



American Recovery and Reinvestment Act

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

Allegheny County Economic Development and City of Pittsburgh

LEAD AGENCY APPLICATION

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**

**LEAD AGENCY 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 \$ \_\_\_\_\_

Projected Number of clients to be served:

<b>Category</b>	<b>#</b>
Homeless Prevention	
Rapid Re-housing	
TOTAL	

**Part I - Program Description:**

1. Organizational Summary (If your application is a joint-application, please clearly list the roles and responsibilities of each organization and provide a brief summary for each organization's involvement with HPRP). Word Limit: 500 words.

2. Provide a detailed description of how your agency will carry out the responsibilities of a HPRP Lead Agency, as you understand them. Word Limit: 250 words.
3. Describe your Case Management Experience and methods. Word Limit: 250 words
4. On average, how many hours would your organization expect to spend with clients undertaking the following activities:

<b>Activity</b>	<b>Projected average number of hours per client</b>
Initial Client Intake & Screening for HPRP eligibility	
Client Housing Counseling & Financial Analysis	
Client Goal planning and establishing individualized client-work plan to assure client's self-sufficiency per HPRP guidelines	
Client Housing & Utility needs analysis	
Client Housing Placement (including moving) & Utility Arrangements	
Monthly Client follow-up (required for the first 6 months)	
Three-month client re-certification of eligibility review	
Other necessary client interactions (please indicate activities below as possible)	
TOTAL	

Description of "Other necessary client interactions":

5. Special Needs Populations Assistance Survey:

<b>Population</b>	<b>Able to Serve (Y/N)</b>	<b>Have Experience Serving Directly (Y/N)</b>	<b>Have partnership/MOU established with another organization to serve (Y/N)</b>
Disabled (physical & mental)			
Youth			
Seniors			
HIV/AIDS			
Veterans			
Individuals exiting from an institution <ul style="list-style-type: none"> <li>• Jail</li> <li>• Hospital</li> <li>• Rehabilitation</li> </ul>			
Victims of Domestic Violence			
Refugees/Immigrants			

6. Please describe your answers to the above-chart. Briefly describe your organizations history/ability to provide direct services. Briefly describe the partnerships and MOU's that you have arranged with other organizations. Please specific if the partnership is a new partnership or an existing partnership, and if it is

an existing partnership, the number of years the partnership has been in place. Please include copies of any and all MOU's as well as partnership letters (Partnership letters should clearly state organizational roles and responsibilities) from those agencies who you intend to partner with. Word Limit: 350 Words

**PLEASE NOTE:** The Lead Agency must be able to provide a significant portion of the services in-house. Lead Agencies may not be solely conduits of funding to subgrantees.

7. Please list any other HPRP partners, and specify the nature of the partnership (i.e. MOU, referral agency, etc.). Please include copies of any and all MOU's as well as partnership letters (Partnership letters should clearly state organizational roles and responsibilities) from those agencies who you intend to partner with. Please specify if the partnership is a new partnership or an existing partnership, and if it is an existing partnership, the number of years the partnership has been in place. Providing this information in a chart-format is encouraged. Word Limit: 500 Words

8. HPRP funds are to be used to help persons who have a high probability of achieving self-sufficiency and will be able to sustain housing after their HPRP assistance is gone. Therefore, the HPRP Program is not a one-size-fits-all program. Please describe what screening tools and methods your organization will put in place to assure maximum program success. Word Limit: 300 Words

**Part II – Organizational Capacity and Experience**

1. List the location of facility and days and hours of operation where you will be serving HPRP participants
2. 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.
3. 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		

4. List your organizations HPRP single Point-of-Contact (Name, title, years with organization)
5. HPRP Staffing. Please fill out the Staffing Chart (attached). Job descriptions for each position must be attached to your application.
6. 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.

7. How many jobs will be created by your organization if your organization were to be selected as a HPRP Lead Agency? \_\_\_\_\_. (These positions should be listed as "new" on the HPRP Staffing Chart).
8. How many jobs will be retained (please provide evidence of imminent lay-off's) by your organization if your organization were to be selected as a HPRP Lead Agency? \_\_\_\_\_.

**PROJECT MANAGEMENT/FINANCIAL CONTROLS/OVERSIGHT**

9. Describe internal administrative controls to be used, including financial record keeping procedures and management control. Include copy of financial policies. Word Limit: 300 Words.
10. Describe the record keeping system to be used to maintain program data and program financial systems. Word Limit: 250 Words.
11. 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
12. HPRP sub-recipients are required to collect and enter unduplicated client data in the Homeless Management Information System (HMIS). Is your agency already entering data into HMIS?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
13. Describe how your organization will ensure that the required data is entered into HMIS. Word Limit: 250 Words
14. How will your organization assure that the American Recovery and Reinvestment Act of 2009 (ARRA) goals of assuring that opportunities to connect agencies and clients to other ARRA-funded resources are met? Word Limit: 250 Words

<b>Part III – Project Budget</b>
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1. Complete the following chart:

<b>Activity</b>	<b>Funds Requested</b>		<b>Proposed Number Served</b>	
	<b>Homeless Assistance</b>	<b>Rapid Re-housing</b>	<b>Homeless Assistance</b>	<b>Rapid Re-housing</b>
Case Management				
Rent Payments				
Moving Expenses				
Hotel				
Utilities				
HMIS & other data management/record keeping/reporting				
Administration				
Other (please describe)				
<b>TOTAL</b>				

"Other" Description:

2. Please describe your organizations history in:

- Coordinating and making 3<sup>rd</sup> party rent and utility payments
- Landlord negotiations/relationships
- Coordinating and making 3<sup>rd</sup> party moving & hotel expense payments
- Other services that are relevant to HPRP.

**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
3. Despite your organizations best efforts, some clients will become ineligible for HPRP at their required 3-month eligibility re-certifications. The reasons for a change in eligibility could be many, and could include incidents such as the client's failure to make adequate process on their goal-plan, the client gaining employment such that they would become income ineligible, and other reasons. Please describe how you will handle rendering a client ineligible, which will stop their HPRP assistance. Word Limit: 350 Words
4. The Allegheny County Economic Development/City of Pittsburgh program will allow the following rental & utility assistance to be provided for up to a 12-month period (payments for arrearages count towards the total 12-months of rental assistance availability).

Rental & Utility Assistance			
Type of Assistance	Time Period	HPRP Funded	Client Funded
Arrearages	6 months	100%	0%
Security Deposit	1 month	100%	0%
Month 1-3	3 months	100%	0%
Month 4-6	3 months	75%	25%
Month 7-9	3 months	50%	50%
Month 10-12	3 months	25%	75%

How will your organization prepare clients for their increasing financial obligations and ultimate self-sufficiency. Please differentiate strategies for clients who arrearages will be paid for (and as such have a shorter timeframe to achieve self-sufficiency) and clients for whom no arrearages will be paid. Word Limit: 500 words.

5. The HPRP will require lead agencies to assist two distinct populations, through both the homelessness prevention and rapid re-housing aspects of the HPRP. Please describe your organizations familiarity and experience with working with each of these populations. If you are less experienced with one of the populations, please describe how your organization will make the necessary adjustments to serving the population that you are less familiar working with. Word Limit: 250 Words
6. Describe how your organization, if selected to be a Lead Agency, will recruit HPRP participants. Please specifically describe recruitment methods for both the homelessness prevention and the rapid re-housing aspects of the program. Word Limit: 250 Words

7. Please describe your organizations experience conducting HUD-income eligibility reviews using the Section 8 method. Word Limit: 150 Words



