

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

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	State of New Mexico
Name of Entity or Department Administering Funds	New Mexico Mortgage Finance Authority
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Catherine Hummel
Title	Program Manager
Address Line 1	344 4 th St. SW
Address Line 2	
City, State, Zip Code	Albuquerque, NM 87102
Telephone	505-843-6880
Fax	505-242-2766
Email Address	chummel@housingnm.org
Authorized Official (if different from Contact Person)	Jay Czar
Title	Executive Director
Address Line 1	344 4 th St. SW
Address Line 2	
City, State, Zip Code	Albuquerque, NM 87102
Telephone	505-843-6880
Fax	505-243-3289
Email Address	czar@housingnm.org
Web Address where this Form is Posted	www.housingnm.org

Amount Grantee is Eligible to Receive*	\$6,778,653
Amount Grantee is Requesting	\$6,778,653

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

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The citizen participation plan was followed for this proposed substantial amendment, from the date the official HUD Notice was released, through the public comment period regarding this plan. On 3/20/2009, staff provided information and obtained input from agencies at the New Mexico Coalition to End Homelessness meeting. As planning proceeded, an e-mail blast was sent on 4/10/2009 and 4/14/2009 to state and local government officials and potential providers, including current Continuum of Care, ESG, HOME TBRA, and HOPWA providers, as well as to public housing authorities. Public notices of the pending plan and upcoming public meetings were published in nine newspapers across New Mexico on 4/12/2009. The specific towns included Albuquerque, Farmington, Las Cruces, Clovis, Silver City, Raton, Roswell, Alamogordo, and Deming. The official public comment period was from 4/16/2009 to 5/4/2009. During this time, two public input meetings were held in the nonentitlement areas of the state, in Rio Rancho on 4/20/2009 and in Las Cruces on 4/29/2009.

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:

The majority of public comments were received at the public meetings, and were focused on the funding allocations, program structure, and clarification on program activities.

Three letters of support were submitted as comments, from the New Mexico Behavioral Health Purchasing Collaborative and from the New Mexico Children Youth and Families Department. A summary of the meeting comments and responses and copies of the letters of support are attached to this Amendment as Exhibit 1.

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One comment was made which was not accepted; the comment was a request to lengthen the response period for the RFP beyond the 30 days stated in the plan, due to the burden on agencies which may be responding to multiple RFPs. While the MFA acknowledges the difficulties agencies face in responding, the response period could not be lengthened without jeopardizing the funding timeline and the due process required for the RFP. These comments were taken into account in the writing of the RFP, to ensure that the application process could be as streamlined as possible for respondents.

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:

The Request for Proposals for HPRP will be structured to select one lead agency per service area, with each service area composed of one or more counties. This will allow maximum funds and services to be effectively disbursed to the widest possible area of the state, and will provide opportunities for local service providers to collaborate. The RFP will be released on 5/20/2009, with responses due by 6/19/2009. The scoring process will be completed by 6/26/2009 and selected subgrantees will be announced at the July 15, 2009 meeting of the Board of Directors.

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).

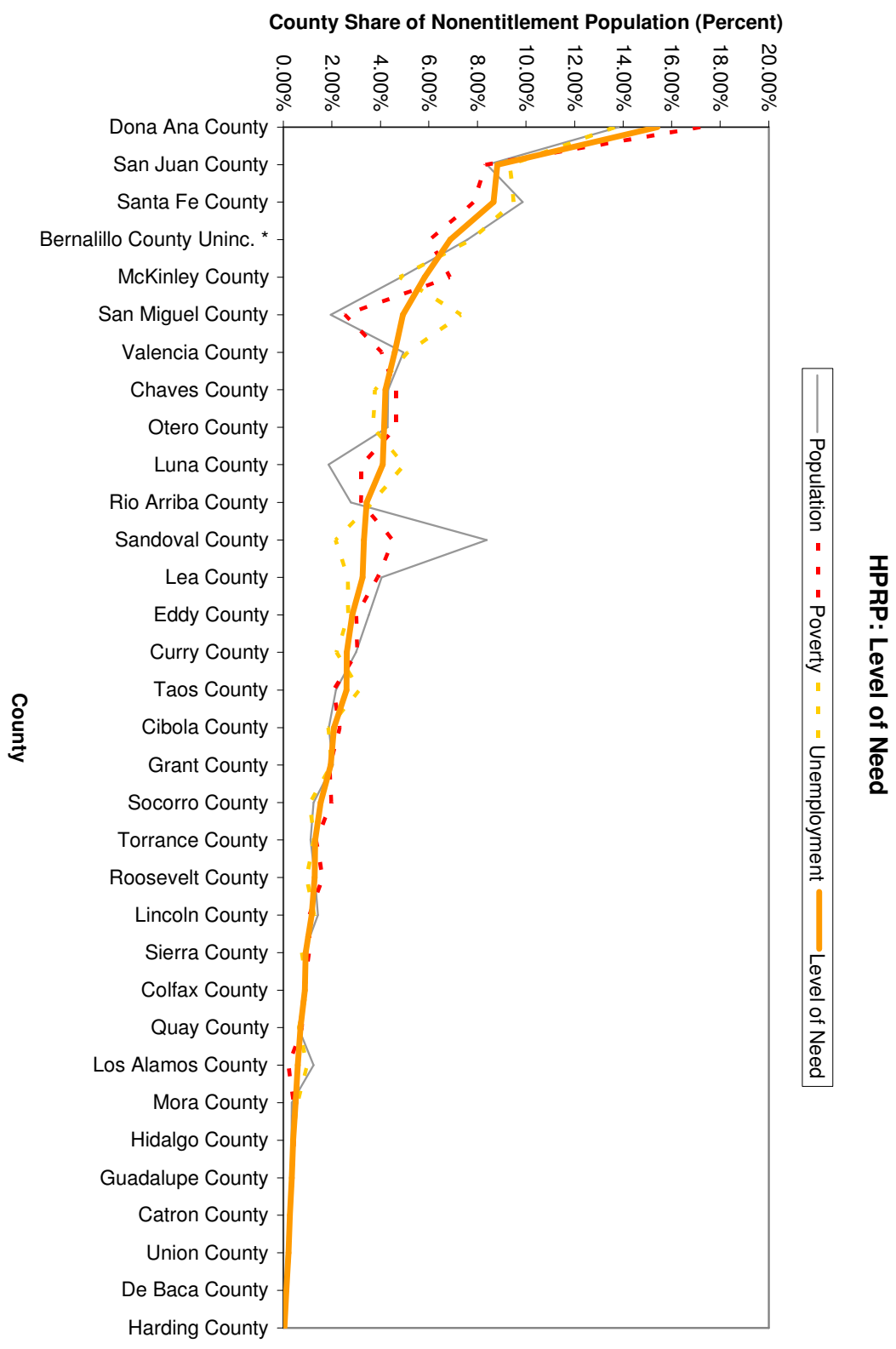
Response:

Funds to be provided to the subgrantees will be determined using a formula allocation by county, based on the level of need and housing costs. The level of need has been assessed using a combination of 2007 Census data on number of persons per county living below the Federal poverty level, and State Department of

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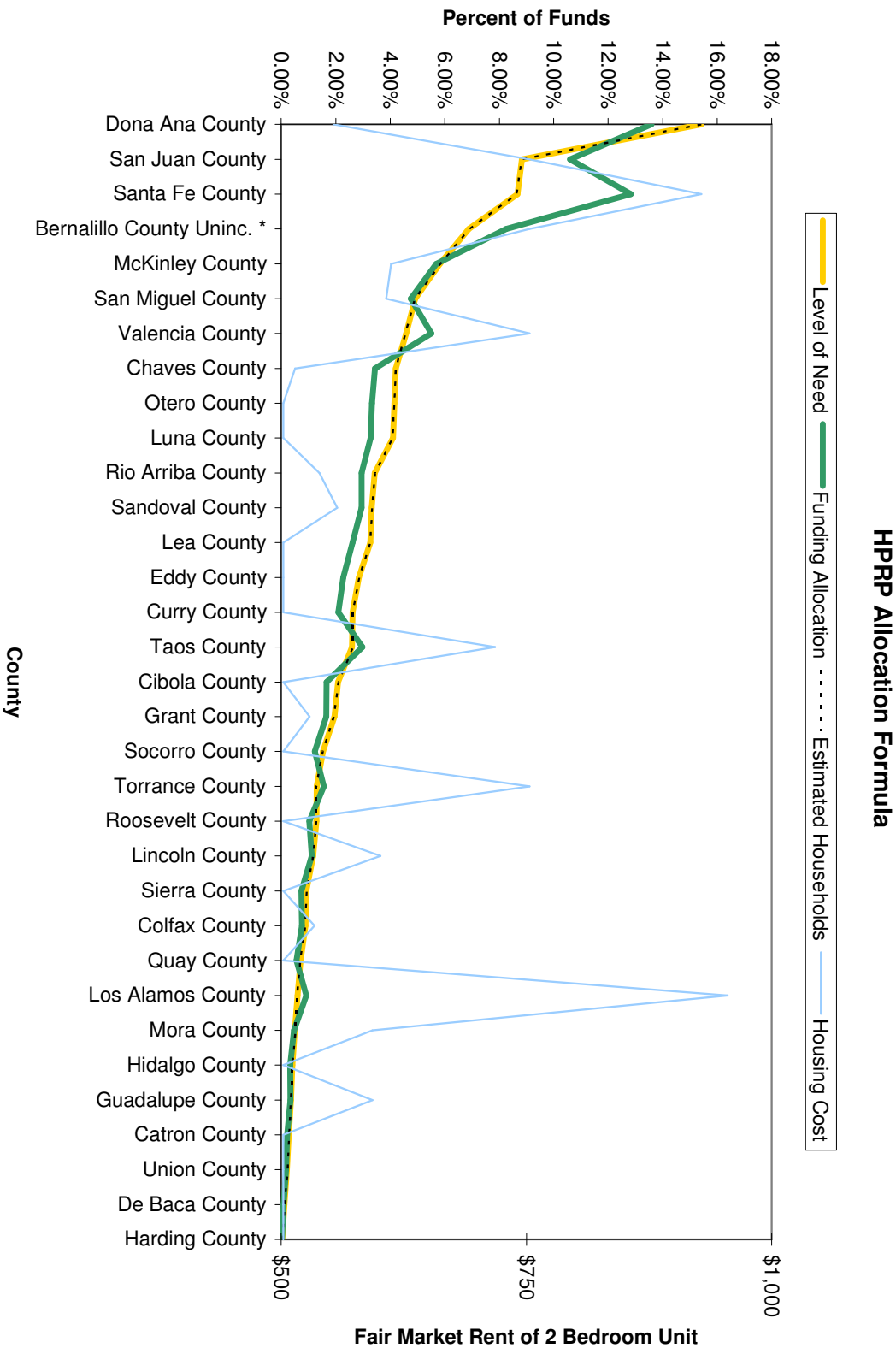
Workforce Solutions 2008 data on number of persons currently unemployed per county (see Figure 1). Relative housing cost has been assessed using 2009 HUD Fair Market Rent for each county (see Figure 2). To ensure allocation of funds by 9/30/2009, subgrantee agreements will be distributed immediately following announcement of selection, and contract execution will proceed through September.

Figure 1



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Figure 2



4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

The awarding of HPRP funds to selected subgrantees for given service area allows for targeted oversight and training. Funds will be awarded as follows: all housing and services funds will be allocated to sub-grantees based on the allocation formula. Data collection and evaluation funds will be utilized by the MFA through the HMIS lead agency to assist in creating required HPRP reports in the statewide HMIS system, as well as provided to sub-grantees on a pro-rata basis to support data collection activities. Administrative funds will be shared between the MFA and sub-grantees. An expenditure and performance schedule will be included in the contracts for all funds.

Oversight of the use of HPRP funds by subgrantees will be based on the oversight and monitoring process for the HOME TBRA, ESG, and HOPWA programs. An initial risk assessment is completed at the beginning of the program year, to evaluate the anticipated level of monitoring needed for each subgrantee. A monitoring schedule is then created to incorporate full site reviews, site inspections, and desk reviews. Once the program begins, all subgrantees are monitored monthly, as all subgrantees are required to submit monthly invoices and reports. This information is reviewed upon submission, and is then analyzed in a monthly operations review. Appropriate follow-up action is taken with those agencies which are behind in expenditure and/or performance. The monitoring schedule is updated as monthly monitoring provides additional information on the level of risk at a particular agency. If an agency fails to take appropriate corrective actions, program responsibilities and funding are transferred to another agency.

Grantee funds for HPRP will be used for administrative costs, including pre-award costs, training and technical assistance beginning in September 2009, site monitoring of subgrantees beginning in October 2009, and data collection and evaluation beginning from the date of HUD contract execution. Anticipated data collection and evaluation costs include costs of obtaining additional reports from the HMIS software vendor, costs of providing additional HMIS training and technical assistance to HPRP subgrantees, and costs of data analysis using HMIS. These activities will be conducted by the HMIS lead agency, the New Mexico Coalition to End Homelessness, with oversight and monitoring on a monthly basis. Oversight of grantee use of HPRP funds will be included in monthly operations reviews of all programs, which would include any necessary follow-up actions.

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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 State of New Mexico has created the New Mexico Office of Recovery and Reinvestment to coordinate all agencies receiving recovery funds, which includes the MFA. In addition, MFA staff will continued to meet with state agency staff regarding the coordination of Recovery funds. This includes staff managing the following programs: TANF, SNAPS (Food Stamps), Head Start and CSBG, from MFA, the State Human Services Department, the State Department of Workforce Solutions, and the State Children Youth and Families Department.

The MFA will also be handling other Recovery funding from HUD and from the Department of Energy for Weatherization. In addition, the MFA has oversight responsibilities for Regional Housing Authorities, providing a connection with funds issued for public housing. HPRP subgrantee staff will be linked with staff from other subgrantee agencies and PHAs, in order to provide housing and job opportunities to HPRP recipients.

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 two Continuums of Care in New Mexico, Albuquerque and Balance of State, are handled by the New Mexico Coalition to End Homelessness (NMCEH). The MFA has a current contract with NMCEH to manage the Balance of State COC process, to operate HMIS, and to conduct outreach and advocacy activities. The MFA and NMCEH have at a minimum quarterly meetings to coordinate activities, and the NMCEH is a primary source of information for all COC recipient agencies. In addition, the MFA is involved in the review process for both COC applications.

Collaboration with mainstream resources will be handled through current partnerships with the State Human Services Department, MFA's membership in the state Behavioral Health Collaborative, composed of 40+ state agencies, partnerships with housing authorities, and new relationships established with the offices overseeing TANF and Food Stamps funding. MFA also has a partnership with the state Children Youth and Families Department to ensure that at-risk youth are connected both with CYFD services, with HPRP resources, and with local service providers for other services.

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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:

The proposed uses of HPRP funds are consistent with the State of New Mexico 2006-2010 Consolidated Plan. Priority 3 of this plan is "Expand the supply of housing and services to assist the homeless", and the third objective is Homeless Prevention. HPRP grant funded activities will provide an unprecedented increase in these areas. This is also consistent with the Three to Five Year Strategic Plan Antipoverty Strategy, which is to "maintain a strong relationship with the New Mexico Coalition to End Homelessness to enhance and promote stabilization of homeless families and encourage transition to stable, permanent housing situations." In addition, the proposed uses of HPRP funds are consistent with strategies developed by the statewide Housing First Task Force.

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	\$ 2,684,347	\$ 1,789,564	\$ 4,473,911
Housing Relocation and Stabilization Services ²	\$ 1,057,469	\$ 704,979	\$ 1,762,448
Subtotal (add previous two rows)	\$ 3,741,816	\$ 2,494,543	\$ 6,236,359
Data Collection and Evaluation ³			\$ 203,360
Administration (up to 5% of allocation)			\$ 338,933
Total HPRP Amount Budgeted⁴			\$ 6,778,653

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.

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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)

Signature/Authorized Official

Date

Title