

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). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	Middlesex County
Name of Entity or Department Administering Funds	Middlesex County Department of Housing & Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Melissa Bellamy
Title	Program Monitor
Address Line 1	Middlesex County Administration Building
Address Line 2	75 Bayard Street, 2 nd Floor
City, State, Zip Code	New Brunswick, NJ 08901
Telephone	732-745-2922
Fax	732-745-4117
Email Address	melissa.bellamy@co.middlesex.nj.us
Authorized Official (if different from Contact Person)	Stephen J. Dalina
Title	Freeholder Director
Address Line 1	Middlesex County Administration Building
Address Line 2	75 Bayard Street
City, State, Zip Code	New Brunswick, NJ 08901
Telephone	732-745-3080
Fax	732-745-3110
Email Address	clerkoftheboard@co.middlesex.nj.us
Web Address where this Form is Posted	www.co.middlesex.nj.us

Amount Grantee is Eligible to Receive*	\$ 800,475
Amount Grantee is Requesting	\$ 800,475

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

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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: The Middlesex County citizen participation plan states that all amendments must be advertised in the local newspaper and have a 30 day comment period. The HPRP guidance stated that a 12 day comment period was sufficient for this substantial amendment. A public notice regarding the use of the HPRP funds was advertised in the Home-News Tribune on April 17, 2009 and comments were received from the date of publication through May 1, 2009. A copy of the affidavit of publication is attached for the record.

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: n/a

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: _____)

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

Response: Middlesex County plans on utilizing a Single Point of Entry system for all potential HPRP recipients through its already established Homeless Hotline. For each potential HPRP recipient there will be an assessment done and comprehensive case management provided not only to address housing needs, but for other potential life needs. The comprehensive case management will include coordination and linkage to other support services appropriate for each recipient based on their assessment. Middlesex County anticipates subgranting with several agencies to conduct assessments, provide comprehensive case management, and to help broker the overall program so that potential HPRP recipients can receive timely assistance. There will be a training provided for all prospective subgrantees to explain the Single Point of Entry system and the requirement to use HMIS, to review the County's HPRP application, and to explain the process the County will use to evaluate applications. Once submitted the applications will be reviewed by the Housing & Community Development Department and then evaluated and ranked by an independent committee (similar to the Continuum of Care Review committee) based upon variables such as experience and capacity. Agencies will be selected to provide one or more eligible activities with reimbursement for services at rates established by Middlesex County.

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: Middlesex County expects to complete its selection of subgrantees by July or August following the above described procedures. Subgrantee agreements will be prepared by the County outlining the requirements for each subgrantees and the maximum amount of HPRP funding that can be received for the services provided. The agreements will also have measurable outcomes each subgrantee is expected to meet to insure timely expenditure of funds. Middlesex County plans to authorize the award of these agreement at its September 3rd Freeholders meeting, if not sooner based on when the signed agreement from HUD is received by the County.

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: Upon the execution of subgrantee agreements and the availability of funds in the IDIS disbursement system, Middlesex County will be ready to implement its HPRP program. The County will likely provide upfront funding for the provision of homelessness prevention and rapid-rehousing financial assistance to the subgrantees. This will facilitate the funds being provided on behalf of HPRP recipients in a timely manner. The Middlesex County Department of Housing & Community Development (HCD) will

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be responsible for monitoring all subgrantees receiving HPRP funds. Subgrantees will be provided with training on eligible activities and their agreements will contain specific eligible activities they are expected to provide and how HPRP funds can be utilized by their agency. Subgrantees will be required to submit quarterly progress reports to the HCD department, which will then report to HUD in accordance with the timeline provided in the HPRP Notice. HMIS reports will also be utilized by the HCD department to monitor how many recipients received funding and what services, in addition to financial assistance, are being provided. Since this is a new funding stream, in person technical assistance will be provided as needed to subgrantee staff, especially concerning timely use of funds. The County will also evaluate if its initial funding to the two major components, homelessness prevention and rapid re-housing, need to be adjusted based on the demand for those funds and also taking into consideration what other programs are serving similar needs. Progress on utilization of the HPRP funds will also be provided at the monthly Middlesex County Housing Continuum of Care Committee (MCHC3) meeting. The County will utilize administration funds for its work in overseeing and monitoring the administration of the HPRP funds.

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: Middlesex County anticipates subgranting HPRP funds to local agencies currently providing housing and supportive services to homeless and those at risk for homelessness. These agencies are likely to either receive American Recovery and Reinvestment Act (ARRA) funding from federal or state agencies directly or at the very least will be providing comprehensive linkage to ARRA funded programs for HPRP recipients. Specific ARRA funding serving similar target populations includes the Department of Homeland Security's FEMA Emergency Food and Shelter National Board program; Department of Labor's Workforce Investment Act to serve disadvantaged adults, disadvantaged youth (age 14-24), and dislocated workers; Department of Education's McKinney-Vento Education for Homeless Children and Youth and its Vocational Rehabilitation program serving individuals with disabilities; the Department of Health & Human Services Community Services Block Grant program and Community Health Centers program; Department of Justice's Transitional Housing Assistance Grants to Victims of Violence Against Women; and Department of Agriculture's Supplemental Nutrition Assistance Program and the Women, Infant, Children Supplemental Nutrition Program. In many cases guidance from the appropriate Federal agencies is still forthcoming and announcements about which local agencies will be receiving funding have not been made. As federal and state funding opportunities under the ARRA become available, the Middlesex County Housing Continuum of Care

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Committee (MCHC3) will publicize to the best of its knowledge the information for its participating local agencies.

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: Middlesex County plans on utilizing the HPRP funds to move forward on the Middlesex County Housing Continuum of Care Committee's (MCHC3) 10 Year Plan to End Homelessness. In the development of the plan, MCHC3 has brought together representatives from state, county, and municipal government; housing providers; and non-profits providing a wide spectrum of social services to homeless and low/moderate income households. MCHC3 agencies have already shown a willingness to collaborate on the development of the plan and on meeting the plan objectives through partnerships that provide housing opportunities for homeless individuals and families. MCHC3 has also established "Coming Home Middlesex", which will be a non-profit concerned with implementing the 10 Year Plan to End Homelessness. It is expected that agencies that are active members of MCHC3 will apply to Middlesex County for HPRP funds. Subgrantees of HPRP funds will be utilizing the Single Point of Entry system primarily designed by a MCHC3 subcommittee. HPRP subgrantees that are contracted to provide comprehensive case management will have to demonstrate their knowledge and experience in accessing mainstream resources for its clients, including new funding available through the ARRA. Progress on utilization of the HPRP funds will also be provided at the monthly Middlesex County Housing Continuum of Care Committee (MCHC3) meeting.

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 Middlesex County Consolidated Plan (2005-2009) has identified three main objectives regarding homelessness. The first objective is to prevent homelessness by ongoing intervention, counseling & emergency financial assistance to at risk households. The second objective to to reach out and be easily accessible to homeless people and provide referrals to appropriate agencies, in addition to shelter. The third objective is to provide emergency shelter and transitional housing through existing shelters. Subsequent Annual Action Plans have also included the need to provide permanent supportive housing. Middlesex County's proposed use of the HPRP funds are consistent with these objectives. HPRP funds will be used to provide limited financial assistance to help prevent homelessness to at risk households, meeting the first objective. By subgranting with multiple agencies to help administer the HPRP program and through continued publicizing of the Homeless Hotline, the second objective concerning

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accessibly will be met. The HPRP goal will be for all potential recipients to have an comprehensive assessment done within 48 hours of contacting the Homeless Hotline. The Rapid Re-Housing component of the HPRP program will meet the third objective through the provision of appropriate housing options, mainly permanent supportive housing.

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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.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 250,000	\$ 402,500	\$ 652,500
Housing Relocation and Stabilization Services ²	\$ 20,000	\$ 75,000	\$ 95,000
Subtotal (add previous two rows)	\$ 270,000	\$ 477,500	\$ 747,500

Data Collection and Evaluation ³	1.6%	\$ 12,951
Administration (up to 5% of allocation)	5%	\$ 40,024
Total HPRP Amount Budgeted⁴	100%	\$ 800,475

¹Financial 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.

²Housing 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.

³Data 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.

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

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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

5/7/09

Date

Freeholder Director

Title