

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	Kansas Housing Resources Corp. (KHRC)
Name of Entity or Department Administering Funds	Housing with Supportive Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	James Chiselom
Title	ESG Program Manager
Address Line 1	611 S. Kansas Ave. Suite 300
Address Line 2	
City, State, Zip Code	Topeka, Kansas, 66603-3803
Telephone	785-296-7236
Fax	785-296-8985
Email Address	jchiselom@kshousingcorp.org
Authorized Official (if different from Contact Person)	Gary Allsup
Title	Executive Director
Address Line 1	611 S. Kansas Ave. Suite 300
Address Line 2	
City, State, Zip Code	Topeka, Kansas, 66603-3803
Telephone	785-296-5865
Fax	
Email Address	gallsup@kshousingcorp.org
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$8,360,995
Amount Grantee is Requesting	\$8,360,995

*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: On April 30, KHRC posted the substantial amendment for public comment in the Kansas register. Copies of the substantial amendment were made available thru posting on KHRC's website. Notices were posted on the website and visitors interested were invited to post comments. Postings remained open for the 12 –day public comment period, and ended on May 12, 2009.

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 public comments received were questions on these specific items:

- Timelines for sub-grantee applications
- Will sub-grantees have the ability to move funds between activities
- Are there any percentage restrictions on the funds, and will there be any limit to funding amounts to non-entitlement areas
- When does the deadline begin to spend the 60% within two years
- Will funds allocated to the sub-grantee that are not used within the specific timelines be returned to HUD or reallocated

The timelines for sub-grantee applications will be determined when HUD accepts the substantial amendment and notifies KHRC of an approved plan. Sub-grantees will need to make a request to the grantee to move funds between activities. Non-entitlement areas will not have limits on funding under HPRP. The only limit is on administrative cost. Administrative costs are limited to 5% and shared between the grantee and sub-grantee. The deadline for the two-year expenditure begins when a grant agreement is signed with HUD and the grantee. If funds allocated are not spent within the two-year period, HUD will reallocate those funds.

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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: Application Process)

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

Response: KHRC will utilize the application process used with our Emergency Shelter Grant program. KHRC will Sub-grant HPRP funds to Cities and Counties in Non- HPRP funded areas. We recognize the importance of individual Cities and Counties to identify Sub-recipients and coordinate the specific services outlined in HPRP for their individual jurisdictions. KHRC will also provide direct funding to agencies and organizations capable of providing HPRP services on a statewide level to HPRP eligible individuals and families in Cities and Counties that did not apply. The process will be Competitive for agencies to provide HPRP services to entitlement areas.

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: KHRC will announce the NOFA for the HPRP funds and begin to accept and receive applications as described above. Depending on when HUD signs the grant agreement, deadlines for receipt of applications will be established. An Application Review Committee will rank applications received in response to the NOFA. The scoring criteria will include Project Description, Identified Need, Coordination of potential Local Homeless Assistance and Housing Programs, Past Performance and Administrative capacity. In addition, the Competitive Application Process will allow additional HPRP funding in entitlement cities, which have the highest concentration of potentially eligible families and individuals.

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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 Emergency Shelter Grant Program manager will monitor HPRP funds. KHRC has the capacity to monitor HPRP sub-grantees for compliance with both financial and program requirements. KHRC will conduct on-site monitoring for all sub-grantees. On-site monitoring will include review of sub-grantee financial management systems, supporting documentation and client records. The onsite monitoring will follow the HMIS monitoring schedule as a separate focus. All sub-grantee agreements will include requirements for performance and expenditure reports. Agreements will also include timelines for expenditures of funds and provisions to reallocate funds. The funds identified for reallocation will be re-allocated to sub-grantees or HPRP funded agencies that have identified the need and ability to utilize the funds in accordance with the expected timelines. All sub-grantees must utilize the BOS HMIS system for tracking and monitoring client eligibility, case planning, financial assistance, and housing relocation and stabilization services.

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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: KHRC is a representative on the Kansas Interagency Council on Homelessness appointed by the Governor, which represents a number of state agencies that work with homelessness. KHRC also is a representative on the Housing and Homelessness Subcommittee and the Governor's Mental Health Services Planning Council, as well as the Kansas Homeless Coalition and the Reentry Committee. Each of these groups works with the target group and with local agencies, which will receive ARRA funds. In addition, KHRC works routinely with units of local government and with local service providers to reduce homelessness. Further, KHRC is working with statewide organizations that have a local presence, such as the Salvation Army, Housing and Credit Counseling Inc., Consumer Credit Counseling Services, and Kansas Legal Services. KHRC will consult with these groups to ensure collaboration statewide with HPRP funding.

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 target of the state HPRP fund is for the Balance of State COC. The notification of the Substantial Amendment will be sent to the Kansas Statewide Homeless Coalition, the Balance of State Continuum of Care's website and list serve. The Balance of state COC membership includes non-profit service providers and agencies that administer mainstream resources. The Substantial Amendment will be shared with the remaining COCs in the state, and KHRC will coordinate HPRP services with entitlement areas. The use of state HPRP funds will include agencies in entitlement areas by way of direct funding. These agencies will allow for additional HPRP funds in the areas with higher populations of homeless individuals and families.

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 grant funds will address the Kansas Consolidated Plan objective to prevent homelessness. The HPRP focus of providing rental assistance, utility deposits and rapid re-housing will help target individuals and families who have moderate to low income who are at imminent risk of becoming homeless. The Kansas Consolidated Plan Housing strategy targets homeless persons and families as priority #1. The HPRP funds will allow for the collaboration of

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homeless assistance agencies to work together with agencies not currently funded with homeless prevention funding.

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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	\$2,000,000	\$2,000,000	\$4,000,000
Housing Relocation and Stabilization Services ²	\$1,221,140	\$1,221,140	\$2,442,280
Subtotal (add previous two rows)	\$3,221,140	\$3,221,140	\$6,442,280
Data Collection and Evaluation ³			\$1,500,000
Administration (up to 5% of allocation)			\$418,015
Total HPRP Amount Budgeted⁴			\$8,360,295

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

Title