

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 Las Vegas
Name of Entity or Department Administering Funds	Neighborhood Services Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Tim Whitright
Title	Neighborhood Development Manager
Address Line 1	Neighborhood Services, 2 nd Floor
Address Line 2	400 Stewart Avenue
City, State, Zip Code	Las Vegas, NV 89101
Telephone	702-229-6850
Fax	702-382-3045
Email Address	twhitright@lasvegasnevada.gov
Authorized Official (if different from Contact Person)	Stephen K. Harsin
Title	Neighborhood Services Director
Address Line 1	Neighborhood Services, 2 nd Floor
Address Line 2	400 Stewart Avenue
City, State, Zip Code	Las Vegas, NV 89101
Telephone	702-229-4960
Fax	702-382-3045
Email Address	sharsin@lasvegasnevada.gov
Web Address where this Form is Posted	www.lasvegasnevada.gov

Amount Grantee is Eligible to Receive*	\$2,105,118.00
Amount Grantee is Requesting	\$2,105,118.00

*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: (178 words)

The city of Las Vegas placed a notification advertisement in local newspapers that the proposed substantial amendment was available to the public for comment and review. The City utilized a variety of local newspapers, including the Las Vegas Review-Journal, Las Vegas Sun, El Mundo, and the Las Vegas Sentinel-Voice. Additionally, the City of Las Vegas made the proposed substantial amendment available for public review on the City's website at www.lasvegasnevada.gov. The notification provided a brief summary of the proposed substantial amendment and its availability for review in print form at the Neighborhood Services Department, 400 Stewart Avenue, 2nd Floor, Las Vegas, NV 89101. The document was made available twelve days for public comment and review.

A public hearing to solicit public comments and approve the draft plan was held at the City Council meeting, May 6, 2009. No public comments were received. However, if any citizen comments had been received, in writing or verbally, City staff would have determined if any action was necessary. If it was determined a response was required, the City would have responded to the citizen's comment.

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: No public comments were received.

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.

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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: City will enter into Agreements/Memorandums of Understanding with several entities to assist in administrating different aspects of the project as indicated below.)

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

Response: (152 words)

The City of Las Vegas utilizes a Request For Proposal (RFP) process to aid in identifying and securing sub grantees to provide services. Planning activities include:

Step 1 - Dissemination of Grant Funds information to agencies and individuals

Step 2 - Identification of issues, needs, and concerns through community meetings, needs assessments or through existing homeless plans

Step 3 - Formulation of goals and preliminary strategies

Step 4 - Develop scope of work for RFP

Step 5 - Advertise RFP

Step 6 - Provide Technical Assistance training to prospective RFP applicants

Step 7 - Submission of project proposals by respondents meeting deadline and RFP criteria

Step 8 - Proposal selection:

a. Review of project applications by a committee using selection criteria based on strength/quality of the proposal

b. Project recommendations of committee to the Las Vegas City Council

c. Public hearing before the Las Vegas City Council and final approval of respondent

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: (191 words)

The following schedule outlines how funding will be allocated by September 30, 2009:

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Month of May 2009

- Begin writing RFPs to secure the identified services and housing providers

Month of June 2009

- Release the RFPs and notify the public of their availability
- Begin preparing the boilerplate Agreements
- Send the boilerplate Agreements to the City Attorney's office for approval
- Provide Technical Assistance training to prospective RFP applicants

Month of July 2009

- Close out RFP process and select successful respondents utilizing a team of city staff members
- Public hearing before the Las Vegas City Council and final approval of respondent

Month of August 2009

- Once HUD approves the Substantial Plan Amendment, the city of Las Vegas will execute approved Agreements with successful RFP respondents

It is the intent of the city of Las Vegas to allocate 2.5% of the 5% Administration funding from the grant to the successful respondents to administer their funded programs. Once an agreement is in place, the subgrantee can submit invoicing for administrative costs up to the 2.5% cap. After staff approval, the invoice will be submitted to Finance for payment.

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: (490 words)

Subsequent to execution of the Agreements, meetings will occur with internal staff and the successful respondents to ensure a cohesive and well-managed approach and timeline toward the implementation of the program with prevention and intervention activities beginning soon after.

The city of Las Vegas proposes to spend \$230,000 on preventing those families at-risk of homelessness by providing financial assistance in the form of short and medium-term rental assistance, deposits, utility payments and short-term rental vouchers. Current city staff will provide the case management activities for the homeless prevention program. Administrative monitoring will be conducted on-site by our quality assurance specialist who will review program, contractual, and HUD compliance.

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The city of Las Vegas proposes to spend \$900,000 by providing financial assistance in the form of short and medium-term rental assistance, deposits, utility payments and short-term rental vouchers to rapidly re-house newly homeless families and individuals primarily affected by the economic crisis. Administrative monitoring will be conducted on-site by our quality assurance specialist, program supervisor, and/or division manager to ensure program, contractual, and HUD compliance.

The city of Las Vegas proposes to spend \$714,862.10 for case management services to ensure housing stabilization. The case manager will determine the duration of the provision of services based on each individual/family needs assessment. The case manager will immediately work with the participant to determine sustainability options beyond program termination and to ensure no future reoccurrences of homelessness. Administrative monitoring will be conducted on-site by our quality assurance specialist, program supervisor, or division manager to ensure program, contractual, and HUD compliance.

The city of Las Vegas proposes to spend \$150,000 towards data collection and evaluation efforts and \$110,255.90 on administrative costs, which 50% will go to the sub grantees. These services will be procured through the RFP process previously described and will be widely advertised in the community.

Program and city staff will meet monthly and will be responsible for monitoring the program day-to-day activities to ensure all requirements and timelines are being met and maintained by its various partners. Additional administrative monitoring, conducted by the City of Las Vegas Neighborhood Services Development Division, will occur through telephone/in-person consultation, review of agency submissions (activity reports and funding requests) and on-site reviews to measure program and contractual compliance. The business specialist will monitor all spending levels to ensure compliance with HUD's guidelines. This on-going monitoring will assist the City in determining whether HPRP funds are being used timely, effectively; activities are being conducted in compliance with federal regulations; and agency's capacity.

All Agreements will require the entities to submit monthly invoicing for services provided as well as participants' progress reports and demographic information required by the funding source. Following invoice review for appropriate charges by city staff, their supervisor and manager, the invoice will be submitted to Finance for payment. Following payment by the city to the subgrantee, a city staff person will request draw down HPRP reimbursement from the Integrated Disbursement and Information System (IDIS).

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

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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: (229 words)

The city identified a service gap that it could fill by utilizing the HPRP funds to address those homeless currently on the streets who recently became homeless and have not successfully connected to service providers through traditional entryways. By enhancing an outreach model piloted by the Southern Nevada Regional Planning Coalition Committee on Homeless, the plan is to link participants to as many resources as possible for sustainability beyond program participation.

As a member of the Hope Corridor Alliance, which consists of many community stakeholders, a community-based plan was developed to address an area heavily populated by homeless utilizing a variety of resources. Through the development of an interagency outreach taskforce, members meet regularly to collaborate, network, and share information. All members will utilize the enhanced HMIS for referral and information purposes for effective collaboration. Examples of the local collaborative efforts include:

- Those homeless identified with chronic, severe and long-term issues will be referred to the following collaborative partners: Help of Southern Nevada Outreach Team, Southern Nevada Adult Mental Health, Westcare and other chronic crisis intervention professionals.
- Those homeless who meet guidelines for other services such as employment, public benefits, education and other mainstream resources will be referred to the following collaborative partners: Clark County Social Service, Housing Providers, Nevada State Welfare, Social Security Administration, Veterans Services, Southern Nevada Workforce Investment Board, and Clark County School District.

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: (230 words)

The city of Las Vegas is actively engaged with the Southern Nevada Continuum of Care (SNCoC) through membership in that entity. A city staff person participates with all of the SNCoC workgroups, committees and subcommittees encompassing workforce housing, advocacy building, education and job training, the local HMIS system, participation assistance, federal entitlement grant coordination, homeless youth issues and regional Requests for Proposals as well as the prevention workgroup. Participation on all of these groups ensures collaboration, non-

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duplication of services and maximum use of resources. Moreover, the Southern Nevada Regional Planning Coalition acts as the decision-making group over the SNCoC, which includes city of Las Vegas Councilwoman Tarkanian and Mayor Goodman (former chair) as active members.

Staff will identify those resources that can assist each case plan and will work with the SNCoC representatives to ensure the best use of all available resources i.e. collaboration with those service providers who receive workforce investment dollars from the SNWIB to assist with training and employment needs. Additionally, the city of Las Vegas intends to collaborate through Agreements with many of the SNCoC mainstream service providers through an RFP process, which will be widely advertised in the community.

The city of Las Vegas will also actively participate with the HMIS system being developed by the Clark County Consortium that plans to connect all service and mainstream providers with information regarding resources and HPRP activities.

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: (247 words)

The activities to be undertaken with the HPRP funds are consistent with the city of Las Vegas consolidated plan as specifically addressed in the Homeless Needs and the Priority Homeless Needs under the Homeless section of the plan, pages 56 through 66. Additionally, these activities directly tie to the city of Las Vegas Homes for Homeless Nevadans 10-Year Plan to Reduce Homelessness incorporated in the consolidated plan. Specifically, it addresses:

- Reducing the number of households entering the cycle of homelessness
- Increasing the rate of permanent housing placement for homeless participations
- Increasing employability, job readiness, and job placement, and retention for at-risk and former homeless
- Reducing the number of homeless crisis situations

Based on an upcoming-targeted survey and previous census information, the city of Las Vegas will launch a pilot program, utilizing other funds, to test out the proposed plan to determine what works and what modifications are necessary for successful and timely implementation of the HPRP program.

Immediately case managers will work with participants to provide housing stabilization services, link to community resources and mainstream benefits and determine sustainability options beyond program termination to ensure no future reoccurrences of homelessness. These options may include connection to mainstream support systems such as SSI, SSDI, Veterans' benefits, public and/or

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low-income housing or employment related activities. All clients will receive direct services from available resources including some areas of assistance not eligible for HPRP funds, which will be funded from other community resources and mainstream benefits.

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	\$ 235,000.00	\$ 900,000.00	\$ 1,135,000.00
Housing Relocation and Stabilization Services ²	\$ -0-	\$ 714,862.10	\$ 714,862.10
Subtotal (add previous two rows)	\$235,000.00	\$ 1,614,862.10	\$ 1,849,862.10

Data Collection and Evaluation ³	\$ 150,000.00
Administration (up to 5% of allocation)	\$ 105,255.90
Total HPRP Amount Budgeted⁴	\$ 2,105,118.00

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

Neighborhood Services Director _____
Title