

## **Substantial Amendment to Cook County's 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.

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 Cook County's Consolidated Plan 2008 Action Plan for  
the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

**A. General Information**

<b>Grantee Name</b>	Cook County Board of Commissioners
<b>Name of Entity or Department Administering Funds</b>	Cook County Planning and Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Gloria Mullons
<b>Title</b>	Planner
<b>Address Line 1</b>	69 W. Washington
<b>Address Line 2</b>	Suite 2900
<b>City, State, Zip Code</b>	Chicago, IL
<b>Telephone</b>	312-603-1006
<b>Fax</b>	312-603-9856
<b>Email Address</b>	<a href="mailto:gmullons@cookcountygov.com">gmullons@cookcountygov.com</a>
<b>Authorized Official</b> (if different from Contact Person)	Todd H. Stroger
<b>Title</b>	President, Cook County Board of Commissioners
<b>Address Line 1</b>	Attention: Bruce Washington & Maurice S. Jones
<b>Address Line 2</b>	69 W. Washington, Floor 29
<b>City, State, Zip Code</b>	Chicago, IL 60602
<b>Telephone</b>	312-603-1073
<b>Fax</b>	312-603-9732
<b>Email Address</b>	<a href="mailto:mrjones@cookcountygov.com">mrjones@cookcountygov.com</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.co.cook.il.us">www.co.cook.il.us</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$4,121,046</b>
<b>Amount Grantee is Requesting</b>	<b>\$4,121,046</b>

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

**Substantial Amendment to Cook County's Consolidated Plan 2008 Action Plan for  
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**B. Citizen Participation and Public Comment**

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: Notice will be made available to encourage participation from citizens of suburban Cook County via Cook County's website. Cook County will also post Notice in the Chicago Sun-Times newspaper to be published for general circulation throughout Cook County and the State of Illinois in said newspapers. Cook County will also make the Notice available for public review and comment in the following public libraries: Arlington Heights Public Library, Barrington Area Library, Bellwood Public Library, Berwyn Public Library, LaGrange Public Library, LaGrange Park Public Library, Lemont Public Library, Matteson Public Library, Midlothian Public Library, Oak Park Public Library, Orland Park Public Library, Park Ridge Public Library, South Holland Public Library and the Winnetka Public Library.

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.

**Cook County will make notations to this section, when the information becomes available.**

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: **Cook County will summarize the information as it becomes available.**

**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.

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

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: Direct Allocation)

See #3. below for further explanation.

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

Response: Cook County intends to make grant awards to subrecipients through an RFP Process. However, Cook County also reserves the right to make direct grants to current subrecipients of ESG, CDBG and or HOME funds, independent of and outside of the RFP process.

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: Cook County will use an RFP process for the purposes of identifying and selecting subrecipients. Cook County may elect to award funds directly to one or more of Cook County existing subgrantees, independent of the RFP Process. Additionally, Cook County may utilize a portion of the HPRP funds to administer one or more of the eligible activities in-house. Cook County plans to have all subrecipient agreements executed by September 18, 2009.

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: With the exception of the five percent (5%) reservation of administrative costs, Cook County plans to provide grants to subrecipients for the remaining portion of the HPRP grant funds. Notwithstanding foregoing provision, Cook County reserves the right to perform one or more of the eligible activities in-house. Cook County has traditionally funded subrecipients through its Emergency Shelter Grants Program and the CDBG. Cook County believes that it has an adequate pool of agencies and other resources within Cook County to discuss use of the HPRP grant funds. Cook County plans to have various meetings with existing and potential partners throughout the County, to ensure effective and timely use of the HPRP grant funds. Cook County has also taken steps towards creating a centralized communications network, to help connect subrecipients and Program beneficiaries with HPRP grant funds. Cook County will designate both

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

administrative and accounting staff to oversee and monitor the administration and use of its own HPRP funds. Additionally, Cook County, plans to integrate the HPRP into its existing process, which includes a data base management system to monitor Program activity and reporting.

**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: Cook County will continue to work with the homelessness prevention community, other participating jurisdictions as well as other local agencies to ensure an effective use of the grant funds. Cook County has been in discussions with the legal community, the Continuum(s) of Care, and other grantees. Cook County has been strategizing with these groups for the best use of the HPRP grant funds. Additionally, Cook County's Department of Planning and Development has been working with other intergovernmental agencies of Cook County (i.e., the President's Office of Employment and Training, etc.). Through these internal and external collaborations, we will be able to maximize the use of the HPRP grant funds and avoid duplication of services. A key issue that continues to surface around homelessness prevention is the need to have a centralized method of communication to facilitate the flow of information and services to Program beneficiaries. Cook County believes that a Homelessness Prevention Call Center will address this need. Cook County plans to utilize a portion of the HPRP funds to establish a Call Center for homelessness prevention within the five regional areas of suburban Cook County. The Program will benefit eligible HPRP beneficiaries. Call Center workers will be able to quickly assess the needs of Program beneficiaries, make referrals and transfer calls to the appropriate agencies (governmental, non-profit, etc.). Through a centralized point of communication, Cook County will enable the efficient channeling of resources to Program beneficiaries for the prevention of homelessness. Cook County plans to have the Call Center operational by October 15, 2009.

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: Cook County has and will participate in community discussions with the Continuum(s) of Care and mainstream resources regarding HPRP activities. Cook County has already begun a dialog with such groups. On March 23, 2009, members of the Cook County staff attended an initial HPRP meeting, hosted by the

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

City of Chicago. The meeting, facilitated by HUD and the Corporation for Supportive Housing, included a discussion of the HPRP guidelines. On April 9, 2009, members of the Cook County staff attended a subsequent HPRP meeting. The meeting, hosted by the City of Berwyn, was attended by various non-profit groups, member of the Continuum(s) of Care, and other Entitlement community representatives. Cook County will build upon its existing relationships with the Continuum(s) of Care, and will work to link the existing homelessness prevention network with other community resources.

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: Cook County's Consolidated and Annual Action Plan identifies three key objectives: (1) to ensure decent and affordable housing; (2) to end homelessness in suburban Cook County; and (3) to establish and maintain a suitable living environment for its citizens and expand economic opportunities. Cook County will utilize the HPRP funds to expand existing services related to financial assistance and relocation/stabilization services. Cook County will be able to increase the level and types (rent, utilities, moving expenses, security deposits, storage fees, emergency shelter, etc.) of financial assistance to families, through subsidies. Additionally, Cook County will utilize the funds to provide grants to subrecipients in order to ensure that the necessary wraparound services are provided to Program beneficiaries. The additional funding will also be utilized to enable intensive case management, credit repair, legal assistance, mitigation, housing search and placement, outreach and engagement (including the creation of a rapid response system), as well as any other activity allowable under the 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>	\$800,000	\$1,200,000	\$2,000,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$854,471	\$ 854,471	\$1,708,942
<b>Subtotal</b>	<b>\$1,654,471</b>	<b>\$2,054,471</b>	<b>\$3,708,942</b>

**Substantial Amendment to Cook County's Consolidated Plan 2008 Action Plan for  
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(add previous two rows)			
Data Collection and Evaluation <sup>3</sup>		\$ 206,052.00	
Administration (up to 5% of allocation)		\$ 206,052.00	
<b>Total HPRP Amount Budgeted<sup>4</sup></b>		<b>\$4,121,046.00</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.

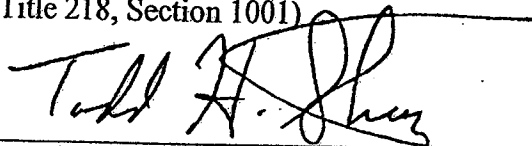
<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<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 Cook County's Consolidated Plan 2008 Action Plan for  
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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

\_\_\_\_\_  
President of Cook County Board of Commissioners  
Title

**Application for Federal Assistance SF-424**

Version 02

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify)**

**\* 3. Date Received:**

**4. Applicant Identifier:**

B08-UN-17-001

**5a. Federal Entity Identifier:**

**\* 5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Cook County Board of Commissioners

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

36-6006541

**\* c. Organizational DUNS:**

007884302

**d. Address:**

**\* Street 1:**

69 West Washington

**Street 2:**

Suite 2900

**\* City:**

B08-UC-17-001

**County:**

Cook County

**\* State:**

Illinois

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

60602

**e. Organizational Unit:**

**Department Name:**

Department of Planning and Development

**Division Name:**

Bureau of Capital, Planning & Facilities Management

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Maurice

**Middle Name:**

S.

**\* Last Name:**

Jones

**Suffix:**

**Title:**

Director

**Organizational Affiliation:**

**\* Telephone Number:**

(312) 603-1000

**Fax Number:**

(312) 603-9732

**\* Email:**

mrjones@cookcountygov.com

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1 - Select Applicant Type:**

B-County

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-257

CFDA Title:

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Suburban Cook County

**\* 15. Descriptive Title of Applicant's Project:**

Cook County HPRP: Homelessness Prevention & Rapid - Rehousing Program as defined under Title XII of the American Recovery & Reinvestment Act of 2009 (Recovery Act).

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\* a. Applicant 1 through 11 & 13

\* b. Program/Project 1 through 11 & 13

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="\$4,121,046.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="\$4,121,046.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

Yes  No

**21. \*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)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

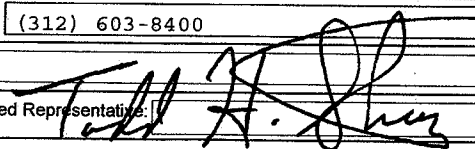
**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

**Homelessness Prevention and Rapid Re-Housing Program (HPRP)  
Certifications**

The HPRP Grantee certifies that:

**Consolidated Plan** – It is following a current HUD-approved Consolidated Plan or CHAS.

**Consistency with Plan** – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

**Confidentiality** – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

**Discharge Policy** – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

**HMIS** – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



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

4/28/2009  
\_\_\_\_\_  
Date

President of Cook County Board of Commissioners  
Title

**GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

**Affirmatively Further Fair Housing** -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Drug-Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

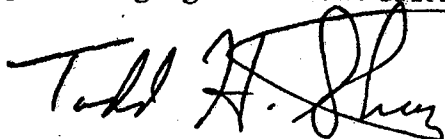
**Anti-Lobbying --** To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Local Government, State, or Territory --** The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with Plan --** The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



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

4/28/2009

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of Cook County Board of Commissioners

\_\_\_\_\_  
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

69 West Washington, Suite 2900

Chicago, Illinois 60602

Check  if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).