

**SUBSTANTIAL AMENDMENT  
FOR THE  
HOMELESS PREVENTION  
AND RAPID RE-HOUSING  
PROGRAM(HPRP)**

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**CITY OF MILWAUKEE,  
WISCONSIN**

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**Submitted to the  
U.S. Department of Housing & Urban Development  
By the  
Community Development Grants Administration  
City Hall – 200 East Wells Street; Room 606  
Milwaukee, Wisconsin  
Steven L. Mahan, Director**

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**Funds Provided by the U.S. Department of Housing & Urban Development**

**Substantial Amendment to the Consolidated Plan and 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](http://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)

**A. General Information**

<b>Grantee Name</b>	City of Milwaukee-Community Development Grants Administration
<b>Name of Entity or Department Administering Funds</b>	Community Development Grants Administration
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Steven L. Mahan
<b>Title</b>	Director
<b>Address Line 1</b>	City Hall-200 East Wells Street-Room 606
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Milwaukee, Wisconsin 53202
<b>Telephone</b>	(414) 286-3647
<b>Fax</b>	(414) 286-5003
<b>Email Address</b>	smahan@milwaukee.gov
<b>Authorized Official</b> (if different from Contact Person)	
<b>Title</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Web Address where this Form is Posted</b>	<a href="http://www.city.Milwaukee.gov/Community%20Development310.htm">www.city.Milwaukee.gov/Community Development310.htm</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$6,912,159</b>
<b>Amount Grantee is Requesting</b>	<b>\$6,912,159</b>

\*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:** To ensure adequate and accessible citizen participation, the City of Milwaukee prepared a “draft” of the Substantial Amendment for the Homeless Prevention and Rapid Re-Housing Program (HPRP). The public comment period for review of the draft Plan was April 24, 2009 through May 8, 2009. CDGA notified funded community agencies, elected officials and other interested persons through mailings and phone calls. CDGA also published the report on the City’s website and a notice of availability in the following publications on the dates listed and has submitted copies for public review at the CDGA offices and the City Legislative Reference Bureau.

- 1) Milwaukee Community Journal, April 24, 2009
- 2) El Conquistador, April 24, 2009

The full Milwaukee Common Council adopted the amendment on May 15, 2009.

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.

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:** CDGA welcomes the views and input of citizens and other stakeholders as it pertains to the any reports disseminated to the public. Any comments, letters or other correspondence received are considered and are included in reports submitted to HUD.

CDGA received one response from the Metropolitan Milwaukee Fair Housing Council regarding federal requirements to “affirmatively further fair housing” and comply with obligations under the Fair Housing Act.

CDGA is fully aware of its obligations under the Fair Housing Act and other federal regulations as they pertain to affirmatively furthering fair housing and will comply with all applicable laws. A copy of the letter which was submitted is enclosed.

### **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(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 (Continuum of Care Collaborative Planning Process)

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

**Response:** This plan for the utilization of Homelessness Prevention and Rapid Re-Housing Program funds represents the City of Milwaukee's partnership with the Milwaukee Continuum of Care, the entity charged with the coordination of HUD Supportive Housing Program funding. With 85 organizational members, the Milwaukee Continuum of Care (COC) is representative of the full spectrum of homeless services providers. Moreover, the COC has the planning and accountability structure necessary to insure that HPRP funds have maximum impact on the complex issues of homelessness for youth, single adults with disabilities, and families experiencing repeated episodes of homelessness. To develop the plan, COC leadership convened five discussion groups: family homeless services providers, homeless youth-serving agencies, homeless adult service providers (including veterans), legal services organizations representing low-income clients, and leaders of the four work groups developing Milwaukee's 10-Year Plan to End Homelessness. In all, representatives of 15 organizations met to discuss utilization trends, review best practices, and identify programming priorities for the HPRP funding. The following organizations jointly developed the proposed plan and are for the most part, partners in its implementation: Housing Authority of the City of Milwaukee, Community Advocates, Salvation Army, Hope House of Milwaukee, Social Development Commission, Cathedral Center, Walker's Point Youth and Family Center, Pathfinders of Milwaukee, St. Aemilian-Lakeside, Vets Place Central, Guest House of Milwaukee, Health Care for the Homeless, My Home/Your Home, Legal Action of Wisconsin, and Legal Aid Society.

2. **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:** The City's plan is to adopt the proposal developed by the Milwaukee Continuum of Care organizations and to allocate funds based on the subgrantees identified in the Continuum's plan. Significant planning and preparatory work has been completed through the Continuum of Care in preparation for the receipt of HPRP funds; moreover, the HPRP plan builds upon the extensive planning pursuant to Milwaukee's 10-Year Plan to End Homelessness. Agencies that will be responsible for the implementation of HPRP have been directly involved in the development of the plan and have the capacity to begin activities within thirty (30) days of notification of plan approval.

3. **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:** The Milwaukee HPRP Plan includes seven coordinated components: 1) *Family Rapid Re-Housing*; 2) *Rapid Re-Housing for Youth Ages 18-25*; 3) *Rapid Re-Housing for Single Adults*; 4) *Prevention of Homelessness Related to Foreclosure of Rental Units*; 5) *Legal Assistance to Prevent Eviction*; 6) *Landlord/Tenant Mediation*; and 7) *Direct Assistance for Eviction Prevention with Case Management*. This represents the total allocation of HPRP funding to the City of Milwaukee except for funds reserved for administration. Each of the organizations incorporated into the proposed HPRP plan is an existing CDBG grantee and, as such, has the required data collection, program reporting, and fiscal accountability systems already established and operating.

Each of the HPRP components has a detailed program plan including target population, goals and objectives, and outcomes. The grantee will require each subgrantee to conform with standard proposal and contract requirements prior to allocation.

The HPRP will be subject to the same high level of program monitoring and compliance assurance used in all of the City's Community Block Grant programs including CDBG, HOME, ESG, HOPWA, and ADDI. This process, described in the City's Consolidated Plan, includes detailed grantee reporting requirements to document activities and accomplishments, submission of monthly financial and programmatic reports, staff review of program progress to identify issues and insure compliance, site visits augmented by frequent telephone and electronic contact with subgrantees to track progress, identify problems, and provide technical assistance as needed. In addition, funded programs will undergo annual risk assessments and in-house desk audits in addition to the City Comptroller's Office annual financial audits and expenditure monitoring.

#### **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 has established relationships with the Milwaukee Public Schools, Milwaukee County Department of Health and Human Services, Workforce Investment Board, local law enforcement, and other entities that will receive funds under the American Recovery and Reinvestment Act. The Family Rapid Re-Housing Component will coordinate efforts with the Milwaukee Public Schools Homeless Services Program to insure that children avoid disruptions in their school attendance/assignment. The Single Adult Rapid Re-Housing Component will coordinate with the resources of Milwaukee County, specifically the Milwaukee County Housing Division for housing assistance and the Behavioral Health Division for mental health and addiction treatment services. Providers will continue efforts to access the services of the Workforce Investment Board and other entities funded to provide employment and training support.

- 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 HPRP Plan was developed in collaboration with the Milwaukee Continuum of Care. The COC represents the City and County of Milwaukee, West Allis, and Wauwatosa. Steve Falek, Associate Director of the Housing Authority of the City of Milwaukee, serves as co-chair of the Continuum; and Birdie Boyd from the Community Development Grants Administration is a Continuum of Care member. The Continuum of Care tracks the utilization of mainstream benefits through the Homeless Management Information System (HMIS) and reports annually to HUD on the extent to which participants in HUD-funded supportive housing programs successfully access mainstream benefits such as Medicaid, Badger-Care, Food Stamps, W-2/TANF, SSI/SSDI, and other related resources. A key component of the Single Adult Rapid Re-Housing Component of the HPRP is the utilization of the SOAR model to increase the number of approved SSI applications for single adults with mental illness. In this endeavor, HPRP agencies involved with SOAR will work closely with the Social Security Administration as well as the Behavioral Health Division and other health care providers.

**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:** All activities are consistent with the Housing First model in the Consolidated Plan and will prevent homelessness or help the homeless to be quickly re-housed and stabilized.

**Rapid Re-Housing-Families** - Permanent housing with case management for 150 homeless families over three years. Short-term housing/case management(up to 18 months) to stabilize and help them gain the skills to maintain housing and increase income, after which a rent-subsidized housing unit will be provided.

**Rapid Re-Housing-Single Adults** – Permanent housing, accessing resources, employment and/or SSI benefits for 180 who will live in efficiencies with utilities and receive case management to help secure employment/income to sustain permanent housing.

**Rapid Re-Housing-Youth**, ages 18-25 - special emphasis gay, lesbian, bisexual, transgender and questioning youth, former foster care and other single and parenting young adults. Medium term rental assistance for 120 to obtain/maintain safe/suitable housing with case management to foster education, employment, living skills, and emotional growth.

**Legal Services** - Eviction prevention for 300 low-income renters at imminent risk of homelessness due to nonpayment of rent, foreclosure, or other circumstance.

**Prevention of Homelessness-Foreclosure of Rental Units** - Moving costs and security deposits for 250 Section 8 households facing five-day eviction orders as a result of foreclosure.

**Landlord/Tenant Mediation** - Landlord/tenant dispute resolution, case management and short-term rental assistance for 450.

**Direct Assistance for Eviction Prevention**, case management and short-term rent assistance (with case management) for 300 over three years.

### 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.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$1,336,900	\$2,123,600	\$3,460,500
Housing Relocation and Stabilization Services <sup>2</sup>	\$1,428,100	\$1,677,951	\$3,106,051
<b>Subtotal</b> (add previous two rows)	<b>\$2,765,000</b>	<b>\$3,801,551</b>	<b>\$6,566,551</b>

Data Collection and Evaluation <sup>3</sup>	\$
Administration (up to 5% of allocation)	\$345,608
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$6,912,159</b>

<sup>1</sup>Financial 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.

<sup>2</sup>Housing 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.

<sup>3</sup>Data 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.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

## **PUBLIC NOTICE**

### **CITY OF MILWAUKEE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

#### **Proposed Substantial Amendment to the City's Consolidated Plan- 2008 Annual Action Plan for the Homeless Prevention and Rapid Re-Housing Program(HPRP)**



The City of Milwaukee is inviting citizen comments on the **Proposed Substantial Amendment to the City's Consolidated Plan-2008 Annual Action Plan for the Homeless Prevention and Rapid Re-Housing Program(HPRP).**

The City of Milwaukee expects to receive \$6,912,159 from the Federal government as a result of the Homeless Prevention Fund of the American Recovery and Reinvestment Act. This legislation was passed in part to provide assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. The proposed amendment to the City's 2008 Action Plan details the City's application to the U.S. Department of Housing and Urban Development for the use of the funds.

The proposed amendment will be available to the public beginning Friday, April 24, 2009 and can be picked up at the CDGA office located in Room 606, City Hall, 200 E. Wells Street. In addition, it can also be accessed on the website at [www.city.Milwaukee.gov/CommunityDevelopment310.htm](http://www.city.Milwaukee.gov/CommunityDevelopment310.htm).

Comments on the Plan must be submitted in writing no later than May 8, 2009 to: Mr. Steven L. Mahan, Director, Community Development Grants Administration; City Hall – 200 East Wells Street, Room 606, Milwaukee, Wisconsin 53202.



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted: 05/15/2009		Applicant Identifier		<b>Type of Submission</b>	
Date Received by state		State Identifier		<b>Application</b>	<b>Pre-application</b>
Date Received by HUD		Federal Identifier		<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
				<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>					
Jurisdiction: <b>City of Milwaukee</b>			UOG Code: W1554340 MILWAUKEE		
Street Address Line 1: 200 E. Wells Street; Room 606			Organizational DUNS: 00-643-4211		
Street Address Line 2			Organizational Unit; Dept. of Administration		
City: Milwaukee		Wisconsin		Department: Community Development Grants Administration	
ZIP: 53202		Country U.S.A.		Division	
<b>Employer Identification Number (EIN):</b>			County: Milwaukee		
<b>39-6005532</b>			Program Year Start Date: 09/01/2009		
<b>Applicant Type:</b>			<b>Specify Other Type if necessary:</b>		
Local Government: City			Specify Other Type		
<b>Program Funding</b>			<b>U.S. Department of Housing and Urban Development</b>		
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding					
<b>Homelessness Prevention &amp; Rapid Re-Housing Program (HPRP)</b>			14.257: Homelessness Prevention & Rapid Re-Housing Program (HPRP)		
Project Titles:			Description of Areas Affected by Projects: City of Milwaukee CDBG Target Area-Citywide		
\$Grant Amount: \$6,912,159		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged			\$Additional State Funds Leveraged		
\$Locally Leveraged Funds			\$Grantee Funds Leveraged		
\$Anticipated Program Income			Other (Describe)		
Total Funds Leverage for Project(s)					
Project Titles			Description of Areas Affected by Project(s)		
\$Grant Amount		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged			\$Additional State Funds Leveraged		
\$Locally Leveraged Funds			\$Grantee Funds Leveraged		

\$Anticipated Program Income		Other (Describe)	
Total Funds Leverage for Projects(s)			
Project Titles		Description of Areas Affected by Project(s)	
Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leverage for Projects(s)			
Project Titles		Description of Areas Affected by Project(s)	
Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leverage for Project(s)			
Congressional Districts of: 4,5		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts: 4,5	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
First Name: Steven	Middle Initial: L	Last Name: Mahan
Title: Director	Phone: 414-286-3842	Fax: 414-286-5003
eMail:Smahan@milwaukee.gov	Grantee Website: Milwaukee.gov	Other Contact
Signature of Authorized Representative		Date Signed
Tom Barrett, Mayor; City of Milwaukee, Wisconsin		