

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

Grantee Name	County of Monmouth, New Jersey
Name of Entity or Department Administering Funds	Department of Planning, Community Development Section and Department of Human Services, Divisions of Planning and Contracting
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Virginia A. Edwards
Title	Director, Community Development Program
Address Line 1	Hall of Records Annex
Address Line 2	1 East Main Street
City, State, Zip Code	Freehold, NJ 07728
Telephone	(732) 431-7490
Fax	(732) 308-2995
Email Address	vedwards@co.monmouth.nj.us
Authorized Official (if different from Contact Person)	Barbara J. McMorrow
Title	Director, Monmouth County Board of Chosen Freeholders
Address Line 1	Hall of Records Annex
Address Line 2	1 East Main Street
City, State, Zip Code	Freehold, NJ 07728
Telephone	(732) 431-7490
Fax	(732) 308-2995
Email Address	sfolta@ co.monmouth.nj.us
Web Address where this Form is Posted	www.visitmonmouth.com and www.monmouthplanning.com

Amount Grantee is Eligible to Receive*	\$ 1,240,040.00
Amount Grantee is Requesting	\$ 1,240,040.00

*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 Community Development (CD) Program staff published in a newspaper of general circulation, a summary of the substantial amendment in the legal section of the Asbury Park Press. The notice advised the public of the start and end dates of the (12) day public review and comment period (in accordance with HUD regulations for Homelessness Prevention and Rapid Re-Housing Program). The public comment period began on 27 April 2009 and will end at midnight on 8 May 2009. This notice included instructions on when and how citizens could obtain a copy of the substantial amendment. Further, it also stated how the public and interested parties could submit comments on the draft amendment. Citizens are encouraged to submit their comments by mail, fax or email.

The notice in the newspaper included the date, time and location of the meeting at which the Monmouth County Board of Chosen Freeholders will adopt the substantial amendment. In addition, the amendment was posted on the Monmouth County website at www.visitmonmouth.com and on the Monmouth County Planning Board's website at www.monmouthplanning.com.

ALL COMMENTS THAT ARE RECEIVED WILL BE CONSIDERED AND NECESSARY CHANGES WILL BE MADE prior to the adoption of the substantial amendment by the Board of Chosen Freeholders and its submission to the US Department of Housing and Urban Development for approval.

Documentation of all notices will be retained in the Community Development Program office.

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.

RESERVED UNTIL RECEIPT OF PUBLIC COMMENTS

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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: **RESERVED UNTIL RECEIPT OF PUBLIC COMMENTS**

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: County Administered — No Subgrantees Anticipated)

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

Response:

Monmouth County decided to use a direct approach to carrying out the activities of the Homelessness Prevention and Rapid Re-Housing Program (HPRP) instead of making separate allocations to non-profit organizations.

The Planning Department, Community Development and Department of Human Services, Planning and Contracting staffs will jointly select 5 non-profit organizations (referred to as “primary agencies”) that have a good history of providing this kind of service to the homeless community and a satisfactory relationship with the staffs of both departments, based on strategic location of their agency around the county. Other county non-profit organizations (referred to as “referring agencies”) will refer potential program participants to the “primary agencies” for assistance.

The county made this determination due to the short time period to obligate and spend funds. The county intends to establish a “single point of entry” system for those that are homeless or at imminent risk of homelessness. This is the first step. This will permit the county to: 1. Know how much money is obligated and spent; 2. Relay information to participating non-profit organizations on a regular basis so as not to over obligate funds; and 3. Ensure accurate data is put into both the IDIS and HMIS systems. This will allow the county to have all data available at their fingertips when it time to prepare and submit the necessary quarterly and annual reports to HUD.

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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 County will not be allocating HPRP funds to sub-grantees ***but will directly carry out the activities specified*** in this substantial amendment. Therefore, there is no need for the allocation of funds. The County will, however, sign Memorandums of Understanding (MOUs) with the “primary agencies”. The MOUs will specify the roles and responsibilities of each agency and the county, including but not limited to case management, supportive services, rental assistance, and possibly security deposits that will be provided to program participants.

The county expects to have the Memorandums of Understanding fully executed by HUD’s September 30, 2009 deadline.

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.

Response:

The county plans to collaborate with the Continuum of Care in two ways. First, the county is the lead agency in the Monmouth Continuum of Care. The county Continuum of Care meets regularly with local agencies and will keep them informed of the HPRP activities progress. Secondly, the county will also keep the agencies that do projects funded under the Continuum of Care program informed of the progress of HPRP.

The county will ensure that the HPRP program participants receive mainstream resources for which they qualify. Throughout the years, the county has encouraged local agencies to work together to ensure that program participants receive the resources and services that they need in order for them to achieve housing stability. In addition, the county encourages local agencies to concentrate on the housing or service that are their strengths. Further, the county will reach out to agencies to make sure that program participants receive mainstream benefits. The county will keep local agencies informed about the HPRP program by meeting with them regularly. These collaborations will also eliminate duplication of services.

Since all documentation will be maintained in the CD office, this use of the funds will eliminate the need for monitoring the “primary agencies”.

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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 county and “primary agencies” will collaborate closely with NJ Department of Military and Veterans Affairs (NJMVA), the county’s Division of Employment and Training that serve similar target populations and that receive funds under the American Recovery and Reinvestment Act of 2009 (stimulus funds).

The NJ Department of Military and Veterans Affairs (NJMVA) and the county’s Division of Employment and Training are the only two local agencies that serve similar target populations and are expected to receive stimulus funds.

Program participants that are eligible to receive veteran’s benefits will be identified through a collaboration between the county, the “primary agencies”, and the NJ Department of Military and Veterans Affairs (NJMVA).

“Primary agencies” will refer program participants to the NJ Division of Employment Services and/or the county’s Division of Employment and Training to see if the participant is eligible to receive the services that these two agencies provide.

The NJ Division of Employment Services and the county’s Department of Employment and Training both conduct assessments program participants to determine their level of education and skills/training.

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 county plans to collaborate with the Continuum of Care in two ways. First, the county is the lead agency in the Monmouth Continuum of Care. The county Continuum of Care meets regularly with local agencies and will keep them informed of the HPRP activities progress. Secondly, the county will also keep the agencies that do projects funded under the Continuum of Care program informed of the progress of HPRP.

The county will ensure that the HPRP program participants receive mainstream resources for which they qualify. Throughout the years, the county has encouraged local agencies to work together to ensure that program participants receive the resources and services that they need in order for them to achieve housing stability.

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In addition, the county encourages local agencies to concentrate on the housing or service that are their strengths. Further, the county will reach out to agencies to make sure that program participants receive mainstream benefits. The county will keep local agencies informed about the HPRP program by meeting with them regularly. These collaborations will also eliminate duplication of services.

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 Monmouth County Consolidated Plan includes the need for prevention assistance and temporary housing for homeless and chronically homeless individuals, and families who are at risk of becoming homeless without this assistance. The Plan acknowledges that the need for this assistance exceeds the available resources. The County is mindful that these funds will not solve this problem. Nevertheless, the county is grateful that Congress and the US Department of Housing and Urban Development has seen fit to provide these necessary and additional funds. The NPRP funds will be used to provide short-term rental assistance to individuals and families whose income does not exceed 50% of the Area Median Income (AMI).

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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	\$ 1,032,538.00	\$ 0.00	\$ 1,032,538.00
Housing Relocation and Stabilization Services ²	\$ 144,000.00	\$ 0.00	\$ 144,000.00
Subtotal (add previous two rows)	\$ 1,176,538.00	\$ 0.00	\$ 1,176,538.00
Data Collection and Evaluation ³			\$ 1,500.00
Administration (up to 5% of allocation)			\$ 62,000.00
Total HPRP Amount Budgeted⁴			\$ 1,240,040.00

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

14 May 2009

Date

Director, Monmouth County Board of Chosen Freeholders
Title