

Memo

To: Local governments and non-profits interested in the Homelessness Prevention and Rapid-ReHousing Program (HPRP)

From: Martha Are, Office of Economic Recovery and Investment

Date: June 15, 2009

The N.C. Office of Economic Recovery and Investment (OERI) has established a Housing and Homelessness Prevention Work Group. One purpose of this Work Group is to facilitate the new American Recovery and Reinvestment Act (ARRA) Homelessness Prevention Program (HPRP).

The State has submitted a plan to HUD, outlining how the State intends to implement HPRP. HUD has set a July 2 deadline to notify the State about whether or not HUD has approved the State's plan. Once the State's plan has been approved, OERI will distribute a Request for Applications (RFA) related to HPRP. Since this is a new program, the Work Group wanted to get out some preliminary information describing what is known about HPRP as of today. We hope that this information will be helpful to communities as they begin planning to submit a proposal in response to the upcoming RFA.

A Question and Answer conference call related to this preliminary application package will be held at 10:00 A.M., Monday, June 22. The call in number is 888-296-6500, and the guest code is 804694. Although an RSVP is not required, it is helpful for planning purposes. Interested parties can RSVP by emailing martha.are@nc.gov.

We appreciate your interest in this program and look forward to working with you.

Homelessness Prevention and Rapid Re-Housing Program (HPRP)
Information Packet
June 2009

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PART ONE PROGRAM GUIDELINES

I. INTRODUCTION

Congress enacted the Recovery Act 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—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 (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 persons facing housing instability:

- 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary housing-related financial assistance to prevent them from 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).

HPRP is not a mortgage assistance program. Homeowners at risk of homelessness are eligible for other HPRP assistance including most of the flexible financial assistance, but HPRP funds are not eligible to pay for any mortgage costs or legal assistance.

II. HPRP FUNDS IN NORTH CAROLINA

The North Carolina Office of Economic Recovery and Investment (OERI) in partnership with the NC Department of Health and Human Services (DHHS) and the NC Housing Finance Agency (HFA) will administer the HPRP non-entitlement funds throughout North Carolina. The three State partners will work together to ensure the funds achieve the desired goals and HUD's reporting requirements are met. Congressional intent is that Recovery Act funds are available for use as soon as possible, but unlike other Recovery Act funded programs HPRP is a new program where many details of its operational and reporting requirements are still being defined.

Much of this document has been taken verbatim from HUD's Homeless Prevention and Rapid Re-Housing (HPRP) Notice and other sources to provide potential Applicants with as much information as is currently known so they can better understand the program and what to expect in the Request for Applications (RFA) that will be issued in the coming weeks.

All potential applicants should read HUD's Homeless Prevention and Rapid Re-Housing (HPRP) Notice (FR-5307-N-01), the HMIS Revised Data Standards Revised Notice -

DRAFT, HPRP Frequently Asked Questions (FAQs), etc. These and other materials on HPRP, including links to information provided by the National Alliance to End Homelessness, can be found at HUD's HPRP website <http://www.hudhre.info/HPRP>.

NOTE: In the HUD documents the term "grantee" refers to the State or local entitlement areas who will receive grant funds directly from HUD. In this Information Packet "grantee" refers to those who will receive funds from the State of North Carolina to carry out HPRP Programs in local communities.

A. HPRP TIMELINE

This is a three-year grant that will begin when the State signs its grant agreement with HUD. HUD has indicated that HPRP Grant agreements with the State will be signed by September 2009. Grantee agreements between the State and local communities must be signed by September 30, 2009. HPRP funds must be expended within three years of HUD signing the grant agreement with the State.

The Recovery Act requires grantees to spend 60% of the HPRP grant funds within 2 years of HUD signing the grant agreement with the State and 100% within three years. Therefore, to be ready to begin operations as soon as the funding becomes available, the State partners intend to issue a Request for Applications (RFA) from local communities in early July. Applications will be due 30 days after the RFA is made available. The State expects to make funding decisions by early September and have grantee agreements in place by September 30, 2009.

B. HPRP FUNDING

The State of North Carolina will receive approximately \$22 million in HPRP funds. Roughly \$4 million will be allocated to administration costs and awarded non-competitively to non-profits already providing unique statewide HPRP services:

- SocialServe.com provides a statewide on-line listing of available affordable rental housing through NCHousingSearch.org.
- The North Carolina Housing Coalition administers the Carolina Homeless Information Network (CHIN), which is the Homeless Management Information System (HMIS) provider for 99 counties. All HPRP activity will be reported through CHIN.
- The three State-funded Housing Support Teams which provide HPRP-type services, located in Durham, Buncombe and Guilford counties, will receive direct funding.

The remaining State HPRP funds, approximately \$18 million, will be allocated competitively based upon submissions in response to the Request for Applications (RFA).

C. ELIGIBLE APPLICANTS

Eligible applicants for HPRP funding must be:

- 1) Units of general local government including metropolitan entitlement communities that receive direct HPRP allocations from HUD.

OR

- 2) Private non-profit organizations, if the local government for the locality in which the organization is located certifies (in a form yet to be determined) that it approves of the program.

Preference will be given to communities that submit applications that meet the State's threshold requirements (not yet fully known) and have not received a direct allocation from HUD.

III. HPRP PROGRAM DESCRIPTION

A. ELIGIBLE PARTICIPANTS

In order to receive financial assistance or services funded by HPRP, individuals and families—whether homeless or housed—must meet the following two minimum criteria:

- 1) The household must be either homeless or at risk of losing its housing and meet both of the following circumstances:
 - 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.
- 2) The household must be at or below 50 percent of Area Median Income (AMI).

In addition, any individual or family provided with financial assistance through HPRP must have a minimum of one consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.

North Carolina's Consolidated Plan (<http://www.nccommerce.com/NR/rdonlyres/102C8047-31FA-4F5A-8271-061BA4DCF40F/0/20062010ConPlan.pdf>) has identified several highest priority needs, including urban renters at less than 30% of AMI and rural renters at less than 50% of AMI. In keeping with those identified priorities, urban community applications that target 30% or less of AMI will receive more points in the application process than urban community applications that target less than 50% of AMI. Income limits are available on HUD's web site at: <http://www.huduser.org/DATASETS/il.html>.

Eligibility Documentation Requirements: Homeless status and risk of homelessness must be documented in the participant's file in a manner yet to be defined. The HMIS Data Standards: Revised Draft Notice (April 2009) outlines new data elements for homeless status including: Literally homeless; Imminently at-risk of becoming homeless; Precariously housed and at-risk of becoming homeless; or Stably housing situation. It is anticipated that these four status categories will be tracked in the CHIN HMIS system. For complete definition of these data elements download the HMIS Data Standards: Revised Draft Notice (April 2009) at the following URL:

<http://www.hmis.info/ClassicAsp/documents/Proposed%20Revised%20HMIS%20Data%20Standards%20April%202009.pdf>. (See section 3.11)

The State is awaiting further clarification on how household income will be documented and verified, but current HUD guidance is that participant income could be documented and verified using the guidelines used in the Housing Choice Voucher Program (Section 8).

B. TWO TYPES OF ASSISTANCE

1. Prevention Assistance

It is challenging to identify which persons at risk of homelessness will actually become homeless. There are many people who are housed and have great need but would not become homeless if they did not receive this prevention assistance. It is helpful to remember that the defining question to ask is: "Would this individual or family be homeless but for this assistance?"

HUD has published a list of potential "risk factors" for homelessness, identified through experience and research, that could indicate that a person or family is at a higher risk of becoming homeless. HUD has strongly encouraged grantees to target prevention assistance to those individuals and families at the greatest risk of becoming homeless. Precisely how these risk factors will be used in North Carolina is yet to be determined, but the State will provide instructions on the use of these risk factors prior to HPRP implementation but.

See APPENDIX A - HOMELESS RISK FACTORS

2. Rapid Re-Housing Assistance

The purpose of HPRP rapid re-housing funds is to assist eligible program participants to quickly obtain and sustain stable housing. Rapid re-housing assistance is available for persons or households who meet the standard eligibility criteria above and are homeless according to HUD's definition of homelessness:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- 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;
- Graduating from, or timing out of a transitional housing program; and
- Victims of domestic violence.

Generally, rapid re-housing program models include short- or medium-term rental assistance and services for households who have barriers to housing, but who are likely to sustain housing after the subsidy ends. Participants who require longer-term housing assistance and services should be directed to programs that can provide the requisite services and financial assistance. However, HPRP funds may be used as a bridge subsidy to house an individual or family while a more appropriate placement is secured. A transition

plan should be in place in order to provide assistance and services to these individuals and families. Organizations providing assistance should utilize a process to assess, for all potential program participants, their level of service need, other resources available to them, and the appropriateness of their participation in the rapid re-housing assistance portion of HPRP.

IV. HPRP ELIGIBLE ACTIVITIES

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

- 1) Financial assistance (for either rapid re-housing or homelessness prevention)
- 2) Housing relocation and stabilization services (for either rapid re-housing or homelessness prevention)
- 3) Data collection and evaluation
- 4) Administrative costs

These eligible activities are intentionally focused on housing—either financial assistance to help pay for housing and/or services designed to keep people in housing or to assist people in finding and maintaining housing. Generally, the intent of HPRP assistance is to transition participants to stability, either through their own means or through public assistance, as rapidly as is appropriate. HPRP assistance is not intended to provide long-term support for participants, nor will it be able to address all of the financial and supportive services needs that affect housing stability.

Assistance should be focused on housing stabilization, linking program participants to other Recovery Act programs, community resources and mainstream benefits including disability (see Appendix C) and helping them develop a plan for preventing future housing instability. Grantee programs should therefore ensure that there is a clear process for determining the type, level, and duration of assistance for each program participant.

Grantees must not make payments directly to program participants, but only to third parties, such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee or the parent, subsidiary, or affiliated organization of the grantee.

See APPENDIX B - HPRP DOCUMENTATION REQUIREMENTS for currently known participant file documentation requirements for various HPRP assistance activities.

A. FINANCIAL ASSISTANCE

Any individual or family provided with financial assistance through 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 meet their needs.

Financial assistance is limited to the following activities:

- short-term rental assistance (1 – 3 months)
- medium-term rental assistance (4 – 19 months)
- security deposits
- utility deposits
- utility payments

- moving cost assistance
- motel and hotel vouchers

1. Short-Term Rental Assistance

Short term rental assistance is tenant-based rental assistance that can allow individuals and families to remain in their existing rental units or help them obtain and remain in rental units they select. Short-term rental assistance may not exceed rental costs accrued over a period of 3 months. After 3 months, if program participants receiving short-term rental assistance need additional financial assistance to remain housed, they must be evaluated for eligibility to receive up to 15 additional months of medium-term rental assistance, for a total of 18 months.

2. Medium-Term Rental Assistance

Medium-term rental assistance may not exceed actual rental costs accrued over a period of 4 to 18 months. Grantees must certify ongoing eligibility, including continued risk of homelessness and income eligibility, at least once every 3 months for all program participants receiving medium-term rental assistance. Grantees should provide ongoing case management, as needed, to all program participants receiving rental assistance in order to transition them to independence, including permanent housing arrangements (subsidized or unsubsidized).

3. Rental Assistance Requirements

HPRP assistance should be “needs-based,” meaning that grantees should determine the minimal assistance needed to prevent the program participant from becoming homeless or returning to homelessness in the near term. This will also help communities utilize program resources efficiently to serve as many households as possible. Further guidance will be provided in the future.

The total number of months of rent assistance a household can receive (including back rent) is 18 months.

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. Rent reasonableness will need to be documented in the recipients’ file in a manner yet to be determined. For more information, see HUD’s worksheet on rent reasonableness at: www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc.

Habitability inspections are required when a program participant is moving into a new unit funded by HPRP. New housing units must be inspected at initial occupancy and should be inspected on an annual basis for the term of the HPRP assistance. Housing occupied by

families with children must also comply with requirements of the Lead Based Paint Poisoning Prevention Act by visual inspection by a HUD Certified Visual Assessor under HPRP. These inspections must be documented in the participant's file in a manner yet to be determined. Inspections are not required if the participant will remain in their existing unit.

A lease in the form of a written agreement must be in place. The program participant must be named in this agreement in order to use HPRP funds for rental assistance or security deposits.

A contract between the landlord and the HPRP provider (in a form yet to be determined) will need to be in place before rent assistance can be paid using HPRP funds.

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. Funds cannot be used to pay the tenant portion of an otherwise rent-subsidized unit. Rental assistance cannot be paid after the end of the HPRP period (3 years after HUD's grant agreement with the State is signed); this means that if a household begins receiving rent assistance 4 months prior to the end of the period, it cannot receive more than 4 months of rental assistance.

4. Assistance with Back Rent

Rental assistance may also be used to pay up to 6 months, not necessarily the most recent six 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. If HPRP funds are used to pay rental arrears the months paid must be included in determining the total period of the program participant's rental assistance, which may not exceed 18 months. Inspections are not required if the participant will remain in their existing unit. "Rent Reasonableness" for rental arrears must be documented in the participant file in a form yet to be determined.

5. Security and Utility Deposits

HPRP funds may be used to pay for security deposits, including utility deposits, for eligible program participants. "Rent Reasonableness" for security deposits must be documented in the participant file in a form yet to be determined.

Although HPRP cannot cover the tenant's portion of otherwise subsidized rent (e.g. cannot pay tenant's portion of Section 8), security and utility deposits covering the same period of time in which assistance is being provide through another housing subsidy program are eligible, as long as they cover separate cost types. One example of this would be providing a security deposit for a participant in the HUD-VA Supportive Housing (HUD-VASH) program, which provides rental assistance but does not cover security deposits.

6. Utility Payments

HPRP funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears, for each program participant, provided that the program 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 pay utility assistance if a household is receiving a housing subsidy, such as HUD-VASH, that does not also cover utility assistance. However, other programs, such as Section 8, do already cover utility payments and HPRP would not be able to pay utility costs for participants in such programs.

7. Moving Cost Assistance

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.

8. Motel and Hotel Vouchers

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. Receipt of hotel or motel vouchers assistance does not count toward the 18-month limit for rent assistance.

B. HOUSING RELOCATION AND STABILIZATION SERVICES

HPRP funds may be used for services that assist program participants with housing stability and placement. These services are limited to the following eligible activities:

- Case management
- Outreach and engagement
- Housing search and placement
- Legal services
- Credit repair

1. Case Management

HPRP case management funds may be used for activities for 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 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.

2. Outreach and Engagement

HPRP 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. Outreach efforts should include strategies for educating other agencies serving homeless people about the HPRP program. HPRP funds cannot be used to establish a toll free information and referral telephone line; grantees should partner with existing services to serve this purpose (N.C. CARELINE, United Way 211, etc.)

3. Housing Search and Placement

HPRP housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. 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. The State intends to contract with SocialServe.com to expand www.nchousingsearch.org, a web-based real-time apartment locator, which will allow HPRP communities to search for affordable properties in their area.

4. Legal Services

HPRP funds may be used for legal services to help people stay in their rental homes. Eligible assistance includes legal services or activities provided by a lawyer or other person(s) under the 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. Legal services related to mortgages are not eligible.

5. Credit Repair

HPRP 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. HPRP funds cannot be used to pay off consumer debt.

C. DATA COLLECTION AND EVALUATION

1. Data Collection

All grantees (except domestic violence programs) will be required to participate in Carolina Homeless Information Network (CHIN), the statewide Homeless Management Information System (HMIS). Although the State will fund CHIN directly to ensure adequate HMIS infrastructure, including a baseline of user fees, grantees may request additional data collection and evaluation funding for purchasing needed computer equipment associated with data collection, training staff to use CHIN, staff time to do data entry, and connectivity expenses.

CHIN will provide the State with outcome reports at least monthly. Unless being directly served by a Domestic Violence program, every household or individual assisted must be tracked in CHIN (Federal regulation prohibits Domestic Violence programs from entering

client data into HMIS). Grantees will be required to enter (or ensure that sub grantees enter) each individual assisted, and the type of assistance provided. For certain types of assistance (all financial assistance and some housing services, to be determined) the dollar amount of the assistance must also be entered. Entry into CHIN will be a requirement for reimbursement from the State.

2. Evaluation

Grantees must comply if asked to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs to the grantee of participating in HUD research and evaluation of the program. HPRP funds cannot be used to fund local evaluation or research.

D. ADMINISTRATIVE COSTS

Grantees will receive 1% of their total award to pay administrative costs. Many activities that grantees typically think of as “administrative” are considered program costs under the HPRP program. For example, case managers’ time is a program cost to provide Case Management. Likewise, staff time for data entry is a program expense under Data Collection & Evaluation. Similarly, the staff time for arranging for rent assistance is a cost that can be paid as a program activity. In addition, phone, office and overhead can be charged to program costs.

Administrative costs are limited to: accounting for the use of grant funds; preparing reports for submission to the State; similar costs related to administering the grant after the award; and grantee staff salaries associated with these administrative costs. Administrative costs also include training for 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 implementation. Training funds cannot be used to train staff/case managers in standard case management skills.

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, as specified above, such as grantee or sub-grantee staff salaries, costs of conducting housing inspections, and other operating costs. These costs should be included under one of the three other eligible activity categories.

V. INELIGIBLE AND PROHIBITED ACTIVITIES

The intent of HPRP is to provide funding for housing expenses to persons who are homeless or who would be homeless if not for this assistance. Therefore, financial assistance or services to pay for expenses that are available through other Recovery Act programs, including child care and employment training, are not eligible. Case managers should prioritize linking program participants to Recovery Act resources.

Financial assistance may not be used to pay for any mortgage costs or costs needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to

make it affordable. Utility assistance can be provided to homeowners if they meet basic eligibility.

HPRP funds may not be used to pay for any of the following items: construction or rehabilitation; credit card bills or other consumer debt; car repair or other transportation costs; travel costs; food; medical or dental care and medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; and cash assistance to program participants.

HPRP funds may not be used to develop discharge planning programs in mainstream institutions such as hospitals, jails, or prisons but may serve persons being discharged if these persons meet other eligibility criteria.

While training for case managers and program administrators is an eligible administrative cost as long as it is directly related to HPRP program operations, HPRP funds may not be used to pay for certifications, licenses, and general training classes.

Programs may not charge fees to HPRP program participants.

Any HPRP funds used to support program participants must be issued directly to the appropriate third party, such as the landlord or utility company, and in no case are funds eligible to be issued directly to program participants.

If funds are found to be used for ineligible activities as determined by State, the grantee will be required to reimburse the State.

VI . OTHER FEDERAL HPRP REQUIREMENTS

A. COMPLIANCE WITH FAIR HOUSING AND CIVIL RIGHTS LAWS

Grantees must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). If an Applicant has been charged with an ongoing systemic violation of the Fair Housing Act; or is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or has received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974; and the charge, lawsuit, or letter of findings has not been resolved to HUD's satisfaction before the application deadline, then the Applicant is ineligible.

B. CONFIDENTIALITY

Each HPRP grantee 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.

C. TERMINATION OF ASSISTANCE

The grantee may terminate assistance to a program participant who violates program requirements. Grantees may resume assistance to a program participant whose assistance was previously terminated. In terminating assistance to a program participant, the grantee must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of: (1) written notice to the program participant containing a clear statement of the reasons for termination; (2) a review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) prompt written notice of the final decision to the program participant.

D. RESPONSIBILITY FOR GRANT ADMINISTRATION

Grantees are responsible for ensuring that HPRP funds are administered in accordance with the requirements of the HUD Notice and other applicable laws. Each grantee is responsible for ensuring that its sub-grantees carry out the HPRP eligible activities in compliance with all applicable requirements.

E. RECORDKEEPING

Each grantee must keep any records and make any reports (including those pertaining to race, ethnicity, gender, and disability status data) that HUD and the State may require within the timeframe required.

The State will provide further guidance on record requirements and retention, including how long program files must be retained after the end of the program.

F. UNIFORM ADMINISTRATIVE REQUIREMENTS

All States, Territories, Urban Counties, and Metropolitan cities receiving funds under HPRP shall be subject to the requirements of 24 CFR Part 85. Non-profit sub-grantees shall be subject to the requirements of 24 CFR Part 84. Note that the closeout requirements apply to all entities receiving HPRP funds, but that no charges may be applied to the grant beyond the Recovery Act's 3-year expenditure deadline.

G. REPORTING ON JOB CREATION

All Recovery Act programs, including HPRP, will be required to report on the numbers of new jobs created and jobs retained with HPRP funds.

PART TWO

I. PREPARING FOR APPLICATION

The State partners recognize that in order to meet HUD's deadlines there will be a short turn-around for communities to respond to the Request for Applications. Therefore, the following is provided so that potential applicants can begin the application planning process.

A. COLLABORATION AND COORDINATION

While HPRP is a new program, HPRP programs will be most effective when HPRP assistance is used in conjunction with other resources. Therefore, the intention is that local communities will design their HRRP program so that the funding and services HPRP can provide will maximize existing resources and organizational capacity in the locality to meet the needs of households experiencing housing instability.

Local programs should be designed to extend and strengthen partnerships in their community so that HPRP participants can be linked to non-HPRP services and resources to meet immediate and continuing needs. Therefore, applications will necessarily be judged by the strength of evidence that partnerships with existing homeless assistance planning and programming, mainstream resources, and other Recovery Act programs will be in place for HPRP implementation.

1. Other Recovery Act Programs

Grantees are strongly encouraged, as part of local planning, to maximize all resources that may be available with Recovery Act funds other than HPRP. (See APPENDIX C- RECOVERY ACT RESOURCES attached as a separate PDF document or available at www.hudhre.info/documents/MatrixProgramsFundedARRA.pdf) A grantee's local plan for spending HPRP funds should coordinate closely with other Recovery Act funding streams, so that eligible activities under other Recovery Act programs are aligned with HPRP funds to create a comprehensive package of housing and service options available to eligible program participants.

For example, your plan should explain how HPRP funds will be coordinated with other funding sources such as Temporary Assistance for Needy Families (TANF), Community Services Block Grant (CSBG), public housing, and local utility assistance. A public housing agency may provide Section 8 vouchers for HPRP participants to maintain stable housing or a Community Action Agency (CAA) may provide case management services to people served by HPRP.

2. Existing Homeless Coordination and Assistance Efforts

To maximize the work of existing efforts to address homelessness, including inter-agency coordination, coordination of discharge from publicly funded institutions, etc., agencies submitting HPRP applications will be required to work with their local Continuum of Care or jurisdictionally-based 10 Year Plan committee to improve coordination and identify appropriate partners for the project.

In communities with 10 Year Plans to End (Chronic) Homelessness, Applicants are required to present their HPRP proposals to the entity responsible for implementing the 10 Year Plan for review, feedback, and encouragement of partnerships. In communities without such plans, applicants must present proposals to the local Continuum of Care (CoC). The 10 Year Plan committee and/or CoC is asked to encourage collaboration between applicants and/or consolidation of applications in communities where multiple parties wish to apply.

3. Community Organizations and Partnerships

Applications also will be evaluated, in part, on the strength of the collaboration with local partners. HPRP-funded case managers will focus on housing stabilization. However, individuals and families served may have many other service needs. The local plan should describe how these will be addressed by the appropriate agencies. Service needs may include: mental health, substance abuse, domestic violence, education, employment, health care, etc.

Applicant organizations will want to partner with the following types of organizations because they provide services or resources that are of use to households who are homeless or at risk of homelessness.

- Employment Security Commission (unemployment offices)
- Public Housing Authorities and Housing Choice Voucher administering agencies
- Division of Social Services
- Veteran Services
- Legal Services
- Social Security
- Statewide programs such as: N.C. Housing Finance Agency's Home Protection Program; Targeting and Key Program Assistance, etc.
- Community Action Agencies (CAA)
- Local School Systems, particularly homeless liaisons
- Local Management Entities (LME) for Mental Health, Developmental Disability and Substance Abuse Services
- Homeless Assistance Providers
- Food Banks
- Utility Companies
- Private Landlords
- Law Enforcement

In addition to partnering with organizations that can provide services or assistance to HPRP participants, Applicant organizations will need to develop partnerships with organizations that already serve individuals and families who are homeless or who will be homeless upon release:

- Hospitals, including mental health hospitals
- Prisons and jails
- Domestic Violence shelters

B. FINANCIAL MANAGEMENT

The Recovery Act requires the State to assure all Recovery Act funding is spent for eligible activities that benefit eligible participants. Therefore Grantees will be required to demonstrate that they have the capacity to manage and track HPRP spending in their communities. It is anticipated that the bulk of HPRP funding will flow to grantees from the State as receipt-based reimbursement and that participant-level expenditures must be entered into the CHIN database before any payments can be made.

The Applicant should consider the capacity of any potential partners to meet these requirements before entering in to any sub-grantee relationships.

The State recognizes that in order for HPRP Applicants to meet the intent of the program, it will need to have funds available with which to make immediate payments when homeless households and households at risk of homelessness present themselves for assistance. The Applicant organization will make these payments and the Applicant organization will submit documentation to the State for reimbursement.

In circumstances where the Applicant organizations' financial situation is such that it does not have funds available to make immediate payments, the State will consider providing an advance of funds to the Applicant Organization. In this situation the Applicant will be required to submit documentation of the use of these funds before receiving additional funds from the State.

C. OVERSIGHT AND MONITORING

The State will have primary responsibility for overseeing financial and programmatic processes related to HPRP. The State will monitor program reports, program outcomes and eligible expenditures. These reports will include, but are not limited to, data on numbers of households identified as at risk of homelessness, numbers of households identified as homeless, number of households provided with financial assistance and/or housing stabilization services, the number of households assisted who do not become homeless, and the total amount of flexible financial assistance provided per household assisted.

Once HUD documentation requirements are finalized the State intends to provide grantees standard forms for HPRP implementation. This documentation will be required to be maintained in a participant file and be made available for monitoring purposes. The State will complete at least one monitoring visit per grantee during the first year. The number of site visits for all three years will depend, in part, on grantee performance.

Grantees are responsible for monitoring the activities of their partner organizations and any sub-recipients of HPRP funding.

II. ELEMENTS OF THE APPLICATION

The Request for Applications will provide additional detail on HPRP implementation and program requirements. The following information is provided to assist potential applicants in planning and developing the various elements of their HPRP program that they will need to describe in their applications.

A. APPLICATION PARTNERS

HPRP awards will be made to no more than a single awardee in a given region. Applications will be submitted by one lead organization (the “Applicant Organization”), which will be held accountable for the project and will receive funds from the State.

The Applicant Organization may partner with other organizations, the “Partner Organizations”, which will have defined roles in completing the variety of activities of the HPRP project. These partner relationships will ensure maximum outreach to eligible HPRP participants as well as leverage of all resources for which the program participants are eligible. The Applicant Organization may define these Partners as sub-grantees to be paid or reimbursed by the applicant organizations for their roles, but the Applicant Organization will be responsible for seeing that all reporting requirements (financial and programmatic) are met. In making the awards, the State will give heavy consideration to the strength of the partnerships and the capacity of the applicant and partner organizations.

Letters of Support from Partner Organizations that outline the roles and responsibilities of each Partner Organization will be required in the application process and evaluated for the capacity and strength of the partners to assure referral and engagement to and from the HPRP program and community agencies. If the application is funded, grantees will need to develop more detailed agreements with their Partner Organizations.

B. FUNDING REQUESTS

The State expects that most applications will be for both prevention and rapid re-housing, but some areas may submit proposals for one or the other exclusively. Funding requests should be based on community need, type of programming, and the applicant’s capacity to meet HUD requirements that require 60% of the funds be expended in 2 years and 100% funds in 3 years.

The suggestions below are not intended as funding limits but as examples:
Both prevention and rapid re-housing programming: \$500,000 - \$1 million total for 3 years.
Only prevention programming: \$150,000 – \$300,000 total for 3 years.
Only rapid re-housing programming: \$200,000 - \$300,000 total for 3 years.

See APPENDIX D - SAMPLE BUDGETS for sample budgets that may be of assistance when thinking through funding requests.

C. PLAN FOR IDENTIFYING AND ASSISTING HPRP-ELIGIBLE HOUSEHOLDS

When designing local programs, grantees should consider how their programs will identify eligible program participants and how their program design and operation will target those who are most in need of temporary homelessness prevention and rapid re-housing assistance as intended by the Recovery Act. Grantees should consider serving two eligible populations with HPRP funds: persons who are still housed but at risk of becoming homeless and persons who are already homeless. Although persons in both target populations are eligible to receive financial assistance and services under HPRP, creating this distinction will help communities serve households most in need of temporary assistance and meet requirements that funds be tracked according to the type of assistance provided (rapid re-housing assistance or prevention assistance).

Since not all program participants in either of the target populations will have the same level of need, it is not expected that all persons in each target population will receive identical levels of assistance. For example, the scope and intensity of assistance provided to a homeless family may be greater than that provided to a homeless individual. Likewise, a family on the verge of becoming homeless within a few days may require more services or a higher level of assistance than a family whose risk of homelessness is not as imminent or one who may only need a shorter period of financial assistance.

In making awards, the State will give heavy consideration to the Applicant's plan for identifying and assisting HPRP-eligible households. The application will need to explain the plan and the roles of any organizations partnering in the application.

The plan should include a detailed description of the Applicant's processes for:

- making the availability of this assistance known to the public
- identifying potential participants through outreach and referral
- determining and documenting participant eligibility
- referral of non-HPRP-eligible households to alternative resources
- determining the type and level of HPRP assistance needed
- providing the appropriate HPRP assistance and necessary follow up
- linking participants to non-HPRP services and resources
- tracking the provision of HPRP assistance and participant's housing stability
- maintaining participant records through HMIS data entry and required back up documentation
- maintaining financial and programmatic accountability of all HPRP activity

Local communities have a great deal of discretion in designing how HPRP will be implemented in their community. Due to the importance of documenting eligibility of participants and providing only the appropriate level of HPRP provided assistance, it is recommended that communities use a centralized intake model. This will likely provide for more timely response to participant needs and a consistent application of rules and procedures.

See APPENDIX E - PLAN FOR IDENTIFYING AND ASSISTING HPRP-ELIGIBLE HOUSEHOLDS for a flow chart to assist in the design of the plan for identifying and assisting HPRP-eligible households.

D. APPLICATION REVIEW

Applicants will be evaluated on multiple criteria including:

- financial and reporting capacity
- capacity of the applicant organizations to complete the required HMIS data entry
- partnerships with other Recovery Act programs
- partnerships with non-HPRP eligible services and resources (mental health, substance abuse, health care, education, food, transportation, employment, permanent housing, etc.)
- the ability of the plans to assist program participants in achieving housing stability
- partnership with organizations whose clients are in need of HPRP (institutions, hospitals, prisons, etc.)

The State may use additional criteria, such as geographic representation to make final decisions.

E. ADDITIONAL INFORMATION

This document is intended to provide the basic HUD requirements (known to date) of the program and the issues that the State will want addressed in coming applications. At the present time the State does not have the capacity to answer individual questions about the NC HPRP Program. Once the Request for Applications is issued in early July there will be scheduled opportunities to answer applicant questions.

APPENDIX A

HOMELESS RISK FACTORS

To aid grantees in targeting HPRP funds toward persons most at risk of becoming homeless, HUD has published a number of potential “risk factors” that could indicate that a person or family is at a higher risk of becoming homeless. HUD has strongly encouraged grantees to target prevention assistance to those individuals and families at the greatest risk of becoming homeless, but precisely how these risk factors will be used in North Carolina is yet to be determined.

The HUD risk factors for homelessness are as follows:

- 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, and hospitals);
- Residency in housing that has been condemned by housing officials 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;
- Young head of household (under 25 with children or pregnant);
- Current or past involvement with child welfare, including foster care;
- Pending foreclosure of rental housing;
- Extremely low income (less than 30 percent of Area Median Income);
- 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 of housing; or
- Significant amount of medical debt.

APPENDIX B HPRP REQUIRED DOCUMENTATION

Required Forms	Household lacks financial resources and support networks needed to obtain immediate housing or remain in existing housing						Rent Reason-ability	3 month Eligibility Cert	Housing Inspection (only required when moving)	Lead Paint Insp. (if household has children under 6 yrs)	Lease	Contract with Landlord
	Initial Consult w/Case Mgr	Income Cert ≤ 50% AMI	Verify/Document Risk of Homelessness OR Homeless (according to HUD's definition)	No appropriate subsequent housing options have been identified	HMIS Input							
	TO BE DETERMINED											
<u>I. Financial Assistance</u>												
Short-term rental assistance (0-3 months)	x	x	x	x	x	x	x	x (if need > 3 mo)	x	x	x	x
Medium-term rental assistance (4- 18 months)	x	x	x	x	x	x	x	x	x	x	x	x
Rental arrears (up to 6 months)	x	x	x	x	x	x						
Security deposits	x	x	x	x	x	x			x	x	x	
Utility deposits	x	x	x	x	x	x			x			
Utility payments (up to 18 months)	x	x	x	x	x	x			x			
Utility payments in arrears (up to 6 months)	x	x	x	x	x	x			x			
Moving cost assistance (truck rental/short term storage up to 3 months)	x	x	x	x	x	x			x			
Motel and hotel vouchers (up to 30 days)	x	x	x	x	x	x						
<u>II. Housing Relocation and Stabilization Services</u>												
Case management (arrangement, coordination, monitoring or services related to meeting housing needs and obtain housing stability)		x	x	x	x	x						
Outreach and engagement (publicize HPRP assistance)		x	x	x	x	x						
Housing search and placement (assist people locate, obtain, retain suitable housing)		x	x	x	x	x						
Legal services (services or activities provided by a lawyer to help people stay in their housing)		x	x	x	x	x						
Credit repair (assist w/money mgmt, budgeting, etc..)		x	x	x	x	x						

APPENDIX C - RECOVERY ACT RESOURCES See following chart. This document provided by the U.S. Department of Housing and Urban Development and is available at www.hudhre.info/documents/MatrixProgramsFundedARRA.pdf

The American Recovery & Reinvestment Act of 2009
List of Funded Programs and Collaboration Opportunities
for Homelessness Prevention & Rapid Re-housing (HPRP) Programs

Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
Housing	Community Development Block Grant (CDBG)	HUD	\$1 billion	Provides communities with funding to ensure affordable housing. 70 percent of these funds must be used to benefit low- and moderate-income persons. Available until September 30, 2010. Projects with contracts that can be awarded in 120 days are to be given priority. HUD will set further guidance on how to expedite the use of funds.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of low-income housing options and eligibility requirements. • Coordinate and provide access to low-income housing opportunities for HPRP clients.
Housing	HOME Program	HUD	\$2.25 billion	To be used for capital investments in low-income housing tax credit projects. Available to state housing credit agencies. 75 percent of the fund must be committed within one year from the date of the Act, and 75 percent must be expended by grantees within two years of Act, with 100 percent expended in 3 years time.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of low-income housing options and eligibility requirements. • Coordinate and provide access to low-income housing opportunities for HPRP clients.
Housing	Native American Housing Block Grants	HUD	\$510 million	For the development of affordable housing activities for low-income members of Native American tribes. Eligible activities include modernization or operating assistance for housing previously developed using HUD resources; acquisition, new construction or rehabilitation of additional units; housing-related services; housing management services; crime prevention and safety activities and rental assistance. Available until September 30, 2011.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of low-income housing options and eligibility requirements. • Coordinate and provide access to low-income housing opportunities for HPRP clients.

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
Housing	Transitional Housing Assistance Grants (Violence Against Women Act)	DOJ	\$50 million	These grants provide direct assistance for short-term housing costs, such as rent, security deposits, utilities, operational expenses to manage transitional housing programs, and support services such as childcare, transportation and counseling.	<ul style="list-style-type: none"> • Identify local recipient of Transitional Housing Assistance Grants (e.g., by contacting state Attorneys General office). • Screen HPRP clients to determine if victim of domestic violence. • Develop relationship with local domestic violence services provider(s). • Assure HPRP program staff are aware of services and eligibility requirements. • Promote domestic violence services through posters and brochures. • Screen for receipt of domestic violence services or potential eligibility as part of HPRP program initial assessment. • Coordinate with domestic violence provider(s) to have referral arrangement for HPRP clients who may be eligible for services and clients needing HPRP services. • Partner with domestic violence provider(s) to provide integrated services for eligible HPRP clients (e.g. financial assistance for rapid rehousing).

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Employment/ Training	Training and Employment Services	DOL	\$2.95 billion (total \$3.95 billion)	Distributed through states using standard WIA formulas for WIA training and employment services.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of WIA programs through posters and brochures. • Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.
Employment/ Training	Youth Activities	DOL	\$1.20 billion	Grants to states for youth activities, including summer employment for youths up to age 24	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability through posters and brochures. • Screen for potential eligibility as part of HPRP program initial assessment. • Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing employment and related youth services and for youth needing HPRP services.
Employment/ Training	Dislocated Workers	DOL	\$1.25 billion	For worker and employment training activities for dislocated workers (also an additional \$200 million for the dislocated workers assistance national reserve)	<ul style="list-style-type: none"> • Promote availability of WIA programs through posters and brochures. • Screen for potential eligibility as part of HPRP program initial assessment. • Coordinate with funded programs to have referral

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					arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.
Employment/ Training	Adult Activities	DOL	\$500 million	Grants to states for adult employment and training activities, including supportive services and needs-related payments.	<ul style="list-style-type: none"> • Promote availability of WIA programs through posters and brochures. • Screen for potential eligibility as part of HPRP program initial assessment. • Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.
Employment/ Training	Competitive Grants for Worker Training in High Growth and Emerging Industries	DOL	\$750 million	Of this, \$500 million must be for research, labor exchange and job training in green jobs (also emphasis on health sector)	<ul style="list-style-type: none"> • Promote availability of WIA programs through posters and brochures. • Screen for potential eligibility as part of HPRP program initial assessment. • Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.
Employment/ Training	YouthBuild	DOL	\$50 million	Provide disadvantages youth with education and employment skills necessary to achieve economic self-sufficiency in high demand occupations or postsecondary	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of YouthBuild through posters

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
				education. YouthBuild students construct or rehabilitate homes for homeless and low-income people in their communities. In 2008 and 2009, the program may serve an individual who has dropped out of high school and re-enrolled in an alternative school, if that re-enrollment is part of a sequential service strategy.	<p>and brochures.</p> <ul style="list-style-type: none"> • Screen for potential eligibility as part of HPRP program initial assessment. • Coordinate with funded programs to have referral arrangement for eligible HPRP clients and for youth needing HPRP services. • Collaborate with YouthBuild to work on any housing initiatives being carried out in the community as part of broader HPRP plan.
Employment/ Training	Trade Adjustment Assistance (TAA)	DOL	N/A	Extends all TAA programs through December 31, 2010. Trade adjustment assistance available for workers in the service sector, public agencies, and those impacted by offshore or outsourcing of jobs to other countries with (including China and India). Training funds available to states are increased by 160%, to \$575 million a year. Also a new TAA program is created for trade-affected communities. In addition, the reauthorization allows for automatic TAA eligibility for workers suffering from import surges and subject to unfair trade determinations, makes training, healthcare and re-employment TAA benefits more accessible and flexible, and enhances benefits in the TAA for Firms and TAA for Farmers programs.	<ul style="list-style-type: none"> • Promote availability of WIA programs through posters and brochures. • Screen for potential eligibility as part of HPRP program initial assessment. • Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing assistance due to outsourcing or other trade practices and for TAA clients needing HPRP services.
Employment/	Senior Community	DOL	\$120 million	Provides subsidized community service jobs for low-income older Americans.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
Training	Service Employment Program				<p>eligibility requirements.</p> <ul style="list-style-type: none"> • Promote availability through posters and brochures. • Screen for potential eligibility as part of HPRP program initial assessment. • Coordinate with locally funded programs to have referral arrangement for eligible older HPRP clients needing employment assistance and clients needing HPRP services.
Employment/ Training	Jobs for Unemployed Veterans or Disconnected Youths	Treasury	N/A	Encourages new job creation through business tax credits for hiring recently discharged unemployed veterans and youth that have been out of work and out of school for 6 months prior to being hired. In place through 2010.	N/A
Unemployment Benefits	Extension of Unemployment Benefits	DOL	\$26.96 billion*	Continues through December 31, 2009 extended unemployment benefits program that was set to phase out at the end of March.	<ul style="list-style-type: none"> • Promote availability through posters and brochures. • Screen for benefit receipt or potential eligibility as part of HPRP program initial assessment. • Coordinate with unemployment office to have referral arrangement for unemployed HPRP clients who may be eligible for unemployment benefits and clients needing HPRP services.
Unemployment Benefits	Increased Unemployment Benefits	DOL	\$8.8 billion*	Increases unemployment benefits to 20 million jobless workers by \$25 a week through December 31, 2009 (at the	

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
				discretion of the state).	
Unemployment Benefits	Extended Unemployment Benefits under Railroad Unemployment Insurance Act	N/A	N/A	For employees with 10 or more years of service, they are eligible for 130 days of unemployment, instead of 65, through 2009.	<ul style="list-style-type: none"> Promote availability through posters and brochures. Screen for benefit receipt or potential eligibility as part of HPRP program initial assessment. Coordinate with unemployment office to have referral arrangement for unemployed HPRP clients who may be eligible for unemployment benefits and clients needing HPRP services.
Public Assistance	Supplemental Nutrition Assistance Program (SNAP)	USDA	\$19.9 billion	\$19 billion to fund a 13.6 percent increase in the maximum food stamp benefit, effective April 2009. 290.5 million in administrative funds to implement change and assist with rising caseloads during the recession; also suspend for 18 months the three month time limit on assistance for unemployed childless adults; provide increased in food assistance block grants for territories and \$5 million increase for Food Distribution Program on Indian Reservations.	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Promote availability of food stamps through posters and brochures. Screen for benefit receipt or potential eligibility as part of HPRP program initial assessment. Coordinate with local Department of Human Services to have referral arrangement for HPRP clients who may be eligible for food stamp assistance and clients needing HPRP services.
Public Assistance	Emergency Food Assistance Program (TEFAP)	USDA	\$150 million	The Emergency Food Assistance Program (TEFAP) will receive \$100 million to purchase commodities for	N/A

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**The American Recovery & Reinvestment Act of 2009
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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
				food banks to refill emptying shelves and \$50 million to assist with administrative functions.	
Public Assistance	Aging Services Programs	HHS	\$100 million	Formula grants to states to provide meals through Meals on Wheels, Congregate Nutrition Services, and Home-Delivered Nutrition Services.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of local programs for seniors through posters and brochures. • Screen for receipt of meal assistance or potential eligibility as part of HPRP program initial assessment. • Coordinate with local Department of Aging to have referral arrangement for HPRP clients who may be eligible for assistance and clients needing HPRP services.
Public Assistance	Women, Infants and Children (WIC)	HHS	\$500 million	\$400 million has been provided to support participation should the Secretary determine that costs or participation exceed budget estimates. \$100 million has been provided to establish, improve, or administer WIC management information systems to include changes necessary to meet new legislative or regulatory requirements.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of local WIC program through posters and brochures. • Screen for receipt of WIC or potential eligibility as part of HPRP program initial assessment. • Coordinate with local WIC agency to have referral arrangement for HPRP clients who may be eligible for WIC services and clients

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
Public Assistance	Temporary Assistance to Needy Families (TANF)	HHS	Up to \$5 billion	States eligible to receive up to 50 percent of annual TANF allocation in 2009 and 2010. The TANF Emergency Contingency Fund can be used to reimburse states for 80 percent of their increased expenditures due to increased demand for services as a result of the recession. States may be reimbursed for providing basic assistance (cash grants), non-recurrent, short-term payments (4 months rental assistance, security deposit, first month's rent and/or utility assistance) and subsidized employment.	<p>needing HPRP services.</p> <ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of local TANF program through posters and brochures. • Screen for receipt of TANF cash or emergency housing assistance or potential eligibility as part of HPRP program initial assessment. • Coordinate with local Department of Human Services to have referral arrangement for HPRP clients who may be eligible for WIC services and clients needing HPRP services. • Create coordinated point-of-contact and assessment process for HPRP and TANF funded programs that assist with homelessness prevention or rapid rehousing (e.g., assistance with rent, case management). • Partner with the local Department of Human Services to provide integrated financial assistance and services for eligible HPRP clients.
Public Assistance	Economic Recovery Payments for those	Treasury	N/A	One-time payment of \$250 for retirees, disabled individuals, and SSI recipients receiving benefits from SSA, Railroad	N/A

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
	with Social Security, SSI, and Veterans Benefits			Retirement beneficiaries, and disabled veterans receiving benefits from the VA.	
Healthcare	COBRA Extension	HHS	N/A	This program provides temporary coverage for workers between jobs. To help people maintain their health insurance, a 65% subsidy for COBRA premiums for up to 9 months was enacted for people who were involuntarily separated from their jobs between 9/1/08 and 12/31/09. The assistance is limited to individuals with incomes up to \$125,000 and families with incomes of up to \$250,000.	
Healthcare	Community Health Centers (CHCs)	HHS	\$ 2 billion	To assist the increased number of uninsured Americans receive quality health care, and to renovate clinics and make health information technology improvements.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of local Community Health Center programs through posters and brochures. • Screen for receipt of health insurance as part of HPRP program initial assessment. • Coordinate with local Community Action Agency to have referral arrangement for HPRP clients who may be eligible for CSBG services and clients needing HPRP services.
Healthcare	Transitional Medical Assistance	HHS	\$1.3 billion (estimate)	Extends work-related Transitional Medical Assistance (TMA) through December 31, 2010. TMA is available to certain low-income families who are at risk for losing Medicaid benefits	

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The American Recovery & Reinvestment Act of 2009
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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
				because of changes in their income.	
Healthcare	Immunization Program	HHS	\$300 million	To expand immunization program, including flu shots	
Childcare	Child Care Development Block Grant (CCDGB)	HHS	\$2 billion	Formula grants to states, then sub-grants to locally based community action agencies. Provides funding to states to subsidize child care for children in low-income working families and low-income families in which parents are engaged in education or training.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of child care assistance through posters and brochures. • Screen for receipt of child care assistance or potential eligibility as part of HPRP program initial assessment. • Coordinate with local Department of Human Services to have referral arrangement for HPRP clients who may be eligible for child care assistance and clients needing HPRP services.
Childcare	Head Start	HHS	\$2.1 billion	Comprehensive development services for low-income preschool children (\$1.1 billion for Early Head Start infant and toddler program).	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of Head Start through posters and brochures. • Screen for participation in Head Start or potential eligibility as part of HPRP program initial assessment. • Coordinate with local Head Start program to have referral arrangement for HPRP clients who may be eligible for child care

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
					assistance and clients needing HPRP services.
Education	Education and Homeless Children and Youth	DoE	\$70 million	Ensures that homeless children are able to enroll in, attend and succeed in public schools. This funding provides activities and services for homeless children, as well as transportation, tutoring and school supplies. Also, it can cover counseling, domestic violence services, health referral services, and other emergency services. The program also establishes liaisons between shelters and schools.	<ul style="list-style-type: none"> • Develop relationship with school liaison(s). • Assure HPRP program staff are aware of services and eligibility requirements. • Promote educational rights and availability of local school liaison(s) through posters and brochures. • Screen for receipt of school liaison assistance or potential eligibility as part of HPRP program initial assessment. • Coordinate with local school liaison(s) to have referral arrangement for HPRP clients who may be eligible for services and clients needing HPRP services. • Partner with the local school liaison(s) to provide integrated services for eligible HPRP clients.
Education	Pell Grants	DoE	N/A	Increases the maximum Pell Grant award by \$500, for a maximum of \$5,350 in 2009 and \$5,550 in 2010.	<ul style="list-style-type: none"> • Promote availability of Pell Grant assistance to potentially eligible clients.
Financial Assistance	Child Support Enforcement Program	HHS	\$1 billion	Temporarily suspends provision in Deficit Reduction Act of 2006 that reduced federal child support enforcement by 20 percent. This funding to states and counties will allow families to continue to receive	<ul style="list-style-type: none"> • Promote local Child Support Enforcement Program through posters and brochures. • Coordinate with local Child Support Enforcement

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
				child support payments through September 30, 2010.	Program to have referral arrangement for HPRP clients who may be eligible for services and clients needing HPRP services.
Financial Assistance and Housing-Related Services	Community Services Block Grant (CSBG)	HHS	\$1 billion	Funds services to alleviate the causes and conditions of poverty in communities by assisting low-income residents, including the homeless. Funded services can address: employment, education, better use of available income, housing, nutrition, emergency services or health. Beneficiaries must be low-income. One percent used for benefits coordination activities.	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of local Community Action Agency programs through posters and brochures. • Screen for eligibility for local CSBG funded services or potential eligibility as part of HPRP program initial assessment. • Coordinate with local Community Action Agency to have referral arrangement for HPRP clients who may be eligible for CSBG services and clients needing HPRP services. • Create coordinated point-of-contact and assessment process for HPRP and CSBG funded programs that assist with homelessness prevention or rapid rehousing (e.g., assistance with rent, case management).
Financial Assistance and Housing-	Home Weatherization	DoE	\$5 billion	Improves energy efficiency for up to 1 million modest-income homes through weatherization, expanding the number of families (150% to 200% of the	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements.

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
Related Services				poverty level income) and the aid level (\$2,500 to \$6,500 per household) to maintain per-household efficiency investment.	<ul style="list-style-type: none"> • Promote weatherization program through posters and brochures.
Financial Assistance and Housing-Related Services	Emergency Food and Shelter Program (EFSP)	DHS, FEMA	\$100 million	Distributes federal funds to local communities for hunger and homeless prevention. Eligible activities include: one month's rent, mortgage, utility payments, food (served meals or groceries) lodging a shelter or hotel, and transportation costs associated with the provision of food and shelter.	<ul style="list-style-type: none"> • Identify local EFSP (FEMA) provider (contact local United Way). • Assure HPRP program staff are aware of services and eligibility requirements. • Promote availability of local EFSP assistance through posters and brochures. • Screen for eligibility for local EFSP funded services or potential eligibility as part of HPRP program initial assessment. • Coordinate with local EFSP provider to have referral arrangement for HPRP clients who may be eligible for EFSP services and clients needing HPRP services. • Create coordinated point-of-contact and assessment process for HPRP and EFSP funded programs that assist with homelessness prevention or rapid rehousing (e.g., assistance with rent).
Taxes	Child Tax Credit	Treasury	N/A	Partially refundable federal income tax credit of up to \$1,000 per child under 17 to help offset the costs of raising a child.	<ul style="list-style-type: none"> • Promote availability of local free or low cost tax return preparation assistance

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**The American Recovery & Reinvestment Act of 2009
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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
					program(s) through posters and brochures.
Taxes	Earned Income Tax Credit	Treasury	N/A	Increase in credit percentage to 45 percent for families with 3 or more children, and a reduction in the marriage penalty.	<ul style="list-style-type: none"> Promote availability of Earned Income Tax Credit and where to receive help with local free or low cost tax return preparation assistance program(s) through posters and brochures.
Taxes	Making Work Pay Tax Credit	Treasury	N/A	Tax credit for 6.2 percent of earned income of the taxpayer, or \$400 per worker (\$800 for joint return), the credit phases in at the same rate as Social Security taxes. It's available to most workers not claimed as a dependent. It will phase out for taxpayers with adjusted gross income in excess of \$75,000 a year or \$150,000 for a joint return.	N/A
Taxes	American Opportunity Tax Credit	Treasury	\$17.1 billion*	Enlarges the program formerly known as the Hope Credit for students from middle-income families and some lower-income families. The \$2,500 tax credit is now partially "refundable" meaning that lower-income households that have limited or no federal income tax liability to offset can now receive a partial credit in the form of a tax refund for up to 40 percent of qualifying expenses (for a maximum refund of \$1,000).	<ul style="list-style-type: none"> Promote availability of American Opportunity Tax Credit and where to receive help with local free or low cost tax return preparation assistance program(s) through posters and brochures.
Taxes	Temporary Increase in Refundable Portion of Child Credit	Treasury	N/A	In 2009 and 2010, the dollar amount in effect for the child credit refund is \$3,000.	N/A

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Activity Category	Name of Program	Department	Amount of Funding	Intent/Purpose/Limitations	Opportunities for Collaboration
Taxes	Suspension of Tax on Portion of Unemployment Benefit	Treasury	N/A	Beginning in 2009, gross taxable income does not include the first \$2,400 in unemployment benefits.	N/A

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APPENDIX D HPRP SAMPLE BUDGETS

These sample budgets have been provided by the North Carolina Coalition to End Homelessness (www.ncceh.org). The budget amounts are estimates, and will vary depending on the need of the household, community size, and other factors.

These budgets are intended to be used as a guide to assist you in creating a budget for your community's program. They were created based on experience from agencies currently providing rapid re-housing and prevention assistance and from resources provided by the National Alliance to End Homelessness (www.endhomelessness.org). The ration of services to financial assistance as presented in these budgets is an appropriate mix for the overall program budget.

You may choose to adjust the percentages to fit your community's needs, existing resources, and local costs of housing and labor.

Housing Location/Case Management: With smaller grants, the housing location and case management functions may best be combined into one position. Another option is to utilize existing service providers (community action agencies, family support centers, etc.) to provide case management.

Flexible Financial Assistance: Average grants are approximately \$1,000. Grants related to homelessness prevention may be lower, while those related to diversion and re-housing may be higher.

Rental Assistance: Typical rental assistance will involve 3-6 months of assistance at approximately \$500 per month, although some households will need rental assistance for longer.

Data Collection & Evaluation: The State has set aside funding for a set number of users per grant. You will not need to include costs to participate in CHIN unless you plan on including more than five users. More information will be available in the RFA.

Budgeting for \$500,000 over 3 years

Activity	Suggested Percentage	Amount per year	Estimated households served per year
Housing Relocation & Stabilization Services (case management, housing location, outreach, staff & overhead costs to carry out function)	38%	\$63,333	
Financial Assistance (short and medium term rental assistance, security/utility deposits, utility payments, moving assistance, motel/hotel vouchers, staff & overhead costs to carry out function)	60%	\$100,000	Rental Assistance = 20 households Financial Assistance = 50 households
Data Collection (staff time to enter data, necessary computers, internet connection)	2%	\$3,333	

Budgeting for \$750,000 over 3 years

Activity	Suggested Percentage	Amount per year	Estimated households served per year
Housing Relocation & Stabilization Services (case management, housing location, outreach, staff & overhead costs to carry out function)	38%	\$95,000	
Financial Assistance (short and medium term rental assistance, security/utility deposits, utility payments, moving assistance, motel/hotel vouchers, staff & overhead costs to carry out function)	60%	\$150,000	Rental Assistance = 30 households Financial Assistance = 75 households
Data Collection (staff time to enter data, necessary computers, internet connection)	2%	\$5,000	

Budgeting for \$1 Million over 3 years

Activity	Suggested Percentage	Amount per year	Estimated households served per year
Housing Relocation & Stabilization Services (case management, housing location, outreach, staff & overhead costs to carry out function)	38%	\$126,667	
Financial Assistance (short and medium term rental assistance, security/utility deposits, utility payments, moving assistance, motel/hotel vouchers, staff & overhead costs to carry out function)	60%	\$200,000	Rental Assistance = 40 households Financial Assistance = 100 households
Data Collection (staff time to enter data, necessary computers, internet connection)	2%	\$6,667	

Admin costs have not been included in these program budgets. You will receive 1% of your entire budget to cover admin costs as defined in Section IV. D of the HPRP Information Packet.

The budget worksheet on the following page has been provided to assist you in planning.

HPRP Budget Planning

P= Prevention Activities

RR= Rapid Re-Housing Activities

Activity	Year 1		Year 2		Year 3		Total		
	P	RR	P	RR	P	RR	P	RR	TOTAL P+RR
Housing Relocation and Stabilization Services									
Housing Location and Landlord Outreach staff									
Case Management staff									
Legal Services									
Credit Repair Services									
Outreach and Marketing									
Housing Relocation & Stabilization Services Subtotal									
Financial Assistance									
Short-term Rental Assistance (up to 3 months)									
Medium-term Rental Assistance (4-12 months)									
Medium-term Rental Assistance (13-18 months)									

Security Deposits									
Utility Deposits									
Utility Payments									
Moving Cost Assistance									
Hotel and motel vouchers									
Other financial assistance describe:									
Financial Assistance Subtotal									
	Year 1	Year 2	Year 3	Total					
Data Collection/HMIS									
User Fees									
Equipment & Internet Access									
Staff									
Data Collection/HMIS Subtotal									
Program Administration (max 1% of total)									
Total HPRP Amount									

APPENDIX E PLAN FOR IDENTIFYING AND ASSISTING HPRP ELIGIBLE HOUSEHOLDS

