

## **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.

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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)

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**A. General Information**

<b>Grantee Name</b>	City of Springfield
<b>Name of Entity or Department Administering Funds</b>	Community Development Department City of Springfield
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Jackie Sudhoff
<b>Title</b>	Housing Programs Coordinator
<b>Address Line 1</b>	76 E. High Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Springfield OH 45502
<b>Telephone</b>	937.324.7380
<b>Fax</b>	937.328-3489
<b>Email Address</b>	<a href="mailto:jsudhoff@ci.springfield.oh.us">jsudhoff@ci.springfield.oh.us</a>
<b>Authorized Official</b> (if different from Contact Person)	James A. Bodenmiller
<b>Title</b>	City Manager
<b>Address Line 1</b>	76 E High Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Springfield OH 45502
<b>Telephone</b>	937.324.7380
<b>Fax</b>	937.328.3489
<b>Email Address</b>	<a href="mailto:jbodenmiller@ci.springfield.oh.us">jbodenmiller@ci.springfield.oh.us</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.ci.springfield.oh.us">www.ci.springfield.oh.us</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$815,869</b>
<b>Amount Grantee is Requesting</b>	<b>\$815,869</b>

\*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 began to seek input for its Homelessness Prevention and Rapid Re-Housing Program plan by involving the Springfield Clark County Housing Collaborative (the area's Continuum of Care entity) in the plan development. A process to identify and provide assistance to Springfield residents for homelessness prevention and rapid re-housing based on guidance from the National Alliance to End Homelessness and the capacity and experience of Collaborative member agencies was discussed at Collaborative meetings held on March 20<sup>th</sup> and March 30<sup>th</sup>. Updates on planning were provided at the City Commission Work Session on April 14, 2009 and the Community Housing Advisory Board on May 14, 2009.

The City's planned Substantial Amendment to its 2008 Action Plan was posted on the website at [www.ci.springfield.oh.us](http://www.ci.springfield.oh.us) on May 1, 2009 and printed copies were available in the City Community Development Department within the City of Springfield. Comments could be submitted by email to [jsudhoff@ci.springfield.oh.us](mailto:jsudhoff@ci.springfield.oh.us), faxed to 937.328.3489 or in person to the City Community Development Department. Notice of the public comment period, which opened on May 4, 2009 and closed on May 15, 2009, was published in the Springfield News and Sun on May 3, 2009.

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

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

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

Response: One comment from Legal Aid of Western Ohio was received. The comment reiterated the need for legal services for this targeted population and urged staff to retain the funding level as presented in the final plan. The comment was accepted and is attached to this document.

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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: A primary subgrantee, Clark County Department of Jobs and Family Services, has been identified based upon capacity and expertise demonstrated by their management of the Prevention, Retention and Contingency program, which offers Clark County families facing possible loss of employment or housing financial assistance which is very similar to the HPRP. Clark County DJFS has the existing capacity and expertise working with the specific client group in our community. Other member agencies of the Springfield Clark County Housing Collaborative will also work through DJFS to assist clients with greater case management needs for financial assistance as well. These agencies will be required to enter into a Memorandum of Agreement between the City of Springfield, Clark County Department of Jobs and Family Services and their organization. )

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

Response:

The City of Springfield seeks to use the member agencies of the Springfield Clark County Housing Collaborative for services funded by HPRP. This will effectively leverage knowledge about how to serve persons at risk of homelessness or who are homeless most effectively, and enable us to integrate HPRP with other sources of funding, including the Clark County Department of Jobs and Family Services Prevention, Retention and Contingency funds.

The City of Springfield has identified the Clark County Department of Jobs and Family Services as a primary subgrantee for HPRP based on the effective system of managing their Prevention, Retention and Contingency funds. DJFS has a broad range of experience providing assistance for families in need and at risk of homelessness and offer multiple services including financial assistance, employment assistance, case management

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support and referral to mainstream resources. DJFS is a member of the Springfield Clark County Housing Collaborative, and clearly has the capacity to administer this program within the guidelines provided. The City of Springfield plans to enter into a sub-recipient funding agreement with CCDJFS once a grant agreement is executed by the City and HUD.

A number of other member agencies will work with DJFS to identify and assist clients eligible for prevention funds. These agencies will also provide counseling support for the clients that are in need of more than one counseling session. These agencies will be identified through a RFP or RFQ process and Memorandums of Agreement will be prepared with these agencies to provide counseling on a fee for services basis.

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:

Sub-grantee agreements will be completed before the September 30, 2009 deadline. Payments for financial assistance and services provided to clients will be made quarterly. An initial payment will be made based on the approved scope of work and budget contained in the grant agreement; subsequent payments will be released pending receipt of program and financial reports demonstrating program accomplishments and expenditures against the plan. DJFS will arrange for direct payments to landlords, utility companies, etc. DJFS, in conjunction with other Housing Collaborative member agencies, will document how each household assisted meets the HPRP income guidelines per the HPRP Notice, as well as any locally established criteria. Detailed information on all beneficiaries will be reviewed each month for the first six months in order to evaluate the qualifying criteria, estimates of need and service processes. Subsequent reports will be quarterly.

The City of Springfield will assess expenditures by activity and target population against the plan after accumulating a maximum of 12 months of data to determine effectiveness and respond to changing economic conditions.

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:

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The member agencies of the Springfield Clark County Housing Collaborative have a well-developed system for networking and finding resources for their clients and referring clients to appropriate providers. Families at risk of homelessness because of financial crisis are already referred to DJFS for Prevention, Retention and Contingency funds. The same referral network will be leveraged to ensure effective and timely use of HPRP funds for both prevention and rapid re-housing services so that individuals and families can be assisted with one of the two programs. Applicants will be screened to determine that homelessness is imminent and that the household has the ability to maintain its housing following HPRP assistance. Input from members of the Springfield Clark County Housing Collaborative about households at risk of homelessness or already homeless is being evaluated to identify additional eligibility criteria for HPRP assistance. The effectiveness of these eligibility criteria will be evaluated on a monthly basis initially to confirm we are reaching the targeted populations and achieving program goals.

Households that can regain housing stability with short-term (up to three months and \$1,000) of HPRP assistance will be the focus of the Level 1 Prevention Program administered by DJFS. DJFS will perform an intake screening and collect all necessary documentation from the clients to determine eligibility. Clients in need of more than one counseling session to re-establish stable housing will be partnered with a member agency of the Housing Collaborative to work on their housing stability and self-sufficiency plan. These clients will be considered at the Level 2 Diversion Program. Additional subsidies, up to \$2,000 and three counseling sessions, can be provided if it is determined through an assessment establishing that the services will accomplish the goal of establishing self-sufficiency.

Re-housing the homeless will likely require a larger subsidy per household than preventing and diverting from homelessness. Springfield residents that have recently become homeless will be prioritized for the Level 3 Rapid Re-housing Program. Member agencies of the Housing Collaborative will refer clients currently in Emergency Shelters and those on waiting lists to this program level.

Benchmarks for on-going program assessment are being developed, including:

- Length of time for intake and assessment through receipt of assistance
- Compliance with case management plans
- Success rates at maintaining stable housing following subsidy period of households in Prevention, Diversion and Rapid Re-housing programs

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Staff is also developing a scope of services for case management, legal services, and mediation to issue a RFP or RFP in June. This will enable the consistency provision of high quality services across different service agencies. A list of eligible/approved service providers for different services will be identified in August.

The number of households assessed and determined to be eligible for HPRP assistance, as well as how funds are used (e.g. prevention, diversion or re-housing; rent, utilities, etc.) will be reviewed on a monthly basis initially in order to revise eligibility criteria, if needed, based on results and economic changes. Results will continue to be reviewed quarterly throughout the program.

### **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:

While assistance with housing and case management services are keys to helping households impacted by the current economic crisis, it is also important to provide services such as childcare, employment training and placement. Collaboration with agencies that offer these and other services needed by households helped by HPRP is essential. Clients will be referred to agencies and faith-based organizations in the community that offer job training and employment services. Likewise, self-sufficiency and housing plans will include reaching out to mainstream resources for childcare.

The City of Springfield has been approved for a \$2.27 million Neighborhood Stabilization Program (NSP 1) Grant and will also apply, if possible, for NSP –2 to increase availability of affordable rental units, especially for special needs clients.

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 Springfield will implement its HPRP plan through a main subgrantee agreement with Clark County DJFS and several Memorandums

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of Agreements with local agencies in the Springfield Clark County Housing Collaborative to provide a mechanism for providing financial assistance, counseling, legal aid and mediation services for families and individuals who are experiencing homelessness or who are in imminent risk of homelessness.

The City anticipates working with Legal Aid of Western Ohio to address legal issues for clients and to assist clients in access mainstream resources. The City's Mediation Services will also be utilized to establish a relationship with the Courts in order to provide mediation (an existing City of Springfield service) to individuals and families that are facing a formal eviction. Other agencies that will assist in the process, providing counseling, include those serving the populations of: domestic violence, mental health, MRDD, substance abuse, reentry programs, foster care and homeless shelters

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:

The goal of the City of Springfield's HPRP plan is to stabilize the housing of low-income Springfield families that are homeless or at risk of homelessness because of the economic crisis and for whom no other avenues of support for this need exists. This is consistent with the City's Consolidated Plan because it directly addresses two of the 5 year goals listed in the Consolidated Plan: Goal 6: Remove barriers to affordable housing and Fair Housing for all residents and Goal 7: Reduce chronic homelessness and expand support services for special needs populations. In developing its HPRP plan, the City of Springfield consulted with agencies and organizations, including the members of the Springfield Clark County Housing Collaborative, and has invited citizen participation at all levels of the planning process, following its citizen participation plan. In addition, by working closely with members of the Springfield Clark County Housing Collaborative and other organizations serving our community, we are able to identify and address the needs of the targeted populations and effectively leverage community resources.

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**E. Estimated Budget Summary**

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<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>	\$460,000	\$75,000	\$535,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$82,000 counseling	\$45,000 cnslg	\$127,000
	\$43,000 legal/mediation	\$15,000 legal/med	\$58,000
	\$20,000 housing search	\$20,000 hsng search	\$40,000
<b>Subtotal</b> (add previous two rows)	<b>\$605,000</b>	<b>\$155,000</b>	<b>\$760,000</b>

Data Collection and Evaluation <sup>3</sup>	\$15,076
Administration (up to 5% of allocation)	\$40,793
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$815,869</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.”

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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	5/18/2009 Date
City Manager, City of Springfield	
Title	