

## **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](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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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.

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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**

<b>Grantee Name</b>	Town of Babylon
<b>Name of Entity or Department Administering Funds</b>	Town of Babylon Community Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Theresa Sabatino
<b>Title</b>	Director
<b>Address Line 1</b>	47 W. Main Street
<b>City, State, Zip Code</b>	Babylon, New York 11702
<b>Telephone</b>	(631) 587-3752
<b>Fax</b>	(631)587-3803
<b>Email Address</b>	www.tsabatino@townofbabylon.com
<b>Authorized Official</b> (if different from Contact Person)	Steven Bellone
<b>Title</b>	Supervisor Town of Babylon
<b>Address Line 1</b>	
<b>City, State, Zip Code</b>	

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<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Web Address where this Form is Posted</b>	<u><a href="http://www.townofbabylon.com">www.townofbabylon.com</a></u>

<b>Amount Grantee is Eligible to Receive*</b>	\$ 526,925
<b>Amount Grantee is Requesting</b>	\$ 526,925

\*Amounts are available at <http://www.hud.gov/recovery/homelessprentrecoov.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:

Consistent with the Town of Babylon's citizen participation plan, a public notice of intent to enact this proposed substantial amendment and the opportunity for public comment was published on May 2, 2009 in **Newsday**, a newspaper of general circulation for Suffolk County. The proposed amendment was made available on the Town of Babylon's website: [www.townofbabylon.com](http://www.townofbabylon.com). In addition, the substantial amendment was available for review at the office of the Community Development during normal business hours.

The public comment period was open for the 12-day period from May 2, 2009 to May 13, 2009. Any public comment received will be taken into consideration prior to the adoption of this 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.

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:

*No comments received.*

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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 sub-grantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other

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

Response:

Babylon Town, Islip Town and Suffolk County are joining together to administer a countywide program, which will be coordinated by the County Department of Social Services.

The DSS is using a competitive grant process with an expedited review. Agencies with experience in providing services to homeless and at risk populations have been identified as potential subgrantees. Suffolk County will develop an HPRP Proposal Review Committee, composed of members of County Government, the Suffolk Continuum of Care, and representatives of the Babylon and Islip Community Development Programs. This committee will review all submissions. Up to three (3) subgrantees that are deemed to be best able to implement the proposed HPRP strategy in the most effective and expedited manner will be selected. Given the physical size of the county, it is anticipated that one subgrantee will be selected for the Eastern, Central and Western portions of Suffolk County. Policies and procedures will be established to allow these agencies to access funds in a timely manner and to allow residents throughout Suffolk County to access HPRP services.

On April 24, 2009, Suffolk County and CD staff met with the Continuum of Care to obtain input about the proposed plan.

Suffolk County will enter into a project agreement with each subgrantee administering HPRP funds. All subgrantees will have demonstrated experience in managing financial assistance funds; the ability to provide homelessness

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prevention services; the wherewithal to use HMIS; and infrastructure in place to provide access, prompt service and the most benefit to clients.

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:

Following HUD's approval of the grant application, Suffolk County, along with the Towns of Babylon and Islip will jointly select the subgrantees participating in the HPRP. In addition to agency qualifications, the selection committee will focus on efforts aimed at leveraging resources with other entities in order to avoid duplication, the use of existing expertise of the agencies, plans to stretch grant dollars, and other approaches that will result in the most effective use of funds. The selected subgrantees will enter into contracts with Suffolk County for project oversight for the period covered by the program. The agreements for project oversight will include, but not be limited to, a description of services, amount of funding, compliance requirements and expected outcomes.

Since Suffolk County Department of Social Services is the designated homeless provider for all of Suffolk County, the service area for the HPRP funds is the entire geographic boundary of Suffolk County.

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:

In order to ensure effective and timely use of HPRP grant funds, specific guidelines will be developed in conjunction with the Continuum of Care. We project that approximate 2/3 of the grant funds will be needed in the area of homelessness prevention and 1/3 in the area of rapid re-housing. (These amounts do not include administration and data collection funds). Through its monitoring process, DSS will ensure that all program participants meet the income guidelines and have the ability to become self-sufficient by the time their grant expires. In addition, DSS will utilize the HMIS system and other reporting mechanisms to ensure that all program participants meet the income guidelines. DSS and the CD will monitor each voucher submitted by the subgrantees to determine whether it is an appropriate expenditure of HPRP funds and will only accept those that are in compliance with HPRP guidelines. Considering the trends in homelessness in Suffolk County, we project that the entire amount of the grant will be able to be expended within a two-year period. However, at a minimum, we will ensure that

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each subgrantee is disbursing its funds at a sufficient rate whereby 60% of program funds will be disbursed within the first two years.

As the demand for housing and related assistance has increased, case managers in many of the housing agencies have reached a maximum caseload. To accommodate the anticipated additional requests for HPRP services, it will be necessary to hire either full or part time case managers. These case managers will be able to focus directly on identifying eligible participants and further ensure the effective and timely use of HPRP grant funds.

All case managers who are involved with screening applicants for HPRP will be trained in DSS income eligibility guidelines. This will identify those applicants who may be eligible for DSS services, as well as identify those who could be referred to other agencies for assistance. Such screening and referrals will help to direct HPRP funds where they can best be utilized. We estimate that the funding allocated for financial assistance will be used quickly to provide assistance to a number of families, as well as single individuals. Leveraging funds with other agencies providing similar services should further increase the number of households helped.

Several steps will be implemented to adequately oversee and monitor the use of HPRP funds. In addition to the reporting that is required by HUD, subgrantees will be required to submit bi-weekly reports for the months of October, November and December 2009 to provide feedback and self-assessment of the program. A monthly report will be required starting in January 2010 and continue for the duration of the program. In addition, the information input by agencies into the HMIS system will be reviewed regularly. Quarterly meetings will also be held with representatives from the three subgrantees and Suffolk County. Additionally, site visits will be made twice a quarter to each subgrantee.

### **D. Collaboration**

- 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:

All three HPRP grantees in Suffolk County have agreed to work together, and we have met with several likely ARRA funded agencies with geographic service area boundaries which include the Towns of Babylon and Islip . In addition, Suffolk

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County has participated in statewide discussions regarding the distribution of HPRP and ARRA funds. The goal is to avoid duplication of effort and ensure the broadest distribution of funds.

Suffolk County will collaborate with local agencies that serve similar target populations and that may receive ARRA funds during the program planning stage, ongoing program implementation and program delivery. Coordination with other services funded under the ARRA may include; child care, healthcare, TANF and other public assistance, employment services and education. As more information becomes available from Federal, State and Local agencies regarding use of these funds locally, Suffolk County will continue its efforts to determine whether program participants may benefit through coordination of services and establish a process for connecting participants to other ARRA funded services.

- Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

Babylon, Islip and Suffolk County will engage in collaborative efforts with the Suffolk Continuum of Care group and other organizations receiving funding. Representatives from the CoC group (who are not competing for this funding) will serve on the review committee to assist in the selection of subgrantees from the applications submitted.

CoC members will:

- ✓ Identify potential recipients
- ✓ Help develop a process to select the recipients and assist in monitoring the distribution of funds
- ✓ Report on progress and problems
- ✓ Monitor clients
- ✓ Provide feedback on the impact of the funds that are distributed
- ✓ Review updates and status reports provided by the subgrantees at the monthly Continuum of Care meetings

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- 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:

HPRP funds for financial assistance and stabilization services will be utilized to target families at risk of homelessness and those who have recently become homeless, in a manner that is consistent with the consolidated plan as follows:

The Town of Babylon Consolidated Plan has identified the provision of homeless housing and supportive services as priority needs for assistance. The use of HPRP funds for financial assistance, housing and stabilization services is consistent with the objectives described in the Consolidated Plan.

Funding from HPRP will be utilized to address the need for homeless prevention services identified in the Plan. The high cost of rental housing and utilities has resulted in lower income families and individuals being displaced from housing as well as placing households at risk of becoming homeless. HPRP funds will provide temporary financial assistance to these households to prevent homelessness and stabilize their housing situations.

HPRP funding will also be available for stabilization services as identified in the Plan. The Plan places a priority on providing a continuum of supportive services including: counseling, outreach, legal and case management to house the homeless or at risk populations. HPRP funding will provide another source of funding to meet this need.

Finally, the Rapid Re-Housing element of HPRP will assist the Town of Babylon in meeting the Consolidated Plan's priority need of providing affordable rental housing to families and individuals.

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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.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$215,522	\$107,761	\$ 323,283
Housing Relocation and Stabilization Services <sup>2</sup>	\$107,761	\$ 53,881	\$ 161,642
<b>Subtotal</b> (add previous two rows)	\$323,283	\$161,642	\$ 484,925
Data Collection and Evaluation <sup>3</sup>			\$ 16,000
Administration (up to 5% of allocation)			\$ 26,000
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$526,925</b>

<sup>1</sup>Financial 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.

<sup>2</sup>Housing 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.

<sup>3</sup>Data 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.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting." [33](#)

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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)

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Steven Bellone

May 14, 2009  
Date

Supervisor, Town of Babylon  
Title