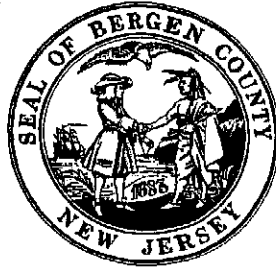


**COUNTY OF BERGEN
DIVISION OF COMMUNITY DEVELOPMENT**



**HOMELESS PREVENTION
AND
RAPID RE-HOUSING PROGRAM (HPRP)**



COUNTY OF BERGEN
New Jersey

Dennis McNerney

COUNTY EXECUTIVE

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Prepared by:

Angela Drakes, Supervising Contract Administrator

**SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN 2008 ACTION
PLAN FOR HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
(HPRP)**

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

OMB Approval Number: 2506-0180
(Expiration Date: 9/30/2009)

A. General Information

Grantee Name	Bergen County, NJ
Name of Entity or Department Administering Funds	Division of Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Angela Drakes
Title	Supervising Contract Administrator
Address Line 1	Division of Community Development
Address Line 2	One Bergen County Plaza, 4th Floor
City, State, Zip Code	Hackensack, NJ 07601
Telephone	(201) 336-7225
Fax	(201) 487-0945
Email Address	ADrakes@co.bergen.nj.us
Authorized Official (if different from Contact Person)	Robert Laux
Title	County Administrator
Address Line 1	Bergen County
Address Line 2	One Bergen County Plaza, 5th Floor, 580
City, State, Zip Code	Hackensack, NJ 07601
Telephone	(201) 336 - 7300
Fax	(201) 336-7334
Email Address	rlaux@co.bergen.nj.us
Web Address where this Form is Posted	www.co.bergen.nj.us

Amount Grantee is Eligible to Receive*	\$ 4,333,887
Amount Grantee is Requesting	\$ 4,333,887

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

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

B. Citizen Participation and Public Comment

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

Response:

The Bergen County Division of Community Development published in the Bergen Record the proper notice as required by laws that the proposed Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) was ready for public comment on April 27, 2009. This is consistent with the citizen participation requirements of Bergen County's Consolidated Plan except for the reduced twelve (12) day comment period.

In addition, the Bergen County Division of Community Development held two public meetings to discuss the proposed use of the HPRP funding. At each meeting, the participants were notified of the Substantial Amendment and the comment period. All of those invited were also notified of the publication of the comment notification in the Bergen Record.

The first meeting was on March 30, 2009, and included all potential sub-grantee applicants. More than one hundred (100) attended this meeting.

The second meeting was on April 8, 2009, as part of the regular meeting of the Bergen County Continuum of Care committee. More than thirty (30) attended this meeting.

The HPRP was reviewed, at both meetings, and the proposed plan was explained in detail.

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:

No comments were received during the public comment period announced in The RECORD, published on April 27, 2009.

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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 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 County of Bergen Division of Community Development held a workshop for potential applicants on Monday March 30, 2009. Applications in response to the Request for Proposals were received on Monday April 13, 2009.

The proposed HPRP plan of the County of Bergen Division of Community Development is focused on fulfilling the goals and objectives of the soon to be released Bergen County Ten Year Plan to End Homelessness. Specifically, all sub-grantee(s) will need to locate their services within the Housing, Health and Human Services Center, Bergen County's new single point of entry and one stop service center. Through the new one-stop center, these funds will be collaboration with other services and implement a Rapid Re-Housing program, two key initiative highlighted in the Bergen County Ten Year Plan.

Each application was ranked on the following criteria:

1. Experience with homeless clients
2. Experience with rapid re-housing and homeless prevention
3. Collaboration with other agencies
4. Homeless Management Information System (HMIS) participation
5. Continuum of Care participation
6. Ability to locate services in Bergen County Housing, Health, and Human Services Center

Each application in addition, is required to have an effective prevention and re-housing system; defined as having three layers: prevention, shelter, diversion, and Rapid Re-housing. The goals and objectives will include all three components:

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1. Prevent people from becoming homeless.
2. Divert people who are applying for shelter, when appropriate, into other housing.
3. Help people who become homeless to quickly move into permanent housing.

4. 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:

Once the subgrantee(s) are selected through the competitive process, the County of Bergen Division of Community Development will enter into a binding contract for two years with each selected program. The contract will outline the responsibilities of the subgrantee in regards to HPRP administration and implementation. This will include timelines, processes for utilization of funds and implementation of HPRP standards. It will also specify that the programs must commence no later than September 20, 2009.

The agreement specifically establishes an implementation process that commits the County of Bergen to completing all contractual documents with the subgrantee(s) prior to June 30, 2009. The contracts will be signed and delivered to the subgrantee(s) once approval of the Substantial Amendment is received from HUD.

Failure of the subgrantee(s) to meet the contractual obligations of commencing work on or before September 30, 2009, will be grounds for termination of the contract.

5. 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:

Failure of the subgrantee to effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice and the contract with the subgrantee(s) will be grounds for immediate termination of the contract. Each contract will be for two years and renewable based on effective and timely use of HPRP grant funds on eligible activities. No contract will be renewed unless this requirement is achieved.

In addition, the Bergen County Division of Community Development has been clear and precise with all potential subgrantees that the HPRP program will require regular monitoring including but not limited to the quarterly reports. The monitoring will review all of the records activities of the subgrantee(s) to insure that the programs are effectively addressing the following three program goals:

1. Prevent people from becoming homeless.

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2. Divert people who are applying for shelter, when appropriate, into other housing.
3. Help people who become homeless to quickly move into permanent housing.

The monitoring will also review the documentation of the recipients to insure that they are eligible and that the services being paid for are within the guidelines of the HPRP program.

The failure to meet the requirements of the HPRP program based on any of the monitoring or review of the quarterly reports will be grounds for immediate termination of the contract.

To insure that the guidelines are clear to all subgrantees, they will not only be included, as part of the contract but each subgrantee will be required to maintain a current copy both online and printed in a manner that is accessible to all program staff.

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:

In 2002, the County of Bergen, in collaboration with homeless service providers in the community, conducted an analysis of the existing shelter system in Bergen County. An in depth look at emergency services in Bergen County resulted in the recommendation to create a 75 bed homeless shelter which would include health and human services, as well as meals on-site. As the understanding of homeless needs and services evolved in Bergen County, a marked shift occurred as funders and providers began to move away from managing homeless towards ending it. With this changing understanding came a revamping of the initial recommendations moving away from the creation of an emergency shelter towards the development of a One-Stop Resource Center. Responding to the needs of the community, the Bergen County Board of Chosen Freeholders, under the direction of the County Executive Dennis McNerney, appropriated funds for the creation of a transition center for individuals who are homeless, those in precarious housing situations and the re-entry population.

With the express mission of moving individuals who are homeless into permanent housing and providing the necessary services to ensure long-term success, the Bergen County Housing, Health & Human Services Center will serve as the Bergen County one stop location and single point of entry for housing and services.

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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 Bergen County Division of Community Development is the convener of the Bergen County Continuum of Care as well as the lead entity in the development and implementation of the Bergen County Ten Year Plan to End Homelessness. All of the mainstream service providers in Bergen County are members of the Continuum of Care.

The Substantial Amendment was on the agenda for review and comment at the monthly meeting of the Bergen County Continuum of Care (CoC) on April 8, 2009. No adverse comments were received.

The Bergen County Division of Community Development was primarily responsible for developing the Bergen County Ten Year Plan to End Homelessness. The Ten Year Plan was developed through participation of Continuum of Care Agencies, mainstream resource agencies and key community stakeholders. The proposed use of HPRP funds is consistent with the Ten Year Plan and was reviewed by the Ten Year Plan steering committee.

The HPRP will be located in the Bergen County Housing, Health and Human Services Center enabling extensive coordination with all Bergen County homeless housing and service initiatives. Through the co-location of these programs Continuum of Care agencies and mainstream service providers will have increased opportunities to collaborate with HPRP activities. Thus, collaboration currently exists and will be expanded as the HPRP program is implemented.

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:

By utilizing HPRP to prevent homelessness and rapidly re-housing homeless individuals and families, the Bergen County Division of Community Development will be addressing the core goal of the Consolidated Plan, which is to provide decent housing, suitable living environments and economic opportunities for Bergen County Residents.

In addition, the HPRP proposal will focus on the national models of an effective prevention and re-housing system that has three layers: prevention, shelter diversion, and Rapid Re-housing. Homelessness prevention serves a large number of people who are at risk of homelessness and is the least expensive intervention on a per client basis. If prevention fails to identify somebody at risk of homelessness or fails to prevent a person's homelessness, that person may contact and enter the shelter system. Diversion is essentially a last-minute effort to prevent homelessness by assisting people who apply for

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shelter by identifying other safe housing options and resources, even if they are temporary. If prevention and diversion fail, and people become homeless, then Rapid Re-housing minimizes their stay in homelessness by quickly helping them move into permanent housing. On average, the interventions should get progressively more intensive, although the level of assistance for an individual household will depend greatly on the specific circumstances of that household.

All of these strategies are an integral part of the Bergen County Division of Community Development's Consolidated Plan.

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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 Assistance¹	\$1,151,538.00	\$1,151,539.00	\$ 2,303,077.00
Housing Relocation and Stabilization Services²	\$874,905.00	\$874,905.00	\$ 1,749,810.00
Subtotal (add previous two rows)	\$2,026,443.00	\$2,026,443.00	\$ 4,052,887.00

Data Collection and Evaluation³	\$ 65,000.00
Administration (up to 5% of allocation)	\$ 216,000.00
Total HPRP Amount Budgeted⁴	\$ 4,333,887.00

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)



Signature/Authorized Official



Date

Robert Laux., County Administrator
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:

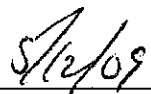
- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

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.

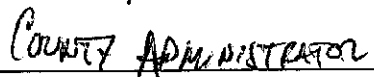
HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature/Authorized Official



Date



Title

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

5/12/09

Date

COUNTY ADMINISTRATOR

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)

ONE BERGEN COUNTY PLAZA, HACKENSACK, BERGEN COUNTY, NJ 07601

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).