



**Homelessness Prevention
And
Rapid Re-Housing Program**

**City of Houston
Housing and Community Development Department
April 2009**

APPLICATION FOR FEDERAL ASSISTANCE

SF-424

FC 10925

09-0364

Application for Federal Assistance SF-424

Version 02

RECEIVED
MAY 7 0 2009
Community Planning and Development
Houston Field Office

*1. Type of Submission:		*2. Type of Application		* If Revision, select appropriate letter(s)	
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation	*Other (Specify) _____	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision			

3. Date Received:	4. Applicant Identifier:
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5a. Federal Entity Identifier:	5b. Federal Award Identifier:
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*a. Legal Name: City of Houston	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	*c. Organizational DUNS: 832431985

d. Address:

*Street 1:	<u>601 Sawyer, Suite 400</u>
Street 2:	_____
*City:	<u>Houston</u>
County:	_____
*State:	<u>Texas</u>
Province:	_____
*Country:	<u>United States</u>
*Zip / Postal Code	<u>77007</u>

e. Organizational Unit:

Department Name: Housing and Community Development	Division Name:
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____	*First Name: <u>Marnine</u>
Middle Name: _____	
*Last Name: <u>Thomas</u>	
Suffix: _____	

Title: <u>Administrative Coordinator</u>
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Organizational Affiliation:

*Telephone Number: 713-865-9314	Fax Number: 713-868-8423
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*Email: <u>marnine.thomas@cityofhouston.net</u>

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***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:**

Department of Housing and Urban Development, Office of Community Planning and Development

11. Catalog of Federal Domestic Assistance Number:

14.257 _____

CFDA Title:

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

***12 Funding Opportunity Number:**

Title XII _____

*Title:

American Recovery and Reinvestment Act of 2009 _____

13. Competition Identification Number:

Title:

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

City of Houston, Texas

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

The City of Houston will partner with other agencies to 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.

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16. Congressional Districts Of:

- *a. Applicant: TX-007; TX-008; TX-009; TX-018; TX-022; TX-025; TX-029
- *b. Program/Project: TX-007; TX-008; TX-009; TX-018; TX-022; TX-025; TX-029

17. Proposed Project:

- *a. Start Date: 10/01/2009
- *b. End Date: 10/01/2012

18. Estimated Funding (\$):

*a. Federal	_____	\$12,375,861
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	\$12,375,861

***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: _____ *First Name: Bill
Middle Name: _____
*Last Name: White
Suffix: _____

*Title: Mayor

*Telephone Number: 832-393-1011 Fax Number: 832-393-1067

* Email: mayor@cityofhouston.net

*Signature of Authorized Representative:



*Date Signed: 5/6/09

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***Applicant Federal Debt Delinquency Explanation**

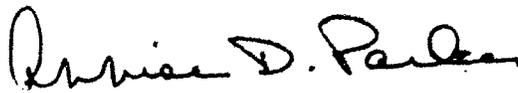
The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

Attest/Seal:



City Secretary

Countersigned:



City Controller *Madeline D. Appel*

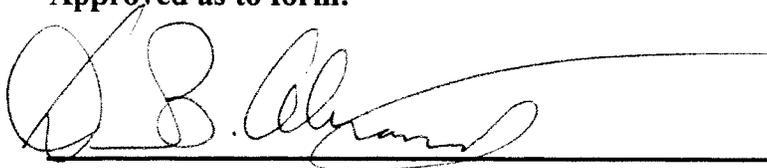
Date of Countersignature: 5-6-09, 2009

Approved:



Director, Housing and Community Development Department

Approved as to form:



Assistant City Attorney

CITY OF HOUSTON
SUBSTANTIAL AMENDMENT
TO THE
2008 CONSOLIDATED PLAN

HUD FORM-40119

City of Houston
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 Houston
Name of Entity or Department Administering Funds	City of Houston Housing and Community Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Marnine Thomas
Title	Administrative Coordinator
Address Line 1	601 Sawyer, Suite 400
Address Line 2	
City, State, Zip Code	Houston, Texas 77007
Telephone	713-865-9314
Fax	713-868-8423
Email Address	<u>Marnine.thomas@cityofhouston.net</u>
Authorized Official (if different from Contact Person)	Bill White
Title	Mayor
Address Line 1	P.O. Box 1562
Address Line 2	
City, State, Zip Code	Houston, Texas 77251
Telephone	832-393-1011
Fax	
Email Address	mayor@cityofhouston.net
Web Address where this Form is Posted	<u>www.houstonhousing.org</u>

Amount Grantee is Eligible to Receive*	\$ 12,375,861
Amount Grantee is Requesting	\$ 12,375,861

*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 of Houston's Citizen Participation Plan states that whenever a substantial change is proposed, the public has a comment period of thirty (30) days before submission to City Council. The U. S. Department of Housing and Urban Development (HUD) HPRP announcement (Docket No. FR-5307-N-01) allows the reduction of time for citizen comment to the substantial amendment to twelve (12) days. A draft copy of the substantial amendment was posted to the City of Houston Housing and Community Development Department (HCDD) website. A Public Notice requesting comment on the HPRP substantial amendment was published in the Houston Chronicle on Wednesday, April 8, 2009 and other newspapers of general circulation. Citizens were given until April 20, 2009 to respond.

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: The City of Houston did not receive any public comment, during the twelve (12) day review period, regarding the substantial amendment.

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.

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

- Competitive Process
- Formula Allocation
- Other (Specify): Partnership with other City of Houston Departments

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

Response: Child Care Council of Greater Houston (CCC) will coordinate the issuance of the Request for Proposal (RFP) process. The RFP process will include the review/evaluation, grade, and rate of all service providers seeking to participate in the HPRP. In addition, the Housing and Community Development Department intends to distribute funds to collaborating City of Houston departments that will assist in meeting the goals of the HPRP.

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: Based on the submissions received through the RFP process and the partnerships between the City of Houston and Harris County departments, contracts will be drawn with each entity based on program delivery. The subgrantee must also have a budget that clearly demonstrates the ability to expend funds with the required period. HCDD will work with agencies that have the ability to identify people with a high risk of becoming homeless and target resources appropriately. Deadlines and timelines will be stressed. If problems arise concerning the expenditure of funds in a timely manner or failure to follow program regulations, HCDD will provide assistance to ensure the quality of the program. All contracts will be presented to City Council for final approval.

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: All program participants will function on a reimbursement basis for payment, in addition to monthly reporting documenting all supportive activity. CCC will coordinate a centralized check disbursement process. HCDD will reorganize current staff under the HOPWA division to oversee and monitor the HPRP. There will be contract agreements for the program between the HCDD and the subgrantees and measures in place to verify expenditures in accordance with the requirements of the HPRP.

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

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: To enhance the coordination between HCDD and social services providers, HCDD will work closely with sub-recipient agencies. In addition, HCDD will promote cooperation among social services providers in Houston such as the Harris County Community Services Department, City of Houston Health Department, the City of Houston Library, and the Houston-Harris County Coalition for the Homeless.

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: Sub-recipients will be required to coordinate client needs with appropriate Continuum of Care (COC) providers. HCDD will continue to strengthen its collaborative efforts alongside the COC providers by guiding their process of establishing policies and procedures, hosting competitive RFP's, and providing ongoing technical assistance in the implementation and evaluation of funded projects.

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 HPRP funds will target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance including short-term rental assistance, housing relocation and case management. The funds will support development of homeless prevention services administered by other agencies and business that assist homeless men, women, children, and families in attaining permanent housing and self-sufficiency. Through a competitive RFP process, HCDD will provide HPRP funds to agencies assisting households in need of emergency assistance in order to prevent homelessness.

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	\$4,769,968	\$3,179,980	\$7,949,948
Housing Relocation and Stabilization Services ²	\$2,044,272	\$1,362,848	\$3,407,120
Subtotal (add previous two rows)	\$6,814,240	\$4,542,828	\$11,357,068

Data Collection and Evaluation ³	\$400,000
Administration (up to 5% of allocation)	\$618,793
Total HPRP Amount Budgeted⁴	\$12,375,861

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)

<u>Bill White</u>	<u>5-7-09</u>
Signature/Authorized Official	Date
<u>Mayor</u>	
Title	

**HOMELESSNESS PREVENTION
AND
RAPID RE-HOUSING PROGRAM
CERTIFICATIONS**

**HOMELESSNESS PREVENTION
AND
RAPID RE-HOUSING PROGRAM
GENERAL CERTIFICATIONS**

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing – The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace – It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory – The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

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

Section 3 – It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Bill White

Signature/Authorized Official

Angela Williams

Date

5-7-09

Mayor

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

601 Sawyer, Suite 400
Houston, Harris, Texas 77007

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).