

**RESOLUTION NO.: R-2010-042**

*Authorizing the City Manager to execute HPRP Amendments to HUD Substantial Agreement and HPRP Contract Agreements with The Cooperative Ministries, University of South Carolina and South Carolina Legal Services*

ORIGINAL  
STAMPED IN RED

BE IT RESOLVED by the Mayor and City Council this 21st day of April, 2010, that the City Manager is authorized to execute the attached HPRP Amendments to HUD Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) (Adjusted March 2010); First Amendment to Agreement between the City of Columbia and The Cooperative Ministries; First Amendment to Agreement Between the City of Columbia and SC Legal Services; and First Amendment to Agreement Between the City of Columbia and University of South Carolina.

Requested by:

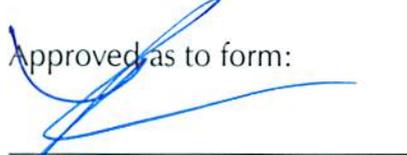
Allison Baker, Senior Assistant City Manager

  
\_\_\_\_\_  
Mayor

Approved by:

  
\_\_\_\_\_  
City Manager

Approved as to form:

  
\_\_\_\_\_  
City Attorney

ATTEST:

  
\_\_\_\_\_  
City Clerk

Introduced: 4/21/2010  
Final Reading: 4/21/2010

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the  
Homelessness Prevention and Rapid Re-Housing Program (HPRP)  
(Adjusted March 2010)**

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.

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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 Columbia
<b>Name of Entity or Department Administering Funds</b>	Community Development Department
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Eric Cassell
<b>Title</b>	Community Development Administrator
<b>Address Line 1</b>	1136 Washington Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Columbia, SC 29217
<b>Telephone</b>	803.545.3373
<b>Fax</b>	803.988.8014
<b>Email Address</b>	<a href="mailto:evcassell@columbiasc.net">evcassell@columbiasc.net</a>
<b>Authorized Official</b> (if different from Contact Person)	Steven A. Gantt
<b>Title</b>	City Manager
<b>Address Line 1</b>	PO Box 147
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Columbia, SC 29217
<b>Telephone</b>	803.545.3026
<b>Fax</b>	803.733.8317
<b>Email Address</b>	<a href="mailto:sagantt@columbiasc.net">sagantt@columbiasc.net</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.columbiasc.net">www.columbiasc.net</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$524,731</b>
<b>Amount Grantee is Requesting</b>	<b>\$524,731</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:

Housing and Urban Development (HUD) requires that the City of Columbia develop a Consolidated Plan affecting all of its community planning and development and housing programs. The City of Columbia adopted a Citizen Participation (CP) Plan as required by HUD 24 CFR Part 91(B). The City of Columbia's Citizen Participation Plan is very comprehensive and allows a multi-faceted approach to encourage citizen participation.

The City of Columbia's original submission only addressed the one-day public hearing held on May 6, 2009 during the regular City Council Meeting at City Hall. The City of Columbia is conducting a twelve (12) day comment period that began on Tuesday, June 9, 2009 and will end on Sunday, June 21, 2009. Comments received will be forwarded to HUD at the conclusion of the comment period. In an effort to rectify the omission of the HPRP amendment in the Citizen Participation Process, the following actions have occurred.

- The public notice and substantial amendment have been placed on the City's website for review. [www.columbiasc.net/communitydevelopment/95](http://www.columbiasc.net/communitydevelopment/95)
  - The information has also been disseminated to the Columbia Council of Neighborhoods
  - The Public Notice has also been posted at the following locations:
    - 1136 Washington Street
2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:  
**Comments received will be forwarded to HUD at the conclusion of the comment period.**
    - 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:

A summary of the comments, if any, will be provided at the end of the comment period.

## **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 (Specify: Through a current subgrantee that is currently administering a portion of a homeless program.)

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

Response:

Through a competitive bid process, the City of Columbia selected a subgrantee to provide legal services to homeless and potentially homeless persons and families. The City sent out a Request for Proposals and selected the best organization to administer legal services.

The City of Columbia will also use a current subgrantee, The University of South Carolina Department of Medicine (USC-DOM) that administers its Housing First Program. In previous years through Housing First, Columbia placed 37 chronically homeless persons in housing units. With the HPRP grant, Columbia will be able to extend approved services provided by USC such as case management, housing search and placement, and outreach and engagement. This will allow Columbia to increase the number of homeless persons placed in housing and provide financial assistance to prevent or mitigate the number of persons who would be homeless if not for this assistance.

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:

The City of Columbia will allocate HPRP funds to subgrantees by September 30, 2009 as follows:

- A. In no event will the total compensation paid to the subgrantee exceed the maximum sum specified for all services required under its contract with the City of Columbia.
  - B. Drawdowns for payment of eligible expenses shall be made in accordance with performance, submissions of reports, and upon receipt and approval of requests for payments.
  - C. Final payment will be made upon submission and approval by the City of a final cumulative report to include performance measures by the subgrantee detailing the status of services rendered under this agreement.
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:

The City of Columbia Community Development Department will comply with the expenditure deadlines by using at least 60% of the funds within the two (2) years of the executed HUD grant agreement and 100% by three (3) years. The City of Columbia Community Development Department will also ensure that funds are drawn down on a quarterly basis as stipulated in the timeliness standard per HUD.

The City of Columbia will monitor compliance with a multi faceted approach. The City will require quarterly reports be turned in to coincide with the quarterly reporting system that is established in the HPRP guidelines. The City will also conduct on-site reviews for the extent of the program. Upon on-site review, technical assistance, recommendations and/or corrective action finding will be discussed with subgrantee. Any corrective action will require action from subgrantee within specified amount of time. Data collection on persons served will be reported through Homeless Management Information System (HMIS), Drawdowns, and expenditures in Integrated Disbursement and Information System (IDIS).

#### **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 of Columbia plans to collaborate with the following local agencies:

- U.S. Department of Housing and Urban Development (HUD) – manages six programs that directly combat homelessness, and it coordinates with the Department of Defense on a seventh program. In addition to the “targeted” programs, HUD funds “mainstream” programs that can provide additional assistance to homeless persons.
- The Midlands Area Consortium for the Homeless (MACH) – a 501c3 non-profit organization comprised of over 60 agencies, which addresses homelessness by promoting collaboration and planning among state and local governments, corporate and non-profit organizations, and faith-based entities that support individuals and families in their quest to move from homelessness to housing. The MACH provides resources for information sharing and advocacy.
- The Veterans Administration (The Alston Wilkes Society Veterans Home) – a valuable project that has proven its worth in both our community and state. Through the efforts of the Alston Wilkes Society and the Palmetto State Base Camp, Inc., homeless veterans in South Carolina now have a stable alternative to homelessness. Beyond providing the essentials of food and shelter, the facility and its staff help to reaffirm veterans’ self-worth and give them a chance to contribute to the community and society overall.
- The Social Security Administration – will help to screen homeless and potentially homeless persons for eligibility to receive social security funds, assist with the completion and processing of the appropriate documentation, and follow-up of completed applications

for eligibility determination. Social security funds can assist homeless persons with housing costs.

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 of Columbia Community Development Department along with USC-DOM will work with the area Columbia Midlands CoC. Through case management and outreach, a constant flow of communication and referrals shall take place between the City of Columbia's HPRP Program and the Columbia Midlands CoC. This will further ensure that all persons eligible to participate in the program are receiving a Continuum of Care and that services are not being duplicated.

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 plan as described in the substantial is consistent with the City of Columbia's Consolidated Plan as follows:

Consolidated Plan, p. 36

"Housing First emphasizes the belief that a client cannot be truly stabilized if moved from location to location before actual permanent housing. It is premised on a "rapid exit" strategy that demonstrates that the sooner an individual or family is placed in permanent housing, the less overall time spent homeless and the fewer repeat episodes of homelessness. An important component of this model is the supportive services available to clients placed into housing."

This is an expansion of the Housing First program and would allow for the "rapid exit" of individuals and families.

Consolidated Plan, p. 42-Families

"Columbia lacks sufficient emergency shelter for families. Most shelters in the Columbia area only accept single homeless individuals without children. The shelters and transitional housing providers that accept women with children do not accept men. This lack of shelter resources for families could lead to the separation of families. Service providers indicate that additional supportive services are needed for women with children or parenting skills, social skills, and self-esteem counseling."

Consolidated Plan, p. 46-Victims of Domestic Violence

"In a 1990 Ford Foundation study, 50% of homeless women and children were fleeing abuse. Further, in a 1998 study of ten U.S. cities by Homes for the Homeless, 22% of study participants indicated that they had left their last place of residence due to domestic violence. In general, it had been found that women who experience

domestic violence are at increased risk of homelessness or staying with their abusive partner in order to prevent homelessness ([www.nationalhomeless.org/domestic.html](http://www.nationalhomeless.org/domestic.html)).”

Consolidate Plan, p. 46-Youth “A 1991 study of former foster youth found that 25% of the youth were homeless at least one night ([www.endhomelessness.org/youth](http://www.endhomelessness.org/youth)). In the MACH 2004 Point-in-Time Count for Richland County, 28 homeless youths were reported. In the Columbia area, support services are available to homeless youth from: Palmetto Place Children’s Emergency Shelter, Epworth Children’s Home, Carolina Children’s Home, and through day care services provided at the Children’s Garden. In 2004, Growing Home of the Southeast was awarded a Supportive Housing Program grant to establish a six-bed transitional housing facility working with homeless youth and those existing foster care without permanent housing.”

The plans that are established in this program will allow the inclusion of groups that are normally excluded in homeless programs due certain factors. This program along with the services it will provide will allow for the placement of families, including families that are escaping domestic violence situations. It will also increase the amount services that the specific groups that are identified above would not have access to due to their inability to receive assistance.

### 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>The Cooperative Ministry</b>		
<b>Financial Assistance<sup>1</sup></b>		
Homeless Prevention (Funds Available for TCM)	\$111,947.00	
Rapid Re-housing (Funds Available to be Expended on behalf of USC)	\$111,948.00	
<b>Total Financial Assistance</b>		\$223,895.00
<b>Housing Relocation and Stabilization Services<sup>2</sup></b>		
Case Management (1 FTE \$34,000 + 35% Fringe = \$45,900 for 2 yrs = \$91,800)		
<b>Total Housing Relocation and Stabilization Services</b>		\$91,800.00
<b>Data Collection and Evaluation<sup>3</sup></b>		
HMIS Related Cost	\$2,367.00	
Equipment	\$4,000.00	
<b>Total Data Collection and Evaluation</b>		\$6,367.00
<b>Subtotal</b>		\$322,062.00
<b>Administration</b>	(\$322,062 x .05)	\$16,103.00
<b>TOTAL</b>		<b>\$338,165.00</b>

<b>USC</b>		
<b>Financial Assistance</b>		
Homeless Prevention (Funds Available for TCM)	\$0.00	
Rapid Re-housing (Funds Available for USC)	\$0.00	
<b>Total Financial Assistance</b>		<b>\$0.00</b>
<b>Housing Relocation and Stabilization Services<sup>2</sup></b>		
Case Management (1 FTE \$32,000 + 44% Fringe = \$46,080 for 2 yrs = \$92,160)	\$92,160.00	
<b>Total Housing Relocation and Stabilization Services</b>		<b>\$92,160.00</b>
<b>Data Collection and Evaluation<sup>3</sup></b>		
HMIS Related Cost	\$2,366.00	
<b>Total Data Collection and Evaluation</b>		<b>\$2,366.00</b>
<b>Subtotal</b>		<b>\$94,526.00</b>
<b>Administration</b> (\$94,526 x .05)		<b>\$4,726.00</b>
<b>TOTAL</b>		<b>\$99,252.00</b>

<b>SC Legal</b>		
<b>Financial Assistance</b>		<b>\$0.00</b>
<b>Housing Relocation and Stabilization Services<sup>2</sup></b>		
Case Management-Legal	\$80,000.00	
<b>Total Housing Relocation and Stabilization Services</b>		<b>\$80,000.00</b>
<b>Data Collection and Evaluation<sup>3</sup></b>		
HMIS Related Cost	\$2,367.00	
<b>Total Data Collection and Evaluation</b>		<b>\$2,367.00</b>
<b>Subtotal</b>		<b>\$82,367.00</b>
<b>Administration</b> (\$82,367 x .05)		<b>\$4,117.00</b>
<b>TOTAL</b>		<b>\$86,484.00</b>

<b>City of Columbia, South Carolina</b>	<b>Administration</b>	<b>\$830.00</b>
<b>TOTAL City of Columbia HPRP Allocation</b>		<b>\$524,731.00</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 and legal services

<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.

**F. Authorized Signature**

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)

*[Handwritten Signature]*

*4/26/10*

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

*City Manager*

\_\_\_\_\_  
Title

APPROVED BY  
CITY OF COLUMBIA  
LEGAL DEPT  
*[Signature]*  
AS TO FORM CITY  
4-15-10



## HPRP Revised Reporting Timetable

<b>Report Type</b>	<b>Reporting Period</b>	<b>Due Date</b>
<u>Initial Performance Report</u>		9-30-09
Monthly Status Report (Service Hours Billing to City)	One month	5 <sup>th</sup> of each month
<u>Quarterly Performance Report</u> Report should include Quarterly and cumulative data.	October 1 to Dec. 31, 2009 January 1 to March 31, 2010 April 1 to June 30, 2010 July 1 to September 30, 2010 October 1 to Dec. 31, 2010 January 1 to March 31, 2011 April 1 to June 30, 2011 July 1 to September 30, 2011 October 1 to Dec. 31, 2011 January 1 to March 31, 2012 April 1 to June 30, 2012	<b><u>Preliminary OPR's:</u></b> To City by 2 <sup>nd</sup> of month at Quarter's end-City will submit to HUD by 10 <sup>th</sup> of month (Jan 10, Apr 10, July 10 & Oct 10)  <b><u>Final OPR's:</u></b> To City by 2 <sup>nd</sup> of month at Quarter's end-City will submit to HUD by 5 <sup>th</sup> of month (Feb 5, May 5, Aug 5, Nov 5)
<u>Annual Performance Report</u>	October 1 <sup>st</sup> to September 30 <sup>th</sup> of each reporting year	To City by November 5 <sup>th</sup> each year-City will submit to HUD by November 30

### **Reporting from Subrecipient to Grantee:**

The University of South Carolina will utilize spreadsheets to track and report Vendor Service Hours (provided by City of Columbia) and HPRP data ("table shells" provided by HUD) to the City of Columbia according to the above schedule.

The program schedule agreed to between the Subrecipient and the City is required to meet the American Recovery and Reinvestment Act of 2009 requirements. The project shall progress according to the program schedule. Subrecipient agrees to the program schedule and reporting timetable as found in the Substantial Agreement, dated September 30, 2009; Attachment C:

### **Program Expenditure Schedule**

1. Subrecipient will expend at least 30 percent of HPRP funds by September 30, 2010;
2. Subrecipient will expend at least 60 percent by July 10, 2011;
3. Subrecipient will ensure that all City HPRP funds are used for the eligible HPRP activities;
4. Subrecipient must notify the City if it appears that these requirements will not be met, no later than 30 days prior to 30% and 60% draw down deadlines. If Subrecipient fails to

comply with either threshold, the City may proceed to recapture the unused HPRP funds and reallocate them.

**(100% of funds must be expended by July 10, 2012.)**

**Rapid Re-Housing Assistance:**

Rapid Re-housing Assistance will be available for persons who are homeless according to HUD's definition. Individuals and families who meet one of the following criteria, along with the minimum requirements contained in Docket No. FR-5307-N-011, are eligible under the rapid re-housing portion of HPRP:

- a. Sleeping in an emergency shelter;
- b. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- c. Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- d. Graduating from, or timing out of a transitional housing program; and
- e. Victims of domestic violence.

The purpose of HPRP rapid re-housing funds is to assist eligible program participants to quickly obtain and sustain stable housing. USC will utilize a process to assess, for all potential clients, their level of service need, other resources available to them, and the appropriateness of their participation in the rapid re-housing assistance portion of HPRP. Clients who require longer-term housing assistance and services should be directed to programs that can provide the requisite services and financial assistance.

Financial Assistance provisions will not exceed local, fair-market values. No payments will be made directly to program participants, but only third parties, such as landlords or utility companies.

**\*\*NOTE\*\*** The Cooperative Ministry will serve as the check issuer for USC's Rapid Re-housing Financial Assistance funding expenditures for each client. (USC-Department of Medicine is unable to accommodate check issuing.)

**Housing Relocation and Stabilization Services:**

**Case Management:** Management, coordination, monitoring, and delivery of services related to meeting the housing needs of clients and helping them maintain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating client progress; assuring that client's rights are protected; and developing an individualized housing and service plan, including a path to maintain housing stability subsequent to HPRP financial assistance.

**Outreach and Engagement:** Services or assistance designed to publicize the availability of programs to make persons who are almost homeless are aware of these and other available services and programs.

**Housing Search and Placement:** Services or activities designed to assist individuals or families in retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and Mediation and Outreach to existing property owners related to retaining housing stability.

**Data Collection and Evaluation:**

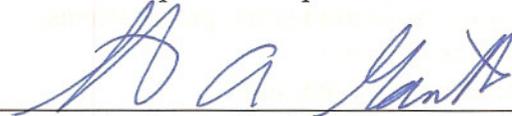
**Data Collection:** Data collection and Reporting for HPRP will be conducted through the use of Homeless Management Information Systems (HMIS) or a comparable client-level database.

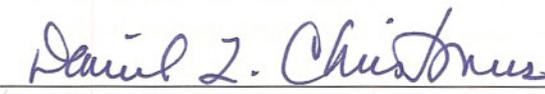
Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data are eligible costs and are included in Budget. (Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS.)

**Evaluation:** Must comply, if asked, to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs when participating in HUD research and evaluation of the program.

Except as modified hereby, the aforesaid agreement shall remain in full force and effect.

Witness the parties' respective hands and seals the date so indicated below.

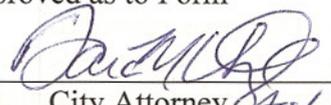
 4.26.10  
\_\_\_\_\_  
Steven A. Gantt, City Manager, City of Columbia Date

 4/27/10  
\_\_\_\_\_  
Authorized Subrecipient Official Date  
University of South Carolina – School of Medicine

Daniel L. Christmus  
Sr. Sponsored Program Administrator

\_\_\_\_\_  
Title of Authorized Official

Approved as to Form

By:  4-15-10  
\_\_\_\_\_  
City Attorney, Asst. Date



## HPRP Revised Reporting Timetable

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The program schedule agreed to between the Subrecipient and the City is required to meet the American Recovery and Reinvestment Act of 2009 requirements. The project shall progress according to the program schedule. Subrecipient agrees to the program schedule and reporting timetable as found in the Substantial Agreement, dated September 30, 2009; Attachment C:

### **Reporting from Subrecipient to Grantee:**

SC Legal Services will utilize spreadsheets to track and report Vendor Service Hours (provided by City of Columbia) and HPRP data ("table shells" provided by HUD) to the City of Columbia according to the above schedule.

### **Data Collection and Evaluation:**

**Data Collection:** Data collection and Reporting for HPRP **will be conducted through the use of Homeless Management Information Systems (HMIS)**. Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data are eligible costs and are included in Budget. (Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS activities that are ineligible include planning

and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS.)

**Evaluation:** Must comply, if asked, to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs when participating in HUD research and evaluation of the program.

#### **Program Expenditure Schedule**

1. Subrecipient will expend at least 30 percent of HPRP funds by September 30, 2010;
2. Subrecipient will expend at least 60 percent by July 10, 2011;
3. Subrecipient will ensure that all City HPRP funds are used for the eligible HPRP activities;
4. Subrecipient must notify the City if it appears that these requirements will not be met, no later than 30 days prior to 30% and 60% draw down deadlines. If Subrecipient fails to comply with either threshold, the City may proceed to recapture the unused HPRP funds and reallocate them.

**(100% of funds must be expended by July 10, 2012.)**

#### **A. Services from SC Legal Services**

SC Legal Services will provide direct legal services to eligible residents of the City of Columbia who are at risk of homelessness to help them remain in their homes or otherwise avoid homelessness, and to assist eligible residents who are currently homeless to rapidly regain housing. Services provided to achieve these goals will include the provision of legal advice, assistance with mediation, and representation in administrative or court proceedings related to tenant/landlord matters or housing issues, including the following:

- ◆ Representing clients to prevent evictions (including cases of fee and deposit disputes, alleged damage to housing, alleged lease violations, code issues, Section 8 issues, late payments, deficiencies, unauthorized uses, and constructive evictions). Where termination of tenancy cannot be avoided, SC Legal Services will work to secure sufficient time for the client to secure alternative housing and avoid homelessness;
- ◆ Representing clients in other landlord tenant matters or housing issues threatening loss of housing or impeding re-housing such as ADA and disability issues, discrimination and FHA cases and condemnation cases;
- ◆ Representing clients to insure that housing is habitable and that leases are appropriately modified and enforceable where temporary housing funds are used to maintain housing;
- ◆ Representing clients to resolve legal issues or impediments to obtaining re-housing such as representing clients in voucher termination hearings, housing cases involving damage allegations or lease violations or housing security deposit recapture actions.

Legal services provided may range from counsel and advice on legal issues presented to full representation in legal proceedings and/or related legal services. Representation may consist of brief service (correspondence, phone calls to resolve the issue) or extended service (substantial negotiations, litigation or other representation) depending on the circumstances and their relationship to HPRP objectives. Legal Services may be provided in connection with direct intakes by SC Legal Services or matters referred to SC Legal Services. As discussed above, SC Legal Services will evaluate all eligible referrals from local housing service providers and advocates and subject to its professional judgment and applicable rules of professional responsibility, including capacity and conflict of interest rules, will

provide appropriate legal services for the purpose of preventing the client from becoming homeless or rapidly re-housing the client.

In addition to the foregoing legal services, SC Legal Services may also provide the following case management and counseling services for HPRP clients receiving legal assistance:

- ◆ Assisting HPRP clients in applying for and obtaining public benefits where necessary for them to maintain or secure housing;
- ◆ Assisting HPRP clients in repairing credit where necessary for them to maintain or secure housing.

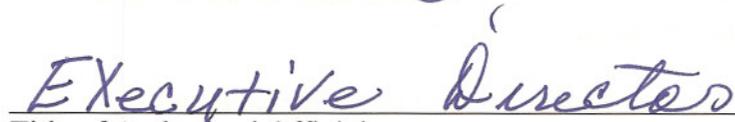
SC Legal Services will dedicate a Columbia staff attorney to serve as the primary internal and external point person on this grant.

Except as modified hereby, the aforesaid agreement shall remain in full force and effect.

Witness the parties' respective hands and seals the date so indicated below.

  
\_\_\_\_\_  
Steven A. Gantt, City Manager, City of Columbia  
Date 4.26.10

  
\_\_\_\_\_  
Authorized Subrecipient Official  
South Carolina Legal Services  
Date 4/27/10

  
\_\_\_\_\_  
Executive Director  
Title of Authorized Official

Approved as to Form

By:   
\_\_\_\_\_  
City Attorney  
Date 4-15-10



<b>Administration</b>	(\$322,062 x .05)		\$16,103.00
<b>TOTAL</b>			<b>\$338,165.00</b>

**B. Performance - OUTCOME MEASURES**

<i>Timeline</i>	<b>September 30, 2009- July 10, 2012</b>	
<i>Description of Services</i>	<i>Outputs</i>	<i>Performance Measurement</i>
HPRP eligible persons in the Columbia EMSA need to maintain housing when financial resources fluctuate due to lack or loss of income. Specific requirements provided for in the HPRP section of the ARRA must be followed to ensure assessment, evaluation and provision of services.	Provide case management services and review of individual service plans for HPRP eligible clients to prevent and reduce the occurrence of homelessness.	Performance outcomes and measurements will be based on the HPRP/ARRA outcomes provided by HUD.
Provide homeless prevention funding to eligible HPRP recipients to reduce the occurrence and duration of homelessness.	Sixty percent of these funds will be expended as appropriate and outlined within the HPRP Docket within the first 12 months.	The numbers of families and individuals who retain housing. (prevention)  The number of families and individuals who receive housing. (re-housing)

**C. HPRP Revised Reporting Timetable**

<b>Report Type</b>	<b>Reporting Period</b>	<b>Due Date</b>
<u>Initial Performance Report</u>		9-30-09
Monthly Status Report (Service Hours Billing to City)	One month	5 <sup>th</sup> of each month
<u>Quarterly Performance Report</u> Report should include Quarterly and cumulative data.	October 1 to Dec. 31, 2009  January 1 to March 31, 2010  April 1 to June 30, 2010  July 1 to September 30, 2010  October 1 to Dec. 31, 2010	<b><u>Preliminary OPR's:</u></b> To City by 2 <sup>nd</sup> of month at Quarter's end-City will submit to HUD by 10 <sup>th</sup> of month (Jan 10, Apr 10, July 10 & Oct 10)  <b><u>Final OPR's:</u></b> To City by 2 <sup>nd</sup> of month at

	January 1 to March 31, 2011 April 1 to June 30, 2011 July 1 to September 30, 2011 October 1 to Dec. 31, 2011 January 1 to March 31, 2012 April 1 to June 30, 2012	Quarter's end-City will submit to HUD by 5 <sup>th</sup> of month (Feb 5, May 5, Aug 5, Nov 5)
<u>Annual Performance Report</u>	October 1 <sup>st</sup> to September 30 <sup>th</sup> of each reporting year	To City by November 5 <sup>th</sup> each year-City will submit to HUD by November 30

**Program Expenditure Schedule**

1. Subrecipient will expend at least 30 percent of HPRP funds by September 30, 2010;
2. Subrecipient will expend at least 60 percent by July 10, 2011;
3. Subrecipient will ensure that all City HPRP funds are used for the eligible HPRP activities;
4. Subrecipient must notify the City if it appears that these requirements will not be met, no later than 30 days prior to 30% and 60% draw down deadlines. If Subrecipient fails to comply with either threshold, the City may proceed to recapture the unused HPRP funds and reallocate them.

**(100% of funds must be expended by July 10, 2012.)**

**D. Scope of Services**

The contractor agrees to provide at least the following, minimum services to the City of Columbia.

1. The Cooperative Ministry agrees to operate the program services in accordance with the requirements of applicable HUD regulations (24 CFR Part 574 - Attachment II).
2. The Cooperative Ministry will be responsible for determining a participant's eligibility for services funded by HPRP. Eligible persons must be low-income or very-low income persons as defined by HUD, reside in the Corporate Limits of the City of Columbia, be at increased risk of becoming homeless with no alternative for funding, but for this HPRP assistance.
3. The Cooperative Ministry will ensure that a quality, individualized service plan is developed and maintained for each client. This service plan should include an assessment and defined goals of a sustainable permanent housing plan signed by the client and case manager. However, for clients utilizing HPRP funded housing financial assistance, housing plans should be updated quarterly. Telephone contact is acceptable for this quarterly update based on the judgment of the case managers.

Eligible Homeless Prevention Activities to include, but not limited to:

**Financial Assistance:**

- ❖ Short/Medium Term Rental Assistance
- ❖ Security Deposit Assistance
- ❖ Utility Deposit Assistance
- ❖ Utility Payment Assistance

- ❖ Moving Cost Assistance
- ❖ Rental Payment in Arrears Assistance
- ❖ Hotel/Motel Vouchers

Amounts will not exceed local, fair-market values. On a case-by-case basis, clients will be evaluated to determine if they will receive 100% of financial assistance requested or whether they will receive a subsidized amount of the total requested. No payments will be made directly to program participants, but only third parties, such as landlords or utility companies.

**\*\*NOTE\*\*** While The Cooperative Ministry will not engage in Rapid Re-housing (RR) services themselves, they will be issuing checks for the University of South Carolina (USC) who *will* be executing the eligible RR activities. (USC-Department of Medicine is unable to accommodate check issuing.)

**Housing Relocation and Stabilization Services:**

**Case Management:** Management, coordination, monitoring, and delivery of services related to meeting the housing needs of clients and helping them maintain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating client progress; assuring that client’s rights are protected; and developing an individualized housing and service plan, including a path to maintain housing stability subsequent to HPRP financial assistance.

**Outreach and Engagement:** Services or assistance designed to publicize the availability of programs to make persons who are almost homeless are aware of these and other available services and programs.

**Housing Search and Placement:** Services or activities designed to assist individuals or families in retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and Mediation and Outreach to existing property owners related to retaining housing stability.

**Data Collection and Evaluation:**

**Data Collection:** Data collection and Reporting for HPRP will be conducted through the use of Homeless Management Information Systems (HMIS) or a comparable client-level database. Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data are eligible costs and are included in Budget. (Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS.)

**Evaluation:** Must comply, if asked, to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs when participating in HUD research and evaluation of the program.

4. The Cooperative Ministry must assure compliance with City of Columbia and HUD reporting requirements. Reporting requirements specific to HPRP/ARRA funding are available in [Docket No. FR-5307-N-01] Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009.

**Reporting from Subrecipient to Grantee:**

The Cooperative Ministry will utilize spreadsheets to track and report Vendor Service Hours (provided by City of Columbia) and HPRP data ("table shells" provided by HUD) to the City of Columbia according to the above schedule.

5. The Cooperative Ministry must maintain records for four years beyond the end date of this contract. Records include financial records and current and accurate data on the race/ ethnicity of program participants. The Cooperative Ministry must agree to make available to HUD for inspection financial records to ensure proper accounting and dispersing of HPRP funds. These records will be monitored on an ongoing basis by the City and are subject to review by HUD. A listing of all equipment purchased with City HPRP funds including serial numbers should be maintained for at least four years.

The following areas will be reviewed:

- 1) Beneficiaries: Review client files to determine if they are low-income persons and are HPRP eligible.
- 2) The Cooperative Ministry must conduct an ongoing assessment of the housing assistance and supportive services required for participants in the program. The Cooperative Ministry must also comply with HUD reporting requirements as listed in the HPRP Docket.
- 3) Financial Management: Financial records will be reviewed to assure compliance with requirements of the Common Rule (24 CFR Part 85), OMB Circular A-11. The records should provide accurate, current and complete disclosure of financial results. They have to identify the source and application of funds and must be supported by invoices and other source documentation.
- 4) Review for compliance with City procurement requirements and other requirements of the Common Rule at 24 CFR Part 85, applicable OMB Circular A-110.

6. The Cooperative Ministry must ensure the confidentiality of the name of any individuals assisted and any other information regarding individuals receiving assistance. The Cooperative Ministry agrees to abide by a policy of confidentiality which states that all information as to personal facts and circumstances given or made available to employees and/or contractors of the City in administration of programs shall be held confidential and shall not be divulged without consent of the individuals(s) to which it pertains.

7. General information such as the total expenditures made, the number of clients served and other statistical information does not fall within the class of information to be safeguarded, provided such general information cannot be identified with any particular individual. Should information be linked specifically to a client then information pertaining to individuals may only be released to physicians and attorneys when requests for such information are accompanied by a properly completed release signed by the individual or his/her guardian. Proper documentation should be reflected in the continuation sheet of that client's health record as the information is released. Also, a properly completed authorization should be kept in the client's health record to reflect any disclosure of confidential information. Audits of health records may routinely be performed to insure compliance with this procedure.

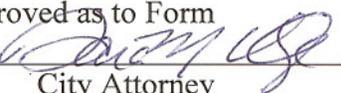
Except as modified hereby, the aforesaid agreement shall remain in full force and effect.

Witness the parties' respective hands and seals the date so indicated below.

 4.26.10  
Steven A. Gantt, City Manager, City of Columbia Date

 4/29/10  
Authorized Subrecipient Official Date  
The Cooperative Ministries

Executive Director 4/29/10  
Title of Authorized Official Date

Approved as to Form  
By:  4-15-10  
City Attorney Date