

## **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:

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)

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**A. General Information**

<b>Grantee Name</b>	DEPARTMENT OF THE FAMILY
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Glysette M. Rodriguez Cabrera
<b>Title</b>	Deputy Secretary for Planning and Informatics
<b>Address Line 1</b>	PO Box 11398
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	San Juan, PR 00910-1398
<b>Telephone</b>	787-294-4900
<b>Fax</b>	787-294-0732
<b>Email Address</b>	<a href="mailto:grodriguez@familia.gobierno.pr">grodriguez@familia.gobierno.pr</a>
<b>Authorized Official</b> (if different from Contact Person)	YANITSIA IRIZARRY MENDEZ
<b>Title</b>	SECRETARY
<b>Address Line 1</b>	DEPARTMENT OF THE FAMILY
<b>Address Line 2</b>	PO BOX 11398
<b>City, State, Zip Code</b>	SAN JUAN, PR 00910-1398
<b>Telephone</b>	787-294-4900
<b>Fax</b>	787-294-0732
<b>Email Address</b>	<a href="mailto:yirizarry@familia.gobierno.pr">yirizarry@familia.gobierno.pr</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.familia.gobierno.pr">http://www.familia.gobierno.pr</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$20,835,644</b>
<b>Amount Grantee is Requesting</b>	<b>\$20,835,644</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:** In compliance with the State Citizen Participation Plan, the Department of the Family published a notice in a newspaper of General Circulation indicating the availability of the amendment to the 2008-2009 Puerto Rico State Annual Action Plan and the 2005-2010 Consolidated Plan. The notice informed about the availability of *The American Recovery and Reinvestment Act of 2009* Homeless Prevention and Rapid Re-Housing Program funds and how the State will distribute them. In accordance with Puerto Rico Department of the Family's citizen participation plan, citizens had 30 days to present comments on the draft plan. The notice indicated the location where the plan was available for review. The plan was available at:

Department of the Family  
Secretariat of Planning and Information  
Avenida Barbosa 306  
San Juan, PR 00918

The draft Substantial Amendment was available to citizens, homeless service providers, affected local government, and other interested parties via posting on the Department of the Family's website (<http://www.familia.gobierno.pr>). The Public notice was published on \_\_\_ January 2011.

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.

**Response:** This section will be completed after the closing of the public comment period. The public comment is currently open through February, 2011.

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:** This section will be completed after the closing of the public comment period. The public comment is currently open through February, 2011.

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**C. Distribution and Administration of Funds**

Reminder: The HPRP grant shall 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 sub grantees. Note that a sub grantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other (Specify):

**For the funds to be distributed with this amendment a competitive formula will be used taking into consideration the following criteria:**

- **Experience serving the population**
- **Capacity to expend funds in a timely manner**
- **Capacity of Organization**
- **Service Area**
- **Previous Findings (from other federal programs)**

**The entities proposal's must comply with the following:**

- **Form of the application - The proposal must be presented in the format provided by the Department of the Family.**
- **Timely submission - The proposal must be received by the Department of the Family on or before the established deadline.**
- **Completeness - The proposal must be complete and contain sufficient data to allow the State to evaluate the information included in the proposal.**
- **Eligible grantee - The proposal must be submitted by the eligible non profit organizations.**
- **Limits on grant uses - The proposal must only request funding for use for the following eligible activities:**
  - **Financial Assistance, including short-term rental assistance, security deposits, arrears, utility deposits, utility payments, moving costs and hotel vouchers.**

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- **Housing relocation and stabilization services, including case management, outreach, housing search and placement, legal services, and credit repair.**

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

**Response: A competition process will be held in which the organizations will present a work plan (proposal) for the use of the HPRP funds. Funds will be distributed to organization that demonstrate experience serving the proposed population, that present an expenditure plan that will allow the use of the funds in three months or less, staffing plan, area to be served, and administrative capacity (previous or current findings in federal programs).**

**If HPRP funds are recaptured for non-compliance or for any other reason they will be redistributed to the organizations that are administering funds and that are on the top 5% of expenditure. This redistribution will not trigger a substantial amendment.**

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).

**Response: N/A**

**Agreements with organizations will be executed on or before April 15, 2011. Payments for service will be made in advance in accordance with 24 CFR 84.22 for nonprofit organizations covering a three-month period, by the state to the organizations. This method of payment is permitted by the HPRP notice and will have the effect of improving the disbursement process and timelines in the use of the funds.**

**An initial payment will be made based on the approval of the proposal and in accordance with the scope of work and budget presented by the organization.**

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:**

**The Secretary of the Department of the Family has designated the Secretariat of Planning and Information to carry out the Homeless Prevention Program and the Emergency Shelter Grant Program. Both Programs are funded by HUD. The Secretariat of Planning and Information has been in charge of the**

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**ESG program and, therefore, it is considered to be the best qualified to handle both programs. Additional resources will be contracted by the Secretary to provide quarterly and annual reports to HUD.**

**Designated resources or contractors will develop the program design, outreach plan, referral processes and program timelines consistent with HPRP requirements.**

**The State will conduct training sessions with the eligible organizations to ensure understanding of HPRP purpose, regulations, targeted clientele, and contract provisions.**

**Periodic programmatic and fiscal reports will be filed by the organizations and reviewed and analyzed by the state staff and/or contractor. Strict timelines for expending funds in accordance with plans will be enforced.**

**Organizations funded with HPRP funds will be monitored on an on-going basis for compliance with program regulations, guidelines and procedures. The monitoring process will consist of:**

- **Notification letter**
- **Entrance conference**
- **Documentation and Data Acquisition review**
- **Exit Conference**
- **Monitoring results letter**

**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 Puerto Rico Department of the Family is the same agency that operates most of the available funds to support the population which will be served by the HPRP.**

**Agreements will be made between the Department of the Family and the Local Workforce Investment Act for providing services to their respective clients in coordination with the *One Stop Career Center*. Eligibility will be determined**

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by both parties in referring program participation and the need to receive services.

Designated resources to administer the funds at the Department of the Family will be responsible of informing the local agencies regarding the grant of funds of HPRP and the municipalities that will benefit. There will be coordination with other local agencies that receive ARRA funds to become knowledgeable of assistance and eligibility requirements and to develop referral processes that may assist HPRP program participants to obtain appropriate supportive services.

Once more information is available from federal, state and local agencies regarding the use of these funds the Secretariat will continue its collaboration efforts to determine whether program participants may benefit through coordination of services and establish a process for connecting participants to services funded by ARRA.

Personnel will be available to counsel the pertinent agencies on the availability and management of the funds to the municipalities. In addition, the personnel will report on the characteristics and needs of the population attended so that the agencies can take the appropriate action for the benefit of said 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:** Designated resources to administer the funds at the Department of the Family will be responsible of communicating to the non-profit organizations on the granting of funds and the municipalities that will benefit so that they may offer services or take care of the needs of this population, as long as they comply with the Program's requirements.

The Puerto Rico State Coalitions and Continuum of Care Coalitions are targeted to attending unsheltered chronic homeless persons and families. The current homelessness strategy is directed to prevent homelessness and, therefore, the Continuum of Care is consistent with the HPRP activities. Several current strategies of the PR Continuum of Care are:

- To develop and implement specific action steps with municipal governments that have established the elimination of chronic homelessness, such as supportive housing development, to provide homeless families with public housing in municipalities that administer their own public housing projects.
- To increase the building capacity of municipal government representatives to collaborate with community-based organizations in

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the development, financing and delivery of services to the chronic homeless.

- To promote continued outreach to the homeless populations specially the youth; to promote their admission to mainstream and dedicated services as early as possible to prevent chronic homelessness.

Since the state is responsible of two Continuum of Care the reporting of the HMIS will be worked accordingly.

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:** Each organization will use the funds in accordance with the needs of the population and their work plan. The organizations will have the discretion of using the assigned funds to grant among other things: a) subsidies in short and half term; b) utilities (including arrears); c) rent(including arrears); d) security payments; e) relocation services in accordance with the program design and guidelines to be provided by the Department of the Family.

The above-established criteria are in accordance with the 2009 annual Action Plan and the 2005-2010 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.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance	12,618,356	\$1,505,165	\$14,226,646
Housing Relocation and Stabilization Services	4,206,119	\$501,722	\$4,742,216
<b>Subtotal</b> (add previous two rows)	<b>\$16,824,475</b>	<b>\$2,006,887</b>	<b>\$18,968,862</b>
Data Collection and Evaluation			\$825,000

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Administration (up to 5% of allocation)	\$1,041,782
<b>Total HPRP Amount</b>	<b>\$20,835,644</b>

**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

\_\_\_\_\_  
Secretary  
Title

\_\_\_\_\_  
Date

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**AVISO AL PÚBLICO**

**Notificación de Enmienda al:**

**Plan Consolidado 2005-2010  
Plan de Acción Anual 2008-2009**

El Departamento de la Familia desea informar a los Municipios, Las Organizaciones Sin Fines de Lucro, Organizaciones de Base de Fe, Organizaciones Culturales Ambientales y Arqueológicas, Agencias Gubernamentales, Empresa Privada, y al público en general, sobre la disponibilidad de una enmienda al Plan Anual 2008 para incluir cambios a las actividades del “Homeless Prevention and Rapid Re-Housing Program”.

El “Homeless Prevention and Rapid Re-Housing Program”, fue creado bajo el Título XII del American Recovery and Reinvestment Act de 2009 (Recovery Act). El programa va dirigido a dos poblaciones las cuales son: (1) individuos y familias que al presente están en vivienda pero a riesgo de perder la misma y que necesitan alquiler temporero o asistencia para las utilidades para evitar que estos sean personas sin hogar, o asistencia para mudarse a otra unidad como método preventivo; (2) individuos y familias que al presente están faltos de vivienda (al presente residen en albergues, hogares transitorios o de emergencia o en la calle, en hospitales o instituciones, o lugares no aptos para habitación humana) y necesitan asistencia temporera para obtener una vivienda y poder retenerla (rapid re-housing – reubicación rápida).

El Departamento de la Familia propone cambios al método de distribución del programa para otorgar fondos a Organizaciones sin fines de lucro que sirvan a la población elegible y modificar el proceso de reasignación de fondos a los Municipios. Como resultado de esta enmienda el presupuesto del programa quedará de la siguiente manera:

<b>Presupuesto Programa HPRP</b>			
	<b>Prevención Deambulancia</b>	<b>Vivienda de Emergencia (Rapid Re-Housing)</b>	<b>Total</b>
Asistencia Financiera	\$12,721,481	\$1,505,165	\$14,226,646
Servicios de Relocalización y Estabilización	\$4,240,494	\$501,722	\$4,742,216
<b>Subtotal</b>	<b>\$16,961,975</b>	<b>\$2,006,887</b>	<b>\$18,968,862</b>

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Recopilación de Datos y Evaluación			\$825,000
Administración			\$1,041,782
<b>Total Estimado de HPRP</b>			<b>\$20,835,644</b>

**Período de Comentarios Públicos**

En cumplimiento con las disposiciones de la sección 91.105 del 24 CFR, y la circular del Registro Federal - FR 5307N01, publicada el 19 de marzo de 2009, la Enmienda propuesta estará disponible por un periodo de 12 días a partir de la fecha de publicación de este anuncio, para la revisión del documento, y la presentación de comentarios.

Se exhorta a la ciudadanía y a las parte interesadas a revisar el documento que se anuncia y que estará disponible en la

Departamento de la Familia  
**Secretaría de Planificación e Informática**  
Edificio Lila Mayoral, Ave. Barbosa 306  
Hato Rey, Quinto Piso.

Además el documento se encuentra en la página de Internet del Departamento de la Familia en la siguiente dirección electrónica: [www.familia.gobierno.pr](http://www.familia.gobierno.pr). Cualquier pregunta o comentario sobre esta enmienda favor de dirigirla al siguiente correo electrónico:

[grodriguez@familia.gobierno.pr](mailto:grodriguez@familia.gobierno.pr)

Honorable Yanitsia Irizarry Mendez  
Secretaria

Publicado hoy \_\_\_\_ de enero de 2011.

**Comment [LIRC1]:** Harrison. The expedited comment process that applied for the initial substantial amendment does not apply to other amendments. This has to go through the regular public comment process established in the citizen participation plan.