

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)

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

A. General Information

Grantee Name	Cumberland County, Maine
Name of Entity or Department Administering Funds	Community Development Office
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Aaron Shapiro
Title	Community Development Director
Address Line 1	142 Federal Street
Address Line 2	
City, State, Zip Code	Portland, Maine 04101
Telephone	207-699-1905
Fax	207-871-8292
Email Address	Shapiro@cumberlandcounty.org
Authorized Official (if different from Contact Person)	Peter Crichton
Title	County Manager
Address Line 1	142 Federal Street
Address Line 2	Not applicable
City, State, Zip Code	Portland, Maine 04101
Telephone	207-871-8380
Fax	207-871-8292
Email Address	Crichton@cumberlandcounty.org
Web Address where this Form is Posted	www.cumberlandcounty.org

Amount Grantee is Eligible to Receive*	\$605,763.00
Amount Grantee is Requesting	\$605,763.00

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

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

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: Cumberland County followed a three step process as outlined in its Citizen Participation Plan. 1) The County's Municipal Oversight Committee (MOC) endorsed using the Homelessness Prevention Fund resource to enhance and expand the existing Homeless Case Management Services program the County has been funding for the past two years. 2) A Legal Notice appeared in the Portland Press Herald on April X, 2009. 3) The Cumberland County Commissioners held Public Hearings on the Homelessness Prevention Program and the Amendment to the County's 2008 HUD Annual Action Plan on April 13 & April 27, 2009. The County Commissioners endorsed the Amendment.

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:

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 that the grantee plans to use to select sub-grantees. Note that a sub-grantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other (Specify: Direct identification of appropriate service providers)

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

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

Response: PROP (People's Regional Opportunity Program), our local community action program agency (CAP) and the Preble Street Resource Center have teamed for the past two years to provide homeless prevention services to individuals and families in 24 communities throughout Cumberland County. The County program does not include the Cities of Portland & Westbrook and the Town of Brunswick. These well-respected agencies are the only providers with the experience, capabilities and qualifications to provide the services required to meet the housing needs of homeless and near-homeless individuals and families throughout Cumberland County. Thus, the selection of the PROP/Preble Street team was the only and obvious choice of the Municipal Oversight Committee and the County Commissioners.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub-grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: Immediately after execution of the HUD grant agreement the County will execute service contract agreements with PROP as lead agency for the PROP/Preble Street team. The agreement will outline all grant requirements, time-lines, responsibilities, reporting obligations, staffing and detailed program budgets. This will occur on or before August 1, 2009. By September 1, 2009, at the very latest, the program will be up and running - fully staffed and operational. Given that the new Homelessness Prevention Program is an extension and expansion of an existing ongoing program, start-up will be virtually immediate.

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 sub-grantees (limit 500 words).

Response: Our plan contains three essential elements: 1) monthly & quarterly programmatic reports, quarterly financial reports and regularly scheduled draw down of program funds; 2) ongoing detailed monitoring of program activities conducted by our sub-grantee; 3) utilization of Homelessness Prevention Fund resources by Cumberland County for only limited administrative functions.

1) Effective & timely utilization of HPRP funds is ensured by submittal of regular programmatic and financial reports. Review of reports will be conducted by the County's Community Development Director in conjunction with senior staff at PROP & Preble Street ensuring all activities are eligible with activities progressing according to schedule. We will establish a regular quarterly schedule of funding draws from HUD.

2) The Cumberland County Community Development Director will conduct an annual programmatic monitoring/audit to ensure compliance with program regulations.

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

The Director will visit each agency at least one additional time each year to review program files, case files and interview staff.

3) Administrative funds expended by the County will be subject to the County's standard internal and external audit review. The County Manager and the County Commissioners review program's budget and all administrative expenditures.

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: Project staff will attend regional homelessness council meetings and local Emergency Shelter Action Committee meetings to benefit from and identify potential collaborations with the State of Maine State Housing Authority and the City of Portland, both recipients of HPRP funds. In addition, project staff will work with staff supported by Community Services Block Grant funds to provide best practice services and increase the knowledge base of community case managers working with families at risk of homelessness. Finally, project staff will cultivate and maintain positive working partnerships with local providers to ensure that HPRP-funded services leverage improved and increased overall 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: The proposed project will be a part of the existing Continuum of Care and benefit from relationships with and resources of the funded programs of the Continuum of Care. Project staff will attend all Continuum of Care-sponsored trainings and monitor changes in eligibility and services of Continuum of Care programs. Project staff will work directly with town General Assistance offices and local shelters for referrals, with existing rental assistance resources and with the broader social service community for appropriate supportive services for families.

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 proposed uses of HPRP funds are fully consistent with Cumberland County's 5-year Consolidated Plan, July 1, 2007-June 30, 2011. Activities to be undertaken with HPRP funds are specifically identified in our Homeless Strategic Plan (91.215(c)) found on pages 55-56 of our current 5-year Consolidated Plan. These activities include: case management to prevent homelessness & end homelessness for individuals and families; early intervention for at-risk individuals

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

& families; outreach/assessment; placement in transitional housing; and provision of funds to achieve permanent housing - i.e. temporary rent, utility payments or moving costs.

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	\$ 45,000.00	\$ 30,000.00	\$ 75,000.00
Housing Relocation and Stabilization Services ²	\$333,000.00	\$165,000.00	\$495,000.00
Subtotal (add previous two rows)	\$375,000.00	\$195,000.00	\$570,000.00
Data Collection and Evaluation ³			\$ 5,475.00
Administration (up to 5% of allocation)			\$ 30,288.00
Total HPRP Amount Budgeted⁴			\$605,763.00

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.”

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

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)

_____ Peter Crichton
Signature/Authorized Official

Date

County Manager
Title