

## **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](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 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)

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**A. General Information**

<b>Grantee Name</b>	City of Evanston
<b>Name of Entity or Department Administering Funds</b>	Health & Human Services Department
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Evonda Thomas, RN, MSN
<b>Title</b>	Director, Evanston Department of Health and Human Services
<b>Address Line 1</b>	2100 Ridge Avenue
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Evanston, IL 60201
<b>Telephone</b>	(847) 866-2957
<b>Fax</b>	(847) 448-8125
<b>Email Address</b>	ethomas@cityofevanston.org
<b>Authorized Official</b> (if different from Contact Person)	Rolanda Russell
<b>Title</b>	Interim City Manager
<b>Address Line 1</b>	2100 Ridge Avenue
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Evanston, IL 60201
<b>Telephone</b>	(847) 866-2936
<b>Fax</b>	(847) 448-8122
<b>Email Address</b>	rrussell@cityofevanton.org
<b>Web Address where this Form is Posted</b>	www.cityofevanston.org

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$801,460</b>
<b>Amount Grantee is Requesting</b>	<b>\$801,460</b>

\*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 Evanston sought input for its Homelessness Prevention and Rapid Re-Housing Program plan with a survey of needs distributed to the members of the Evanston Alliance on Homelessness (EAH), which oversees Evanston's Continuum of Care. A process to identify and provide assistance to Evanston residents for homelessness prevention and rapid re-housing based on the State's homelessness prevention funds and capacity of EAH member agencies was discussed at the EAH meeting on 4/16/09 for additional input. City staff participated in a meeting with other communities receiving HPRP funds organized by the Suburban Cook County Alliance to End Homelessness to discuss collaborations and cross-jurisdictional program issues. Updates on planning were provided at public meetings of the Housing Commission on 4/16/09 and the Housing & Community Development Act Committee on 4/21/09.

The City's Substantial Amendment to its Action Plan was posted on the website at [www.cityofevanston.org](http://www.cityofevanston.org) on 4/23/09; printed copies were made available in the City's Health & Human Services Department and Planning Division offices at 2100 Ridge Ave, and at the City's Main Library. Comments could be submitted by email to [jwebb@cityofevanston.org](mailto:jwebb@cityofevanston.org), fax to 847-448-8133 or in person to the City's Health & Human Services office. Notice of the public comment period, which opened on 4/23/09 and closed on 5/5/09, at 1:00 PM CDT was published on the City's website, and mailed or emailed to the members of the Evanston Alliance on Homelessness and over 50 interested parties on the CDBG information email list.

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:

During the public comment period, we received a handful of responses. A number of the comments were from agencies that simply wanted to let us

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know that they provided a particular service (as described in our amendment) and would be willing to assist us.

The remainder of the comments included:

- Ensuring that this plan includes individuals (particularly moving single adults out of the shelter or off the street into housing, or into the Y) as the current language seemed to lean towards families
  - A concern regarding whether the Alliance member list is accurate and up to date
  - A concern with the City's involvement in case management, given the City's financial situation (Is this the best use of City funds?) and the existence of other established organizations' (already involved in the State Prevention process) ability to provide this service

Consideration was given to all of the comments received. Meetings have been scheduled with respondent agencies to learn more about the services that they offer. The current amendment does address individuals as well as families. We are currently reviewing our Alliance member list to ensure that it is up-to-date. The City currently provides case management in certain instances, so accepting a portion of this responsibility will not present an additional burden. We fully support the concept of building on an existing structure and expect that the majority of the case management load will be handled by other established organizations.

### **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: Primary subgrantee has been identified based on capacity and expertise demonstrated by management of State Prevention Program. An RFQ or RFP process may be used to select additional agencies for case management, housing locator services, credit counseling and legal assistance to effectively use existing capacity in our community and expertise working with specific client groups. The City of Evanston will

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handle housing inspections and also some intake and case management services.)

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

Response:

The City of Evanston seeks to use the member agencies of the Evanston Alliance on Homelessness and its Continuum of Care for services funded by HPRP. This will effectively leverage knowledge about how to serve persons at risk of homelessness or who are homeless most effectively, and enables us to integrate HPRP with other sources of funding, including State of Illinois Homeless Prevention funds.

The City of Evanston has identified Connections for the Homeless as a primary subrecipient for HPRP based on the effective system of managing State of Illinois Homelessness Prevention funds. Connections has a broad range of experience providing for the homeless and persons at risk of homelessness and offers multiple services including outreach and case management, housing locator services, transitional and permanent supportive housing. They also identify financial benefits such as SSI for which clients may be eligible, and link clients with providers of services such as employment counseling and support. Connections is a member of the Evanston Alliance on Homelessness (EAH), which manages our Continuum of Care, and its executive director serves on the board of EAH. Connections also manages the Continuum's Homelessness Management Information System (HMIS), which will be used for tracking and reporting HPRP program accomplishments. A number of agencies located throughout Evanston already identify and refer people eligible for prevention funds to Connections and will be qualified through an RFP or RFQ to provide services such as case management, legal services, housing location and credit repair on a fee for services basis.

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:

Subgrantee agreements will be completed on or before September 1, 2009. Payments for case management, housing search and placement, legal services and credit repair will be made quarterly. An initial payment will be made based on the approved scope of work and budget; subsequent payments will be released pending receipt of program and financial reports

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demonstrating program accomplishments and expenditures against plan. A designated fund, or “bank account,” will be established by Connections and funded with an amount estimated to meet the need for direct financial assistance for each three-month period. Connections for the Homeless will make direct payments to landlords, utility companies, etc., as with the State Prevention fund. Connections will document how each household assisted meets the HPRP income guidelines per the HPRP Notice, as well as any locally established criteria. Detailed information on all beneficiaries will be reviewed each month for the first six months in order to evaluate the qualifying criteria, estimates of need and service processes. Subsequent reports will be quarterly.

The City of Evanston will assess expenditures by activity and target population against the plan after accumulating a maximum of 12 months of data to determine effectiveness and respond to changing economic conditions.

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 member agencies of the Evanston Alliance on Homelessness have a well-developed and efficient system for referring clients to appropriate providers. Households at risk of homelessness because of a financial crisis are referred to Connections for the Homeless to determine their eligibility for State Prevention funds. This same referral network will be leveraged to ensure effective and timely use of HPRP funds for both prevention and re-housing services so that persons eligible for State funding receive assistance from those funds and that households ineligible for those funds but that meet HPRP eligibility are identified. (At present, two HHs per week on average are ineligible for that program.). Applicants will be further screened to determine that homelessness is imminent and that the household has the ability to maintain its housing following HPRP assistance. Input from members of the Evanston Alliance on Homelessness about households at risk of homeless or already homeless is being evaluated to identify additional eligibility criteria for HPRP assistance. The effectiveness of these eligibility criteria will be evaluated on a monthly basis initially to confirm we are reaching the targeted populations and achieving program goals.

Households that can regain housing stability with short-term (up to 3 months) of HPRP assistance will be the focus of the prevention program.

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Additional subsidies may be provided if determined through re-assessment that the extension will accomplish the goal of establishing self sufficiency.

Re-housing the homeless may require a larger subsidy per household than preventing homelessness. Evanston residents that have recently become homeless will be prioritized for the re-housing program:

- Outreach through the schools to homeless families (School District 65 identified 111 homeless students at the beginning of the 2008-09 school year) will reach both homeless families and those that are insecurely housed (doubling up with relatives or friends)
- City staff will continue to monitor foreclosures to identify households that are evicted and immediately address their housing needs.

City staff is developing benchmarks for on-going program assessment including:

- Length of time for intake and assessment through receipt of assistance
- Compliance with case management plans
- Success rates of households in both prevention and re-housing programs at maintaining stable housing following subsidy period

Staff is also developing scope of services for case management, credit repair services, and housing location to issue an RFP or RFQ in June. This will enable the consistent provision of high quality services across different service agencies. A list of eligible/approved service providers for different services will be identified in August.

The number of households assessed and determined to be eligible for HPRP assistance, as well as how funds are used (e.g., prevention or re-housing; rent, utilities, etc.) will be reviewed on a monthly basis initially in order to revise eligibility criteria if needed based on results and economic changes. Results will continue to be reviewed quarterly throughout the program.

### **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:

While assistance with housing and case management services are key to helping households impacted by the current economic crisis, it is also important to provide services such as child care, employment training and

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placement. Collaboration with agencies that offer these and other services needed by households helped by HPRP is essential. Clients will be referred to agencies and faith-based organizations in the EAH that offer job training and employment services. Additionally, a collaboration with the Illinois Department of Employment Services and the WorkNet of Northern Cook County is being explored.

The City of Evanston is in the process of applying for Neighborhood Stabilization Program funds to the State of Illinois, Cook County and/or HUD (NSP-2) to increase availability of affordable rental units, especially larger units appropriate for families with children.

Families in need of child care will be referred to School District 65 for Head Start and other early childhood education programs, or to the Childcare Network of Evanston, which works with over 50 Evanston child care providers that offer a broad range of services from full-day center-based care to home-based care to drop-in programs.

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 of Evanston will implement its HPRP plan through subgrantee and fee-for-services agreements with local agencies in the Evanston Continuum of Care as described above. The City's Health & Human Services department will continue to provide for the needs of homeless individuals and those at risk of homelessness, especially in emergency situations where public safety issues are involved (e.g. when a building is declared unfit for human habitation by Property Standards). Health & Human Services staff works closely with Community Development staff that monitor foreclosures to identify persons at high risk of homelessness. Connections for the Homeless has also proposed having a representative at Housing Court to reach this vulnerable population.

City staff and members of the EAH are in contact with Evanston School District 65 (grades K-8) and 202 (grades 9-12) to identify students who are homeless or have unstable housing (doubling up). District 65 identified 111 homeless students in the fall of 2008 and has seen an increase throughout the school year; this does not include children who are housed by relatives or friends. An outreach and referral system using school counselors and staff will be developed to reach these families.

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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 goal of the City of Evanston's HPRP plan is to stabilize the housing of low-income Evanston families that are homeless or at high risk of homelessness because of the economic crisis and for whom no other avenues of support for this need exist. This is consistent with the City's Consolidated Plan because it directly addresses one of the statutory goals of that plan, to provide decent housing for LMI Evanston residents and to address the needs of the homeless in our community. In developing its HPRP plan, Evanston has consulted with agencies and organizations, including the members of the Evanston Alliance on Homelessness, and invited citizen participation at all levels of the planning process, following its citizen participation plan. In addition, by working closely with members of the Evanston Alliance on Homelessness and other organizations serving our community, we are able to identify and address the needs of the targeted populations and effectively leverage community resources.

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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.

<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>	\$ 266,000	\$ 200,000	\$466,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 160,460	\$ 100,000	\$260,460
<b>Subtotal</b> (add previous two rows)	<b>\$ 426,460</b>	<b>\$ 300,000</b>	<b>\$726,460</b>
Data Collection and Evaluation <sup>3</sup>			\$ 35,000
Administration (up to 5% of allocation)			\$ 40,000
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$801,460</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)

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Signature/Authorized Official

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Date

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Title