

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 Lansing |
| Name of Entity or Department Administering Funds | Department of Planning and Neighborhood Development Department of Human Relations and Community Services |
| HPRP Contact Person (person to answer questions about this amendment and HPRP) | Dorothy Boone Joan Jackson Johnson |
| Title | Development Office Manager Department Director |
| Address Line 1 | 316 N. Captiol Ave. |
| Address Line 2 | 124 W. Michigan Avenue |
| City, State, Zip Code | 48933 |
| Telephone | (517) 483-4040/(517) 483-4477 |
| Fax | (517) 483-6036/(517) 377-0078 |
| Email Address | dboone@lansingmi.gov/jjjohnso@lansingmi.gov |
| Authorized Official (if different from Contact Person) | Virg Bernero |
| Title | Mayor |
| Address Line 1 | 124 W. Michigan Avenue |
| Address Line 2 | 9 th Floor, City Hall |
| City, State, Zip Code | Lansing, MI 48933 |
| Telephone | (517) 483-4141 |
| Fax | (517) 483-6066 |
| Email Address | mayor@lansingmi.gov |
| Web Address where this Form is Posted | www.lansingmi.gov/pnd/development |

| | |
|---|------------------|
| Amount Grantee is Eligible to Receive* | \$898,823 |
| Amount Grantee is Requesting | \$898,823 |

*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 Lansing's Citizen Participation process was an important factor in the development of the Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The process has comprehensively examined the feedback received from citizens of this community and is intended to assure that citizens and organizations concerned with homeless prevention and housing will have every opportunity to participate in the planning and utilization of the HPRP funds. In summary, the key steps in the process of getting input from the community included meeting and collaborating with several community groups to discuss the American Recovery and Reinvestment Act of 2009 for Homeless Prevention and Rapid Re-Housing Programs and solicit input on ways to address the needs of the homeless and those at risk of homelessness for homeless prevention and rapid re-housing.

The proposed Substantial Amendment to the Action Plan, 7/1/08 – 6/30/09 for HPRP was made available for public review and comments 8:00 a.m. on April 29, 2009 - 5:00 p.m. May 11, 2009 and was published in the Lansing City Pulse and made available at the following Lansing locations: Department of Planning and Neighborhood Development, 316 N. Capitol, and website at: www.lansingmi.gov/pnd/development; Department of Human Relations and Community Services, City Clerk's Office at City Hall, 124 W. Michigan Ave; Capital Area District Library (Reference Desk, 2nd fl.), 401 S. Capitol Ave, Post Offices (Downtown and Collins Road), Lansing Neighborhood Council, 5815 Wise Road, Room F, Foster, Gier and Letts Community Centers.

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:

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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: Previous Performance and Capacity)

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

Response: The City of Lansing HRCS Department is assessing existing HUD-SHP contracts with non-profit agencies within the CoC, which provide identical services covered under the HPRP to determine the following funding criteria: (a) cost effectiveness of existing programs; (b) ability to meet performance measures, as established by HUD, which include the ability of subgrantees to report via HMIS and to identify the number of clients that have been moved into stabilized housing, the number of clients with increased self-determination, and the number of clients with increased skills and income; (c) fiscal capacity of organization to expand existing programs. This assessment is currently being done as part of the annual site visit process currently underway for agencies receiving HUD-SHP funding.

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 HRCS Department has a well-established process for administering HUD grant monies, as the department is the grantee to HUD-SHP and ESG dollars for the Greater Lansing/East Lansing/Lansing Continuum of Care. It is the HRCS Department's intention to complete the reviews noted in 2) above by no later than July 31st, 2009, and notify agencies before August 31st, 2009, of the City of Lansing's intent to contract with agencies for services under the HPRP. Agencies will receive a tentative award

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letter that is contingent on the submission of a scope of services and budget that outlines what service activity -- homeless prevention, rapid re-housing, or both that agency will serve. Once the scope of services and budget are approved by HRCS staff, a contract with identified agencies will be drafted and submitted into the City of Lansing signature process. The full execution of a contract document takes two (2) weeks to complete. The first half of agency's total contract compensation will be remitted to the agencies once contracts are fully-executed

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: Using existing monitoring systems that have been effectively applied to subgrantees of HUD-SHP and ESG contracts, the HRCS Department shall perform monthly desk audit reviews of required financial reports and quarterly activity performance reports submitted by subgrantees. The review of monthly financial reports ensures that agencies are expending their allocations on a timely basis and on eligible activities, as identified under HPRP regulations and contracts, respectively. Activity performance reports, that include quarterly objective and outcome reports, provide specific information on the number of clients receiving services and the types of services clients are receiving. Lastly, the HRCS Department shall require a quarterly program management report from agencies that allows for the provision of qualitative information from agencies, such as the identification of emerging population and service trends; challenges in the implementation of services; requests for technical assistance. This information is not reportable under the other activity-objectives and outcome quarterly reports, which will be reports seeking purely quantitative information on goals established under agency contracts.

HRCS staff input this data into existing spreadsheet formulas for later data analyses. If the quarterly reports alert staff to deficient performance in relation to established targets for clients and/or services, contact will be made within thirty days of the quarterly report's receipt to establish a corrective action with recommended solutions to correct deficient performance.

HRCS staff will be meeting regularly with Planning and Finance Department to ensure that timely draw-downs are being made on HPRP funding allocated to the City of Lansing.

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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: City of Lansing has developed a matrix of contacts that identify the various departments within Lansing auspices that are receiving ARRA of 2009 funding, a description of the grant program, what federal agency is funding the grant, what populations are targeted for grant program services, and the contact person for the grant. Where appropriate, inter-departmental forums will be held to ensure that services among identical or similarly-targeted populations are coordinated for respective program effectiveness.

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 Lansing is a member of the Continuum of Care (CoC) and its representative is expected to serve as Chair of the CoC for the upcoming year. City of Lansing staff meets on a regular basis with the CoC through their participation and attendance at the General Network, Strategy and Funding and various other committee meetings of the CoC. Most of the member agencies are funded by the City of Lansing for their respective ESG and SHP programs.

Mainstream resource collaboration occurs also through the CoC as there are member representatives of these mainstream resources organizations who attend the same CoC meetings every month to discuss ongoing issue, trends, challenges and improvements among the client populations to be served under HPRP.

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: Financial assistance will be provided to assist homeless persons or people at risk of homeless with rent, utility costs, moving costs, etc. on "needs based" priority to keep them in housing or to assist them with finding a place to live. The City of Lansing will focus on providing financial assistance to third parties and linking the client with the appropriate community resources (such as housing counseling, home maintenance/repair, job training and education

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programs) to assist with preventing future housing instability. Program participants will be provided an array of services to assist them with housing stabilization and placement. All program participants will have case management to assist them with counseling, developing a stabilization plan, etc. All participants will be monitored and evaluated according to the requirements of the grant. Other services provided to the program participant will include legal services to assist with tenant/landlord issues and maintaining housing stability. Also, the City of Lansing will continue to work with state and local social services agencies to provide housing and supportive housing services for the homeless and people at risk of homelessness. Non-profit housing corporations and the Ingham County Land Bank Fast Track Authority are also involved with the development of supportive housing facilities and leasing programs to serve the homeless and special housing needs groups. The HPRP is consistent with the activities outlined in the City of Lansing’s Consolidated Plan addressing housing activities as a continuous need and high priority 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 | \$173,782 | \$325,000 | \$498,782 |
| Housing Relocation and Stabilization Services ² | \$125,075 | \$230,025 | \$355,100 |
| Subtotal (add previous two rows) | \$298,857 | \$555,025 | \$853,882 |
| Data Collection and Evaluation ³ | | | \$ 0 |
| Administration (up to 5% of allocation) | | | \$ 44,941 |
| Total HPRP Amount Budgeted⁴ | | | \$ 898,823 |

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.

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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

May 12, 2009
Date

Mayor
Title