

PROPOSED
**Request for a Substantial Amendment to the FY 2008-09 Action Plan of
Greensboro's 5-Year Consolidated Plan for Housing and Community
Development Activities to Enable Application for Homelessness Prevention and
Rapid Re-Housing Program (HPRP) Funds**

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.

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

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)

A. General Information

Grantee Name	City of Greensboro, North Carolina
Name of Entity or Department Administering Funds	Housing and Community Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Susan Crotts
Title	Housing and Community Development Analyst
Address Line 1	City of Greensboro
Address Line 2	PO Box 3136
City, State, Zip Code	Greensboro, NC 27402-3136
Telephone	336-373-4671
Fax	336-412-6315
Email Address	Susan.Crotts@greensboro-nc.gov
Authorized Official (if different from Contact Person)	Robert W. Morgan
Title	Interim City Manager
Address Line 1	City of Greensboro
Address Line 2	PO Box 3136
City, State, Zip Code	Greensboro, NC 27402-3136
Telephone	336-373-2751
Fax	336-412-6315
Email Address	Robert.Morgan@greensboro-nc.gov
Web Address where this Form is Posted	http://www.greensboro-nc.gov/departments/hcd/

Amount Grantee is Eligible to Receive*	\$781,141
Amount Grantee is Requesting	\$781,141

*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 grantee met with the Continuum of Care New Initiatives Committee at their regular meeting (3/30/09) at Family Service of the Piedmont, Jamestown, NC. Information on the HPRP grant received by the Grantee at a state-wide meeting conducted by NCCEH was shared with the CoC Committee. The Committee agreed to develop a plan with agencies having demonstrated capacity and under contract with the City, who might be interested in performing the work required. Agencies identified for consideration included Family Service of the Piedmont, Greensboro Urban Ministry, Salvation Army, and Greensboro Housing Coalition.

On April 1 and 2, 2009, Committee members met at City Hall in Greensboro with representatives of agencies interested in providing HPRP services to develop the plan. The grantee facilitated the meetings. On April 1st, the group developed the basis for a service plan. Denise Neunabor, Executive Director of NCCEH, participated in the second meeting.

Legal notices were published in the Greensboro News and Record (4/6/09), and Carolina Peacemaker and Que Pasa (4/9/098).

The proposed Plan and opportunity for public comment at public hearings were introduced on three occasions:

- 4/9/09 Homelessness Prevention Coalition of Guilford County meeting
- 4/16/09 Community Resource Board Public Hearing
- 5/5/09 City Council Public Hearing

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.

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

Response:

<Pending>

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: Sole Source)

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

Response:

The Grantee requested contracted agencies exhibiting significant capacity in required service areas to collectively develop a plan with the input of the CoC New Initiatives Committee. The Salvation Army, Greensboro Urban Ministry, Family Service of the Piedmont, and Greensboro Housing Coalition expressed interest in providing services through Greensboro's allocation.

The Grantee facilitated two strategizing sessions to include identifying processes to target program participants, participants' actions to obtain service, agency collaboration, and service delivery. A comprehensive process was flow charted, reviewed, and confirmed.

Ms. Neunabor, Executive Director of NEECH, discussed the potential fit of the structure and nature of the Housing Support program for chronically homeless and the HPRP program targeting prevention and rapid re-housing of families and individuals. The group developed a majority consensus to utilize Family Service of the Piedmont for program administration by expanding the Chronically Homeless Housing Support Team's scope to target HPRP eligible people. The Grantee agreed this program was highly "shovel ready". The Salvation Army expressed desire to perform the services, but recognized majority consensus differed.

In follow up to the Salvation Army's interest, the Grantee contacted Ms. Neunabor, who advised the State will receive an additional \$18 million for distribution to agencies or municipalities and counties, for some of which the Agency will be

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

eligible to compete. The Grantee followed up with the Agency to let them know that Greensboro's allocation should not be the sole opportunity to apply for HPRP funding. An Agency representative expressed some improvement in satisfaction with this outcome.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub-grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

The grantee will utilize a contract or contract amendment, whichever the grantee's legal counsel recommends, to allocate the funds for the sub-grantee. The existing contract that serves the Family Service of the Piedmont Housing Support Team and subcontracts the Greensboro Housing Coalition shall serve as the basis for an agreement, which shall be amended to reflect the strategies, priorities, goals, and measures identified in HPRP program planning guidelines. A draft agreement shall be developed and reviewed by City legal counsel and the contracted agencies for preliminary approval no later than June 30, 2009.

Following notice of application approval from HUD by July 2, 2009, the Grantee will request a City Council budget ordinance establishing accounts for HPRP funds. At the same time, contracts will be routed for signatures required for execution. This timeline will amply allow the Grantee to encumber the HPRP funds no later than September 30, 2009.

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 Grantee shall contract annually with the sub-recipient(s) for services and expenditures to cost 1/3 of the total grant amount, which shall not exceed \$260,380 per year. The contract (s) performance shall be monitored on a monthly basis and shall undergo a six month review, at which time, at least 50% of the first year funds shall be expended. 100% of the 12-month allocation shall be expended at the end of 12 months. The contract shall be renewed every 12 months for three years assuming performance is satisfactory. Pending the award of HUD funds and a budget ordinance adopted by the City Council, the agency shall be able to submit eligible expenditures in a contract period that shall commence no later than September 30, 2009.

Monthly requisitions, summary expense reports, expense documentation, and grant service reports shall be submitted by sub-grantee(s) for each prior month, no later

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

than the 10th of the month. Summary Expense Reports shall organize expenditures as the grantee establishes and in accordance with grant budget categories. The Grantee shall review each eligible expense submitted to verify expense eligibility and sufficiency of documentation.

A standard City Report based on Emergency Assistance shall be submitted for use in the GCAN network. Quarterly performance outcome reports shall be submitted to the Grantee no later than the 10th of the month following the quarter.

Per City of Greensboro policy, payments are reimbursement basis only. The City reserves the authority to narrow the scope of eligible expenses in conformity with its administrative policies and practices applied to other homelessness prevention service provider sub-grantees.

The sub-grantees' program files and agency sites shall be monitored at least annually by HCD monitoring and program staff. City of Greensboro Internal Audit staff shall review financial reports, independent external audits, expenditures, and other related files or practices annually. Written recommendations or requirement notices will be provided by Grantee to Sub-grantee if such action is appropriate.

The City of Greensboro shall document, track, and report on City administrative costs in accordance with existing Housing and Community Development Department standards for utilization of administrative grant funds.

Family Service of the Piedmont shall enter participant data required in the CHIN HMIS system and will collaboratively work with the Greensboro Housing Coalition to report on goals and outcomes quarterly.

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 Greensboro Housing Coalition Housing Hotline currently serves as a main point of referral for housing crisis situations to the Guilford County Department of Social Services, short term Emergency Financial Assistance service providers, and shelters (if necessary). The hotline will expand its referral network to include the HPRP Program. Other referring agencies may also refer potential participants to the HPRP program.

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

The use of funds through existing short-term emergency financial assistance programs may temporarily stabilize potential HPRP candidates while supportive service case management agencies develop a recommendation on the individual or family's potential HPRP program participation.

Family Service of the Piedmont shall become a referring agency member of the GCAN (Guilford Congregational Assistance Network) by entering into a memorandum of understanding that they agree to collaborate with the Guilford Department of Social Services as the first portal of entry to obtain financial assistance for program participants. This will assure that emergency assistance and other funds administered by DSS will be utilized in conjunction with City administered HPRP funds, emergency assistance funds, and other emergency assistance financial resources available through non-profit agencies and congregations.

Family Service of the Piedmont and the Greensboro Housing Coalition shall seek opportunities to utilize stimulus funds from other sources to maximize HPRP resources to serve as many as possible with as few dollars as possible. Partnerships with other Recovery and Reinvestment Act fund sources will be identified and implemented as they become available.

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 Guilford County Continuum of Care shall be informed about the HPRP program and Greensboro's Plan through the Homelessness Prevention Coalition of Guilford County at its regular meeting on April 9, 2009. The HPCGC network includes professionals from mental health, Guilford County Schools, and many other community resources. Additional updates will be provided at the Coalition's meetings by the Grantee, Sub-grantee, or other appropriate spokespersons.

The sub-grantee housing counselor shall line up referrals for program participants with service providers in Health Care, Dept. of Social Services, Consumer Credit, Partners Ending Homelessness, Guilford County Community Care Network, Legal Aid, Welfare Liaison, Guilford County Schools, etc. These service providers may also serve as an advisory team to make recommendations for selection of program participants.

Collaboration across the broad array of service providers that comprise the Continuum of Care will ensure that HPRP resources are mainstreamed.

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).

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

Response:

The HPRP Grant funds will align with strategies and objectives identified in the Grantee’s Consolidated Plan. Goals and accomplishments will include:

- Permanent housing for homeless, including families
- Serve women and their children not served by other programs
- Coordinating with other departments and agencies
- Permanent housing for persons with special needs
- Service providers use collaborative case management

Coordination of services will include Department of Social Services, Salvation Army, GCAN Network , Greensboro Housing Coalition, and other services offered in the Continuum of Care.

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	\$ 218,719.48	\$ 218,719.48	\$ 437,438.96
Housing Relocation and Stabilization Services ²	\$ 140,605.38	\$ 140,605.38	\$ 281,210.76
Subtotal (add previous two rows)	\$ 359,324.86	\$ 359,324.86	\$ 718,649.72
Data Collection and Evaluation ³			\$ 23,434.23
Administration (up to 5% of allocation)			\$ 39,057.05
Total HPRP Amount Budgeted⁴			\$ 781,141.00

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.

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

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.”

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