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## MEMORANDUM

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**DATE:** May 1, 2009

**TO:** Council Members

**FROM:** Janice Jardine  
Land Use Policy Analyst

**SUBJECT:** Resolution – amending the City’s 2005-2010 Consolidated Plan for Housing and Community Development Programs administered by the City

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### KEY ELEMENTS:

- A. The City is the recipient of a grant in the amount of \$1,680,347 from the Federal American Recovery and Reinvestment Act of 2009 for the new Homeless Prevention and Rapid Re-Housing Program. This is a three year grant and program focused on providing temporary financial assistance and/or housing relocation and stabilization services. The funds under this program are intended to target two populations of persons facing housing insecurity.
  - a. Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent, utility or relocation assistance. (Prevention)
  - b. Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance to acquire and retain permanent housing. (Rapid re-housing).
- B. In order to receive this grant, it is necessary to amend the City’s 2005-2010 Consolidated Plan applicable to the federally funded housing and community development programs administered by the City.
- C. The proposed Consolidated Plan amendment will establish goals, objectives, and strategies and provide a funding allocation breakdown to guide implementation and administration of the new program. Categories for funding assistance and the funding allocation breakdown are summarized below. (Please refer to the proposed resolution and plan amendment for details.)

<u>Homelessness Prevention:</u>		765,000
Financial Assistance	558,450	
Housing Relocation and Stabilization Services	206,550	
 <u>Rapid Re-Housing</u>		 765,000
Financial Assistance	594,000	
Housing Relocation and Stabilization Services	171,000	
 <u>Data Collection and Evaluation</u>		 70,000
 <u>Administration</u>		 80,347
 <b>TOTAL</b>		 1,680,347

- D. Due to specific spending timeframes and additional reporting requirements established by HUD, a higher priority for funding will be given to agencies/applicants who meet the following criteria.
- Currently operates a successful Homeless Prevention and/or Rapid Re-Housing Program.
  - Demonstrated capacity to handle the increased funding and the ability to meet the set HUD timeframes and reporting requirements.
  - Experience with the use of the Homeless Management Information System.
- E. The City will solicit applications from providers of homeless services and through the members of the Salt Lake County Continuum of Care. All applications will be selected through a competitive process that includes review and recommendation from the Community Development Capital Improvement Board to the Mayor and City Council for final approval.
- F. Additional background information regarding the City's Consolidated Plan is provided below.
1. The 5-year Consolidated Plan is required by the Department of Housing and Urban Development (HUD) for all jurisdictions receiving annual federal assistance entitlements.
  2. The City's Housing and Neighborhood Development (HAND) Division is responsible for implementation and administration of the Plan.
  3. The City's 2005-2010 Consolidated Plan includes the planning and application processes for the following programs:
    - a. Community Development Block Grant (CDBG),
    - b. HOME Investment Partnerships (HOME),
    - c. Housing Opportunities for Persons with AIDS (HOPWA),
    - d. American Dream Downpayment Initiative (ADDI), and
    - e. Emergency Shelter Grant Program (ESG).
  4. The period of time covered by the Consolidated Plan is from July 2005 through June 2010.
  5. The five year Consolidated Plan is the means by which Salt Lake City makes application for the five federal assistance programs, establishes goals, objectives and strategies used to administer the federal grant programs, and directs expenditure of the funds to benefit its very low-, low- and moderate-income residents and communities.
  6. The Plan reflects a coordinated effort between local nonprofit entities, private organizations, and residents to create a strategic plan of action that will revitalize the City and deliver essential services to its residents, integrating the physical, social, economic, environmental, educational, and human development aspects of the community.
  7. A new 5-year Consolidated Plan will be created next year through a comprehensive public process.

cc: David Everitt, Karen Hale, Lyn Creswell, Ed Rutan, Lynn Pace, Frank Gray, Mary De La Mare-Schafer, LuAnn Clark, Sandra Marler, City Council Liaisons, Mayor's Liaisons

File Location: Community & Economic Development Department, Housing & Neighborhood Development Division, 2005-2010 Consolidated Plan Amendment, Homeless Prevention and Rapid Re-Housing Program grant for 2009-2011

# SALT LAKE CITY CORPORATION

FRANK B. GRAY  
DIRECTOR


DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT  
OFFICE OF THE DIRECTOR

RALPH BECKER  
MAYOR

MARY DE LA MARE-SCHAEFER  
DEPUTY DIRECTOR

ROBERT FARRINGTON, JR.  
DEPUTY DIRECTOR

## CITY COUNCIL TRANSMITTAL

  
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David Everitt, Chief of Staff

Date Received:



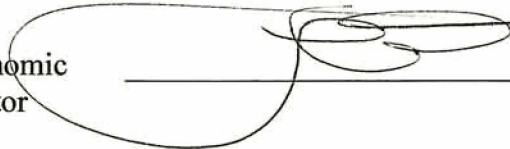
Date Sent to City Council:

4/30/2009

**TO:** Salt Lake City Council  
Carlton Christensen, Chair

**DATE:** April 29, 2009

**FROM:** Frank Gray, Community & Economic  
Development Department Director



**SUBJECT:** Amendment to the 2005-2010 Consolidated Plan for Housing and Community Development Programs between Salt Lake City and the U.S. Department of Housing and Urban Development to allow for the acceptance and use of Homeless Prevention and Rapid Re-Housing Program (HPRP) funds for 2009-2011

**STAFF CONTACT:** LuAnn Clark, Director, Housing and Neighborhood Development, at 535-6136 or luann.clark@slcgov.com

**ACTION REQUIRED:** That the City Council:  
1. Schedule the required public hearing  
2. Adopt the amendment to the 2005-2010 Consolidated Plan for the acceptance and use of HPRP funds

**DOCUMENT TYPE:** Resolution Attachment

**BUDGET IMPACT:** Grants funds from the U.S. Department of Housing and Urban Development

### DISCUSSION:

A resolution incorporating the amendment to the 2005-2010 Consolidated Plan has been prepared and submitted to the City Council for review and consideration. Additional background information and financial data relevant to the proposed resolution is attached hereto.

**PUBLIC PROCESS:**

The City Council may hold a public hearing on May 5, 2009, to hear from the public regarding the amendment and adopt the resolution. This schedule will enable the City to meet the federal deadline of May 18, 2009.

**RELEVANT ORDINANCES:**

None

# Amendment to the Salt Lake City 2005-2010 Consolidated Plan

## **Purpose of the Consolidated Plan**

A five year Consolidated Plan is required by the United States Department of Housing and Urban Development (HUD) from all jurisdictions receiving annual HUD assistance grants. The grants Salt Lake City receives are the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA), American Dream Downpayment Initiative (ADDI), and the Emergency Shelter Grant (ESG) programs. The plan establishes the goals, objectives and strategies the City will use to administer the federal grant programs, and commits the City to spend its federal funds to benefit its very low-, low- and moderate-income residents.

## **Substantial Amendment to the 2005-2010 Consolidated Plan**

In order to be eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) the City is required to complete a substantial amendment to our Consolidated Plan. This proposed amendment will incorporate the HPRP funds and establish goals, objective and strategies the City will use to administer and commit these funds.

## **Homeless Prevention and Rapid Re-Housing Program Description**

The HPRP program is a three-year grant focused on housing for homeless and at-risk households. It will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be but for this assistance. The funds under this program are intended to target two populations of persons facing housing insecurity: 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).

## **Categories of assistance include:**

- Financial Assistance – Short-term and medium rental assistance, security and utility deposits, moving costs and storage costs assistance and motel and hotel vouchers.
- Housing Relocation and Stabilization Services – Case management, outreach and engagement, housing search and placement, legal services and credit repair services.
- Data Collection and Evaluation – Costs of collecting and reporting data under the Homeless Management Information System
- Administrative Costs – Costs related to administering the grant are limited to 5% of the grant award.

## **Consultations and Collaboration Efforts**

The City has consulted and coordinated with the State of Utah, Salt Lake County and the Salt Lake County Continuum of Care (Continuum) in developing the substantial amendment to the plan. The Continuum advocates for homeless people by coordinating services, sharing information, and increasing public awareness. The Continuum membership encompasses the majority of homeless and homeless prevention service providers in our Community. They have an active membership of over 100 agencies and meet monthly to coordinate efforts between the local homeless service providers and to determine the best way to leverage available resources.

The City specifically consulted with each of the Continuum and the other public agencies receiving HPRP funds to ensure the following:

- Gaps and need for services were identified by agencies that currently provide homeless prevention and homeless programs.
- Activities funded with HPRP funds are aligned with the strategies adopted for the Salt Lake County Continuum of Care.
- Use of the HPRP funds are coordinated with funds received by the State of Utah and Salt Lake County as well as other recovery act funds awarded to the Utah State Department of Workforce Services and Utah State Human Services Department.

**Consolidated Plan Goals**

Based on the information the City received from our consultations the City has estimated the following budget for the HPRP Funds:

<u>Homelessness Prevention:</u>		\$ 765,000
Financial Assistance	558,450	
Housing Relocation and Stabilization Services	206,550	
 <u>Rapid Re-Housing</u>		 \$ 765,000
Financial Assistance	594,000	
Housing Relocation and Stabilization Services	171,000	
 <u>Data Collection and Evaluation</u>		 \$ 70,000
 <u>Administration</u>		 \$ 80,347
 <b>TOTAL</b>		 \$1,680,347

**Application and Review Process**

Due to the specific spending timeframes and additional reporting requirements established by HUD and the ever increasing need for these funds the City has determined that higher priority will be given to agencies/applicants who meet the following criteria:

- Currently operates a successful Homeless Prevention and/or Rapid Re-Housing Program
- Demonstrated capacity to handle the increased funding and the ability to meet the set HUD timeframes and reporting requirements
- Experience with the use of the Homeless Management Information System

The City will solicit applications from providers of homeless services and through the members of the Continuum. All applications will be selected through a competitive process and reviewed by the staff for compliance and the capacity to carry out the appropriate activities within the required timeframe. The applications are reviewed and funding recommendations are made by the Community Development Capital Improvement Board. The members of the Board are community representatives from various city council districts and persons with applicable expertise. The Board's recommendations are forwarded to the Mayor for his review and recommendation to the

City Council. The City Council will hold a public hearing for public comment regarding the applications. After reviewing recommendations from the Board, the Mayor, and the public comments, the City Council will then make the final funding decisions. The City will then submit an amended action plan to HUD for final approval.

**Oversee and Monitor the HPRP Funds**

Prior to awarding the HPRP funds, Housing and Neighborhood Development (HAND) staff will provide training for each Subgrantee. During the training, each agency will receive additional information about program requirements, expectations, timeliness, reporting and compliance to the regulations and federal laws of the program. HAND will also relay any guidance provided by HUD in regards to structure of program, separation of funding sources, administrative guidelines, monitoring/recordkeeping, reporting/performance measurements, and any other requirements.

The staff will review all expenses to ensure that they are for eligible activities, are addressed in the written agreement's scope of services and budget, and that all program requirements have been met and are commensurate with the work completed. Submission of required quarterly reports will be closely monitored and no payments will be made to subgrantees if reports are not submitted as required.