

**City of Pueblo  
Housing and Citizen Services**

**Homelessness Prevention and Rapid Re-Housing  
Program (HPRP)**

**under the**

**American Recovery and Reinvestment Act**

**Lead Agency Application**

**Submit Applications to:**

**Ada Clark  
Director,  
Housing and Citizen Services  
2631 E. 4 St., Pueblo, Colorado 81001  
Email: [adaclark@pueblo.us](mailto:adaclark@pueblo.us)  
719-553-2845**

**By Deadline of Friday, August 28, 2009 at 4:00 pm**

**CITY OF PUEBLO REQUEST FOR PROPOSAL (RFP)  
HOMELESSNESS PREVENTION AND RAPID  
RE-HOUSING (HPRP)**

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## **Introduction**

In February 2009, the U.S. Congress enacted the American Recovery and Reinvestment Act of 2009 (ARRA) to help persons affected by the current 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, and to provide assistance to rapidly re-house persons who are homeless as defined by HUD in the HPRP Notice.

The City of Pueblo was awarded \$678,970 in HPRP funding from HUD. The City is now seeking applications from non-profit organizations for the use of HPRP funds to provide homeless prevention and rapid re-housing services for homeless and at-risk households under the following four categories:

- Financial Assistance
- Housing Relocation and Stabilization Services
- Data Collection and Evaluation
- Administrative Costs

Applicants should complete this HPRP application and associated forms and attachments, and submit certification and required documentation in accordance with instructions outlined in this application. The application submission process is discussed in more detail in Part II – HPRP Guidelines.

## Part I – Program Description

### A. HPRP Description

Through the HPRP program, the U.S. Department of Housing and Urban Development (HUD) has been authorized by Congress to provide funds for homelessness prevention and rapid re-housing activities for persons that have become homeless. In accordance with the HPRP Notice published on March 19, 2009 (*Notice of Allocations, Application Procedures, and Requirements for the Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009, FR-5307-N-01*) the City is making funds available for eligible homelessness prevention and rapid re-housing programs. Eligible activities are consistent in both programs and are listed within each of the four major program activity categories

1. *Financial Assistance* - Eligible activities include short and medium-term rental assistance payments, security deposits, utility deposits, utility payments, moving cost assistance and motel and hotel vouchers.
2. *Housing Relocation and Stabilization Services* - Eligible activities include case management services, outreach to and engagement of eligible program participants, housing search and placements, legal services to help people stay in their homes, and credit repair.
3. *Data Collection*: The costs of operating data collection and reporting through the use of HMIS or a comparable client-level database.
4. *Administration*: Eligible costs include pre-award costs, accounting, reporting, auditing and staff training. Administrative costs are capped and the amount available for administration is to be shared by the City and its subgrantees. The City of Pueblo will allow \$16,974.25 to be used towards administration by the subgrantee for all three years.

A complete list of eligible activities is provided later in this RFP.

The intent of HPRP assistance is to rapidly transition program participants to stability, either through their own means or through public assistance, as appropriate. Funding provided under HPRP is not intended to provide long-term support, nor will it be able to address all of the financial and supportive service needs of individuals and families.

Appropriate program participants are those meeting the eligibility requirements who appear capable of attaining housing stability within 18 months by using the resources made available by the program. This program may not be appropriate for people with chronic and/or multiple problems that require long term solutions. Applicants should design programs that focus on housing stabilization, linking program participants to community resources and mainstream benefits, and assisting them to develop a plan for

maintaining housing stability. Consideration should be given to the type, level, and duration of assistance for each program participant.

Applicants submitting proposals are encouraged to align their program design as much as possible with efforts by the local Continuums of Care (CoC) to transform systems currently in place in the community, including RFP processes, establishing virtual single points of entry, linkages to mainstream resources, intake, data collection, etc.

Specific coordination requirements apply to HPRP, including:

- The subgrantee must coordinate with the local continuum of care to ensure that proposed HPRP activities are aligned with the CoC's strategies for preventing and ending homelessness.
- The subgrantee must seek to create linkages between the assistance and services available under this program and other services and assistance authorized by the American Reinvestment and Recovery Act of 2009 (ARRA). Click the following link to view the matrix of programs funded under ARRA.  
<http://www.hudhre.info/documents/MatrixProgramsFundedARRA.pdf>
- The subgrantee must use the Homeless Management Information System (HMIS) or comparable client-level database currently adopted by its CoC to collect client-level data and produce subgrantee reports where no HMIS is in place or where the subgrantee provides services to victims of domestic violence.

Each applicant is required to design a service delivery system or build upon an existing one to achieve HPRP goals and objectives, using approaches that are responsive to local issues and requirements. Funds will be awarded in the form of a grant to successful applicants for the period of September 30, 2009 to September 29, 2012.

#### B. Program Timeline

The HPRP legislation requires all grantees to expend 60% of their award within 24 months of the date HUD signs a grant agreement. 100% of the grant must be disbursed within three years of the signing of the grant agreement.

The City of Pueblo will administer one (1) funding round for the HPRP program. Below is the anticipated schedule for application submission, review, grant awards, and program delivery. This schedule is subject to change.

<b>HPRP Program Timeline</b>	
<b>2009</b>	
May 2009	Substantial Amendment Submitted to HUD
May 2009	Notice of Intent to Apply Letter Due
July 2009	RFP Issued & Application Made Available

August 28, 2009	Applications Due
September 2009	Application Review and Award
September 2009	Notice of Intent to Award
September 2009	Subrecipient Agreements Developed
September 30, 2009	Execution of Subgrantee Agreements and Contracts (latest date)
<b>2011</b>	
July 1, 2011	HUD Required 60% of Funds Expended
July 31, 2011	Local Contract End Date, Remaining Funds Redistributed
<b>2012</b>	
July 1, 2012	Final Award Expenditure End Date for Redistribution Grants

C. Contact Information

All questions and responses to this application should be directed to the following contact person:

<b>Contact Information</b>	
Point of Contact (name):	Ada Clark
Agency/Department:	Housing and Citizen Services
Address (Street, City, State, Zip):	2631 E. 4 Street, Pueblo, Colorado, 81001
Phone:	719-553-2845
Email:	adaclark@pueblo.us

Additional information on the City's HPRP program can be found online at [www.pueblo.us](http://www.pueblo.us).

## Part II – HPRP Guidelines

### A. Eligible Applicants

HPRP funding is made available through this application to eligible subgrantees listed below to carry out eligible activities. Any organization receiving HPRP funds shall be subject to all of the requirements that apply to the grantee in accordance with the HPRP Federal Register Notice FR-5307-N-01.

#### 1. Private Non-profit Organizations

### B. Eligible Activities

Grant funds must be used for eligible activities as described in the HPRP Notice. There are four (4) categories of eligible activities for the HPRP program (financial assistance, stabilization services, data collection and administration). Applicants may apply to carry out activities under Category One and/or Two. Category 3 can be selected as an option to dedicate staff for HPRP eligible data collection and evaluation activities. Applicants may elect to apply for available funds for program administration, category four

<b>Eligible Activities</b>	
<b>1. Category One: Financial Assistance</b>	
Rental Assistance (Short and Medium Term)	<ul style="list-style-type: none"> <li>▪ Short-term rental assistance may not exceed rental costs accrued over a 3-month period</li> <li>▪ Medium-term rental assistance may not exceed actual rental costs accrued over a period of 4 to 18 months</li> <li>▪ Amount of rental assistance provided should be based on need</li> <li>▪ Rental assistance may also be used to pay up to 6 months of rental arrears for eligible program participants if it allows the participant to remain in the unit or move to another unit</li> <li>▪ Rental assistance paid cannot exceed the actual rental cost which must be in compliance with HUD's standard of <i>Rent Reasonableness</i></li> <li>▪ Payments for arrears counts towards 18 month assistance limit</li> </ul>
Security and Utility Deposits	<ul style="list-style-type: none"> <li>▪ Includes paying security and or utility deposits</li> <li>▪ Payments can cover the same period of time in which assistance is also being provided to the household through another housing subsidy program, as long as they cover separate cost types</li> </ul>
Utility Payments	<ul style="list-style-type: none"> <li>▪ Funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears</li> <li>▪ Payments for arrears counts towards 18 month assistance limit</li> </ul>
Moving Cost Assistance	<ul style="list-style-type: none"> <li>▪ 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 program participant is in housing, whichever is shorter</li> </ul>
Motel and Hotel Vouchers	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>
<b>2. Category Two: Housing Relocation and Stabilization Services</b>	

Case Management	<ul style="list-style-type: none"> <li>▪ HPRP case management activities include the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability</li> <li>▪ Additional component services may include counseling; developing, securing, and coordinating services; monitoring and evaluating program participant 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 HPRP financial assistance</li> </ul>
Outreach and Engagement	<ul style="list-style-type: none"> <li>▪ Funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs</li> </ul>
Housing Search and Placement	<ul style="list-style-type: none"> <li>▪ Funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing</li> <li>▪ Additional component services or activities may include tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing</li> </ul>
Legal Services	<ul style="list-style-type: none"> <li>▪ Funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other persons under supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues</li> <li>▪ Note: Legal services related to mortgages are not eligible</li> </ul>
Credit Repair	<ul style="list-style-type: none"> <li>▪ Funds may be used for services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues</li> </ul>
<b>3. Category Three: Data Collection and Evaluation</b>	
Data Collection	<ul style="list-style-type: none"> <li>▪ ARRA requires that data collection and reporting for HPRP be conducted through the use of HMIS or a comparable client-level database</li> <li>▪ Reasonable and appropriate costs associated with operating HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible</li> <li>▪ Specific eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training</li> <li>▪ Only those jurisdictions that do not have an HMIS already implemented may use a portion of these funds for HMIS implementation or start-up activities</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Subgrantees must comply if asked to participate in HUD-sponsored research and evaluation of HPRP</li> <li>▪</li> </ul>

4. Category Four: Administrative Costs	
Administrative Costs	<ul style="list-style-type: none"> <li>▪ Eligible costs include accounting of the use of grant funds; preparing reports for submission to HUD; obtaining program audits; similar costs related to administering the grant after the award; and grantee or subgrantee staff salaries associated with these administrative costs</li> <li>▪ Administrative costs may also be used for training staff who will administer the program or case managers who will serve program participants, as long as this training is directly related to learning about HPRP</li> <li>▪ The City of Pueblo will allow \$16,974.25 over the life of the grant.</li> </ul>

#### C. Requirements and Conditions for Funding

Each project awarded HPRP funds must ensure compliance with the following requirements and conditions:

##### i. Eligible Program Participants

At a minimum, an eligible program participant must meet the following criteria:

1. Any individual or family provided with HPRP financial assistance 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 and re-certifications every three months. We encourage the subgrantee to have a process in place to refer persons ineligible for HPRP to the appropriate resources or service provider that can assist them.
2. The household must be at or below **50 percent of Area Median Income** (AMI). The City of Pueblo will use HUD's Section 8 income eligibility standards for HPRP. Income limits are available on HUD's web site at: <http://www.huduser.org/DATASETS/il.html>.
3. The household must meet **both of the following circumstances**: (1) no appropriate subsequent housing options have been identified; AND (2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.
4. Persons receiving Rapid Re-housing Assistance must meet one of the following HUD established criteria for homelessness:
  - a. Sleeping in an emergency shelter;
  - b. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;

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

5. Assistance under the Homelessness Prevention Program is available only for persons who **but for this assistance** would become homeless.

i. Rent Reasonableness

Subgrantees providing rental assistance must ensure that the actual rental costs of units assisted are 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.

See HUD's worksheet on rent reasonableness at:

[www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc](http://www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc)

ii. Habitability Standards

Organizations providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units must meet Pueblo Regional Building Codes. The City's Rehabilitation Specialist will assist in conducting the inspections.

iii. HMIS Data Standards

The Recovery Act requires HPRP grant recipients to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) ***or a comparable client-level database***. HPRP applicants that will be providing financial assistance and services directly will be required to use HMIS in the applicable Continuum of Care to collect data and report on outputs and outcomes as required by HUD. HUD revised the HMIS technical and data standards in a Notice published May 8, 2009. Applicants are required to review this notice and ensure these revised data standards are implemented in HMIS specifically for HPRP participants.

iv. Reporting

Subgrantees are required to submit Quarterly Performance Reports on outputs and outcomes including information on participants served to date, jobs created, funds drawn or expended, and narrative descriptions of program progress or issues. Quarterly reports are due within 10 days of the end of each quarter for the period of program operation, and shall include current quarter and cumulative data. An Annual Performance Report will also be required within thirty days of the end of each federal fiscal year.

v. Coordination with Local Continuum of Care and Related Planning Groups

Each subgrantee must coordinate with the local Continuum of Care (CoC) to ensure that HPRP activities are consistent with CoC's strategies and objectives for preventing and ending homelessness. The impact of HPRP funds will ultimately be reported by CoCs through point-in-time counts and through other data collected by HUD. In addition, subgrantees are to ensure coordination with other local organizations that are planning and carrying out activities related to prevention, rapid re-housing and link participants to other mainstream resources.

D. Application Submission Process

This HPRP RFP and funding guidelines will be posted on the City's website and applications will be accepted until August 28, 2009.

Designated staff will perform a preliminary review of the applications to ensure all electronic files and/or application package materials have been received. Incomplete or inadequate applications may be rejected and returned for resubmission. The City will provide reasons for the rejection and/or contact the applicant and provide technical assistance in remedying the problem(s). Applicants are encouraged to submit applications well in advance of the submission deadline date to provide adequate time to request technical assistance in the submission or resubmission of their application or additional materials, if required.

E. Sample Evaluation Criteria

The following table shows the four (4) major categories that comprise the evaluation criteria and the total points available for each category.

<b>Sample Evaluation Criteria</b>		
<b>Evaluation Criteria</b>	<b>Homeless Prevention</b>	<b>Rapid Re-Housing</b>
<b>1) Capacity &amp; Experience</b>	<b>20</b>	<b>20</b>
Demonstrates experience delivering related services and programs		
Has staff sufficient to implement the proposed program, or has reasonable plan to increase staff as needed		
Has demonstrated capacity to conduct required housing inspections		
<b>2) Program Design</b>	<b>45</b>	<b>45</b>
Clear relationship to local need		
Quality of plan of outreach to target populations		
Single/virtual point of entry for potential participants		
Quality of assessment instrument		
System for initial case management (triage, eligible, appropriate)		
Demonstrates strategy for ongoing case management resulting in housing stabilization		
Budget and performance numbers are reasonable in relation to need		
Cost per person or household served is reasonable		
Overall quality of program design		
<b>3) Timeliness</b>	<b>20</b>	<b>20</b>
Evidence of readiness for immediate implementation		
Overall schedule for providing services and drawing down funds		
<b>4) Coordination</b>	<b>15</b>	<b>15</b>
Linkages to Continuum of Care		
Linkages to Recovery Act and other Mainstream Resources		
Linkage to existing HMIS		

### Part III - Funding Allocation

#### A. Budget per Activity Category

The Recovery Act requires HUD to obligate all funds to grantees by September 30, 2011. In order to meet this requirement and allow for reallocation if grantees have not spent 60% of their funds within 2 years, the budget table below reflects only funding for this two year period.

The City will allocate the \$ 768,970 in HPRP funds as follows:

Sample Budget Projections By Activity				
Activity	Funding Available Per Category/Activity		Targeted # of Households (single or family) to Be Served	
	Year 1	Year 2	Year 1	Year 2
<b>1. Financial Assistance*</b>				
Rental Payment Assistance				
Utility Payment Assistance				
Security/Utility Deposits				
Moving Cost Assistance				
Motel/Hotel vouchers				
<b>2. Housing Relocation and Stabilization Services*</b>				
Case Management				
Outreach and Engagement				
Housing Search and Placement				
Legal Services				
Credit Repair				
<b>3. Data collection and Evaluation*</b>				
Data Collection				
Evaluation**				
<b>4. Administration*</b>				
<b>Administration</b>				
<b>Total</b>				

\*Refer to Part II – B. Eligible Activities for description of eligible costs per activity.

\*\*Activity funding is dependent on HUD's request for subgrantee to participate in research and evaluation of HPRP. HPRP funds are eligible for costs of participating in HUD research and evaluation of the program

**Note:** Sample budget table shows first two years. A third year budget is allowable under HPRP.

#### B. Funding Reallocation

Progress will be measured against goals, objectives and expenditure targets which will be written into the subgrantee grant agreements. Agencies not meeting their stated goals could have a portion or all of their funding recaptured for expedited redistribution.

## Section 1 – Applicant Information

### A. Lead Agency Information Summary

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Proposal Name

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Name of Applicant

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Address

---

Contact Person

---

Contact Person Address

---

Contact Person E-Mail Address

---

Contact Person Telephone Number

---

Contact Person Fax Number

---

Name of Chief Executive Officer/Director

---

CEO/Director Telephone Number

---

Applicant's Tax Identification Number

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Organization's DUNS Number

i. Type of organization (Please check one of the following):

a.  Non-profit Organization

c.  Non-profit Organization, as lead agency for a collaborative

ii. What is the start and end date of your Fiscal Year (Month/Day)?

Start Date:

End Date:

iii. Please provide the following information regarding your most recent audit. A copy of your most recent audited financial statements **MUST** be submitted with your application for HPRP funding. Please submit as **Attachment E**.

<b>Audit Information</b>	
Date of last audit:	Type of audit:
Name of company performing the audit:	
Audit findings or management letter: <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please provide additional detail:	

### Competitive Factor One: Capacity and Experience Related to Proposed Activity(s)

Describe the applicant's experience and capacity to administer homeless prevention and rapid re-housing programs by completing the following questions. Be sure to provide sufficient detail.

1. Describe specific types of programs/services/activities/projects the applicant administers or provides that are relevant to the objectives of the HPRP program.
  
2. Describe history and experience in providing or procuring financial assistance and or housing relocation and stabilization services. Include number of years experience and accomplishments to date.
  
3. List current staff positions and qualifications of individuals who will carry out the grant or project activities.
  
4. Complete the following tables providing information for similar projects/programs administered by the applicant including size, type and complexity as those being proposed in this application.

<b>Project/Program Experience Tables</b>		
<b>1. Program Name</b>	<b>Activity/Program Type</b>	<b>Sources of Funds</b>
<b>Program Location</b>	<b>Start-Completion Dates &amp; Status</b>	<b>Total Project Costs</b>
<b>Program Description</b> ( <i>scope and complexity, significant accomplishments, issues or experience, etc.</i> )		
<b>Program Reference</b> ( <i>Contact Name, Telephone &amp; Email</i> )		
<b>2. Program Name</b>	<b>Activity/Program Type</b>	<b>Sources of Funds</b>
<b>Program Location</b>	<b>Start-Completion Dates &amp; Status</b>	<b>Total Project Costs</b>
<b>Program Description</b> ( <i>scope and complexity, significant accomplishments, issues or experience, etc.</i> )		
<b>Program Reference</b> ( <i>Contact Name, Telephone &amp; Email</i> )		
<b>3. Program Name</b>	<b>Activity/Program Type</b>	<b>Sources of Funds</b>
<b>Program Location</b>	<b>Start-Completion Dates &amp; Status</b>	<b>Total Project Costs</b>
<b>Program Description</b> ( <i>scope and complexity, significant accomplishments, issues or experience, etc.</i> )		

**Program Reference** (*Contact Name, Telephone & Email*)

5. If you are applying to administer rental assistance, describe your experience in inspecting housing units and attach a copy of the inspection form you use, OR Describe your plans for partnering with an entity with inspection experience and attach a copy of its inspection form. Include your inspection form as **Attachment F**.
  
6. Complete the chart below, identifying new and current positions that will be funded by this grant. Round salaries to the nearest dollar. The Recovery Act requires tracking the number of new or retained jobs created by programs funded.

<b>Jobs Creation Chart</b>				
<b>New or Current Position (New/Current)</b>	<b>Name and Position Title</b>	<b>Annual Salary and FTE of HPRP Funds</b>	<b>Benefits Rate (%)</b>	<b>Costs (Salary + Benefits)</b>
<b>Total # of positions funded with HPRP funds: _____</b>		<b>Total amount of salaries funded with HPRP funds: \$ _____</b>		

7. If you are a non-profit organization explain if debarred by HUD or restricted from entering into contracts with any federal agency.
  
8. Describe any potential conflicts of interests, if applicable.



## Section 2 – Program Design

### Project/Program Information

#### A. Project/Program Contact Information

\_\_\_\_\_  
Project/Program Manager's Name

\_\_\_\_\_  
Project/Program Manager's Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Project/Program Manager's E-Mail

\_\_\_\_\_  
Project/Program Manager Telephone #

\_\_\_\_\_  
Project/Program Manager Fax #

Indicate below the eligible activity for which you are applying and the amount of funding requested. If preferred, the applicant may include their own budget format as **Attachment B**.

Proposed Budget				
Activity	Funding \$ Requested		Targeted # of Households (single or family) to Be Served	
	Year 1	Year 2	Year 1	Year 2
1. Financial Assistance				
2. Housing Relocation and Stabilization Services				
3. Data Collection (HMIS)				
4. Administration				
<b>Total</b>				

1. Summarize the program that will be provided with HPRP funds including, for collaborations, the role of the lead agency and of partnering agencies.
2. Describe in detail the types of services you intend to provide or subcontract under the categories identified above. Include a description of the range of services and an estimate of average costs and/or explanation of rationale of targeted number of households. (Ex: 30 households will receive short term rental assistance average \$100 per month, moving costs will average \$115, etc.)

3. How will your program provide prevention assistance to households who would otherwise become homeless and/or provide assistance to rapidly re-house persons who are homeless while serving those households most in need of temporary assistance and most likely to achieve stable housing once this assistance terminates?

#### A. Relationship to Homelessness Needs in the Jurisdiction

1. Discuss the fit between the housing needs you have identified in your community and the specific services you propose to provide using HPRP funding to meet those needs.

#### B. Target Population

1. Please describe in detail the population(s) you plan to target with HPRP funds.
  
2. What is your plan for outreach to your target population(s)?

#### C. Assessment and Case Management

1. Describe how you plan to assess for each household applying for assistance, its eligibility and appropriateness for this program. (Your process must include consultation with a case manager or other authorized representative who can determine

the appropriate type of assistance.) Attach a copy of any assessment tool you currently use or plan to use.

2. Describe the procedures you will use for verifying and documenting the eligibility of program participants for persons receiving assistance longer than three months
3. Describe additional case management or other services that will be provided to program participants.

#### D. Cost Reasonableness

1. If you are applying for Homelessness Prevention funds, describe your process for determining the specific types and levels of assistance you will provide to each person accepted into your program.
  
2. If you are applying for Rapid Re-housing funds, describe your process for determining the specific types and levels of assistance you will provide to each person accepted into your program.

#### E. Measuring Performance

1. How will your agency/organization measure the performance of its HPRP program(s)? List intended objectives, outcomes and indicators of performance.

F. Competitive Factor 3: Timeliness

1. What system or processes do you have in place to quickly move or stabilize participants in permanent housing?
  
2. Complete the following table by showing by quarter the number of people you expect to assist with each type of assistance. The first quarter begins October 1, 2009

Accomplishments Table (Persons Served)								
Activity	Persons Helped Q1	Persons Helped Q2	Persons Helped Q3	Persons Helped Q4	Persons Helped Q5	Persons Helped Q6	Persons Helped Q7	Persons Helped Q8
<b>Financial Assistance*</b>								
Rental Payment Assistance								
Utility Payment Assistance								
Security/Utility Deposits								
Moving Cost Assistance								
Motel/Hotel vouchers								
<b>Housing Relocation and Stabilization Services*</b>								
Case Management								
Outreach and Engagement								
Housing Search and Placement								
Legal Services								
Credit Repair								

3. Drawdown Schedule

Complete the following table by estimating the amount of funds you will drawdown by quarter--beginning October 1, 2009

Proposed Drawdown Schedule												
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Estimated Drawdown (%)												

G. Competitive Factor 4: Coordination

1. List partner agencies, subcontractors or service providers you plan to partner with or fund under this application and describe the roles, experience and capacity of each (service providers, case managers, shelters, property owners, etc.) to efficiently and effectively deliver HPRP funded programs and services. Applicant may include list as **Attachment A**.
  
2. Describe how you will coordinate the HPRP program so as to link program participants with other services available for program participants in your community (linking participants to mainstream resources and specifically to ARRA resources)?
  
3. Complete the table below listing the organizations to which you will refer program clients for additional services or benefits:

<b>Service Providers and Partners</b>		
<b>Name of Organization</b>	<b>Contact Person</b>	<b>Service/Benefit(s) Provided</b>

4. What is your plan for collecting and entering data into the local HMIS, or what is your alternative plan to collect and enter information into a comparable client-level database (only for jurisdictions that do not have access to an existing HMIS or Domestic Violence agency)?



### Section 3 – Financial Procedures

All agencies/organizations funded with HPRP funds are expected to have adequate financial procedures to accurately and effectively account for HPRP funds, staff time and grant activities.

Please describe the applicant's financial procedures and systems in place to ensure HPRP grant funds are properly managed.

A. Do the accounting records for the each organization (or agency) identify the source and use of all funds, including information on:

- Grant awards received:  Yes  No
- Authorizations or obligations of the awards received:  Yes  No
- Un-obligated balances:  Yes  No
- Assets and liabilities:  Yes  No
- Program income:  Yes  No
- Total actual outlays or expenditures to date:  Yes  No
- Employee time *and* activity sheets:  Yes  No

B. Are the accounting records for each agency supported by adequate source documentation such that the combination of source documentation and accounting records could provide a complete audit trail documenting a requested and approved purchase?

Yes  No

C. Do agencies have a system in place for maintaining financial records for four years or until any litigation, claim, audit or other action involving the records has been resolved, whichever comes later?

Yes  No

D. Do agencies have current financial policies and procedures manual covering basic accounting procedures for financial transactions, maintaining records and for administering grant fund expenditures?

Yes  No

## Section 4 – Certifications

By signing this page, applicant agrees to comply with all requirements of the HPRP program and applicable cross-cutting Federal requirements. Please note where additional documentation is required.

- Uniform Administrative Requirements** – All Urban Counties and Metropolitan Cities receiving funds under HPRP shall be subject to the requirements of 24 CFR part 85. Non-profit subgrantees shall be subject to the requirements of 24 CFR part 84.
- Coordination with Local Continuum of Care (CoC)** – grantees are required to coordinate HPRP activities with the CoC.
- Confidentiality** – Each HPRP subgrantee must develop and implement procedures to ensure (1) the confidentiality of records pertaining to any individual provided with assistance; and (2) that the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.
- Lead-Based Paint Requirements** – The Lead-Based Paint Poisoning Prevent Act, as amended by the Residential Lead-Based Paint Hazards Reduction Act of 1992 and implementing regulations at 24 CFR Part 35, subparts A, B, M and R shall apply to housing occupied by families receiving assistance through HPRP.
- Nondiscrimination and Equal Opportunity Requirements** – Subgrantees must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a).
- Fair Housing** – Under section 808(e) (5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Subgrantees will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act.
- Drug-free Workplace** – The Drug-Free Workplace Act of 1998 and HUD’s implementing regulations at 24 CFR part 21 apply to HPRP.
- Anti-Lobbying** – The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990, and implementing regulations at 24 CFR part 87, apply to HPRP.
- Habitability Standards** – Organizations providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Submit inspection form and/or habitability standard

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Signature: \_\_\_\_\_

**Section 5 – Attachments and Forms**

Attachment A – Listing of Partner Agencies

Attachment B – Applicant’s Budget Form

Attachment C - Board of Directors Form

Attachment D - Organization Chart

Attachment E - Audited Financial Statements

Attachment F – Inspection Standards Form

City of Pueblo  
HPRP Estimated Budget Summary

**HPRP Estimated Budget Summary**

	<b>Homelessness Prevention</b>	<b>Rapid Rehousing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$ 216,000	\$ 276,000	\$ 492,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 70,000	\$ 70,000	\$ 140,000
<b>Subtotal</b> (add previous two rows)	<b>\$ 286,000</b>	<b>\$ 346,000</b>	<b>\$ 632,000</b>

Data Collection and Evaluation <sup>3</sup>	\$ 13,022
Administration (up to 5% of allocation)	\$ 33,948
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$ 678,970</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in

in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."