

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 Morris
Name of Entity or Department Administering Funds	Division of Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Sabine von Aulock
Title	Director
Address Line 1	PO Box 900
Address Line 2	
City, State, Zip Code	Morristown, NJ, 07963-0900
Telephone	973-285-6060
Fax	973-285-6031
Email Address	svonaulock@co.morris.nj.us
Authorized Official (if different from Contact Person)	
Title	
Address Line 1	
Address Line 2	
City, State, Zip Code	
Telephone	
Fax	
Email Address	
Web Address where this Form is Posted	www.morriscommunitydevelopment.org

Amount Grantee is Eligible to Receive*	\$931,156
Amount Grantee is Requesting	\$931,156

*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 grantee endeavored to gain input from a broad spectrum of providers serving people who are currently homeless or at risk of becoming homeless. Two work sessions were conducted, primarily attended by members of the Comprehensive Emergency Assistance System committee (CEAS), who provide services to the homeless; the public was invited as well. The application to apply for HPRP funds was placed on the Division's web page; a legal advertisement announcing application availability was placed in the local paper. The Human Services Advisory Committee of Morris County considered the sole application and made their recommendation to the Regional Coordinators of the Community Development Revenue Sharing Committee (CDRS) The Regional Coordinators approved the recommendation, which was then sent to the full CDRS for their consideration. Their recommendation will be presented to the Board of Chosen Freeholders.

A summary of the Substantial Amendment was posted in the local paper and on the county website allowing public comment for at least 12 calendar days as allowed by the HPRP notice. The location where the entire amendment is available for review and duplication was identified. A public hearing was advertised via legal notice in the Daily Record and on the County's website. It was held on April 30th, 2009; no public attended. The County of Morris will consider any comments received in writing, or orally at the public hearing, in preparing the amendment. A summary of comments will be attached to the amendment.

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.

2. 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: There were no comments from the public.

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

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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: _____)

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

Response: A description of the HPRP and county application were posted on the Division's website. A legal notice advertising availability of application was placed in the Daily Record. An information session was held at the county library with members from the Comprehensive Emergency Assistance System (CEAS) and others.

During the presentation, the members of the audience decided to collaborate, with one agency assuming lead role and the others joining in as supporting agencies. The Office of Temporary Assistance, a county agency already performing very similar functions as those prescribed by HPRP, would be that lead. The following day a group of interested participants met to formulate a plan, which would be submitted by way of application. At that time, it was not known if there would be competing applications.

In order to avoid any conflict of interest, the sole application received was submitted to the Human Services Advisory Committee (HSAC) for their review. Only members with no interest in the application voted and made a recommendation for funding. The resulting recommendation was advanced to the County's Regional Coordinators for their consideration. The full Community Development Revenue Sharing Committee recommended funding for the application to the Freeholders. A public hearing was held though no members of the public attended. The Substantial Amendment was approved by the Freeholders at their May 13th meeting. Two articles were featured in the local press regarding this proposal, eliciting phone calls for assistance.

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 grantee will enter into a grant agreement with the subgrantee following anticipated HUD approval of the Substantial Amendment in July of 2009. Thereafter, the Subgrantee will sign a Memorandum of Understanding with each partner agency providing support services. The assessment tools and evaluative systems will be in place; the Advisory Committee will be established. The proposal's infrastructure will be ready for immediate implementation as the basic processes for assisting people in the circumstances specific to HPRP are already in place, with slight modifications needed. The grantee will monitor administrative, fiscal and case management processes monthly. As a result of articles in the local press, phone calls for assistance have already been received. It is with great eagerness that we hope for approval to start serving this population.

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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: We, the grantee, will assume responsibility for the effective and timely use of HPRP grant funds by working to have all mechanisms in place by mid July, 2009, e.g. grant agreement with subgrantee, compliance package, formation of Advisory committee, memoranda of agreement with participating partner agencies, and monitoring tools and schedule. The Division will assure the eligibility of activities proposed by the subgrantee and make certain that proper income guidelines are being adhere to. All stipulations outlined in the HPRP will be included in the grant agreement between the grantee and subgrantee e.g., procedures for assuring confidentiality, termination process, frequency of required reporting and data type sought, assessment tool, needs-based case management plans, use of HMIS, client-based program evaluation tool, discharge protocol, compliance with Fair Housing and Civil Rights Laws, etc.

Monitoring will be conducted by the grantee as follows:

Monitoring will include the review and approval of activity budgets, compliance with executed Grant Agreement and the review and approval of vouchers.

Staff will attend the newly formed advisory committee, assembled by the subgrantee to assure compliance with HUD requirements. Site visits to subgrantee and partner agencies will be conducted to review program activity and fiscal and regulatory compliance, income eligibility of clients, a copy of the assessment tool and the service plan, evidence of monthly client follow-up during and post receipt of HPRP assistance. Staff will monitor achievement by subgrantees of proposed performance measurements and outcomes e.g., tracking individuals and families that have remained housed 6 months after they last received financial assistance from HPRP.

Staff will track expenditures via requiring quarterly reporting and input into IDIS. Activity files will be maintained by grantee containing necessary documentation.

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: Collaboration is the backbone of this application in that Morris County Office of Temporary Assistance is the lead agency, which will be partnering with approximately 20 other agencies primarily for social service needs e.g., social service, mental health, legal, employment training, substance abuse, medical and shelter systems to provide holistic services to increase an individual's or family's chance of sustaining affordable housing.

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Four of the partner agencies are slated to receive ARRA-related or other Federal funds:

- Jersey Battered Women's Services has applied for ARRA funds from the Transitional Housing Assistance Grants for victims of domestic violence, dating violence, stalking, or sexual assault program.
- Hope House will be participating in the summer youth employment and training program which is funded through Stimulus Funds.
- NewBridge Services, Inc. will be working with the Morris County Workforce Investment Board and the Office of Employment and Training Services to provide summer job placements for youth between 16 and 24, funded through the ARRA.
- Legal Services of North West Jersey receives federal funds (not specifically Stimulus) through the Legal Services Corporation and the Department of Justice Legal Assistance to Victims and pass through federal funds (Title III, SSBG, Peer Grouping, e.g.).

There is overlap with each of the target populations and those being served by this HPRP proposal.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum) of Care and mainstream resources regarding HPRP activities (limit 250 words).
Response: The grantee will collaborate with the County's Office of Temporary Assistance, partner agencies, the Comprehensive Emergency Assistance System (CEAS) Committee and the Morris County Human Services Advisory Council (HSAC, which is the primary decision-making group and appointed by the County Board of Chosen Freeholders) all of whom participate in the CoC. CEAS is part of the CoC organizational structure and involved in the planning process; it advocates and plans for the availability of a continuum of housing and the provision of core services for homeless or low-income individuals and families.

Collaboration will take the form of cross referrals of clients to partner agencies, deriving a care plan, using shared resources to address clients' needs and monthly review by an advisory committee.

This proposal is consistent with the County's Homeless Plan, which was developed by Department of Human Services and this Division of Community Development in response to the needs and concerns identified in the Continuum of Care. The plan addresses the need for more permanent supportive housing as well as affordable rental properties and it emphasizes the need for financial resources for supportive services.

The Homeless Plan identifies the steps for gaining more permanent supportive housing and affordable rental units, including rental vouchers and funds for case management.

The prevention component includes services that would reduce risk factors, such as mental illness, alcohol and drug use, co-occurring disorders, physical health problems, domestic violence, and criminal justice system involvement.

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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 2005-2009 Consolidated Plan's strategy to prevent homelessness includes "services that reduce risk factors and enhance protective factors. Risk factors include mental illness, alcohol and drug use, co-occurring disorders, physical health problems, domestic violence, and criminal justice system involvement." Protective factors correlated to the supply affordable housing and supportive services in housing.

The 2009 Action Plan includes activities to meet overall county needs as outlined in the Continuum of Care:

- * Homeless prevention - back rent/back mortgage payments, security deposits, utility deposits/payments, first month's rent
- * Essential services – case management in a permanent supportive housing program for families
- * Operating costs – project shelter costs for single women, abused spouses and families

Agencies funded to perform these functions include:

- * Morris County Office of Temporary Assistance – ESG funds for homeless prevention
- * Homeless Solutions, Inc. – CDBG funds providing case management
- * Interfaith Council for Homeless Families – ESG funds for case management for families in Permanent Supportive Housing
- * Roots and Wings – CDBG funds for case managers aiding youth aging out of foster care
- * Tenant Based Rental Assistance – HOME funds, Morris County Housing Authority, providing rental assistance in Permanent Supportive Housing Program for those homeless leaving shelter.

The systems are in place to serve the purposes of 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.

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HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$374,325	\$184,369	\$558,694
Housing Relocation and Stabilization Services ²	\$209,311	\$103,093	\$312,404
Subtotal (add previous two rows)	\$583,636	\$287,462	\$871,098

Data Collection and Evaluation ³	\$13,500
Administration (up to 5% of allocation)	\$46,558
Total HPRP Amount Budgeted⁴	\$931,156

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."

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

Title