

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 Atlantic City
Name of Entity or Department Administering Funds	Division of Community and Economic Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Lois Braithwaite
Title	Director
Address Line 1	1301 Bacharach Blvd.
Address Line 2	Room 505
City, State, Zip Code	Atlantic City New Jersey, 08401-4603
Telephone	609-347-5521
Fax	609-347-5317
Email Address	lbraithwaite@cityofatlanticcity.org
Authorized Official (if different from Contact Person)	Lorenzo T. Langford
Title	Mayor
Address Line 1	1301 Bacharach Blvd.
Address Line 2	
City, State, Zip Code	Atlantic City New Jersey, 08401-4603
Telephone	609-347-5400
Fax	609-347-5317
Email Address	llangford@cityofatlanticcity.org
Web Address where this Form is Posted	www.cityofatlanticcity.org

Amount Grantee is Eligible to Receive*	\$555,438
Amount Grantee is Requesting	\$555,438

*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 Atlantic City posted the Substantial Amendment on the City's website, www.cityofatlanticcity.org, and advertised the availability of the amendment in *The Press*, the daily newspaper serving Atlantic City. A 12-day comment period was provided for citizen review. These steps are consistent with the Citizen Participation Plan for Atlantic City.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: *to be completed at end of 12 days*

- 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:

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: non-competitive selection based on recommendation of Continuum of Care committee)

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

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Response: The Continuum of Care committee met for several weeks to determine the best means to utilize the HPRP funds. This committee consists of representatives of non-profit homeless services providers, the City and the County. After reviewing the range of services and capacity required to appropriately implement this program, the Committee recommended that the Atlantic City Rescue Mission (ACRM) be the prime contracted entity. ACRM would contract with Jewish Family Services (JFS) and Career Opportunity Development, Inc. (CODI) to provide services under the program. These organizations implement the County's Social Service for the Homeless (SSH) and Emergency Assistance (EA) funds for comparable uses to those proposed in this grant.

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: The City of Atlantic City will prepare a subrecipient agreement based on the CDBG agreement model approved by HUD. This agreement will specify the requirements of the HPRP, the types of services, the time of performance and the budget for each activity. Shortly after May 18, this agreement will be finalized and approved by all parties. The City will then work with ACRM to provide an appropriate lower tier subcontract to JFS and CODI that further specifies the scope of their activities, budget and time of performance. All agreements must be approved by September 30, 2009.

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: The City will not be involved in the implementation of the program but will retain responsibility for draw downs and reporting as required by the HPRP. Program implementation will be undertaken by ACRM. The retention of the financial and reporting function will create a stronger partnership between ACRM and the City allowing the City to closely monitor the expenditure of funds. The City will monitor ACRM in performance of duties under this grant and ensure that the program is operating according to the requirements set by HUD. The City has a subrecipient monitoring plan that will be used to monitor ACRM and its lower-tier subs.

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 and Atlantic County, also an HPRP grantee, will work together with the ACRM in the implementation of the HPRP program. The County has a triage unit that already directs calls for Social Services for the Homeless, Emergency Assistance, TANF, General Assistance, FEMA and other social services programs. This unit will direct appropriate calls to ACRM for financial assistance to be provided. The County School Superintendent works with ACRM to provide appropriate school support for homeless students.

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 Continuum of Care committee has been instrumental in the development of the HPRP strategy. The CoC committee includes representatives of homeless service providers, the City and the County. There are two shelters in the CoC, which includes ACRM and a domestic violence shelter. Guests of each shelter will be eligible for rapid re-housing funds. Mainstream resources such as TANF, EA, FEMA and other social services will be utilized along with HPRP through the triage process to provide rapid re-housing resources.

The Atlantic CoC is part of the State of New Jersey HMIS. This grant will be used to provide the additional support needed to expand HMIS to include the requirements of this grant program.

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 Atlantic City and Atlantic County Consolidated Plans support a "housing-first" approach to homeless prevention and rapid re-housing. Atlantic County has utilized this approach for emergency assistance for many years. The CoC committee has embraced this approach in development of the goals for the coalition. In turn, each Consolidated Plan reflects the goals of the Coalition.

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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	\$ 166,031	\$ 154,962	\$ 320,993
Housing Relocation and Stabilization Services ²	\$ 94,084	\$ 99,622	\$ 193,706
Subtotal (add previous two rows)	\$ 260,115	\$ 254,584	\$ 514,699
Data Collection and Evaluation ³			\$ 11,068
Administration (up to 5% of allocation)			\$ 27,671
Total HPRP Amount Budgeted⁴			\$ 553,438

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)

Title