

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	Town of Arlington
Name of Entity or Department Administering Funds	Department of Planning and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Laura Wiener
Title	Director of Housing
Address Line 1	Planning Dept., Town Hall
Address Line 2	730 Mass. Ave.
City, State, Zip Code	Arlington, MA 02476
Telephone	781 316-3091
Fax	781 316-3019
Email Address	Lwiener@ town.arlington.ma.us
Authorized Official (if different from Contact Person)	Brian Sullivan
Title	Town Manager
Address Line 1	Town Manager's Office, Town Hall
Address Line 2	730 Mass. Ave.
City, State, Zip Code	Arlington, MA 02476
Telephone	781 316-3091
Fax	781 316-3019
Email Address	bsullivan@town.arlington.ma.us
Web Address where this Form is Posted	www.arlingtonma.gov

Amount Grantee is Eligible to Receive*	\$533,800
Amount Grantee is Requesting	\$533,800

*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 Town's Consolidated Plan calls for notice in the Arlington Advocate, information placed on the Town website (arlingtonma.gov), notice on Arlington Cable tv and a public hearing at a Board of Selectmen's meeting (April 29, 2009). Although a public hearing is not required, we did meet in public forum at a Selectmen's meeting in order to further citizen participation. In addition, we held a number of meetings with stakeholders such as: Town Department of Human Services, Arlington Youth Consultation Service, Council on Aging, Housing Authority, Veteran's Agent, School Department and Police Department.

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:

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.

XX Competitive Process

Formula Allocation

Other (Specify: _____)

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

Response:

The Town will issue a Request for Proposals from service providers around June 1, with a response deadline roughly end of June or early July. We anticipate getting one lead provider, with possible subcontractors to the lead provider, or supplementary providers, for example a provider of legal services. A small Review Committee will be assembled to review proposals and choose service providers. Review Committee members will include Director of Human Services, and other Arlington residents with expertise in homelessness issues.

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 Town will develop a contract (or contracts) for services with subgrantee(s) during August, to be executed by September 1. We hope to draw down funds as soon as they are available, so that we can begin helping people as soon as possible.

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:

Following the guidelines set out in the Town's Consolidated Plan for Monitoring and Compliance, we will require reporting from subgrantees, in this case quarterly. Reporting will include use of all funds, where they go and to whom. No funds will go directly to tenants, but rather to landlords, utility companies, moving and storage companies, and hotels/motels. Data will be collected on all clients. The Initial Performance Report will be developed by the Town's Director of Housing, and will report on program activities between submission of the Program Amendment and execution of the grant agreement, and will cover all the items outlined in Section VI (C) 2. Future reports will contain both qualitative and quantitative information on the program over the previous quarter, based on information submitted by subgrantees, including number of clients served, funds expended by activity type, , and a more general status report on how things are going, including strengths, weaknesses, opportunities and challenges to program delivery. These will be submitted within 10 days of the end of each quarter.

D. Collaboration

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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 Town of Arlington will ensure that the HPRP funds are used efficiently by identifying all local agencies that receive American Recovery and Reinvestment Act funding in order to collaborate to the greatest extent possible and to enhance and complement funding, and to avoid overlap and duplication of funding and activities. The majority of this collaboration will take place at the local level with additional contact from state and federal counterparts. We will use tools including the State of Massachusetts website www.mass.gov/recovery to keep up to date on the local agencies who have or will receive the ARRA funding, as well as the HUD supplied matrix of programs by departments.

We also will work collaboratively with local agencies already providing services to low and moderate income families and individuals. The following agencies have already been consulted on needs, program design, and outreach strategy:

Arlington Department of Human Services
Arlington Youth Consultation Collaborative
First Step Program for Victims of Domestic Violence
Arlington Police Department
Arlington Council on Aging
Arlington Veterans Agent
Arlington Housing Authority
Housing Corporation of Arlington
Metropolitan Boston Housing Partnership
Cambridge and Somerville Legal Services
Somerville Homeless Coalition

Will be consulted:

State Department of Labor—for lists of recently unemployed
State Department of Transitional Assistance,
State Department of Education
Arlington School Department, and School Principals
Local churches, synagogues and other religious organizations
Sudanese Refugee Center
Arlington Boys and Girls Club
Fidelity House
Somerville Continuum of Care

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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:

Arlington is a member of the Somerville Continuum of Care. We refer people who are homeless, if we cannot help them with housing or financial assistance through our existing Homelessness Prevention Fund. We also refer people to them for housing search. I expect that we will continue to work with them for these services. However, determining which services are provided by which vendors will be determined through the rfp process.

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 Town's Affordable Housing Program has 3 elements—First time Homebuyer Assistance, adding new rental housing through acquisition and rehab, and Homelessness Prevention. Our current program for prevention of homelessness relies on private funding, received from an annual appeal to Arlington residents, which usually garners \$30,000 to \$40,000 per year. This program is limited in what it can fund, and has a maximum grant amount of \$1500/applicant, no more than once every 2 years. The Fund is most commonly used to pay rent arrearages, and secondly for security deposits. In many cases, making someone current on their rent does not create long or medium term stability. This program will be used to greatly expand our existing program, in number of clients, amount of money spent per client, and in the addition of other related services, such as credit counseling and housing search. This funding will help us to grow a program that we already know is helping people.

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.

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HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$236,336	\$59,084	\$295,420
Housing Relocation and Stabilization Services ²	\$148,000	\$37,000	\$185,000
Subtotal (add previous two rows)	\$384,336	\$96,084	\$480,420

Data Collection and Evaluation ³	\$ 26,690
Administration (up to 5% of allocation)	\$ 26,690
Total HPRP Amount Budgeted⁴	\$533,800

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