

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	City of Syracuse
Name of Entity or Department Administering Funds	Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Fernando Ortiz
Title	Commissioner, Community Development
Address Line 1	City Hall Commons
Address Line 2	201 E. Washington Street, Room 412
City, State, Zip Code	Syracuse, NY 13202
Telephone	(315) 448-8775
Fax	(315) 448-8720
Email Address	fortiz@ci.syracuse.ny.us
Authorized Official (if different from Contact Person)	Matthew J. Driscoll
Title	Mayor
Address Line 1	City Hall Commons
Address Line 2	201 E. Washington Street, Room 612
City, State, Zip Code	Syracuse, NY 13202
Telephone	(315) 448-8100
Fax	
Email Address	mayor@ci.syracuse.ny.us
Web Address where this Form is Posted	www.syracuse.ny.com

Amount Grantee is Eligible to Receive*	\$ 2,524,997
Amount Grantee is Requesting	\$ 2,524,997

*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 proposed Substantial Amendment was presented to the City of Syracuse Common Council Task Force on the Homeless and Housing Vulnerable (Homeless Task Force) at a special session convened April 22, 2009. The Homeless task force has been meeting regularly since 1986 and serves as a forum for cooperative planning around the issues of homelessness and poverty in Onondaga County. The group is comprised of a wide spectrum of public and private housing providers and other stakeholders.

Notice of the publication of the Substantial Amendments was in the Syracuse Post Standard on April 24, 2009 commencing a 12-day public comment period.

The Substantial Amendment to the Consolidated Plan 2008 Action Plan for the HPRP is available on the City of Syracuse's website at:

www.syracuse.ny.us/neighborhoodPlanForms.asp.

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: TBD; comment period underway.

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.

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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: Coordinated centralization of multi-agency activities)

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

Response:

The Department of Community Development will work with the Onondaga County Department of Social Services for a coordinated centralization of multi-agency activities. The Onondaga County Department of Social Services (DSS) will utilize its existing capacity to provide flexible financial and rental assistance to the homeless and housing vulnerable. This assistance includes, but is not limited to, short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payment and moving cost assistance.

The Department of Community Development in coordination with the Onondaga County Community Development Division and the Onondaga County Department of Social Services will coordinate the selection of agencies to deliver housing relocation and stabilization services. A competitive process will be used to select agencies to provide these services. Services may include case management; outreach and engagement; housing search and placement; legal services and credit repair.

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 Department of Community Development is meeting with the Onondaga County Department of Social Services to plan for the collaborative effort. The competitive process for selection of agencies to deliver housing relocation and stabilization services will commence immediately following the approval by HUD of the substantial amendment. The competitive process will be abbreviated and selections will be made by August 15, 2009. Upon receipt of the signed contract between HUD and the sub-recipient (Syracuse CD), contracts will be initiated with the selected agencies. As part of the competitive process sub-grantees will be made aware of the timetable for the signing of contracts and that the activities must begin on October 1, 2009. Applicants will be required to attest that they can adhere to the requirements before being selected. It is anticipated since agencies

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will be required to have experience with deliveries of these types of services, that they also will be familiar with the contract requirements of HUD.

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:

The Department of Community Development has experience in the use of the IDIS system. Existing staff at Community Development has had extensive training in this system. We await further guidance from HUD on what specific information that will be part of this IDIS template. However, because of the need to expend the funds on a specific timetable we are considering evaluating the use of funds every three to six months so adjustments can be made to areas where the funds are not being expended rapidly enough.

The City of Syracuse has established practices and procedures of the submission and payment of vouchers through the administration of the CDBG and ESG programs since their inception.

The City of Syracuse has not been a participant in the existing HMIS system, although it has been supportive of the successful efforts of the Continuum of Care to establish the system. The City of Syracuse will use the HMIS system for monitoring the use of the funds.

The City of Syracuse will conduct on-site monitoring of the sub-grantee and other agencies conducting activities under the 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:

This HPRP proposal was developed by the Department of Community Development through the cooperative efforts of Onondaga County's Community Development Division and Department of Social Services to ensure that efforts and funding through this program are streamlined and not duplicative.

The Department of Community Development anticipates that these funds will complement funds received in the community under the American Recovery and Reinvestment Act of 2009. The City anticipates coordinating with FEMA funds since several of the potential

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housing relocation and stabilization service providers also administer FEMA funds. Other service providers assisting victims of domestic violence have applied for funding under AARA. Programs from the Department of Energy to increase weatherization for low-income tenants will assist in lower utility costs for the housing vulnerable to further stabilize the housing.

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:

One of the primary roles of the Homeless Task Force is to collaboratively develop the annual Continuum of Care (CoC) application to HUD. The City of Syracuse will work through the Homeless Task Force infrastructure to collaborate with local agencies that serve similar target populations. Homeless Taskforce members will work with the City of Syracuse and the Onondaga County Department of Social Services to design the HPRP program that best uses existing resources.

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 City of Syracuse Consolidated Plan addresses the need to support homeless prevention and rapid re-housing efforts. Therefore, the proposed HPRP Substantial Amendment is consistent with and supports the fulfillment of the City’s Consolidated Plan.

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	\$ 733,250	\$ 694,375	\$ 1,527,625
Housing Relocation and Stabilization Services ²	\$ 504,000	\$ 340,875	\$ 744,875
Subtotal (add previous two rows)	\$ 1,237,250	\$ 1,035,250	\$ 2,272,500

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Data Collection and Evaluation ³	\$ 126,250
Administration (up to 5% of allocation)	\$ 126,247
Total HPRP Amount Budgeted⁴	\$ 2,524,997

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."