



Neighborhood and Community Services Department

Human Services Division

Robert J. Mohart Multi-purpose FOCUS Center

3200 Wayne
Kansas City, Missouri 64109-2096

(816)784-4500

May 14, 2009

US Department of Housing and Urban Development
Office of Special Needs Program
Robert C. Weaver Building
451 Seventh Street, SW, Room 7262
Washington DC. 20410

Attention: Kevin Turner
Homelessness Prevention and Rapid Re-Housing Program

Dear Mr. Turner

The City of Kansas City, Missouri respectfully submits the enclosed documents to officially make application for the Homelessness Prevention and Rapid Re-Housing Program. All forms, herein attached, are signed by our Mayor, the Honorable Mark Funkhouser. Our package includes the following documents as required in the federal register (FR 5307-N-01) dated March 19, 2009.

1. Application- SF 424
2. Substantial Amendment
3. Certifications
 - General Certification for State and Local Government- (HPRP); and
 - Homelessness Prevention and Rapid Re-Housing (HPRP) Certifications

In closing, one copy has been delivered to our local CPD Office. Please feel free to contact Ms. Shirley Winn, Acting Director of the Housing and Community Development (HCD) at 816-513-2907; or me at 816-784-4500. We look forward to working with you to achieve the goals set forth in this stimulus program.

Sincerely,

Jacquelyn R. Powell, NCS Department Manager/ Executive Team Liaison

Enclosures

Cc: Theresa Porter, CPD Director
Shirley Winn, HCD Acting Director
Lester Washington, NCS Director
David Park, NCS Assistant Director

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission:		*2. Type of Application * If Revision, select appropriate letter(s)	
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation *Other (Specify) _____
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision		

3. Date Received:	4. Applicant Identifier:
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5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*a. Legal Name: City of Kansas City, Missouri	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 44-6000201	*c. Organizational DUNS: 073134231

d. Address:

*Street 1:	<u>414 E 12th, 14th Fl.</u>
Street 2:	_____
*City:	<u>Kansas City</u>
County:	<u>Jackson</u>
*State:	<u>Missouri</u>
Province:	_____
*Country:	<u>USA</u>
*Zip / Postal Code	<u>64109</u>

e. Organizational Unit:

Department Name: Housing and Community Development	Division Name:
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <u>Ms.</u>	*First Name: <u>Shirley</u>
Middle Name: _____	
*Last Name: <u>Winn</u>	
Suffix: _____	

Title: Acting Director

Organizational Affiliation:

*Telephone Number: (816) 513-2907	Fax Number: (816) 513-2808
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*Email: shirley_winn@kcmo.org

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: 5

*b. Program/Project: 5

17. Proposed Project:

*a. Start Date: October 1, 2009

*b. End Date: September 30, 2012

18. Estimated Funding (\$):

*a. Federal	_____	\$3,628,139
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	\$3,628,139

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on 05-15-09
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *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)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Honorable _____ *First Name: Mark _____
Middle Name: _____
*Last Name: Funkhouser _____
Suffix: _____

*Title: Mayor

*Telephone Number: (816) 513-3500

Fax Number: (816) 513-3518

* Email: mark_funkhouser@kcmo.org

*Signature of Authorized Representative: 

*Date Signed: 5-12-09

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.257

CFDA Title:

HPRP

***12 Funding Opportunity Number:**

FR-5307-N-01

*Title:

HPRP

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Kansas City and parts of Jackson, Clay and Platte Counties

***15. Descriptive Title of Applicant's Project:**

Our project shall involve the use of Homelessness Prevention and Rapid Re-Housing Project funding for financial assistance, relocation and stabilization services, data collection, and administration activities.

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

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)

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 Kansas City, Missouri
Name of Entity or Department Administering Funds	Housing and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Shirley Winn
Title	Acting Director
Address Line 1	City Hall, 414 E. 12 th Street, 11 th Floor
Address Line 2	
City, State, Zip Code	Kansas City, Missouri 64106
Telephone	(816) 513-2907
Fax	(816) 513-2808
Email Address	shirley_winn@kcmo.org
Authorized Official (if different from Contact Person)	Mark Funkhouser
Title	Mayor
Address Line 1	City Hall, 414 E. 12 th Street, 29 th Floor
Address Line 2	
City, State, Zip Code	Kansas City, Missouri 64106
Telephone	(816) 513-3500
Fax	(816) 513-3518
Email Address	mark_funkhouser@kcmo.org
Web Address where this Form is Posted	http://www.kcmo.org/planning.nsf/web/housing?opendocument

Amount Grantee is Eligible to Receive*	\$ 3,628,139
Amount Grantee is Requesting	\$ 3,628,139

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 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).

City Response: Pursuant to the federal register, FR 5307-N01, the public commenting period, was officially introduced to the Kansas City community before the City Council Housing Committee on April 15, 2009. A press release coincided with the hearing that encouraged citizens to submit public comment by attending the meeting, faxing or emailing their comments. The substantial amendment was made available on the City's home page (kcmo.org) with a link to the designed Consolidated Plan site. A summary of the eligibility criteria and the federal register was posted. On April 22, 2009 the Housing Committee reconvened to accept testimony from the public. The intent was to involve residents in the citizen participation process, *especially important to involve comments from those persons who meet the eligibility for participation* in the program and organizations like childcare providers, community action agencies, neighborhood associations, domestic violence shelters, workforce investment organizations, current and / or formerly homeless persons, schools, landlord associations, other government agencies, social service and homeless organizations.

Several group and one-on-one meetings were attended (presented alphabetical order):

- Full Employment Council;
- Housing Authority of Greater Kansas City;
- Homeless Services Coalition four meetings included social service organizations;
- Ivanhoe Neighborhood Council;
- Key West Coalition;
- Mid America Regional Council-Green Impact Zone
- MO Department of Social Services
- United Way- FEMA Advisory Board and 211 representatives

The general consensus is that HPRP must be well coordinated, marketed and involve a broad cross section of persons to reflect our diverse community needs.

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.

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

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.

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).

City Response: The funds will be distributed according to the deadlines set forth in the federal register (FR-5307-N-01), and be obligated by no later than September 30, 2009. The contract period shall begin October 1, 2009 and run through September 30, 2012. The plan for distributing HPRP shall include, but not be limited to;

1. **Request for Proposal/ Qualification (RFP/Q)** - Procurement division shall issue a request for proposal/ qualification. The proposal will require each subgrantee establish their capacity to perform the program objectives and manage the financial aspects of the grant over a three-year term. Submittal requirements shall include, but not be limited to, an experience narrative and project narratives along with a business profile and legal structure.

2. The City shall target:

a) *Homelessness Prevention Program* for individuals and families who are currently in housing but are “*at-risk*” of becoming homeless and need temporary rent, utility assistance or other HPRP eligible assistance to prevent them from becoming homeless or assistance to move to another unit. Special efforts will be made to reach those persons, but for the economic crisis, are “*at-risk*”.

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

b) *Rapid Re-Housing Program* for individuals and families who are experiencing homelessness and need temporary assistance in order to obtain and retain stable, affordable housing.

The City will select at least 4 subgrantees that will serve as authorized HPRP representatives for the City; and work in concert with the City and area stakeholders in fulfilling the goals of the grant. Existing sources of information and data shall be considered in the process to determine geographic locations and service needs.

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).

City’s Response: The City will use its established contracting process to obligate the funds by September 30, 2009. The City will create designated financial accounts for the HPRP to include financial activity codes consistent with four funding areas of the grant (financial assistance, relocation and stabilization services, data collection/ evaluation, and administration). Where required, resource codes, a sub category code for each funding area, maybe developed to further define and track funding. This task shall be accomplished on or before June 1, 2009.

A standard boilerplate contract shall be modified to include scope and other applicable information for review and approval by the subgrantee. Though categorically exempt, environmental reviews shall be completed as formality. The following chart delineates our projected schedule or time line for obligating the funding:

05/12/09	HPRP Proposal Release
05/21/09	Pre-Conference Hearing Robert Mohart Center, Auditorium, 3200 Wayne, KCMO 64109, Free Parking at 33 rd and Wayne.
05/29/09	Deadline for questions and answers
06/10/09	Deadline for proposal Submittal 2:00 p.m. City Hall, 414 E. 12 th KCMO 64106, Room 102 West
06/26/09	Deadline for Review and Selection/ Ordinance Prepared
07/2/09	Legislative Agenda
07/8/09	Housing Council Committee Recommendations and Request to Contract-2 Year Option to Renew
09/30/09	All funds Obligated /Contracts Encumbered
09/30/12	Project completion date

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

Please note that if the July 4, 2009 holiday affects the above planned council dates, the City will schedule hearings in accordance with the holiday schedule published by the City Clerk's office.

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).

City's Response: The terms and conditions of our contract will require monthly submittal of reimbursements by the 15th of the month for prior month expenditures. Details regarding other milestone reporting requirements shall also be included in the contract. Financial accounting codes will be set up within the city's financial management system for each subgrantee. Designated codes will be used for each eligible project activity. Each eligible activity shall have established an associated resource type when necessary. HUD HPRP eligible activities are: financial assistance, rapid re-housing and relocation, data collection and administration.

Resource type coding will be used further identify a sub activity description for each project activity. For example, financial assistance is an activity and a sub category or resource type might be rental assistance or utility deposit. By setting up this specific coding system, we will be able to track expenses by its intended use and easily conduct desk audits. Subgrantees will be required to set up, at minimum, a designated accounts and program files that clearly identify HPRP funds.

The subgrantee will be required to submit source documentation to support expenditures, i.e. time sheet, payroll records, lease agreements, verification of property ownership (current county tax receipt/ warranty deed); cancelled checks, participant utility disconnect notices, etc. All expenses will need to be in accordance with various federal mandates. Staff will review for accuracy prior to approval and request additional information if necessary. Approved requests for reimbursement will be approved the assigned fiscal staff prior to final approval by the finance department. Electronic submittal of source documentation maybe accepted if reasonable to perform and in accordance with applicable statutory requirements.

Technical support to remediate any training issue related to the failure to request monthly payments timely. If training does not remediate the compliance issue, the city will send to the subgrantee an official notice of its intent to terminate the contract. A notice of funding availability will be sent to all current subgrantees. A written request for additional funding must be accompanied by a time line for expending funds, a revised scope, and performance goals. The subgrantee receiving additional funding shall inherent in part, or in whole, the goals of the previous subgrantee. Additionally, staff will conduct at least one field monitoring visit on each subgrantee during the first year of the program if not more frequently.

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

Progress meetings will be held to assess barriers, develop solutions, and delineate new implementation measures if necessary inclusive of ongoing training.

To assure the timely drawdown of funding, city staff will determine an average projected drawdown amount for each subgrantee. Staff will monitor, on a monthly basis, the amount of the draw against the total awarded. Staff will send progressive notifications and document the file.

The city will drawdown the funds monthly in IDIS and document late submittals. At least two persons will be able to create IDIS vouchers and approve voucher requests.

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).

City's Response: The city will work to establish relationships with other stimulus recipients and make this information available on the city's Recovery Act webpage. The city manager's office established a workgroup of city department staff to review available stimulus funding and apply for competitive grants for various federal grants. The workgroup presents a key opportunity to network and identify potential resources for the HPRP. Our outreach efforts have begun to attract other stimulus recipients as HPRP partners such as the relationship forming with our local workforce investment agency, (Full Employment Council), Mid America Regional Council (Green Impact Zone Initiative), United Way (FEMA and Capacity Building grants) and United Way (Referral Service and Emergency Assistance Programming), Mid America Assistance Coalition, Homeless Services Coalition membership organizations. Resources as identified will be posted on the City's designated Recovery Act web page. The City continues to work with area stakeholders and has requested the set up of a resource development team. Through our various meetings, we have identified multiple players or stakeholders that should be at the table in order to achieve HPRP success. They include, but are not limited to, the following:

Child Care Agency	Local Community Foundations
Community Action Agency	Neighbor Association
Domestic Violence Shelter	Police Department
Emergency Assistance Providers	Neighborhood Stabilization Programs
Faith-Based / Community Organization	Presently or Formerly Homeless Person
Fire Department	Housing Authority of GKC

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

Missouri Department Health and Social Services MHDC Health / Mental Health Organizations Homeless Shelter / Transitional Provider	Resident / Citizen MARC KC Public School Social Service Agency / Non-Profit
Landlords Association	Workforce Investment-Full
United Services Community Action Agency	Employment Council / Goodwill Job Hunters Program
Home Free USA	Other Stimulus Programs and Recipients

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

City's Response: The city will work with the local HMIS administrator and the continuum providers on issues related to reporting, identifying other stimulus resources, identifying program barriers/ challenges and solutions, and assisting with outreach and training of subgrantees. Planning teams shall include but not be limited to:

1. Outreach- developing a central theme, distribution channels, special events; strategies for reaching new populations who are "at-risk" of becoming homeless due to the economic crisis, identifying and bridging multi-cultural populations and gaps; internal and external agency communication, expanding outreach to community stakeholders such as neighborhood associations;
2. Standardized Pricing Schedules for Specialty Services- Specialty services are those services that occur at random or by specific request. The City will work with provider agencies to develop an RFP/Q scope of services for legal services, moving, storage, HQS inspections, rent reasonableness, hotel/motel rates based on a per unit pricing schedule;
3. Project Implementations- Develop standard HPRP tools for assessment, referral forms, brochures, flyers, rental vouchers, risk factor screenings; media releases, and training, etc. All forms shall be made accessible on the City's webpage as well as other participating where possible,
4. Resources Develop: identification of existing resources and other stimulus funding and obtaining information on access.
5. Education and Development: Develop training criteria for uniform implementation of HPRP.

The City will require business sessions to discuss progress, barriers, and solutions.

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

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).

City's Response: The HPRP program is a welcome addition to the Consolidated Plan in that it compliments homeless service activities presently provided through the Emergency Shelter Grant program and provides greater flexibility and tools for stabilizing housing. The proposed activities shall focus on housing stabilization.

2007-2011 Consolidated Plan indicates, in detail, the growing need for affordable housing in Kansas City. Therefore, working with landlords will be a critical component of the HPRP. HPRP participants shall meet the required AMI and other criteria for participation in the program. We will partner with subgrantees and others within the community to identify affordable housing options for HPRP participants. All will play an active role in locating housing, negotiating rents, obtaining certified HQS pre-inspections, and investing sufficient planning to assure that those persons receiving short-term and medium-term rental assistance are able to sustain housing after the support ends. Emphasis will be on locating suitable living arrangements and utilizing strict rent reasonableness tests for prospective properties. Collaboration is the lynchpin of our community and will continue with the HPRP.

We will utilize a process similar to the one used for review of the Emergency Shelter Grant proposals for funding.

Substantial Amendment to the Consolidated Plan 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	\$1,210,867	\$1,035,866	\$2,246,733
Housing Relocation and Stabilization Services ²	\$450,000	\$450,000	\$900,000
Subtotal (add previous two rows)	\$1,660,867	\$1,485,866	\$3,146,733

Data Collection and Evaluation ³	\$300,000
Administration (3.75% grantee/ 1.25% subgrantee)	\$181,406
Total HPRP Amount Budgeted⁴	\$3,628,139

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 Consolidated Plan 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	<u>5-13-09</u> _____ Date
<u>Mayor</u> _____ Title	

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.


HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature/Authorized Official

5-13-09

Date



Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

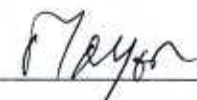
Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

5-12-09

Date



Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).