

20.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2009-0125	Resolution	In Committee
	Resolution approving a Substantial Amendment to the Fiscal Year 2008 Consolidated Action Plan of the Community Development Block Grant Program (CDBG).	
	Introduced: 5/5/2009	Controlling Body: Administration & Finance Committee
		Sponsor(s): Administration & Finance Committee

COMMITTEE RECOMMENDATION adopt

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAY 05 2009			Barczak				
			Czaplewski				
		X	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke				✓
			Roadt				
			Sengstock				
			Vitale	X	✓		
		Weigel					
		TOTAL		4	-		1

SIGNATURE OF COMMITTEE MEMBER

Kurt Kopplin _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION adopt

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
5-5-09			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke <i>mc</i>	✓			✓
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
		Weigel	✓				
		TOTAL		9	-		1



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2009-0125

Final Action:

MAY 05 2009

Sponsor(s): Administration & Finance Committee

Resolution approving a Substantial Amendment to the Fiscal Year 2008 Consolidated Action Plan of the Community Development Block Grant Program (CDBG).

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) informed the City of West Allis that under the American Recovery and Reinvestment Act that the City is eligible to receive \$574,434 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds and \$375,485 in Community Development Block Grant Recovery (CDBG-R); and,

WHEREAS HUD regulations relative to HPRP and CDBG-R funds require a citizen participation process and comment period and that the City complete a substantial amendment; and,

WHEREAS, to satisfy HUD requirements, the Block Grant Committee has conducted a public hearing and has recommended on April 30, 2009 to approve the substantial amendment and plans; and,

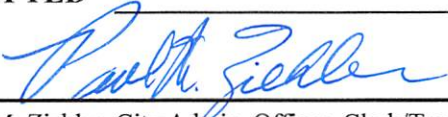
WHEREAS, the regulations require that the proposed program be published; and,

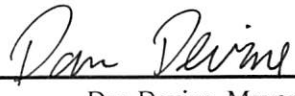
WHEREAS, appropriate communications and application forms are required to be completed and submitted to the U.S. Department of Housing and Urban Development in order to secure the City's Community Development Entitlement.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the Substantial Amendment to the Fiscal Year 2008 Consolidated Action Plan of the Community Development Block Grant Program (CDBG) (copy attached herein and made a part thereof) is hereby adopted and the Mayor is hereby authorized to execute and submit the necessary application and supporting documentation on behalf of the City to secure the 2008 Community Development Entitlement.

cc: Department of Development
Grants Accounting Specialist

Dev-R-550-5-5-09

ADOPTED MAY 05 2009

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED 5/8/09

Dan Devine, Mayor

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). 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.

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)

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

A. General Information

Grantee Name	City of West Allis, Wisconsin
Name of Entity or Department Administering Funds	Department of Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Patrick Schloss
Title	Community Development Manager
Address Line 1	West Allis City Hall
Address Line 2	7525 W. Greenfield Avenue
City, State, Zip Code	West Allis, WI 53214
Telephone	414-302-8468
Fax	414-302-8401
Email Address	pschloss@ci.west-allis.wi.us
Authorized Official (if different from Contact Person)	Dan Devine
Title	Mayor
Address Line 1	West Allis City Hall
Address Line 2	7525 W. Greenfield Avenue
City, State, Zip Code	West Allis, WI 53214
Telephone	414-302-8290
Fax	414-302-8207
Email Address	ddevine@ci.west-allis.wi.us
Web Address where this Form is Posted	www.ci.west-allis.wi.us

Amount Grantee is Eligible to Receive*	\$ 574,434
Amount Grantee is Requesting	\$ 574,434

*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 City of West Allis had staff prepare the Substantial Amendment to the 2008 Action plan with direct consultation to the Mayor's Economic Stimulus Task Force. From the discussion with the Mayor's Economic Stimulus Task Force, staff formed a recommendation presented through a published public notice and public hearing conducted before the standing Block Grant Citizen Committee on Thursday, April 30, 2009. The Block Grant Citizen Committee adopted a recommendation for the use of HPRP funds and forwarded the recommendation to the City of West Allis Common Council. The Common Council granted final approval of the substantial amendment on Tuesday, May 5, 2009. A Public Notice was published on April 16, and April 23, in the local newspaper circulated throughout the jurisdiction of the City of West Allis. Notices were sent to public buildings for posting such as administrative buildings and the City Library. The notice announced the substantial Amendment and the locations for public viewing. Further, the City mailed the public hearing notice to over 60 community outreach organizations and currently funded CDBG activities. The actions conducted under the substantial amendment were in conformance with the existing West Allis CDBG Citizen Participation Plan.

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.

Grantee will provide the response to this item after the public comment period has ended.

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: Public Comments will be attached to the Substantial Amendment prior to submittal to HUD.

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

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

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: Continuum of Care Coordinator (COC) recommendations, and discussions regarding services provided by the COC members, eligible uses of the program, and the members' ability to assist with the program.

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

Response: The City of West Allis will seek subgrantees that have experience in coordinating homeless prevention activities and have worked with the areas Continuum of Care program. A majority of the HPRP funds within the amendment are associated with financial assistance activities. The City anticipates these funds will be provided to individuals and families under the principles of the City's successful and existing Section 8 Rent Assistance program. The coordination of outreach, case management, data evaluation and collection through the Homeless Management Information System, and overall monitoring will be performed by subgrantees. The City expects either subcontracting all the services through the Continuum of Care or conducting a request for qualifications to identify organizations or businesses that have experience in meeting the needs of homeless or near-homeless individuals or families. The City of West Allis expects to work with the Continuum of Care because of proven administrative capacity to be able to assist with HPRP and currently counsels citizens at risk of homelessness.

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: Prior to receiving HPRP funds, the City would begin to network with Continuum of Care and other homeless serving agencies to promote the application period. The City would distribute information regarding the West Allis HPRP program as public awareness to the Continuum of Care. The City will conduct a short request for qualifications period in order to identify qualified subgrantees. The City of West Allis CDBG Staff will develop a recommendation to the Common Council of West Allis to approve a selected subgrantee(s) and enter into a contract for services. This process will be completed prior to September 30, 2009 and will be based on the substantial amendment approval and funding from HUD. Following the submittal of the substantial amendment, the City will begin initial marketing of the program to collect data necessary to start

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

immediate consultation with possible parties in need or at risk relative to housing. West Allis continues to experience the negative influence of the “foreclosure” issue throughout the community. The City hopes to help individuals and families struggling facing the risk of loosing their housing by directing parties to affordable housing units, providing financial assistance through rent assistance, and bridging the “gap” for those dealing with arrearage. The City and entities mentioned under #2 above, do not anticipate any difficulty in the ability to allocate funds from this program beginning September 20, 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:

City of West Allis CDBG or Housing Staff will participate in the Continuum of Care meetings during the program in order to identify any concerns or difficulties that service agencies may have. HPRP program will require quarterly reports from contracted subgrantees to ensure activities are happening, monitor performance measurement goals, and timely/efficient use of HPRP funds. City of West Allis CDBG or Housing Staff will monitor the expenditure of the program for proper appropriation and for timeliness (sixty percent (60%) expenditure requirement within two (2) years and one hundred percent (100%) expenditure in three (3) years). Subgrantees will assist the City of West Allis to provide data necessary to complete the gaps analysis and housing inventory as required by HUD and maintain the success of the City’s use of the HPRP funds. Staff will ensure all required documentation of services are submitted with requisitions prior to reimbursement of HPRP funds and will maintain the IDIS system reporting for the HPRP during the duration of the program. Staff will work closely with subgrantees to address any potential delivery issues or concerns with the program procedures. By working with established entities that have familiarity in dealing with homelessness issues of the community, the City expects expedite delivery of HPRP funds. The City has started discussions with potential subgrantees since the HPRP announcement. All parties will explore ways to streamline and identify the types of clients with the most ‘urgent need.’”

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).

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

Response: The City of West Allis hosted a meeting for all HPRP fund recipients and officials from HUD to discuss regulation and implementation of HPRP activities. Participating entities discussed concepts for utilizing HPRP funds. The meeting focused on reaching those meeting the definition of “homelessness.” The City’s goal is to work with the Continuum of Care to establish a community-based comprehensive response to the various needs of homeless individuals and families. The City plans to work with organizations that maintain a mission of prevention, outreach, supportive services in order to access emergency, transitional, and permanent supportive housing. For the public hearing and substantial plan amendment, the City notified various government agencies, food pantries, townships, faith-based organizations, and health care or social service providers. Other collaborative efforts will be working with the West Allis Health Department to provide lead assessments and to identify individuals and families that are in need of HPRP assistance. The City plans to work with local food pantries and churches to provide outreach and information.

Since HUD mandates the use of HMIS, the City expects collaborating with a subgrantee in providing access to a database of possible clients and for the collection of reporting data. The Block Grant Citizen Committee and the Common Council of the City of West Allis will direct and select qualified subgrantees that have demonstrated proven capacity to operate under the program and exhibit how their current activities are providing particular services of assistance to the homeless population of the area.

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’s efforts for collaboration will be multi-tiered from various community organizations, government agencies, and affiliations to regional approach of Continuum of Care. The following are HPRP shareholders for West Allis:

City of West Allis – informal networking and marketing of activities associated with HPRP funds and related agencies (Police/Fire Department, local hospital and clinics). This includes utilization of the City’s website and City’s cable station. Staff will promote public awareness of homelessness.

Housing Authority of the City of West Allis – providing Section 8 rental assistance to over 450 individuals and families, the Housing Authority will provide the proper organization format to provide financial assistance to persons in danger of homelessness.

West Allis Health Department - to provide lead assessments and to identify individuals and families that are in need of HPRP assistance

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
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Continuum of Care – as a coalition with over 100 organizational members, serving as the main regional contact for persons in danger of homeless.

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 City of West Allis places a high priority on the creation of affordable housing and addressing housing needs of West Allis residents faced or challenged by the dangers of homelessness. The City has been proactive in supporting affordable housing by assisting tax credit applications for several recent development projects that have added over 300 affordable units. In addition, the City has employed over \$1 million in federal H.O.M.E. in recent years to create affordable and quality living units as well as foster the renovation of aged residential units. West Allis also maintains a fair housing board that actively promotes fairness and accessibility to all housing consumers, including the enforcement and compliance with all fair housing laws. The City of West Allis operates a Section 8 rent assistance program with 457 vouchers, with over 700 on the waiting list. During the last open enrollment period, the City received over 5,000 applications for assistance.

**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.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 438,720	\$ 0	\$ 438,720
Housing Relocation and Stabilization Services ²	\$ 88,990	\$ 0	\$ 88,990
Subtotal (add previous two rows)	\$ 527,710	\$ 0	\$ 527,710

Data Collection and Evaluation ³	\$ 18,000
Administration (up to 5% of allocation)	\$ 28,722
Total HPRP Amount Budgeted⁴	\$ 574,432

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."

