

**Substantial amendment to the Consolidated Plan 2012 Annual Action Plan for the Emergency Solutions  
Grant Program**

<b>Grantee Name:</b>	City of Madison
<b>Name of Entity of Department Administering Funds:</b>	Department of Planning and Community and Economic Development Community Development Division, CDBG Office
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**City of Madison**  
**Substantial Amendment to the Consolidated Plan 2012 Action Plan**

**1. Standard Form 424:** see attached

**2. Summary of Consultation Process:**

The Continuum of Care Coordinating Committee (COCCC) representing Dane County had the opportunity to provide feedback to City staff at their 2/13 meeting. A list of eligible uses for the new ESG fund was presented. The group indicated their priorities were: 1) rapid re-housing financial assistance, security deposits and rent subsidies, and housing stabilization services to move homeless persons into housing; followed by 2) homeless prevention financial assistance, rent in arrears and rent subsidies, and housing stabilization services for those facing eviction and homelessness. It was also recommended that the City include available 2011 ESG fund balance in the Request for Proposals for these activities.

A public hearing was held on 3/1 as part of a regularly scheduled CDBG Committee meeting. Brenda Konkel, Tenant Resource Center, indicated that she was unaware of how the recommendations were made as to how the ESG funds should be spent. She indicated that she felt there were more pressing needs that eviction prevention and rapid re-housing such as the day time resource center. In response the CDBG Committee members asked that a second public hearing be held at their next meeting scheduled 4/5. Staff also scheduled an addition presentation and request for feedback at the monthly membership meeting of the Homeless Services Consortium on 3/6.

At the general Homeless Services Consortium meeting on 3/6, Sue Wallinger gave a presentation of the future availability of the additional ESG funds, the input received so far from the public, and the proposed RFP which would be the process for selecting eligible non-profit provider(s) to provide services. The Consortium members were asked for their input on how the funds should be spent. No specific comments on the substantial amendment were made by attendees at the meeting or following the meeting.

A second public hearing was held on 4/5 as part of the regularly scheduled CDBG Committee meeting. See attachment for a summary of comments made during that meeting.

**3. Summary of Citizen Participation Process:**

The process for using the second 2011 ESG allocation and re-programmed funds includes:

- 1) published a notice of a public hearing in the *Wisconsin State Journal* on 2/16/12;
- 2) meeting with the Continuum of Care Coordinating Committee on 2/13/12 to solicit input on proposed use of ESG funds;
- 3) a public hearing to solicit input from members of the public at the 3/1/12 CDBG Committee meeting;
- 4) meeting with Homeless Services Consortium on 3/6/12 to solicit input on proposed use of ESG funds;
- 5) a second public hearing at the 4/5/12 CDBG Committee meeting (summary of meeting comments attached),
- 6) CDBG Committee reviews 2012 Substantial Amendment and draft Request for Proposals at 4/5/12 meeting; and
- 7) CDBG Committee approves of the recommended proposal(s) from RFP process at 7/5/12 meeting.

Comments on project implementation will be included in the public hearing on performance (CAPER) scheduled in January of each year.

**4. Match:**

The amount of ESG available from the 2012 award in the RFP will be \$63,453. The City intends to request proposals from non-profit agencies to provide services outlined in an RFP. The one-for-one match amount will be the responsibility of the selected agency(ies), will equal or exceed the amount requested, and be used for eligible activities included in the RFP. Match will in the form of cash match or in-kind. One of the criteria for selection will be to submit a proposal that is collaborative with other HSC service providers, thereby the match requirement will be shared by a number of non-profit service providers. Match source for ESG sub-grantees generally comes from fundraising, volunteer hours, United Way of Dane County and Dane County Department of Human Services.

## 5. Proposed Activities and Overall Budget

### a. Proposed Activities:

During the 2011-2012 Summer Funding Process, funds were awarded to Porchlight for a maintenance training program for transitional housing residents (\$4,000) and for Hospitality House/DIGS Program (\$24,331), The Salvation Army for family overflow shelter operations (\$25,750), YWCA of Madison for tenant education workshops (\$20,600), The Road Home for shelter day center operations (\$8,811), and Tenant Resource Center for housing mediation (\$4,000). The City claimed 7.5% for administration for the entire 2012 allocation (\$11,678).

The City has been asked by the Division of Housing, in the capacity as the HMIS Administrator, to contribute 2% of our ESG award to the operations of Wisconsin ServicePoint which amounts to \$3,100. The balance that remains of the 2012 award is \$63,453.

The balance of 2012 ESG funds, as a result of public input and responses to questions in the last needs assessment, will be used for activities related to Homeless Prevention Financial Assistance and Housing Stabilization Services and Rapid Re-housing Financial Assistance and Housing Stabilization Services. This activity is included in the 2012 Action Plan in the following goal and objective: Improve and expand affordable housing options (goal); Improvement of services to homeless and special populations by stabilizing or improve the housing situation of homeless individuals or near-homeless individuals and develop supportive activities (objective). This activity corresponds to the federal outcome category of "availability/accessibility".

The proposed project will identify through an RFP process local non-profit housing and services provider(s) that will provide financial assistance and support services to help households remain in their housing and move households from homeless to housing. Through the HPRP-funded Housing Stabilization Program, outcomes indicated that households receiving six-month rent subsidies were more successful than households receiving three-month rent subsidies. Successful proposal(s) will be those that provide financial assistance that will assist households who face multiple obstacles to obtaining and sustaining housing. The proposed activities include:

- Rent and utilities in arrears, security deposits and rent subsidies for single adults and families with children who are: a) at-risk of homelessness, or b) currently residing in emergency shelter or living in uninhabitable places. The financial assistance will be determined by the needs of the household to retain or obtain stable housing;
- Housing stabilization services that will follow the households from shelter to housing to assist the households in addressing barriers to stable housing; services will be provided as needed, but no less than monthly;
- Housing stabilization services that will help households who face homelessness to remain in their housing by addressing their barriers to housing; services will be provided as needed, but no less than monthly; and
- Stabilization services will include accessing mainstream services as needed for each household depending on need and eligibility.

The program (the fund balance of the 2012 award) will assist 22-24 homeless households to retain their housing and prevent homelessness or move from homelessness to housing, while spending as little time in emergency shelter as necessary. Seventy-five percent (75%) of homeless households assisted will not enter or return to homelessness and maintain stable housing at the twelve-month mark.

An RFP will be available 5/21/12. The RFP will include the intended purpose of the proposed project and recommended/eligible activities, eligible participants, service area, review process and criteria, and contract negotiation process. The non-profit respondents will be asked to describe how they will implement the program, their experience working with the intended population and their capacity to take on this project in a timely way. The RFP will combine the second 2011 ESG award, re-programmed ESG funds from 2011, and the balance of the 2012 ESG award for the amount of available funds for this activity.

Following a review by CD Division staff, a recommendation will be made to the CDBG Committee at its 7/5/12 meeting. Following approval by the CDBG Committee and the Common Council, it is anticipated that a contract will be negotiated and signed by 8/1/12 that will run through 12/31/13. The contract will run as closely as possible to contracts between the City and other HSC agencies funded with City, CDBG and ESG.

**b. Discussion of Funding Priorities:**

In 2010, the HSC put a local priority on moving homeless families with children from emergency shelter into permanent housing as quickly as possible. Local programs were developed using CoC Housing Assistance Grant funding through the SHP program (House-ability, Home for Good, Second Chance Apartment Leasing Program) and local foundation funding through the United Way of Dane County (Rapid Re-housing Program). These programs served 76 families in the second six-months of 2009, 120 families in 2010, and 131 families in 2011. At least in part, the introduction of these programs in Dane County had an impact on reducing the number of families with children who were served in emergency shelter. The number of homeless families with children served decreased from 666 families in 2009, to 522 families in 2010, and remained somewhat steady with 532 families in 2011. The number of homeless families who were reported turned-away without services also decreased each of these years from 6,523 individuals in families in 2009 to 1,298 in 2011.

The City allocated a majority (78%) of the HPRP funds to homeless prevention. Results showed that nearly 700 households avoided an eviction and subsequent homelessness. Of those households that received an on-going rent subsidy as part of their assistance, nearly three-quarters remained in stable housing at the 12-month mark.

These results likely indicate that providing financial assistance and support services to persons at-risk of homelessness and moving families with children quickly from shelter while providing financial assistance and support services have an effect on decreasing the number of homeless families with children.

This activity is also consistent with the goal of the U.S. Interagency Commission on Homelessness's goal to end family and children homelessness by 2020.

**c. Detailed Budget:**

See attached.

**6. Written Standards for Provision of ESG Assistance:**

See attached. The City does not intend to use the risk factor under paragraph (1)(iii)(G) of the "at-risk of homelessness" definition.

**7. Making Sub-awards:** Pending approval of the CDBG Committee, a Request for Proposals will be available on 5/21/12 to solicit proposal(s) from non-profit homeless service agency(ies) to provide homeless prevention and rapid re-housing services described in this amendment. A notice in the *Wisconsin State Journal* was published on 2/16/12; an announcement will be sent to the Homeless Services Consortium e-list on 5/21/12. Proposals will be due 6/18/12. A resolution is required to authorize funding for this project and must be approved by the CDBG Committee, Board of Estimates and Common Council. It is anticipated that a contract(s) for services will be negotiated and signed in order to begin implementation by 8/1/12 and run through 12/31/13.

**8. Homeless Participation Requirement:**

The activities described in this amendment will be undertaken by non-profit homeless services provider(s). Selection will be contingent on the agency(ies) having a homeless or former homeless individual on the agency Board of Directors or other policy making entity. There are a number of local non-profits who already meet this requirement; it is not anticipated that this will be an issue.

**9. Performance Standards:**

Currently, the City of Madison requires each agency providing housing and/or services to homeless households or households who are at-risk of homelessness, to report on performance indicators, such as the number of households

who maintained stable housing at the six-month mark and at the twelve-month mark, whether the service was short in duration such as financial assistance to prevent homelessness or on-going case management services. The goals are 80% retention at six-months and 75% retention at twelve-months. This is consistent with the goals in the “Community Plan to Prevent and End Homelessness”. The City will continue this measure for activities covered under this amendment.

The ability to use performance standards to evaluate a provider’s performance is not currently in place. However, the City does look forward to having this discussion with the Continuum of Care Coordinating Committee as well as agencies using ESG funds to serve households in need. We will also look to HUD to provide some assistance in determining how best to use current data collection to assist in this evaluation.

**10. Certifications:** see attached

**11. Monitoring:**

The City will ensure compliance with all federal program regulations for the use of ESG funds. The City includes program requirements in all ESG contractual agreements and provides technical assistance where necessary. The sub-grantee(s) will be provided clear expectations regarding performance. The city will monitor and evaluate activities as set forth in the Annual Action Plan as it pertains to all programs receiving federal funding. Each sub-grantee is required to report progress on meeting goals on a monthly basis. In addition, risk assessments and desk monitoring is completed on all funded projects. All agencies funded through the CDD are required to submit a financial audit that is reviewed in-house to determine whether there are any issues that require further assessment.

### FY 2012 Detailed Budget Table

<b>First Allocation</b>	\$89,151.00	<b>FY 2012</b>			
<b>Second Allocation</b>	\$66,553.00	-			
<b>Grant Amount</b>	\$155,704.00	<b><u>Emergency Shelter Grants/Emergency Solutions Grants</u></b>			
<b>Total Administration</b>	\$11,677.80	<b><u>Program Allocations</u></b>			
		<b>First Allocation</b>		<b>Second Allocation</b>	<b>Total Fiscal Year 2012</b>
	<b>Eligible Activities</b>	<b>Activity Amount</b>	<b>Reprogrammed Amount</b>	<b>Activity Amount</b>	<b>Activity Amount</b>
<b>Emergency Shelter Grants Program</b>	Homeless Assistance	\$0.00	\$0.00		\$0.00
	<i>Rehab/Conversion</i>	\$0.00	\$0.00		\$0.00
	<i>Operations</i>	\$0.00	\$0.00		\$0.00
	<i>Essential Services</i>	\$0.00	\$0.00		\$0.00
	Homelessness Prevention	\$0.00	\$0.00		\$0.00
	Administration	\$0.00	\$0.00		\$0.00
<b>Emergency Shelter Grants Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Emergency Solutions Grants Program</b>	Emergency Shelter**			\$0.00	\$0.00
	<i>Renovation**</i>			\$0.00	\$0.00
	<i>Operation**</i>			\$0.00	\$0.00
	<i>Essential Service**</i>			\$0.00	\$0.00
	<i>URA Assistance**</i>			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS			\$3,100.00	\$3,100.00
	Rapid Re-housing		\$0.00	\$6,429.00	\$6,429.00
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$3,165.00	\$3,165.00
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$3,264.00	\$3,264.00
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00
	Homelessness Prevention		\$0.00	\$134,497.00	\$134,497.00
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$62,514.00	\$62,514.00
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$71,983.00	\$71,983.00
<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00	

	Administration			\$11,678.00	\$11,678.00
	Emergency Solutions Grants Subtotal		\$0.00	\$155,704.00	\$155,704.00
			<b>Total Grant Amount:</b>		<b>\$155,704.00</b>