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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.

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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	Kent County Community Development
Name of Entity or Department Administering Funds	Kent County Coalition to End Homelessness
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Linda S. Likely
Title	Director
Address Line 1	82 Ionia Avenue, NW
Address Line 2	Suite 390
City, State, Zip Code	Grand Rapids, MI 49506
Telephone	616-632-7400
Fax	616-632-7405
Email Address	linda.likely@kentcountymi.gov
Authorized Official (if different from Contact Person)	Roger Morgan
Title	Chairperson
Address Line 1	300 Monroe
Address Line 2	
City, State, Zip Code	Grand Rapids, Michigan 49503
Telephone	616-632-7580
Fax	616-632-7585
Email Address	jimday@kentcountymi.gov
Web Address where this Form is Posted	http://www.accesskent.com/YourGovernment/Departments/CommunityDevelopment/CommunityDevelopment.htm

Amount Grantee is Eligible to Receive*	\$ 639,448
Amount Grantee is Requesting	\$ 639,448

*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 Kent County conducted its citizen participation and public comment period in accordance with the following: regulations of the U.S. Department of Housing and Urban Development (HUD) 24 CFR part 91 in accordance with the County of Kent Consolidated Plan and as outlined in the provisions mandated by the Homelessness Prevention and Rapid Re-Housing Program (HPRP).

The local Continuum of Care and the County of Kent Community Development staff worked in tandem to ensure that the proposed use of HPRP funds aligned with the community's 10-year Vision to end Homelessness plan. Presentation of the intended use of funds occurred at the general membership meeting on April 23, 2009 (80 individuals attended).

The County of Kent posted and published the substantial amendment on the County of Kent Web-site <http://www.accesskent.com/YourGovernment/Departments/CommunityDevelopment/CommunityDevelopment.htm> on **April 15, 2009** and included a link for posting comments directly from the site. Notice of the document was also published in the Grand Rapids Press on **April 20, 2009** (a newspaper of general circulation), written notification was mailed to public agencies such as the Hispanic Center of Western Michigan, various women and minority based groups, Disability Advocates of Kent County and to senior/community centers located in Kent County.

The amendment was available for review and public comment from **April 30 through May 11, 2009**.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: (This section will be completed after May 11, 2009)

- 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: (This will be completed after May 11, 2009)

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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: The Kent County Community Development Department will provide a direct allocation of funds to the Kent County/Wyoming/Grand Rapids Housing Continuum of Care through the Salvation Army Booth Family Services

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

Response: The County of Kent will utilize HPRP funds to support the Coordinated Community Response Model developed by the Continuum of Care (Grand Rapids Area Coalition to End Homelessness). The Salvation Army Booth Family Services is the lead agency for Central intake through its Housing Assessment Program (HAP) and HPRP funds will be allocated directly through the Salvation Army Booth Services.

This model integrates the HPRP funding into existing service delivery systems by utilizing a centralized intake process. Households experiencing a housing crisis are assessed to determine their level of risk for homelessness. A Housing Action Plan is developed to facilitate resolution of the crisis. Housing Resource Specialist staff from multiple agencies will provide support services and financial assistance to aid households in resolving their housing crisis. This staff will have access to HPRP funds held by Central intake. The Coalition will facilitate the application process to hire additional Housing Resource Specialists with HPRP funds. Housing Resource Specialist will be certified and trained by Community Rebuilders and employed by applicant agencies.

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).

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Response: The County will enter into contract the Salvation Army Booth Family Services as the lead agency. The County Legal Counsel will approve the agreement prior to execution. The agreement will outline reporting requirements, specific uses for HPRP funds, and any special conditions as determined by the grant and/or the County legal department. The County Commission will approve the execution of the agreement and authorize the Board Chairperson to sign on behalf of the County of Kent for execution.

The lead agency may contract with sub-grantees to meet HPRP objectives. In such cases, a Memorandum of Understanding will be used to identify roles and responsibilities, coordination of services, and specific program and reporting requirements. Entities must meet the following eligibility requirements:

- Experienced in homeless services provision;
- Experienced with HMIS data collection, and have an executed HMIS Participation Agreement with the Coalition and each of the agencies participating in the local HMIS system;
- Demonstrate financial and administrative capacity to administer funds through an audit, and an oversight and management plan;
- Commitment to the Coordinated Community Response Model.

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: Timely

To ensure the timely disbursement of HPRP funds, legally binding provisions will be included in all contracts to meet HPRP expenditure requirements. The Community Development Department will be responsible for monitoring performance and timely use of HPRP funds. Fiscal controls are in place through the County Fiscal Services Department. Reports are generated through Fiscal Services and monitored by the Community Development staff. The Community Development staff will monitor Subgrantee projects as well as expenditures for eligibility and adequate documentation. Upon approval documents will be processed through the County's Fiscal Services Department for processing and additional oversight.

The Community Development staff will conduct periodic reviews of Subgrantee agreement files and determine whether expanded monitoring is necessary.

Effective Use

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Funds will be used for: 1) Financial Assistance, 2) Housing Relocation and Stabilization Services, 3) Data Collection and Administration and 4) Administrative Costs. Financial assistance, housing relocation and stabilization services will be provided for both homelessness prevention and rapid rehousing. Prevention activities will keep at-risk households from losing their housing and becoming homeless. Rapid rehousing will move households quickly out of the shelter system and back into stable housing.

Financial assistance to clients will include short-term and medium-term rental assistance, security and utility deposits, utility payments, moving cost assistance and hotel, motel vouchers.

Services to help households locate, obtain and retain permanent housing will be offered. Housing search and placement services, including tenant counseling, representative payee services for rent and utilities, mediation and outreach to landlords will be available. Case management including service coordination, counseling, monitoring, and evaluation will ensure client success.

HPRP-funded agencies will conduct a thorough intake and assessment of clients in HMIS. A standardized tool will be developed to determine client eligibility for HPRP assistance, and will use the HUD risk factors to identify whether a household will become homeless “but for” the HPRP assistance.

The Coalition to end Homelessness manages the Homeless Management Information System (HMIS) for the Kent County Continuum of Care. It will create data elements in the HMIS system for the required initial, quarterly, Through collaboration with the Coalition to end Homelessness, grant funds will be allocated.

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:

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 County plans to collaborate with the Continuum of Care along with the Coalition to end Homelessness through a direct allocation process to participants of the Continuum of Care.

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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 Coalition to end Homelessness is the lead agency in submitting our community's annual Continuum of Care application to HUD. The Kent County Community Development Department and the City of Grand Rapids collaborate in the Continuum of Care, and are members of The Coalition to end Homelessness. Kent County will, through active participation in the Coalition, be able to assure multi-level collaboration around the use of the HPRP funds. We will also utilize the Coalition to help disseminate information about HPRP funding, resources, and processes to our service system and the general public through a County Wide outreach staff person employed through the Coalition. The Coalition also participates in the oversight and training for all HUD funded HMIS users in our Continuum of Care. The Coalition will ensure the timely and accurate reporting of HPRP funding

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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.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$184,983	\$184,983	\$369,966
Housing Relocation and Stabilization Services ²	\$118,755	\$118,755	\$237,510
Subtotal (add previous two rows)	\$303,738	\$303,738	\$607,476

Data Collection and Evaluation ³	\$0
Administration (up to 5% of allocation)	\$31,972
Total HPRP Amount Budgeted⁴	\$639,488

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

**Community Response to Persons with a Housing Crisis
Grand Rapids, MI
April 30, 2009**

