

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	State of Maryland
Name of Entity or Department Administering Funds	Maryland Department of Housing and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Reggie Stanfield
Title	
Address Line 1	100 Community Place
Address Line 2	
City, State, Zip Code	Crownsville, Maryland 21032-2023
Telephone	(410) 514-7209
Fax	(410) 987-4660
Email Address	Stanfield@mdhousing.org
Authorized Official (if different from Contact Person)	Raymond A. Skinner
Title	Secretary, DHCD
Address Line 1	100 Community Place
Address Line 2	
City, State, Zip Code	Crownsville, Maryland 21032-2023
Telephone	(410) 514-7001
Fax	(410) 987-4070
Email Address	skinner@mdhousing.org
Web Address where this Form is Posted	www.mdhousing.org

Amount Grantee is Eligible to Receive*	\$5,680,393
Amount Grantee is Requesting	\$5,680,393

*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: DHCD opened its public comment period on Friday, May 1, 2009. DHCD mailed out approximately 900 letters to nonprofit organizations, local government officials, and others who participate in the Consolidated Plan process. DHCD also placed newspaper ads throughout the State including the Baltimore Sun, Afro American, Capital Gazette (Annapolis), Daily Mail (Hagerstown) Star Democrat (Easton), Dorchester Star, Caroline Times-Record, and Kent County News. Hard copies of the amendment were provided to the State's regional lending libraries including the Enoch Pratt Free Library in Baltimore, the Blackwell Library in Salisbury, the Washington County Free Library in Hagerstown, the Lewis J. Ort Library in Frostburg, the Frederick Douglas Library in Princess Anne, and the Southern Maryland Regional Library in Charlotte Hall. A large print version was also made available at the Library for the Blind and Physically Handicapped in Baltimore. Both the letters and newspaper advertisements directed the public they could view the amendment on DHCD's website, receive free hard copies upon request, or view hard copies at the libraries listed above either directly or through interlibrary loan. Interested parties were also invited to submit comments via either email or U.S. Postal Service. The public comment period closed on May 12th, as noted in the letters and advertisements.

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: *None at this time.*

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.

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- Competitive Process
- Formula Allocation
- Other (Specify): DHCD will use both formula allocations and a competitive process to distribute HPRP funding.

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

Response: DHCD plans to provide funding both competitively and through a formula process.

For the competitive process, DHCD will allow both entitlement and non-entitlement areas to apply, with a significant majority of the funds going to non-entitlement areas. DHCD will ask all applicants to describe locally determined strategies for the full range of eligible HPRP activities including financial assistance, housing relocation, and stabilization services, data collection and evaluation and outreach. Eligible applicants will be local governments and nonprofits in their jurisdictions.

Applications will focus on need, planning, and program design and the goals of homelessness prevention, diversion, and rapid rehousing. We will also examine capacity and past performance and demonstrated ability to manage the financial and reporting requirements of the grant, including providing the certifications of assurances.

DHCD will also award funding by formula allocation to non-entitlement local governments currently administering State funds for homelessness prevention through the Rental Assistance Program (RAP) and the Bridge Subsidy Demonstration Program (BSDP), with an emphasis on non-entitlement jurisdictions with a strong track record of expending their funding allocation. RAP and Bridge Subsidy programs complement HPRP, and jurisdictions that have an effective track record for utilization of State RAP and BSDP funds will be given priority for HPRP funds through a formula allocation because of their demonstrated ability to 1) provide rental assistance 2) assist persons who are at risk of homelessness and 3) provide assistance to extremely low-income households and meet the income goals of the HPRP program. To receive the allocated funds, current RAP administrators will submit applications that describe how HPRP funds will complement and augment their RAP and Bridge Subsidy efforts to prevent homelessness and rehouse the imminently homeless.

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: DHCD is now finalizing its HPRP application process for both the competition and formula allocation. It is anticipated that the application processes will begin around June 1, 2009. Applications will be due by July 1, 2009. A committee of application reviewers from both the housing finance and community development sections of DHCD will review the submissions, rate and rank the competitive applications, and make final funding decisions so that awards will be finalized by August 1, 2009. Grant agreements

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are typically executed within 3 weeks of award, so funds should be allocated by the first week of September, 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: Monitoring activities will include requiring the submission of required reports and annual on-site monitoring of at least 10 percent of the Service Providers along with the cognizant oversight agency in local government. The visit may occur during or after the grant period. All grantees will receive at least a two week notice prior to the monitoring visit. The visit will entail reviews of the fiscal and programmatic aspects of the grant as administered by both the grantee and the subgrantee. Grantees and subgrantees will make all HPRP records, administrative offices and personnel available upon request during the monitoring visit. Within a reasonable time period after the visit, DHCD will forward a report to the grantee. The report will summarize grant progress and may address concerns and recommendations for further action, as well as findings for corrective action. Local government grantees that contract with non-profit organizations who act as Service Providers shall monitor each such subgrantee to determine project progress and adherence to the sub-recipient sub-agreement. Monitoring reports of the local government's grantees shall be subject to review by DHCD upon request.

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: DHCD is a member of the State's Interagency Council on Homelessness which coordinates the overall response to homelessness in Maryland. The Maryland Department of Human Resources (DHR) has primary responsibility for assisting the homeless in Maryland, and also developed the State's 10-year plan to end homelessness. Other members of the Interagency Council include representatives from the Departments of Health and Mental Hygiene, Transportation, Public Safety and Correctional Services, Education, Labor, Licensing and Regulation, Disabilities, and Veterans Affairs, as well as the Office for Children. Together, these agencies coordinate the resources received under federal McKinney Act and State-funded homelessness programs as well as assistance that is coming to the State under ARRA. These resources include the resources coming from the U.S. Departments of Education, Homeland Security, Health and Human Services and Labor. The 10 Year Plan identified 30 strategies – broadly categorized under housing, income (including jobs training and employment amount other items), health (including nutrition) and cross cutting issues - to provide a coordinated response to assist homeless persons in Maryland.

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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: DHCD currently collaborates with the State's 16 local Continuums of Care through the Interagency Council on Homelessness as well through funding of the ESG program which prioritizes funding to agencies that participate in the local continuum of care. In addition, many of DHCD's partner agencies that operate the State's RAP and Bridge Subsidy programs are also part of local Continuums. In terms of HPRP, the State contacted all of the local continuums as well as local government RAP administrators to ensure that they were both willing and able to use HPRP funding, and surveyed them on needs for funding. Continuums can receive HPRP funding through the formula allocation to RAP/BSDP Administrators, who often are active participants in their local continuums, as well as through the competitive process. DHCD's goal is to ensure that HPRP funding supports and enhances the local efforts. DHCD has a strong history of partnership with the local governments and entities that make up the continuums of care. State funding is provided to build and preserve shelter and transitional housing, as well as affordable rental housing – necessary components of all continuums of care. Recently, DHCD and 8 counties (all of which are part of the local continuum of care) received an award of \$4.5 million from the John D. and Catherine T. MacArthur Foundation for the preservation of affordable rental housing. The MacArthur reviewers noted that they were impressed by the strong, effective State-local partnerships in Maryland DHCD will continue its history of partnership with local governments and the continuums as it implements HPRP.

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: Assisting the homeless is already part of the State's Consolidated Plan and homeless prevention and the transition to permanent housing are key component of the State's Continuum of Care (as are financing emergency shelters and transitional housing which are not eligible for HPRP funding).

The State currently operates its own short term rental subsidy programs to assist persons who are homeless or threatened with homelessness. These includes both the State's Eviction Prevention Program operated by DHR which pays back rents and the State's Rental Allowance Program operated by DHCD which provides short term rental assistance for up to two years. DHCD also operates the State's Bridge Subsidy Demonstration Program which provide short term rental assistance for persons with disabilities as they await permanent housing. The agencies DHCD will partner with using HPRP funds are already familiar with these programs and their roles in combating homelessness, and HPRP will be a natural fit alongside existing State programs.

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In addition, DHCD is the State's lead agency in providing permanent affordable rental housing through both federal and State-funded programs that finance rental housing. The provision of permanent affordable rental housing is also a component of the State's existing Continuum of Care. Information about this housing is made available through the State's website, www.mdhousingsearch.org which helps individuals and organizations working with individuals locate and obtain affordable rental housing which stabilizes low-income households in their communities. DHCD is planning to expand housing location resources through this website and its associated toll free number.

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	\$2,287,536	\$1,270,288	\$3,557,824.00
Housing Relocation and Stabilization Services ²	\$1,025,357	\$513,192	\$1,538,549.00
Subtotal (add previous two rows)	\$3,312,893.00	\$1,783,480.00	\$5,096,373.00

NOTE: Final Allocations may vary substantially from the above depending on applications received.

Data Collection and Evaluation ³	\$300,000
Administration (up to 5% of allocation)	\$284,020
Total HPRP Amount Budgeted⁴	\$5,680,393

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.

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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.”

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