

Substantial Amendment to the 2008 State of Delaware Consolidated Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The State of Delaware has been notified that it will receive funds through the American Recovery and Reinvestment Act of 2009 (ARRA) for Homeless Prevention Services. These funds are part of the Emergency Shelter Grant (ESG) Program of the U.S. Department of Housing and Urban Development (HUD), which is one of the four HUD programs contained in state's annual Consolidated Action Plan. The Delaware State Housing Authority (DSHA) is the administrator of the HPRP funds in Kent and Sussex Counties, Delaware.

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, which is **May 19, 2009**.

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.

A. General Information

Grantee Name	State of Delaware
Name of Entity or Department Administering Funds	Delaware State Housing Authority
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Paula Voshell
Title	Management Analyst III
Address Line 1	18 The Green
Address Line 2	
City, State, Zip Code	Dover, DE 19901
Telephone	302-739-4263
Fax	302-739-2416
Email Address	paula@destatehousing.com
Authorized Official (if different from Contact Person)	Anas Ben Addi
Title	Director
Address Line 1	18 The Green
Address Line 2	
City, State, Zip Code	Dover, DE 19901
Telephone	302-739-4263
Fax	302-739-2415
Email Address	anas@destatehousing.com
Web Address where this Form is Posted	www.destatehousing.com

Amount Grantee is Eligible to Receive*	\$934,980
Amount Grantee is Requesting	\$934,980

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

B. Citizen Participation and Public Comment – To be updated after comment period

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The State's Citizen Participation Plan states that the citizens of Delaware, units of local government, public agencies and other interested parties are given timely and accessible involvement, as well as a defined comment period, in any substantial amendments to the Consolidated Annual Action Plan. The public comment period, pursuant to the HPRP regulatory modification, is 12 days.

DSHA has taken the following steps to ensure citizen participation:

- Published a public notice in the Delaware State News and the News Journal (upstate and downstate editions) on May 4, 2009 to open a 12-day public comment period;
- DSHA hosted two public forums (April 7, 2009 and April 9, 2009) for interested parties and the public to share ideas and comments regarding the HPRP funds;
- DSHA consulted with the Homeless Planning Council (HPC), the coordinator for the statewide Continuum of Care, for input and comments;
- Conducted a survey via Survey Monkey to solicit comments;
- DSHA participated in meetings with local jurisdictions to discuss best use and coordination of funds.
- DSHA published the draft Substantial Amendment on DSHA's website at www.destatehousing.com and HPC's website at www.hpcdelaware.org.

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. **To be updated after the 12-day 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: **To be updated after the 12-day comment period**

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: _____)

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

Response:

DSHA will utilize a Request for Proposal (RFP) process to solicit subgrantees for the homeless prevention, rapid re-housing, housing stabilization, and data collection activities. Applicants must be units of local government or nonprofit organizations. The terms of the RFP will be focused enough to solicit a variety of quality proposals that fulfill HPRP intent, but open-ended enough to encourage innovation. Proposals will be evaluated and ranked by a Review Committee, comprised of state and local representatives and other knowledgeable community representatives who have no conflict of interest. Review criteria will be established prior to the RFP deadline and all proposals will be reviewed for consistency and review criteria. The Review Committee will submit funding recommendations to the Director of DSHA who will make the final subgrantee selections

Applicants, which show a concerted effort to coordinate services with other agencies and other funding sources to best serve the program participants will be given priority. The intent will be to select a number of subgrantees who can create a broad network of homeless prevention and rapid re-housing resources, a network that utilizes similar criteria, methods and performance data.

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:

DSHA intends to use the timeframe of June through mid-August to complete the RFP solicitation, review and selection process for subgrantees of the HPRP Program. All HPRP contracts with subgrantees will be completed and all components of the Plan will be initiated no later than September 29, 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:

As stated in the previously, DSHA intends to have fully executed all contracts for service under HPRP by September 29, 2009. DSHA will draw down 60 percent of its HPRP grant funds within two years of the date that HUD signs the grant agreement and 100 percent of the funds within three years of this date. DSHA will ensure that funds are drawn down in compliance with the Timeliness Standards, Section V, C of the HUD guidance. Quarterly reports will be submitted to HUD ten days after the end of each quarter and the Annual Performance report 60 days after the end of the fiscal year.

DSHA will oversee and monitor administration of the funds, as well as facilitate the IDIS drawdowns. Subgrantees will be required to collect and report data through the Homeless Management Information System (HMIS). Drawdown requests must be submitted in a format approved by DSHA, and must include a breakdown of expenses incurred and HPRP funds requested. Copies of all expenses and sources must be submitted for verification purposes.

Subgrantees will be required to keep records necessary to document compliance with the provisions of the grant agreement and all applicable laws and regulations governing the HPRP. Such records shall be made available to DSHA staff monitoring and providing technical assistance to the subgrantee.

The administrative funds (\$46,749) will be distributed among DSHA and the subgrantees at a ratio that is to be determined and clarified in the RFP.

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:

DSHA will collaborate with the Delaware Interagency Council on Homelessness (DICH) and the HPC, which coordinates the statewide Continuum of Care (CoC). The DICH is comprised of a wide array of stakeholders including housing providers, service providers, state and local representatives, funders, and representatives of the HPC. The HPRP Program, as well as alternative stimulus money will be discussed at the May 19, 2009 DICH meeting.

Additional on-going collaboration will occur with emails and meetings throughout June and July 2009. DSHA will work with local agencies providing services to individuals and families at-risk of homelessness or who are homeless through a variety of networks. In addition, notice of funding regarding the HPRP and a copy of the draft plan will be provided to all interested parties across Delaware. DSHA will strongly encourage service providers to review and provide comments on the proposed plan.

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:

Delaware has a single Statewide Continuum of Care (CoC). The HPC is the lead agency for the (CoC). The HPC manages, oversees and coordinates a year-round planning process. The HPC coordinates the Delaware CoC applications, manages the DE-HMIS, conducts Point-in-Time studies annually and works to coordinate services and programs throughout the state to better meet the needs of homeless people and families. The CoC planning process includes representatives of a broad cross-section of people interested in reducing homelessness. This includes service providers, government agencies, developers, corporate entities, financial institutions and citizens, including homeless and formerly homeless individuals.

The HPC has received recognition as an effective, independent organization that conducts a variety of collaborative endeavors to address homelessness throughout Delaware. DSHA has been an active participant on the HPC and has provided an operations grant for the past five years. DSHA works with the HPC to acknowledge the importance of local homeless planning linked to the state's overall homeless strategy.

DSHA encourages and maintains an open relationship with a number of agencies, and provides them the opportunity to submit data, ideas and comments throughout the planning process. This process of intergovernmental cooperation and coordination is seen as on-going.

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:

Utilization of the HPRP funds for financial assistance and housing relocation and stabilization services is quite consistent with Delaware's Consolidated Plan. According to the Needs Assessment, 34,091 Delawarean residents currently face worst case housing needs. These are residents who are either paying more than 50% of their income for rent or living in substandard housing. People faced with this level of housing cost are at risk of homelessness and must often choose between paying for essentials like heating, food and medicine or paying for shelter.

The HPRP funds for rental assistance and security deposits can be utilized for homeless prevention or rapid re-housing and this additional funding is consistent with Delaware's goal of providing individuals and families with permanent housing while receiving other necessary services for self-sufficiency.

The DICH recently released *Breaking the Cycle: Delaware's Ten-Year Plan to End Chronic Homelessness and Reduce Long-Term Homelessness*. This Plan addresses the needs at a broader community stakeholder level and calls for enhanced collaboration among agencies. Delaware will utilize the HPRP funds for eligible activities such as homeless prevention, short/medium term rental assistance, utility assistance and case management, while strengthening mechanisms for effective homeless planning, information sharing and service coordination. These strategies directly relate to Delaware's Consolidated Plan and to the scope and purpose of the HPRP.

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. The estimated budget will be updated after the RFP process to reflect actual budgeted funds based on awards to subgrantees.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 300,000	\$ 400,000	\$700,000
Housing Relocation and Stabilization Services ²	\$ 100,000	\$	\$100,000
Subtotal (add previous two rows)	\$400,000	\$400,000	\$800,000

Data Collection and Evaluation ³	\$ 88,231
Administration (up to 5% of allocation)	\$ 46,749
Total HPRP Amount Budgeted⁴	\$ 934,980

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.”

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