

## **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](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.

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

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)

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

**A. General Information**

<b>Grantee Name</b>	The Town of Cicero
<b>Name of Entity or Department Administering Funds</b>	Cicero Housing Department
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Emilio Cundari
<b>Title</b>	Cicero Housing Department Executive Director
<b>Address Line 1</b>	1634 S. Laramie
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Cicero, IL 60804
<b>Telephone</b>	708-656-8223
<b>Fax</b>	708-656-8342
<b>Email Address</b>	ecundari@thetownofcicero.com
<b>Authorized Official</b> (if different from Contact Person)	Jose L. Alvarez
<b>Title</b>	Grant Director
<b>Address Line 1</b>	4949 W. Cermak Rd.
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Cicero, IL 60804
<b>Telephone</b>	708-656-3600 ext. 263
<b>Fax</b>	708-656-8342
<b>Email Address</b>	jalvarez@thetownofcicero.com
<b>Web Address where this Form is Posted</b>	www.thetownofcicero.com

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$581,065.00</b>
<b>Amount Grantee is Requesting</b>	<b>\$581,065.00</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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

**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:

The Town of Cicero President, Larry Dominick, designated the Town of Cicero Housing Department to administer the funding allocated to the Town under the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The Town of Cicero met with our HUD representatives, the Continuum of Care represented by the Alliance to End Homelessness in Suburban Cook County and the four other subgrantees including Cook County, the City of Evanston, the City of Berwyn, and the City of Oak Park. In addition to several Continuum of Care social and homeless prevention service providers in order to determine how to best use these funds to prevent homelessness and re-house Cicero residents who are currently experiencing homelessness.

On May 1, 2009 the public comment period was initiated and a Public Hearing Notice was published on the Lawndale News, a bilingual newspaper serving the Chicagoland area. The substantial amendment was made available through out the Town of Cicero including Cicero Town Hall, both Town of Cicero Library branches and the Town of Cicero Annex building. The substantial amendment was also made available on-line at: <http://www.thetownofcicero.com>

On May 14, 2009 a Public Hearing was held at the Town of Cicero Housing Department offices to further accept comments from interested parties to the substantial amendment.

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: *To be completed after respond period ends.*

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

**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: Expansion of current agencies and network capacity)

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

Response:

The town of Cicero worked with our Continuum of Care (CoC), the Alliance to End Homelessness in Suburban Cook County, and specifically the service providers serving our CBSA through the West Suburban Council on Homelessness (WSCH) to expand agencies and network capacity in our community. It was determined by coordinating with the existing network of homeless prevention service providers in our community through our CoC that the three west suburban communities receiving HPRP funding would work with one specific subgrantee, service provider, in their community: CEDA in Berwyn, Catholic Charities in Cicero, and West Suburban PADS in Oak Park. Each of these agencies would offer its services in all three communities but by being the lead subgrantee to the entitlement community each would minimize overhead, simplify reporting and fiscal management. In addition other WSCH prevention network providers would will acts as portals for the program through a series of memoranda of understanding between the nonprofit agencies. The Homelessness Management Information System (HMIS) will be used for tracking and reporting HPRP program accomplishments.

Due to the fact the Town of Cicero has been disproportionately affected by the occurrence of foreclosures in our community the number of families forced to double up in a single home has also increased throughout the area. Thus rental assistance and rapid re-housing for these families is essential.

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

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 subgrantee agreement and all MOUs needed between CBSA network prevention providers will be completed by September 30, 2009. Payments to the subgrantee related to the program implementation will be made monthly on a reimbursement basis for expenses associated with the developed scope of work and budget. Subgrantee quarterly reports based on program accomplishments will be reviewed to evaluate program performance and execution. The subgrantee will make direct payments to landlords, utility companies, etc., as with the State of Illinois Prevention fund. The subgrantee will keep records of each household assisted through HPRP as well as document the satisfaction of qualification guidelines met under the HPRP notice.

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 subgrantee agreement will stipulate that 60% of the town of Cicero HPRP funds must be drawn within two years of the date of the signed grant agreement and 100% within three years in accordance with the Homelessness Prevention and Rapid Re-Housing Program (HPRP) Notice.

The member agencies of the Alliance to End Homelessness in Suburban Cook County represent a network of current homelessness prevention service providers well equipped to administer the new HPRP. The current prevention service referral network will be used to ensure effective and timely use of HPRP funds for both prevention and rapid re-housing services so that households eligible for State of Illinois funding receive assistance from those prevention funds and that households ineligible for those funds but that meet HPRP eligibility receive assistance as well. The level of financial assistance for prevention efforts will be determined by the particular circumstances of each household and the amount of funding needed in order to regain housing stability. The prevention assistance will require a lower level of funding and serve a greater number of households since it will be closely coordinated with the State of Illinois prevention program and serve to fill the gaps for those who would be homeless "but for" this assistance. The re-housing assistance will require higher levels of funding per household and serve a lower number of households since these people are already homeless.

The Town of Cicero is adopting the National Alliance to End Homelessness recommendation of dedicating 33% of the total budget for housing relocation and stabilization services. The 33% allocated to the services budget would cover not only the services of the case managers, but also the coordinated approach to intake as discussed at the April 9 HPRP meeting between the grantees. This intake

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

approach will involve contributing up to 5% of the total budget to a suburban Cook County-wide call center. At a minimum, the three subgrantees plan to coordinate with the rest of suburban Cook County's HPRP programs in sharing common intake forms and eligibility criteria. The Homeless Management Information System (HMIS) will be configured to record the intake information, the case manager interactions, the quarterly reporting, and all other required data. The funds allocation would further involve 57% of the total funds to be used for direct financial assistance Short-term rental assistance up to 3 months, Medium-term rental assistance 6 to 18 months, Security deposits; utility deposits; utility payments; moving costs assistance; motel & hotel vouchers. The remaining funds would be used by allocating 5% for administration to be shared by grantee and subgrantee and 5% to data collection and HMIS.

### **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 Town of Cicero plans to collaborate with local providers to make sure those seeking funding under the HPRP are linked to other ARRA funded programs. The plan will be to overcome cultural and linguistic barriers for the mostly Latino population residing in our community. Our residents are less likely to be aware and thus less likely to receive adequate assistance.

Due to the high number of subprime loans in our community the Town of Cicero has been disproportionately affected by a much high than average number of foreclosures. To help deal with this issue, the Town of Cicero was awarded an ARRA Neighborhood Stabilization Program (NSP) grant from HUD. We realize this funding will be insufficient for our community needs and are thus planning on seeking additional funding from Cook County and the State of Illinois under NSP.

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 Town of Cicero plans to collaborate with our Continuum of Care and mainstream resources regarding HPRP activities by putting into action the activities described above since they are base on our CoC recommendations. The Town of

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

Cicero administration realizes by taking this approach we can assist a greater number of Cicero residents than by creating a new Town run program. The Alliance to End Homelessness in Suburban Cook County current prevention assistance provider network is highly qualified at implementing this type of program. The Town of Cicero by collaborating with prevention providers in our CBSA will help to makes the Alliance more capable in assisting our residents in accessing mainstream resources as well.

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 use of HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the Town of Cicero Consolidated Plan, specifically the Goals and Objectives - Section 215 section (a) number 3: Reducing homelessness and near homelessness. The Town of Cicero Consolidated Plan provides for the Town collaborating with the Continuum of Care in homeless prevention efforts. Since the majority of Cicero households fall below the 80% level of area wide MFI, the current deteriorating economic crisis will only serve to make their situation less favorable. Based on this fact it is important housing relocation/stabilization services and resources reach these households in the quickest and most efficient means available.

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

**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>	\$45,000.00	\$285,000.00	\$330,000.00
Housing Relocation and Stabilization Services <sup>2</sup>	\$27,000.00	\$166,000.00	\$190,000.00
<b>Subtotal</b> (add previous two rows)	<b>\$72,000.00</b>	<b>\$451,000.00</b>	<b>\$523,000.00</b>
Data Collection and Evaluation <sup>3</sup>			\$ 29,012.00
Administration (up to 5% of allocation)			\$29,053.00
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$581,065.00</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, 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.”

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

**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)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title