wednesday April 22, 2009 to solicit comments from the public regarding this draft. In addition, staff met with the Housing and Human Services Commission and Neighborhood Advisory Committee to seek concurrence on the approved plan. Both committees approved the plan unanimously.

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: Not applicable

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: _____)

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

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1. Response: On November 21, 2008 staff advertised the availability of a Request for Proposals for the FY09/10 CDBG and General Fund Human Service Funding allocations. The Chandler Housing and Human Services Commission (HHSC), a City Council appointed commission of community volunteers, reviewed the proposals and made recommendations to the Mayor and City Council on the use of these funds.

With the release of the American Recovery and Reinvestment Act 2009 (ARRA), HUD emphasized that homeless prevention and rapid re-housing funds should target programs that provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. To that end the Homeless Prevention and Rapid Rehousing Program was developed and the City of Chandler received an allocation of \$575,271 for assisting in this effort. In an effort to meet this directive, staff identified 16 homeless prevention programs that were recommended for funding by the HHSC under the FY 09/10 annual allocation process for CDBG and general funds. Of these 16 programs, only ten received their full funding request. To help expedite timely expenditure of HPRP funds, organizations that applied for funding through the annual allocation process will receive supplemental funding from HPRP to meet their full funding request plus an additional 6.25%. Organizations who received their full funding request will only receive a 6.25% increase of the remaining HPRP funding. All awarded agencies have the capacity and experience to execute the funds and address the needs of Chandler's homeless and at-risk populations.

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: Staff will send tentative award letters to all agencies recommended for funding in early May. In addition, staff will prepare the paperwork and grant agreement forms with its subrecipients and have them reviewed and approved by the legal department. Once staff receives funding notification from HUD, all approved grant agreement forms will be sent to the organizations for contract completion. These steps will ensure that the City is prepared to allocate funds before the September 30, 2009 deadline.

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: Staff is currently responsible for the oversight of CDBG and general fund budgets that currently fund over 70 different programs. Monitoring tasks include executing written agreements, periodic review of all 70 subrecipients and

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taking effective correction and remedial action towards subrecipients who do not comply. Staff utilizes a team monitoring approach as well as a monitoring tool checklist for accurate and consistent monitoring of program funds. These same steps will be used to effectively monitor programs funded through the HPRP grant. Special attention will be paid toward the expenditure deadlines as required in the HPRP regulations.

Consistent with the management of its other entitlement programs, staff will incorporate performance-based standards in drafting contracts and issuing reimbursement. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. Staff will require subrecipients to utilize 50% of their total award during the first year. Staff will require quarterly reports from HPRP subrecipients for the purpose of reviewing accomplishment goals. Quarterly reimbursement requests will also be submitted to track timely expenditure. In addition, staff will conduct a yearly on-site monitoring of every agency funded through HPRP funds.

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: Chandler collaborates with and provides financial and technical support to a variety of social service providers, including those that may receive additional funds from ARRA. Staff will work carefully with such providers to ensure funding is utilized in the most efficient manner to provide supportive services to those in need.

The Department of Education will allocate ARRA funds to support improved teaching and learning for students from families living in poverty and having children at risk of failing to meet the state's academic standards. Chandler provides funding to programs providing services at local schools, specifically additional tutoring and mentoring support to children at risk.

Health and Human Services will receive ARRA funds to support health centers and senior nutrition programs. Chandler has prioritized funding to non-profits that provide basic needs services, including health centers that focus on child immunizations, well checks and dental care. In addition, Chandler provides support to three programs that provide both congregate and home delivered meals to elderly residents.

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One of the areas for which the Department of Homeland Security will utilize ARRA funds includes emergency food and shelter. Chandler has prioritized basic needs services for all priority populations and has provided funding and technical support to non-profit providers requesting funding for basic needs, which also includes emergency food and shelter.

Finally, the Department of Labor received ARRA funds to improve employment training and unemployment assistance. Chandler provides funding and a variety of collaborative efforts with community programs and local colleges to improve assistance to those needing employment training and securing employment.

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: Staff met with the Maricopa Association of Governments (MAG) Continuum of Care Regional Committee on March 23, 2009 to seek guidance on current homeless issues as well as best practices for the use of HPRP funds. MAG is a Council of Governments (COG) that serves as the regional agency for the metropolitan Phoenix area. The task of this Committee is to oversee the development of an effective plan to address homelessness in the region.

In reviewing the 2008 Continuum of Care McKinney-Veto project recommendations, seven of the twelve agencies proposed for Chandler HPRP are funded through the Continuum of Care. The other five agencies proposed for Chandler HPRP provide transitional shelter and stabilization services, which is a priority of the Continuum of Care. In addition, staff has consulted with the Continuum of Care in the development of this plan and will share the impacts and accomplishments of HPRP subrecipients to help evaluate the progress towards meeting Chandler's homeless needs.

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: Our Consolidated Plan identifies two strategies in which to address homeless needs: 1) Provide technical assistance and financial assistance to nonprofits to better compete for limited federal supportive housing operating and rental assistance funding; 2) Provide financial support to intermediate transitional shelter in a clean, secure environment that will promote independence and the stabilization of life style, including the array of services to include necessary supportive services. In addition, the City of Chandler Human Service Needs Assessment identified the homeless population as the second highest priority population requiring additional financial and technical support. HPRP funding will assist these programs to provide service gaps as identified for this priority

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population. HPRP grant funds will be allocated to selected homeless supportive housing programs that have the capacity to provide shelter and supportive services consistent with our strategies identified in the Consolidated Plan. Also, HPRP funds will assist homeless prevention programs that provide financial assistance to help avoid families from becoming homeless, in which these programs have reported a minimum of 36% increase in requests for assistance within the last six months.

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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	\$ 81,257.00	\$ 81,257.00	\$ 162,514.00
Housing Relocation and Stabilization Services ²	\$ 279,991.00	\$ 104,005.00	\$ 383,996.00
Subtotal (add previous two rows)	\$ 361,248.00	\$ 185,262.00	\$ 546,510.00
Data Collection and Evaluation ³			\$ 0
Administration (up to 5% of allocation)			\$ 28,761.00
Total HPRP Amount Budgeted⁴			\$ 575,271.00

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

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