

## **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>	Upstate Homeless Coalition
<b>Name of Entity or Department Administering Funds</b>	Spartanburg County Community Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Charlene McKanic
<b>Title</b>	Housing and Construction Services Manager
<b>Address Line 1</b>	9039 Fairforest Road
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Spartanburg SC 29301
<b>Telephone</b>	864-595-5300
<b>Fax</b>	864-595-5315
<b>Email Address</b>	cmckanic@spartanburgcounty.org
<b>Authorized Official</b> (if different from Contact Person)	D. Glenn Breed
<b>Title</b>	County Administrator
<b>Address Line 1</b>	366 N. Church Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Spartanburg SC 29306
<b>Telephone</b>	864-596-2526
<b>Fax</b>	864-596-2232
<b>Email Address</b>	<a href="mailto:gbreed@spartanburgcounty.org">gbreed@spartanburgcounty.org</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.spartanburgcounty.org">www.spartanburgcounty.org</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$532,752</b>
<b>Amount Grantee is Requesting</b>	<b>\$532,752</b>

\*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:**

Notice of Availability of Funds and request for proposals was posted on the Spartanburg County website on April 7<sup>th</sup>, 2009. It remained on the website for seven days. Spartanburg County reviewed the received proposals and selected projects to take to its Community Development Advisory Committee (CDAC). A letter for review was sent to the CDAC and an email poll of membership was taken on Apr. 22-24. Seven out of eight members responded affirmatively. The eighth did not respond at all.

On April 29, a notice of the proposed use of funds and availability for review was published in the Spartanburg Herald-Journal. This ad also included that a public hearing would be taking place on May 11<sup>th</sup>, 2009. Another notice publicizing the proposed use of funds and the May 11th public hearing was published on County Website Home Page on April 29<sup>th</sup>, 2009. This posting also made clear that this is an amendment to the FY08 AAP and that the public comment period ran April 29 – May 11, 2009. These two notices also noted our address for those wanting to review the proposal/amendment and included the anti-discrimination clause offering assistance

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:**

Comments received by phone

Two women called and actually wanted to request the services described in the proposal rather than discussing the proposed use of funds. They were referred to the Housing Team for currently available programs. Both were supportive of this use of funds and one specifically was in agreement with the Upstate Homeless Coalition being the subrecipient. Both saw the newspaper ad

Another woman made a comment in regards to individuals who have had drug felonies and are not able to get housing assistance or obtaining food stamps. In addition, she

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said that even though it was seven years ago that has prevented her from receiving any types of assistance.

**Public Hearing comments:**

Attending: Michael Chesser, Upstate Homeless Coalition  
Liberty Canzater, The Butterfly Foundation  
Kelly Stafford, American Red Cross

They all had favorable comments regarding the program, and proposed use of the funds. County Council is scheduled to review at Special Meeting May 12<sup>th</sup>, 2009.

**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:**

Spartanburg County published a public notice that it was open to receive all proposals for eligible projects for the HPRP program. Community Development then evaluated all proposals and chose those best suited to accomplish the programmatic goals.

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:**

All HPRP funds will be allocated to the Upstate Homeless Coalition to implement the approved program specified in its application.

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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:**

Spartanburg County plans to maintain close communication and monitoring with the Upstate Homeless Coalition to ensure that the programs are being properly implemented within the specified timelines.

**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:**

Spartanburg County works closely with the Upstate Homeless Coalition, which is the lead agency for the Continuum of Care in this area. As a result of this relationship, the County is brought into contact and works closely with a number of agencies that serve similar target populations. Through the coalition, Spartanburg County plans to collaborate with local service providers coordinating with HOPWA, and Ryan White funding (as appropriate), state funded emergency assistance programs administered through Piedmont Action Agency, local emergency food and shelter recipients, the SC Department of Social Services and the local recipient of the Workforce Investment Act funding.

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 County has already initiated collaboration with the Upstate Homeless Coalition. Meetings have been held with continuum leadership and local service providers affiliated with the continuum to begin the integration of existing programs with HPRP funding. All members of the continuum will be invited to participate in drafting the programmatic specifics of the HPRP. Agencies eligible to use HPRP funds will be associated with the Continuum and will be a contributing member of the HMIS (Homeless Management Information System).

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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:**

With these additional funds, we will be able to help not only displaced families and individuals but also the chronically homeless. By partnering with the Upstate Homeless Coalition we will provide funding to prevent eviction through rental assistance or transition newly homeless people into housing. HPRP funding is imperative to improving our efforts at relocation because it enables us to provide more long-term alternative housing for the homeless.

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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>	\$ 99,180	\$219,434	\$318,614
Housing Relocation and Stabilization Services <sup>2</sup>	\$64,200	\$96,300	\$160,500
<b>Subtotal</b> (add previous two rows)	<b>\$163,380</b>	<b>\$315,734</b>	<b>\$479,114</b>

Data Collection and Evaluation <sup>3</sup>	\$27,000
Administration (up to 5% of allocation)	\$26,638
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$532,752</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.”

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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

County Administrator  
Title