

American Recovery and Reinvestment Act of 2009 Homelessness Prevention and Rapid Re-housing Program (HPRP)

The City of Decatur's Economic and Urban Development Department has available \$622,144 in funds through the American Recovery and Reinvestment Act of 2009 Homelessness Prevention and Rapid Re-Housing Program (HPRP). Funds will be provided to a non-profit organization to: 1.) assist in housing stabilization, 2.) provide financial assistance and/or services to help person gain housing stability, 3.) provide temporary assistance as a bridge to long term stability, 4.) serve persons who are homeless or would be homeless if not for this assistance, and 5.) serve persons who can remain housed after the temporary assistance ends. This assistance is for residents in the City of Decatur, Illinois. These funds are available for the following:

HPRP Budget Summary	Homelessness Prevention	Rapid Rehousing	Total Amount
Financial Assistance	\$ 300,000	\$150,000	\$ 450,000
Housing Relocation & Stabilization Services	\$ 100,000	\$ 23,449	\$ 123,449
Subtotal	\$ 400,000	\$ 173,449	\$ 573,449
Data Collection & Evaluation			\$ 18,695
Administration			\$ 30,000
Total HPRP Budget			\$ 622,144

The grantee will act as the lead agency and will be responsible for the oversight of case management, financial assistance, and data collection and reporting through the Homeless Management Information System (HMIS), and other related responsibilities. The grantee may sub-grant responsibilities to other agencies and organizations through written agreements. The sub-grantees will be required to follow all federal requirements under the HPRP.

Responses to this Request for Proposal must be delivered by 9:00 A.M. on Tuesday, September 15, 2009, in a sealed envelope marked HPRP to the following address:

Purchasing Department
Attention: Neighborhood Redevelopment Division
One Gary K. Anderson Plaza
Decatur, IL 62523

Funds are anticipated to be awarded September 21, 2009, Funds will only be allocated to a responsible organization that, at the City's sole discretion, is determined to be currently in compliance with program regulations and possesses the capacity and ability to perform successfully under the terms and conditions of this RFP. Consideration will be given to such matters as record of past performance, collaboration with other organizations and housing providers, and financial and technical resources. The City reserves the right to determine at its sole discretion any or all proposals to be non-responsive. All proposals will receive a response after selection is made.

As required by the regulations set for the by the American Recovery and Reinvestment Act of 2009 Homelessness Prevention and Rapid Re-housing Program (HPRP), the City of Decatur will regularly monitor the grantee and any and all sub-grantees to ensure compliance with the conditions of the HPRP regulations.

The agency selected for this project must permit the City of Decatur access to any books, documents, papers, or records that are directly related to this Request for Proposal, and any resulting contract and contractual activities, for audits, examinations, excerpts, and transcriptions.

For further information, contact Vickie Buckingham, Neighborhood Programs Manager at 424-2777.

American Recovery and Reinvestment Act of 2009 Homelessness Prevention and Rapid Re-housing Program (HPRP)

The City of Decatur was awarded funds through the Homelessness Prevention Fund created under title XII of Division A of the American Recovery and Reinvestment Act of 2009 (“Recovery Act”), referred to as the “Homelessness Prevention and Rapid Re-housing Program (HPRP).”

Congress enacted the Recovery Act to help person affected by the economic crisis. The purpose of the Homelessness Prevention and Rapid Re-Housing Program (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 rehouse persons who are homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).

HPRP is focused on housing for homeless and at-risk households. It 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 funds under this program are intended to target two populations of person facing housing instability: 1) individuals and families who are currently in housing but are at risk of 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).

The HPRP is not a mortgage assistance program. Other programs have been established by the federal government to assist with the current mortgage crisis. HPRP funds are only eligible to help program participants-whether they are renters or homeowners about to become homeless-pay for utilities, moving costs, security deposits and rent in a new unit, storage fees, and other financial costs or services. HPRP will not pay for any mortgage costs or legal or other fees associated with retaining homeowners’ housing. Applicants are not required to match the HPRP funds with any other funding source but are strongly encouraged.

Four categories of eligible activities for the HPRP: financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs. These eligible activities are intentionally focused on housing-either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. The intent of the assistance is to rapidly transition program participants to stability, either through their own means or through public assistance, as appropriate. This assistance is not intended to provide long-term support for program participants, nor will be able to address all of the financial and supportive services needs of households that affect housing stability. The assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability. The applicant’s program should therefore ensure there is a clear process for determining the type, level, and duration of assistance for each program participant.

Financial Assistance- It is limited to the following activities; short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers. The grantee and its sub-grantees must not make payments directly to program participants, but only to third parties, such as landlords or utility companies.

American Recovery and Reinvestment Act of 2009
Homelessness Prevention and Rapid Re-housing Program (HPRP)

In addition, an assisted property may not be owned by the grantee, sub-grantee or the parent, subsidiary or affiliated organization of the grantee/sub-grantee. Short- and medium term rental assistance are tenant-based rental assistance that can be used to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units they select. Short-term rental assistance may not exceed rental costs accrued over period of three months. Medium-term rental assistance may not exceed actual rental costs accrued over a period 4 to 18 months. No program participant may receive more than 18 months of assistance under HPRP. After 3 months, if program participants receiving short-term rental assistance need additional financial assistance to remain housed, they must be evaluated to receive up to 15 additional months of medium-term rental assistance, for a total 18 months. The grantee and sub-grantees are required to certify the eligibility at least once every three months for all program participants receiving medium-term rental assistance. The grantee shall identify the ongoing case management, as needed, including permanent housing arrangements (subsidized or unsubsidized). The grantee determines the amount of short-term and medium-term rental assistance provided, such as “shallow subsidies” (payment of a portion of the rent, payment of 100 percent of the rent charged, or graduated/declining subsidies. The grantee is encouraged to follow the local housing authority’s rent reasonableness. The grantee shall identify the maximum amount of assistance that a single individual or family may receive assistance, as long as the total amount of assistance that any individual or family receives does not exceed an amount equal to 18 months of rental assistance. The grantee may require the participants to share in the costs of rent, utilities, security and utility deposits, moving, hotel or motel, and other expenses. Rental assistance may also be used to pay up to 6 months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain in the housing unit for which the arrears are being paid or move to another unit. The rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD’s standard of “rent reasonableness”. Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

Utility payments may be paid up to 18 months, including up to 6 months of utility payments in arrears, for each program participant, provided that the participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts in his/her name from a utility company.

HPRP funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter.

American Recovery and Reinvestment Act of 2009 Homelessness Prevention and Rapid Re-housing Program (HPRP)

Funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants.

Housing relocation and stabilization services may be used to assist program participants with housing stability and placement. The services are limited to case management, outreach and engagement, housing search and placement, legal services, and credit repair. Case management includes the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participants' progress; assuring that program participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to the HPRP financial assistance.

Data collection and evaluation are eligible expenses under HPRP. The Recovery Act requires the data collection and reporting to be conducted through the use of the Homeless Management Information Systems (HMIS) or a comparable client-level database. Eligible costs include the purchase of HMIS software, leasing or purchasing needed computer equipment for providers and central serve, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS systems, and development of the software.

Administrative costs may be used for accounting of the use of grant funds, preparing reports for submission, obtaining program audits, similar costs related to administering the grant after the award; and grantee or sub-grantee staff salaries associated with these administrative costs. Costs may also induce training for staff who will administer the program or case manager who will serve program participants, as long as this training is directly related to learning about HPRP. Administrative costs do not include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities, such as grantee and sub-grantee staff salaries, costs of conducting housing inspections and other operating costs.

The grantee may share a reasonable and appropriate amount of the administrative funds with sub-grantee.

For additional information regarding HPRP, resources are located at www.hudhre.info. Another resource for the development of the plan, visit the link at <http://www.endhomelessness.org/section/prevention> prepared by the National Alliance to End Homeless.

Requirements for all program participants-In order to receive financial assistance or services funded by HPRP, individuals and families-whether homeless or housed-must at least meet all of the following criteria:

American Recovery and Reinvestment Act of 2009
Homelessness Prevention and Rapid Re-housing Program (HPRP)

- 1) Any individual or family provided with financial assistance through the HPRP must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to their needs.
- 2) The household must be at or below 50% of Area Median Income. (See page 7)
- 3) The household must be either homeless or at risk of losing its housing and meet both of the following circumstances: no appropriate subsequent housing options and the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

The grantee must establish minimum conditions that an individual or family must meet in order to receive assistance through HPRP. The HPRP is to target persons most at risk of becoming homeless. The grantee may require the participant to have at least two or more of the risk factors to qualify for assistance.

Examples:

- Eviction within 2 weeks from a private dwelling (including housing provided by family or friends);
- Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals);
- Residency in housing that has been condemned by housing officials (Neighborhood Inspections) and is no longer meant for human habitation;
- Sudden and significant loss of income;
- Sudden and significant increase in utility costs;
- Mental health and substance abuse issues;
- Physical disabilities and other chronic health issues, including HIV/AIDS;
- Severe housing cost burden (greater than 50 percent of income for housing costs);
- Homeless in last 12 months;
- Current or past involvement with child welfare, including foster care;
- Pending foreclosure of rental housing;
- Extremely low income (less than 30 percent of AMI);
- High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
- Past institutional care (prison, treatment facility, hospital);
- Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities;
- Credit problems that preclude obtaining housing; or
- Significant amount of medical debt.

This list is not exhaustive but provides an example of the criteria which could be used. The grantee must provide details on risk factors to be used.

Rapid Re-Housing Assistance is available for persons who are homeless according to HUD's definition:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;

American Recovery and Reinvestment Act of 2009
Homelessness Prevention and Rapid Re-housing Program (HPRP)

- Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Graduation from, or timing out of a transactional housing program; and
- Victims of domestic violence.

APPLICATION REQUIREMENTS

- 1) Completed and signed application for HPRP
- 2) Applicant's contact information
- 3) Applicant's detail plan for distribution, administration, and oversight of the program and funds. *The grantee will be required to submit monthly reports. Maximum program period 30 months.
- 4) Applicants' plan for collaboration with the local organizations, housing authority, housing providers, and Continuum of Care. *Include letters of commitment from potential sub-grantees/partners to provide necessary services and housing.
- 5) If applicable, please identify the creation or retention of any positions.
- 6) Provide one original and two copies of all required documents
- 7) Please number all pages of the application and the attachments
- 8) Provide one copy of the Articles of Incorporation, By-laws, Board member list, tax exempt status, recent audit report or a qualified financial letter.
- 9) Identify all facilities to be used under the HPRP that are ADA accessible
- 10) Provide proof of insurance

American Recovery and Reinvestment Act of 2009
Homelessness Prevention and Rapid Re-housing Program (HPRP)

DECATUR, ILLINOIS
FY 2009 Median Family Income (MFI)
adjusted according to family size

The following MFI's are based on statistical calculations made by HUD for the City of Decatur. The income presented at 30% and 50% was published **March 10, 2009**.

	Family Size	1	2	3	4	5	6	7	8
Very Low	30%	12,450	14,250	16,000	17,800	19,200	20,650	22,050	23,500
Low	50%	20,750	23,700	26,700	29,650	32,000	34,400	36,750	39,150