

Homeless Prevention and Rapid Re-Housing Program (HPRP)

APPLICATION QUESTION GUIDELINE

for
Request for Proposal
Released July 20, 2009 by
United Way of Central Indiana (UWCI)
July 20, 2009

The purpose of this document is to provide guidelines to applicants on how to answer the application questions. This is for informational purposes only.

Application Format

The application is a Word document with Form formatting, so there are character limits for each question. Most narrative questions that ask for an explanation allow up to 2000 characters. The application form is protected so you will be unable to change anything in the formatting.

Part 1. Organizational Information

1. Provide applicant's Name
2. Provide applicant's Address (mailing and office, if different):
3. Provide applicant's Federal ID#:
4. Provide applicant's Board President:
5. Provide applicant's Board President Phone:
6. Provide applicant's Chief Executive Officer (Name & Title):
7. Provide applicant's CEO Email:
8. Provide applicant's CEO Phone:
9. Provide applicant's HPRP Contact (Name & Title):
10. Provide applicant's Contact Phone:
11. Provide applicant's Contact Fax:
12. Provide applicant's Contact E-mail:
13. Provide applicant's service area of the applicant (i.e. Marion County or specific neighborhood)
14. Please indicate which category of funds your agency is applying and the amount(s):

Homeless Prevention	Amount \$
Rapid Re-Housing	Amount \$

15. Current Agency Programs (check all that apply). Indicate any of these programs that your agency provides. Please note this list of activities is not to be used as the list of HPRP eligible activities.

Part 2. Organizational Capacity

A. Program Experience & Delivery

16. Applicants should include information such as how long the organization has provided services, the expertise of staff. Clearly describe the populations the applicant serves and how the applicant has tailored programs to meet the needs of your target population. Describe the case management system used by the applicant that includes the intensity, tracking clients' progress, etc. and how these efforts lead the client to improving their economic situation.
17. Applicants must answer Yes or No. ClientTrack is the software used to manage the City's Homeless Management Information System (HMIS). As a sub-grantee, you will be required to use this system. NOTE: Domestic violence organizations are excluded from this requirement, there will be alternative methods for data collection.
18. If the applicant is not currently participating in the City's HMIS, are you willing to dedicate staff time to the training and implementation required for participation. Even current ClientTrack users will be required to attend a specialized training specific to HPRP. Applicants should demonstrate the availability of computers for their case managers; discuss use of case management/database that could be converted, the technology comfort level of the case managers and the ability to enter participant data on a daily basis.

B. Governance

The following questions are designed to assure reviewers that applicants have a strong, engaged and active board.

19. Must provide 2008 and 2009 board information as requested.
20. Must provide 2008 and 2009 board information as requested.
21. Must provide 2008 and 2009 board information as requested.
22. Must provide 2008 and 2009 board information as requested.

C. Financial Strength and Management

23. Provide organization's annual budget for the current fiscal year.
24. Describe the applicant's accounting system (is it computerized and what type of accounts such as General Ledger, Accounts Payable, etc. are used); is the accounting done internally or by an outside source; discuss internal controls; are there check threshold amounts).
25. Answer yes or no.

26. Answer yes or no and how often (i.e. annually). If no, provide a full explanation of why your organization is not regularly audited.

27. Complete the Grant Experience Table.

Federal funds means awards such as CDGB, HOME, ESG, Shelter Plus Care, Low Income Housing Tax Credits, for example.

State funds means awards such as State Low Income Housing Trust Fund or other state funded grants (this does not mean federal funds administered by the State of Indiana).

Local funds means awards such as the Indianapolis Low Income Housing Trust Funds, Crime Prevention Funds and other awards made with local revenue. (this does not mean federal funds administered by the City of Indianapolis).

Private means awards made by philanthropic and corporate entities such as the Indianapolis Foundation, corporate foundations, The Lilly Endowment Inc, etc.

28. Provide a description of the finding, when it was cited as well as the corrective action taken and when it was taken.

Part 3. Program Narrative

The following questions are very important as this section describes the applicant's program design, process, etc.. Applicants need to thoroughly demonstrate how their programs fill the goals of the HPRP.

29. Applicants should refer to the purpose, target population and eligible activities of HPRP and demonstrate how their program will align. It is expected that the most successful applicants will already have established case management programs that provide some level of direct assistance. Clearly demonstrate how this program will enhance and broaden current services. Discuss any experience the applicant has with housing coordination and placement. New programs are NOT eligible to apply. Applicants must show they currently have the mechanism in place to administer the HPRP funds.

30. Applicants should discuss partnerships currently in place where clients can be referred to services that may not be provided by the applicant. Applicants should describe how long these partnerships have been in place, provide examples of how these partnerships are currently working and how the applicant envisions they will help further the goals of HPRP.

31. Applicants should discuss how case managers will develop and establish relationships with a variety of landlords that will be willing to accept HPRP participants as tenants. The applicant should also address what system will be implemented to ensure that the unit meets habitability standards and is priced at the "rent reasonableness" for the area. For those applicants applying for rapid re-housing funds, please discuss the requirements for landlords for these units.

32. Applicants should demonstrate there is adequate office space for case managers to meet with participants (i.e. do they have privacy?). Also discuss the applicant's physical location in relation to proximity of potential participants to be assisted. When referrals are made, how will the potential participant's barriers such as lack of transportation, etc. addressed and eliminated?

33. Applicants need to talk about staffing of the HPRP program and how current staff, if any, will be utilized and how they will distinguish their HPRP client work from other client work. If new staff is hired, how will they be utilized.

Part 4. Funds Request and Budget

34. Please fill in the attached budget form. Double click on the budget chart to launch the excel spreadsheet. This budget form has formulas embedded that will automatically total the form. Applicants should only fill in the boxes highlighted in yellow. This budget is a three year budget starting 10/1/09.

Housing Relocation & Stabilization services can be no more than 30% of the total request. The percentage next to this budget number cannot exceed 30%.

Administration can be no more than 5% of the request. The formula automatically calculates this number.

Applicants must show that 75% of their funds will be expended by 10/1/11. This is automatically calculated and is displayed in the grey shaded box in the Year Two column.

The budget form calculates total number of participants assisted over the course of the three years.

35. Applicants should estimate how many clients will be served with the funds requested. Support for these projections should be demonstrated with past experience of how much assistance has been provided for rent and utilities based on the number of eligible clients assisted other programs.

Part 5. Attachments

The following attachments are required of all applicants:

- √ A current roster of the Board of Directors
- √ Current financial statements, including a balance sheet
- √ Signed Certification of Assurances by the Chief Elected Officer (form provided)
- √ Program Budget (form provided)

The following documents are required only of applicants who are NOT UWCI certified agencies:

- √ Copy of your IRS 501c determination letter
- √ Copy of your organization's by laws
- √ Copy of organization's strategic/business plan
- √ Copy of an organizational chart
- √ Copy of the most recent financial audit

Please do NOT submit any additional documents other than what has been requested.