

DRAFT #2
**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 Springfield, Illinois
Name of Entity or Department Administering Funds	Office of Planning & Economic Development (OPED)
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Chet Schneider
Title	Operations Coordinator
Address Line 1	800 E. Monroe, Suite 108
Address Line 2	
City, State, Zip Code	Springfield, IL. 62701
Telephone	217-789-2377
Fax	217-78902380
Email Address	Chet.Schneider@cwlp.com
Authorized Official (if different from Contact Person)	Timothy J. Davlin
Title	Mayor
Address Line 1	800 E. Monroe Room 300
Address Line 2	
City, State, Zip Code	Springfield, IL. 62701
Telephone	217-789-2200
Fax	217-789-2109
Email Address	Chet.Schneider@cwlp.com
Web Address where this Form is Posted	www.springfield.il.us

Amount Grantee is Eligible to Receive*	\$516,191.00
Amount Grantee is Requesting	\$516,191.00

*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: On April 3, 2009, the Office of Planning & Economic Development (OPED) published an advance legal notice of a public hearing in the local newspaper. Public notices were posted in various local libraries, public health offices, City Hall, Office of Planning & Economic Development and on the City's website on April 6, 2009, to seek comments related to the substantial amendment for requesting federal funds under the HPRP. A Public Hearing was held April 16, 2009 to receive public comments on the proposed use of the HPRP funds.

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
- Formula Allocation
- Other (Specify: _____)

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

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

Response: The City of Springfield worked with the Continuum of Care steering committee to identify the agencies that meet the requirements of notice. The requirements are, but not limited to; organizational experience, mission purpose, case management experience and have an HMIS database application for reporting requirements.

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: Once the internal allocation process is finished, OPED will prepare agreements and send to City Council on or before the September 1 meeting date with approval on September 15. Once the agreements have Council approval they become binding agreements giving the subgrantees authority to use funds.

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: OPED will use its subrecipient monitoring procedures as a basis to ensure timely expenditures of the grant funds with 60% of the funds drawn down in 2 years and 100% of the funds expended within 3 years. OPED will also outline the reporting requirements for progress reporting in the legal agreements with the awarded organizations.

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 Springfield employees attended the Department of Commerce & Economic Opportunity, Department of Human Services and the Continuum of Care forum meeting on April 8th to discuss the States intent and objectives for the HPRP funds and to establish a uniform process for the allocation process between the State and local government.

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

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 collaborated with the local Heartland Continuum of Care to determine how the HPRP funds would be allocated to the CoC providers that; meet the requirements of the Federal notice (must have a HMIS system), be in conjunction with the organization's mission/purpose and have the ability and capacity to carry out the program activities. These lead agencies will act as case management coordinators to mainstream the resources from the remaining CoC members and any other entities who wish to submit referrals for assistance.

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: Homelessness in Springfield is addressed primarily through the efforts of coalition of private, not-for-profit organizations called the Heartland Continuum of Care. The coalition has a total of approximately 140 emergency shelter beds and 182 transitional housing beds. Private, not-for-profit organizations provide shelters and services continually to improve productivity, to eliminate redundancy, and to encourage independence of persons in need and to bring people in off the streets. The Heartland Continuum of Care resources multiple public and private sources to address the continuum of housing needs in the Springfield community. This coalition includes: crisis shelters for the homeless, supportive housing helping to stabilize the chronically homeless, the disabled or elderly to live independent lives. Members offer rental subsidies for the extremely poor, construction of affordable rental housing for low and moderate-income families in areas that lack supply and also assistance to help working families live in the communities where they work. Addressing the continuum of housing needs also includes efforts to connect housing with economic self-sufficiency goals leading to employment, better employment, family stability, and even homeownership. Services include counseling and financial assistance to help low-income families achieve sustainable homeownership.

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	\$81,250	\$304,132	\$385,382
Housing Relocation and Stabilization Services ²	\$35,000	\$70,000	\$105,000
Subtotal (add previous two rows)	\$116,250	\$374,132	\$490,382
Data Collection and Evaluation ³			\$0.00
Administration (up to 5% of allocation)			\$25,809
Total HPRP Amount Budgeted⁴			\$516,191

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)

Title