

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	State of New Hampshire
Name of Entity or Department Administering Funds	Bureau of Homeless and Housing Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Maureen U. Ryan
Title	Administrator
Address Line 1	Hugh J. Gallen State Office Park
Address Line 2	105 Pleasant Street
City, State, Zip Code	Concord, NH 03301
Telephone	603-271-5043
Fax	603-271-5139
Email Address	Maureen.U.Ryan@dhhs.state.nh.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	http://www.dhhs.nh.gov/DHHS/DHHS_SITE/recovery.htm

Amount Grantee is Eligible to Receive*	\$ 4,612,322.00
Amount Grantee is Requesting	\$ 4,612,322.00

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*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:

Citizen participation is an integral part of consolidated planning. New Hampshire's strategy for encouraging this vital activity can be reviewed in the Citizen Participation Plan located in Appendix A of the 2008 State of New Hampshire Action Plan. The New Hampshire Bureau of Homeless and Housing Services (BHHS) engaged in the following activities to ensure citizen participation and compliance with the Citizen Participation Plan.

BHHS conducted presentations which included review of the HPRP HUD Notice and application process, outlining timelines, and soliciting feedback and discussion regarding information presented on the following dates with the following groups and organizations:

April 1, 2009 – Greater Nashua Continuum of Care (GNCoC);

April 3, 2009- New Hampshire Coalition to End Homelessness;

April 6, 2009- Statewide quarterly meeting of emergency, transitional, and specialty shelter directors;

April 13, 2009- New Hampshire Interagency Council on Homelessness; and

April 14, 2009 – Balance of State Continuum of Care (BoSCoC).

April 7th - BHHS convened a stakeholder work group to provide input on the draft plan.

April 6, 2009- The Notice of Public Comment Period on the Substantial Amendment to New Hampshire's 2008 Consolidated Plan was published in 3 major newspapers and e-mailed to stakeholder groups.

April 13, 2009 - The New Hampshire Housing and Community Development Planning Council met to discuss and provide consultation on the Substantial Amendment to the 2008 Consolidated Plan.

April 17 through April 28, 2009- Public Comment period.

April 23, 2009- Public Hearing at New Hampshire Housing.

The above actions meet and exceed the requirements of the Citizen Participation Plan of New Hampshire's Consolidated Plan.

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

Response:

* This question will be answered at the end of the public comment period.

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- 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:

* This question will be answered at the end of 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 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: _____)

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

Response:

BHHS intends to utilize a competitive RFP process to solicit applications for funding of the HPRP program. Proposals will be evaluated and ranked by a review committee comprised of New Hampshire Department of Health and Human Services staff from multiple divisions. Proposals will be reviewed and ranked based on consistency with the RFP requirements and review criteria, including how effective the proposed activity will be in providing Homeless Prevention or Rapid Re-Housing services and alignment with goals in the State of New Hampshire's Ten-Year Plan to End Homelessness and Continuum of Care strategic goals. This plan provides a broad roadmap to assess the current system of "managing" homelessness and exploring the new, more innovative and cost effective "prevention" and "housing first" approaches. Also of particular consideration will be the organization's capacity to run the proposed activity and meet program goals

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and timelines. Given that these funds will be available for only three years, significant emphasis will be placed on how the program proposes to assess appropriate individuals/families, identify the best response, facilitate their access to housing and stabilization in housing.

- 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:

BHHS intends to issue a statewide HPRP Competitive RFP the week of June 1, 2009, with proposals due to BHHS on or before June 30, 2009. BHHS will notify sub grantees of their funding awards in late July and will spend August and September processing contracts in accordance with NH state requirements for procurement of contracts. The State of NH, through the NH Office of Economic Recovery, is working to establish processes that will enable the grants to be executed in a timely manner in keeping with the HUD and other Federal ARRA funding requirements.

- 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:

BHHS plans to require sub grantees to expend 70% of the funds within the first two years of the grant cycle, with the remaining 30% to be expended the third and final year. BHHS will ensure that funds are drawn down quarterly in compliance with the timeliness standards set forth in the HUD HPRP guidance.

BHHS will designate an HPRP contract manager who will be responsible for the oversight and monitoring of HPRP contracts and program activities. The HPRP contract manager will conduct monitoring to ensure timely and effective utilization of HPRP grant funds and develop a monitoring tool to be used for site visits as is described in the 2008 New Hampshire Consolidated Plan relative to monitoring of the Emergency Shelter Grant activities. Planned monitoring activities will include submission of monthly utilization reports outlining the use of funds and activities, and quarterly billing statements. In addition, the HPRP program manager will utilize weekly HMIS data reports to monitor use of funds and persons served as well as ensure timely HMIS utilization. BHHS intends to check in with sub grantees weekly during program start-ups to ensure program start-ups are timely and on target to expend funds within the timeframes established. BHHS will reserve the right to reallocate funds from programs that are not expending funds timely to programs that are on target in expenditures.

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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 BHHS currently collaborates with the NH Department of Education to address the needs of homeless children. Collaboration includes statewide trainings on issues of homeless children and co-sponsoring an annual conference for homeless service providers and homeless school liaisons. BHHS intends to continue to build on these collaborations between homeless service providers and homeless school liaisons, including providing information and training around HPRP to homeless school liaisons across the state to enable families with children in school who might be eligible for HPRP programs to be identified and referred to appropriate programs.

The current planning process involves identifying DHHS Divisions and other state agencies receiving ARRA funds and creating opportunities for collaboration.

The NH HPRP RFP will include scoring categories related to collaboration with community resources and leveraging other ARRA-funded programs. In addition, BHHS will facilitate a statewide workshop focused on fostering collaboration with both mainstream resources and other ARRA funded programs.

- 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:

BHHS conducted pre application information and planning meetings with members of the local CoCs to review HUD's HPRP program guidance and solicit feedback on the Substantial Amendment. In addition, BHHS is developing the state plan relative to those goals and objectives already established in New Hampshire's Ten-Year Plan to End Homelessness, the BOS strategic goals, and the 2008 New Hampshire Consolidated Plan. These documents were created with substantial input from community stakeholders and local CoCs.

BHHS will work closely with the relevant mainstream resource agencies that administer critical programs such as food stamps, child care resources, transportation, workforce development and employment training, etc., to ensure that there is a seamless link between the HPRP resources and these mainstream resources.

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One way BHHS will ensure this seamless link between resources is through the NH HPRP RFP that will include a scoring category related to collaboration with community programs/resources and leveraging other mainstream resources such as the NH SOAR Project, local welfare assistance, local housing authorities, one-stop career centers, child care programs, etc., and state-funded housing access programs that provide security deposit and rental assistance. Programs will be scored on their demonstrated success in linking clients to these existing mainstream resources and commitments of collaboration (e.g., MOUs) will be emphasized.

In addition, BHHS will facilitate a statewide workshop focused on fostering collaboration with both mainstream resources and other ARRA funded programs which will bring the various agencies and resources together to ensure access by HPRP participants to all available and appropriate resources.

- 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:

New Hampshire's Consolidated Plan is developed by the Housing and Community Development Planning Council, which was established by Executive Order and is staffed by New Hampshire Community Development Finance Authority, New Hampshire Housing, and the Bureau of Homeless and Housing Services. The Plan assesses the state's housing, homeless, and community development needs, establishes priority needs, and explains how they will be addressed.

The following were identified as high priorities in the Plan, all of which are activities that can be undertaken utilizing HPRP grant funds:

serve very low income special needs populations;
prevention of homelessness; and
increase supply of transitional housing.

The 2008 Plan outlines how Emergency Shelter Grant funds will be used to support homeless prevention initiatives. The planned utilization of HPRP funds will allow New Hampshire to build on and expand upon these identified initiatives to serve homeless and at-risk persons. These initiatives are identified in the 2008 Plan, Section B1.a. and b.

In addition, objective DH-24 from the 2008 Action Plan identifies the need to address the need for affordable decent housing for low and very low-income households by providing assistance to prevent homelessness. Other identified actions from the 2008 Plan identified in Part E include meeting underserved needs, removing barriers to affordable housing and developing institutional structure to enhance coordination between housing and social services.

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BHHS has established estimates for funding for each activity category for this draft Plan, with a final determination of estimates to be submitted to HUD in the Substantial Amendment to the 2008 Consolidated Plan. BHHS expects that the estimate may require revision pending eligible proposals and grant award decisions made in the competitive RFP process. The estimated budget summary is outlined in this document, in *Section E. Estimated Budget Summary*.

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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	\$2,213,913.60	\$1,143,856	\$3,357,769.60
Housing Relocation and Stabilization Services ²	\$ 553,478.40	\$ 285,964	\$ 839,442.40
Subtotal (add previous two rows)	\$2,767,392	\$1,429,820	\$4,197,212.00
Data Collection and Evaluation ³			\$ 184,494 (4%)
Administration (up to 5% of allocation)			\$ 230,616
Total HPRP Amount Budgeted⁴			\$4,612,322

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