

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	City of Newton
Name of Entity or Department Administering Funds	Planning and Development Department
HPRP Contact Person	Amy Yuhasz
Title	Community Development Program Manager
Address Line 1	Planning and Development Department
Address Line 2	1000 Commonwealth Avenue
City, State, Zip Code	Newton, MA 02459
Telephone	617-796-1122
Fax	617-796-1142
Email Address	ayuhasz@newtonma.gov
Authorized Official	David B. Cohen
Title	Mayor
Address Line 1	City of Newton
Address Line 2	1000 Commonwealth Avenue
City, State, Zip Code	Newton, MA 02459
Telephone	617-796-1100
Fax	617-796-1142
Email Address	dcohen@newtonma.gov
Web Address where this Form is Posted	http://www.ci.newton.ma.us/Planning/homeless_assistance.htm

Amount Grantee is Eligible to Receive*	\$923,339
Amount Grantee is Requesting	\$923,339

*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 accordance with the City's Citizen Participation Plan, notice was posted on the City's Public Notice Board and broadcast on the television monitor at the main entrance of City Hall. Notice was also provided on the front page of the City's website in the City Calendar and listed in the Planning and Development Department's weekly "Friday Report" which is e-mailed or mailed to more than 200 City officials, agency/organization representatives and residents.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

To be answered following the public comment period.

- 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 answered following the public comment period.*

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:

A competitive process will be used to award grant funds under the HPRP. Applications that are received in response to a Request for Proposals will be reviewed by the Human Service Advisory Committee, a representative citizen group, who will make a funding recommendation to the Planning and Development Board. Final funding approval will be made by the Mayor based on the Planning and Development Board's recommendation.

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:

Grants will be awarded as a result of the competitive process previously described. Grant agreements between the City of Newton and the sub-grantees will outline the sub-grantees' responsibilities and reporting requirements in compliance with the ARRA and HPRP.

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:

Prior to execution of grant agreements, Planning and Development Department staff will conduct training sessions to ensure that sub-grantees are aware of all of the requirements associated with the HPRP fund. Once grant agreements have been executed, City staff will closely track the expenditure of funds to ensure that at least 60 percent of the funds are expended within two years of receipt of the funds and that all funds are expended within three years. If sub-grantees are not spending the funds within the time constraints of the program, funds will be reallocated to programs in need of additional funds. All sub-grantees will report their progress in disbursing the funds on a monthly basis.

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).

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Response:

The City will collaborate with the Massachusetts Department of Transitional Assistance and other municipalities in the Boston region to ensure that the HPRP funds they will receive are used in concert with one another to help alleviate homelessness in the region.

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 City of Newton is the lead entity for the Brookline-Newton-Watertown Homelessness Consortium, and as such, has established protocols for helping people who are homeless or at risk of homelessness to access mainstream 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:

HPRP grant funds will complement resources such as CDBG, ESG and Continuum of Care funds, which are utilized to meet the needs of people who are homeless or at risk of homelessness, as outlined in the City of Newton's 2006-2010 Consolidated Plan.

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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	\$ 300,000	\$ 480,000	\$ 780,000
Housing Relocation and Stabilization Services ²	\$ 40,000	\$ 40,000	\$ 80,000
Subtotal (add previous two rows)	\$	\$	\$ 860,000
Data Collection and Evaluation ³			\$ 17,174
Administration (up to 5% of allocation)			\$ 46,165
Total HPRP Amount Budgeted⁴			\$ 923,339

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

Title

