

A. General Information

Grantee Name	City of Cambridge, Massachusetts
Name of Entity or Department Administering Funds	Cambridge Department of Human Service Programs (DHSP)
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Stephanie Ackert
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Web Address where this Form is Posted	www.cambridgema.gov/DHSP2/HPRP.cfm

Amount Grantee is Eligible to Receive*	\$1,302,128
Amount Grantee is Requesting	\$1,302,128

*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: [pending]

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: [pending]

C. Distribution and Administration of Funds

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: _____)

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

Response: We will indicate the services required (stabilization, housing search, money management assistance, and other services allowed by HUD which are determined to be essential to the success of our homelessness prevention and/or rapid re-housing efforts) and will seek competitive bids to provide \$100,000 worth of such services over a projected 30-month period. In seeking such bids, we may prioritize proposals from providers that are able to offer a flexible mix of two or more such services, so that we are best positioned to respond to the mix of needs that manifest over the term of the contract. We will contract with one or more vendors with a track record of delivering such services, who are familiar with the Cambridge community, who are reliable partners in terms of compliance with reporting and HMIS participation requirements, and who can serve the anticipated mix of individuals and families. Rather than seeking a constant level of contract staffing support, we will prioritize qualified bids that are flexible enough within the contracted amount to allow for increased staffing when the demand for assistance is greatest and diminished levels of staffing when the demand for assistance is lower.

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: As per the HUD requirement, the City will execute our contract(s) with the subgrantee(s) prior to September 30, 2009. As soon as the City submits this Substantial Amendment, we will begin the process of working with our community partners to complete the planning needed to initiate the competitive bidding process described in #2. As soon as the City receives word from HUD that its Amendment has been accepted, the City will issue its Request for Bids, describing the kind of quick turnaround required. As the grantee for the Cambridge Continuum's SHP and ESG programs, the City is experienced at expediting the contract process, and has the protocols in place to ensure compliance with program requirements.

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 will use approximately 15% of HPRP funds to supplement existing staff at its Multi-Service Center, approximately 7.5% to purchase supplemental services as described in #2, 77.5% to fund direct assistance to eligible households as broadly defined in FR-5307-N-01, and 5% for admin, including a proportionate share to partnering vendor agencies. Clients and client services, including HPRP funds used to provide direct client assistance will be tracked by the Cambridge HMIS, which is administered by the City's Department of Human Service Programs (DHSP) for the Cambridge Continuum. The DHSP, which has experience overseeing existing CDBG, ESG, and SHP contracts totaling over \$3 million/year will exercise oversight over the flow of all HPRP funds, ensuring that municipal staff and vendor employees properly document time and expenses, and properly verify the income of applicants for HPRP assistance. In addition, the DHSP will work closely with City fiscal staff overseeing all federal stimulus funds to ensure proper expenditure and reporting.

Use of HPRP funds to prevent homelessness and/or rapidly re-house persons that have become homeless will follow guidelines in FR-5307-N-01. Because the magnitude of need is expected to exceed available funds, the City anticipates implementing a decision-making process entailing case-by-case consideration of client circumstances to determine the amount and/or duration of assistance; we anticipate convening a committee of non-profit partners to help shape the decision-making framework and then to make many such case-by-case decisions.

Generally speaking, the City anticipates that awards of HPRP assistance may be conditioned on such factors as the willingness of landlords to offer housing to tenants; the willingness of tenants to comply with the terms of their leases, including payment of a reasonable share of housing costs, based on considerations of income, assets,

and reasonable expenses; the willingness of utility companies to restore or retain customer services; and other factors related to housing stability.

As per HUD requirements, all HPRP-funded assistance will be offered pursuant to a case management assessment. The offer of assistance may be further contingent upon agreement by the recipient to work with a case manager to maximize participation in mainstream benefits or to accept supportive services, including stabilization case management, housing search assistance (if, for example, the City determines that the recipient's housing is not sustainable in comparison to the recipient's projected income over the proximate future, or if the recipient appears to require a housing subsidy or subsidized housing in order to ensure housing stability), job search assistance, money management assistance, addiction or counseling services, or other services reasonably related to the ability of the beneficiary to retain housing.

To the extent that HPRP funds are used to rapidly re-house individuals or families that have become homeless, the City may require that the beneficiary of HPRP funds agree to maintain a working relationship with a Cambridge Continuum stabilization case manager for the duration of HPRP assistance, and may limit such assistance to applicants who are already linked to provider agencies that are willing and able to offer such extended services.

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 Cambridge DHSP is committed to collaborating with any and all organizations receiving ARRA funds, in order to ensure that client households are able to access supports they need. Through the City's Office of Workforce Development (whose director sits on the WIB) and municipally operated Cambridge Employment Program and in partnership with the local Career Center and other employment services providers, we will maximize resident access to ARRA-assisted job training and employment services. In addition to utilizing City case managers to connect eligible households with mainstream resources, we will continue to collaborate with a range of partners who can connect eligible households to ARRA-related resources:

- with the Cambridge Health Alliance, and other organizations supporting health care access to maximize access to COBRA and Mass Health/Medicaid coverage;
- with the Cambridge Housing Authority, which we anticipate will utilize ARRA funding for modernization and energy efficiency work on its public housing units, and to expand the number of subsidies available;
- with the local child care and Head Start provider network to facilitate parent access to the child care they need to sustain education, training, job search, and employment;
- with the Cambridge School Department to ensure that children in shelters and the Gateway Inn are able to access ARRA-enhanced resources for educating homeless children;
- with the Cambridge Student Partnership, the Food Pantry Network, and other providers offering benefits counseling and enrollment assistance to maximize access to expanded Food Stamps, school meals, Fuel Assistance, lead abatement, and home weatherization assistance.

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: As convener of the Cambridge Continuum and coordinator of the Continuum's HMIS, the DHSP will take a leadership role in providing and documenting HPRP assistance, and will leverage hundreds of thousands of dollars in municipal resources to support those efforts. We anticipate that one or more Continuum providers experienced in stabilizing CoC clients in scattered site permanent supported housing will contract with the DHSP to provide housing search, case management, and stabilization assistance to prevention clients, and will contribute leveraged services to support the post-placement stability of re-housed clients. We anticipate that Continuum partners (as listed in our Consolidated Plan) that offer mediation services, legal services, veteran services, case management and related assistance connecting clients with mainstream benefits, employment services, clinical services, and disability services will likewise work collaboratively to support HPRP prevention and re-housing efforts. We expect to partner with other City programs -- Schools and Community Schools, Child Care, Council on Aging -- and non-profit and faith-based partners -- food pantries, settlement houses, community centers, etc. -- as well as large landlords, and Cambridge Housing Authority to publicize the availability of assistance, steer at-risk households towards that assistance, and help stabilize households that have received assistance. The Cambridge DHSP and other key Continuum partners are co-founders and leaders in the Metro Boston Network, a regional partnership convened with State funding support to regionally implement

homelessness prevention and re-housing efforts; the Network will provide a forum for honing and sharing best practices among ourselves and with other HPRP communities.

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: As described in the City's Consolidated Plan, there are many possible contributing factors and many paths that lead to homelessness. Without the kind of countervailing resources made available through ARRA, the economic downturn could precipitate the homelessness of people from a broad swath of the economic spectrum, ranging from previously stable households that have lost heretofore reliable employment income, to households in which economic stresses have led to domestic violence, to tenuously employed households whose limited education or employability make them prime targets for early layoffs and poor candidates for re-employment, to chronically vulnerable households facing multiple and often inter-related challenges including low income, clinical or medical issues, and/or less-than-adequate independent living skills.

Mobilizing resources to prevent such households from slipping into homelessness is an integral element of our Consolidated Plan, and beefing up such prevention services at a time of heightened economic crisis is completely consistent with that Plan. Working to rapidly re-house and stabilize individuals and families that have become homeless -- or that are teetering on the edge of homelessness -- and linking them to all possible mainstream resources, helping them access employment (or better employment), and providing stabilization services to support housing retention are all features of our Consolidated Plan that are likewise part of our plan for implementing HPRP resources.

Finally, of course, using HMIS to track HPRP clients and services is consistent with the Consolidated Plan's focus on using HMIS to track McKinney clients and services.

Simply put, the infusion of HPRP resources adds more capacity to an already-constituted infrastructure of prevention and re-housing-related programs and services which is described and endorsed by our Consolidated Plan, and therefore, the proposed use of HPRP resources is consistent with that Consolidated Plan.

E. Estimated Budget Summary

	Homelessness Prevention	Rapid Re-Housing	Total Amount Budgeted
Financial Assistance	680,000	230,128	910,128
Housing Relocation and Stabilization Services	300,000	(leveraged)	300,000
Subtotal	980,000	230,128	1,210,128
Data Collection and Evaluation			30,000
Administration (up to 5%)			62,000
Subtotal			1,302,128