



City of Glendale

Arizona

The American Recovery and Reinvestment Act  
Community Development Block Grant – Recovery  
Homelessness Prevention & Rapid Re-Housing

SUBSTANTIAL AMENDMENT

Of The

Annual Action Plan For

Fiscal Year 2008-2009

**DRAFT PLAN**





**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
THE SECRETARY  
WASHINGTON, DC 20410-0001**

March 6, 2009

**RECEIVED**

**MAR 12 2008**

**MAYOR'S OFFICE**

The Honorable Elaine Scruggs  
Mayor of Glendale  
5850 West Glendale Avenue  
Glendale, AZ 85301

Dear Mayor Scruggs:

I am pleased to inform you that the U.S. Department of Housing and Urban Development has allocated \$10.1 billion, made available through the American Recovery and Reinvestment Act of 2009 (Recovery Act) (Public Law 111-5) signed into law by President Obama on February 17, 2009.

This letter provides the allocations from the Recovery Act for the following programs administered by the Department: Community Development Block Grants; Public Housing Capital Fund; Lead Hazard Reduction; Section 8 Project-Based Rental Assistance; Homelessness Prevention Fund; and Tax Credit Assistance. These programs provide funding for housing, community and economic development, and assistance for low- and moderate-income persons and special populations across the country.

Table 1 reflects the level of funding directly available for those programs in your community. Table 2 identifies funding available through other partners in your community, and finally, Table 3 identifies the allocation provided to your state for which you may apply:

**Table 1 – Grants awarded directly to your community**

<i>Recovery Act of 2009 Program</i>	<i>Grant Amount</i>
Community Development Block Grant	\$597,820
Homelessness Prevention Fund	\$914,122
Lead Hazard Reduction	\$0

Community Development Block Grant-Recovery Program Draft Substantial Amendment to the  
Consolidated Plan April 24, 2009

COMMUNITY DEVELOPMENT BLOCK GRANT - RECOVERY PROGRAM  
SUBSTANTIAL AMENDMENT TO  
THE CONSOLIDATED PLAN/ACTION PLAN FOR  
GLENDALE, ARIZONA  
JULY 1, 2008 – JUNE 30, 2009

Web Address where this amendment is posted:  
<http://www.glendaleaz.com>

Contact: Gilbert Lopez, Administrator  
Community Revitalization Division  
Community Partnerships Department  
6829 N. 58th Drive, Suite 104  
Glendale, AZ 85301  
Telephone: 623-930-3670  
Fax: 623-435-8594  
Email: [glopez@glendaleaz.com](mailto:glopez@glendaleaz.com)

**PUBLIC COMMENT PERIOD**  
For Review and Comment on this  
SUBSTANTIAL AMENDMENT

**May 12, 2009**  
**7:00 PM**  
**City of Glendale Council Chamber**  
**5850 W. Glendale Avenue**  
**Glendale, AZ 85228**

Call the Division of Community Revitalization at 623-930-3670 between 8:00 A.M. and 5:00 P.M. Monday through Friday, to provide comment or if you need additional information or assistance. The public may also comment on [Con-Plan@glendaleaz.com](mailto:Con-Plan@glendaleaz.com) or you can also mail us your comments.

**Background**

The City of Glendale is eligible to receive \$597,820 in Community Development Block Grant-Recovery (CDBG-R) funding from the United States Department of Housing and Urban

Development (HUD) through the American Recovery and Reinvestment Act of 2009 (ARRA or “the Recovery Act”). The administering department for these funds is Community Partnerships Department. The departmental contact is Gilbert Lopez as noted above.

Page 2. Community Development Block Grant-Recovery Program Draft Substantial Amendment to the Consolidated Plan April 24, 2009

This funding, referred to as “CDBG-R,” is separate from the regular, annual CDBG funds that the City receives every year. The City of Glendale received \$2,201,030 in CDBG funds for fiscal year 2009 (July 1, 2008 – June 30, 2009) and has not yet received notice from HUD concerning CDBG funding for FY2010 but anticipates the same or a slightly increased level of funding.

The City of Glendale is required to amend its existing Consolidated Plan to include the CDBG-R funds. The Consolidated Plan/Action Plan provides specific information about projects that are currently being funded as CDBG-eligible activities, and it is expected that similar activities will be eligible for CDBG-R funding. The existing Consolidated Plan may be found at:

<http://www.glendale.az.com>

The CDBG program enables local governments to undertake a wide range of activities intended to create suitable living environments, provide decent affordable housing and create economic opportunities, primarily for persons of low and moderate income. The full range of CDBG-eligible activities and projects are currently covered under current funding. HUD will provide further guidance on the use of CDBG-R, however, the information currently available under the Recovery Act directs that priority be given to projects that can award contracts based on bids within 120 days from the date the funds are made available. Additional information also wanted the selection criteria to evaluate economic impact and the saving of existing jobs or the creation of new jobs.

HUD is expected to issue a “CDBG-R Notice” to provide additional guidelines and requirements for the use of CDBG-R funding. This Notice has not yet been issued; however, it is anticipated to be issued in the near future, and the content of this portion of the substantial amendment may change as a result.

The City of Glendale is also receiving \$914,122 in Homeless Prevention and Rapid Re-Housing Program (HPRP) funds under the Recovery Act. In order to ease the administrative burden associated with preparation and submission of a substantial amendment to the Consolidated Plan, HUD is allowing the City to consolidate the two amendment processes and to submit the CDBG-R substantial amendment simultaneously with the HPRP substantial amendment by the HPRP submission deadline of May 19, 2009. As noted above, the public is invited to a Public Hearing on May 12, 2009 to comment on this substantial amendment.

*Citizen Participation and Public Comment*

The City of Glendale is following its Citizen Participation Plan to ensure the opportunity for public review and comment on this substantial amendment to the Consolidated Plan/Action Plan for July 1, 2008 – June, 20, 2009. A public notice has been published in the Glendale Star, a

newspaper of general circulation (on Thursday, April 9, 2009), inviting the public to review and comment on the draft substantial amendment and participate in a Public Hearing on April 15, 2009. The substantial amendment is posted on the Glendale web site, with the web address given in the advertisement, and is also available in alternative formats upon request.

Comments on the draft substantial amendment are accepted until May 6, 2009, and all comments will be considered. A summary of the public comments regarding this substantial amendment will be provided to HUD, including a summary of any comments or views not accepted and the reasons for non-acceptance.

Page 3. Community Development Block Grant-Recovery Program Draft Substantial Amendment to the Consolidated Plan April 24, 2009

## **Community Development Block Grant Recovery Funds**

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### ***Additional CDBG Funds***

Under ARRA, Glendale will receive \$597,820 in additional “CDBG-R” funds this spring/summer. The funds must be obligated for physical improvement projects within 120 days of entering into a formal contract with HUD. The receipt of these funds requires an amendment to the City’s FY 2008-09 Annual Action Plan. Because of the quick time frame regarding the use of these funds, a list of possible projects was developed by staff and recommended to you for consideration and approval.

In addition to following the city’s Council-approved 5-Year Consolidated Plan, the following variables were used in making the CDBG-R recommendations:

- **The Number of Estimated Jobs Generated by Project.** The intent of the CDBG-R funds is to initiative projects that will generate employment opportunities. Therefore, those projects with the greater number of projected jobs received a higher priority.
- **The Location of the Project.** Projects located in the city’s redevelopment area (43-67<sup>th</sup>, Maryland – Orangewood) received a higher priority than those located elsewhere in the city. This is consistent with the history of community redevelopment in this area, its existing eligibility for CDBG-funded projects and the current Centerline Initiative.
- **Percentage of Low-Moderate Income Persons Benefiting.** The higher the percentage of those benefited, the higher the priority of the project.

- **Low/Moderate Income Housing.** If the project improves the housing stock for individuals in the low/moderate income range, then it received a higher priority.
- **Environmental Review.** All projects will have to be environmentally cleared. Projects that have already received environmental clearance received a higher priority.
- **Low/Moderate Income Area Activity.** If the project is located in low/moderate income area, it received a higher priority.
- **Slum/Blight Area Activity.** If the project is located in a slum/blight area, it received a higher priority.
- **Low/Moderate Income – Limited Clientele Benefit.** If the project benefits low/moderate income persons, it received a higher priority.

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Based on these criteria, the follow CDBG-R Projects are being recommended for consideration and approval:

1. Visual Improvement Program: \$140,000 to continue this very popular and successful redevelopment tool in the eligible City Centerline area. The program is designed to assist in the improvement of commercial or industrial properties by offering rebates of up to 50% of any qualified improvement costs, with most projects receiving funding in the range of \$15,000-\$30,000. All commercial or industrial properties in the city's Redevelopment Area are eligible.
2. Floralcroft Neighborhood ROW Improvements: \$240,000 for ROW improvements to the boulevard areas in the neighborhood, which is located from State-Myrtle, 59<sup>th</sup> - Grand. This includes the addition of historic streetlights with the necessary electrical improvements, new landscaping (trees) and required irrigation to the trees. Also included in this cost is any necessary demolition, water main extensions for the irrigation, grading and drainage, and improvements to the existing curb and gutter, ADA ramps, and any repairs/modifications needed to existing driveway aprons.
3. Valley of the Sun School and Habilitation Center: \$50,000 for upgrades (bathrooms, ADA upgrading, etc.) of existing scattered site group homes. Funding for this project (which does not require design work) was requested in the FY 2009-10 CDBG application process, however, funds were not available.
4. O'Neil Community Park Sports Field Project: \$135,000 for the reconstruction of a new sports field at the O'Neil Park. The project would include necessary survey work, site

grading and preparation, irrigation modification and the installation of 150,960 square feet of new sod. All who use the field will benefit from this new construction.

If approved, the total amount of recommended CDBG-R projects (including \$29,891 in administrative expenses) comes to \$597,820.

In the event that one or more of these projects do not move forward, we would also recommend replacing them with the following as alternatives:

1. Lamar Homes, Community Housing Division: \$390,000 for the replacement of appliances, bathroom upgrades, exterior painting.
2. Downtown Streetscape Improvements: \$20,000 for brickwork, crosswalks, sidewalks, pedestrian lighting, landscaping, irrigation, and signage.

## **Homeless Prevention and Rapid Re-Housing Program**

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### ***Homeless Prevention and Rapid Re-Housing Program***

The HPRP is a new federal program whose purpose is to provide homeless prevention assistance to households, at or below 50% of area median income, who would otherwise become homeless.

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As a direct grantee, Glendale has been allocated \$914,122 that it is eligible to apply for. Administrative costs are limited to 5% or \$45,706 that will be used to administer the program. The HPRP is focused on housing for homelessness and at-risk households.

It targets two populations of persons facing housing instability: 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and 2) individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing). Based on our past update at the last meeting and considering the need, staff is recommending that we appropriate the funds as follows:

- 80% (approximately \$694,733) of the Glendale HPRP funds is earmarked for assistance to eligible persons in need of rental/utility assistance.

- 20% (approximately \$173,683) be used for the “Rapid Re-housing” portion of the program, targeted to families that were recently foreclosed on in Glendale.
- Any funds not used under the Rapid Re-Housing category will be used for rental/utility assistance.

Because the program is designed around the Housing Choice Voucher program, Section 8 income eligibility standards, and CDBG regulations, it was further recommended that the new program be run by the Community Housing division with the Community Revitalization Division, being the responsible entity, retaining overall program administration, providing oversight, reporting on Recovery.gov, and drawing down funds through the Integrated Disbursement and Information System (IDIS).

Community Housing will be the first point of contact, providing a needs assessment and directing customers to direct-service providers (i.e. - C.A.P., St. Vincent de Paul, Homeward Bound, and other area human services agencies) on an as-needed basis. Community Housing staff will also inspect for housing quality standards and lead-based paint inspections on temporary units as required.

Those that need assistance beyond the three months will be assisted through the Section-8 staff. The specific program will be structured in a manner that provides relief to qualified Glendale residents and meet the intent of the legislation.

## **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:

- A signed and dated SF-424,
- A completed form HUD-40119 (this form), and
- 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](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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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)

## A. General Information

<b>Grantee Name</b>	City of Glendale
<b>Name of Entity or Department Administering Funds</b>	Community Revitalization Division, Community Partnerships Department
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Gilbert Lopez
<b>Title</b>	Community Revitalization Administrator
<b>Address Line 1</b>	6829 N. 58 <sup>th</sup> Drive, Suite 104
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Glendale, AZ 85301
<b>Telephone</b>	623-930-3670
<b>Fax</b>	623-435-8594
<b>Email Address</b>	glopez@glendaleaz.com
<b>Authorized Official</b> (if different from Contact Person)	Pam Kavanaugh
<b>Title</b>	Assistant City Manager
<b>Address Line 1</b>	5850 W. Glendale Ave. Suite
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Glendale, AZ 85301
<b>Telephone</b>	623-930-2870
<b>Fax</b>	623-847-1399
<b>Email Address</b>	
<b>Web Address where this Form is</b>	<a href="http://www.glendaleaz.com">www.glendaleaz.com</a>

<b>Posted</b>	
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<b>Amount Grantee is Eligible to Receive*</b>	<b>\$914,122</b>
<b>Amount Grantee is Requesting</b>	<b>\$914,122</b>

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

## **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 following schedule outlines the meeting and dates that provide the public the opportunity to view and comment on our commitment to address these critical issues:**

### **PUBLIC PROCESS TIMELINE**

**American Recovery & Reinvestment Act Programs**

**(Homeless Prevention Fund and Community Development Block Grant - R)**

**Substantial Amendment to FY08-09 Annual Action Plan**

<b>March 25, 2009</b>	<b>CDAC Public Hearing/1<sup>st</sup> Meeting of the Substantial Amendment to FY08-09 Annual Action Plan</b>
<b>March 26, 2009</b>	<b>Public Notice to City Clerk's Office CDAC Public Hearing/April 15 CDAC Meeting of the Substantial Amendment to FY08-09 Annual Action Plan</b>
<b>April 2, 2009</b>	<b>Public Notice in The Glendale Star for April 15 CDAC Public Hearing/2<sup>nd</sup> Meeting of the Substantial Amendment to FY08-09 Annual</b>

**Action Plan**

- |                       |  |
|-----------------------|--|
| <b>April 9, 2009</b>  | <b>Public Notice in The Glendale Star for April 15<br/>CDAC Public Hearing/2<sup>nd</sup> Meeting of the<br/>Substantial Amendment to FY08-09 Annual<br/>Action Plan</b> |
| <b>April 9, 2009</b>  | <b>Public Notice for 12-Day Public Comment<br/>Period for Substantial Amendment due to City Clerk's Office</b>   |
| <b>April 15, 2009</b> | <b>CDAC Meeting – Substantial Amendment to<br/>FY08-09 Annual Action Plan</b>  |
| <b>April 16, 2009</b> | <b>12-Day Public Comment Public Notice for<br/>Substantial Amendment in The Glendale Star<br/>(1<sup>st</sup> notice)</b>  |
| <b>April 23, 2009</b> | <b>12-Day Public Comment Public Notice for<br/>Substantial Amendment in The Glendale Star<br/>(2<sup>nd</sup> notice)</b>  |
| <b>April 24, 2009</b> | <b>START 12-Day Public Comment Period</b>  |
| <b>May 6, 2009</b>    | <b>END – 12-Day Public Comment Period</b>  |

May 12, 2009

Evening City Council Meeting/Agenda

May 18, 2009

Substantial Amendment DEADLINE to HUD in

Phoenix and Washington, D.C.

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

- 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: **All comments will be considered and appropriate action will be initiated if warranted.**

### **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: We will be working with our internal City partners that have the experience and expertise to provide the best customer service and get the funding out where needed)

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

**Response: The City of Glendale was in the middle of the 2009-2010 CDBG, HOME, and ESG competitive grants application process when we learned that the American Recovery and Reinvestment Act (ARRA) could potentially provide additional funds in the area of foreclosure prevention. We publicly informed our citizens committee that we would be utilizing our current applicants to help us address these community needs. Because these city departments and non-profit agencies went through an extensive review process, the citizens committee and staff decided that those providing the services needed under the HPRP had the capacity and had expressed the need for additional funding to meet community 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).

**Response: Most of the funds will be administered internally by the grantee based on capacity, experience, and knowledge of the processes called for by HPRP. The Glendale Community Action Program staff will provide short term rental and utility assistance and the Community Housing staff will also direct those needing short term rental and utility assistance to CAP and St. Vincent de Paul. They will utilize their staff to provide the medium term rental assistance and the rapid re-housing components of the program. The partner is Homeward Bound, who provides transitional housing services for the citizens of Glendale. We are working with City departments and non-profits that have already gone through a competitive public process and are willing and able to provide homeless prevention services to those in need. This is critical because of the timelines imposed by the program.**

**Memorandums of understanding will be signed with city departments and contracts amended for our non-profit partners. Any other needs will be addressed through a Request for Proposal process administered by our materials management division with Community Revitalization staff oversight.**

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:

**These funds will be administered following established protocols and procedures that meet federal, state, and local regulations and GAAP requirements. Recovery Act funds will be monitored and reported on as specified by HUD and the Office of Management and Budget.**

**Workshops will be held to explain to stakeholders, the programs and all reporting requirements. Subrecipient contracts documents include: required reporting, demographic data collection, monitoring requirements, and performance measures, etc. All contracts are reviewed and approved by our City Attorney's office.**

**Tracking and monitoring information is reviewed and compared against contractual agreements for compliance by the project/program manager at each request for reimbursement or at a minimum on a monthly basis. Additional oversight is provided by key staff and management. Per regulation and the transparency guidelines, performance information shall be reported in a timely manner on designated reporting systems.**

#### **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 City of Glendale has created a stimulus oversight team that meets and discusses new funding opportunities and makes assignments where appropriate. Our internal partners, the Community Action Program office and Community Housing, are informed about the different programs administered by other federal agencies and will assist applicants where appropriate in applying for different grants that have become available**

**We have also been in close contact with our HUD Officials and have been meeting with other local jurisdictions to share information and ideas about program implementation and collaboration. Staff also attended training by the western region of HUD's Office of the Inspector General in Los Angeles, California. We also have ongoing meetings with many stakeholders at our local HUD office, facilitated by HUD and the western regional office of the Federal Reserve Bank of San**

**Francisco. These include partners like Fannie Mae and Freddie Mac, along with all other major REO property owners, which include Bank of America/Country wide, Chase, Wells Fargo, and many others. Many of our non-profit partners, like LISC and representatives from the National Community Stabilization Trust, also attend.**

**We currently have a list of interested partners along with an e-mail contact list that is used to send out timely information. Glendale's Marketing Department also assists with press releases and the dissemination of news that keeps the public informed. Information is also distributed through the Cities cable channel, KGLN 11.**

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 of Glendale is an active member of the Maricopa Association of Governments Continuum of Care. Members collaborate on a wide variety of related issue on a regular basis. The Continuum has been facilitation meeting regarding these funds and our staff has been an active part of the dialogue. Some members of the Continuum include the Community Action Program (CAP) offices throughout the Phoenix metro area. The Glendale CAP office is a partner in dispersing finds for homeless prevention along with some of our non-profit partners like St. Vincent de Paul. Our Community Housing Division will screen applicants as required to establish need and formulate a plan that will provide solutions to their situation, and direct them to the right resources.**

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: As a direct entitlement grantee, Glendale has been allocated \$914,122 that it is eligible to apply for. Administrative costs are limited to 5% or \$45,706 that will be used to administer the program. The HPRP is focused on housing for homelessness and at-risk households. The needs identified and the solutions proposed are supported by our currently adopted consolidated plan.**

**It targets two populations of persons facing housing instability: 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and 2) individuals and families who are experiencing homelessness (residing**

in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing). Based on their discussion and dialogue at the April 15, 2009, CDAC meeting, it is recommended that:

- 80% (approximately \$694,733) of the Glendale HPRP funds be earmarked for assistance to eligible persons in need of rental/utility assistance.
- 20% (approximately \$173,683) be used for the “Rapid Re-housing” portion of the program, targeted to families that were recently foreclosed on in Glendale.

Because the program is designed around the Housing Choice Voucher program, Section 8 income eligibility standards, and CDBG regulations, it was further recommended that the new program be run by the Community Housing division with the Community Revitalization Division, being the responsible entity, retaining overall program administration, providing oversight, reporting on Recovery.gov, and drawing down funds through the Integrated Disbursement and Information System (IDIS).

Community Housing will be the first point of contact, providing a needs assessment and directing customers to direct-service providers (i.e. - C.A.P., St. Vincent de Paul, Homeward Bound, and other area human services agencies) on an as-needed basis. Community Housing staff will also inspect for housing quality standards and lead-based paint inspections on temporary units as required.

Those that need assistance beyond the three months will be assisted through the Section-8 staff. The specific program will be structured in a manner that provides relief to qualified Glendale residents and meet the intent of the legislation.

**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.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$694,733	\$156,315	\$851,048
Housing Relocation and Stabilization Services <sup>2</sup>	\$0	\$17,368	\$17,368
<b>Subtotal</b> (add previous two rows)	<b>\$694,733</b>	<b>\$173,683</b>	<b>\$868,416</b>

Data Collection and Evaluation <sup>3</sup>	\$ (part of admin.)
Administration (up to 5% of allocation)	\$45,706
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$914,122</b>

<sup>1</sup>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.

<sup>2</sup>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.

<sup>3</sup>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. <sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

**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)

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Signature/Authorized Official

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Date

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Title

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"/> New	
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Continuation	*Other (Specify) _____
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
<b>State Use Only:</b>		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name: City of Glendale, Arizona		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 86-6000247		*c. Organizational DUNS: 077523579
<b>d. Address:</b>		
*Street 1:	6829 North 58 <sup>th</sup> Drive, Suite 104 _____	
Street 2:	_____	
*City:	City of Glendale _____	
County:	Maricopa _____	
*State:	Arizona _____	
Province:	_____	
*Country:	United States of America _____	
*Zip / Postal Code	85301 _____	
<b>e. Organizational Unit:</b>		
Department Name: Community Partnerships		Division Name: Community Revitalization
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: _____	*First Name: Gilbert _____	
Middle Name: _____		
*Last Name: Lopez _____		
Suffix: _____		
Title:	Community Revitalization Administrator	
Organizational Affiliation:		
*Telephone Number: 623-930-3670		Fax Number: 623-435-8594
*Email: glopez@glendaleaz.com		

Application for Federal Assistance SF-424	Version 02
<p><b>*9. Type of Applicant 1: Select Applicant Type:</b> C. City or Township Government</p> <p>Type of Applicant 2: Select Applicant Type: C. City or Township Government</p> <p>Type of Applicant 3: Select Applicant Type:</p> <p>*Other (Specify)</p>	
<p><b>*10 Name of Federal Agency:</b> U.S. Department of Housing and urban Development</p>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b> 14-218 _____</p> <p>CFDA Title: Homeless Prevention and Rapid Re-Housing Program _____</p>	
<p><b>*12 Funding Opportunity Number:</b> _____</p> <p>*Title: _____</p>	
<p><b>13. Competition Identification Number:</b> _____</p> <p>Title: _____</p>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> City of Glendale, AZ</p>	
<p><b>*15. Descriptive Title of Applicant's Project:</b> Homeless Prevention and Rapid Re-Housing Program</p>	

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: AZ-02 & AZ-04	*b. Program/Project: AZ-02 & AZ-04	
<b>17. Proposed Project:</b>		
*a. Start Date: June, 2009	*b. End Date:	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	\$914,122	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	\$914,122	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<p>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)</p> <p><input checked="" type="checkbox"/> ** I AGREE</p> <p>** 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</p>		
<b>Authorized Representative:</b>		
Prefix: _____	*First Name: Pam _____	
Middle Name: _____		
*Last Name: <u>Kavanaugh</u> _____		
Suffix: _____		
*Title: Assitant City Manager		
*Telephone Number: _____	Fax Number: _____	
* Email: _____		
*Signature of Authorized Representative: _____		*Date Signed: _____

**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.

**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

\_\_\_\_\_  
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)

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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).

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



City of Glendale

Community Revitalization Division

6829 North 58<sup>th</sup> Drive, Suite 104

Glendale, AZ 85301

[www.glendaleaz.com/communitypartnerships/communityrevitalization.cfm](http://www.glendaleaz.com/communitypartnerships/communityrevitalization.cfm).

Phone (623) 930-3670

Fax (623) 435-8594

TDD (623) 930-2197

AZ Relay Service Number 711

