

DRAFT DOCUMENT FOR PUBLIC COMMENT



**AMENDMENT TO THE
CITY OF CHARLOTTE'S FY09 ACTION PLAN
4TH YEAR OF THE CITY'S CONSOLIDATED PLAN**

**HOMELESS PREVENTION
AND RAPID RE-HOUSING PROGRAM
GRANT APPLICATION
APRIL 15, 2009**

For Public Review Only - Please do not remove
To access this document go to neighborhoods.charmeck.org

HUD-40119

April 15, 2009

Dear Charlotte Resident:

The Special Amendment to the City of Charlotte's FY2009 Consolidated Action Plan is a document required by the U.S. Department of Housing and Urban Development (HUD) for the City to receive Homeless Prevention and Rapid Re-Housing Program (HPRP) funds. HUD has allocated \$1,930,217 to the City of Charlotte for the program. The program focuses on housing for homeless and at-risk households. It will provide temporary financial assistance, housing relocation and stabilization services to individuals and families who are homeless, would be homeless, or would be homeless but for this assistance. The funds under the HPRP will serve two populations facing housing instability:

- 1) Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and
- 2) Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

Please take the opportunity to review the document and let us know if you have any comments. We welcome your ideas, suggestions or any questions that you may have. If you would like to make any comments please feel free to contact Rebecca Pfeiffer at (704) 336-2266 or email: rpfeiffer@ci.charlotte.nc.us.

Thank you for taking the time to review the document and provide feedback.

Sincerely,

Stan Wilson
Housing Services Manager
(704) 336-3337
swilson@ci.charlotte.nc.us

A. General Information

Grantee Name	City of Charlotte
Name of Entity or Department Administering Funds	Neighborhood and Business Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Stanley Wilson
Title	Housing Services Manager
Address Line 1	600 East Trade Street
Address Line 2	
City, State, Zip Code	Charlotte, NC 28202
Telephone	(704) 336-3337
Fax	(704) 353-4502
Email Address	swilson@ci.charlotte.nc.us
Authorized Official (if different from Contact Person)	Patrick T. Mumford
Title	Key Business Executive
Address Line 1	600 East Trade Street
Address Line 2	
City, State, Zip Code	Charlotte, NC 28202
Telephone	(704) 336-5612
Fax	(704) 336-2904
Email Address	pmumford@ci.charlotte.nc.us
Web Address where this Form is Posted	neighborhoods.charmeck.org

Amount Grantee is Eligible to Receive*	\$1,930,217
Amount Grantee is Requesting	\$1,930,217

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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 followed its citizen participation plan as follows:

- The date of the public hearing is April 27, 2009. The advertisement of the hearing appeared in the Charlotte Observer, the Charlotte Post and Que Pasa on April 15, 2009 more than ten (10) days prior to the public hearing.
- The public hearing announcement includes:
 - A description of the homeless prevention and rapid re-housing program and the type of assistance provided to residents.
 - The amount of HPRP funds that the City received.
 - The estimated amount of funding that will benefit low/moderate income residents.
 - Announcement of the date, time and place of the public hearing
- The notice of the amendment allows citizens more than ten (10) days to respond.
- The substantial amendment was placed for public review at the following locations:
 - Neighborhood and Business Services, 600 E. Trade St. Charlotte, NC
 - Mecklenburg County Public Library, 310 N. Tryon St., Charlotte, NC
 - Amay James Recreational Center, 2425 Lester Street, Charlotte, NC
 - Belmont Regional Center, 700 Parkwood Ave. Charlotte, NC
 - Greenville Center, 1330 Spring Street, Charlotte, NC
 - Charlotte Housing Authority, 1301 South Boulevard, Charlotte, NC
 - City's website at www.charmeck.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.

Response:

The City will complete this section at the conclusion of the public comment period, including the public hearing. This will give the City the opportunity to consider all citizen comments.

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:

Public comments received to date regarding the substantial amendment include the following:

- A client assessment tool is necessary for consistency within the program.
- The assessment tool should include all components to report outcomes.
- Through the HPRP program, we should take advantage of the opportunity to improve the Housing Management Information System (HMIS) system for data collection.
- Need to determine if the case manager(s) will complete the assessment or if an agency will be the portal.
- Need to make sure agencies are willing to coordinate and share information.
- It is important to capture the total amount of financial assistance that is spent on a family.
- Cases should be broken- down by solvability: 3 months, 6 months, long-term.
- Need to look to see if current resources are available to fund housing locator assistance.
- All approved agencies should be included via Memorandum of Understanding.

Additional comments from the community will be included in this section along with comments and views not accepted at the conclusion of the public hearing and comment period.

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(s) that the grantee plans to use to select sub-grantees. Note that a sub-grantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process (*See Below*)

☐ Formula Allocation

☒ Other (Specify: *See Below*)

Competitive Process:

A competitive request for qualifications process will serve as the approach to select the partner/primary referral agencies. These agencies will participate in the program through a Memorandum of Understanding. Referral agencies should have access to the Continuum of Care (CoC) Homeless Management Information System (HMIS) for reporting to the U.S. Department of Housing and Urban Development. Agencies have the opportunity to continue

their case management with persons referred to the program. Agencies not selected still have an opportunity to refer families to the program through one of the referring agencies.

Other:

A Lead Agency (Fiduciary Agent) will administer the homeless prevention program, raise private resources and coordinate intake and other program activities and partner relationships. This agency will also work with the City to meet compliance standards.

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

Response:

The Lead Agency (Fiduciary Agent) will be selected based on a) experience in administering a similar program, b) capacity to serve in the role, (capacity includes staff resources, systems, and financial capacity) c) ability to leverage private resources and other funds with the federal HPRP program funds to expand program opportunities for Charlotte residents. The lead entity must commit to working with the Homeless Services Network (HSN) and the community to develop solutions to help HPRP program participants find a more permanent housing situation.

Referring agencies selections are through a request for qualifications process. The referring agencies must commit to using the Homeless Management Information System (HMIS) to effectively collect and report performance and other data to HUD and the community. The referring agencies must be open to receiving referrals from other agencies not selected in the request for qualifications process. A priority of the rapid re-housing program is to divert households from entering shelters and becoming homeless, as well as, exiting households already in shelters by assisting those shelter participants who with HPRP funds are able to remove barriers and find permanent housing.

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:

Based on the HPRP notice the City of Charlotte must obligate funds to their sub-grantees by September 20, 2009. After the substantial amendment submission to HUD the City, Homeless Services network and its partners will proceed as follows:

Timeline: May 13 to July 15, 2009

- Select the Lead Entity (Fiduciary Agent), formalize the scope of services, and identify private resources to leverage HPRP funds and specific contract terms.
- Develop the contract for the Lead Entity.
- Finalize and issue the request for qualifications document for the referring agencies.
- Select the referring agencies to participate in the HPRP program.

- Finalize the Memorandum of Understanding for the referring agencies.
- Advertise and select case workers and assessors, (hire staff upon HUD approval of the substantial amendment)
- Finalize the housing selection process and develop a database of available housing stock.

Timeline: July 15 to August 30, 2009

- Receive Charlotte City Council approvals (Lead Entity contract, Referring agencies, etc.)

Upon approval by U.S. Department of Housing and Urban Development (HUD), the City of Charlotte will be in position to execute the contract with the Lead Entity and a memorandum of understanding with each referring agency.

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 sub-grantees (limit 500 words).

Response:

The City of Charlotte Neighborhood and Business Services is responsible for ensuring that the federal funds spent on activities to benefit low and moderate- income households comply with federal HPRP guidelines. The performance monitoring activities include routine monitoring and technical assistance rendered by staff to sub-recipients. Improvements to the monitoring process will occur on an ongoing basis. A monitoring plan for the HPRP will be the tool to check compliance: Plan elements will include:

- A meeting with the Lead Entity and participating agencies to review the purpose and schedule for monitoring reviews and key monitoring items (i.e. expenditure of 60% of funds within two years).
- Monitoring goals and strategies (key areas where staff will emphasize)
- A schedule for ongoing monitoring, which will include:
 - The date and time of the visits;
 - Names of the persons who will conduct the site visits;
 - The elements of the program that will be monitored;
 - a. Recent status reports;
 - b. Financial reports
 - c. Any previous correspondence
 - d. Reports from past on-site monitoring reviews
 - The files and records that will be reviewed at each visit;
 - Persons that will need to be available for the monitoring visit.
- Follow up of monitoring activities (identifying elements where the program is performing well and any areas of improvement).
- Monitoring will be coordinated with the agencies participating in the program.

Sub-recipients enter into contractual agreements with the City of Charlotte, which includes a detailed scope of services with measurable objectives. The federal general provisions, along with the appropriate OMB Circulars, are included in contractual agreements to ensure compliance. The budget line items must be reflective of the goals and objectives. Prior to program start-up, Neighborhood and Business Services Financial Services Division will monitor and evaluate the sub-recipients programmatic and fiscal management policies.

Sub-recipients are required to provide periodic progress reports on their achievement of contractual objectives. Neighborhood and Business Services staff will conduct quarterly site visits to ensure performance of program activities (*programmatic as well as fiscal control*.) In addition, the monitor in Neighborhood and Business Services' Housing Services and Financial Services Division will review each request for payment submitted by fiduciary agent. The monitor determines if the sub-recipient's program is on target and in compliance. Individual program monitors will be assigned to the Homeless Prevention and Rapid Re-Housing portions of the HPRP grant and will collectively review the program as a whole.

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 is exploring opportunities to collaborate with agencies receiving federal funds (Department of Education) in the area of workforce employment and training to assist HPRP program participants in securing employment to help sustain permanent housing. The City is meeting with Mecklenburg County's Department of Social Services to discuss linkages with Temporary Assistance for Needy Families, (TANF) funds. These funds could assist in providing initial rental assistance for eligible families. Other potential collaboration related to the ARRA funds to Health and Human Services include child-care development funds to assist low-income families while their parents go to work.

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:

Charlotte/Mecklenburg's Continuum of Care operates under the guidance of the Homeless Service Network, a coalition of over 34 agencies, faith based organizations and local government. The Continuum works to implement and coordinate strategies for addressing homelessness, and advocating for changes to improve system wide support and

cooperation. A strong emphasis is on permanent supportive housing for people who are homeless or at risk of becoming homeless. The Continuum of Care group meets monthly with sub-groups regularly meeting more often. The COC and other mainstream resources have worked collaboratively to 1) demonstrate the need for an increase in permanent and affordable housing; 2) develop alternative solutions to incarceration of the mentally ill; 3) decrease the number of homeless households with children; 4) establish a "Housing First" project; 5) increase the percentages of homeless persons moving from transitional to permanent housing; 6) increase collaboration among employment and skills training programs for the homeless and under employed. Additionally, agencies link homeless individuals and families to mainstream resources such as Medicaid, food stamps and social security fund. These efforts maximize HUD funds allocated to service and support homeless individuals and families. In effort to facilitate moving disabled persons out of homelessness and supports successful placement and maintenance in permanent housing, Mecklenburg County Mental Health Authority and DSS collaborate to provide payee services to consumers. Many of the mainstream resources have participated in the Continuum for over 10 years and continued to work collaboratively in building a strong partnership in the Charlotte-Mecklenburg community.

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 Consolidated Plan and FY2009 Annual Action Plan are consistent with HUD's primary goal to benefit low and moderate-income households by: a) providing decent and affordable housing, b) providing a suitable living environment; and c) expanding economic opportunities. Providing financial assistance and housing relocation/stabilization through HPRP is consistent with both the City and HUD outlined goals.

Homeless prevention elements of the Action Plan include City Council's adopted Ten Year Plan to End and Prevent Homelessness. Implementation strategies include:

1. Get homeless households into safe, appropriate housing as soon as possible
2. Link chronic homeless to housing, treatment, and services through outreach and engagement.
3. Promote housing stability of people most at-risk of becoming homeless.

Additionally, emergency shelters are experiencing capacity problems. Many nights, people are turned away. In a few cases, shelter space exists, but they lack adequate funding to cover necessary expenses.

HPRP funds are also consistent with the Consolidated Plan based on the following:

- HPRP assists getting homeless households into housing as soon as possible.
- HPRP's homeless prevention elements, strengthens housing stability for people most at-risk of becoming homeless.
- HPRP will divert families from shelters and place persons currently in shelters into a better position for more stable housing through rapid re-housing, in-turn addressing shelter overcrowding.
- Anti-poverty strategies identify working with the Homeless Services Network to coordinate and expand housing and services to homeless households. The HSN has had a lead role in developing the City of Charlotte's Homeless Prevention and Rapid Re-Housing Program.

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	\$245,000	\$900,217	\$1,145,217
Housing Relocation and Stabilization Services ²	\$135,000	\$540,000	\$ 675,000
Subtotal (add previous two rows)	\$380,000	\$1,440,217	\$1,820,217

Data Collection and Evaluation ³	\$ 20,000
Administration (up to 5% of allocation)	\$ 90,000
Total HPRP Amount Budgeted⁴	\$1,930,217

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.”

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)

Document will be Executed Prior to Submission to HUD

Signature/Authorized Official

Date

Title