

**City of Huntsville, Alabama  
Community Development Division**

***Program Guidance and Funding Application***

**Homeless Prevention and Rapid Re-Housing Program under the  
American Recovery and Reinvestment Act of 2009**

**For Activities beginning October 1, 2009**

**Submit to:**

**Community Development Division  
120 E. Holmes Ave. Huntsville, AL 35801**

**Deadline: April 30, 2009 5:00 P.M.  
Must be hand delivered**

**In order to comply with the expedited submission process outlined by HUD, applications will only be considered from organizations currently receiving funding from the City's Community Development Division.**

Other organizations may receive funding as part of a sub grant agreement or fee-for-service arrangement with an eligible sub-grantee. Any such agreement must be approved by the City's Community Development Division prior to the execution of any formalized agreement.

## HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

### Guidance Summary

#### PROGRAM PURPOSE:

To provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. HUD expects that HPRP funds be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, outside of HPRP after the program concludes. The program is focused on housing for homeless and at-risk households, and is designed to provide temporary financial assistance and housing relocation and stabilization activities to individuals and families who are homeless or who would be homeless *but for* this assistance.

Two populations are targeted:

- Individuals and families currently in housing but who are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another housing unit (Prevention).
- Individuals and families who are experiencing homelessness and need temporary assistance in order to obtain housing and retain it (Rapid Re-Housing).

All eligible activities can be used for either population.

**TOTAL FUNDS:** \$1.5 billion nationally, Huntsville \$529,697

#### ELIGIBLE ACTIVITIES:

- The program is not intended to provide long-term support. The assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability. This program is designed to provide housing-related assistance. Financial assistance or services to pay for expenses available through other Recovery Act programs, such as child care and employment training, are not eligible.

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#### **Financial Assistance:**

- **Security and Utility Deposits:** Security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types. **Limited to 3 months. Payments will be directly to the property owner/manager or Huntsville Utilities.**
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- **Utility Payments:** HPRP funds can be used for up to 3 months of utility payments, including utility payments in arrears, provided that the participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts from a utility company. **Limited to 3 months. Payments will be directly to Huntsville Utilities.**

- Moving Cost Assistance: HPRP funds can fund reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of three months or until the program participant is in housing, whichever is shorter. **Payments will be made directly to the provider with proper invoices provided.**
- Hotel/Motel 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. **Payments will be directly to the property owner/manager.**
- **Housing Relocation and Stabilization:**
  - Case Management: HPRP funds can support case management activities such as arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to obtain housing stability. Component services include:
    - Developing, securing, and coordinating services,
    - Monitoring and evaluation of 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 after HPRP assistance. **Reimbursements for salaries and benefits will be made directly to the agency upon request with proper documentation.**
  - Housing Search and Placement: These funds can support 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 with understanding 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 **Reimbursements for salaries and benefits will be made directly to the agency upon request with proper documentation.**
  - Legal Services: HPRP funds can be used for legal services to help people stay in their homes, such as 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. **Reimbursements for legal services will be made directly to the agency upon request with proper documentation.**
  - Credit Repair: HPRP funds may be used for services that assist program participants with skills related to household budgeting, money management, accessing a free credit report, and resolving personal credit issues.

***Reimbursements for credit repair counseling will be made directly to the agency upon request with proper documentation.***

- **Data Collection and Evaluation**

- Data Collection: Data collection and reporting must be conducted through HMIS or a comparable client-level database. Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible. These costs include:
  - Costs associated with data collection, entry, and analysis,
  - Staffing associated with the operation of HMIS.

Ineligible Data Collection costs include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS. Only those jurisdictions that do not have an HMIS already implemented can use these funds for HMIS implementation or start-up.

**INELIGIBLE ACTIVITIES:** The following costs cannot be funded with HPRP funds:

- Activities that can be funded with other Recovery Act program funds, such as employment training or child care,
- Mortgage costs or other expenses needed by homeowners for fees, taxes, or other costs of refinancing a mortgage,
- Construction or rehabilitation,
- Credit card bills or consumer debt,
- Car repair or transportation costs,
- Travel costs,
- Food,
- Medical or dental care or medicines,
- Clothing and grooming costs,
- Home furnishings,
- Pet care,
- Entertainment activities,
- Work or education-related materials,
- Cash assistance to program participants,
- Discharge planning initiatives,
- Certifications, licenses, and other general training costs not specific to HPRP program operations,

Programs may not charge fees to program participants. Funds must be issued directly to the appropriate third party, such as the landlord or utility company, not directly to program participants.

**PROGRAM ELIGIBILITY:**

HUD has provided for discretion at the local level in determining who is most in need of HPRP program support. It is not expected that all program participants will experience the same level of need or receive the same level of support.

In order to receive HPRP services, individuals and families – whether homeless or housed – must meet the following **minimum criteria**:

- Individual or household must have an initial consultation with a case manager or authorized representative who can determine the appropriate level of assistance.
- Individual or household must be at or below 50% of Area Median Income.
- Individual or household must be either homeless or at risk of losing its housing and 1) has not identified appropriate subsequent housing options and 2) lacks financial resources and support networks to identify immediate housing or remain in existing housing.

**Prevention Assistance:** Funds should target those at greatest risk of homelessness.

**Would they be homeless *but for this assistance*?** HUD recommends considering the following risk factors when determining which households should receive which levels of assistance and whether or not households can be reasonably expected to transition off of the program at the end of the designated term:

- Eviction within two weeks from a private dwelling (including housing provided by friends or family)
- Discharge within two weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals, etc.)
- Residency in a dwelling that has been condemned by housing official and is no longer meant for human habitation
- Physical disabilities and other chronic health issues, including HIV/AIDS
- Severe housing cost burden (greater than 50% of income)
- Homeless in the past 12 months
- Pending foreclosure of rental housing
- Extremely low income (less than 30% of AMI)
- Recent traumatic life event, such as the death of a spouse or caregiver, or recent health crisis, that prevented the household from meeting financial responsibilities

**Rapid Re-Housing Assistance:** Rapid re-housing assistance is available for persons who meet the minimum criteria (above) AND are homeless according to HUD's definition:

- Sleeping in an emergency shelter or in a place not meant for human habitation (car, park, abandoned building, sidewalk, etc.)
- Staying in a hospital or institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation immediately prior to entry into that institution.
- Graduating from or timing out of a transitional housing program.
- Victim of domestic violence

Rapid Re-housing programs include short-term assistance and services for households who have barriers to housing, but who are likely to sustain housing after the subsidy ends. The assessment process is very important for determining potential participants, their level of need, other resources available to them, and their appropriateness for the program.

**Homeless Prevention and Rapid Re-Housing Program under the  
American Recovery and Reinvestment Act of 2009**

**For Activities beginning October 1, 2009**

Please complete the following application and return to Community development  
on or before 4/30/2009 @5:00 P.M.

**Section 1: General Information**

**Applicant**

Name of Organization:  
Chief Official's Name and Title:  
Address:  
Phone Number Fax Number  
Email:

**Contact**

Contact Person(s) and Title(s):

Address(s):  
Phone Numbers:  
Fax:  
Email:

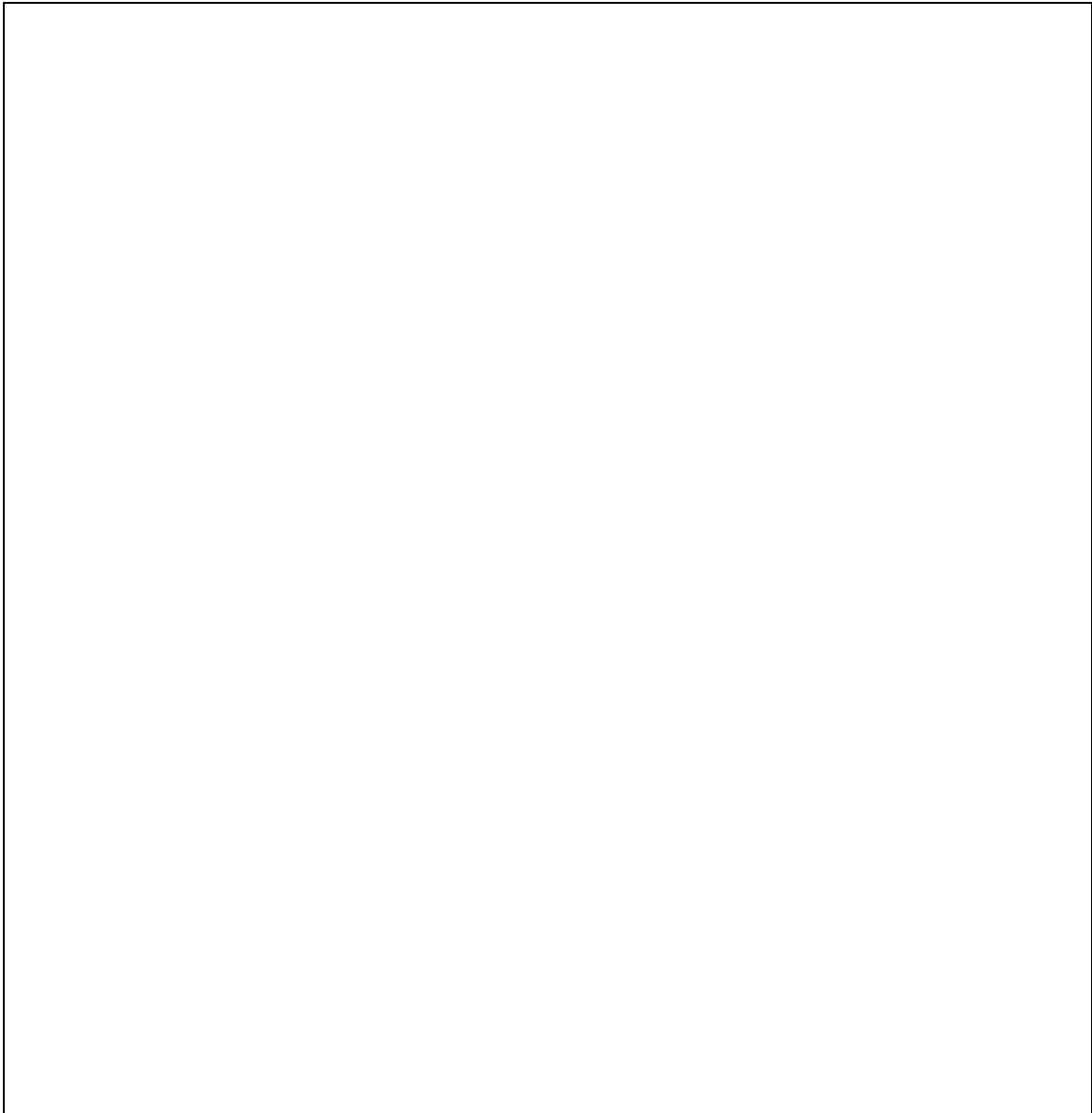
Federal ID #:

**Section 2: Project selection Criteria**

Project Title:

Project Narrative:

*Concisely describe the need for the project and what activities will be undertaken through this funding to address this need: (one page only)*

A large, empty rectangular box with a thin black border, intended for the project narrative. It occupies the majority of the page below the instructions.

Eligible activities

Activity	Activity Description (use space provided to list specific activities)	Number Served
<b>Rental Assistance</b>		
<b>Security Deposits</b>		
<b>Utility Deposits</b>		
<b>Utility Payments</b>		
<b>Credit Repair</b>		
<b>Motel/Hotel vouchers</b>		
<b>HMIS</b>		
<b>Case Management</b>		
<b>Moving Assistance</b>		

**Section 3: Project Budget & Narrative:**

Enter the estimated budget amounts for each activity in the appropriate column and row. Include a detailed description of how costs were determined for each category in an attached narrative.

	Homeless Prevention	Rapid Rehousing	Total Amount budgeted
Financial Assistance(1)			
Housing Relocation and Stabilization Services (2)			
Data Collection and Evaluation (3)			
Housing Search and Placement (4)			
Total			

1. Financial assistance includes the following activities: short-term rental assistance (up to 3 months), security deposits, utility payments (up to 3 months), motel or hotel vouchers (up to 30 days).

2. Housing relocation and stabilization services include the following activities: case management, housing search and placement, legal services, credit repair counseling.

3. Data collection and evaluation includes cost associated with operating the current HMIS system.

4.

### **Certification and Official Authorization**

1, \_\_\_\_\_, hereby certify that all parts of this submission are accurate to the best of my knowledge. I am also certifying that:

- If selected, the agency will submit additional information as requested by the City. These items, will be a part of a legal, binding contract with the City of Huntsville and the project will be operated in accordance with all applicable laws and regulations, including program statues and regulations and the Civil Rights Acts, the Fair Housing Act and the Americans with Disabilities Act,
- I understand that by submitting this request that the organization agrees to reimburse the City of Huntsville for any expenditures paid that are found to be ineligible under program guidelines.
- I am authorized by the organization identified within to submit this Request.

\_\_\_\_\_  
Name of authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date