

## **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)

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**A. General Information**

<b>Grantee Name</b>	Columbus Consolidated Government
<b>Name of Entity or Department Administering Funds</b>	Community Reinvestment
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Joe Riddle
<b>Title</b>	Director
<b>Address Line 1</b>	P.O. Box 1340
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Columbus, Georgia 31902
<b>Telephone</b>	(706) 653-4113
<b>Fax</b>	(706) 653-4486
<b>Email Address</b>	jiriddle@columbusga.org
<b>Authorized Official</b> (if different from Contact Person)	Isaiah Hugley
<b>Title</b>	City Manager
<b>Address Line 1</b>	P.O. Box 1340
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Columbus, Georgia 31902
<b>Telephone</b>	(706) 653-4029
<b>Fax</b>	(706) 653-4023
<b>Email Address</b>	ihugley@columbusga.org
<b>Web Address where this Form is Posted</b>	www.columbusga.org/communityreinvestment

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$740,907</b>
<b>Amount Grantee is Requesting</b>	<b>\$740,907</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:

In accordance with the City's Citizen Participation Plan, any addition or reduction in funding, in excess of \$100,000 requires the holding of a Public Hearing and a Public Comment Period to give the public the opportunity to review the change to the Action Plan and submit comments. The HPRP requires a 12 day Public Comment Period. The Notice of the Public Comment Period and the Public Hearing was published in the local newspaper on April 30, 2009. The Public Comment Period began May 1, 2009 and ended May 12, 2009. A Public Hearing was held on May 4, 2009 to inform the public of the amendment to the Annual Action Plan for the receipt of funding from HPRP. Notices were published in the local newspaper announcing the Public Comment Period and the holding of a Public Hearing. The application to HUD requesting the funding was made available for review at the Hearing, as well as online at the City's website. The Notice of the Hearing was posted on the City's T.V. station and a printed copy of the application was made available at the Office of the City Manager, the Office of Community Reinvestment and the Main Office of the Public Library.

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

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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

X  Other (Specify: Single sub-grantee)

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

Response:

The City of Columbus (City) will use the Homeless Resource Network(HRN), a local non-profit organization as the conduit to distribute the HPRP funds to local providers of services to the homeless. The HRN currently coordinates the City's response efforts to address the issue of homelessness in our community through the Continuum of Care process. This organization is best suited to determine what local organizations can best expend the funds budgeted through this grant for homeless prevention and rapid re-housing. The HRN will select those service providers/agencies that exhibit the capacity to administer and expend the funds in the most efficient, timely manner possible to meet the requirements of the HPRP program. The service providers/agencies will be identified through a Request for Qualification (RFQ) process. The selected organizations must exhibit the capacity and willingness to use and maintain the HMIS System selected to comply with HUD's data collection requirements. An application for the RFQ will be developed by HRN for interested organizations to submit in order to participate in the HPRP program. The availability of the application will be announced through a public notice in the local newspaper as well as on the HRN and the City's website. Those organizations submitting applications will be reviewed and notified of their eligibility to participate in the HPRP program by September 1, 2009.

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:

By September 1, 2009, the City will have in place a contractual agreement with HRN to allocate its funds to them through a reimbursement process. By September 30, 2009, the HRN will have contractual agreements in place with the selected service providers/agencies to begin the expending of funds on a reimbursement basis.

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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 subgrantees (limit 500 words).

Response:

As previously stated, the budgeted funds will be expended by those service provider/agencies that have demonstrated the capacity to expend the funds to those in need as outlined in the HPRP Notice. The service providers/agencies will adhere to the policies and procedures established for this program. These policies will require the accurate completion of the necessary documentation to validate the need for the assistance being provided as well as the eligibility of the recipient of the assistance. The City will review all documentation and will require that all documentation meet the program requirements in order for the service provider/agency to be reimbursed. This will include documentation/reports obtained through the use of the HMIS by each service provider/agency. Site monitoring visits will also be conducted to insure compliance with the requirements of the HPRP program. This ongoing monitoring will insure the funds are being expended according to the intent of the HPRP grant. The service providers/agencies, and in turn, the City, will be required to expend the funding in a timely manner in order to meet the HPRP requirements of having 60% of the award expended within 24 months of receipt. Failure on the part of the service provider/agency to meet this performance measure will result in the termination of the contract with that service provider/agency.

**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 Columbus Consolidated Government and the community have an established network in place that will assist with the efforts to coordinate services for similar target populations of the American Recovery and Reinvestment Act of 2009. With the leadership and initiative provided by the HRN, through its coordination of the Continuum of Care and its role as the lead agency addressing homelessness in our community, a network of organizations addressing the needs of similar target populations is in place. The agencies involved in dispensing these funds have a history of client referral among one another and that will continue. The HPRP required case management will also help insure that

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agencies work together serving recipients. Through the Continuum of Care, local agencies meet bi-monthly to discuss community needs, make agency announcements and collaborate on meeting community needs.

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 Department of Community Reinvestment of the Columbus Consolidated Government was the lead agency in the development of the five-year Consolidated Plan and the one-year Action Plans detailing the activities and programs which will help the City reach the goals of its Five-year Consolidated Plan. While the Department of Community Reinvestment led the process, it partners with other City departments and non-profit agencies to accomplish the goals of the Consolidated Plan. During the development of the plan, involvement was sought from all the agencies that will administer or be affected by the programs covered in the plan. The HRN, through its coordination of the Continuum of Care and its role as the lead agency addressing homelessness in our community, has help develop a network of organizations addressing the needs of similar target populations that is also in place.

The City, in collaboration with the HRN, will work within its established Continuum of Care network to identify those service providers/agencies and other organizations that will help coordinate the delivery of the assistance and assist in the expending of these funds to help ensure the most extensive level of coverage possible is achieved within our community.

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 City of Columbus is an entitlement community, receiving an annual allocation of Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) funding. The Department of Community Reinvestment of the Columbus

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Consolidated Government is the administering agency for these funds. Each year, funds are allocated to meet program goals outlined in the 2006 – 2011 Consolidated Plan. As stated in the City’s Five year Consolidated Plan, the primary goals and objectives are to assist very low, low and moderate income individuals/families and to provide decent, safe and affordable housing. Those individuals/families who are currently suffering from a sudden loss of income due to being unemployed in the current economic situation are most at risk of loosing their housing. The HPRP will help address this need and assist a low-income individuals/families. By helping those same individuals/families remain housed during this situation, the primary goal and objective of the City’s Consolidated Plan in the area of housing will be accomplished as well.

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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.

<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>	\$319,653	\$136,995	\$456,648
Housing Relocation and Stabilization Services <sup>2</sup>	\$106,550	\$45,664	\$152,214
<b>Subtotal</b> (add previous two rows)	<b>\$426,203</b>	<b>\$182,659</b>	<b>\$608,862</b>
Data Collection and Evaluation <sup>3</sup>			\$95,000
Administration (up to 5% of allocation)			\$37,045
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$740,907</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)

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Signature/Authorized Official

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Date

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Title