

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

The City of Wilmington (“the City”) received notification 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 (HUD), which is one of the four HUD programs contained in City’s annual Consolidated Action Plan. The City of Wilmington is the administrator of the HPRP funds for the City of Wilmington, located in New Castle County.

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, which is **May 19, 2009**.

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](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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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

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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)

### A. General Information

<b>Grantee Name</b>	City of Wilmington	
<b>Name of Entity or Department Administering Funds</b>	Department of Real Estate and Housing	
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Nailah B. Gilliam	
<b>Title</b>	Program Management Director	
<b>Address Line 1</b>	800 French Street	
<b>Address Line 2</b>	REH, 7 <sup>th</sup> Floor	
<b>City, State, Zip Code</b>	Wilmington, DE 19801	
<b>Telephone</b>	(302) 576-3019	
<b>Fax</b>	(302) 573-5588	
<b>Email Address</b>	<a href="mailto:ngilliam@WilmingtonDE.gov">ngilliam@WilmingtonDE.gov</a>	
<b>Authorized Official</b> (if different from Contact Person)	James M. Baker	
<b>Title</b>	Mayor	
<b>Address Line 1</b>	800 French Street	
<b>Address Line 2</b>	Office of the Mayor, 9 <sup>th</sup> Floor	
<b>City, State, Zip Code</b>	Wilmington, DE 19801	
<b>Telephone</b>	(302) 576-2100	
<b>Fax</b>	(302) 571-4102	
<b>Email Address</b>	<a href="mailto:sparker@WilmingtonDE.gov">sparker@WilmingtonDE.gov</a>	
<b>Web Address where this Form is Posted</b>	<a href="http://www.WilmingtonDe.gov">www.WilmingtonDe.gov</a>	
<b>Amount Grantee is Eligible to Receive*</b>	\$ 1,008,057	
<b>Amount Grantee is Requesting</b>	\$1,008,057	

\*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 City of Wilmington's Citizen Participation Plan states that the citizens of Wilmington, public agencies and other interested parties be given timely and accessible involvement, as well as a defined comment period, in any substantial amendments to the Consolidated Annual Action Plan. The public comment period, pursuant to the HPRP regulatory modification, is 12 days.

The City has taken the following steps to ensure citizen participation:

- Published a public notice in the News Journal on April 6, 2009 regarding public hearing and fund availability, and opened a 12-day public comment period;
  - The City hosted public hearings (April 8, 2009 and May 6, 2009) for interested parties and the public to share ideas and comments regarding the HPRP funds;
  - The City consulted with the Homeless Planning Council (HPC), the coordinator of the statewide Continuum of Care, for input and comments;
  - The City conducted a needs survey to solicit input and comments on how the HPRP funds should be allocated;
  - The City participated in meetings with New Castle County and the State of Delaware to discuss best use and coordination of funds;
  - The City published the draft Substantial Amendment on the City of Wilmington's website at [www.WilmingtonDE.gov](http://www.WilmingtonDE.gov) and HPC's website at [www.hpcdelaware.org](http://www.hpcdelaware.org).
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:

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The City of Wilmington received and accepted the following comments:

***Regina Cooper/Kathy Hilmer***  
***Catholic Charities***

“For our clients, housing is healthcare. It is very important to assist our clients to remain in stable housing so that they can be compliant with their medical treatments and medication (some of which require refrigeration).

***Stephanie Hood***  
***Salvation Army***

“We have seen a tremendous increase in calls for assistance. Our clients served is up 30%. Clients requesting pantry and food assistance has doubled over March of 2008. We are seeing more families that are in financial distress.

***Rashmi Rangan***  
***DCRAC***

“All are equally important; especially in lieu of financial assistance. Utility Payments - The city should try and negotiate with Delmarva Power in assisting recipients of assistance – more energy efficiency

***Bernadette Winston***  
***Kingswood***

“Add employment.”

***Kevin Kelly***  
***Leon Weiner & Associates Inc.***

“Rental assistance for families/individual currently in housing should be a focus to prevent increased homelessness and provide maximum leverage of funding. ‘At risk’ rental assistance would be the most efficient use of funds.”

***David Mosley***  
***The Gateway House***

“Would it possible to couple NSP (Housing) funds to create housing to create HPRP housing units? This may permit an agency to use either funds for housing and the other funding for supportive services?”

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*Christopher White*  
*Community Legal Aid Society, Inc.*

“The most efficient use of these funds would be to serve people who are currently housed. Shelter costs are prohibitive compared to prevention costs. Case management is sorely needed to guide these people to available resources. Legal service prevents eviction and helps people housed in decent conditions. Funding for legal services has been decimated and is sorely needed to bring more attorneys back online. We do not have attorneys available at this time to assist with this effort due to funding cuts. The legal service agencies would need additional resources to make attorneys available to keep people housed.”

*Anthea Piscarik*  
*Ministry of Caring*

“Due to low wages, security and utility deposits are in great need; especially for clients coming from detox, prison, and off the streets. Short term rental assistance (3 months) would also be very helpful for women exiting the emergency shelter and moving into clean and safe sober housing.”

*Dara Snyder*  
*Lutheran Community Services*

“In the current economic climate it is certain that the need for assistance has accelerated. LCS has programs that provide for peoples’ most basic needs and relief from crises. We continue to work diligently to serve those in need but the increase in need has not yet been matched with increased funds. While there is a great need for funding of financial independence and self-sufficiency. In meeting with our clients, too often I find that folks have never sat down and done a household budget, had no knowledge about credit reports, or have never considered setting up a savings account, along with that, they have not taken on the long-term perspective that can help prevent them from living paycheck-to-paycheck. I urge you to support programs that provide for basic needs and also those that will lead to upward economic mobility or at least stability.

### **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.

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- Competitive Process  
 Formula Allocation  
 Other (Specify: \_\_\_\_\_)

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

Response:

The City will utilize a Request for Proposal (RFP) process to solicit subgrantees for the homeless prevention, rapid re-housing, housing stabilization, and data collection activities. Applicants must be units nonprofit organizations. The terms of the RFP will be focused enough to solicit a variety of quality proposals that fulfill HPRP intent, but open-ended enough to encourage innovation. Proposals will be reviewed and ranked by a Review Committee comprised of representatives of the City, County and State and other knowledgeable community representatives without conflict of interest. Review criteria will be established prior to the RFP deadline, and all proposals will be evaluated for consistency with review criteria. The Review Committee will submit funding recommendations to the Director of Real Estate and Housing, who, along with appropriate staff, will make the final subgrantee selections.

Applicants showing a concerted effort to coordinate services with other agencies and other funding sources to best serve program participants will be given priority. The intent will be to select a number of subgrantees who can create a broad network of homelessness prevention and rapid re-housing resources that utilizes similar criteria, methods and performance data.

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:

The City intends to use the timeframe of June through mid-August to complete the RFP solicitation, review and selection process for subgrantees of the HPRP Program. All HPRP subgrantees contracts will be complete, and all components of the Plan initiated no later than September 29, 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:

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The stated previously, the City intends to have fully executed all contracts for service under HPRP by September 29, 2009. The City will draw down 60 percent of its HPRP grant funds within two years of the date that HUD signs the grant agreement and 100 percent of the funds within three years of this date. The City will ensure that funds are drawn down in compliance with the Timeliness Standards, Section V, C of the HUD guidance. Quarterly reports will be submitted to HUD ten days after the end of each quarter and the Annual Performance report 60 days after the end of the fiscal year.

The City will oversee and monitor administration of the funds, as well as facilitate the IDIS drawdowns. Subgrantees will be required to collect and report data through the Homeless Management Information System (HMIS). Drawdown requests must be submitted in a format approved by the City, and must include a breakdown of expenses incurred and HPRP funds requested. Copies of all expenses and sources must be submitted for verification purposes.

Subgrantees will be required to keep records necessary to document compliance with the provisions of the grant agreement and all applicable laws and regulations governing the HPRP. Such records shall be made available to City staff monitoring and providing technical assistance to the subgrantee.

The administrative funds (\$50,403) will be distributed among the City and the subgrantees at a ratio that is to be determined and clarified in the RFP.

### **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 City will reconvene the subrecipient roundtable of currently funded homeless service providers started earlier in 2009, as well as invite other agencies, not now receiving funding but who provide services to individuals and families at-risk of becoming homelessness or are homeless through a variety of networks. The purpose of the roundtable will be to determine existing agencies that can smoothly incorporate the HPRP requirements and get dollars to the target population in a timely manner. It will also be to establish collaborations between agencies, which while they may not be in positions to receive direct funding, can work with other agencies receiving grants. The City will collaborate with the Delaware Interagency Council on Homelessness (DICH) and the Homeless Planning Council, which coordinates the statewide Continuum of Care (CoC). The DICH is comprised of a wide array of stakeholders including housing providers, service providers, state and local representatives, funders, and representatives of the HPC. In addition, notice of

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funding regarding the HPRP and a copy of the draft plan will be provided to all interested parties and agencies throughout the City's service area. The City will strongly encourage service providers to review and provide comments on the proposed plan.

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 has already begun collaboration with the HPC, the Statewide Continuum of Care regarding the allocation of and data collection on the use the City's HPRP funds. In addition, the City had already established a bi-annual collaborative roundtable effort with many of the nonprofits currently serving the target population identified by the HPRP, including the Homeless Planning Council. The subrecipient roundtable was begun in an effort to establish ongoing dialogue with agencies working to combat homelessness, to determine any additional funding needs and/or collaborative ways in which the City could assist them in carrying out their mission. The HPRP funds will greatly assist the City in providing additional financial support to these and other agencies that will no doubt apply for HPRP funding as a result of the RFP.

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:

Utilization of the HPRP funds for financial assistance and stabilization services is consistent with the City of Wilmington's Consolidated Plan. The City of Wilmington's Consolidated Plan has a "housing-centric" focus with a strong homelessness prevention component. HPRP funds for housing relocation and stabilization services will allow the City to provide much needed assistance to subgrantees currently providing homelessness prevention assistance. Funds will also slow the increase of homelessness in our jurisdiction. The current mortgage foreclosure economic crisis is rapidly increasing the numbers of Wilmington residents facing homelessness.

Many people are rent burdened and at risk of becoming homeless. Many are having to choose between paying for essentials like heating, food and medicine or paying for housing. When utilities are disconnected for nonpayment in the City units are deemed uninhabitable; in many cases forcing tenants to either become homeless or move into over-crowded situations with friends or relatives. The HPRP funds for rental assistance and security deposits can be used for homeless prevention or rapid re-housing and this additional funding is consistent with the City's goal of

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providing individuals and families with affordable housing that is decent, safe and sanitary.

The City will utilize the HPRP funds for eligible activities such as homeless prevention, short/medium term rental assistance, utility assistance and case management, while strengthening mechanisms for effective homeless planning, information sharing and service coordination. These strategies directly relate to the City's Consolidated Plan and to the scope and purpose of the HPRP.

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**E. Estimated Budget Summary (Actual Allocations available after RFP process is complete.)**

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>	\$472,654	\$275,000	\$747,654
Housing Relocation and Stabilization Services <sup>2</sup>	\$125,000	\$85,000	\$160,000
<b>Subtotal</b> (add previous two rows)	<b>\$597,654</b>	<b>\$360,000</b>	<b>\$907,654</b>
Data Collection and Evaluation <sup>3</sup>			\$50,000
Administration (up to 5% of allocation)			\$50,403
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$1,008,057</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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**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

DRAFT