

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 CHATTANOOGA
Name of Entity or Department Administering Funds	Department of Neighborhood Services and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Juliette Thornton
Title	Assistant Manager, Community Development
Address Line 1	City Hall, Room 200
Address Line 2	101 E. 11 th Street
City, State, Zip Code	Chattanooga, Tennessee 37402
Telephone	(423) 757-5133
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Authorized Official (if different from Contact Person)	Ron Littlefield
Title	Mayor
Address Line 1	City Hall, Room 300
Address Line 2	101 E. 11 th Street
City, State, Zip Code	Chattanooga, Tennessee 37402
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Web Address where this Form is Posted	www.chattanooga.gov

Amount Grantee is Eligible to Receive*	\$712,946
Amount Grantee is Requesting	\$712,946

*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 City of Chattanooga in compliance with its Citizen Participation Plan as described at 24 CFR 91 provide for citizens' involvement in this second revision of the FY 2008-2009 Action Plan that was initially submitted to HUD on May 13, 2008. This Substantial Amendment is necessary to allow the use of new federal HUD funding under the Homeless Prevention and Rapid Re-Housing Program (HPRP).

The American Recovery and Reinvestment Act of 2009 was signed into law on February 17, 2009 and appropriated \$787 billion for measures that will modernize the nation's infrastructure, enhance energy independence, expand educational opportunities, preserve and improve affordable health care, provide tax relief and protect those in greatest need.

The City of Chattanooga received \$712,946 in Homeless Prevention and Rapid Re-housing (HPRP) funds that constitute a special allocation under the FY 2008-2009 Action Plan. The City must give priority to projects that can award contracts by September 15, 2009. The purpose of this FY 2008-2009 Action Plan Substantial Amendment is to describe the City's proposed use of the funds.

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 conducted an informational Workshop on May 7, 2009 for the general public and placed on the city's web site a copy of the public notice and a draft

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copy of the HUD-40119. The public was given until May 13, 2009 to submit any comments.

Only one comment, as printed below, was received.

HPRP Public Comment

“The Tennessee Board of Probation and Parole is participating in the public comment period for the HPRP funding to express our concern about the risk for homelessness among offenders returning to the community and our desire to find ways to address this need. One of the significant obstacles for offenders is getting and keeping appropriate housing. One aspect of BOPP's priority of public safety is a goal of offender success. Success for an offender reentering society requires a safe and healthy housing environment. The greatest detriment to such housing is the need for rental assistance, particularly during the initial months of reentry as the offender is attempting to reorganize his or her life and put support systems in place.

Given the opportunity for a supportive housing environment, an offender will have his most basic need addressed and, thus, will be able to rebuild his life by seeking employment and education, as well as developing other life skills. In an effort to assist offenders with housing, BOPP maintains a list of approved halfway houses and uses a variety of resources to find other housing options for offenders. However, the fundamental barrier to access to housing is the ability to pay the rent. Not only are offenders often without housing, but securing employment in order to pay for the housing is a monumental challenge for those with a criminal background.

Through openness for collaboration with other agencies, BOPP is working toward a system that has appropriate housing opportunities available for offenders reentering the community. But the other piece of developing the housing opportunities is helping offenders have access to the housing. BOPP appreciates that federal, state and local governments recognize that ex-offenders are at a high risk for homelessness and are offering assistance to develop programs to meet their needs. We look forward to collaboration with both government and other agencies in addressing this need.”

Submitted by

Lisa Helton
Offender Resources
TN Board of Probation and Parole
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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: _____)

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

Response

The competitive process utilizes a public method to solicit prospective sub-grantees for participation in the project. Sub-grantees will be nonprofit organizations that have a proven record in meeting the needs of homeless individuals and families. The entity must have demonstrated its ability to limit down time and obstacles that prevent timely project implementation and ability to address critical needs of the homeless population.

Sub-grantees will respond to a notice for submitting "Proposals" as posted on the City's website at www.chattanooga.gov and in the local newspaper.

Nonprofit organizations may apply to implement a qualified project that provide temporary financial assistance and services to prevent individuals and families from becoming homeless or to help those who are experiencing homelessness to be quickly re-housed and stabilized.

A Public Workshop for interested parties to shape the City's priorities in utilizing these funds was held on May 7, 2009.

Nonprofit organizations that meet the minimum qualifications will have 14 calendar days to submit proposals for funding, following the Workshop. The City will seek proposals to fund the following activities:

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1. Temporary financial assistance include short-and medium-term rental assistance, security deposits, utility payments, and moving cost assistance, and motel and hotel vouchers;
2. Housing relocation and stabilization services include case management, outreach, housing search and placement, legal services, mediation, and credit repair; and,
3. Data collection and evaluation include costs associated with operating HUD-approved Homeless Management Information Systems (HMIS) for the purpose of collecting unduplicated counts of homeless persons and analyzing patterns of use of the HPRP funds.

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:

In order to expedite the prompt use of the HPRP funds and allow reasonable citizen participation, HUD has established a condensed 12-day participation requirement and notice period.

The FY 2008-2009 Action Plan Substantial Amendment was published for citizen review and comment on May 1, 2009 thru May 13, 2009 on the City's web site outlining the eligible uses of HPRP funds. A Public Workshop was held on May 7, 2009. Thirty-three organizational representatives representing some 18 different nonprofits, and state and county government representatives attended the Workshop. The organizations that qualify to participate in the project, in accordance with the HPRP, will have until May 29, 2009 to submit proposals for funding of prospective projects.

The City will utilize the services of the Community Development Citizens Advisory Committee, in accordance with the Citizens Participation Plan of the 2005-2010 Consolidated Annual Plan to review and select projects for funding.

Organizations and the projects selected by the Community Development Citizens Advisory Committee with the approval of the Mayor and City Council Members will be notified by no later than July 20, 2009 of the funding levels and project structure.

Any clarifications and logistics in areas of operations will conclude prior to July 30, 2009. The City will negotiate certain particulars of the contract with organizations for financial operations and program delivery by no later than September 15, 2009.

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3. 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 Chattanooga will administer HPRP grant funds in the same manner as it does HUD sponsored program dollars under CDBG and HOME Investment Act funding and other federal funded projects. The Department of Neighborhood Services and Community Development will provide technical assistance and operational oversight to the organizations implementing the selected projects under HPRP. Activities are monitored on an on-going basis throughout the project period and the three years as prescribed under the HPRP regulations.

The Office maintains a monitoring system that provides Community Development staff with tools, guidance, forms and a format for monitoring grants.

A level of monitoring is built into the office's overall grant management delivery system and is performed throughout the year. This involves examination of vouchers, reviewing quarterly status reports, reviewing independent audit reports, reading newspaper articles, attending meetings or events sponsored by funded organizations, and making on-site visits to the project, just to name a few. Many times these routines enable the monitor to assess performance and identify any compliance problems prior to on-site monitoring.

Effective monitoring is not a one-time event, but an ongoing process of planning, implementation, communication, and follow-up. As a result, a monitoring of grant activities will be distributed throughout the life of the project or program year. The monitoring involves people from inside and outside and requires detailed information, reports, meetings, and documentation. The City will not only monitor organizations that have been entrusted with HPRP grant funds, but we also conduct internal monitoring to ensure that we are administering the grants correctly.

The monitoring efforts of the Community Development Staff are guided by both the responsibilities under the grants and the goals established for the community with these funds. The monitoring efforts include, but are not limited to:

- Identifying and tracking program and project results;
- Identifying technical assistance needs of City, Sub-grantees, and staff;

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- Ensuring timely expenditure of funds;
- Documenting compliance with program rules;
- Preventing fraud and abuse; and
- Identifying innovative tools and techniques that support community goals.

To organize monitoring efforts, an annual monitoring schedule is developed. The CD staff reviews the list with management and from the list develop a plan that outlines the strategy and scope needed to conduct a thorough review to determine that all activities are properly monitored and meeting regulatory requirements. The monitoring plan consists of the following:

Monitoring Objectives and Strategy:

The plan identifies the monitoring goals and strategies, highlighting areas to which staff should pay special attention during the monitoring visit and throughout the funding of the activity.

Ongoing Monitoring:

The plan identifies checkpoints that ensure a minimum level of review for all activities throughout the year and the scope and frequency of those reviews. This component identifies specific reports and reviews to be conducted, as well as establishing the frequency and timing of such reviews.

Monitoring Staff and Schedule:

The monitoring plan is updated annually and distributed to staff.

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:

The Chattanooga Housing Authority will receive some \$6.3 million dollars in federal stimulus funds for a variety of projects.

The City and the Chattanooga Housing Authority (CHA) routinely collaborate on sharing of information on the type of programs and outcomes for various activities that provide safe and affordable housing to low to moderate income

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individuals and eligible Housing Choice Voucher users. The City has used its CDBG dollars to fund specific housing related projects at CHA sites, when HUD Multi-family Program dollars are restricted. This relationship will continue in order to provide affordable and safe housing for individuals and their families.

The Department of Neighborhood Services and Community Development has as its mission to maintain Chattanooga's neighborhoods by identifying revitalization opportunities, fostering community partnerships, cultivating neighborhood based leadership, and engaging in active code enforcement to create viable living environments that enhance the quality of life for all residents. The Community Development staff within the Department is responsible for the oversight and monitoring of all HUD Entitlement Community Planning and Development grants.

In collaboration with the City's Department of Human Services, the grantee of the Weatherization Assistance Program through the American Recovery and Reinvestment Act of 2009, the Departments will work together to identify and refer low to moderate income households that would benefit from energy conservation methods to reduce consumption and create healthful and safe housing environments.

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 City included the lead organization for the development of the Continuum of Care, the Chattanooga Homeless Coalition, in the development of the HPRP Initiative. From the beginning of the process, the Coalition was engaged in dialog with various homeless service providers and instrumental in alerting its member organizations to the regulations and timetables surrounding the American Recovery and Reinvestment Act of 2009 and the Homeless Prevention and Rapid Re-Housing Program (HPRP). In collaboration, the Chattanooga Homeless Coalition provided input and identified nonprofit organizations and faith-based organizations to participate in the public process and Workshop on the HPRP held on May 7, 2009.

The Coalition along with the City's Department of Neighborhood Services and Community Development staff encouraged its member organizations to identify housing needs of homeless or near homeless individuals that would become stabilized through re-housing opportunities.

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In addition, the Homeless Blueprint Oversight Committee (HBOC) that revised the “Blueprint to End Homelessness in the Chattanooga Region”, in collaboration with the Chattanooga Homeless Coalition also provided input into the local priorities and uses of the HPRP funds.

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:

Under the eligible uses for financial assistance and housing relocation/stabilization services, HRPR funds will address strategies identified in the City’s 2005-2010 Consolidated Plan and the revised “Blueprint to End Homelessness in the Chattanooga Region”, published in January 2008.

Both documents outline the strategies that can resolve homelessness issues facing individuals and families. Among the strategies that are compatible with the intent of the HPRP are:

- Reduce the number of people who become homeless;
- Assist “at-risk” households remain stably housed by providing emergency assistance, maximizing their incomes and improving access to supportive services;
- Decrease the length and disruption of homeless episodes;
- Provide community based services and support that prevent homelessness before it happens and diminish opportunities for homelessness to recur;
- Increase the number of homeless people placed in permanent housing;
- Improve case management and coordinated outreach; and,
- Develop a centralized intake point of linking individuals to case management and other assistance and follow up support to meet the need of self-sufficiency.

The HPRP funds designated for emergency assistance in payment of rents, utility payments and deposits and moving costs will address financial shortages experienced by service providers to assist currently housed individuals in imminent danger of becoming homeless. The funds will permit individuals impacted by the recent economic crisis to become immediately re-housed. In turn, this will retain stable housing environments and avoid episodes of homelessness. Additional sources of funding and workable solutions to other homeless strategies will be developed.

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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	\$217,355	\$139,118	\$356,473 (50%)
Housing Relocation and Stabilization Services ²	\$249,531	\$	\$249,531 (35%)
Subtotal (add previous two rows)	\$466,886	139,118	\$606,004

Data Collection and Evaluation ³	\$71,295 (10%)
Administration (up to 5% of allocation)	\$35,647 (5%)
Total HPRP Amount Budgeted⁴	\$712,946

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.”