

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	City of McKeesport
Name of Entity or Department Administering Funds	Community Development Department of the City of McKeesport
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Bethany Bauer
Title	Community Development Director
Address Line 1	500 Fifth Avenue
Address Line 2	
City, State, Zip Code	McKeesport, PA 15132
Telephone	412-675-5020
Fax	424-675-5049
Email Address	bbuddbauer@yahoo.com
Authorized Official (if different from Contact Person)	James R. Brewster
Title	Mayor
Address Line 1	500 Fifth Avenue
Address Line 2	
City, State, Zip Code	McKeesport, PA 15132
Telephone	412-675-5020
Fax	412-675-5049
Email Address	Pwilliams15132@yahoo.com
Web Address where this Form is Posted	www.mckeesport.org

Amount Grantee is Eligible to Receive*	\$ 500,957
Amount Grantee is Requesting	\$ 500,957

*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: The Community Development Department of the City of McKeesport has held two public meetings regarding the Homeless Prevention and Rapid Re-Housing Program (HPRP) in April and May. The meetings were advertised in the newspaper of general circulation on Monday, April 27, 2009 and Friday, May 1, 2009. In addition, the city of McKeesport officials have met with Allegheny County Community and Economic Development and Department of Human Services staff to discuss implementation of and needs of the population.

The Federal funding opportunity and proposed activities and allocations of funds of the Homeless Prevention Program was advertised and public comment solicited regarding the proposed activities and allocation of funds for a minimum of twelve (12) days. In accordance with HUD regulations, all public comments will be reviewed. The meeting was held in an accessible location and access to information is available through the internet and newspaper.

A public notice which included appropriate contact information was placed in the newspaper and on the website on May 6, 2009.

The Community Development Department will present a resolution to City Council at its May 6, 2009 regular Council Meeting for approval of this Substantial Amendment to the Consolidated Plan 2008 Action Plan.

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

This response will be completed at the end of the 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: This response will be completed at the end of the public comment period.

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

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: Amend existing contract in places for services)

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

Response: The City of McKeesport will utilize a competitive Request for Proposal (RFP) process to solicit sub-grantees for the homeless prevention, rapid re-housing and housing stabilization activities. Proposals will be evaluated and ranked by a Committee comprised of stakeholders. Each proposal will be reviewed for consistency with the RFP proposal and review criteria. Funding recommendations to the CDBG Director and City Administrator who will make the final Sub-grantee selections. It is anticipated that Request for Proposals will be issued for the following activities: Housing Prevention, Rapid Re-Housing and Housing Stabilization Services

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 of McKeesport Community Development Department is to use the timeframe of June – August to complete the Request for Proposals (RFPS) Solicitation, Review and Selection process for sub-grantee(s). All Homeless Prevention Program contracts with sub-grantee(s) will be completed and component of the plan will be initiated by no later than October 2, 2009

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

The City of McKeesport will expand current CDBG 2008 contracts to include Housing Quality Standards and Lead Based Paint requirements of said program.

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: As required by HUD Announcement, the City plans to use a minimum of 60% of the funds within the first 2 years of the program. Allocations for activities have been set to ensure that the majority of the funds will be expended timely. The City will draw down 60% of its HPRP grant funds within 2 years of the date that HUD signs the grant agreement and 100% of funds within three years of this date. The grantee, the City will ensure that funds are drawdown quarterly in compliance with the Timeliness Standards.

The City of McKeesport will ensure successful oversight of HPRP funding through a plan that incorporates oversight and monitoring. It begins with requirements that all sub-grantee(s) report client level data - number of persons served and demographic information bi-weekly.

Through IDIS, payments and accomplishments will be reported as well as HMIS System (Allegheny County Continuum of Care).

The City of McKeesport will follow the requirements established by HUD through the Office of Management and Budget to prepare and submit quarterly and annual reports.

The City of McKeesport is creating a set of assessment tools and internal reporting requirements to insure: the following:

- Proposed activities are performed in compliance with the HPRP guidelines.
- Appropriate households that are in need of the funding or would otherwise become homeless and those in emergency and transitional housing are served.
- Accurate assessments of the level of need are used and that linkages with all possible resources are made available to households served.
- All work is transparent and recorded in HMIS.
- Households that are 50% or below area median income are served.
- Monies are expended timely: 60% of funds are spent by year 2 and 100% of funds are spent by year 3.

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

In addition, the City of McKeesport will attend any/all training that are made available.

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 process will include identifying all local agencies that may have clients that may receive American Recovery Funds and establish a connection and collaboration to assist households with housing stability. Also, as the process gets underway, the program will be examined for the effectiveness and applicable changes will be implemented, such as more awareness of the program, pulling in additional partners, etc.

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: Collaboration with Continuum of Care (COC) will need to be constant. The City of McKeesport has met with COC staff (Allegheny County Department of Human Services (ACDHS)) once to discuss the program and has had several telephone conversations with COC staff. The City intends to participate, for this program, in the ACDHS HMIS program, which is already established.

The local providers are aware that the Community Development Office has an open door policy, and can contact the city with concerns: issues, when determined appropriate. The City will invite all partners to attend a meeting to discuss matters. The City will be diligent to articulate a process to reduce duplication and improve access to services – with the end means being client/customer outcomes.

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: Annually, the City of McKeesport applies for Pennsylvania Emergency Shelter Grant (ESG) funds on behalf of homeless shelters within the City limits. These shelters provide emergency and transitional housing, as well as, case management. The need for these funds consistently outweighs the availability of funds. The City of McKeesport does not receive federal ESG resources. The

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

HPRP funds will provide the additional resources needed for the homeless that is traditionally not available from the Pennsylvania ESG Program.

As part of the Allegheny Count/PennHills/McKeesport HOME Consortia, HOME funds are dedicated to rehabilitation of existing housing and the construction of new housing. These efforts are targeted to low and moderate income households which may be otherwise homeless.

Part and parcel to the Homeless Strategy identified in the McKeesport Consolidated Plan is case management. These case management services have been identified in the HPRP announcement and therefore are consistent with the Consolidated plan.

The HPRP is consistent with the McKeesport Consolidated Plan since both identify affordable housing and homeless as areas that need to be addressed in the community.

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

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 180,957	\$ 180,000	\$ 360,957
Housing Relocation and Stabilization Services ²	\$ 50,000	\$ 50,000	\$ 100,000
Subtotal (add previous two rows)	\$ 230,957	\$ 230,000	\$ 460,957

Data Collection and Evaluation ³	\$ 15,000
Administration (up to 5% of allocation)	\$ 25,000
Total HPRP Amount Budgeted⁴	\$ 500,957

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)

Signature/Authorized Official James R. Brewster	5/01/09 Date
--	-----------------

Mayor
Title