

SUBSTANTIAL AMENDMENT CONSOLIDATED PLAN 2008 ACTION PLAN FOR THE HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRR)

The City of Philadelphia has been notified that it will receive funds through the American Recovery and Reinvestment Act of 2009 (ARRA) for Homeless Prevention Services. These funds are part of the Emergency Shelter Grant (ESG) program of the U.S. Department of Housing and Urban Development. ESG is one of four HUD programs which are part of the City's annual *Consolidated Plan*. ESG funds are administered by the City's Office of Supportive Housing (OSH). The ESG funds made available under ARRA are made available for the Homeless Prevention and Rapid Re-Housing Program (HPRR).

The City is proposing the following Substantial Amendment to the *Year 34 Consolidated Plan* to outline the activities which it intends to carry out using these funds. The amount of funds requested is \$21,486,240.

CITIZEN PARTICIPATION AND PUBLIC COMMENT

The Office of Supportive Housing (OSH) has engaged a host of public and private stakeholders to participate in a series of workgroups designed to receive input on program designs and implementation of the proposed homelessness prevention and rapid re-housing activities. Public and private stakeholders include the local McKinney Continuum of Care Strategic Planning Committee, homeless emergency, transitional and permanent housing providers, housing counseling agencies and private sector homeless advocates. Consistent with the City of Philadelphia's Office of Housing and Community Development's (OHCD)

Consolidated Plan and HUD Guidance on the HPRR program, proposed activities and allocation plans for each activity were advertised in four local newspapers and three city websites. The federal funding opportunity and proposed Homeless Prevention Plan was advertised and public comment solicited regarding the proposed activities and allocation of funds for a minimum of 12 days. In accordance with HUD guidance, OSH will review all public comments received and will provide a written response regarding acceptance or rejection of all comments related to the proposed activities on the designated city websites.

As outlined in the local Citizen Participation Plan, citizen participation is strongly encouraged. All meetings take place in accessible locations and access to information is available through the internet and newspapers.

Following the public comment period and workgroup committee input, OHCD will present a resolution to City Council for approval of this Substantial Amendment as an amendment to the *Year 34 Consolidated Plan*.

DISTRIBUTION AND ADMINISTRATION OF FUNDS

OSH will utilize a competitive Request for Proposal (RFP) process to solicit subgrantees for the homeless prevention, rapid re-housing and housing stabilization activities. Proposals will be evaluated and ranked by Review Committees comprised of public and private sector stakeholders. Each proposal will be reviewed for consistency with the RFP proposal and review criteria. All Review Committees will submit funding recommendations to the Director of OSH who will make the final subgrantee selections. It is anticipated that Request for Proposals will be issued for the following activities: Housing Prevention, Rapid Re-Housing and Housing Stabilization Services. Each subgrantee will receive a (1) one year contract for the proposed activities and will re-apply for funding each subsequent year.

Using the guidance of both the public comment and established Workgroups, OSH will also establish a Homeless Diversion program component to be administered by staff of the OSH and operated in conjunction with the City's existing centralized emergency housing (shelter) intake process for homeless families and single persons.

THE PROCESS

OSH intends to use the timeframe of June through mid-August to complete the Request For Proposals (RFPs) solicitation, review and selection process for subgrantees of the Housing Prevention, Rapid Re-Housing and Housing Stabilization Services. OSH will also establish the Homeless Diversion Program. All Homeless Prevention Program contracts with subgrantees will be completed and all components of the Plan will be initiated by no later than Sept. 30, 2009.

PLAN FOR ENSURING THE EFFECTIVE AND TIMELY USE OF HPRR GRANT FUNDS ON ELIGIBLE ACTIVITIES

As required in the HUD Guidance, OSH plans to use a minimum of 60 percent of the funds within the first two years of the program. Allocations for each activity have been set to ensure that the majority of the funds will be expended timely. OSH will draw down 60 percent of its HPRR grant funds within two years of the date that HUD signs the grant agreement and 100 percent of funds within three years of this date. The grantee, OHCD will ensure that funds are drawn down quarterly in compliance with the Timeliness Standards, Section V, C of the HUD Guidance.

OSH has created a Homeless Prevention Program unit within the agency's structure using agency staff to administer and monitor the use of the HPRP funds. Dedicated staff will include a Homeless Prevention Project Director, Homeless Prevention

Program Reporting Manager, Program Monitor Analyst, Administrative Professional and Homeless Diversion program staff. OSH will directly perform Diversion activities and will monitor sub-grantees that will perform the Housing Prevention and Rapid Re-Housing activities. Through daily, weekly and monthly reporting in HMIS, OSH will collect data on use of funds and persons served. Through IDIS, payments and accomplishments will be reported. OSH will follow the requirements established by HUD through the Office of Management and Budget to prepare and submit quarterly and annual reports.

OSH will monitor internal programmatic activities and sub-grantee programmatic activities monthly to ensure that established goals for the number served and quarterly expenditures are met.

Finally, OSH is creating a series of assessment tools and internal reporting requirements to ensure:

1. All three proposed activities including, Housing Prevention, Housing Diversion and Rapid Re-housing as described in this Substantial Amendment are performed in compliance with the HPRP guidelines
2. Appropriate households that are in need of the funding or would otherwise become homeless, and those in emergency and transitional housing are served.
3. Accurate assessments of the level of need are used and that linkages with all possible resources are made available to households served
4. All work is transparent and recorded in HMIS
5. All follow up activities are completed timely in accordance with the HUD guidelines for short and medium term rental assistance.
6. Households that are 50 percent or below area median income are served.
7. Target populations are consistent with the Continuum of Care established in Philadelphia as recommended in the HUD Guidelines.

8. Monies are expended timely: 60 percent of funds are spent by year two and 100 percent of funds are spent by year three.

COLLABORATION WITH OTHER AGENCIES

Collaboration with local agencies receiving funds under the American Recovery and Reinvestment Act of 2009.

The planning process includes identifying all local agencies that may receive American Recovery Funds and establish a linkage and collaboration to assist households with housing stability. All possible linkages will be made to assist households in housing retention and stability.

Collaboration with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities.

OSH will describe plans to collaborate within the Continuum of Care and mainstream resources as plans are developed through the public/private stakeholder process.

USE OF FUNDS

HPRR grant funds for financial assistance and housing relocation/stabilization services will be used in a manner consistent with the *Consolidated Plan*. OSH proposes to utilize the funding as follows:

- A. Housing Prevention Citywide Community Based** - provide homeless prevention and retention assistance to low-moderate income city residents who have delinquencies in rent and utilities.
- B. Housing Counseling** - provide mortgage foreclosure counseling assistance to low- and moderate-income households.
- C. Housing Diversion Intake Center Based**-conduct assessment and family remediation of families/persons requesting shelter placement to determine housing retention possibilities and provide: rental, utility and delinquency assistance, first month rent or security deposit assistance or short term (three months) or medium term (4-18 months) rental assistance to prevent homelessness. Both the Appletree Family and Ridge Center Single Intake Centers will have program components.
- D. OSH Philadelphia Emergency Relocation Assistance Program (PERA)** – increase amount of funding for rent and utility delinquency assistance available to prevent homelessness to low-income households. Provide 1st month, rent and security deposits for victims of cease operations, court eviction, PHA evictions and natural disasters.
- E. Rapid Re-Housing targeted to residents of city-funded Emergency and Transitional Housing** - provide rapid re-housing assistance: providing first month rent, security deposit and short term (three months) or medium term (4-18 months) rental assistance to families and single persons experiencing homelessness. Provide security deposit assistance to homeless families or single persons entering PHA housing voucher program. Provide medium term rental assistance to homeless single persons entering the Pathways Housing First program.

HPRR ESTIMATED BUDGET SUMMARY

	Homelessness Prevention (Includes Diversion)	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$8,945,083	\$7,366,845	\$16,311,928
Housing Relocation & Stabilization Services ²	\$1,800,000	\$1,800,000	\$3,600,000
<i>Subtotal</i>	<i>\$10,745,083</i>	<i>\$9,166,845</i>	<i>\$19,911,928</i>
Data Collection & Evaluation ³			\$300,000
Administration (up to 5% of allocation)			\$1,074,312
Total HPRR Amount Budgeted			\$21,486,240

¹ Financial assistance includes the following activities as detailed in the HPRR Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

² Housing relocation and stabilization services include the following activities as detailed in the HPRR Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³ 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 HPRR funds.