
**Homelessness Prevention and Rapid
Re-Housing Program (HPRP)
Environmental and Health Services
Preliminary Action Plan**

Presentation

City of Dallas
Environmental and Health Services (EHS) Department
Request for Competitive Sealed Proposals
Pre Advertisement Meeting
May 12, 2009

Introduction

- *President Barack Obama signed the American Recovery and Reinvestment Act of 2009 into law on February 17, 2009, providing \$1.5 Billion (City of Dallas allocated \$7,187,357) for a Homelessness Prevention Fund to be used for homeless prevention and rapid re-housing activities; thus, the **Homeless Prevention and Rapid Re-Housing Program (HPRP)** was created.*
- **HPRP** is designed to provide quick housing assistance to homeless families and to prevent homelessness among those facing a sudden economic crisis through the following activities: 1)Financial Assistance; 2)Housing Relocation and Stabilization; 3)Data Collection and Evaluation; and 4)Administrative Cost.
- According to the Department of Housing and Urban Development's (HUD) latest homeless assessment, chronic homelessness has declined an average of 15 percent annually from 2005 to 2007. HUD attributes the decline directly to homeless grants.
- Sixty percent (60% =\$4,312,415) of total funds received (\$7,187,357) must be expended within two years of HUD executing the agreement and 100% within three years.

Eligible Grantees

- States
- Metropolitan Cities, Urban Counties, and Territories
- Alternate Grant Arrangements

Program Intent

- Focus of HPRP is housing stabilization
- Provide temporary financial assistance and/or services to help persons gain housing stability
- Provide temporary assistance as a bridge to long-term stability

Program Intent (cont.)

- Intent is to serve persons who:
 - Are homeless or would be homeless **but for** this assistance
 - Can remain stably housed **after** this temporary assistance ends

HPRP Programs

- **Homeless Prevention** – targets individuals and families currently in housing but at risk of becoming homeless and need temporary rent or utility assistance to prevent homelessness or assistance to move to another unit.
- **Rapid Re-Housing** – targets individuals and families already experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it.

Note: HPRP is not a mortgage assistance program.

Program Eligibility

- Individual or household must have an initial consultation with a case manager or authorized representative who can determine the appropriate level of assistance.
- Individual or household must be at or below 50% of Area Median Income.

Program Eligibility (cont.)

- Individual or household must be either homeless or at risk of becoming homeless (individual/family losing his/her/their housing and 1) has not identified appropriate subsequent housing options and 2) lacks financial resources and support networks to identify immediate housing or remain in existing housing.

Income Eligibility

- The FY 2009 Median Family Income is \$67,600. The following is the 2009 Very Low Income Limits under the Housing Act of 1937 for Dallas, Texas effective March 19, 2009:

FY 2009 Income Limit Category – Very Low
Income 50%

1 Person Family - \$23,650

2 Person Family - \$27,050

Income Eligibility (cont.)

FY 2009 Income Limit Category – Very Low
Income 50%

3 Person Family	- \$30,400
4 Person Family	- \$33,800
5 Person Family	- \$36,500
6 Person Family	- \$39,200
7 Person Family	- \$41,900
8 Person Family	- \$44,600

HPRP Activities

■ Financial Assistance

- Short-term rental (3 months, re-evaluate after this period if additional assistance is needed)
- Medium-term rental (4 to 18 mos.)
- Security deposits
- Utility deposits
- Utility payments (18 mos. and up to 6 mos. in arrears)
- Moving cost assistance (truck rental, moving cost, short-term storage up to 3 mos. or until housing is obtained, whichever is shorter)
- Motel and hotel vouchers (up to 30 days)

HPRP Activities (cont.)

■ Housing Relocation and Stabilization Services

- Case Management – arrangement, coordination, monitoring, and delivery of services
- Outreach and Engagement – publicize availability of programs to bring about awareness of funds and services
- Housing Search and Placement – assist in locating, obtaining, and retaining suitable housing
- Legal Services – assist in helping people stay in their homes through the provision of legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgage are not eligible.

HPRP Activities

- **Housing Relocation and Stabilization Services**

- Credit Repair – assist with critical skills related to household budgeting, money management, accessing free personal credit report, and resolving personal credit issues

Note: Payments can only be made to third parties such as landlords or utility companies. The rent assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness".

the Rent Reasonableness – 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.

will be Habitable Standards – Organizations providing rental assistance with HPRP funds units into required to conduct initial and any appropriate follow-up inspections of housing annual basis which a program participant will be moving. Units should be inspected on an and upon a change of tenancy.

HPRP Activities (cont.)

- **Data Collection and Evaluation** – collection and reporting of client information through the use of the Homeless Management Information System (HMIS)
 - Purchase of HMIS software and/or user licenses (HMIS is administered by Community Council of Greater Dallas. City and agencies currently receiving homeless funds already use HMIS)
 - Leasing or purchasing computer equipment for providers and central server
 - Training on HMIS
 - Costs associated with data collection, entry and analysis, and staffing associated with the operation of HMIS
 - Participation in HUD research and evaluation of the program

- **Administrative Costs** – 5% limitation and must be drawn from IDIS prior to 3 year expenditure deadline
 - Pre Award administrative costs
 - Accounting for the use of grant funds
 - Preparing reports for submission to HUD
 - Obtaining program audits
 - Costs related to administering grant after award
 - Grantee or sub grantee staff salaries associated with administrative costs
 - Training for staff administering the program or case managers who will serve program participants

Note: Grantee and subgrantee may be paid in advance, unlike ESG (p. 23 of Federal Notice)
(Further guidance from HUD states the allocation of Administrative funds is vested with the Grantee.)

EHS Goals and Objectives

- Prevent people from becoming homeless
 - Outreach to people at high risk of homelessness (high need neighborhoods, housing agencies, etc.)
 - Target people likely to become homeless without assistance using risk factors identified by the National Alliance to End Homelessness
 - Integrate performance measurement to monitor and track the effectiveness of programs

- Divert people applying for shelter, when appropriate, into other housing
 - Assess the ability to remain in current housing
 - Assess the ability to stay in alternative accommodations (consider safety first)

- Help people who become homeless to quickly move into permanent housing
 - Develop process for assessing people within a few days of entering shelters (strengths, resources, and barriers to exiting homelessness)

Contract Award

- Request for Competitive Sealed Proposals (RFCSP) process will be used to award contracts to private non profit organizations for a 3 year term
- Financial Assistance and Housing Relocation and Stabilization services will be provided with HPRP funds by non-profit agencies, Martin Luther King, Jr. Center, and West Dallas Multipurpose Center
- Tentatively, RFCSP will be available to prospective vendors by May 14, 2009
- Spending benchmarks will be incorporated to monitor variances from subgrantees allocated dollars (YTD totals out of sync with City's quarterly/year end forecast)

EHS Administration of Program

- Use data and information services from HUD, along with existing ESG internal policies and procedures, to develop and implement processes, policies, and procedures to administer this program.
- Develop or seek materials, brochures, and forms to use in administering this program and train staff and subgrantees.
- Conduct a pre proposal forum for interested parties to share information on this program's funds and services and the RFCSP process. Collaborating with Purchasing Department and Public Information Office (PIO).
- Develop a comprehensive list of services to assist subgrantees and eligible participants.
- Hold quarterly meetings with all subgrantees to discuss issues and concerns and share lessons learned.

RFCSP: Special Emphasis

- Assess “High Risk” sub grantees based on:
 - History of unsatisfactory performance
 - Financial instability
 - Management system not meeting management standards
 - Noncompliance to terms and conditions of previous awards

- Adhere to special conditions and/or restrictions for awards made to High Risk sub grantees:
 - Payment on reimbursement basis
 - Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period
 - Requiring additional, more detailed financial reports
 - Additional monitoring
 - Requiring technical or management assistance

RFCSP: Special Emphasis (cont.)

- Training and Oversight concerning:
 - Risk factors of becoming homeless are met
 - Criteria for persons who are homeless are met
 - Identification of eligible program participants and ensuring needs are met as intended by the American Recovery and Reinvestment Act
 - Verification and documentation of individual's risk of homelessness, qualifying them for rental assistance
 - Proper assessment of household's need and appropriateness for assistance
 - Targeting and prioritizing resources to serve households most in need of the "temporary" assistance and most likely to achieve stable housing outside of HPRP **after the program concludes**

HUD Reporting Requirements for Grantee

- **IDIS** – Quarterly (at least) Grant expenditures and draw down using HUD’s Integrated Disbursement and Information System (IDIS)
- **HMIS** - Output and outcome client-level data (i.e. # persons served, demographic information, etc.) in Homeless Management Information System (HMIS) **Performance** - Quarterly performance reports (\$ received; \$ awarded and expended per subgrantee; \$ allocated and expended per four activity categories; # unduplicated clients; # jobs created/retained by project/activity; project/activity description, and status; infrastructure investments; subcontracts or sub-grants – City must register with the Central Contractor Registration database or as required by OMB)
- **Website** - Post reports on Recovery.gov web site
- **Internal Controls** - Systems and internal controls for separately tracking and reporting on Recovery Act funds
- **Record Keeping and Confidentiality** – All records and reports must be kept and reported within the required HUD timeframe

HUD Timelines

Action	Date
Substantial Amendment to the Consolidated Plan 2008 Action Plan(60 days from date of Notice publication)	May 18, 2009
HUD completes review of Substantial Amendment (approves or disapproves)	July 2, 2009
HUD executes all grant agreements	Sept. 1, 2009
Grantees (City) must obligate funds to sub grantees	Sept. 30, 2009
Initial /First Qtr. Performance Report to HUD	Oct. 10, 2009
First Annual Report for period ending 9/30/2010	Nov. 30, 2010
Grantees must expend 60% of HPRP Grant Funds within 2 years of availability	Sept. 30, 2011
Grantees must expend 100% of HPRP Grant Funds with 3 years of availability	Sept. 30, 2012
Quarterly Performance Report due within 10 days of the end of each quarter (current qtr. and cumulative data)	
Annual Report due within 60 days of the end of the federal fiscal year.	

HPRP RESOURCE

U.S. Department of Housing and Urban
Development

WWW.HUDHRE.info

Homeless Resource Exchange