

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

A. General Information

Grantee Name	Unified Government of Wyandotte County/ Kansas City, Kansas
Name of Entity or Department Administering Funds	Department of Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	LaVert A. Murray
Title	Director
Address Line 1	701 N. 7 th Street, Suite 823
Address Line 2	
City, State, Zip Code	Kansas City, Kansas 66101
Telephone	(913) 573-5100
Fax	(913) 573-5115
Email Address	lmurray@wycokck.org
Authorized Official (if different from Contact Person)	Joseph F. Reardon
Title	Mayor/CEO
Address Line 1	701 N. 7 th Street, Suite 926
Address Line 2	
City, State, Zip Code	Kansas City, Kansas 66101
Telephone	(913) 573-5010
Fax	(913) 573-5020
Email Address	unavailable
Web Address where this Form is Posted	wycokck.org

Amount Grantee is Eligible to Receive*	\$ 1,003,797
Amount Grantee is Requesting	\$ 1,003,797

*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:

The Unified Government of Wyandotte County/Kansas City, Kansas (UG) uses a collaboration process to engage citizens, representatives of not-for-profits and government organizations to participate in the development of the consolidated plan. The UG provides two public hearings in accordance with HUD regulations. In addition to three community meetings that are held at proposed NRSA areas, a stakeholder consultation and a consultation with representatives of the Wyandotte Homeless Services Coalition.

For the proposed substantial amendment, four public meetings were held to obtain citizen comments. The first meeting was held on February 26, 2009 to provide information about the homeless prevention and rapid re-housing program. The second public meeting was held on April 21, 2009 in which the CoC provided recommendations for the distribution of funds. The third public meeting was held on April 27, 2009 before a UG Commission Standing Committee to present the proposed program plan to the public and to receive comments. The fourth meeting was held on April 30, 2009 before a Full Commission and the general public to present the proposed plan a second time and to again solicit comments.

The meetings were made public via announcements at community gatherings, e-mails, local newspapers, word of mouth and by telephone for those that called to inquire.

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.

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Response:

All public comments have been accepted.

The need for additional case managers to provide services to families was the number one comment received. The UG has greatly considered this recommendation from the CoC and agency representatives by taking action to budget for the addition of four program case managers

Other priority sensitive comments included the need for a central location to direct families in need of assistance and for more preventative measures in the form of utility and rental assistance. Again, the UG has made an effort to address these comments as it has proposed a plan for two central program service sites. In addition to sixty-percent of the proposed budget being directed towards homeless prevention activities.

Some of the comments received were beyond the parameters of the program as found with recommendations to fund rehabilitation activities for a homeless shelter and operating cost for service providers. These comments are found to beyond the parameter of the program but will be considered in future discussions as other opportunities become available.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: _____)

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

Response:

The UG will issue a request for proposal notification. A notice will be publicized in local newspapers, on the UG's website and by e-mail from the CoC Coordinator. A hard copy of the request for proposal will be available in the UG's Division of Housing and Community Development. Announcements will also be made at CoC

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Response continued:

and other community meetings for interested organizations to submit applications based on federal criteria and other expectations set by the UG. All proposals will be reviewed and ranked by the UG or by a review panel with recommendations to the UG.

Two organizations will be selected as central program sites. These organizations will be selected based on an established history of providing services to program targeted populations, past performance with previously awarded grants, a project narrative, a project budget, an explanation of its capacity to manage fiscal and program activities and the submission of additional documents such as copies of the Bi-Annual Certificate of Compliance and required insurance coverage.

The use of two central program sites will seek to utilize funds efficiently and effectively, as there will be limited points of entry and exit for those seeking services. This plan will also seek to limit the number of subgrantees that the UG will have to monitor for program and other applicable federal, state and local regulatory compliances.

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:

A 45 day period will be allowed for organizations to respond to the request for proposal. The following dates represent an estimated timeframe for the UG to allocate funds to the selected subgrantees before the September 30, 2009 deadline:

- 45 day request for proposal: June 1, 2009 – July 15, 2009
- Applications reviewed and ranked: July 16, 2009 – July 30, 2009
- Subgrantees and public notified of chosen program sites by: July 31, 2009
- Contract/agreements entered between UG and subgrantee by: September 30, 2009

After the selected subgrantees have been notified, the UG will utilize its current contract process to enter into grant agreements before September 30, 2009. This process includes the development of a legal binding contract/agreement between the grantee and subgrantee that will define the projects' duration, scope of services, budgets, payment schedule, reporting requirements, insurance requirements, grievance procedures, suspension or termination procedures, and other required federal, state and local compliances. The timeframe for each contract/agreement will be for a two year period to begin on October 1, 2009 and end on September 30, 2011.

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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:

The UG will enforce its current payment schedule that is included in all contract/agreements for subgrantees to submit at the least, monthly payment requests. A Program Coordinator monitors project budgets, payment requests and expenditure of funds weekly utilizing IDIS and CD financial spreadsheets to ensure timely expenditure of funds. Expenditure timeliness reminders are sent as needed and technical support is provided to subgrantees that show a slow expenditure pattern.

All payments for request are reviewed by the Program Coordinator to assure that proper backup documentation is submitted as proof for eligible activities. Payment requests are then reviewed internally an additional three times before funds are drawn.

The UG's and subgrantee's budgeted amounts will be set up in IDIS with assigned activity numbers. Weekly IDIS reports will be provided by the Fiscal Administrator that shall reflect all budgeted and drawn down amounts for each activity. Activities will be monitored using IDIS reports to assure that at least 60% of funds have been drawn from IDIS within two years of the date that HUD signs the grant agreement and that 100% has been drawn down before the end of the three year deadline. Program funds will be drawn down monthly and no less than quarterly.

The UG has planned to expend awarded funds in two years to allow for the recapture and reallocation of program funds if needed. If this need were to arise, then a repeat of the request for proposal process would be initiated with the applying agencies having to submit a timeline for the expenditure of funds before the three year expiration date set by HUD.

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:

Collaboration with local agencies that serve similar targeted populations is an ongoing effort of the UG, State and private agencies. Staff regularly attends

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Response continued:

community meetings that include but are not limited to: the Emergency Assistance Coalition, the Wyandotte Homeless Services Coalition, the Kansas City, Kansas Housing Authority, the Employment Consortium and the Community Resources Connection for case managers. These meetings provide educational, networking and partnership opportunities for organizations in Wyandotte County.

Representatives from other agencies that have or will receive federal funds from the American Recovery and Reinvestment Act of 2009 are present at these collaboration meetings. Some of the agencies that are present include: USD 500, USD 203, the Kansas City, Kansas Housing Authority, Kansas Social and Rehabilitation Services, the United Way and Workforce Partnership. Regular announcements are made at each meeting to update representatives on available programs that may benefit current or new program participants in the areas of education, emergency assistance, food stamps, general assistance, trainings, employment and other available health and social services.

HPRP case managers will utilize these partnerships and knowledge acquired from the meetings to assist in the development of service delivery plans as they assist to move individuals/families towards self-sufficiency.

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 UG actively participates in monthly membership meetings of the Wyandotte Homeless Services Coalition, which is the lead entity for the CoC. Multiple organizations also attend these meetings in which educational and networking opportunities occur for representatives to be aware of mainstream resources to assist in the delivery of services to program participants. Continued efforts will be issued through outreach and engagement to keep the CoC and community aware of the central program sites to refer persons in need of services.

Existing and newly developed partnerships amongst CoC organizations that provide housing, emergency assistance, employment, education, health and social services will be utilized by HPRP dedicated case managers to access mainstream resources during program implementation.

Staff attendance at monthly meetings will be used to provide education and updates on HPRP progress. The two selected central program sites will collect and compile aggregate data reports that will be shared quarterly with the CoC to track HPRP goal achievements, demographics, outcomes, gaps and needs. Input will be solicited from the CoC and other mainstream groups to assist the UG identify and provide solutions for any program barriers or challenges that may arise.

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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:

HPRP funds will be consistent with the UG's 2005-2009 Consolidated Plan and 2008-2009 Annual Action Plan in using funds for financial assistance and housing relocation/stabilization services. Consistency with the Consolidated Plan will be furthered by the UG continuing to be an active partner with the CoC and other community organizations in addressing the needs of those that are or at risk of homelessness.

HPRP funds will be used to address short-term and medium-term assistance to engage in intensive prevention efforts for individuals and families to not become homeless and to quickly re-house those that do.

HPRP financial and housing relocation/stabilization assistance will include homeless prevention activities that seek to defray rental evictions and utility disconnects, first and last month's rent, mediation programs for landlord-tenant disputes, legal service programs for representation of tenants in eviction disputes, case management, relocation services, outreach and engagement.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 425,000	\$ 198,625	\$ 623,625
Housing Relocation and Stabilization Services ²	\$ 200,000	\$ 90,000	\$ 290,000
Subtotal (add previous two rows)	\$ 625,000	\$ 288,625	\$ 913,625

Data Collection and Evaluation ³	\$ 39,983
Administration (up to 5% of allocation)	\$ 50,189
Total HPRP Amount Budgeted⁴	\$ 1,003,797

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

Mayor/CEO
Title