

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.

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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 PITTSBURGH
Name of Entity or Department Administering Funds	DEPARTMENT OF CITY PLANNING
HPRP Contact Person (person to answer questions about this amendment and HPRP)	SUSAN SCHEURING
Title	COMMUNITY DEVELOPMENT PROGRAM SUPERVISOR
Address Line 1	DEPARTMENT OF CITY PLANNING
Address Line 2	200 ROSS STREET
City, State, Zip Code	PITTSBURGH, PA 15219
Telephone	412-255-2667
Fax	412-393-0151
Email Address	sue.scheuring@city.pittsburgh.pa.us
Authorized Official (if different from Contact Person)	LUKE RAVENSTAHL
Title	MAYOR, CITY OF PITTSBURGH
Address Line 1	515 CITY-COUNTY BUILDING
Address Line 2	414 GRANT STREET
City, State, Zip Code	PITTSBURGH, PA 15219
Telephone	412-255-2626
Fax	412-255-2687
Email Address	luke.ravenstahl@city.pittsburgh.pa.us
Web Address where this Form is Posted	http://www.city.pittsburgh.pa.us/cp

Amount Grantee is Eligible to Receive*	\$ 6,848,936
Amount Grantee is Requesting	\$ 6,848,936

*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: This amendment was developed in accordance with the adopted citizen participation plan to obtain citizen views and comments concerning proposed activities. Comments were taken from citizens, agencies and non-profit organizations that provide homeless services, supportive services, public housing, housing assistance and legal services within the City of Pittsburgh and Allegheny County.

Citizen Participation:

April 6, 2009 – City of Pittsburgh Planning Department and Allegheny County Department of Economic Development held a joint planning meeting regarding the HPRP funds. General discussion was held regarding best use of the allocated funding.

April 16, 2009 – City of Pittsburgh and Allegheny County advertised in the Pittsburgh Post-Gazette and Tribune Review announcing two joint public hearings to present the guidelines of the program and solicit input on the best use of the funds to meet the goals of homeless prevention and rapid re-housing of those already homeless.

April 23, 2009 – the public notice for the City of Pittsburgh’s Substantial Amendment to the 2008 Consolidated Action Plan was advertised in the Pittsburgh Post-Gazette.

May 1, 2009 – the second joint public hearing was held to respond to any additional questions, further discussion of HPRP application process, etc.

May 4, 2009 – the draft amendment was posted on the City of Pittsburgh website for public review and comment for twelve days and all public comments will be accepted until May 15, 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.

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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.

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 City of Pittsburgh and Allegheny County are proposing to select subgrantees primarily through a joint competitive process. In early June, the City and County will announce the availability of its Request for Proposals. Notification will be made via email to a comprehensive list of service providers and through a notice in the local media.

Applicants will be required to attend a mandatory meeting to review the application process and to provide some evidence of intent to apply. RFP's will be due at the end of June and a selection panel comprised of City and County representatives will make the selection of awardees.

The City and County will be looking to select a number of lead agencies that can provide a comprehensive program of services designed to prevent homelessness and to rapidly re-house those already homeless. The selected lead agencies may subcontract portions of their program where necessary. Organizations awarded HPRP funds will be those organizations who demonstrate the capacity to serve as single points of contact for those seeking assistance from these funds. The overall goal is to develop a seamless and easily navigated system that will address each client's specific needs.

The City of Pittsburgh is also proposing to contract directly with Allegheny County Department of Human Services for HMIS since it already operated this system for the area's Continuum of Care. This would be viewed as a sole source contract.

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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: The City of Pittsburgh and Allegheny County are proposing to make the selections of their subgrantees for HPRP funds by mid-July following a joint competitive application process as described in Section C, Question 2.

Once funding decisions have been made, the necessary legislation will be prepared to obligate the funds. The City's legislative process takes approximately 5-6 weeks from initial submission for City Council action to final approval by the Mayor's Office. It is expected that HPRP funds can be obligated by the September 30, 2009 deadline required by the HPRP notice.

Groups awarded these funds will be notified after the encumbering legislation is passed and the contract process can then begin. It can take 6-8 weeks to have a fully executed contract.

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 City of Pittsburgh's Department of City Planning, Community Development Division will be responsible for ensuring the effective and timely use of HPRP funds.

Currently, City Planning administers the federal funds received by the City of Pittsburgh through its Consolidated Plan. This includes the Community Development Block Grant, (CDBG) Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) funds. HOME program funds are directly administered by the City's Urban Redevelopment Authority, but City Planning remains responsible for monitoring the use of funds and reporting on the program to HUD.

The Community Development staff are experienced in managing and monitoring multiple contracts and reviewing and approving invoices. The majority of staff have over 20 years experience in this type of work. The Fiscal Office maintains financial oversight for approximately \$20 million in new federal funding yearly and draws down funds and reports on expenditures through IDIS.

City Planning staff will be assigned to administer the HPRP funds as follows:

Assistant Planning Director for Community Development-overall accountability for the HPRP funds and administration of the program;

Community Development Program Supervisor – collaborate with Allegheny County in program development and implementation, will be responsible for contracting with subgrantees, review and approval of invoices, submission of quarterly and annual reports; will work with County on the implementation of HMIS related to City-funded agencies and on the development and operation of the appeals process

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Fiscal Office and staff – preparation of departmental invoices, drawdowns of funds through IDIS, financial reporting and maintenance of financial records.

The intent of the HPRP funding is to quickly address the social and economic issues facing the homeless and those at risk of homelessness, perhaps as a direct result of the current economic crisis. Funds must be allocated quickly and their usage will be scrutinized closely to insure that there is a measurable and positive impact. As a result, monitoring and reporting are crucial elements in implementing a successful program.

To supplement the efforts of existing City Planning staff who will maintain their other current responsibilities, it is proposed that a portion of administrative funds may be used to procure a consultant to undertake these critical monitoring and reporting activities. The consultant would be charged with doing on-site monitoring visits to insure that proper programmatic and fiscal records are being kept by subgrantees, to identify any obstacles in expending funds in a timely manner or providing the required quarterly reports with complete, accurate data, assisting in compiling these reports for HUD and alerting the City if groups are failing to meet their contracting obligations resulting in the need to reprogram funds.

If after reviewing staff capacity in light of the additional workload created by HPRP, it is determined that consultant services are needed, the consultant would be procured through an RFP process. This process would follow the City's most recent guidelines for procuring professional services, which were adopted on April 15, 2009 and insure transparency in the advertisement, review and selection of consultants.

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: Funding received by the City of Pittsburgh authorized by the American Recovery and Reinvestment Act of 2009 will stimulate the City's economy and provide needed services to its residents by supportive critical initiatives and projects in infrastructure and energy efficiency, health care and education as well as the programs initiated with HPRP funds. The City is developing programs in six main categories: Infrastructure and Economic Development, Public Safety and Criminal Justice, Energy Efficiency and Natural Resources, Workforce Development and Education, Health and Social Services Safety Net and Tax Credits and Fiscal Assistance. Allegheny County will also receive additional Recovery Act funding.

Through case management, the agencies funded with HPRP will refer their clients to programs funded with other Recovery Act funds where applicable. For

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example, the Housing Authority of the City of Pittsburgh will use stimulus funds to improve accessibility and make overall improvement to its housing units. Qualified clients may use HPRP rental assistance funds to help pay for costs associated with placement into Housing Authority units.

Allegheny County is proposing to fund a Weatherization Program that can help landlords improve their properties. HPRP clients ultimately could benefit if placed in these units.

The local FEMA Board has also received funding under the Recovery Act to increase support for local shelters and food programs. HPRP funded agencies can refer clients to the food programs for these supportive services that are not eligible under HPRP guideline.

The critical element needed to coordinate the HPRP funded activities with other Recovery Act programs will be case management. The HPRP funded agencies will be required to have a very strong case management component to their programs.

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 Homeless Prevention and Rapid Re-Housing Program will provide additional resources to address issues raised in Allegheny County's 10 Year Plan to End Homelessness and the Continuum of Care process. The continuum, which includes Allegheny County, the City of Pittsburgh, McKeesport and Penn Hills, strives to work with homeless providers and governmental entities to leverage existing resources and address homeless needs as quickly as possible. Currently, the Continuum of Care has over 40 homeless housing and outreach providers as well as rental assistance, health care, mental health, drug and alcohol, children and youth, veterans, food pantries and other organizations actively participating in the provision of services to the homeless and near homeless. Every effort is made by the homeless housing and outreach providers to address the needs of their consumers utilizing mainstream services and quickly linking consumers to these services

The selected HPRP providers will utilize the existing network to address the needs identified by the HPRP case manager and the individual/family. HPRP providers will participate in HMIS and can participate in trainings offered to all Continuum of Care providers through the Community College of Allegheny County. These trainings assist homeless providers to enhance case management skills, utilize existing resources and access services to meet the needs of consumers.

The Homeless Alliance, an advisory board representing a wide spectrum of community partners, provides the oversight of the Continuum of Care. The City of

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Pittsburgh will share its quarterly reports on the progress of the HPRP funds with the Homeless Alliance. In addition, a city representative participates in the annual review process for ranking Supportive Housing Program proposals for the Continuum of Care. As part of this review, agencies are ranked on their ability to link consumers to services, to utilize scarce resources and their participation in HMIS. All of these factors are important to HPRP and will be reviewed quarterly with the Homeless Alliance through the HMIS report.

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: Ideally, the City of Pittsburgh would establish a consolidated plan strategy that would meet the housing and community development needs of all city residents. However, limited resources have caused the City to establish priorities in targeting its funds to enable it to provide decent housing, establish and maintain a suitable living environment and extend economic opportunities for every resident, particularly to those of low and very low income.

The City's analysis of housing needs shows that the low and very low income are more likely to be renters than homeowners and that they have the highest cost burden and highest level of housing problems. These individuals/families are more likely to be effected by an economic crisis that can result in loss of housing. Other obstacles to meeting housing goals identified in the Consolidated Plan include a lack of standard affordable rental units and necessary rental assistance to place/retain low-income residents into housing.

HPRP grant funds for financial assistance and housing relocation/stabilization services are designed to address the housing needs of this very same population, including special populations, such as the disabled, youth, persons released from institutions, etc.. In addition, the Consolidated Plan addresses the need for homeless prevention services and place the homeless in stable housing. These activities again are the focus of HPRP and would provide additional resources to the City to meet their housing goals.

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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	\$1,681,817	\$2,522,726	\$4,204,543
Housing Relocation and Stabilization Services ²	\$ 720,779	\$1,081,168	\$1,801,947
Subtotal (add previous two rows)	\$2,402,596	\$3,603,894	\$6,006,490
Data Collection and Evaluation ³			\$ 500,000
Administration (up to 5% of allocation)			\$ 342,446
Total HPRP Amount Budgeted⁴			\$6,848,936

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