

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

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>

Substantial Amendment to the 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: (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.

Citizen comments received in writing or verbally received were reviewed by City staff to determine if any action is required. If it was determined a response was required, the City provided one to the citizen. A summary of all comments and responses received during the public comment period and any action taken is included in the final proposed substantial amendment submitted to HUD.

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:

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.

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

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 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: (227 words)

An intervention action plan has been developed to address the immediate needs of homeless individuals/families encamped in an area identified as Foremaster and Main Street as well as other encampment locations within the boundaries of the city of Las Vegas city. The intervention action plan will be implemented in order to provide individuals/families with coordinated and direct access to housing and wraparound services. This intervention action plan consists of three service team components: Relocation, Legal/Medical/Enforcement and Ancillary Services.

Relocation Team: Consists of an outreach team and the service provider network team.

- *Outreach Team* – responsible for identifying, assessing, screening and registering individuals and families for services provided through the services provider network team.
- *Service Provider Network Team* – responsible for providing direct services e.g., housing, case management, mental and substance abuse services, identification cards, food stamps and medical benefits, and the like to pre-assessed individuals/families.

Legal/Medical/Enforcement Team: Utilize health and medical personnel, law enforcement and court officials to identify and when possible, alleviate barriers, e.g., health and legal issues possibly preventing an individual/family from obtaining/maintaining long-term housing.

Ancillary Services Team: Responsible for securing and providing daily living provisions such as furniture, household, toiletry and clothing items following placement of an individual or family into long-term housing.

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

The city of Las Vegas Neighborhood Initiatives Division has trained human services providers who will take the lead in identifying and securing provider networks and outreach providers and affordable housing opportunities through a Request for Proposal (RFP) process.

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: (200 words)

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

Month of May 2009

- ☐ Establish planning team, corridor task force and meeting schedules
- ☐ Develop specific goals, objectives and activities
- ☐ Conduct a preliminary survey to identify the demographics to ensure all service needs are pre-identified
- ☐ Identify affordable housing needs and services required for the overall process
- ☐ Begin writing RFPs to secure the identified services and housing providers
(Note: Case managers should have drug/mental health credentials and/or experience serving individuals with co-occurring disorders or have other specialized needs and. Case management needs to extend beyond basic referral services.
- ☐ Continue to identify and secure affordable housing opportunities (ongoing-work with regional partners to establish)

Month of June 2009

- ☐ Release the RFPs and notify the public of their availability
- ☐ Begin preparing the boilerplate Memorandums Of Understanding (MOUs) to utilize once the successful respondents to the RFP are selected
- ☐ Send the boilerplate MOUs to the City Attorney's office for approval
- ☐ Provide Technical Assistance training to prospective RFP applicants to ensure a full understanding of the program requirements
- ☐ Close out RFP process and select successful respondents utilizing a team of city staff members
- ☐ Place the approved respondents on the next available City Council meeting for approval

Month of July 2009

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

- ☐ Execute approved MOUs with successful RFP respondents
- ☐ Secure staging area for intervention personnel

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.

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: (451 words)

Subsequent to execution of the MOUs, sessions will be scheduled with the successful respondents to ensure a cohesive and well-managed approach toward the implementation of the program. Immediately following these sessions, the process of intervention activities will begin. Starting with the Relocation Team (RT), homeless families and individuals living on the streets will undergo intensive case management to evaluate their present circumstances. The Outreach Team (OT) will begin identifying, assessing, screening and registering individuals and families in the identified area, including income qualifications (clients must be 50% or below Area Median Income), education and experience, and potential barriers to success in the program. Following determination of eligibility for the program, the Service Provider Network Team (SPNT) will begin providing direct services from available resources such as housing (transition or tenant based rental assistance), food stamps, identification cards, and transportation (funding provided from other funding sources).

At this point, the Legal/Medical/Enforcement Team (LMET) will begin working with the client(s) to assess health and legal impediments preventing the client(s) from obtaining employment and long-term housing and will recommend a comprehensive plan of action to reduce or eliminate these obstacles.

Once a holistic client management plan has been determined and agreed to by the client(s), they will be assigned to a single case manager who will oversee the implementation of the plan and monitor its success. When the case manager determines the client is ready for long-term housing, the recommendation will be submitted to the Team Committee for review, and if approved, the client(s) will be assisted in obtaining long-term housing. At this point, the client(s) will be assigned to the Ancillary Services Team (AST) that secures and provides daily living provisions such as furniture, household, toiletries and clothing items once an individual or family is placed into long-term housing.

The Team Committee consisting of members from all three teams (RT, LMET, and AST) and members of the city of Las Vegas Neighborhood Initiatives staff will

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

meet monthly to review all open cases, the client(s) progress, case manager recommendations, and if other courses of action are required. The Team Committee will also be responsible for monitoring the program to ensure all requirements are being met and maintained by its various partners.

All MOUs will require the entities to submit monthly invoicing for services provided as well as the demographic information required by the funding source. Following invoice review for appropriate charges by city staff, their supervisor and manager, the invoice is submitted to finance for payment. Once payment is made, the staff person who requests the drawdown for reimbursement for the city from Integrated Disbursement and Information System (IDIS) will be a different person in a different department from the person actually performing the drawdown.

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: (118 words)

The project will entail collaboration with a number of agencies comprising the identified teams:

Relocation Team

Outreach Team: Regional Homeless Outreach Team, CLV Caseworkers, Volunteers, Crisis Intervention Professionals

Service Provider Network Team: Clark County Social Service, Southern Nevada Mental Health, Public Guardian, Substance Abuse Treatment, Housing Providers, Nevada State Welfare, Department of Motor Vehicles, Social Security Administration, Shelter Providers, Veterans Services, Public Utilities, Local Workforce Investment Board, Clark County School District

Legal/Medical/Enforcement Team

Municipal Court, Nevada Legal Services, Southern Nevada Health District, Downtown Outreach Medical Clinic, Las Vegas Metropolitan Police Department, Rapid Response Team, City Marshals

Ancillary Services Team

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

Citizens Area Transit (transportation), Clothing and furniture providers, food banks and donated groceries from area grocery stores

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: (197 words)

The city of Las Vegas is actively engaged with the Southern Nevada Continuum of Care (SNCoC) through membership in that entity. Moreover, the Southern Nevada Regional Planning Coalition, formerly chaired by the Mayor of the city of Las Vegas who continues as an active member, acts as the decision-making group over the SNCoC. In addition, city of Las Vegas Councilwoman Tarkanian is a member of the SNCoC. The SNCoC consists of workgroups, committees and subcommittees encompassing workforce housing, advocacy building, education and job training, the local HMIS system, client assistance, federal entitlement grant coordination, homeless youth issues and regional Requests for Proposals. Because of the participation the city enjoys with the SNCoC, it anticipates that many of its various components will be vested in the project. More specifically, the city anticipates direct involvement with the following SNCoC members:

Clark County Social Service, the Las Vegas Metropolitan Police Department, City Marshals, Southern Nevada Workforce Investment Board, Veterans Administration, Clark County School District, local businesses and community advocates

Furthermore, the city of Las Vegas intends to partner through MOUs with many of the SNCoC mainstream service providers through an RFP process which will be widely advertised in the community.

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: (140 words)

The activities to be undertaken with the Homelessness Prevention and Repaid Re-Housing Program 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

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

activities directly tie to the city of Las Vegas 10-Year Plan incorporated in the consolidated plan. Specifically, it addresses:

- ☐ Reducing the number of households entering the cycle of homelessness
- ☐ Providing higher levels of service and customer satisfaction for clients
- ☐ Increasing the rate of permanent housing placement for homeless clients
- ☐ Eliminating duplication of services
- ☐ Providing greater partnership capacity with other local organizations
- ☐ Increasing employability, job readiness, and job placement, and retention for at-risk and former homeless
- ☐ Reducing the number of homeless crisis situations

Substantial Amendment to the 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	\$230,000.00	\$ 900,000.00	\$1,130,000.00
Housing Relocation and Stabilization Services ²	\$	\$ 714,862.10	\$ 714,862.10
Subtotal (add previous two rows)	\$230,000.00	\$1,614,862.10	\$1,844,862.10

Data Collection and Evaluation ³	\$ 150,000.00
Administration (up to 5% of allocation)	\$ 110,255.90
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."

**Substantial Amendment to the 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

Date

Neighborhood Services Director_____
Title