

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	York County, Pennsylvania
Name of Entity or Department Administering Funds	York County Planning Commission, Housing and Community Development Division
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Michael C. Rafferty
Title	Administrator
Address Line 1	York County Administration Center
Address Line 2	28 East Market Street
City, State, Zip Code	York, PA 17401-1580
Telephone	717-771-9870
Fax	717-771-9511
Email Address	crafferty@ycpc.org
Authorized Official (if different from Contact Person)	Steve Chronister
Title	President Commissioner
Address Line 1	York County Administration Center
Address Line 2	28 East Market Street
City, State, Zip Code	York, PA 17401
Telephone	717-771-9301
Fax	717-771-9804
Email Address	MSChronister@york-county.org
Web Address where this Form is Posted	www.ycpc.org & www.york-county.org

Amount Grantee is Eligible to Receive*	\$1,074,741
Amount Grantee is Requesting	\$1,074,741

*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:

York County published a newspaper ad announcing the availability of this draft amendment to the 2008 York County Annual Action Plan for the HPRP Program, which appeared on May 1, 2009. The ad was displayed in the York Newspapers and Hanover Evening Sun and provided a brief description of the program and the proposed projects and budgets the County plans to undertake with HPRP funds. The draft amendment was also available to citizens and citizen groups via the following websites: www.york-county.org & www.ycpc.org. This was also noted in the ad.

The public comment period ended May 12, 2009, which is in compliance with the minimum time period established in HUD's Notice of Allocations for the HPRP Program. Compliance was met with the County's Citizen Participation Plan. All comments received during the public comment period were reviewed and summarized in Section B.3. of this amendment.

The York County Commissioners approved the amendment to the 2008 York County Annual Action Plan for the HPRP Program on May 13, 2009.

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:

York County did not receive any public comments during the public comment period.

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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: Collaborative Effort and Gaps Analysis)

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

Response:

The York County Planning Commission has been coordinating efforts with the York County Human Services Department, Housing Authority of York, United Way, City of York, Criminal Justice Advisory Board, and York Health Choices, to review the County's programs, providers, and resources targeted to the County's homeless and near homeless population. Based on this review and gaps analysis, the County set forth a list of proposed projects and appropriate providers that will utilize HPRP funds for the purpose of assisting homeless individuals and families, and, in addition, help prevent individuals and families from becoming homeless. This coordinated effort will help streamline the selection of eligible subgrantees that will have an immediate impact to those that are assisted with HPRP funds.

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:

July 2 - August 2, 2009: Upon notification of availability of HUD funds through IDIS, the County will initiate the application process for potential subrecipients. Notification of HPRP funds will be sent to organizations and agencies. Applications will then be distributed to interested entities. Application forms include: a brief project description; location of the service

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and geographic area served; projected beneficiaries of the activity; anticipated three year activity budget, including HPRP funds, broken out on an annual basis; and information regarding the organization or agency. Applications will be received by the YCPC during this time frame.

August 2 - September 2, 2009: Upon review and acceptance of the applications, activity descriptions, budgets, and beneficiary data will be drafted for review and acceptance by the prospective subrecipients. Grant agreements are then prepared and final exhibits with activity descriptions, budgets, and beneficiary data are attached. Grant agreements will be executed by the subrecipients and County officials.

September 2 - 30, 2009: As grant agreements are fully executed, the County will perform activity set-up in IDIS, assign activity numbers, prepare environmental review documentation, and issue start letters to the subrecipients.

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:

Effective and timely use of HPRP grant funds on eligible activities began with early planning for the substantive amendment. York County Planning Commission (YCPC) staff met with representatives of York City, the United Way, and other County departments who administer programs for homelessness and homelessness prevention. As a result of that meeting, the County Human Services Department prepared a listing of several potential projects. YCPC staff met and reviewed the potential projects, identifying those most likely to meet the HPRP effectiveness and timeliness objectives, as well as the HPRP eligibility requirements.

The County intends to enter into close-ended annual and fixed amount grant agreements, which include exhibits with activity descriptions, budgets, and beneficiary data, with its subrecipients and County departments. Contracts will be reviewed annually for timeliness and extensions granted by the County are limited to a six-month period on an as needed basis. In addition, the County will require quarterly and annual reports from subrecipients. Quarterly and annual reports will provide on-going data for measuring an activity's effectiveness in relation to the goals included in the grant agreement. The County also intends to process all requests for reimbursement. Each request will be reviewed for compliance with the grant agreement and the HUD and OMB cost principles and procurement

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regulations. Through the fixed contracts, quarterly reports, and reimbursement processes, the County will be able to oversee the administration and use of its own HPRP funds, as well as those used by subrecipients.

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 York County Planning Commission began to collaborate with local agencies that serve similar target populations once the County was informed by HUD that it would be receiving \$1,074,714 in HPRP funds. This process and the appropriate agencies were noted in the response to question C.2.

The collaborative effort was not restricted to those agencies that were receiving funds from the ARRA. Agencies that receive any federal, state or local funds for programs that assist the homeless and near homeless population were invited to participate in this effort. Assessing all the resources available to the County was the most efficient way of providing an accurate gaps analysis, which can lead to assisting those eligible individuals and families that are currently not being helped. In addition, existing programs that are effective in assisting this population were also considered for HPRP funds if it was determined that strengthening and extending said programs would have a significant impact

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: York County is a member and active participant of the Central-Harrisburg Region Continuum of Care (CoC), which is comprised of 22 Counties in Central Pennsylvania. A York County Planning Commission staff member is the current Co-Chair of the Central-Harrisburg Regional Homeless Advisory Board (RHAB), which plays the central role in planning and implementing the regional CoC strategy and the Pennsylvania 10-Year Plan to End Homelessness. Its specific roles include the formulation and monitoring of goals and action steps, the identification and analysis of unmet needs, the determination of regional priorities, and review and

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ranking of all regional projects submitted under the CoC application process.

The RHAB has discussed how HPRP funds and programs can potentially assist in meeting regional goals and objectives and how such funds can be used to effectively supplement mainstream resources such as the McKinney-Vento CoC and the Emergency Shelter Grant Program. Since the RHAB works on regional priorities, member agencies were also encouraged to coordinate on a local level in order to plan the use and administration of HPRP funds.

York County receives approximately \$800,000 annually in McKinney-Vento CoC funds for 7 different programs which includes transitional housing, permanent supportive housing, HMIS, and Shelter + Care programs. During the County's collaborative planning process, CoC funded programs and priorities were noted in the gaps analysis and resource assessment.

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 HPRP Substantial Amendment to the 2008 York County Action Plan is consistent with the York County 2005-2009 Consolidated Plan. York County HPRP grant funds for financial assistance and housing relocation/stabilization services will be used to work towards numerous local housing and community development goals and objectives established in the Consolidated Plan.

The County plans to use HPRP funds for rental assistance with supportive case management to assist homeless or near homeless families and individuals who are not eligible under current programs. This program will work toward meeting housing affordability and supply goals and objectives set forth by the Consolidated Plan. The proposed utility assistance project which plans to assist unemployed, near-homeless individuals and families, is consistent with goals of housing affordability, supply and condition. Finally, HPRP monies used for homeowner/tenant relocation services meet housing supportive service priorities. Overall, the proposed use of HPRP grant funds will provide an opportunity to address the needs of near-homeless individuals and families, which are needs that are also established in the Homeless Needs Assessment of the Consolidated Plan. Many mainstream resources are restricted in assisting this target population due to definition and regulatory restrictions.

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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	\$401,870.50	401,870.50	\$803,741
Housing Relocation and Stabilization Services ²	\$35,000	\$	\$35,000
Subtotal (add previous two rows)	\$436,870.50	\$401,870.50	\$838,741

Data Collection and Evaluation ³	\$186,000
Administration (up to 5% of allocation)	\$ 50,000
Total HPRP Amount Budgeted⁴	\$1,074,741

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.

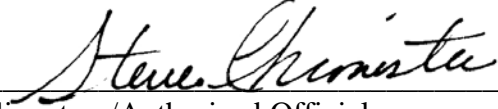
³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

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