

## **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 updated regularly 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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**CITY OF LAKEWOOD, OHIO**

**A. General Information**

<b>Grantee Name</b>	City of Lakewood
<b>Name of Entity or Department Administering Funds</b>	Department of Planning and Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Nathan Kelly
<b>Title</b>	Director, Planning and Development
<b>Address Line 1</b>	12650 Detroit Ave
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Lakewood, Ohio 44107
<b>Telephone</b>	216-529-6635
<b>Fax</b>	216-529-5936
<b>Email Address</b>	WHO
<b>Authorized Official</b> (if different from Contact Person)	Edward FitzGerald
<b>Title</b>	Mayor
<b>Address Line 1</b>	12650 Detroit Ave.
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Lakewood, Ohio 44107
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	Ed.FitzGerald@lakewoodoh.net
<b>Web Address where this Form is Posted</b>	www.onelakewood.com/dept_planning_DCD_cdbg_program.html

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$902,439</b>
<b>Amount Grantee is Requesting</b>	<b>\$902,439</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 Lakewood solicited input via public meetings and through notices of these meetings. In addition to the public review period, in which the public are able to review the documents either in hard copy or via the City of Lakewood's website, the public are able to comment throughout the RFP process. Additionally, this information is publicly available and open to input through Lakewood City Council and the Citizen's Advisory Committee.

As stated in the notice, the City of Lakewood is cooperating with the Continuum of Care in Cuyahoga County to help ensure consistent programs to serve this at-risk population. The four jurisdictions co-sponsored 3 public meetings, which took place on April 6, and 7, 2009. Over 75 people attended the meetings as documented by the sign in sheets. The purpose of these meetings was to familiarize the community with the HPRP fund regulations, to present a strategy for implementing the funds, and to solicit community input and feedback to use in the preparation of the Substantial Amendment document.

The Urban County, in cooperation with the cities, held a meeting on May 11, 2009 specifically to solicit public comment in response to the Substantial Amendment Document. Additionally, an ad was placed in the Plain Dealer on Wednesday, April 29 announcing the availability of funding and providing the public an opportunity to make comments at a meeting to be held on May 11 meeting at 1 PM in the offices of the Cuyahoga County Community Mental Health Board, 1400 West 25<sup>th</sup> Street, 3rd floor, Cleveland, OH. The ad also described the places where hard copies of the draft plan are available throughout the county and in the cities participating in this ad hoc coalition (Cleveland, Cleveland Heights, and Lakewood).

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: **COMMENT PERIOD TO START MAY 3**

- 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.

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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:**

(Comments are not available for the May 1st posting of the Substantial Amendment)

**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.

X **Competitive Process**

Formula Allocation

X Other (Specify: Joint RFP with the cities of Cleveland, Cleveland Heights, Lakewood, and the Urban County with individual substantial amendments)

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

**Response:**

In order to ensure both public participation and coordination with the Continuum of Care, the four jurisdictions agreed to solicit program-funding ideas from the community through a joint Request for Proposal (RFP). The RFP included a definition of eligible activities that could be funded with HPRP dollars; a discussion of the considerations related to “targeting” the funds; eligibility requirements for successful applicants, the application components, with detailed descriptions of each; the Review and Award Criteria; and associated Appendices and Attachments.

The RFP was released on 4/22/09 with a due date of 5/18/09. The RFP was posted on the Office of Homeless Services website [www.ohs.cuyahogacounty.us](http://www.ohs.cuyahogacounty.us), along with links to the HPRP regulations, and general information. Applicants are able to apply electronically and by paper copy. An email announcing the release of the

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RFP was sent to all 75 people who had attended the public meetings held on April 6 and 7; to the complete provider list for the Continuum of Care (30 agencies); and to offices and elected officials of the four jurisdictions.

Representatives from the Departments of Development of each jurisdiction and staff of the Office of Homeless Services will conduct the RFP Review process.

While the City of Lakewood will fund programs, it will do so in cooperation and coordination with regional service providers. The RFP will be reviewed by the participating grantees for completeness, relevance, capacity, and program goals. Organizations and departments funded through the City of Lakewood will also need to collaborate city- and county-wide to ensure the efficient delivery of services to eligible residents. Funded organizations and programs will have to ensure that they have the capacity and experience to serve the eligible populations.

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:**

Based on the joint RFP process, specific activities will be targeted to receive funds. After a review, those organizations set to receive funds for activities from the City of Lakewood will enter into a 2-year contract with the City of Lakewood (and other grantees if they serve populations beyond Lakewood's borders) detailing both the federal and local rules for the eligible activities as well as terms specific to the individual program. This information would also include information on reporting and compliance. These contracts will be in place and issued such that as soon as HUD approves the substantial amendment, they can be executed and in place by September 30, 2009.

The four jurisdictions participating in the RFP agreed on a timeline that would enable the community to allocate HPRP funds quickly once the HUD grant agreement was issued and signed. Simultaneously with the development of the Substantial Amendment plan, the four jurisdictions agreed on an RFP format, issued the RFP, and set a return date for the RFP of May 18. By setting such an early date for identifying the sub grantee recipients, the intent was to provide sufficient time to negotiate program and budget details and to prepare contracts for signature so that once HUD funds were available, (no later than September 1, 2009) the contract allocation process could take place without any additional delay.

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

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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:**

All subgrantees (departments and nonprofits) will have program terms and compliance information outlined in their contract. This information will include information on HMIS, data collection, monitoring, and other compliance details. As in other HUD-funded agreements, such as CDBG and ESG, desk monitoring will be completed in addition to on-site monitoring of programs. Additionally, timeliness in the programs and expenditures will be closely monitored to ensure compliance.

Discussed in the RFP Section C of the RFP asks each sub grantee to include their response a "...detailed, step by step, monthly work plan, based on a 30 month time frame, that will serve as a management tool for monitoring the progress of program activities and service delivery". In addition, the Work Plan must include "...measurable, time-specific program objectives identified in the project narrative; the series of activities necessary to achieve each objective; persons responsible for the implementation; milestones that will determine if activities are on course; target dates for completion; and expected outcomes....".

Based on the information required in the RFP, the four jurisdictions receiving the HPRP funds will have the informational structure to oversee and monitor the efficiency, effectiveness, and timeliness of the HPRP project. The four grantees have committed to quarterly reviews of all subgrantee activities to monitor program effectiveness, program spending, and outcomes.

The Grantees anticipate using the HMIS data, which will be collected on a quarterly basis as well as the IDIS data that will be collected monthly, to monitor spending, subgrantee performance, and outcomes. Additionally, the City of Lakewood will coordinate with the Continuum of Care and may share some administrative responsibilities.

Finally, with all of the monitoring/oversight, the City of Lakewood will be able to reallocate funds or amend activities to maintain the objectives of 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:**

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The City of Lakewood is participating in the joint process with other area grantees in evaluating needs and expected outcomes. This is all within the context of other federal funds that the City of Lakewood and the region will receive. Through the evaluation of the goals of each program, determinations will be made on the best use of funds and which sources are appropriate for each program. The evaluation will help ensure that there is no duplication of effort alongside strategic uses of all funds.

The local HPRP plan includes strategies to engage with other local and state systems and agencies that have been identified as recipients of ARRA stimulus dollars. There are several areas that have been identified as key through which to leverage the HPRP dollars:

- **Prevention** – linking with the Cleveland Municipal School District to identify families at risk of homelessness through the increased funding provided to the Homeless and Runaway Youth Act (Education) increase.
- **Stabilization** – significant ARRA funds have been allocated to expand Work Force Investment Act (Labor) programs targeted to youth, homeless, disabled, and low-income persons. Connecting to these resources will be critical to persons to maintain their housing.
- **TANF** – The Cuyahoga County Department of Employment and Family Services is in discussion with the Ohio Department of Jobs and Family Services regarding accessing the TANF Stimulus funds. If Ohio is able to draw on these resources, the cash assistance component will be used to leverage the financial assistance offered to families identified as at risk of homelessness.

As Cuyahoga County and its partner grantees move forward on implementing the HPRP plan, every effort will be made to link clients appropriately with other ARRA resources and to leverage funds, where allowable, with HPRP dollars.

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 Lakewood is collaborating with the local Continuum of Care through the entire evaluation of needs for the region, the joint evaluation of proposed uses of funds, coordination with organizations that serve the targeted populations throughout the region, and the ongoing communication with representative from the Continuum of Care. Additionally, the City of Lakewood will be working to coordinate these funds and programs funded through the Homeless Prevention Program to ensure consistent service and appropriate use. Other resources will be used to fill gaps where the limits of the Homeless Prevention Program exist.

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The four jurisdictions within Cuyahoga County that are receiving HPRP funds are Cleveland, Cleveland Heights, Lakewood, and Cuyahoga County. Cuyahoga County provides the organizational 'home' for the Cleveland/Cuyahoga County Office of Homeless Services, which is the lead agency for the Continuum of Care in Cuyahoga County. The cities of Cleveland Heights and Lakewood have long been partners with Cuyahoga County through the HOME Consortium, which the County Department of Development manages.

The County and the three municipal jurisdictions currently coordinate with the mainstream systems within their own jurisdictions. Social service functions within every jurisdiction are integrated in the overall community plan to assist low income and at risk families, elderly, and youth. The City of Cleveland and Cuyahoga County are partners on the Cleveland Re-Entry Strategy, which is a coordinated multi-community response to formerly incarcerated persons returning to the community. The Mental Health, Drug & Alcohol systems, the VA, and the AIDS/HIV agencies have participated in the HPRP public meetings and are key partners in the Continuum of Care. All of the mainstream behavioral health systems are members of the OH Advisory Board.

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 of Lakewood's Consolidated Plan speaks to serving the needs of the homeless, with particular focus on homeless prevention. Through Community Development Block Grant and Emergency Shelter Grant funds, the City of Lakewood has funded case management for at-risk populations (families, elderly), landlord-tenant counseling/rights, services for victims of domestic violence, rent and utility assistance payments, in addition to other public services.

The grantees Consolidated Plans called for coordination in the delivery of services for homeless or potentially homeless persons by using the vehicle of the Continuum of Care to plan such services. In terms of need, the Cons Plans recognized the basic need to promote the stabilization of families by whatever means might become available. HPRP funding will assist in the stabilization of families by providing financial resources to keep them in their current dwelling unit or assist them obtain a dwelling unit with their families intact and not disbursed throughout the shelter system.

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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>	\$450,000 <i>\$ 4,000,000</i>	<i>\$ 6,240,000</i>	\$450,000 <i>\$10,240,000</i>
Housing Relocation and Stabilization Services <sup>2</sup>	\$375,000 <i>\$1,000,000</i>	<i>\$1,000,000</i>	\$375,000 <i>\$2,000,000</i>
<b>Subtotal</b> (add previous two rows)	<b>\$825,000</b> <i>\$5,000,000</i>	<b>\$0</b> <i>\$7,240,000</i>	<b>\$825,000</b> <i>\$12,240,000</i>

Data Collection and Evaluation <sup>3</sup>	\$ 32,317 <i>\$ 83,736</i>
Administration (up to 5% of allocation)	\$ 45,122 <i>\$ 648,617</i>
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$ 902,439</b> <i>\$12,972,353</i>

<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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title