



City of Philadelphia

City Council
Chief Clerk's Office
402 City Hall
Philadelphia, PA 19107

RESOLUTION NO. 090334

Introduced April 23, 2009

Councilmember Tasco

**Referred to the
Committee on Finance**

RESOLUTION

Approving the City's Substantial Amendment to the Year 34 Consolidated Plan (FY 2009) and application to the United States Department of Housing and Urban Development for approximately \$21,486,000 in funding for homelessness prevention services under HUD's Homelessness Prevention and Rapid Re-Housing Program, pursuant to funds made available through the American Recovery and Reinvestment Act of 2009.

WHEREAS, In accordance with the approval of City Council provided in Bill No. 080500 (adopted July 2, 2008), the City has filed applications for various forms of United States Department of Housing and Urban Development funding, as set forth in the City's Year 34 Consolidated Plan (FY 2009); and

WHEREAS, The City has been notified that approximately \$21,486,000 in additional funding for homelessness prevention services are available through HUD's Homelessness Prevention and Rapid Re-Housing Program (which is part of HUD's Emergency Shelter Grant Program), pursuant to funds made available through the American Recovery and Reinvestment Act of 2009; and

WHEREAS, The City has prepared a Substantial Amendment to the Year 34 Consolidated Plan (FY 2009) (Exhibit "A" hereto), which it has proposed to submit to HUD for the purpose of applying for such funds and which has been advertised for the receipt of public comment pursuant to HUD requirements; and

City of Philadelphia

RESOLUTION NO. 090334 continued

WHEREAS, HUD funding application requirements mandate that funding pursuant to the Homelessness Prevention and Rapid Re-Housing Program may only be used for eligible activities outlined in its “Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009”; and

WHEREAS, The City proposes to use such funding for homelessness prevention assistance to low-moderate income residents; mortgage foreclosure counseling; housing retention activities; and rental and re-housing assistance, as more fully set forth on page seven of the Substantial Amendment to the Year 34 Consolidated Plan; now therefore,

RESOLVED, BY THE COUNCIL OF THE CITY OF PHILADELPHIA, THAT the City’s Substantial Amendment to the Year 34 Consolidated Plan (FY 2009), attached hereto as Exhibit “A”, is hereby approved. The Director of Housing, on behalf of the City, is hereby authorized to file an application with the United States Department of Housing and Urban Development for approximately \$21,486,000 in funding for Homelessness Prevention Services pursuant to the American Recovery and Reinvestment Act of 2009 and the terms of the Substantial Amendment to the Year 34 Consolidated Plan.

Substantial Amendment to the Year 34 Consolidated Plan Emergency Shelter Grant Program

The City of Philadelphia has been notified that it will receive funds through the American Recovery and Reinvestment Act of 2009 (ARRA) for Homeless Prevention Services. These funds are part of the Emergency Shelter Grant (ESG) program of the U. S. Department of Housing and Urban Development. ESG is one of four HUD programs which are part of the City's annual *Consolidated Plan*. ESG funds are administered by the City's Office of Supportive Housing (OSH). The ESG funds made available under ARRA are made available for the Homeless Prevention and Rapid Re-Housing Program (HPRP).

The City is proposing the following Substantial Amendment to the Year 34 Consolidated Plan to outline the activities which it intends to carry out using these funds.

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.

A. General Information

Grantee Name	Office of Housing and Community Development
Name of Entity or Department Administering Funds	Office of Supportive Housing
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Katrina P. Roebuck
Title	Project Director
Address Line 1	1401 John F. Kennedy Boulevard
Address Line 2	10 th Floor
City, State, Zip Code	Philadelphia, PA 19102
Telephone	215-686-7108
Fax	215-686-7126
Email Address	Katrina.pratt-roebuck@phila.gov
Authorized Official (if different from Contact Person)	Dainette M. Mintz
Title	Deputy Managing Director of Special Needs Housing, Director of the Office of Supportive Housing
Address Line 1	1401 John F. Kennedy Boulevard
Address Line 2	10 th Floor
City, State, Zip Code	Philadelphia, PA 19102
Telephone	215-686-7106
Fax	215-686-7126
Email Address	Dainette.Mintz@phila.gov
Web Address where this Form is Posted	www.phila.gov/ohcd , www.phila.gov/rfp www.oneneighborhood.org

Amount Grantee is Eligible to Receive*	\$21,486,240
Amount Grantee is Requesting	\$21,486,240

*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 Office of Supportive Housing (OSH) has engaged a host of public and private stakeholders to participate in a series of workgroups designed to receive input on program designs and implementation of the proposed homelessness prevention and rapid re-housing activities. Public and private stakeholders include the local McKinney Continuum of Care Strategic Planning Committee, homeless emergency, transitional and permanent housing providers, housing counseling agencies and private sector homeless advocates. Consistent with the City of Philadelphia's Office of Housing and Community Development's (OHCD) Consolidated Plan and HUD Guidance on the HPRP program, proposed activities and allocation plans for each activity were advertised in four local newspapers and three city websites. The federal funding opportunity and proposed Homeless Prevention Plan was advertised and public comment solicited regarding the proposed activities and allocation of funds for a minimum of 12 days. In accordance with HUD guidance, OSH will review all public comments received and will provide a written response regarding acceptance or rejection of all comments related to the proposed activities on the designated city websites.

As outlined in the local Citizen Participation Plan, citizen participation is strongly encouraged. All meetings take place in accessible locations and access to information is available through the internet and newspapers.

Following the public comment period and workgroup committee input, OHCD will present a resolution to City Council for approval of this Substantial Amendment as an amendment to the Year 34 Consolidated Plan.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: * This response will be completed at the end of the Public Comment Period.

- 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. *This response will be completed at the end of the Public Comment Period.

Response:

C. Distribution and Administration of Funds

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

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

- Competitive Process
- Formula Allocation
- Other (Specify: _____)

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

Response:

OSH will utilize a competitive Request for Proposal (RFP) process to solicit subgrantees for the homeless prevention, rapid re-housing and housing stabilization activities. Proposals will be evaluated and ranked by Review Committees comprised of public and private sector stakeholders. Each proposal will be reviewed for consistency with the RFP proposal and review criteria. All Review Committees will submit funding recommendations to the Director of OSH who will make the final subgrantee selections. It is anticipated that Request for Proposals will be issued for the following activities: Housing Prevention, Rapid Re-Housing and Housing Stabilization Services. Each subgrantee will receive a (1) one year contract for the proposed activities and will re-apply for funding each subsequent year.

Using the guidance of both the public comment and established Workgroups, OSH will also establish a Homeless Diversion program component to be administered by staff of the OSH and operated in conjunction with the City's existing centralized emergency housing (shelter) intake process for homeless families and single persons.

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:

OSH intends to use the timeframe of June through mid-August to complete the Request For Proposals (RFPs) solicitation, review and selection process for subgrantees of the Housing Prevention, Rapid Re-Housing and Housing Stabilization Services. OSH will also establish the Homeless Diversion Program. All Homeless Prevention Program contracts with subgrantees will be completed and all components of the Plan will be initiated by no later than September 30, 2009.

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 sub grantees (limit 500 words).

Response:

As required in the HUD Guidance, OSH plans to use a minimum of 60% of the funds within the first 2 years of the program. Allocations for each activity have been set to ensure that the majority of the funds will be expended timely. OSH will draw down 60% of its HPRP grant funds within 2 years of the date that HUD signs the grant agreement and 100% of funds within three years of this date. The grantee, OHCD will ensure that funds are drawn down quarterly in compliance with the Timeliness Standards, Section V, C of the HUD Guidance.

OSH has created a Homeless Prevention Program unit within the agency's structure using agency staff to administer and monitor the use of the HPRP funds. Dedicated staff will include a Homeless Prevention Project Director, Homeless Prevention Program Reporting Manager, Program Monitor Analyst, Administrative Professional and Homeless Diversion program staff. OSH will directly perform Diversion activities and will monitor sub-grantees that will perform the Housing Prevention and Rapid Re-Housing activities. Through daily, weekly and monthly reporting in HMIS, OSH will collect data on use of funds and persons served. Through IDIS, payments and accomplishments will be reported. OSH will follow the requirements established by HUD through the Office of Management and Budget to prepare and submit quarterly and annual reports.

OSH will monitor internal programmatic activities and sub-grantee programmatic activities monthly to ensure that established goals for the number served and quarterly expenditures are met.

Finally, OSH is creating a series of assessment tools and internal reporting requirements to ensure:

- 1) All three proposed activities including, Housing Prevention, Housing Diversion and Rapid Re-housing as described in this Substantial Amendment are performed in compliance with the HPRP guidelines
- 2) Appropriate households that are in need of the funding or would otherwise become homeless, and those in emergency and transitional housing are served.
- 3) Accurate assessments of the level of need are used and that linkages with all possible resources are made available to households served
- 4) All work is transparent and recorded in HMIS
- 5) All follow up activities are completed timely in accordance with the HUD guidelines for short and medium term rental assistance.
- 6) Households that are 50% or below area median income are served.
- 7) Target populations are consistent with the Continuum of Care established in Philadelphia as recommended in the HUD Guidelines.
- 8) Monies are expended timely: 60% of funds are spent by year 2 and 100% of funds are spent by year 3.

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 planning process includes identifying all local agencies that may receive American Recovery Funds and establish a linkage and collaboration to assist households with housing stability. All possible linkages will be made to assist households in housing retention and stability.

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:

* Will describe plans to collaborate within the Continuum of Care and mainstream resources as plans are developed through the public/private stakeholder process.

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:

OSH proposes to utilize the funding as follows:

- A. Housing Prevention- City-wide Community Based - provide homeless prevention and retention assistance to low-moderate income city residents who have delinquencies in rent and utilities.
- B. Housing Counseling- – provide mortgage foreclosure counseling assistance to low-moderate income households.
- C. Housing Diversion- Intake Center Based-conduct assessment and family remediation of families/persons requesting shelter placement to determine housing retention possibilities and provide: rental, utility and delinquency assistance, 1st month rent or security deposit assistance or short term (3 months) or medium term (4-18 months) rental assistance to prevent homelessness. Both the Appletree Family and Ridge Center Single Intake Centers will have program components.
- D. OSH Philadelphia Emergency Relocation Assistance Program (PERA) – increase amount of funding for rent and utility delinquency assistance available to prevent homelessness to low-income households. Provide 1st month, rent and security deposits for victims of cease operations, court eviction, PHA evictions and natural disasters.
- E. Rapid Re-Housing – targeted to residents of City funded Emergency and Transitional Housing- provide rapid re-housing assistance: providing 1st month rent, security deposit and short term (3 months) or medium term (4-18 months) rental assistance to families and single persons experiencing homelessness. Provide security deposit assistance to homeless families or single persons entering Philadelphia Housing Authority (PHA) housing voucher program. Provide medium term rental assistance to homeless single persons entering the Pathways Housing First program.

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 (Includes Diversion)	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$8,945,083	\$7,366,845	\$16,311,928
Housing Relocation and Stabilization Services ²	\$1,800,000	\$1,800,000	\$3,600,000
Subtotal (add previous two rows)	\$10,745,083	\$9,166,845	\$19,911,928

Data Collection and Evaluation ³	\$300,000
Administration (up to 5% of allocation)	\$1,074,312
Total HPRP Amount Budgeted⁴	\$ 21,486,240

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.”

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

Signed certifications and the completed Form 424 will be provided upon submission of the Substantial Amendment to HUD.

City of Philadelphia