



TO: All Interested Parties  
FROM: Sue Wallinger, CDBG Office  
SUBJECT: Notice of Special Meeting of CDBG Commission - April 23, 2009  
DATE: April 13, 2009

The CDBG Office has been notified of federal stimulus funds that will be coming directly to the City and administered through our office. Staff members have been busy reading the new regulations and complying with whatever conditions there might be in order to access these funds. We are still waiting for the CDBG Program regulations, but anticipate that they will be available soon.

There are very short time-frames associated with accessing these funds. HUD recently notified Madison that we will be able to access funds to serve homeless persons and those who are at risk of homelessness through a new program, the Homeless Prevention and Rapid Re-Housing Program. In order to access these funds, staff must prepare what HUD calls a Substantial Amendment to the Consolidated Plan, 2008 Action Plan for HUD's review and approval. There will be a required notice published in this Friday's newspaper stating that the Substantial Amendment is posted on the City's website and that comments are being accepted. The Notice and draft Substantial Amendment are attached. Following the comment period, the final amendment will need the approval of the CDBG Commission and the Council must authorize the Mayor to sign the amendment prior to its due date on May 18, 2009. Amendments received by HUD after May 18th will not be considered.

In order to comply with HUD's timeframe, as well as get the Commission's and Council's approval and authorization, it is necessary for the CDBG Commission to hold a special CDBG Commission meeting on Thursday, April 23, 2009. The meeting will be at 5:00 PM in Room 300 of the Madison Municipal Building. A full agenda will be available the week of the meeting, and may include updates or action on additional federal stimulus funds.

Please contact us at (608) 267-0740 or [cdbg@cityofmadison.com](mailto:cdbg@cityofmadison.com) if you have any questions.



## PUBLIC NOTICE

### COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION



Public Comments are now being considered on the City's Substantial Amendment to the Consolidated Plan 2008 Action Plan that includes the new Homelessness Prevention and Rapid Re-Housing Program (HPRP). The Homelessness Prevention and Rapid Re-Housing Program is part of the American Recovery and Reinvestment Act of 2009. HPRP are federal funds which can be used to provide financial assistance, housing relocation and housing stabilization services to persons who are homeless or who are at risk of homelessness. This Amendment is required by the U.S. Department of Housing and Urban Development (HUD) as a condition for receiving HPRP funds. Once the City receives approval from HUD, the City intends to contract for services with not for profit agency(s) that serve the target population.

The Substantial Amendment can be reviewed at the City's CDBG website:

<http://www.cityofmadison.com/cdbg/whatsnew.htm>. Please provide comments before Wednesday, April 22, 2009, by contacting the CDBG office at (608) 267-0740 or [cdbg@cityofmadison.com](mailto:cdbg@cityofmadison.com).

**A. General Information**

<b>Grantee Name</b>	City of Madison
<b>Name of Entity or Department Administering Funds</b>	CDBG Office
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Sue Wallinger
<b>Title</b>	Grants Administrator
<b>Address Line 1</b>	CDBG Office
<b>Address Line 2</b>	P.O. Box 2985
<b>City, State, Zip Code</b>	Madison, WI 53701
<b>Telephone</b>	608-261-9148
<b>Fax</b>	608-261-9661
<b>Email Address</b>	swallinger@cityofmadison.com
<b>Authorized Official</b> (if different from Contact Person)	David J. Cieslewicz
<b>Title</b>	Mayor
<b>Address Line 1</b>	Mayor's Office
<b>Address Line 2</b>	210 Martin Luther King Jr. Blvd.
<b>City, State, Zip Code</b>	Madison, WI 53703
<b>Telephone</b>	608-266-4611
<b>Fax</b>	608-267-8674
<b>Email Address</b>	mayor@cityofmadison.com
<b>Web Address where this Form is Posted</b>	www.cityofmadison.com/cityhall/federalstimulus www.cityofmadison.com/cdbg/whatsnew.htm

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$817,092</b>
<b>Amount Grantee is Requesting</b>	<b>\$817,092</b>

\*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:

The Citizen Participation Plan includes five components: 1) a community assessment, 2) a nine-member CDBG Commission, 3) a collaborative application and specified funding criteria, 4) the importance of citizen comment at critical planning junctures, and 5) public hearings on performance.

The City of Madison is a very active partner with the Homeless Services Consortium (HSC), which serves as the Dane County CoC. In 2007, the HSC collaborated with one of its agency members to conduct a needs assessment of persons who were either homeless or at risk of homelessness. The results of this assessment indicated that the #1 need was “Financial assistance to help obtain and retain housing for single adults and families”. As a result, the City’s 2008 and 2009 applications for state ESG funds included as its #1 ranked program, an eviction prevention/entry costs/ rent subsidy program.

The process that the City proposes to use in allocating the HPRP funds include input from the CDBG Commission who is scheduled to meet a minimum of three times to: 1) hear citizen input and take action on this amendment, 2) approve the Request for Proposals content, and 3) approve the contract with a sub-recipient. Input is being solicited from the 45 member Homeless Services Consortium at its monthly meetings for both the HUD amendment and Request for Proposal. Comments on project implementation will be included in the public hearing on performance scheduled in January of each year.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: **(will be completed following close of comment period)**

- 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:

**(will be completed following close of comment period)**

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

**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:

City staff have met twice with non-profit agencies that provide services that would be eligible for funding under the HPRP grant. The intent of the discussions is to gather input on the unmet needs and ideas to craft the RFP. City staff will create an RFP that specifies the availability of the funds, the process for applying and the criteria for being selected. Priority will be given to proposals that are collaborative in nature, and provide a comprehensive approach to avoiding eviction and helping previously homeless households obtain housing using the eligible components for this funding.

City staff will begin the RFP as soon as the substantial amendment is submitted. The draft RFP will be reviewed at the June CDBG Commission. Allowing for time to incorporate any needed changes, and assuming that the substantial amendment is approved, the final RFP would be ready to be distributed immediately following HUD approval in July.

Proposals will be scored by Community Development Division staff using criteria specified in the RFP. A recommendation will be made to the CDBG Commission at their July meeting. The necessary Council action will be taken to allow the City to enter into an agreement with the selected sub-recipient as quickly as possible after the City and HUD execute the grant agreement. The sub-recipient will start providing services on or before September 30<sup>th</sup>.

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:

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CDBG Office grants administrator will begin negotiating the Scope of Services, Budget and Program Reporting attachments of the contract packet. Since all of the non-profit agencies that currently provide eviction prevention and rapid re-housing activities have contracted with the City of Madison for housing and/or services in the past, they are familiar with the contract document format, the reporting requirements and disbursement requests. It will take 30 days or less from the time HUD executes the grant agreement to negotiate an agreement with the sub-recipient and for services to begin. All of the agencies providing financial assistance for eviction prevention have established processes in place and HMIS documented unmet needs of otherwise eligible participants.

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:

The CDBG Office requires sub-recipients to report monthly on progress towards meeting the agreed upon goals and to request reimbursements. The program goals not only include the anticipated households that will be served with these funds, but also the retain rate of participants at the 6 month and 12 month mark. The CDBG Office works with non-profit sub-recipients to ensure that progress is made towards meeting goals and that funds are expended in a timely way by keeping in close contact, especially in the early stages of any new contract. Within the last four years, CDBG staff have done on-site monitoring of all those agencies that currently provide prevention activities and is familiar with their financial processes, as well as their programmatic capacity. Close monitoring and tracking has led to no federal, state or local funds lost as a result of the city or the non-profit under- or untimely- spending.

The CDBG Office will enter into a two year contract for services. All HPRP funds, except those that are encumbered for rent subsidies beyond the end of Year Two, will be spent by the end of Year Two. Careful attention will be paid by the Grants Administrator to the amount of funds remaining encumbered for multi-year rent subsidies to ensure that the 60% threshold is met. This will be done monthly as part of the review of monthly reports and disbursement requests. The City will draw down funds on a quarterly basis for services and direct assistance as well as administrative funds.

The City's grants administrator will conduct monitoring visits in Year One and Year Two to review program files and financial processing of expenses to ensure that all program requirements are being met and that eligible participants are being served.

### **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

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

U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

**Health and Human Services** – Both City of Madison and Dane County staff are active participants on the Homeless Services Consortium and have a history of working together to jointly fund programs that include measuring the same outcomes.

**Homeland Security** – Emergency Food and Shelter Program (EFSP) funds are allocated by a local FEMA Board that includes Homeless Services Consortium agencies, funders and advocates. The City of Madison and United Way staff assigned to the HPRP and EFSP efforts have collaborated on a number of planning efforts as well as project implementation. The United Way staff participated in the planning for the HPRP RFP. Program outcomes can be jointly determined.

**Labor** – The Workforce Development Board will be the implementation body for \$1.1 mil. The CD Division staff are collaborating with Board to use the City as a site for a work experience site.

**Energy** – CDBG Office staff are discussing options for coordinating the use of these funds with eligible CDBG projects in a effort to invest in energy efficiencies in CDBG-funded developments. Proposed projects will likely be approved by the CDBG Commission, as well HPRP projects.

**Justice** – The CD Division is working with the Madison Police Department to include legal advocacy staff to work with victims of domestic abuse; the lone provider of services to victims of domestic abuse is an active member of the Homeless Services Consortium as well as a sub-recipient of city-funds to provide shelter.

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 Homeless Services Consortium, which is the CoC for Dane County, has been kept abreast of the probability of additional Emergency Shelter Grant funds since the program was first mentioned as part of the stimulus legislation. The CDBG Office manages a Consortium e-list that distributes information of interest to the services providers, funders, advocates and previously homeless members of the HSC. Interested HSC members have met twice with City staff to discuss how these funds might be used to address local unmet needs. The Consortium members received a copy of this substantial amendment and were encouraged to comment. Many providers of mainstream resources are also members of the Consortium; these agency represent the Food Share Program, W2, BadgerCare, foster care, and medical providers.

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).

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Response:

The 2008 Action Plan includes two objectives related to homelessness:

- Provide opportunities which support the movement of homeless people and those with special needs into permanent housing; and
- Promote prevention services to those at risk of homelessness.

Both objectives are consistent with the intent of the Homeless Prevention and Rapid Re-Housing Program eligible uses. The City will use HPRP funds to provide financial assistance and services to households who are either homeless and need entry costs in order to obtain housing or households who are at risk of homelessness and need assistance to avoid an eviction.

The 2008 Action Plan also includes the three goals of the Homeless Services Consortium's "Community Plan to Prevention and End Homelessness in Dane County":

- Provide support services to homeless and at risk households to obtain and maintain stable housing;
- Help homeless households by providing a short-term safety net with support services with the goal of moving to stable housing as quickly as possible; and
- Provide an adequate inventory of affordable housing units for low-income households.

The CDBG Office currently addresses the goals in the Action Plan through its funding of services provided by Consortium agencies that provides entry costs, eviction prevention, rent subsidies and housing counseling. The HPRP-funded program would continue the City's efforts in meeting the goals of preventing homelessness, moving people from shelter into housing, and providing supportive services to accomplish these tasks.

**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.

<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>	\$447,180	\$149,058	\$596,238
Housing Relocation and Stabilization Services <sup>2</sup>	\$130,000	\$ 40,000	\$180,000
<b>Subtotal</b> (add previous two rows)	<b>\$577,180</b>	<b>\$189,058</b>	<b>\$766,238</b>
Data Collection and Evaluation <sup>3</sup>			\$ 10,000
Administration (up to 5% of allocation)			\$ 40,854
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$817,092</b>

<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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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)

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

Mayor  
\_\_\_\_\_  
Title