

## **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.

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)

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

**A. General Information**

<b>Grantee Name</b>	Dauphin County
<b>Name of Entity or Department Administering Funds</b>	Dauphin County MH/MR Program
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Daniel E. Eisenhauer
<b>Title</b>	Administrator
<b>Address Line 1</b>	100 Chestnut Street
<b>Address Line 2</b>	First Floor
<b>City, State, Zip Code</b>	Harrisburg, PA 17101
<b>Telephone</b>	(717) 780-7049
<b>Fax</b>	(717) 780-7061
<b>Email Address</b>	<a href="mailto:deisenhauer@dauphinc.org">deisenhauer@dauphinc.org</a>
<b>Authorized Official</b> (if different from Contact Person)	Jeffery T. Haste
<b>Title</b>	Commissioner
<b>Address Line 1</b>	2 South Second Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Harrisburg, PA 17101
<b>Telephone</b>	(717) 780-6300
<b>Fax</b>	(717) 255-2684
<b>Email Address</b>	<a href="mailto:jhaste@dauphinc.org">jhaste@dauphinc.org</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.dauphincounty.org/">http://www.dauphincounty.org/</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$621,187</b>
<b>Amount Grantee is Requesting</b>	<b>\$621,187</b>

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

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

### **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 County of Dauphin will provide citizens with the opportunity to comment on this substantial amendment. Dauphin County will publish a statement of the substantial plan amendment and summary of the content in *The Patriot News* and *The Upper Dauphin Sentinel*. Dauphin County will post the Substantial Plan Amendment on the County's Web Site, and the plan will be available for public inspection at the County MH/MR office and in the County's Administration Building in the Human Services Department, and the Northern Dauphin Human Service Center.

The County will also provide a copy of the draft document will via e-mail to the membership of the Capital Area Coalition on Homelessness, a network of agencies providing services and supports to homeless and near homeless people in Dauphin County. As prescribed by the HPRP notice, the County will provide at least 12 days for citizens to submit written or oral comments or views on the proposed amendment. The County will consider these comments or views of citizens in preparing the substantial amendment of the Consolidated Plan. A summary of these comments or views and a summary of any comments or views not accepted and the reasons thereof will be attached to the substantial amendment of the Consolidated Plan.

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

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

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: Dauphin County, working in conjunction with the City Of Harrisburg, will seek proposals from eligible agencies to assist in carrying out the eligible activities of the Homelessness Prevention and Rapid Re-Housing program. A competitive Request for Proposals will be released and distributed through direct mail, advertisement in the *Patriot News*, and made available for download on the County of Dauphin's website (<http://www.dauphincounty.org>). Capital Area Coalition on Homelessness (CACH) resources will assist with the notification through the Homing In Newsletter and presentations to service providers at regular CACH general meetings.

Upon receipt, applications will be reviewed for eligibility and fundability per the HPRP guidelines. Applications will need to demonstrate the experience and the ability of the organization to complete the proposed eligible activities within the prescribed grant timeline. Applicants will also need to demonstrate consistency with the County of Dauphin Consolidated Plan, Continuum of Care Goals and Objectives, and the City of Harrisburg and Dauphin County adopted "Home Run – The Capital Area's 10-Year Blue Print to End Chronic Homelessness (Home Run)." Dauphin County and the City will work together with the CACH to evaluate applications and make recommendations using these methods.

The County and the City will also collaborate on recommendation of funding levels to eligible organizations to avoid duplication of effort within the City and the County. A final recommendation for funding levels for eligible Dauphin County HPRP sub-grantees will be presented to the Dauphin County Board of Commissioners for final approval.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub-grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

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

Response: Dauphin County and The City of Harrisburg will work cooperatively as described above to review submitted proposals for funding. Dauphin County will execute funding agreements with eligible applicants by the September 30, 2009, deadline. Commitment of funds will be demonstrated through a signed sub-recipient contract that enumerates roles and responsibilities of the County of Dauphin and the sub-recipient of HPRP funds. Dauphin County will also establish itself as the grantee eligible for payment via the IDIS disbursement system.

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 sub grantees (limit 500 words).

Response: Dauphin County MH/MR Program staff currently conducts on-site monitoring for both Program and Fiscal aspects of Emergency Shelter Grant (ESG) and Homeless Assistance Program (HAP) sub-grantee funds. Dauphin County MH/MR will broaden the scope of our monitoring activities to include monitoring of sub-grantees of HPRP funds.

Sub-grantees will be required to submit monthly progress reports detailing their implementing of the activities contracted with Dauphin County MH/MR with HPRP funds. Monthly reports detailing HPRP activities shall contain, at minimum, the following information:

- Number of unduplicated clients served
- Demographic information of clients served (including race, age, sex, income, household size/makeup)
- Level and type of assistance provided
- Job created in order to complete the work

Dauphin County MH/MR staff will conduct on-site monitoring of sub-grantees to assure compliance with documentation requirements and delivery of service. Monitoring will occur at least annually. Dauphin County MH/MR will reserve the right to monitor more frequently if sub-grantee progress reports indicate a decreased level of capacity to comply with the terms of the contract, inability to draw down funds in a timely manner, or any indication of the sub-grantee's inability to meet the minimum thresholds of the agreement. Dauphin County MH/MR will compile the content of the monthly reports from sub-grantees and its own grantee activity in order to report required information to HUD on a quarterly basis.

The Dauphin County Human Services Department is the current HUD grantee responsible for HMIS implementation throughout Dauphin County for all HUD Continuum of Care grantees. CACH staff also assists with training and monitoring of all HUD mandated HMIS users. Dauphin County MH/MR staff coordinates with CACH staff to monitor our Emergency Shelter Grant and Homeless Assistance Funds sub-grantees who are also mandated HMIS users. Dauphin

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

County MH/MR staff will monitor the required use of the HMIS data system required by HPRP funded sub-grantees.

### **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: The County of Dauphin and the City of Harrisburg have a rich history of collaboration around several initiatives. The City of Harrisburg is also the seat of County government. Staff from the Dauphin County MH/MR Program, who will administer this grant, has already begun planning and collaboration with staff from the City of Harrisburg's Bureau of Housing to conduct parallel processes to maximize the effectiveness and efficiency of the allocation of HPRP funds that each entity expects to receive. The collaboration will include development of a Request for Proposal process, prioritization of funds, collaboration in the development of selection criteria, and collaboration in the awarding of projects to prevent duplication of effort and to assure the availability of funds for citizens throughout the City of Harrisburg and the County of Dauphin. Dauphin County is also a partner agency in the Capital Area Coalition on Homelessness (CACH). CACH, a non-profit 501 (c) 3 organization, serves as the umbrella organization that provides structure, oversight, and administrative support in organizing the efforts of all homeless service providers in the Capital Region. Through CACH and our direct contractual relationship for Emergency Shelter Grants and Homeless Assistance Funds sub-grantees, Dauphin County can also collaborate effectively with organizations serving the same target population.

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: The City of Harrisburg is the lead agency in submitting our community's annual Continuum of Care application to HUD. The County of Dauphin is also a partner in the Continuum of Care, as well as a member of CACH. CACH also developed the 10-Year Plan to End Homelessness for the County of Dauphin and the City Of Harrisburg, and CACH is responsible to implement the action steps outlined in the plan, which also serves to leverage collaboration with Continuum Of Care recipients and mainstream resources. Dauphin County will, through active participation in CACH, be able to assure multi-level collaboration around the use of the HPRP funds. Both the County of Dauphin and the City of Harrisburg will rely upon the membership of CACH and the members of the CACH Steering Committee to help inform the RFP process and for input in the

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

selection criteria. We will also utilize CACH to help disseminate information about HPRP funding, resources, and processes to our service system and the general public through press releases and electronic newsletters. CACH also participates in the oversight and training for all HUD funded HMIS users in our Continuum of Care. Dauphin County MH/MR staff also collaborates with CACH staff in monitoring the use of HMIS for providers under contract with the County of Dauphin to provide services through the MH/MR Program for Emergency Shelter Grant and PA's Homeless Assistance Funds.

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 Dauphin County Consolidated Plan (Plan) seeks to ensure that homeless people in Dauphin County have access to needed shelter and services. The Plan describes the strategic partnership with CACH to coordinate services that meet the needs of homeless people and to address issues that create homelessness.

The Plan also outlines Dauphin County's and Harrisburg City's partnership with CACH in adopting a Blueprint to End Homelessness titled "Home Run." Home Run is a comprehensive plan to help homeless people establish stable lives in permanent housing and prevent families and individuals from becoming homeless. Using the Housing First/Housing Plus Model, Home Run outlines strategies to move people rapidly from homelessness and into housing.

Home Run identifies action items to reduce all types of homelessness by investing resources in a coordinated, sustained effort that addresses its underlying causes. Focusing on housing services, homelessness prevention, public, private, and non-profit partnerships, and public awareness, Home Run seeks to:

- Increase the number of homeless people placed into permanent housing.
- Provide community based services and support that prevent homelessness and opportunities for recurrence, and
- Increase public awareness of what is necessary to end homelessness.

HPRP financial assistance, housing relocation and stabilization services, and data collection and evaluation will allow the County and City to meet the goals of both the Plan and Home Run by rapidly re-housing those who find themselves homeless and providing the much-needed assistance to prevent homelessness from occurring and recurring and as such is fully consistent with our Plan.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (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.

<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>	\$ 234,809	\$ 234,809	\$ 469,618
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 58,702	\$ 58,702	\$ 117,404
<b>Subtotal</b> (add previous two rows)	<b>\$ 293,511</b>	<b>\$ 293,511</b>	<b>\$587,022</b>
Data Collection and Evaluation <sup>3</sup>			\$ 3,106
Administration (up to 5% of allocation)			\$31,059
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$621,187</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.”

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

**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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Signature/Authorized Official

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Date

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Title