

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	Cleveland Heights
Name of Entity or Department Administering Funds	Department of Planning & Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	a) Nancy McLaughlin b) Karen Knittel
Title	a) Development Officer b) City Planner
Address Line 1	40 Severance Circle
Address Line 2	
City, State, Zip Code	Cleveland Heights, OH 44118
Telephone	a. (216) 291-4845 b. (216) 291-4855
Fax	(216) 291-3761
Email Address	a. nmclaughlin@clvhts.com b. kknittel@clvhts.com
Authorized Official (if different from Contact Person)	Robert C. Downey
Title	City Manager
Address Line 1	40 Severance Circle
Address Line 2	
City, State, Zip Code	Cleveland Heights, OH 44118
Telephone	(216) 291-3737
Fax	(216) 291-5758
Email Address	citymanager@clvhts.com
Web Address where this Form is Posted	www.clevelandheights.com

Amount Grantee is Eligible to Receive*	\$ 715,677
Amount Grantee is Requesting	\$ 715,677

*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 four jurisdictions of Cleveland Heights, Lakewood, Cleveland and Cuyahoga County co-sponsored three 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.

In addition, the City of Cleveland Heights held a Public Meeting hosted by the Citizen Advisory Committee meeting on April 21st during which information about the HPRP funds and the local strategy for using the funds was presented and discussed. This public meeting was advertised in The Sun Press on April 15, 2009.

A Public meeting was held on May 11th, 2009 specifically to solicit public comment in response to the Substantial Amendment document which was published in the Plain Dealer on May 1st, 2009. In addition, Cleveland Heights published an ad soliciting review and comment on our Substantial Amendment in the Plain Dealer on May 1, 2009. Cleveland Heights' Substantial Amendment was posted on the City's Web Page.

Also, the Substantial Amendment was posted on the Office of Homeless Services website with a box for public comment.

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: *(Comments Received will be documented here.)*

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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: Cleveland Heights is collaborating with the other three jurisdictions and is participating in a joint Request for Proposal (RFP) format. This RFP process is being managed through the Cuyahoga County Office of Homeless Services. 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, 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 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); to offices and elected officials of the four jurisdictions; and to the 26 member OHS Advisory Board.

The RFP Review process will be conducted by a committee that will be made up of representatives from the Departments of Development of each jurisdiction, and staff of the Office of Homeless Services.

The RFP clearly stated that the jurisdictions reserved the right to negotiate further with agencies selected through the RFP process regarding program services and budget.

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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 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 18th. In order to be ready to move quickly to allocate the HPRP funds, the four jurisdictions agreed to develop a time line that would permit each jurisdiction to meet its own legislative and administrative guidelines for allocating funds by the date certain of the jurisdiction with the earliest deadline. This date was June 8th and established by the City of Cleveland's City Council Summer Recess calendar. 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.

This process should ensure that funds are allocated by the September 30, 2009 deadline.

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 sub grantees (limit 500 words).

Response: The need for the timely and effective use of the HPRP funds has been stressed throughout each public meeting and discussion of the HPRP program, (over 70 people attended the public meetings), as well as clearly 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. In addition to representatives of the grantee jurisdictions, the Quarterly Review Committee will include community

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stakeholders.

The Grantees anticipate using the HMIS data which will be collected on a quarterly basis as well as the IDIS data which will be collected monthly, to monitor spending, subgrantee performance, and outcomes.

In order to assure consistent and accurate oversight of the administrative funds and functions, the four grantees are considering centralizing the grant administration within one grantee, Cuyahoga County. Cuyahoga County is the most logical grantee to play this role because it is the lead agency for the Continuum of Care, and has managed the HMIS effort for the past 5 years. In addition, County staff are experienced with doing multi-jurisdictional RFP processes and grant management. Centralizing the administration of the HPRP funds will promote consistency of oversight, adherence to the HPRP objectives, clarity for the HMIS reporting requirements for the sub grantees, and reinforce the community wide commitment to prevention, diversion, and rapid re-housing.

Finally, based on the quarterly review and monitoring of the subgrantees, the grantees will have the necessary information to reallocate funds and/or amend program activities and approaches, if program effectiveness and spending are not meeting the targeted objectives.

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 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

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leverage the financial assistance offered to families identified as at risk of homelessness.

As we 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 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 OHS was established in 1993, through a community planning process. The City of Cleveland provides financial support for the OHS, as well as shares directly in policy development related to the Continuum. 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. In addition, Cleveland Heights' staff has served on the Continuum of Care's Review and Ranking Committee.

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 and Drug and Alcohol systems, as well as 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: Cleveland Heights and the other 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.

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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.

Please Note that the top figure represents the total Cuyahoga County comprehensive approach. Cleveland Heights' allocation and projected use of funds is shown as the second figure.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance¹			
Total County Approach	\$ 4,000,000	\$ 6,240,000	\$10,240,000
CLEVELAND HEIGHTS BUDGET	\$ 618,000		\$ 618,000
Housing Relocation and Stabilization Services²			
Total County Approach	\$ 1,000,000	\$ 1,000,000	\$ 2,000,000
CLEVELAND HEIGHTS BUDGET	\$ 57,274		\$ 57,274
Subtotal			
Total County Approach	\$5,000,000	\$ 7,240,000	\$12,240,000
Cleveland Heights Budget	\$ 675,274		\$ 675,274

Data Collection and Evaluation ³ – Total County Approach	\$ 83,736
Cleveland Heights	\$ 4,620
Administration (up to 5% of allocation) – Total County Approach	\$648,617
Cleveland Heights	\$ 35,783
Total HPRP Amount Budgeted⁴ – Total County Approach	\$ 12,972,353
Cleveland Heights	\$ 715,677

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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