

Homeless Prevention and Rapid Re-Housing Program (HPRP) Request for Proposal

Released July 20, 2009

by United Way of Central Indiana (UWCI)

On behalf of the City of Indianapolis

Program Overview & Application Instructions

Background

United Way of Central Indiana (UWCI) is seeking applications to provide homeless prevention and re-housing activities for eligible participants for the Homeless Prevention and Rapid Re-Housing Program (HPRP) under Title XII of the American Recovery and Reinvestment Act of 2009 (the Act). Completed proposal packages are due by NOON on Friday, August 14, 2009 by postmark or hand deliver to the office of UWCI located at 3901 N. Meridian Street, P. O. Box 88409. Indianapolis, IN 46208.

UWCI is serving as the fiscal agent and administrator of the HPRP funds on behalf of the City of Indianapolis.

Applicants must demonstrate the organizational capacity and staff expertise to assess eligibility; develop and monitor housing permanency plans; identify and contract with eligible landlords and utilities; and manage the distribution and accounting of assistance checks for eligible activities. This funding is not to be used to start new programs.

This program provides funding for the prevention and rapid re-housing of households at or below 50% of Area Median Income (AMI) for which no appropriate housing options are identified and the lack of financial resources or support networks prevent them from immediately obtain housing or to remain in their existing housing. Program funding is intended for persons and households with moderate housing barriers for permanent housing that is sustainable by the person assisted. This program funding is not a substitute for other HUD Special Needs programs intended for persons with substantial and persistent barriers to sustainable permanent housing. This funding also can NOT be used for mortgage assistance.

Purpose

The purpose of the HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless – many due to the 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.

HUD defines a homeless or at risk person/household for the purposes of HPRP eligibility as someone:

- Living in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street,
- Residing in an emergency shelter,

- In transitional or supportive housing for a homeless person who originally came from the streets or an emergency shelter.;
- Being discharged from an institution where he/she has been a resident for more than 180 days with no realistic opportunity for housing;
- Being evicted within 2 weeks from a private dwelling unit and no subsequent residents has been identified and the person lacks the resources and support needed to obtain housing;
- Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation;
- Experiencing a sudden and significant loss of income that imperils housing;
- Experiencing extreme medical or other debt that prevents access to housing;
- Experiencing a sudden and significant increase in basic utility costs that imperils their housing;
- Fleeing a domestic violence situation and non subsequent residents has been identified and the person lacks the resources and support needed to obtain housing.

Eligible Applicants

Private non-profit organizations that has a 501c letter of determination from the IRS and has an accounting system, voluntary board and practices nondiscrimination in the provision of assistance. Applicants must have an established case management program that includes at least one full time case manager located in Marion County. New or start up programs are not eligible. For the purposes of the HPRP funds, reviewers will consider new programs to generally be less than two years in operation.

Target Population

HPRP is focused on housing for homeless and at-risk households residing in Marion County. The funds under this program are intended to target two populations 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
2. individuals and families who are experiencing homelessness and need temporary assistance in order to obtain housing and retain it.

The funds will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for this assistance. The following risk factors may be included in your targeted population and approach:

- Persons with mental health and/or substance abuse issues that limit their access to housing.
- Persons living with chronic physical disabilities or health conditions including HIV/AIDS.
- Persons or households that have been homeless in the last 12 months.

- Young heads of household (under 25 years of age with children);
- Households with current involvement with child welfare;
- Persons with a pending foreclosure of rental housing in which they are the tenant;
- Households where crowding exceeds the health/safety standards for the unit;
- Persons being discharged from institutions after at least a 180 day stay without a viable plan to stay;
- Persons with substantial credit or healthcare debt that limits their ability to obtain housing;
- Persons who have experienced a recent traumatic life event that has prevented the household from meeting its financial responsibilities for housing.

Eligible Activities

There are four categories of eligible activities for the HPRP program:

- Financial Assistance: limited to short term rental assistance, medium term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel/hotel vouchers. It is important to note that HPRP is NOT a mortgage assistance program: HPRP funds are not eligible to pay for any mortgage costs or legal or other fees associated with retaining homeowners' housing.
- Housing Relocation and Stabilization Services: used for services that assist program participants with housing stability and placement. This includes services such as 1) case management (arrangement, coordination, monitoring and delivery of services related to meeting the participant's housing needs, rights are protected, monitoring and evaluating participant progress, developing individualized housing plans); 2) outreach and engagement; 3) housing search and placement; 4) legal services, 5) credit repair.
- Data Collection and Evaluation: the Act requires that data collection and reporting for HPRP be conducted through the use of HMIS. All grantees must use the HMIS system. UWCI is working with the City of Indianapolis and CHIP to provide technology assistance and financial support to assist grantees with HMIS. Grantees will NOT be required to budget for HMIS expenditures in their HPRP budgets.
- Administrative Costs: no more than 5% of the total HPRP grant may be spent on administration costs. At this time, UWCI is hoping to transfer the full 5% of administrative funds on to the grantees. However, the final amount is not certain at this time, but UWCI will attempt to pass as much administrative support to grantees as possible.

Minimum Criteria for Participants

In order to receive financial assistance or services funded by HPRP, individuals and families must at least meet the following criteria:

- Reside in Marion County.

- Any individual or family must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.
- The household must be at or below 50 percent of Area Median Income.
- The household must be either homeless or at risk of losing its housing and meet both of the following requirements: (a) no appropriate subsequent housing options have been identified and (b) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

HMIS Requirement of Grantees

HPRP grantees will be expected to comply with reporting requirements and are required to use ClientTrack software, which is used to manage the City's Homeless Management Information System (HMIS).

If the applicant is not currently participating in the City's HMIS, the grantee must be willing and able to dedicate staff time to the training and implementation required for participation. Current ClientTrack users will also be required to attend specialized training specific to HPRP. Applicants will need to have the availability of computers for case managers, any case management/database that could be converted, the technology comfort level of the case managers and the ability to enter data on a daily basis. Current fee structure for ClientTrack will be used. Grantees will not be required to include HMIS expenses in the HPRP budget as UWCI will collaborate with CHIP and the City of Indianapolis to ensure grantees have no cost training and technical support as well as providing the use of the software at no cost.

Information Session Requirement

All applicants are **required** to attend one information session that will be offered the week of July 20, 2009 in order to apply for funds. These information sessions are critical because it provides potential grantees with a complete picture of expectations and requirements. Three different information sessions are available on the following days:

Wednesday, July 22 5:00 p.m. – 7:00 p.m.

Thursday, July 23 9:00 a.m. – 11:00 a.m.

Thursday, July 23 3:00 p.m. – 5:00 p.m.

All sessions will be held at the UWCI building located at 3901 N. Meridian Street. Please contact Caroline Lampert at caroline.lampert@uwci.org or 921-1257 to sign up for a session.

Required HMIS and Grantee Training

Grantees will be required to participate in HMIS and grantee training. These trainings will be scheduled the week of September 7th (please see schedule below), with each training offered three different times to accommodate as many schedules as possible (grantees do not have to attend all trainings listed, only ONE of the general training

grantee training and ONE of the HMIS training). At least one person per grantee must attend this training, but any case manager who will be conducting HPRP activities is highly recommended to attend the training as well. All trainings will be held at the UWCI office building.

Tuesday, September 8, 2009

9:00 a.m. - 12:00 p.m. HMIS training for new users ONLY - **Computer Training Room**
12:00 p.m. - 1:00 p.m. Lunch On Your Own
1:00 p.m. - 2:00 p.m. HPRP Grantee Training (all grantees) - **RCI Conference Room**
2:30 p.m. - 4:30 p.m. HMIS training for current users ONLY - **Computer Training Room**

Thursday, September 10, 2009

9:00 a.m. - 12:00 p.m. HMIS training for new users ONLY - **Computer Training Room**
12:00 p.m. - 1:00 p.m. Lunch On Your Own
1:00 p.m. - 2:00 p.m. HPRP Grantee Training (all grantees) - **RCI Conference Room**
2:30 p.m. - 4:30 p.m. HMIS training for current users ONLY - **Computer Training Room**

Friday, September 11, 2009

9:00 a.m. - 12:00 p.m. HMIS training for new users ONLY - **Computer Training Room**
12:00 p.m. - 1:00 p.m. Lunch On Your Own
1:00 p.m. - 2:00 p.m. HPRP Grantee Training (all grantees)- **RCI Conference Room**
2:30 p.m. - 4:30 p.m. HMIS training for current users ONLY- **Computer Training Room**

Grant Payment Schedule

Applicants must understand that HPRP is a reimbursable grant. Grantees will need to be prepared to have adequate cash flow to pay vendors, submit invoices and then a grant payment will be generated. UWCI will implement a system that keeps the days between the time a grantee pays a vendor until reimbursement to a minimum. However, it is expected this time period will be a minimum of 14 days.

Application Package

An application will be considered complete if all of the following documents are submitted:

1. Completed HPRP Application on the form provided.
2. Inclusion of all required attachments listed in Part 5 of the application.
3. Completed HPRP Budget Form as provided.
4. Properly signed Certificate of Assurances.

An incomplete application will not be considered for funding.

Application Deadline

The application deadline is Friday, August 14, 2009 at NOON. Applications that are mailed must be postmarked by this date and time. Applications may also be hand delivered to the UWCI office. The mailing and delivery address for UWCI is 3901 N. Meridian Street, P. O. Box 88409, Indianapolis, IN 46208. Please mark the envelope: HPRP Application, Attention: Camille Hill. ***Late applications will NOT be considered for funding.***

Definitions

- *Applicant*: applicant refers to the organization responding to the HPRP Request for Proposal.
- *Area Median Income (AMI)*: refers to the income amount where an equal number of households are above as below this amount for Marion County. HPRP participants must be 50% of AMI or below which is \$34,050 for a family for four.
- *HMIS*: refers to the Hoosier Management Information System that all HPRP grantees must use to track HPRP participants. ClientTrack is the software package used by the City of Indianapolis.
- *Homeless*: means as the term is defined in 42 U.S.C. 11302. For purposes of this Act, the term "homeless" or "homeless individual or homeless person" includes-- (1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is: A) supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); B) a institution that provides a temporary residence for individuals intended to be institutionalized; or C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings.
- *Program participant or participant or client*: means an individual or family with or without children that is provided HPRP financial assistance or housing relocation and stabilization services through a rapid re-housing or prevention program.
- *Rent reasonableness*: means that rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable unites in the private unassisted market and must not be in excess of rents being charged by the owner during the same period of time for comparable non-luxury unassisted unites. Grantees will need to consider a) location, quality, size, type and age of the unit; and b) any amenities, housing services, maintenance and utilities to be provided by the owner. Comparable rents can be checked by using a market study, by reviewing comparable units advertised for rent, or with a note from the owner verifying the comparability of charged rents to other units owned. For more information, see HUD's worksheet on rent reasonableness at: www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc.