OMB Approval Number: 2506-0180
(Expiration Date: 9/30/2009)

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)

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A. General Information

Grantee Name	Department of Human Services
Name of Entity or Department Administering Funds	Division of County Operations, Office of Community Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Thomas Green
Title	Assistant Director
Address Line 1	P.O. Box 1437 Slot #S-330
Address Line 2	
City, State, Zip Code	Little Rock, AR 72203-1437
Telephone	501-682-8715
Fax	501-682-6736
Email Address	Thomas.Green@Arkansas.gov
Authorized Official (if different from Contact Person)	John Selig
Title	Director
Address Line 1	P.O. Box 1437 Slot # S-201
Address Line 2	
City, State, Zip Code	Little Rock, AR 72203-1437
Telephone	501-682-8650
Fax	501-682-6836
Email Address	John.Selig@Arkansas.gov
Web Address where this Form is Posted	http://www.arkansas.gov/dhs/homepage.html

Amount Grantee is Eligible to Receive*	**$10,530,746.00**
Amount Grantee is Requesting	**$10,530,746.00**

*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 grantee has consulted with the 13 Arkansas Continuum of Care regarding the proposed citizen participation plan. The grantee also coordinated HPRP activities with the COC's strategies for homeless prevention and ending homelessness. The grantee has posted its substantial amendment materials on the Department of Human Services website as the materials were developed. A copy of the proposed substantial amendment has been distributed to each of the continuums and their membership. Each organization was encouraged to respond to the substantial amendment. The local CDBG Planning and Development Agencies and each of the 75 county judges have copies in their offices for their review and comment. Each two and four year college libraries in Arkansas received copies for the public. Information was also given regarding those who need the information in an alternative format. A Notice of Public Comment period was submitted to the statewide newspaper informing the public of the deadline for comment. The Governor's ARRA Committee made the information available through the Arkansas Clearinghouse.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

   ☐ Grantee did not receive public comments.
   ☐ Grantee received and accepted all public comments.
   ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

   Response:

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

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

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

   ☐ Competitive Process
   x☐ Formula Allocation
   ☐ Other (Specify: _____)

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

Response: Each Continuum will receive a $300,000.00 base for their HPRP activities and services and the rest of the funding will be divided based on their pro rata share of the homeless population served last year through the state wide Homeless Management Information System. The Continuum of Care will select among their membership the agency to apply for the HPRP funds. One participant agency per continuum will apply on behalf of their respective Continuums of Care. Preference was made for organization that have experience in providing housing assistance, counseling services and familiarity with HQS Standards, a local CDBG Community Development Planning entity if they are a part of the local continuum and an agency familiar with the HMIS system. If a Continuum decides not to apply for their pro rata share of funds, their funds will be awarded to an adjoining continuum. Services will not be lost because no one applied. The adjoining continuum will provide the necessary services in their service area.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: We will begin accepting applications, ten days after approval of the substantial amendment by HUD, with funding made within 30 days after approval. A RFP with all the requirements and assurances will be developed and sent to each continuum. The Continuums should assist the applicant in submitting the application after consulting with their local membership to address their specific needs and concerns. The applications are submitted to the Office of Community Services for review and approval. After the review by Grant Coordinator and Assistant Director to insure program integrity, grant awards will be awarded with the proper coding to meet the ARRA requirements. Each grant will be awarded for the three-year timeframe as per the ARRA requirements. Each sub grantee will have to sign assurances that they will abide by the conditions of the grant. Fund allocations will be advanced to the sub grantee on a quarterly basis with the exception of the administrative dollars; those funds will be reimbursed after expenditures.

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: Grantee will inform the sub grantee of the timelines for the HPRP grant and given the expenditure patterns they should follow. Sub grantees will be required to follow their budgets and if any exceptions over 10% of their proposed budgets they will have to seek approval from the grantee. A Grant Coordinator will be hired to assist in additional training or technical assistance that may be needed. In addition, they will monitor the monthly activities of the Continuums to ensure that they are spending the funds appropriately and in the proper categories. Desk monitoring and on-site monitoring will be provided. We will monitor all of the ARRA Special Conditions, prepare the necessary reports, and track the expenditures of funds so that we are on track with our spending.

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: We plan to require monthly meeting with the various ARRA collaborators of the respective Continuums. This will insure that the agencies have a face to put with the service providers. In addition flyers will be developed for the agencies to disseminate to various providers and partners in the respective services areas sharing what they have to offer. Where feasible we will encourage the development of memorandums of understanding so that not only the providers of ARRA services will know how the process but all the members of the Continuum. Public service announcements and spots will be made covering the services provided by the providers, and flyers will be left at sheriff offices, churches, truck stops and other places where the homeless people frequent. For the Housing programs, we will assure that HPRP program staffs are aware of low-income housing options and eligibility requirements. Also, coordinate and provide access to low-income housing opportunities for HPRP clients. We will coordinate with the domestic violence provider(s) to provide integrated services for eligible HPRP clients. We will seek out joint partnerships with CAA's to see if they can provide case management activities for the HPRP program participants.

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: As stated earlier we include the Continuums of Care membership and mainstream resources representatives in these monthly meetings.
A flyer exchange program will be encouraged so that we can exchange the particulars about available services and reduce the runaround that often occurs because of misinformation. We will promote the availability of WIA programs through posters and brochures. Coordinate with mainstream programs to have referral arrangements for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services. Screen for benefits receipt or potential eligibility as part of HPRP program initial assessment with various mainstream programs. Promote the availability of local WIC program through posters and brochures. Coordinate with local WIC agency to have referral arrangements for HPRP clients who may be eligible for WIC services and clients needing HPRP services. Coordinate with the local Department of Human Services county offices to provide integrated financial assistance and services for eligible HPRP clients. Create coordinated point-of-contact and assessment process for HPRP and TANF funded programs that assist with homeless prevention or rapid re-housing (e.g., assistance with rent, case management).

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: HPRP funds as the Consolidated Plan prioritizes the homeless with the greatest needs. The funds will be targeted at the homeless in greatest need. The local Continuums will be able add to their list of risk factors, if they feel it necessary to address those in the greatest need in their area of the state. We will adopt the risk factors as suggested for the various levels of service. Sub-grantees will evaluate and certify the eligibility of program participants at least every 3 months for all persons receiving medium –term rental assistance. We will require that sub grantees use the first four risk criteria as indicative of the most urgent need to qualify for medium rental assistance. They are as follows: Eviction within 2 weeks from a private dwelling; Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days; Residency in a house that has been condemned by housing officials and is no longer meant for human habitation; and Sudden and significant loss of income. Likewise, we will require that a program participant have at least two or more of the risk factors to qualify for any assistance. All Rapid Re-Housing Assistance will be available for persons who are homeless according to HUD's definition. Sub grantees will have a process in place to assess for all potential program participants, their level of services needed, other resources available to them, and the appropriateness of their participation in the rapid re-housing assistance portion of HPRP.

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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]	$2,572,104.00	$2,572,105.00	$5,144,209.00
Housing Relocation and Stabilization Services[2]	$2,300,000.00	$2,300,000.00	$4,600,000.00
Subtotal (add previous two rows)	**$4,872,104.00**	**$4,872,104.00**	**$9,744,209.00**

Data Collection and Evaluation[3]	$260,000.00
Administration (up to 5% of allocation)	$526,537.00
Total HPRP Amount Budgeted[4]	**$10,530,746.00**

[1]Financial 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.

[2]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.

[3]Data 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.

[4]This 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 Date

_____

Title