

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	City of Springfield
Name of Entity or Department Administering Funds	Office of Housing
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Geraldine McCafferty
Title	Deputy Director
Address Line 1	1600 E. Columbus Ave.
Address Line 2	
City, State, Zip Code	Springfield, MA 01103
Telephone	(413) 787-6500
Fax	(413) 787-6515
Email Address	gmccafferty@springfieldcityhall.com
Authorized Official (if different from Contact Person)	Domenic J. Sarno
Title	Mayor
Address Line 1	36 Court St.
Address Line 2	
City, State, Zip Code	Springfield, MA 01103
Telephone	(413) 787-6100
Fax	(413) 787-6104
Email Address	
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$1,700,802
Amount Grantee is Requesting	\$1,700,802

*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 City of Springfield's citizen participation for this HPRP plan included the following:

- The Springfield Continuum of Care made recommendations regarding HPRP funds at its regularly scheduled monthly meeting on March 19, 2009.
- The Springfield Office of Housing convened two meetings of prevention providers and related agencies, including the local community action agency, on April 16 and 30, 2009 to discuss improving our prevention system and coordination among providers; this meeting also resulted in recommendations for use of HPRP funds.
- The City posted the draft Substantial Amendment form HUD-40119 on its website on May 1, 2009.
- The City published Public Notice in the Springfield *Republican* of the Public Hearing and website access to its form HUD-40119.
- The City opened a public comment period on May 1 through May 14, 2009. The City held a public hearing on May 11, 2009.
- The City distributed an informational notice about the availability of the draft Substantial Amendment and the Public Hearing to emergency shelters; the Springfield Continuum of Care; ESG and HOPWA providers; faith-based groups working on homelessness within the City; advocacy groups, the City's ten-year plan Implementation Committee, and numerous City departments, including schools, police, health & human services, veterans services and elder services.

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.

To be completed after the Public Hearing and Public Comment Period.

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 to be completed after the Public Hearing and Public Comment Period.

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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: _____)

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

Response: The City will issue a competitive Request for Proposals, seeking one or more non-profit entities to provide HPRP in Springfield. A panel of unbiased judges will evaluate and rank the RFPs and make recommendation. In order to ensure consistency with the City's Ten-Year Plan to End Homelessness, the Springfield Continuum of Care, and the recently-formed regional network to end homelessness, individuals from each of these entities will be included on the panel. Using input for the review committee, the City will make final selections.

The RFP will indicate categories of eligible activities, and respondents may apply for one or more categories. The categories are expected to include:

- 1) Outreach;
- 2) Development and Maintenance of a Housing Resource Database;
- 3) Family Housing Support (including Financial Assistance and Housing Relocation & Stabilization Services);
- 4) Individual Housing Support (including Financial Assistance and Housing Relocation & Stabilization Services).

For the categories of Family Housing Support and Individual Housing Support, the RFP will indicate a preference for one centralized intake system for Families and one for Individuals. The RFP will indicate preference for collaborative projects, including those with more than one entity identified as providers.

No more than 35% of HPRP funds will be used for Prevention/Rapid ReHouse for Individuals. In order to complement the Commonwealth's intended use of HPRP to target families currently residing in emergency and transitional shelter, the family funds will be primarily targeted to prevention and rapid rehousing of families that have not yet entered shelter.

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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: The City will prepare its RFP promptly after HUD approves the City's HPRP Substantial Amendment, and in no case later than August 1, 2009. Subgrantees will be selected no later than September 1, 2009. Once the RFP process is completed and HUD has signed the grant agreement, the City will negotiate contracts with selected subgrantees. The negotiation will confirm the scope of service, including the number of unduplicated households to be served, the budget, a logic model, and schedule of benchmarks.

The City will use standard subgrantee contracts, which will incorporate HUD's guidance governing the HPRP, and the agreed-upon scope of services, budget, logic model, and schedule of benchmarks. The contract will specify data protocols, fiscal reporting and expenditure procedures in compliance with other HUD, Commonwealth of Massachusetts and City of Springfield requirements. All subgrantee contracts will be in place by 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 subgrantees (limit 500 words).

Response: The City will ensure that HPRP funds are used effectively and for eligible activities through its RFP and contracting processes. The City will ensure timely expenditure of funds through subgrantee schedules of benchmarks will ensure timely expenditure of funds. Monitoring will take place through participation in the City's HMIS, quarterly reporting, and annual reporting and monitoring.

RFP Process The RFP will specify the allowable uses of funds. Applicants will be required to identify the means they will use to identify the target population: persons who are homeless or would be homeless but for the assistance, and who can remain stably housed after the assistance ends. The RFP will limit financial assistance, under both Prevention and Rapid Re-Housing activities, to households at or below 30% of area median income.

Contracts Each Subgrantee Contract will include a detailed scope of services, budget, logic model and schedule of benchmarks, which will detail the eligible activities that the subgrantee will provide.

Timely Expenditure of Funds To ensure that expenditures are timely, the City plans to award 40% of the HPRP funds in year 1 and 40% in year 2 with the remaining 20% in year 3. Any subgrantee that fails to meet Year 1 or Year 2

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expenditure targets will have the amount of funds not spent reallocated to another subgrantee for the subsequent year(s).

Reporting and Monitoring Subgrantees will be required to participate in the Springfield Continuum of Care HMIS system, which will enable the City to review program progress on a regular basis. Data will be reviewed regularly and shared with subgrantees on at least a quarterly schedule to enable the subgrantees to evaluate their own performance. The City will require quarterly reports from the subgrantees which will identify trends, barriers to program success, training needs, and overall progress toward goals.

Outcome Measurement The City's goals in use of HPRP include having measurable impacts on 1) the number of people needing to access shelter; 2) length of stay for people once they are in shelter; and 3) the ability for people receiving assistance to maintain housing over time. The City will use HMIS to monitor these outcomes over time.

Administrative Costs The City will use 2.5% of the allocated administrative funding to add City staff capacity to assist in contract management and oversight. Subgrantees will also be able to use 2.5% for administration and oversight.

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 Springfield has an active Ten-Year Plan Committee and Continuum of Care, and these groups include membership from the Springfield Department of Health and Human Services, the Springfield Community Action Agency, the Pioneer Valley United Way, the Regional Employment Board of Hampden County, and the Springfield Public Schools McKinney-Vento Liaison. These groups have been actively coordinating services and collaborating on initiatives targeted to ending homelessness the City's Ten-Year Plan was released in 2007. The Deputy Director of Springfield's Office of Housing, who is responsible for administering the HPRP grant, is the administrator for the Springfield CoC and the staff coordinator for the Ten-Year Plan, so the City has a single point person responsible for coordination of all efforts and initiatives targeted to those who are homeless or at risk of homelessness.

In the planning for the HPRP grant, the Office of Housing has specifically sought input from the each of these agencies. Once funding is distributed, the Office of Housing point person will continue to ensure that agencies are aware of other

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funding streams, and application requirements for the other programs, and to encourage a high level of collaboration between the agencies.

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 has planned for use of HPRP funds in collaboration with its Continuum of Care, and anticipates that agencies awarded HPRP funds will become CoC members, if they are not already. The Springfield CoC has regularly scheduled monthly meetings, enhancing service coordination among agencies.

In 2009, three CoCs, including Springfield, joined together to become the Western Massachusetts Network to End Homelessness, which has been awarded \$1.1 million in pilot state funds to create innovative housing-focused responses to homelessness on a regional basis. Springfield is an active member of this Network, and has planned to use its HPRP funds in a manner that supports the effort to end homelessness in the region.

The Western Massachusetts Network to End Homelessness enhances access to mainstream benefits through active Network involvement by multiple state agencies that administer mainstream services programs, including the Department of Transitional Assistance, the Department of Mental Health, the Department of Public Health, and the Department of Children and Families. In addition to these strong relationships, the Network is also collaborating on common assessment and referral tools (including referral to mainstream resources).

Springfield's CoC has a Mainstream Resources Subcommittee, which meets quarterly. This subcommittee is creating local training opportunities and a resource directory to improve access to mainstream services.

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: Springfield's Consolidated Plan is for the period 2006-2010. At the time it was created, Springfield was struggling with inadequate capacity for unaccompanied homeless adults. The Consolidated Plan committed to creation through a broad community process of a Ten-Year Plan to end homelessness to address this and other aspects of homelessness. Springfield's Ten Year Plan, "Homes Within Reach," was released in January 2007, and has become the City's blueprint for its response to homelessness. Homes Within Reach has eight primary goals; one of the eight is Prevention, and second is Rapid ReHouse. The HPRP provides funding for activity that is a priority for Springfield.

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In addition, the 2006-2010 Consolidated Plan specifically identifies the need for prevention, and points to two successful prevention programs operating in Springfield. The HPRP funds will greatly enhance prevention services in the city.

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	\$300,000	\$656,762	\$956,762
Housing Relocation and Stabilization Services ²	\$225,000	\$400,000	\$625,000
Subtotal (add previous two rows)	\$525,000	\$1,056,762	\$1,581,762
Data Collection and Evaluation ³			\$34,000
Administration (up to 5% of allocation)			\$85,040
Total HPRP Amount Budgeted⁴			\$1,700,802

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.”

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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