

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

A. General Information

Grantee Name	Nassau County
Name of Entity or Department Administering Funds	Nassau County Office of Housing & Homeless Services
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Connie Lassandro
Title	Director, Nassau County Office of Housing & Homeless Services
Address Line 1	40 Main Street, Suite A
Address Line 2	
City, State, Zip Code	Hempstead, NY 11550
Telephone	(516)572-0815
Fax	(516) 572-2789
Email Address	classandro@nassaucountyny.gov
Authorized Official (if different from Contact Person)	Patrick G. Duggan
Title	Deputy County Executive
Address Line 1	40 Main Street
Address Line 2	Suite 300
City, State, Zip Code	Hempstead, NY 11550
Telephone	(516)572-1915
Fax	(516) 572-1983
Email Address	pduggan@nassaucountyny.gov
Web Address where this Form is Posted	<a href="http://www.nassaucountyny.gov/agencies/OHIA/NassauCountyOHIAapplications.html">http://www.nassaucountyny.gov/agencies/OHIA/NassauCountyOHIAapplications.html</a>

Amount Grantee is Eligible to Receive*	\$ 6,458,352
Amount Grantee is Requesting	\$ 6,458,352

\*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:

Nassau County, through implementation of the citizen participation plan, provided citizens with information on the proposed amendment by publishing a notice in *Newsday* and by making copies available for public review and comment at the Office of Housing and Intergovernmental Affairs and on the County website for 12 days, beginning April 27, 2009 through May 8, 2009.

Since mid-March, the Nassau County Office of Housing and Homeless Services (OHHS) has been presenting a PowerPoint outlining the amendment for discussion at gatherings of government and nonprofit housing and service agencies, and advocates for homeless persons and those at risk of homelessness. Comments and consultation about the plan were elicited from a broad range of participants. Three examples of the meetings follow:

April 6: presentation to, and discussion with, members of the Nassau County 10-Year Plan to End Homelessness Standing Committee, including executive directors of nonprofit mental health, substance abuse and domestic violence housing and service agencies, advocates for the homeless, and County housing, senior citizen and other service providers;

April 16: presentation at Nassau County Homeless Case of the Week meeting and discussion with shelter providers, caseworkers and county housing, social services and other officials;

April 17: presentation to and discussion with Nassau Continuum of Care group members, including nonprofit, faith-based and county shelter and housing providers and mental health, HIV-Aids, legal services, Hispanic, veterans, and job development and employment agency representatives.

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.

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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:                      None N/A

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 subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other (Specify)

Response:

Nassau County does not intend to subgrant any funds. The Nassau County Office of Housing and Homeless Services (OHHS), the County's designated homeless provider for all of Nassau County, will provide direct services to homeless clients and will directly administer these funds. Office of Housing and Homeless Services will administer and build on existing infrastructure. The County's Office of Housing and Homeless Services has established relationships throughout the county and functions as a central resource for housing and homeless services. OHSS has the proven capacity and expertise to coordinate homelessness prevention and rapid re-housing services.

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

Response:

Nassau County will directly administer this Program through its Office of Housing and Homeless Services (OHHS), which has a strong existing infrastructure and a reputation for providing a variety of high quality programs and services to assist homeless, at-risk persons, and low/moderate-income households.

This infrastructure includes:

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- Section 8 Housing Choice, Family Self-Sufficiency, Family Unification, Homeownership, Project Based & VASH Vouchers
- Nursing Home Transition & Diversion Housing Subsidy
- Project Homestart, case management and rental subsidies for persons with history of substance abuse
- WarmBed (a homeless winter respite service)
- Financial literacy courses
- Housing inspections; Rent Reasonableness and Fair Hearings
- Housing relocation
- Homeless Intervention Program, including case management, transitional & permanent housing
- Foreclosure prevention counseling, Loss Mitigation
- Development of new and preservation of existing Affordable Housing

OHHS recognizes that providing homeless and at-risk persons with an array of services before or when they enter the social welfare system represents the most efficient path to self-sufficiency. Streamlining the process requires effective coordination among non-profits, shelter providers and government agencies. Top officials at the state, federal and local levels, community- and faith-based organizations, developers and lenders will confirm that OHHS has been successfully administering, providing and coordinating the above services (including home ownership) for more than seven years.

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:

There are no subgrantees. OHHS will utilize HPRP funds to immediately to build on existing infrastructure and expand prevention, diversion and rapidly re-housing activities.

Caseworkers will be added to the current Homeless Service Unit to expand prevention activities, including outreach to persons at risk of homelessness, connecting clients to services needed to achieve housing stability, and developing client service plans.

Prevention includes eviction prevention, evaluation of possible rental arrears, and assessing skill level and work history. OHHS connects clients to money management programs; mental health, substance abuse and domestic violence services; legal services; job counseling and parenting education.

The Emergency Housing Unit (OHHS staff working on-site at DSS) will provide diversion activities, including screening to determine if homelessness can be

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prevented by keeping clients where they are while seeking appropriate housing and avoiding emergency placement.

When prevention and diversion are not appropriate, emergency housing may be needed. Rapidly re-housing homeless persons will begin with coordination between case management and HPRP-funded Housing Locators, connecting clients to necessary services and following up on agreed service plans. Using an inventory of affordable housing, Housing Locators will build on relationships with proprietors and brokers of low-income dwellings to locate housing. Housing Inspectors will help ensure that the housing is safe, avoiding the reoccurrence of homelessness due to unsafe accommodations.

OHHS will comply with HPRP guidelines and develop outcome measures to assess the program.

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:

Nassau County will ensure effective administration and timely use of HPRP grant funds. For monitoring and transparency purposes, the Office of Housing & Homeless Services, prior to September 2009, will establish written local program policies and administrative procedures approved by the Deputy County Executive.

OHHS will provide HUD and the Deputy County Executive with the required quarterly performance reports on the use of funds, including administration, financial assistance provided, housing relocation and stabilization services, data collection and evaluation. The Office of Housing & Intergovernmental Affairs will drawdown HPRP funds via the IDIS disbursement system upon receipt of quarterly reports from a fee accountant and supporting documentation.

OHHS currently has case managers who are performing homeless prevention and re-housing eligible activities, which HPRP funding can supplement as soon as the funding is received. OHHS also has a pool of available candidates ready to fill additional case management and housing locator positions.

All actual homeless cases will be entered into the HMIS system currently being used by OHHS. In terms of evaluating cases, OHHS always looks toward the goal of long-term sustainable housing and will continue to do so when using HPRP funds. Duplication of services or funding is never acceptable. OHHS will always utilize existing resources first. HPRP funds would enhance current subsidies, allowing for a speedier and broader impact on homelessness.

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In terms of homelessness prevention, financial assistance provided would be checked through the OHHS already established eligibility process. Monthly reviews of all cash payments for the program will take place and validated by an outside fee accountant. Outreach performed by caseworkers will begin as soon as funding from the grant is received and will be directed toward assisting Nassau's growing number of homeless and at-risk persons.

OHHS will assist participants with obtaining and maintaining permanent housing in a variety of ways. Housing relocation will include assisting clients to identify specific housing needs and affordability and generating housing resources through proprietors, realtors and housing programs. The housing relocation staff will help participating families negotiate affordable rents with potential proprietors and provide pre-rental inspection agreements to ensure that all units meet local code and health and safety requirements. Once in permanent housing, participants will have a case manager who will meet with them on a regular basis. These meetings will be task focused and emphasize the eventual self-sufficiency of each family.

Participants will be referred to appropriate educational and vocational services designed in their case plans to increase their self-sufficiency and economic independence. Employment and vocational goals will be identified with each participant as part of the intake and assessment and will be reinforced during weekly case management meetings and monthly goal tracking. Case management staff will work with clients to assist them with accessing appropriate programs to meet their specific needs.

### 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 Office of the County Executive is coordinating County Departments and Agencies receiving ARRA grant in an effort to leverage resources for Nassau County.

Various departments and agencies within the Nassau County government will be recipients of American Recovery and Reinvestment Act of 2009 funds targeted at persons who are homeless and/or at risk of homelessness, including the following:

- Department of Social Services (DSS)
- Department of Mental Health, Chemical Dependency and Developmental Disabilities Services

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- Department of Health
- Department of Senior Citizen Affairs
- Police Department
- Sheriff Department
- Veterans Service Agency
- Youth Board

OHHS collaborates on a regular basis with all of the above County agencies.

As of May 2009, OHHS staff is working on-site in the Health and Human Service (HHS) county facility, to provide a streamline process to services offered by many of the departments listed above. This will allow for increased collaboration with existing and planned Recovery Act programs administered in the county. Having this structure in place also facilitates OHHS efforts to maximize available resources and help ensure that duplication of services does not occur with the use of HPRP funds. OHHS linkages to other services provided by various community agencies are enhanced, strengthening countywide programs aimed at assisting homeless and at-risk persons to achieve stable and permanent housing.

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:

OHHS collaborates on a regular basis with agencies that are members of the Nassau Continuum of Care (CoC) and with other county agencies, linking residents to a variety of housing and mainstream services.

Within Nassau County government, various departments and programs provide mainstream services to homeless persons and those at risk of homelessness. OHHS has a close working relationship with all County departments.

OHHS also collaborates with various legal service providers (such as Nassau-Suffolk Law Services and pro bono programs offered by the Nassau County Bar Association) to help families in crisis, assist tenants facing eviction and help homeowners at risk of foreclosure.

OHHS is an active member of the Nassau CoC, a vital group of not-for-profit, faith-based and public agencies that provide emergency, transitional and permanent supportive housing and a broad array of supportive services including case management, crisis intervention, legal and employment services. OHHS will continue to play a leadership role in coordinating community resources to maximize the capacity of the Nassau CoC system to assist homeless and at-risk individuals and families in achieving and maintaining self-sufficiency.

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Regular meetings of the 10-Year Plan to End Homelessness Implementation Committee are held at OHHS. Committee members include County staff and representatives from community service organizations. In addition, "Homeless Case of the Week" meetings are conducted to solicit collaborative input from County staff, CoC members and other community resources regarding challenging cases in the community. These meetings will continue to provide an opportunity for on-going collaboration and coordination.

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:

OHHS operates a variety of programs that are vital elements of the Consolidated Plan, including several rental subsidy programs; financial literacy programs; and a Homeownership Program converting Housing Choice Voucher to Homeownership Voucher for First Time Homebuyers, giving low-income families the opportunity to become homeowners. In addition, OHHS is the first municipality and only County HUD-certified housing counseling agency in New York State.

The Nassau County Consortium 2005-2009 Consolidated Plan includes the following identified priorities, which are consistent with the HPRP funding:

- Rental assistance to very low-income households
- Housing support services for low and moderate income households
- Housing and support services for the homeless and others with special needs

The 2008 Consolidated Plan refers to the development of the Nassau County 10-Year Plan to End Homelessness. In 2007, the County Executive appointed a 30-member committee of public, nonprofit and faith-based service providers, government officials and persons who were formerly homeless to develop a 10-Year Plan to End Homelessness. That committee reports to the Director of OHHS and is staffed by a coordinator at OHHS. Nassau's 10-Year Plan, which began implementation in 2008, shares many of the same goals as the HPRP and will be greatly aided by the HPRP grant.

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.

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Response:

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance <sup>1</sup>	\$ 1,506,840	\$ 2,260,260	\$ 3,767,100
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 1,200,010	\$ 1,019,050	\$ 2,219,060
Subtotal (add previous two rows)	\$ 2,706,850	\$ 3,279,310	\$ 5,986,160
Data Collection and Evaluation <sup>3</sup>			\$ 149,275
Administration (up to 5% of allocation)			\$ 322,917
Total HPRP Amount Budgeted <sup>4</sup>			\$ 6,458,352

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

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

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

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**F. Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy County Executive  
Title

5/12/09