

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 Jamestown
Name of Entity or Department Administering Funds	Department of Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Steven Centi
Title	Director of Development
Address Line 1	200 East Third Street
Address Line 2	Municipal Building, 3 rd Floor
City, State, Zip Code	Jamestown, NY 14701
Telephone	(716)483-7667
Fax	(716)483-7772
Email Address	centi@cityofjamestownny.com
Authorized Official (if different from Contact Person)	Samuel Teresi
Title	Mayor
Address Line 1	200 East Third Street
Address Line 2	Municipal Building, 4 th Floor
City, State, Zip Code	Jamestown, NY 14701
Telephone	(716)483-7600
Fax	(716)483-7591
Email Address	mayor@cityofjamestownny.com
Web Address where this Form is Posted	www.jamestownny.net

Amount Grantee is Eligible to Receive*	\$573,517
Amount Grantee is Requesting	\$573,517

*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 City of Jamestown followed its adopted citizen participation plan by advertising in the Jamestown Post-Journal, holding a public hearing, and making the proposed substantial amendment accessible to the public. A legal notice was published in the Jamestown Post-Journal on March 13, 2009, notifying the public that the City of Jamestown was entitled to receive funding under the HPRP Program, the date a public input hearing on the matter was to be held, (March 25, 2009), and setting the public comment period. Individuals were encouraged to submit written comments by mail or email or attend the public hearing in person. In another notice published May 16, 2009, it was announced that the City was opening a 12-day public comment period on the Substantial Amendment, which began May 16, 2009 and lasted until the close of business on May 28, 2009. The City of Jamestown made this form (HUD-40119) accessible to the public by making a copy available in the Department of Development office, the City of Jamestown Clerk's Office, at the James Prendergast Library, (all of which are handicapped accessible), and by placing a draft form of the Substantial Amendment on the City's website at www.jamestownny.net.

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: Will be completed once public comment period is ended.

C. Distribution and Administration of Funds

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.

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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: City staff will solicit proposals and allocate accordingly)

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

Response:

City staff held a public input session on March 25, 2009 and has solicited members of the Chautauqua County Homeless Coalition (Chautauqua County's Continuum of Care) that serve homeless populations in order to identify programs that meet HPRP guidelines and can be carried out in a timely manner. City staff evaluated the proposals brought forth and allocated funding accordingly, with an emphasis on those that can be completed within the required timeframe. The agencies that submitted proposals, Chautauqua Opportunities, Inc (COI), the Salvation Army, Legal Assistance of Western NY (LAWNY), and Chautauqua Home Rehabilitation and Improvement Corporation (CHRIC), and the Y.W.C.A. Transitional Housing Program are all currently homeless activity providers, and are all familiar with the HMIS. Because the City is not a recipient of ESD, it was imperative that current homelessness providers be used, and that activities were comprised of already functioning programs.

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:

The City already has established working relationships with the above-mentioned agencies that would be considered "sub-grantees". While awaiting HUD's execution of the grant agreement, the City will prepare HPRP sub-allocation agreements that will be executed after the grant agreement with HUD is executed, but prior to the September 30, 2009 deadline. All sub-grantees will be subject to the terms of the sub-allocation agreements that will highlight the short time frame in which funds need to be expended, all recordkeeping and reporting requirements, and all other applicable federal and local requirements. The aforementioned sub-allocation agreements will detail what activities are to be performed by each sub-grantee, the maximum each activity will be reimbursed, the process to draw down funding, and a time schedule for the full draw down of funds.

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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 sub-grantees (limit 500 words).

Response:

Sub-allocation agreements will be executed immediately after HUD's notification of its grant contract execution, and will include language detailing the short time frame in which funds need to be spent, including milestones. Additionally, like all of the City's sub-allocation contracts, a detailed budget will be included. The Jamestown Urban Renewal Agency (JURA) Financial Coordinator, who is responsible for IDIS reporting and the JURA Planning & Research Specialist responsible for contract execution and HMIS data, will require monthly reports and frequent drawdown requests to facilitate timely spending of allocations. All sub-grantees are familiar with HUD regulations, and have based activity projections on previous years' performance with their respective, established homelessness programs. We are confident in both the City and all of the sub-grantee's abilities to fully expend these funds within the allotted period.

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 City of Jamestown will be collaborating with Chautauqua Opportunities, Inc (COI), the Salvation Army, Legal Assistance of Western NY, Chautauqua Home Rehabilitation and Improvement Corporation (CHRIC), and the Y.W.C.A. Transitional Housing Program, all who have the potential to receive funds under the American Recovery and Reinvestment Act of 2009. COI and CHRIC also receive funds through the Home Energy Assistance Program (HEAP). In addition, CHRIC was successful in an application for NSP Round 1 funding and COI intends to apply for NSP Round 2 funds for projects within qualifying Census Tracts in the City of Jamestown. Since most of these funds will be targeted in Jamestown, there will be opportunities for information to be shared and other City funds to be leveraged. The City plans to collaborate with local agencies that can serve similar target populations including collaborations with the local Domestic Violence Shelter operated by the Salvation Army, which receives funds through the New York State Division of Criminal Justice Services and the Chautauqua County Department of Social Services. Families and individuals who are served with HPRP funds will be well connected to a variety of other resources that are made available by our partner sub-grantee agencies, including Lead Abatement programs, workforce development, advanced case management, and transportation assistance.

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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 is a participating member of the Chautauqua County Homeless Coalition, which serves as Chautauqua County's Continuum of Care. The City has consulted with COI, which acts as the lead agency of the Homeless Coalition. Independently, the member organizations of the coalition provide a variety of services for homelessness care and prevention. The City is collaborating with CHRIC, COI, LAWNY, the Salvation Army, and the Y.W.C.A. Transitional Housing Program (all active members of the Chautauqua County Homeless Coalition), to coordinate HPRP eligible activities, and will fund them accordingly. Jamestown does not receive any ESD funds, and therefore must turn to the Continuum of Care providers to deliver eligible 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 City of Jamestown intends on allocating a significant portion of the HPRP grant funds to provide financial assistance for homelessness prevention activities. Proposed activities funded under the HPRP include short-term rental assistance, rental arrears payments, security deposits, utility deposits/payments, and moving cost assistance. The funding of these activities is consistent the goal of improving access to permanent housing and the prevention of low income families and individuals from becoming homeless which is incorporated into, and consistent with, the City's Consolidated Plan Homeless Strategy. Currently, many of these services are being offered in the community, but are seriously underfunded. Other important elements of the proposed budget are case management, eviction prevention mediation, and financial training and counseling under the housing relocation and stabilization services category. These activities will complement the direct financial aid to provide a comprehensive approach to homelessness prevention. Data collection and evaluation through the HMIS system will be mandated, but not funded through this program, as an experienced HMIS network already exists.

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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	\$151,420	\$127,422	\$278,842
Housing Relocation and Stabilization Services ²	\$242,000	\$24,000	\$266,000
Subtotal (add previous two rows)	\$393,420	\$151,422	\$544,842

Data Collection and Evaluation ³	\$0
Administration (up to 5% of allocation)	\$28,675
Total HPRP Amount Budgeted⁴	\$573,517

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