

DRAFT

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

DRAFT

Grantee Name	City of Williamsport
Name of Entity or Department Administering Funds	Community Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Mary Rucinski
Title	Assistant Director
Address Line 1	City Hall
Address Line 2	245 West Fourth St.
City, State, Zip Code	Williamsport, PA 17701
Telephone	570-327-7513
Fax	570-327-7509
Email Address	cd2@cityofwilliamsport.org
Authorized Official (if different from Contact Person)	Gabriel J. Campana
Title	Mayor
Address Line 1	City Hall
Address Line 2	245 West Fourth St.
City, State, Zip Code	Williamsport, PA 17701
Telephone	570-327-7566
Fax	570-7525
Email Address	
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$ 518,859
Amount Grantee is Requesting	\$ 518,859

*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:

In the event of a substantial amendment to the City of Williamsport's Consolidated Plan, the City's Citizen Participation Plan requires that the Office of Economic and Community Development for the City provide citizens with reasonable notice of, and opportunity to comment on, such proposed changes in its use of funds. The City is required to publish a notice in a paper of general circulation such as the Williamsport Sun-Gazette of the proposed program change and give interested or affected citizens at least thirty (30) calendar days to submit comments on the amendment. The City shall consider any such comments and, if the City deems appropriate, modify the amendment.

A public notice regarding the substantial amendment was published in the Williamsport Sun-Gazette on Thursday April 30, 2009. The notice described the intent of the HPRP program and stated that the City was eligible for \$518,859 in funding. In accordance with the HPRP Notice, the 30-day public comment period for substantial amendments is reduced to 12 calendar days. The public comment period will begin on April 30, 2009 and end on May 11, 2009. Copies of the substantial amendment were available for viewing on the City's website, the City's Community Development Office and the James V. Brown Library.

The amendment also will be reviewed at public meetings of the City's Housing Needs Committee and the City's Finance Committee. City Council will review this substantial amendment for approval on May 14, 2009.

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 AT THE END OF THE COMMENT PERIOD AND CITY COUNCIL MEETING

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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: Funds will be allocated to two leading Continuum of Care Agencies)

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

Response:

The City met with the Homeless Assistance Program Provider for Lycoming County to review the existing programs of the City's social service agencies to determine what agencies could best manage the activities of the HPRP program. The Homeless Assistance Provider is responsible for the coordination of state funded homeless programs in each county. The HAP county contacts have extensive knowledge of local homeless services and the needs of the homeless individuals and families in their county and serve as a liaison with local homeless service providers. Two agencies in Williamsport, STEP and the Salvation Army, have the capacity to administer the HPRP program. Both agencies have existing programs that assist eligible households with security deposits, temporary rental payments, utility payments and can provide the appropriate referrals to community services or homeless shelters. These two agencies will work together to insure a centralized intake 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:

Williamsport City Council is scheduled to approve the substantial amendment on May 14, 2009. HUD is expected to execute its grant agreement with the City no later than September 1, 2009. Prior to the execution of subrecipient agreements with STEP, Inc. and the Salvation Army, the City will review all requirements of the notice to insure that the agreements will be in compliance. Other local

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homelessness service providers and other stakeholders will be advised of the parameters of the program so that they may be prepared to accept and make referrals. Upon execution of the grant agreement with HUD, the City will execute subrecipient agreements with STEP, Inc. and the Salvation Army. The agreements will clearly identify the eligible activities, scope of work, necessary policies and procedures, and reporting requirements intake.

An initial payment will be made to the agencies based on the approved scope of work and budget. Subsequent payments will be released pending the receipt of program and financial reports that demonstrate program accomplishments and expenditures.

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 is aware of the need for effective and timely use of the HPRP grant funds. Members of the local Coordinated Task Force have a well established system for referring clients to the appropriate providers. STEP, Inc and the Salvation Army have established programs that provide assistance to homeless persons or those who are at risk of becoming homeless. Outreach and referral processes are already in place to support HPRP. Case managers are available and able to manage an increased workload. The two agencies can consolidate the HPRP process with little modification to their existing programs. The subrecipient agreements will contain a grant expenditure plan. Marketing of the program to the appropriate community agencies and service providers will insure awareness of the program to facilitate referrals.

The City will monitor the use of funds and review reports on the number of households assisted on a monthly basis for the first six months of the program. Results will continue to be reviewed quarterly for the duration of the program.

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:

Many resources are available to agencies that may serve similar target populations. To identify these collaborative funding opportunities the City will work with the Coordinated Services Task Force. The group includes service providers of 35 agencies in the community who meet on a monthly basis to identify resources and

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services for persons in need. The task force does not duplicate services and is intended to provide a means for multiple agencies to work together to meet the needs of residents. Through communication, the Coordinated Services Task Force has also supported the coordination of service referrals between agencies as members are better informed and aware of each other and their services.

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:

Planning for assistance for the homeless in the City is coordinated through the State and locally by the Continuum of Care. Planning for and implementation of housing and services for the homeless and prevention of homelessness in the City and region is coordinated through the state of Pennsylvania. The City is in the central Harrisburg region. The PA Steering Committee on Homelessness is the lead entity for the COC. A Regional Homeless Advisory Board with representation from each of the 12 counties participating in the COC meets regularly throughout the year. The RHAB is comprised of representatives of service agencies that work with diverse sub-populations of the homeless. The RHAB's roles include formulation and monitoring of goals and action steps, the identification and analysis of unmet needs, the determination of regional priorities and the review and ranking of all regional projects submitted under the COC application process.

The Subgrantees will continue to link persons in need to mainstream resources through case management. Continued and improved collaboration between service providers will help to ensure that homeless individuals and individuals at risk for homelessness will have access to needed services, generating new resources to fill gaps in service.

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 Consolidated Plan identifies the City's homeless population and describes the varied programs and services in place to assist persons with avoiding homelessness. The homelessness prevention services are administered by a combination of public and private agencies that support the CP's goal of the need to provide for decent affordable 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	\$175,000	\$150,000	\$ 325,000
Housing Relocation and Stabilization Services ²	\$ 85,000	\$ 60,000	\$ 145,000
Subtotal (add previous two rows)	\$260,000	\$ 210,000	\$ 470,000
Data Collection and Evaluation ³			\$22,917
Administration (up to 5% of allocation)			\$25,942
Total HPRP Amount Budgeted⁴			\$518,859

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

Date

Mayor
Title