

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

**A. General Information**

Grantee Name	City of Lubbock
Name of Entity or Department Administering Funds	Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Bill Howerton , Jr.
Title	Director
Address Line 1	P. O. Box 2000
Address Line 2	1625 13 <sup>th</sup> Street
City, State, Zip Code	Lubbock, TX. 79457
Telephone	806-775-2300
Fax	806-775-3917
Email Address	bhowerton@mylubbock.us
Authorized Official (if different from Contact Person)	Tom Martin
Title	Mayor
Address Line 1	P. O. Box 2000
Address Line 2	1625 13 <sup>th</sup> Street
City, State, Zip Code	Lubbock, TX. 79457
Telephone	806-775-2009
Fax	806-775-3335
Email Address	tmartin@mylubbock.us
Web Address where this Form is Posted	www.ci.lubbock.tx.us

Amount Grantee is Eligible to Receive	\$947,453
Amount Grantee is Requesting	\$947,453

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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 follows its citizen participation plan as per the Consolidated Plan by allowing citizen input on both the Consolidated Plan and the Annual Action Plan through citizen comment periods, Public Hearings and representation by the Community Development and Services Board. Meetings are conducted with neighborhoods through town hall meetings and neighborhood associations to gain input on needs and priorities.

The City of Lubbock conducted a Public Hearing to allow citizens to comment. The public hearing was on May 13, 2009 at 6:00 p.m., during the regularly scheduled meeting of the Community Development and Services Board. A public comment period began on May 4 for 12 days ending on May 15 at 5 p.m.

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:

No comments received.

**C. Distribution and Administration of Funds**

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the granted. 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: Utilize current subgrantees that receive regular ESG funds for Homeless Prevention, Essential Services and Operations; and other current grantees that have the expertise and experience in delivering the activities eligible under the HPRP.)

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

Response:

Current ESG subgrantees went through a competitive process to apply for regular ESG funds. The process begins with a technical workshop that provides information on the three HUD grants that the City of Lubbock receives including ESG. Applications are distributed at the end of the workshop and applicants are allowed 30 days to submit their proposal/activity/application. A subcommittee from the Community Development and Services Board reviews applications and conducts meetings with each applicant. Applicants present their proposal and information on their non-profit. Once all reviews are conducted the subcommittee makes its recommendations to the entire board. Once the board approves, disapproves or makes changes if any to those recommendations they are presented to the City Council for approval. Community Development Staff then prepares the Annual Action Plan to submit to HUD for approval.

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:

Current grantees will be evaluated on the organizations capacity and experience in carrying out activities that are eligible under the HPRP. The subgrantees will also be evaluated on the number of staff currently available to carry out activities and the number of staff that they would require adding. The subgrantees will be evaluated lastly on the type and number of eligible participants that they can serve.

The Community Development and Services Board will approve all subgrantees and amount of funds allocated to each for eligible activities. The City Council will approve all contract agreements and make final decisions on all funding.

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:

Subgrantees that the city contracts with will report to the city on a monthly basis as they are accustomed to doing with the other contracts they have with the city. Staff will monitor monthly through desk reviews of reports which will include number of unduplicated clients served, demographic information of clients such as race, ethnicity, age, sex, income, number in household, and the amount of assistance each household was assisted with for that month. Staff will also conduct on-site field reviews at least 1-2 times a month to ensure compliance and the smooth flow of activities.

The city will report to HUD as required on the use of funds. Reports will include amount of funds expended on all activities including direct assistance to clients,

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number of households assisted, and number of individuals and families that were served.

### **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. Department of Education, Health and Human Services, Homeland Security, and Labor Department (limit 250 words).

Response:

The city has an established relationship with agencies, non-profits, organizations and other entities through its participation in the homeless consortium, housing consortium, United Way, SPAG's Resources United, Urban Renewal Board and the Community Development and Services Board. The city also has established relationships with non-profits that have had prior funding or currently receive funding from the city's federal grants and state grants.

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

Response:

The city is currently an active member and participant of the South Plains Homeless Consortium (SPHC) and collaborates and provides technical assistance to local non-profits of which some are members of the SPHC. The city guides the Continuum of Care process through its Consolidated Plan Priorities and encourages collaboration among the local non-profits providing services for the at risk homeless and those experiencing homelessness.

As a member of the SPHC the city will use that avenue to get the word out on HPRP funding, resources and the established format for the allocation process. The city also conducts workshops yearly and releases information through neighborhood meetings, town hall meetings, public hearings, press releases and informational material.

3. Briefly describe how HPRP grants funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The City of Lubbock will follow its Consolidated Plan goals and objectives in serving those at risk of homeless and those experiencing homelessness. The city partners with local non-profits that are members of the SPHC to coordinate the services that are needed by the homeless and to try and address homeless issues. The city's Consolidated Plan currently supports activities for homeless prevention, essential services and facility operations through the regular ESG funds.

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HPRP funds will be used as per the requirements and eligible activities which coincide with our Consolidated Plan goals and objectives of providing homeless prevention assistance with rent and utilities for those at risk of homelessness and those already in a homeless situation. The current essential services program under ESG will help enhance the HPRP activities and help meet the city’s Consolidated Plan goals of providing housing for homeless individuals and families.

**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*	\$225,000	\$397,256	\$657,500
Housing Relocation and Stabilization Services**	\$80,000	\$150,453	\$230,453
Subtotal (add previous two rows)	\$305,000	\$582,953	\$887,953

Data Collection and Evaluation***	\$47,372
Administration (up to 5% of allocation)	\$47,372
<b>Total HPRP Amount Budgeted****</b>	<b>\$947,453</b>

\*Financial assistance includes the following activities as detailed on 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.

\*\*Housing 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.

\*\*\*Data collection and evaluation includes costs associated with operating HUD-approved homeless management information system for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds

\*\*\*\*This 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

Mayor  
\_\_\_\_\_  
Title