



**CITY OF ALLENTOWN, PENNSYLVANIA**

**SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN 2008**

**ACTION PLAN FOR THE HOMELESSNESS PREVENTION**

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

**MAY, 2009**

**Application for Federal Assistance SF-424**

Version 02

\*1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\*2. Type of Application

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

23-6003116

\*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: City of Allentown

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

23-6003116

\*c. Organizational DUNS:

068569656

d. Address:

\*Street 1: 435 Hamilton Street

Street 2: \_\_\_\_\_

\*City: Allentown

County: Lehigh

\*State: PA

Province: \_\_\_\_\_

\*Country: USA

\*Zip / Postal Code 18101

e. Organizational Unit:

Department Name:

Department of Community and Economic Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: \_\_\_\_\_ \*First Name: Heidi

Middle Name: \_\_\_\_\_

\*Last Name: Baer

Suffix: \_\_\_\_\_

Title: Grants Coordination Manager

Organizational Affiliation:

City of Allentown

\*Telephone Number: 610-437-7761

Fax Number: 610-439-5947

\*Email: baer@allentowncity.org

**Application for Federal Assistance SF-424**

**Version 02**

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

Local 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

**11. Catalog of Federal Domestic Assistance Number:**

14.257 \_\_\_\_\_

CFDA Title:

Homelessness Prevention and Rapid Re-Housing Program (HPRP) \_\_\_\_\_

**\*12 Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

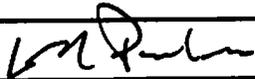
Title:

\_\_\_\_\_

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

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

City of Allentown Homelessness Prevention and Rapid Re-Housing Program

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: 15	*b. Program/Project: 15	
<b>17. Proposed Project:</b>		
*a. Start Date: 10/1/2009	*b. End Date: 9/30/2012	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	_____	\$1,129,049
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	\$1,129,049
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>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)</b>		
<input checked="" type="checkbox"/> ** 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		
<b>Authorized Representative:</b>		
Prefix: _____	*First Name: <u>Ed</u> _____	
Middle Name: _____		
*Last Name: <u>Pawlowski</u> _____		
Suffix: _____		
*Title: Mayor		
*Telephone Number: 610-437-7546	Fax Number: 610-437-8730	
* Email: pawlowski@allentowncity.org		
*Signature of Authorized Representative: 	*Date Signed: 05/14/2009	

**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](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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

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

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

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

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

**FINAL**

**A. General Information**

<b>Grantee Name</b>	City of Allentown
<b>Name of Entity or Department Administering Funds</b>	Department of Community and Economic Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Heidi K. Baer
<b>Title</b>	Grants Coordination Manager
<b>Address Line 1</b>	435 Hamilton Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Allentown, PA 18101
<b>Telephone</b>	(610) 437-7761
<b>Fax</b>	(610) 439-5947
<b>Email Address</b>	baer@allentowncity.org
<b>Authorized Official</b> (if different from Contact Person)	Ed Pawlowski
<b>Title</b>	Mayor
<b>Address Line 1</b>	435 Hamilton Street
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Allentown, PA 18101
<b>Telephone</b>	(610) 437-7546
<b>Fax</b>	(610) 437-8730
<b>Email Address</b>	pawlowski@allentowncity.org
<b>Web Address where this Form is Posted</b>	www.allentownpa.gov

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$1,129,049</b>
<b>Amount Grantee is Requesting</b>	<b>\$1,129,049</b>

\*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)**

**FINAL**

**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 City of Allentown's Citizen Participation Plan requires that all substantial amendments be advertised in The Morning Call newspaper, in a display advertisement, with a thirty day comment period to allow citizens the opportunity to comment on the proposed amendment. In addition, public hearings are to be held to allow citizens additional opportunity to comment. However, the HPRP regulations allow for a 12 day comment period. On April 6, 2009, a letter from Mayor Ed Pawlowski, was sent to over 200 interested individuals, agencies, and neighborhood organizations announcing the availability of HPRP funds and providing a schedule for the competitive funding award process, including opportunities for citizen participation. A display advertisement was placed in The Morning Call on April 10, 2009, announcing the fund availability, process and dates of public hearings. Public hearings were held at 10:00 a.m. and 6:00 p.m. on May 4, 2009. Two interested citizens attended and one provided comment (see #3 below). Legislation allowing the submission of the Action Plan amendment was introduced at a public City Council meeting on April 15, 2009, referred to a public committee meeting held on May 6, 2009 and approved at a public meeting on May 6, 2009. Award letters were sent to agencies on April 27, 2009. A summary draft of the amendment was posted on the City's website on April 29, 2009. Another advertisement announcing the amendment was placed in the Morning Call on May 6, 2009. The public comment period ended, as announced, on May 13, 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:

One comment was received at the public hearing held at 10:00 a.m. on Monday, May 4, 2009. Ira Faro, from the Lehigh County Conference of Churches noted,

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

**FINAL**

“I appreciate how thorough the process was and how well it was explained given the short turn around. Thank you to the staff of the Department of Community and Economic Development of the City of Allentown”.

The City of Allentown received no additional comments during the public comment period.

**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:

On April 6, 2009, a letter from Allentown Mayor, Ed Pawlowski, was sent to over 200 interested individuals, agencies, and neighborhood organizations announcing the availability of HPRP funds and providing a schedule for the competitive funding award process, including opportunities for citizen participation and technical assistance. A display advertisement was placed in The Morning Call on April 10, 2009, announcing the fund availability, process and dates of public hearings. Application packets contained the application form, a copy of the HPRP regulations, a copy of Habitability Standards for HPRP, a copy of appropriate lead based paint regulations, a copy of the score sheet and a copy of the scoring explanation. The application and subsequently the scoring sheets and explanations included questions on eligibility and fundability according to HPRP guidelines and points assigned reflected such. The scoring criteria also reflected the capacity of the organization to deliver the eligible activities, a description of the population to be served and an explanation of outcome based objectives. Applications were due on April 20, 2009. Applications were reviewed by seven members of the City of Allentown Commission to End Chronic Homelessness.

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

**FINAL**

These members serve on various sub-committees of the Commission. Applications were discussed, scored and funding recommendations were made at a public meeting on April 22, 2009. Recommendations were reviewed and approved by the Mayor and award letters were sent to agencies on April 27, 2009. All agencies who applied for funding received funding, however the agencies did not receive all the funding requested.

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:

See #2 above explaining the allocation process. The allocation process is complete. Once HUD approves the City of Allentown's application, City staff can enter into subgrantee agreements. However, the City anticipates working with subgrantees beginning in June, 2009 to review regulations, finalize budgets and draft contracts. The City of Allentown will have all contracts executed by the September 30, 2009 deadline so programs may begin October 1, 2009.

Programs to be funded are noted below.

Agency Name	Amount
Catholic Charities- Homelessness Prevention	\$178,000
Lehigh County Conference of Churches- Homelessness Prevention	\$219,582
Lehigh County Conference of Churches- Rapid Re-Housing	\$216,481
Lehigh Valley Center for Independent Living- Homelessness Prevention	\$113,534
Salvation Army- Homelessness Prevention	\$120,000
Turning Point of the Lehigh Valley- Homelessness Prevention	\$ 75,000
City of Allentown- Rental Inspection Homelessness Prevention	\$150,000
City of Allentown- Administration	\$56,452
<b>TOTAL</b>	<b>\$1,129,049</b>

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 City of Allentown's Grants Coordination Manager and Federal Grants Monitor currently oversee an administration and monitoring process for the City's

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

### **FINAL**

Community Development Block Grant Program (CDBG), Emergency Shelter Grants Program (ESG) and HOME Investment Partnerships Program (HOME) funds. This process includes a specifically formatted monthly progress report tailored to each subgrantee's contract and outcome based objectives. The Federal Grants Monitor reviews these reports on a monthly basis and no HUD funds are released if there are concerns or issues with the monthly progress reports. In addition, the City of Allentown has had a yearly monitoring process in place for over 15 years, where each agency which receives funding is monitored. The monitoring process includes a review of all income documentation forms, documentation of outcome based objectives, review of financial record keeping, financial management systems and program contract compliance. Specific program monitoring forms have been developed for the CDBG, HOME and ESG programs and the City will create a similar monitoring form for the HPRP funds. Since the HPRP is new, the City anticipates monitoring each program twice a year to ensure regulatory compliance. The Grants Coordination Manager also must approve release of funds and will work closely with the Federal Grants Monitor and sub-grantees to ensure timely expenditure of funds. Furthermore, the City will review its own expenditures including timesheets, to ensure all administration funds are expended in compliance with the regulations. The City of Allentown has an extensive checks and balance system for expenditure of any funds. The City's internal accounting system requires approval by the Department Director, Purchasing Director, Director of Finance and Accountant. No funds can be released without appropriate back up of expenditures, which will be reviewed by the Federal Grants Monitor and Grants Coordination Manager. To ensure timely expenditure of funds, the City will develop a process where all expenditures will be reviewed on a quarterly basis (every three months) and identify where there may be weaknesses. If expenditures are not being made on a timely basis, City staff will meet with sub-grantees to address concerns and budget amendments may be made, if necessary, to ensure funds are spent in a timely manner.

#### **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 City of Allentown's Grants Coordination Manager, Federal Grants Monitor and other staff in the Department of Community and Economic Development serve on several authorities, boards and commissions which meet regularly to discuss pertinent issues affecting residents of the City of Allentown and the surrounding Lehigh Valley. Some of these committees include the Northeast Region Homeless

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

**FINAL**

Advisory Board, the City of Allentown Commission to End Chronic Homelessness, the Lehigh Valley Coalition on Affordable Housing, the United Way of the Greater Lehigh Valley Financial Self-Sufficiency Strategy Team, and the Local Housing Options Team. These boards consist of members of the community whose missions are to serve the neediest populations within the Lehigh Valley. Frequently, funding opportunities are discussed at these meetings, with recent dialogue revolving around stimulus funding opportunities.

In addition, the City of Allentown's Director and Deputy Director of Community and Economic Development are members of a Recession Recovery and Response Task Force, which was organized by the Community Action Committee of the Lehigh Valley. This Task Force consists of members of 30 agencies which provide a wide variety of services. The purpose of the Task Force is to assist Lehigh Valley residents who are adversely affected by the recession and to develop a coordinated response that maximizes use of funding opportunities in the federal economic stimulus package, including coordination of the use of stimulus funding for community and economic development, small business, education, health care, human services, and employment.

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:

At the beginning of the process, the Grants Coordination Manager of the City of Allentown discussed the HPRP process with one of the co-chairs of the Pennsylvania Northeast Region Homeless Advisory Board Continuum of Care (NERHAB), verifying that the City's process and use of funds was consistent with the NERHAB's goals. The co-chair of the NERHAB shared the City of Allentown's announcement of fund availability and schedule for the HPRP process with all members of the NERHAB, via e-mail. The City also will share its HPRP plan with other agencies receiving stimulus funding, as many City staff serve on various community boards and commissions. On May 5, 2009, the City's Grants Coordination Manager and Federal Grants Monitor presented its' HPRP amendment to members of the NERHAB. A public comment period began April 29<sup>th</sup> and ended May 13<sup>th</sup>. Public hearings to receive comments on the plan were held on May 4, 2009 at 10:00 a.m. and 6:00 p.m.

All providers will document client and service data utilizing the Homeless Management Information System and any other reporting systems as required by the City and HUD.

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

**FINAL**

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 City of Allentown's Consolidated Plan for the period July 1, 2005 to June 30, 2010 describes the following strategy.

To participate in a regional effort to make available a full array of permanent housing opportunities for special needs populations, to contribute to meeting the shelter and service needs of homeless residents of the City, to assist residents of the City in imminent danger of becoming homeless. Activities may include items such as case management, housing placement, supportive services, assistance for homeless residents to obtain permanent housing, rent assistance.

Consistent with the strategies above, the City of Allentown will use \$856,116 of its HPRP funds for homelessness prevention. Presently, public service agencies have insufficient funds available to prevent and combat homelessness. The current economic situation has increased the demand for rental assistance, as documented by all the funding applicants. These HPRP funds provide the first opportunity for agencies serving special needs populations, specifically victims of domestic violence and persons with disabilities, to offer their clients funding to prevent homelessness. In addition, three other agencies will assist City of Allentown residents at risk of homelessness with rental assistance. The final prevention program, administered by the City, will provide funds for residents of rental units inspected by the City of Allentown and deemed unfit for human habitation, to relocate to safe housing and prevent homelessness.

The City of Allentown will fund one rapid re-housing program for \$216,481. This program is also consistent with the Consolidated Plan.

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

**FINAL**

**E. Estimated Budget Summary**

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$663,180	\$177,454	\$840,634
Housing Relocation and Stabilization Services <sup>2</sup>	\$192,936	\$39,027	\$231,963
<b>Subtotal</b> (add previous two rows)	<b>\$856,116</b>	<b>\$216,481</b>	<b>\$1,072,597</b>

Data Collection and Evaluation <sup>3</sup>	\$0
Administration (up to 5% of allocation)	\$56,452
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$1,129,049</b>

<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."

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

**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

05/14/2009

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
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

05/14/2009  
\_\_\_\_\_  
Date

Mayor  
\_\_\_\_\_  
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)

See Attachment I

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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).

**CITY OF ALLENTOWN  
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)  
PLACE OF PERFORMANCE  
FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS  
2008-2009**

Catholic Charities, Diocese of Allentown  
2141 Downyflake Lane  
Allentown, PA 18103  
(Lehigh County)

Lehigh County Conference of Churches  
534 Chew Street  
Allentown, PA 18102  
(Lehigh County)

Catholic Charities, Diocese of Allentown  
530 Union Boulevard  
Allentown, PA 18109  
(Lehigh County)

Lehigh Valley Center for Independent Living,  
Inc.  
435 Allentown Drive  
Allentown, PA 18109  
(Lehigh County)

City of Allentown  
Department of Community and Economic  
Development  
435 Hamilton Street  
Allentown, PA 18101  
(Lehigh County)

The Salvation Army  
344 N. Seventh Street  
Allentown, PA 18102  
(Lehigh County)

City of Allentown  
Bureau of Building Standards and Safety  
435 Hamilton Street  
Allentown, PA 18101  
(Lehigh County)

Turning Point of the Lehigh Valley  
444 E. Susquehanna Street  
Allentown, PA 18103  
(Lehigh County)

City of Allentown  
Bureau of Building Standards and Safety  
641 South Tenth Street  
Allentown, PA 18103  
(Lehigh County)

**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

05/14/2009  
\_\_\_\_\_  
Date

Mayor  
\_\_\_\_\_  
Title



# CITY OF ALLENTOWN

No. 28576

## RESOLUTION

R27 - 2009

*Introduced by the Administration on April 15, 2009*

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Approves the Submission of an Amendment to the City of Allentown's Consolidated Plan One Year Action Plan to the United States Department of Housing and Urban Development

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, The City of Allentown has received funding for the Homelessness Prevention Fund created under Title XII of Division A of the American Recovery and Reinvestment Act of 2009. This Program, the Homelessness Prevention and Rapid Re-Housing Program (HPRP), falls under the jurisdiction of the United States Department of Housing and Urban Development (HUD); and

**WHEREAS**, the United States Department of Housing and Urban Development requires the City to prepare an Action Plan amendment to receive such funding; and

**WHEREAS**, the United States Department of Housing and Urban Development requires the City to prepare an Action Plan amendment to receive such funding.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Allentown hereby approves of the submission to the United States Department of Housing and Urban Development of the Action Plan amendment for the use of Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds.

	Yea	Nay
Michael Donovan	X	
Jeanette Eichenwald	X	
Jullo A. Guridy	X	
David M. Howells, Sr.	X	
Tony Phillips	X	
Peter Schweyer	X	
Michael D'Amore, President	X	
<b>TOTAL</b>	<b>7</b>	<b>0</b>

***THIS IS TO CERTIFY, That the above copy of Resolution No. 28576 was adopted by the City Council of Allentown on the 6<sup>th</sup> day of May, 2009, and is on file in the City Clerk's Office.***

*Michael P. Harten*  
 \_\_\_\_\_  
 City Clerk