

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)

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A. General Information

Grantee Name	Will County Illinois
Name of Entity or Department Administering Funds	Community Development Division of Land Use
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Ronald J. Pullman
Title	Director
Address Line 1	58 E. Clinton St.
Address Line 2	Suite 500
City, State, Zip Code	Joliet, Illinois 60432
Telephone	815-774-7894
Fax	815-774-7895
Email Address	rpullman@willcountylanduse.com
Authorized Official (if different from Contact Person)	Lawrence M. Walsh
Title	Will County Executive
Address Line 1	302 N. Chicago Street
Address Line 2	
City, State, Zip Code	Joliet, Illinois 60432
Telephone	815-774-7480
Fax	8150774-4601
Email Address	lwalsh@willcountyillinois.com
Web Address where this Form is Posted	www.willcountylanduse.com

Amount Grantee is Eligible to Receive*	\$602,271
Amount Grantee is Requesting	\$602,271

*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: In accordance with its Citizen Participation Plan, the Will County Community Development Division of the Land Use Department published a notice in a newspaper of general circulation on March 29, 2009, and posted the notice and this Substantial Amendment on the Land Use website as of March 30, 2009 to inform the public of a public hearing on April 16, 2009. The purpose of this public hearing will be to gain citizen input about this Substantial Amendment for utilization of funds. Additionally, the published notice summarizes the County's intentions for use of the funds and directs the public on how to view or obtain the complete text of this Substantial Amendment. The public comment period for this Substantial Amendment is March 30 through April 13th. Additionally, this Substantial Amendment requires approval by the Will County Executive Committee and Will County Board before transmittal to HUD, both publicly advertised meetings with opportunity for public comment. After the specific projects have been selected for the funds, project selections will be posted on the Land Use website. and a second public hearing, will be held to solicit comments on the projects before agreements are finalized.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: This response to will be completed when the public comment period has ended.

- 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: Will County did not receive any comments from the public during the initial public comment period.

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C. Distribution and Administration of Funds- HPRP

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 sub-grantees. Note that a sub-grantee is defined as the organization to which the grantee provides HPRP funds.
 Competitive Process
 Formula Allocation
 Other ((Specify: Sub-grantees will be chosen by the Continuum of Care through a competitive application process)

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

Response: The County will utilize already available data and the expertise of those agencies involved with the Will County Continuum of Care network, specifically the two standing Committees of Ranking and Leadership. The agencies and representatives who serve on both committees serve the targeted population that is the focus of the HPRP funds to ensure that these funds are directed toward the greatest community need and allocated to sub-grantees with capacity to effectively carry out the activities eligible under the funds. The Leadership Committee is a committee of the Will County Homeless Continuum of Care (“Continuum”). This committee is composed of representatives from all shelters and transitional housing agencies in the County, including: Catholic Charities-Daybreak, Morning Star Mission Ministries, Will County Center for Community Concerns, Will County Veterans Assistance Commission, Lambs Fold Woman’s shelter, Groundwork Domestic Violence Shelter. The Leadership Committee of the Will County Continuum has been given the responsibility of developing and reviewing criteria for the RFP that will be published and made available by the Ranking Committee of the Continuum. The Ranking Committee is a broad-based committee represented by agencies and community leaders having a particular knowledge of the homeless and at-risk population. The Leadership Committee will submit the Ranking Committee funding recommendations to the Executive Committee of the Will County Board, who will make final funding decisions based on the Continuum’s recommendations.

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- a. 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: Funding decisions will be made by mid-July, 2009. Those decisions will be posted on the Land Use website and publicly discussed at an August Public Hearing in conjunction with the August 2009 County Board meeting. The funding decisions will also be included in a public hearing notice to be published in a newspaper of general circulation. Grant agreements will then be entered with the selected sub-grantees that will be in place after the August County Board meeting by the end of August, 2009.

- b. 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: Will County will ensure effective and timely use of HPRP grant funds, as well as oversight and monitoring of administration of all HPRP funds, by following already in place procedures as outlined in its Consolidated Plan:

- a. Sub-grantees are carefully chosen for expertise and capacity.
- b. Scope of work, eligible activities, and timelines are clearly stated in grant agreements.
- c. Grant agreements provide procedures for the termination of the agreement due to lack of performance in a timely way so that funds can be reprogrammed and reallocated to other sub-grantees to meet overall program goals.
- d. County staff conducts a pre-award meeting with all sub-recipients to review expectations, procedures, and Federal requirements contained in each agreement with each sub-grantee at the beginning of each project.
- e. County staff that is already familiar with administration and monitoring of other HUD grants will apply the same monitoring standards and techniques to the HPRP grant by conducting monthly reviews through monthly progress reports and will coordinate its monitoring efforts with the Continuum of Care HMIS Specialist to insure proper input of all programmatic data and performance reporting into the HMIS system.

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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 Will County Continuum of Care Housing, Leadership and Ranking Committees have continued to stress partnerships and coordination and collaboration as key strategies in meeting housing needs for the targeted population. The Continuum itself is a collaboration of three entitlement units of local government (Will County, City of Joliet and Village of Bolingbrook). Given the Ranking Committee's history of requiring collaboration and partnerships between agencies of differing size and capacity, the Will County Continuum and Will County itself, as grant recipient of the HPRP program funds, intends to continue these efforts. With respect to the other program funds under the AARA to be received by Will County, the other Federal agencies such as DOE, EPA, HHS have all issued FOA's (funding announcements) under the American Recovery and Reinvestment Act of 2009. The County Executive office has been holding monthly departmental meetings with the County's Lobbyist to insure each County Department is in touch with the appropriate federal agency having issued the funding announcement. Since some of the funding under AARA will be disbursed to non-governmental agencies, the County may not have access to information related to program amount, or agency being affected. However, the County does have specific knowledge of funding from AARA relating to the Weatherization program distributed through the Department of Energy; the Community Services Block Grant program distributed through the Department of Health and Human Services; and finally funds available for workforce development available from the Department of Labor. In most of the above cases, the County works with the administrating local agencies who are responsible for program implementation. Although the programs mentioned here are diverse and are designed to serve needs outside the scope of HPRP, the County will make every effort to avoid duplication of services for clients who may be eligible for receipt of funds from other AARA programs by cross checking eligibility within the HMIS management and information system.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

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Response: The Director of the Community Development Division of Will County Land Use is the Chairman of the Will County Continuum of Care Ranking Committee and also is a member of it's Leadership Committee. The Continuum is composed of an additional 20 other agencies and two other entitlement communities representing the targeted population.. As described previously, the Continuum and its committees will take the lead in setting the priorities for the HPRP activities and will make the funding selection recommendation to the full Will County Board.

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 Will County Consolidated Plan places great emphasis on the needs of the homeless and those at-risk of homelessness. Funding allocations are made through a ranking process, in similar manner to the process used for the annual SuperNofa. The Consolidated Plan strategy for developing a system to address homelessness includes the adoption in 2007, of a Plan to End Chronic Homelessness that included the creation of a Homeless Services Program, coordinated by the Will County Center for Community Concerns. The components of the PECH Plan, all of which tie in some way to eligible activities under the HPRP, are:

- HMIS Needs Assessment Data
- Emergency Prevention
- Outreach to Unsheltered
- Timely Re-housing through the Advance TBRA program
- Support Services
- Increasing Income and educational opportunities
- Creating Permanent Affordable Housing

Under the County's Consolidated Plan, The Will County Continuum of Care has also been successful in distributing approximately \$165,000 in Homeless Prevention funds from the Illinois Department of Human Services, Bureau of Homeless Services and Supportive Housing, annually for the past 3 years. The HHS Homeless Prevention Grant carries on prevention activities similar to the eligible activities under the HPRP. The Continuum also has an HMIS users group. Funding has been given through the Consolidated Plan and a SuperNofa renewal grant, to help establish and operate the HMIS system.

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E. Estimated Budget Summary-HPRP

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	\$270,500	\$116,020	\$386,520
Housing Relocation and Stabilization Services ²	\$116,000	\$ 49,651	\$165,651
Subtotal (add previous two rows)	\$386,500	\$165,671	\$552,171

Data Collection and Evaluation ³	\$20,000
Administration (up to 5% of allocation)	\$30,100
Total HPRP Amount Budgeted⁴	\$602,271

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.”

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F. Authorized Signature – HPRP

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)

Signature/Authorized Official: Lawrence M. Walsh, Date

Title : Will County Executive

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