

City of Chesapeake

**Homelessness Prevention
&**

**Rapid Re-Housing Program
(HPRP)**

**Substantial Amendment #1
to the Consolidated Plan 2008 Action Plan**

To be submitted to:

U. S. Department of Housing & Urban Development

May 18, 2009

Office of Housing
306 Cedar Road -5th Floor
Chesapeake, Virginia 23322

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)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

Grantee Name	City of Chesapeake
Name of Entity or Department Administering Funds	Office of Housing
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Alisa S. Winston
Title	Housing Program Coordinator
Address Line 1	306 Cedar Road-5 th Floor
Address Line 2	
City, State, Zip Code	Chesapeake, VA 23322
Telephone	757-382-8883
Fax	757-382-6372
Email Address	awinston@cityofchesapeake.net
Authorized Official (if different from Contact Person)	William E. Harrell
Title	City Manager
Address Line 1	306 Cedar Road-6 th Floor
Address Line 2	
City, State, Zip Code	Chesapeake, VA 23322
Telephone	757-382-6166
Fax	757-382-6507
Email Address	citymanager@cityofchesapeake.net
Web Address where this Form is Posted	http://cityofchesapeake.net

Amount Grantee is Eligible to Receive*	\$ 507,406
Amount Grantee is Requesting	\$ 507,406

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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 published a notification in the *Virginian Pilot* on April 16, 2009 advertising the availability of funds. In addition, a presentation was made to the Chesapeake Coalition for the Homeless (CCH) members at their April 14, meeting. The purpose of the meeting was to notify the members of the upcoming funds and inform them of the HPRP Program requirements and guidelines. A public hearing was held on April 21, 2009 at the Indian River Library to solicit citizen comments on the proposed use of funds. Comments from citizens and CCH members were accepted through April 28, 2009. Some of the comments from the hearing were incorporated in the plan.

Additionally, the City published a second notification in the *Virginian Pilot* on April 29, 2009 announcing the availability of the draft substantial amendment to the Consolidated 2008 Action Plan. CCH members received an email blast on April 30, 2009.

City Council authorized the submission of the grant application at their April 28, 2009 meeting. No citizen comments were received at that meeting.

A public hearing was conducted on May 4, 2009 at the Indian River Library to solicit citizen comments on the draft substantial amendment. Comments from citizens and CCH members were accepted through May 14, 2009.

The HUD HPRP announcement allows the reduction of time for citizen comment to the substantial amendment to 12 days.

All notices were posted on the City's main web page under Public Notices & Resources: <http://www.cityofchesapeake.net/> and the Office of Housing web page: <http://www.cityofchesapeake.net/services/depart/housing/index.shtml>.

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.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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:

April 21, 2009 Public Hearing Comments

The following comments/suggestions were made:

- **The City should service limit long-term financial assistance to 6-12 months.**
- **The recipients of these funds should be required to follow-up with their case manager/ service providers at least once every 3 months.**
- **Quarterly reports should be required of all sub-recipients.**
- **There should be caps implemented for rental, utility and security deposits.**
- **The case managers should consider the Arizona model for use as an assessment tool. The City uses the model with another homeless grant awarded by the Dragas Company.**
- **Provide transitional housing assistance for up to 6 months .**
- **Provide assistance to ex-offenders, single women, mentally ill persons, and those leaving medical institutions.**

April 28, 2009 City Council Meeting -No comments received.

April 30, 2009 –End of Comment period – No comments received.

May 4th Public Hearing Comments – The following questions were asked:

- **Will a 501(C) 3 status be required to receive grant funds?**
- **What type of outreach will be used to reach the homeless population?**
- **What type of component will be used to reach the chronically homeless?**
- **Will an effort be made to reach the chronic homeless ?**

May 14, 2009 Comments – No Comments received.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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 sub-grantee 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).

Response:

The City will select sub-grantees through a competitive process, beginning with the issuance of a Request for Proposals (RFP) inviting potential sub-grantees to apply. Proposals will be reviewed through a review panel consisting of representatives from nonprofit organizations, citizens, one Chesapeake for the Homeless member and local government staff. Each RFP will be reviewed to insure applicants have the capacity to manage the subgrant and comply with program regulations and reporting requirements for the HPRP. The recommendations from the panel will be forwarded to the City Manager or designee for final review and approval.

The RFP process will begin in early June 2009 and will include a request to apply workshops for potential sub-recipients to ensure that the applicants will be fully prepared to meet all contractual and programmatic requirements.

Review and selection of the RFP will be completed in mid July 2009. City Council is scheduled to adopt the recommendations from the competitive process described in question C 2 above and appropriate \$ 507, 406 in funding at their July 14, 2009 meeting.

Subcontracts will be drafted and ready for signature by the City Manager by September 1, 2009. The sub-grantee contracts will be executed by September 30, 2009.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

- 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:

As previously noted, sub-grantee contracts will be executed on or before September 30, 2009. The City will assist the sub-grantees with recruitment and outreach of the services and resource available through the HPRP program. Information regarding the program will be provided to the schools, libraries, churches and other providers who work with the homeless population and/or the Chesapeake Coalition for the Homeless. In addition, this information will be posted on the City's webs ite. Sub-grantees will be required to begin service delivery of HPRP programs within 45 days of the executed grant agreement.

- Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined inthe 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:

The City's Office of Housing and Finance Department will carry out the monitoring responsibilities of the HPRP Program. Through phone conversations, written correspondence, desk monitoring, and on -site visits, the Office of Housing and the Finance department will review documents and provide reasonable assurance that HUD funds are safe guarded against waste, loss, misuse, and are expended in accord with HUD requirements.

Sub-grantees will be required to submit quarterly reports that will highlight their performance, verify if they are on target with the timeline as identified in their proposal and ensure timely expenditures of HPRP funds. Data in the HMIS system will be reviewed for consistency with the quarterly reports and to avoid duplication of services for clients.

The City's Office of Housing currently administers Community Development Block Grant (CDBG) and HOME funds. The Office of Housing will administer the HPRP contracts and HPRP funds in a similar fashion. The City's experience in program monitoring and reporting to HUD will allow the HPRP program to be successfully implemented within the specified time frame.

D. Collaboration

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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 City will sub-grant its HPRP funds to nonprofit organizations. As part of the RFP process, all potential sub-grantees will be required to describe their collaboration process with other agencies receiving Recovery Act funds, other HPRP sub-grantees, and other public community programs. The key local activities funded by the Recovery Act are expected to be those services funded by the Department of Labor (employment and training activities), Department of Health and Human Services (child care), the Department of Education (education for homeless children), the Department of Homeland Security (FEMA Emergency Shelter and Food), and the Department of Agriculture (Supplemental Nutrition Assistance Program -SNAP). The City will seek to make certain that HPRP funded activities maintain links to Recovery Act programs to assure that clients receiving the benefits of HPRP funds will have access to other relevant programs to maximize the results and successes of the HPRP Program. This will be accomplished through regular communication and monitoring of sub-grantee contracts.

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 City of Chesapeake has provided services to the homeless for more than 25 years. It began with a meeting of churches, civic groups, and other helping agencies convened by the City of Chesapeake's Division of Social Services to establish a volunteer resource network that would bridge looming gaps in services caused by federal and state government cutbacks to social services programs.

The Chesapeake Coalition for the Homeless (CCH) was formed in February 1999 through the collaborative efforts of City of Chesapeake agencies, community-based homeless service organizations, and concerned citizens and business leaders.

Chesapeake joined a growing number of localities across the United States in developing a Ten-Year Plan to End Homelessness. The Ten-Year Plan builds on other City plans devoted to homelessness and affordable housing, including the Chesapeake Consolidated Plan; the Affordable Housing Task Force Final

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Report; previous Homeless Continuum of Care Strategy submissions for federal funding; and various documents from the Chesapeake Coalition for the Homeless.

The City will ensure the coordination of services between sub-grantees of HPRP funds through the Chesapeake Coalition for the Homeless to avoid duplication of services.

With the implementation of the HMIS data collection, sub -grantees will be required to coordinate client needs with Continuum of Care funded 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 City's FY 2009 Consolidated Plan's strategic goal #3 is to provide services for homeless persons, health care for uninsured persons, and youth enrichment programs. Also, the City of Chesapeake's Ten Year Plan to End Homeless is identified as a resource in the Consolidated Plan to address the needs and services of homeless persons. HPRP funds will assist the City in improving the availability and accessibility of services to the City's homeless. The City's Office of Housing will review all HPRP activities for consistency with the City's Consolidated Plan.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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	\$ 200,000	\$ 122,406	\$ 322,406
Housing Relocation and Stabilization Services ²	\$150,000	\$	\$ 150,000
Subtotal (add previous two rows)	\$	\$	\$
Data Collection and Evaluation ³			\$ 20,000
Administration (up to 5% of allocation)			\$ 15,000
Total HPRP Amount Budgeted⁴			\$ 507,406

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.

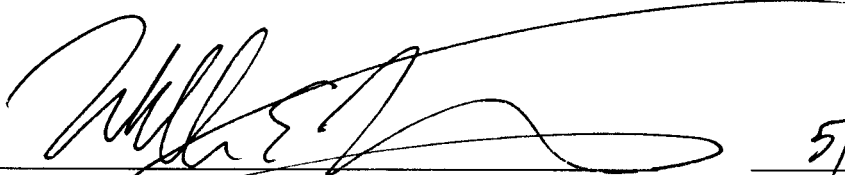
³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

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 - William E. Harrell

Date 5/13/09

City Manager

Title

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

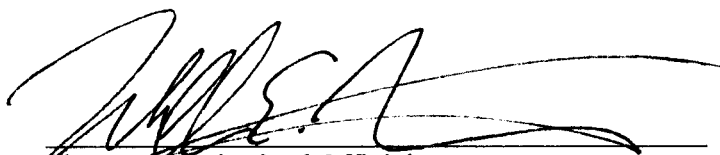
Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature, Authorized Official
City Manager

Title

5/13/09

Date

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

**City of Chesapeake, VA
SF-424**

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

***2. Type of Application**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s)

*Other (Specify)

3. Date Received:

4. Applicant Identifier:

VA 510288 Chesapeake

5a. Federal Entity Identifier:

***5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Chesapeake

*b. Employer/Taxpayer Identification Number (EIN/TIN):
54-0721442

*c. Organizational DUNS:
626119817

d. Address:

*Street 1: 306 Cedar Road
Street 2: _____
*City: Chesapeake
County: _____
*State: VA
Province: _____
*Country: USA
*Zip / Postal Code 23322

e. Organizational Unit:

Department Name:

Office of Housing

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mrs. *First Name: Alisa
Middle Name: Saunders
*Last Name: Winston
Suffix: _____

Title: Housing Program Coordinator

Organizational Affiliation:

*Telephone Number: 757-382-8883

Fax Number: 757-382-6372

*Email: awinston@cityofchesapeake.net

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.257 _____

CFDA Title:

Homelessness Prevention & Rapid Re-Housing Program (HPRP) _____

***12 Funding Opportunity Number:**

42 U.S.C. 11302 _____

*Title:

XII of Division A of the American Recovery and Reinvestment Act of 2009 ("Recovery Act") _____

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Chesapeake

***15. Descriptive Title of Applicant's Project:**

Homelessness Prevention and Rapid Re-Housing Program will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds will provide for a variety of assistance such as: rental assistance, housing relocation and stabilization services, mediation, credit counseling, security or utility deposits, utility payments, motel/hotel vouchers, and case management services.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: Fourth

*b. Program/Project: Fourth

17. Proposed Project:

*a. Start Date: 10/1/09

*b. End Date: 9/30/11

18. Estimated Funding (\$):

*a. Federal	<u> \$ 507,406</u>
*b. Applicant	<u> 0</u>
*c. State	<u> 0</u>
*d. Local	<u> 0</u>
*e. Other	<u> 0</u>
*f. Program Income	<u> 0</u>
*g. TOTAL	<u> \$ 507,406</u>

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *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)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: William

Middle Name: Edwin

*Last Name: Harrell

Suffix: _____

*Title: City Manager

*Telephone Number: 757-382-6166

Fax Number: 757-382-6507

* Email: citymanager@cityofchesapeake.net

*Signature of Authorized Representative: 

*Date Signed: 5/13/09

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

N/A