



American Recovery and Reinvestment Act

# Homelessness Prevention & Rapid Re-Housing Program (HPRP)

Allegheny County Economic Development and City of Pittsburgh

APARTMENT SEARCH LOCATOR APPLICATION

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Applications are due:

- **TUESDAY, JUNE 30, 2009 BY 3:30 PM.** Postmarked dates do not meet the deadline.
- Applications must be submitted to Sue Scheuring, City of Pittsburgh, Department of Planning, 200 Ross Street, 2<sup>nd</sup> floor, Pittsburgh, PA 15219.

# HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) PROPOSAL APPLICATION CHECKLIST

Please review your completed application and note that the following items **must be submitted with each proposal**. Please check if they are attached.

YES	NO	
___	___	1. General Application Description
___	___	2. 501© (3) Documentation
___	___	3. Copy of most recent audit
___	___	4. Job descriptions
___	___	5. Completed staffing chart
___	___	6. Project budget (minimum of \$1,000,000 for lead agency applications)
___	___	7. Partnership letters, Memorandum of Understanding (MOU)
___	___	8. Proof of Insurance
___	___	9. Proposal Certification
___	___	10. Original and 5 copies of entire application package

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## **Section 2-APPLICATION KIT**

## **A. INTRODUCTION**

The City of Pittsburgh and Allegheny County have been awarded Homelessness Prevention and Rapid Re-Housing Program funds (HPRP) under the American Recovery and Reinvestment Act of 2009 (Recovery Act). The purpose of these funds is to provide homelessness prevention assistance to households who would otherwise become homeless-many due to the current economic crisis-and to provide assistance to rapidly re-house persons who are homeless as defined by Section 103 of the McKinney-Vento Homeless Assistance Act.

These additional resources are intended to serve households most in need of temporary assistance and those that are most likely to achieve stable housing after the conclusion of this program. The funds will provide temporary financial assistance and housing relocation and stabilization services to individuals who are homeless or who would be homeless *but for* this assistance, and will target two population of persons facing housing instability: 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and 2) individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

HPRP is NOT a mortgage assistance program. Funds can be used to assist program participants-whether renters or homeowners about to become homeless -pay for utilities, moving costs, security deposits, rental assistance and storage fees. Funds CANNOT be used to pay for mortgage costs or legal or other fees associated with retaining homeowners' housing.

## **B APPLICATION SUBMISSION AND REVIEW**

### **1. Eligible Applicants**

The City of Pittsburgh and Allegheny County are seeking application from non-profit entities who can serve as "lead agencies" to provide or coordinate the provision of the entire spectrum of eligible housing activities to both target populations including persons with special needs who face additional barriers in finding stable housing, such as the disabled, youth, seniors, etc. It is expected that the lead agency will provide the majority of housing services and will subcontract out those services only as needed. However, non-profits may collaborate in the submission of an application. Applicants should also show how they intend to include MBE/WBE/DBE organizations as part of their proposal if applicable.

## 2. Application Submission

- a. One original and five copies of the entire application package including attachments must be submitted to Susan Scheuring, C.D. Program Supervisor, City of Pittsburgh, Department of City Planning, 200 Ross Street, Pittsburgh, PA 15219. Applications must include all required items noted on the checklist.
- b. The application window will open on June 5, 2009 and close at 3:30 PM on June 30, 2009. Application received after this date will not be considered for HPRP funding. Postmarked dates do not meet the deadline.

## 3. Evaluation of Application

- a. Applications for “lead agencies” for HPRP activities must be for a minimum of **\$1,000,000 or greater for the three year program**. There are no minimum amounts for the applications for Legal Services, Apartment Search Locator or Housing Quality Inspections.
- b. Applications will be evaluated on the following basis:

Program Description - The project must describe fully how as the “lead agency” the applicant will provide the wide range of housing activities that are eligible under HPRP. (See list of eligible activities in Section C)

Capacity/Past Performance – Applicants must describe in detail their management plan for these funds and this will be evaluated to determine if there is administrative capacity to carry put proposed program activities. Applicants will explain how existing staff can carry out this program or how the agency will expand capacity to implement the program, prepare and submit requests for payment, execute and manage any subcontract agreements, and undertake all necessary monitoring, reporting and record keeping.

Past performance in the administration of other grant funds received from The City and/or County will be weighed in the review of applications.

Timeliness – The proposed project must be implemented and competed in a timely fashion as required in the HPRP regulations. City Planning and Allegheny County must have signed contracts for all of their HPRP funds by September 30, 2009. Applicants must be able to enter into contract immediately following notice of the grant award, for e.g. be able to meet City/County minimum insurance requirements, provide federal tax identification documentation, etc. A minimum of 60% of the funds must be spent within 2 years from the program start date and the

project must be completed and all funds invoiced within 3 years. Applicants must describe in their proposals how they will meet these expenditure deadlines.

#### 4. Reallocation of Grant Funds

- a. Agencies will be monitored on a regular basis to assess progress in the expenditure of funds. This will intensify 9-12 months prior to the end of the two-year benchmark for spending 60% of these funds. If an agency falls below the required percentage of expenditure, the City or County will make a determination whether funds can be properly expended. At that point, they may take steps to recapture the funds to reallocate to another grantee in order to meet the 2-year Statutory Expenditure Deadline.
- b. The reallocation of funds may be done through a separate RFP process.

#### C. ELIGIBLE ACTIVITIES

Grant funds must be requested for these categories of HPRP eligible activities: financial assistance, housing relocation and stabilization services, and administrative costs. These activities are focused on housing—either financial assistance to pay for housing or services designed to keep people in housing or find housing. The intent of the proposed activities should focus on housing stabilization, linking participants to community resources and helping them to develop plans to prevent future housing instability.

##### 1. Financial Assistance

- a. **Rental Assistance** – Tenant-based rental assistance allowing participants to remain in existing rental units or to obtain and stay in rental units for a period not to exceed 12 months beginning with a 100% subsidy which will gradually decrease over the 12 month period. Participants will be recertified every 3 months to insure that financial assistance is needed to maintain housing. Additional participant monitoring will be required throughout the program.
- b. **Rental Arrearages** may also be used to pay up to 6 months of rental arrears for eligible program participants. This counts against the total subsidy period of 12 months.
- c. **Security and utility deposits**
- d. **Utility payments** – HPRP funds can be used for up to 12 months of utility payments (gradually decreasing % of subsidy over time) and up to 6 months of utility arrearages.

- e. **Moving Costs**-HPRP funds may be used for reasonable moving costs or short-term storage fees for a maximum of 3 months.
- f. **Motel and Hotel vouchers**-Funds may be used for these accommodations for up to 30 days only if there are no shelter beds available and rental housing has been identified but is not immediately available.

## 2. Housing Relocation and Stabilization Services

- a. **Case Management**-HPRP funds may be used for case management services, including the arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of program participants and to help them obtain housing stability. Case Management may include counseling, developing, securing and coordinating services, monitoring and evaluating progress, developing an individualized housing and service plan leading to housing stability.
- b. **Housing Search and Placement** – Activities to assist in finding and retaining suitable housing including: tenant counseling, making moving arrangements; help with leases, securing utilities, mediation and outreach to property owners to secure housing
- c. **Legal services** – Assist program participants with legal advice and representation in proceedings related to tenant/landlord matters or housing issues, develop a boilerplate lease, etc. Legal services related to mortgages are NOT eligible.
- d. **Credit Repair** – HPRP funds can be used to assist program participants with critical housing related skills such as: household budgeting, money management, resolving personal credit issues.

## 3. Administrative Costs

Administrative costs may include the following: preparing reports, obtaining program audits, accounting for the use of HPRP funds. Administrative costs do not include costs providing financial assistance or housing relocation and stabilization services. These costs should be included as part of these programs.

## **D. INELIGIBLE ACTIVITIES**

Mortgage costs are ineligible under HPRP. In addition, the funds cannot be used to pay for the following: construction or rehabilitation, credit card bills or other consumer debt, car repair or other transportation costs, travel costs, food, medical or dental care and medicines, clothing or grooming, home furnishings, pet care, entertainment activities, work or education related materials and cash assistance. HPRP funds may not be used to develop discharge planning programs in mainstream institutions, such as hospitals, jails or prisons. HPRP funds cannot be used to pay for certifications, licenses and general training classes. **Programs may not charge fees to HPRP program participants.**

## **E. REPORTING REQUIREMENTS**

1. Applicants receiving HPRP funds must report client level data, such as number of persons served and demographic data in the Homeless Management Information System (HMIS).
2. Awardees must provide data for the required Quarterly Performance Reports and an Annual Performance Report. The initial Performance report must be submitted by October 10, 2009 and subsequent Quarterly Reports will be due 10 days after the end of each fiscal quarter. The first Annual Performance Report will be due November 30, 2010 for the period ending September 30, 2010.

## **F. MONITORING**

Monitoring of the agencies will be done on a regular basis. This will include monthly and/or as needed meetings with City and County representatives to report on program performance. Periodic site visits to review program files, client files, financial records and any other documentation pertaining to HPRP will be conducted by City and County contract managers.

## **G. FISCAL RESPONSIBILITIES**

1. A detailed budget listing the HPRP request must be submitted with the proposal. The budget narrative should reflect a reasonable timetable for expenditure of funds.
2. All funds **MUST** be under contract by September 30, 2009. 60% of the funds must be spent within two years of the start of the program which is October 1, 2009 and the full amount must be spent and invoiced within three years.
3. The applicant must have an accounting system to maintain records and receipts supporting all expenditures. Expenditure reports shall be submitted on a monthly basis and the group must ensure that all records and documents pertaining to costs and expenses of the grant will be maintained in detail for a period of at least 5 years from the submission of the final expenditure report.

## **G. PROGRAM APPLICATION**

The application for HPRP funds must contain the items listed below:

1. General Application Description – identify legal name of applicant, contact information, verification of non-profit status, proposed activity type and population to be served
2. Project Description – must describe project in sufficient detail so that the proposed activity can be evaluated. The proposal should describe the goals of the project and the plan to meet the specific timetables for the expenditure of HPRP funds.
3. Organizational Capacity –Applicants must provide detailed information describing organizational capacity for undertaking the project, including past experience in serving the targeted population, staff experience and qualifications for managing the proposed program, plan to meet State and Federal requirements related to non-discrimination, equal opportunity, fair housing, etc.
4. Project Budget-Applicant must provide a project budget request for the 3 year program period equaling a minimum of \$1,000,000. A detailed budget showing costs associated with the services to be provided must also be included.
5. Proposal Certification – Signed by an authorized office of the organization
6. Audit-copy of most recent organizational audit
7. Job descriptions-needed for all current staff who will be working on HPRP and proposed new staff

**HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)  
APPLICATION FOR 2009 FUNDING**

**APARTMENT SEARCH LOCATOR APPLICATION**

Legal Name of Applicant \_\_\_\_\_

Legal Address of Applicant \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Federal Tax I.D.# \_\_\_\_\_

DUNS # \_\_\_\_\_ CCR # \_\_\_\_\_

- To obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number go to ([www.hud.gov/offices/adm/grants/duns.cfm](http://www.hud.gov/offices/adm/grants/duns.cfm))
- To obtain a CCR number, you must first have a DUNS number, and then register in the Central Contractor Registration (CCR) ([www.ccr.gov/startregistration.aspx](http://www.ccr.gov/startregistration.aspx))

Does your agency have a 501© (3) IRS non-profit status? \_\_\_\_ Yes \_\_\_\_ No  
If so, please attach a copy.

Please submit one (1) copy of your most recent audit or financial statement.

Amount of HPRP funds requested \$ \_\_\_\_\_

**Apartment Search Locator  
Roles & Responsibilities**

- Conduct landlord outreach, orientation and ongoing support as needed. Ensure that all landlords are familiar with HPRP protocols and expectations, including but not limited to boiler-plate lease agreements, etc.
- Establish & maintain relationships with rental property owners for participating in providing rental units to HPRP participants
- Establish and maintain a directory/database of available HPRP rental units that is updated on a regular basis
- Respond to lead agency requests (within HPRP parameters and timeframes) for apartment listings. Lead Agency's will send a "Request for Apartment" form which will include information including, but not limited to the size of apartment needed (i.e. number of bedrooms), household size, location preference/requirements, other preferences/needs (i.e. ADA accessible), etc.

- The selected Apartment Search Location firms(s) will be responsible for generating a list of available apartments that meet the Lead Agency request (all apartments must have owners who have agreed to HPRP guidelines).
- The majority of HPRP participants (with some assistance from the Lead Agencies) will be responsible for visiting prospective apartments on their own, however on occasion (and with authorization of the Allegheny County Economic Development/City of Pittsburgh) HPRP participants will need assistance with visiting the prospective units. The Apartment Search Locator should be prepared and willing to provide this service as requested.
- The selected Apartment Search Location firms(s) will work with Lead Agencies, Allegheny County Economic Development/City of Pittsburgh and other HPRP stakeholders to resolve any landlord conflicts or other issues that arise that are related to the scope and responsibilities of the Apartment Search Locator firm.

### **Part I - Program Description**

1. Organizational Summary (Please clearly list the roles and responsibilities of your organization and provide a brief summary of your organization's involvement with HPRP). Word Limit: 500 words.

### **Part II – Organizational Capacity and Experience**

1. List the Geographic area served by your organization and how long has the organization been serving the area. If there are areas that your organization is prohibited from serving, please include that information as well.
2. Describe your experience providing services similar to the apartment search locator roles and responsibilities as described in the attached roles and responsibilities. Word Limit: 500 words.
3. Do you currently maintain a directory/database of available rental apartments? If so, what types of units are included in your directory/database? What number of units are (on average) in your directory/database? For what purpose do you maintain this directory/database? Word Limit: 300 words.
4. If you were selected to be a HPRP Apartment Search Locator firm, what additional landlord/apartment recruitment would you need to undertake to have a complete directory/database? Word Limit: 500 words.
5. Describe how you would go about recruiting landlords/apartments to participate in the HPRP. Word Limit: 300 words.

6. What is the maximum number of unduplicated HPRP participants that you organization will be able to serve during the following timeframes:

<b>Time Period</b>	<b>Homeless Prevention # of clients</b>	<b>Rapid Re-housing # of clients</b>
October 1, 2009-September 30, 2010		
October 1, 2010- September 30, 2011		

7. List your organizations HPRP single Point-of-Contact (Name, title, years with organization)
8. HPRP Staffing. Please fill out the Staffing Chart (attached). Job descriptions for each position must be attached to your application.
9. Organizational hiring policies: Please describe your organizational hiring policies and practices. Relevant information includes recruitment/advertising methods and length of time it takes to hire a new staff position into your organization. Word Limit: 300 Words.
10. How many jobs will be created by your organization if your organization were to be selected? \_\_\_\_\_. (These positions should be listed as "new" on the HPRP Staffing Chart).
11. How many jobs will be retained (please provide evidence of imminent lay-off's) by your organization if your organization were to be selected? \_\_\_\_\_.

<b>Part III – Project Management/Financial Controls/Oversight</b>
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1. Describe internal administrative controls to be used, including financial record keeping procedures and management control. Include copy of financial policies. Word Limit: 300 Words.
2. Describe the record keeping system to be used to maintain program data and program financial systems. Word Limit: 250 Words.
3. Describe the mechanism to be used to fulfill responsibilities regarding non-discrimination, equal employment opportunities and other relevant local, State and Federal requirements. Word Limit: 250 Words

**Part IV – Project Budget**

1. Complete requested data for activities which your program will request funds:

<b>Activity</b>	<b>Funds Requested</b>
Landlord Recruitment/Relations	
Database Maintenance	
Generating responses to "Request for Apartment" forms (per response cost)	
HPRP Participant Tours (per unit cost for visit coordination)	
<b>Total</b>	

**ADDITIONAL QUESTIONS:**

- 1. List any training requirements your agency has for the implementation of the HPRP program. Word Limit: 250 Words
  
- 2. HPRP contracts will be reimbursement-based contracts. Please describe how your agency will handle the implicit cash-flow issues. Word Limit: 250 Words

**PROPOSAL CERTIFICATION**

**THIS SECTION MUST BE SIGNED BY AN AUTHORIZED OFFICIAL**

**Project Name:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Applicant Agency's Legal Name:** \_\_\_\_\_

*If applicable*

**Collaborative Agency Legal Name:** \_\_\_\_\_

I certify that the statements and application requirements in this official proposal are correct and that this proposal contains no misrepresentation or falsification, omission or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed on the proposed project.

**Lead Agency or Sole Applicant**

The undersigned hereby certifies that the above-named agency is authorized to submit an HPRP application for the above named project. This organization is a lead or sole applicant agency. The application is complete and accurate to the best of my knowledge.

_____	_____	_____
Name/Title	Signature	Date
<i>Representative must be Executive Director, CEO, or Board Chairperson</i>		

Or

**Collaborating Agency**

The undersigned hereby certifies that the above-named agency is authorized to participate in the HPRP application for the above-named project. This organization is a collaborating agency. The application is complete and accurate to the best of my knowledge.

_____	_____	_____
Name/Title	Signature	Date
<i>Representative must be Executive Director, CEO, or Board Chairperson</i>		

