

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	Municipality of Cabo Rojo
Name of Entity or Department Administering Funds	Municipality of Cabo Rojo- Oficina de Programas Federales
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Yoemir Rodríguez
Title	Director
Address Line 1	Apartado 1308
Address Line 2	
City, State, Zip Code	Cabo Rojo, Puerto Rico, 00623
Telephone	787-851-1025
Fax	787-851-8553
Email Address	yr2acc@gmail.com
Authorized Official (if different from Contact Person)	Perza Rodriguez
Title	Mayor
Address Line 1	Apartado 1308
Address Line 2	
City, State, Zip Code	Cabo Rojo, Puerto Rico, 00623
Telephone	787-851-1025
Fax	787-851-8553
Email Address	
Web Address where this Form is Posted	http://www.ciudadcaborojo.net/

Amount Grantee is Eligible to Receive*	\$509,023
Amount Grantee is Requesting	\$509,023

*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 Municipality of Cabo Rojo followed its Citizen Participation Plan to provide reasonable notice of, and an opportunity to comment on this Homeless Prevention and Rapid Rehousing Program proposed substantial amendment. In compliance with our Citizen Participation Plan we undertook the following:

- Published a notice of availability of the substantial amendment in a newspaper of General Circulation (Primera Hora) on May 4th, 2009;
- Simultaneously with the publication, the proposed amendment was available in our office to the public.
- Published a copy of the draft amendment in the web page of the Municipality at: <http://www.ciudadcaborojo.net/>

In accordance with the HPRP notice, the citizens were provided 12 days from the date of publication to present comments on the proposed plan amendment.

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.

Response:

The public comment period is currently open through May 15th, 2009. This section is to be completed after the close of the public comment period.

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:

The public comment period is currently open through May 15th, 2009. This section is to be completed after the close of 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: _____)

Response:

Not applicable. The Municipality of Cabo Rojo plans to directly carry out the activities proposed in this plan. The mayor designated the Federal Affairs Office to administer and implement the HPRP activities.

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

Response:

Oficina de Asuntos Federales- will prepare the HPRP amendment and will report all participant data using the HMIS. In addition the office will handle all the administrative and payment issues related to the program.

Oficina de Ayuda al Ciudadano- Will conduct the outreach activities including initial orientation to potential participants. In addition, this office will refer participant to the section 8 program for the determination of eligibility.

Oficina de Seccion 8- This office will conduct the evaluation and determination of eligibility of the program participants.

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:

Not applicable (see question 1 above).

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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 subgrantees (limit 500 words).

Response:

Administration

The federal affairs office of the Municipality will be responsible for the preparation of the Amendment to the Action Plan, the reporting of participant records, the administrative functions and the monitoring of the activity. The Office of Planning will delegate the preparation of the plan and its guidelines to an external consultant. The Federal Affairs Office staff will be responsible for timely submission of quarterly and annual reports, monitor and evaluate HMIS data.

The Section 8 Office will be responsible of Case Management. Specifically this office will coordinate the individual assessments, the determination of eligibility, conduct the reexamination of participants, maintain all participants' records and provide the supportive services. This office has the experience with other rental programs and is the most appropriate entity to manage the case management and eligibility issues of the activity. The staff will receive prompt training about the program and will be ready to begin program activities as soon as possible after the grant agreement with HUD is executed.

The consultant, the Federal Affairs, and the Section 8 Offices will develop the program design, initial screening and intake process and forms, outreach plan, referral processes, and program timelines and benchmarks consistent with HPRP requirements. In addition, the consultant will provide program technical assistance, compliance with HPRP implementing regulations, the ARRA, and other federal regulations.

HPRP planning was initiated in March and staff will continue planning activities over the next several months so that implementation of program activities may begin as soon as possible after execution of the grant agreement with HUD, which is anticipated by June 2009.

HPRP funds will be received from HUD by the Federal Affairs Office and will be incorporated into the office's annual operating budget. All HPRP encumbrances and expenditures will be entered into the Municipality of Cabo Rojo's financial management system, administered through the Finance Department. The

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Municipality's annual comprehensive audit will include audit of all HPRP expenditures.

The Federal Affairs Office staff will directly monitor compliance with the four eligible categories: financial assistance; housing relocation and stabilization services, data collection and evaluation, and will also monitor fiscal and administrative activities. The Planning Office staff will closely monitor HUD timelines to meet various deadlines, and confer with other Section 8 Office staff as appropriate to the delivery of the activity.

The Federal Affairs Office staff responsible for oversight of the HPRP program will meet on a regular basis with the Section 8 Office program staff to oversee and monitor administration of these funds, program implementation, program evaluation and performance, and compliance with federal requirements. Federal Affairs Office staff has experience in utilizing the IDIS system for other federal grant programs and they will be responsible for the utilization of the system. An initial meeting has already occurred to address the timeliness of activities, expenditure of grant funds, reporting requirements, and other activities required under the HPRP program.

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 Municipality of Cabo Rojo's already has the planning, policies, and procedures in place to coordinate the similar target populations from ARRA and other federal agencies, including the US Department of Education, Health and Human Services, Homeland Security, and Department of Labor. Cabo Rojo's will coordinate and request all other ARRA and federal and state resources, which might be available for HPRP.

The Municipality participates in the Southwest consortium of the Workforce Investment Act. HPRP participants will be referred to the local WIA office for the provision of orientation services.

Municipal staff will coordinate with other local agencies that receive ARRA funds to become knowledgeable of assistance and eligibility requirements, and to develop referral processes that may assist HPRP program participants obtain appropriate

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supportive services to assist them in achieving and maintaining housing stability. Coordination with other services funded under the ARRA may include: child care, healthcare, TANF and other public assistance, employment services, unemployment benefits, tax credits, education, domestic violence services, FEMA, low-income housing and other services. As more information becomes available from federal, state, and local agencies regarding use of these funds locally, OSC staff will continue its collaboration efforts to determine whether program participants may benefit through coordination of services and establish a process for connecting participants to ARRA funded services.

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 Federal Affairs Office is the lead agency for the Continuum of Care (CoC) of Cabo Rojo. This office will coordinate all HPRP efforts with the Coalición Occidental Pro-Bienestar del Deambulante, which is the responsible entity of Continuum of Care (CoC) planning process.

Services to the homeless in Cabo Rojo are offered by Casita del Sagrado Corazón de Jesús, Corp. This organization provides shelter, food, personal hygiene, counseling, psychological support, health clinics and other services to the homeless people. The Municipality will accept all program participants of this organization that are eligible for rapid rehousing. The use of HPRP funds will address the homelessness prevention strategies and services included in the Continuum of Care strategy of the Municipality. Any other entity interested in obtaining prevention services that might include one-time emergency funds to keep families housed, crisis intervention services for people with mental illness living in the community, and peer networks for people in early recovery living in permanent housing will be integrated in the proposed use of the funds.

The Federal Affairs Office staff will coordinate closely with local coalition mainstream providers to identify and establish referrals processes to link HPRP participants with mainstream opportunities such as employment, veteran's services, TANF, Section 8, health care and other services. OSC staff will assess participants to identify needs for mainstream services and assist participants in linking with the appropriate 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).

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Response:

The 2004-2009 Consolidated establishes multiples strategies to prevent homelessness. The plan proposed to “Assist homeless persons to have accessibility to appropriate housing and assist persons at risk of becoming homeless to obtain supportive preventive services”. This strategy is consistent with the proposed used of HPRP funds. We can assure that the use of HPRP funds is consistent with the current five-year strategies and objectives.

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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	308,572.00	140,000.00	448,572.00
Housing Relocation and Stabilization Services ²	30,000.00	5,000.00	35,000.00
Subtotal (add previous two rows)	338,572.00	145,000.00	483,572.00
Data Collection and Evaluation ³			
Administration (up to 5% of allocation)			\$25,451
Total HPRP Amount Budgeted⁴			\$509,023

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