



JOHN H. LYNCH
Governor

State of New Hampshire

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May 12, 2009

US Department of Housing and Urban Development
Office of Special Needs Assistance Programs
Robert C. Weaver Building
451 Seventh Street, SW
Room 7262
Washington, DC 20410

Attention: Homelessness Prevention and Rapid Re-Housing Program

Dear Sir/Madam:

I am pleased to submit this Substantial Amendment to New Hampshire's 2008 Consolidated Action Plan for consideration for funding of the proposed Homeless Prevention and Rapid Re-Housing Program activities. This Substantial Amendment has been developed by the Bureau of Homeless and Housing Services in conjunction with the Housing and Community Development Planning Council, a body representing the housing and community development interests of the State. In addition to my representative, the Council's Steering Committee includes representatives from New Hampshire Housing, New Hampshire Community Development Finance Authority and the Bureau of Homeless and Housing Services. These entities have the statutory authority to apply for and administer the programs in this plan and to submit performance reports as required by the U.S. Department of Housing and Urban Development for access to federal homeless, housing and community development resources.

This Substantial Amendment has been developed with public input, and all federal requirements have been incorporated. Future communications regarding this Amendment may be made directly to Maureen Ryan, Administrator of the New Hampshire Bureau of Homeless and Housing Services, either by phone at (603) 271-5143, or by e-mail at maureen.u.ryan@dhhs.state.nh.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "John H. Lynch".

John H. Lynch
Governor

Enclosure

cc: Richard Hatin

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

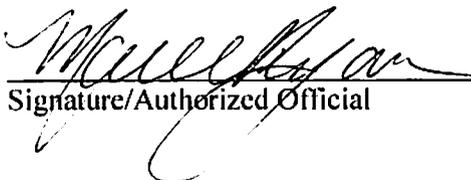
Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

5/14/09
Date

Administrator - Bureau of Homeless and Housing Services
Title

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature/Authorized Official

5/14/09

Date

Administrator - Bureau of Homeless and Housing Services
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

105 Pleasant Street

Concord

Merrimack County, New Hampshire 03301

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
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3. Date Received:	4. Applicant Identifier:
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5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

***a. Legal Name:** State of New Hampshire

*b. Employer/Taxpayer Identification Number (EIN/TIN): 02-6000618	*c. Organizational DUNS: 011040545
---	--

d. Address:

***Street 1:** 105 Pleasant Street
Street 2: _____
***City:** Concord
County: Merrimack
***State:** New Hampshire
Province: _____
***Country:** United States of America
***Zip / Postal Code** 03301

e. Organizational Unit:

Department Name: Department of Health and Human Services	Division Name: Division of Community Based Care Services
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms. ***First Name:** Maureen
Middle Name: U
***Last Name:** Ryan
Suffix: _____

Title: Bureau Administrator

Organizational Affiliation:

*Telephone Number: (603) 271-5043	Fax Number: (603) 271-5139
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***Email:** maureen.u.ryan@dhhs.state.nh.us

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

United States Department of Housing and Urban Development, Office of Community Planning and Development

11. Catalog of Federal Domestic Assistance Number:

14-257 _____

CFDA Title:

Homelessness Prevention and Rapid Re-Housing Program _____

***12 Funding Opportunity Number:**

FR-5307-N-01 _____

*Title:

Notice of Website Availability: Allocations, Application Procedures and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees _____

13. Competition Identification Number:

N/A _____

Title:

Homelessness Prevention and Rapid Re-Housing Program _____

14. Areas Affected by Project (Cities, Counties, States, etc.):

New Hampshire - statewide

***15. Descriptive Title of Applicant's Project:**

New Hampshire Homeless Prevention and Rapid Re-Housing Program

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: NH-002

*b. Program/Project: NH-all

17. Proposed Project:

*a. Start Date: 10/1/09

*b. End Date: 9/30/12

18. Estimated Funding (\$):

*a. Federal	_____	<u>4,612,322</u>
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	<u>4,612,322</u>

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on 5/13/09
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes No

21. *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)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Ms. *First Name: Maureen

Middle Name: U

*Last Name: Ryan

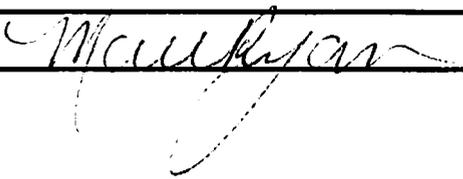
Suffix: _____

*Title: Bureau Administrator

*Telephone Number: (603) 271-5043

Fax Number: (603) 271-5139

* Email: maureen.u.ryan@dhhs.state.nh.us

*Signature of Authorized Representative: 

*Date Signed: 5/14/09

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

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)

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

A. General Information

Grantee Name	State of New Hampshire
Name of Entity or Department Administering Funds	Bureau of Homeless and Housing Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Maureen U. Ryan
Title	Administrator
Address Line 1	Hugh J. Gallen State Office Park
Address Line 2	105 Pleasant Street
City, State, Zip Code	Concord, NH 03301
Telephone	603-271-5043
Fax	603-271-5139
Email Address	Maureen.U.Ryan@dhhs.state.nh.us
Authorized Official (if different from Contact Person)	
Title	
Address Line 1	
Address Line 2	
City, State, Zip Code	
Telephone	
Fax	
Email Address	
Web Address where this Form is Posted	http://www.dhhs.nh.gov/DHHS/DHHS_SITE/recovery.htm

Amount Grantee is Eligible to Receive*	\$ 4,612,322.00
Amount Grantee is Requesting	\$ 4,612,322.00

*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:

Citizen participation is an integral part of consolidated planning. New Hampshire's strategy for encouraging this vital activity can be reviewed in the Citizen Participation Plan located in Appendix A of the 2008 State of New Hampshire Action Plan. The New Hampshire Bureau of Homeless and Housing Services (BHHS) engaged in the following activities to ensure citizen participation.

BHHS conducted presentations which included review of the HPRP HUD Notice, solicitation of feedback and discussion regarding information presented on the following dates with the following groups:

April 1, 2009 - Greater Nashua Continuum of Care (GNCoC);

April 3, 2009 - New Hampshire Coalition to End Homelessness;

April 6, 2009 - Statewide quarterly meeting of shelter directors;

April 13, 2009 - New Hampshire Interagency Council on Homelessness; and

April 14, 2009 - Balance of State Continuum of Care (BoSCoC).

April 6, 2009 - The Notice of Public Comment Period on the Substantial Amendment to New Hampshire's 2008 Consolidated Plan was published in three major newspapers and e-mailed to stakeholder groups.

April 7, 2009 - BHHS convened a stakeholder work group to provide input on the draft plan.

April 13, 2009 - The New Hampshire Housing and Community Development Planning Council met to discuss and provide consultation on the Substantial Amendment to the 2008 Consolidated Plan.

April 17 through April 28, 2009 - Public comment period.

April 23, 2009 - Public hearing at New Hampshire Housing.

The above actions meet and exceed the requirements of the Citizen Participation Plan of New Hampshire's Consolidated Plan.

- 2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:**

Response:

Grantee did not receive public comments.

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

- 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:

NAME	ORGANIZATION	CONTACT INFORMATION	COMMENT	ACCEPTED?
Chris Sterndale	Cross Roads House	Chris@crossroadshouse.org	Concerned with the draft plan proposal of a 20% maximum on housing relocation and stabilization services. Recommends 35-40% .	Accepted - Revised budget provides for an estimate of 35% of the funds allotted for the rapid re housing program to be utilized for Housing Stabilization Services.
Peter Kelleher	Harbor Homes	p.kelleher@harborhomes.org	Recommended that HMIS develop a system to ensure the HPRP data from the Balance of State Continuum of Care (BoSCoC), Nashua CoC and Manchester CoC can be identified by each separate CoC so this information can be reported in the annual NOFA application.	Accepted - Steps will be taken to work with NH's HMIS provider to ensure HPRP data can be reported separately for each CoC.
Tony Epaphras	Southern NH Services	a.epaphras@snhu.edu	Requested consideration be given to utilizing Community Action Agencies	Not Fully Accepted - Approximately 46% of the HPRP funds will be utilized for homeless prevention short and

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

			(CAAs) to administer the homeless prevention rental assistance money, as they already serve this population.	medium-term rental assistance. BHHS looks to utilize 1 subgrantee for this project to reduce overhead cost and ensure timely startup and statewide coverage. The potential subgrantee will have demonstrated capacity to administer a statewide-subsidized housing program, ensure a timely, efficient program start-up, and effective statewide distribution. An additional 14% of the HPRP funds will be available through the competitive statewide RFP process for homeless prevention activities; CAAs and other non-profit entities will have an opportunity to apply for these funds.
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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 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: _____)

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

46% of the funds will be contracted to administer a statewide Homeless Prevention program providing short and medium term rental assistance. Funds will be administered by an agency that can demonstrate successful experience administering a statewide-subsidized housing project of a similar type. The contract will be procured in accordance with New Hampshire policies and procedures regarding contracts.

The remaining HPRP funds will be contracted based on a competitive statewide RFP to be issued on June 3, 2009.

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

Response:

Forty-six percent (46%) of the HPRP funds will be contracted to administer a statewide homeless prevention program providing short and medium-term rental assistance. Funds will be administered by an agency that can demonstrate successful experience administering a statewide-subsidized housing project of a similar type. The contract will be procured in accordance with New Hampshire policies and procedures regarding contracts.

BHHS intends to utilize a competitive RFP process to solicit applications for the remaining funding of the HPRP program. Proposals will be evaluated and ranked by a review committee comprised of New Hampshire Department of Health and Human Services staff from multiple divisions. Proposals will be reviewed and ranked based on consistency with the RFP requirements and review criteria, including how effective the proposed activity will be in providing Homeless Prevention or Rapid Re-Housing services and alignment with goals in the State of New Hampshire's Ten-Year Plan to End Homelessness and CoC strategic goals. Also of particular consideration will be the organization's capacity to run the proposed activity and meet program goals and timelines. Given that these funds will be available for only three years, significant emphasis will be placed on how the program proposes to assess appropriate individuals/families, identify the best response, facilitate their access to housing, and stabilize these households in housing.

- 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:

BHHS intends to issue a statewide HPRP competitive RFP on June 3, 2009, with proposals due to BHHS on or before June 26, 2009. BHHS will notify sub-grantees of their funding awards in late July and will spend August and September

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

processing contracts in accordance with NH state requirements for procurement of contracts. The State of NH, through the NH Office of Economic Recovery, is working to establish processes that will enable the grants to be executed in a timely manner in keeping with HUD and other Federal ARRA funding requirements.

- 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:

BHHS plans to require subgrantees to expend 70% of the funds within the first two years of the grant cycle, with the remaining 30% to be expended the third and final year. BHHS will ensure that funds are drawn down quarterly in compliance with the timeliness standards set forth in HUD's HPRP guidance.

The planning process involved exploring how best to ensure a timely start up of projects as well as cost effective and expedient program operations. The state Housing authority was identified as a likely primary administrator of the homeless prevention program because they have both the infrastructure and experience to provide this type of short and medium term rental assistance. Approximately 46% of HPRP funds will be allocated to provide Homeless Prevention short and medium-term rental assistance. An additional 14% of funds will be allocated through the statewide competitive RFP process for homeless prevention activities. Approximately thirty one percent (31%) of the HPRP funds will be made available through the statewide competitive RFP process for rapid re-housing activities. In the event that the grantee does not receive requests for funding totaling the full amount available in either category, those funds will be made available for eligible activities in another category. Four percent (4%) of funds are identified to be allocated to data collection and evaluation activities. The remaining 5% of funds are allocated to administration, with a 50/50 split between the grantee and sub-grantee.

BHHS will designate an HPRP contract manager who will be responsible for the oversight and monitoring of HPRP contracts and program activities. The HPRP contract manager will conduct monitoring to ensure timely and effective utilization of HPRP grant funds and develop a monitoring tool to be used for site visits as is described in the 2008 New Hampshire Consolidated Plan relative to monitoring of ESG activities. Planned monitoring activities will include submission of monthly utilization reports outlining the use of funds and activities, and quarterly billing statements. In addition, the HPRP contract manager will utilize weekly HMIS data reports to monitor the use of funds and persons served, as well as ensure timely HMIS utilization. BHHS intends to check in with subgrantees weekly during program start-ups to ensure program start-ups are timely and on target to expend funds within the timeframes established. BHHS will reserve the right to reallocate

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

funds from programs that are not expending funds timely to programs that are on target in expenditures.

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 BHHS currently collaborates with the NH Department of Education to address the needs of homeless children. Collaboration includes statewide trainings on issues of homeless children and co-sponsoring an annual conference for homeless service providers and homeless school liaisons. BHHS intends to continue to build on these collaborations between homeless service providers and homeless school liaisons, including providing information and training around HPRP to homeless school liaisons across the state to enable families with children in school who might be eligible for HPRP programs to be identified and referred to appropriate programs.

The HPRP rental assistance program may partner with the New Hampshire Employment Program (NHEP) to obtain referrals of individuals who have experienced job loss and obtain documentation from NHEP as to their job search.

The current planning process also involves identifying DHHS divisions/bureaus and other state agencies receiving ARRA funds and creating opportunities for collaboration including TANF and early childhood funding streams (CDBG/Child Development Bureau, IDEA, Title I, Century 21, CCAFP, Special Education) to identify opportunities to coordinate services to low-income families.

The NH HPRP RFP will include scoring categories related to collaboration with community resources and leveraging other ARRA-funded programs. In addition, BHHS will facilitate a statewide workshop focused on fostering collaboration with both mainstream resources and other ARRA funded programs.

- 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:

BHHS conducted pre-application information and planning meetings with members of the local CoCs to review HUD's HPRP program guidance and solicit feedback on the Substantial Amendment. In addition, BHHS is developing the state plan

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

relative to those goals and objectives already established in New Hampshire's Ten-Year Plan to End Homelessness, the BoS strategic goals, and the 2008 New Hampshire Consolidated Plan. These documents were created with substantial input from community stakeholders and local CoCs.

BHHS will work closely with the relevant mainstream resource agencies that administer critical programs such as food stamps, child care resources, transportation, workforce development and employment training, etc., to ensure that there is a seamless link between the HPRP resources and these mainstream resources.

One way BHHS will ensure this seamless link between resources is through the NH HPRP RFP that will include a scoring category related to collaboration with community programs/resources and leveraging other mainstream resources such as the NH SOAR Project, local welfare assistance, local housing authorities, one-stop career centers, child care programs, etc., and state-funded housing access programs that provide security deposit and rental assistance. Programs will be scored on their demonstrated success in linking clients to these existing mainstream resources and commitments of collaboration (e.g., MOUs) will be emphasized.

In addition, BHHS will facilitate a statewide workshop focused on fostering collaboration with both mainstream resources and other ARRA funded programs which will bring the various agencies and resources together to ensure access by HPRP participants to all available and appropriate 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:

New Hampshire's Consolidated Plan is developed by the Housing and Community Development Planning Council, which was established by Executive Order and is staffed by the New Hampshire Community Development Finance Authority, New Hampshire Housing, and the Bureau of Homeless and Housing Services. The Plan assesses the state's housing, homeless, and community development needs, establishes priority needs, and explains how they will be addressed.

The 2008 Plan outlines how Emergency Shelter Grant (ESG) funds will be used to support homeless prevention initiatives. The planned utilization of HPRP funds will allow New Hampshire to build on and expand upon these identified initiatives to serve homeless and at-risk persons. These initiatives are identified in the 2008 Plan, Section B1.a. and b.

The following were identified as priorities in the Plan, all of which are activities that can be undertaken utilizing HPRP grant funds:

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- (1) prevention of homelessness;
- (2) improved access to affordable, decent housing for low and very low-income households by providing assistance to prevent homelessness; and
- (3) increase supply of transitional housing.

Other identified actions from the 2008 Plan identified in Part E include meeting underserved needs, removing barriers to affordable housing, and developing institutional structure to enhance coordination between housing and social services.

BHHS has established estimates for funding for each activity category for this draft plan, but BHHS expects that the estimate may require minor revision pending eligible proposals and grant award decisions made in the competitive RFP process.

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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.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$2,213,913.60	\$1,143,856.00	\$3,357,769.60
Housing Relocation and Stabilization Services ²	\$ 553,478.40	\$ 285,964.00	\$ 839,442.40
Subtotal (add previous two rows)	\$2,767,392.00	\$1,429,820.00	\$4,197,212.00

Data Collection and Evaluation ³	\$ 184,494.00
Administration (up to 5% of allocation)	\$ 230,616.00
Total HPRP Amount Budgeted⁴	\$4,612,322.00

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.

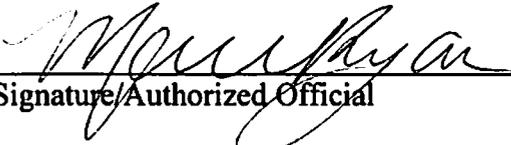
³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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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)

 _____ 5/14/09
Signature/Authorized Official Date

Administrator - Bureau of Homeless and Housing Services
Title