

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)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	City of Dayton, OH
Name of Entity or Department Administering Funds	Department of Planning and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Amy M. Riegel
Title	Senior Community Development Specialist
Address Line 1	101 W. Third Street
Address Line 2	P.O. Box 22
City, State, Zip Code	Dayton, OH 45401
Telephone	(937) 333-3814
Fax	(937) 333-4281
Email Address	Amy.riegel@cityofdayton.org
Authorized Official (if different from Contact Person)	Rashad Young
Title	City Manager
Address Line 1	101 W. Third Street
Address Line 2	
City, State, Zip Code	Dayton, OH 45401
Telephone	(937) 333-3611
Fax	(937) 333-4298
Email Address	Rashad.young@cityofdayton.org
Web Address where this Form is Posted	www.cityofdayton.org

Amount Grantee is Eligible to Receive*	\$2,595,505
Amount Grantee is Requesting	\$2,595,505

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

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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 Dayton released the Homeless Prevention and Rapid Re-Housing 2008 Action Plan Amendment on April 27, 2009. The amendment was posted on the City of Dayton's website and a public notice was advertised in the Dayton Daily News, City of Dayton Government Television Network and through the Priority Board system on April 29, 2009. A public hearing was conducted on May 11, 2009 during the Community and Neighborhood Development Advisory Board (CNDAB) meeting as required by the Citizen Participation Plan. A second notice period is not required for amendments. Comments were accepted until May 11, 2009.

The City of Dayton met all requirements for a substantial amendment as specified in the Citizen Participation Plan.

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:

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

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

- Formula Allocation
 Other (Specify: _____)

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

Response: The City of Dayton, in a joint effort with Montgomery County, the local Continuum of Care, will issue a Request for Qualifications (RFQ) for funding available under the Homeless Prevention and Rapid Re-Housing Program. The RFQ will allow community organizations to submit qualifications for components of the program including, case management, housing locator, habitability inspections, centralized voucher distributor, client screener, data evaluator and fee for service activities.

The RFQ will be made widely available within the community. Various methods will be used to announce the availability of funding including, newspaper, government television, government web sites, local institutional coalitions and direct contact with a wide cross section of community partners. There will be a required bidders conference to review the RFQ and answer any questions. Technical assistance will be offered to all interested applicants.

A nine member review committee will be designated, with representation from Dayton, Montgomery County, and the Homeless Solutions Policy Board to select subgrantees. The selections will require approval through the Dayton and Montgomery County Citizen Participation entities, Dayton City Commission, Montgomery County Commission and the Homeless Solutions Policy Board.

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 RFQ selection process will be completed prior to August 1, 2009. The City of Dayton will also complete preliminary legal reviews of the contracts prior to the receipt of the grant agreements. Once the City of Dayton has received the grant agreement, it will be immediately forwarded to the City Manager for signature within 5 days of receipt. When the grant agreements are fully executed the contracts will be placed on the Dayton City Commission calendar. The contracts will be presented to the Dayton City Commission in two weeks. These actions will allow the contracts with each subgrantee to be approved by September 30, 2009.

Once the subgrantees are selected the City of Dayton and Montgomery County will coordinate training sessions to cover all aspects of the program. The goal is to have the program fully operational by November 1, 2009.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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 of Dayton and Montgomery County will work in coordination to oversee the HPRP subgrantees. The program design will allow for various levels of checks and balances throughout the client cycle. The City of Dayton and Montgomery County have set a local target of expending 75% of the HPRP funds by the end of Year Two. The maximum contract length will be two years to allow for significant program changes in Year Three.

Each subgrantee will be required to submit monthly, quarterly and annual reports for the program. The subgrantees will submit monthly contact and output reports with their invoice. Reimbursement payments will not be made without the monthly contact reports. The HMIS support staff will also run, at minimum, monthly reports to ensure data integrity in the HMIS system. Each quarter the subgrantee will be required to submit a report including contact information, outcomes and all HUD required reporting elements. The HMIS support staff will also pull the required data elements from HMIS to complete the required HUD quarterly report. An annual report will be required from each subgrantee with the HUD required reporting elements and a thorough assessment of the program implementation.

The City of Dayton in coordination with Montgomery County will complete desk monitoring on a quarterly basis. Because HPRP is a new program, it will be classified as a high-risk program under the City of Dayton monitoring guidelines. This designation requires that a on-site programmatic and fiscal monitoring be conducted every six months to ensure that subgrantees are complying with the HPRP regulations and local program design. If a concern is identified the subgrantee will have 15 days to address the monitoring concern. If reconciliation is not reached by the City of Dayton and the subgrantee in 30 days the contract will be suspended. A workout plan will be required to reinstate the contract.

To promote a constant flow of information and program consistency the City of Dayton and Montgomery County will hold a HPRP meeting, at minimum, every month for subgrantees and grants management staff for the first year of the program. During the local HPRP meeting the entities will review outcomes, assess the efficiency of the program and develop strategies for improving program delivery. The subgrantee contracts will reserve the rights to make programmatic changes if a subgrantee is unable to fulfill the desired outcomes.

The City of Dayton has determined the monitoring of this program to be a high priority and will take all necessary steps to ensuring compliance and the timely expenditure of funds.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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 major collaboration within the City of Dayton HPRP will be with Montgomery County, the local Continuum of Care. The County and City began working together as soon as the program was announced and will continue to provide consistent policies and processes for the two programs. The City of Dayton plans to collaborate with the County Department of Jobs and Family Services in promoting the availability of **Department of Labor** programs for training and employment services for those individuals and families who are provided services and assistance under the HPRP. Case managers working with the households will determine eligibility for the various programs and connect them with the appropriate one (s). Households will also be screened for eligibility for extension or increase of employment benefits and assisted with the requirements for attaining appropriate benefits. Collaboration will also take place with this Department by screening HPRP clients for eligibility for **Department of Health and Human Services** programs that provide meal services for elderly, WIC services for eligible clients and TANF cash or emergency assistance and then referring eligible clients to the program that might assist them. The City will coordinate with the local Community Action Agency to refer those who may be eligible for CSBG funds and to receive referral of those who may be eligible for HPRP assistance. Dayton does coordinate with local school districts to make sure that homeless children receive all services available through the **Department of Education** programs. Pell Grant assistance will be promoted to those HPRP clients who might be eligible. The City will comply with all requirements of the **Department of Homeland Security** for contracting and implementing programs.

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 Dayton will be collaborating with Continuum of Care and mainstream resources by involving those who are appropriate in the competitive process for the distribution of the funds. In addition, the City will establish referral processes for C of C and mainstream agency clients who may be eligible for HPRP and for HPRP clients who may be eligible for any C of C or mainstream agency service or housing. Continuum of Care agencies who provide permanent supportive housing may receive referrals of HPRP clients who are in need of such housing. The City will collaborate with the Continuum of Care agency that will be

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

operating the Rapid Rehousing program to coordinate that program with the Rapid Rehousing program to be administered under HPRP. Mainstream agencies such as United Way and the area's Community Action Partnership will be involved in outreach and referral for those who may be eligible for HPRP. Agencies involved with domestic violence and children's services will be part of the team addressing the needs of families who are receiving prevention services as well as those who are being rapidly rehoused. Some of the City-supported community-based organizations who provide social services and case management in low-income neighborhoods will play a major role in screening and case management for those seeking prevention services. Agencies administering local programs that provide basic food, clothing and material support as well as those providing job training, education and entitlement benefits will be part of this collaboration as they are currently part of the community support system.

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 City's HPRP funds will be utilized in ways that are fully consistent with the City of Dayton 2006-2010 Consolidated Plan. That Plan incorporated the principles and goals of the Homeless Solutions Plan for Dayton and Montgomery County. Two of the four key principles of both Plans are (1) Earlier intervention and prevention of homelessness are key to ending chronic homelessness and reducing overall homelessness and (2) Access to affordable and supportive housing options is the best tool for these same goals. Thus, the HPRP emphases on prevention and rapid rehousing are in line with the Consolidated Plan.

One of the major goals of the five-year Consolidated Plan is to "Reduce the number of families who need shelter and the average length of stay in the shelter system". Prevention funding in the County has been insufficient to this point to make a real difference in the number of families who need shelter but the HPRP funding will be the opportunity to make this happen. The City, working with Montgomery County, will use these funds to begin the transformation of our system from an emphasis on sheltering to an emphasis on prevention and rapid rehousing. In addition, the City has supported a successful pilot Rapid Rehousing program and has been chosen for one of the Continuum of Care awards. This program has and will continue to reduce the length of stay of eligible families and individuals with HPRP funding.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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	\$1,267,336	\$543,144	\$1,810,480
Housing Relocation and Stabilization Services ²	\$444,675	\$190,575	\$635,250
Subtotal (add previous two rows)	\$1,712,011	\$733,719	\$2,445,730
Data Collection and Evaluation ³			\$ 20,000
Administration (up to 5% of allocation)			\$ 129,775
Total HPRP Amount Budgeted⁴			\$2,595,505

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.”

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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

DRAFT