

# City of Philadelphia



Council of the City of Philadelphia  
Office of the Chief Clerk  
Room 402, City Hall  
Philadelphia

(Resolution No. 090334)

## 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

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

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*RESOLUTION NO. 090334 continued*

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).

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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](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

**A. General Information**

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

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$21,486,240</b>
<b>Amount Grantee is Requesting</b>	<b>\$21,486,240</b>

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

**B. Citizen Particip**

1. Briefly descri  
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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, in accordance with the grant agreement, to allocate funds available to subgrantees as required by the HPRP Notice (limit 250 words)

Response:

OSH intends to use the timeframe of June through August for the Request For Proposals (RFPs) solicitation, review and award of subgrantees of the Housing Prevention, Rapid Re-Housing and Stabilization Services. OSH will also establish All Homeless Prevention Program contracts with subgrantees and all components of the Plan will be initiated by August 2009.

4. Describe the grantee's plan for ensuring the effective use of funds on eligible activities, as outlined in the HPRP Notice, and how the grantee plans to oversee and monitor the use of its own HPRP funds, as well as those used by its subgrantees.

Response:

As required in the HUD Guidance, OSH plans to draw down HPRP funds within the first 2 years of the program. OSH has been set to ensure that the majority of the funds are drawn down within the grant agreement and 100% of funds within the first 2 years of the grant. OHCD will ensure that funds are drawn down with the Timeliness Standards, Section V, C of the HPRP Notice.

OSH has created a Homeless Prevention Program using agency staff to administer and monitor the program. The program staff will include a Homeless Prevention Project Manager, Program Reporting Manager, Program Monitoring Professional and Homeless Diversion program manager. OSH will monitor sub-grantee activities and will monitor sub-grantee activities for Homeless Prevention and Rapid Re-Housing activities. Through reporting in HMIS, OSH will collect data on utilization of funds. Through IDIS, payments and accomplishments will be tracked. OSH will monitor the requirements established by HUD through the grant agreement and Budget to prepare and submit quarterly and annual reports.

OSH will monitor internal programmatic activities monthly to ensure that established goals and objectives are met. OSH will monitor 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, 1<sup>st</sup> 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 1<sup>st</sup> 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. Estimate**

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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

\_\_\_\_\_  
Title

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

# City of Philadelphia

*RESOLUTION NO. 090334 continued*

CERTIFICATION: This is a true and correct copy of the original Resolution, Adopted by the Council of the City of Philadelphia on the fourteenth of May, 2009.

Anna C. Verna  
PRESIDENT OF THE COUNCIL

Patricia Rafferty  
CHIEF CLERK OF THE COUNCIL

Introduced by: Councilmember Tasco

Sponsored by: Councilmember Tasco