



State of South Carolina

Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

To: Units of Local Government and
Non-Profit Homeless Services Providers

From: Margaret Gibson, OEO Senior Program Manager for ESG

Date: June 1, 2009

**Re: REQUEST FOR APPLICATIONS (RFA)
Homeless Prevention and Rapid Re-Housing Program (HPRP)
Estimated Budget Available: \$11,136,176**

The Governor's Office of Economic Opportunity (OEO) is soliciting applications for the Homeless Prevention and Rapid Re-Housing Program (HPRP). HPRP is a United States Department of Housing and Urban Development (HUD) grant authorized under the American Recovery and Reinvestment Act. According to the Act, the State may make grants to Units of Local Government and Non-Profit, 501(c)3, Organizations that have certification from their Unit of Local Government to carry out the duties of the grant. HPRP funds may be used for the following four eligible activities:

- Financial Assistance;
- Housing Relocation and Stabilization Services;
- Data Collection and Evaluation; and
- Administrative Costs, which will be retained by OEO.

This program will provide financial and other assistance to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, security or utility deposits, utility payments, moving cost assistance, and case management.

All grant funds will be awarded through a competitive process.

Organizations interested in applying for funds must submit a complete application package in compliance with the requirements stipulated in the Request for Applications (RFA) package to the OEO no later than 5:00 p.m. on Monday, July 20, 2009.

Additionally, the RFA package can be found on OEO's website located at <http://www.oep.sc.gov/oeo/forms.htm>. All fill-able forms including the budget and the endorsement form **must** be downloaded from this website and completed.

Complete applications should be forwarded to:

SC Governor's Office of Economic Opportunity
1205 Pendleton Street, Room 342
Columbia, SC 29201

Only applications that fully adhere to the RFA and are received on or before July 20, 2009 at 5:00 p.m. will be considered responsive. Faxed applications are not allowable. Postmarks will not be considered.

An application workshop to orient prospective applicants on the various program components and the application procedures has been scheduled as follows:

Event: HPRP Application Workshop
Date: June 22, 2009
Time: 10:00 a.m.—3:00 p.m.
Location: Midlands Technical College, Northeast
Auditorium
151 Powell Road
Columbia, SC 29203

Parking is available at the meeting facility.

Please note that the workshop is an opportunity to address concerns that arise in starting to complete the application. Please do not wait until after the workshop to start completing the application. Units of Local Government are encouraged to circulate this information to all homeless providers within their jurisdiction.

All questions pertaining to the program will be addressed during the workshop. However, if you have any other questions or require additional information, please contact me at (803)734-1266 or Serdaria Bouknight at (803)734-0390.

Enclosure

c: Ashlie Lancaster, OEO Director
Serdaria Bouknight, OEO Program Coordinator
HPRP Control File

OFFICE OF THE GOVERNOR
OFFICE OF ECONOMIC OPPORTUNITY

Homeless Prevention and Rapid Re-Housing Program

REQUEST FOR APPLICATIONS

Instructions

The Office of the Governor, Office of Economic Opportunity (OEO), is requesting applications for the Homeless Prevention and Rapid Re-Housing Program (HPRP).

All units of local government and public & private non-profit organizations (with certification from the unit of local government in their area) that provide services to the homeless and at-risk for becoming homeless are eligible to apply for HPRP funds. One application per agency/organization should be submitted to the OEO for consideration. Non-profit organizations must have a 501(c)3 certification and be registered in the State of South Carolina.

Applications for HPRP funds must be prepared in accordance with the instructions provided in this Request for Applications (RFA). The contents of the application should be concise and objective. When statistics are cited, the source of the data is to be completely referenced.

Any questions regarding this RFA or the HPRP should be directed to Margaret Gibson, Senior Manager for ESG, at (803) 734-1266; or Serdaria Bouknight, ESG Program Coordinator, at (803) 734- 0390, 1205 Pendleton Street, Columbia, South Carolina 29201.

The OEO must receive an original unbound application and three (3) bound copies no later than 5:00 p.m., on Friday, July 20, 2009. Only applications received on or before the due date will be considered for funding. Faxes are not allowed.

Please note that funding resulting from this RFA is contingent upon the US Department of Housing and Urban Development's (HUD) approval of OEO's submitted substantial amendment to the 2008 Annual Action Plan and the signing of the grant agreement between HUD and OEO.

OEO Timeline

Intended Date Activity

5/2/2009	Advertise Notice of Public Comment Period on Substantial Amendment
5/3-14/2009	HPRP Substantial Amendment Comment Period
5/18/2009	HPRP Substantial Amendment due to US Department of Housing and Urban Development (HUD)
6/1/2009	HPRP RFA Disbursed and available at www.oepp.sc.gov/oeo
6/22/2009	HPRP Application Workshop —(NOTE: this is an opportunity to answer questions that arise in <u>starting to complete</u> the agency's application)
7/2/09	HUD completes review of the substantial amendment.
7/20/09	Deadline for applications: Office of Economic Opportunity, 1205 Pendleton Street, Columbia, SC 29201. Applications will be accepted until <u>5:00PM on July 20, 2009</u> . Faxes and late applications will not be accepted.
9/1/09	HUD intends to execute all grant agreements with grantees.
9/30/09	OEO intends to obligate funds to subgrantees.
10/1/2009	HPRP begins
9/30/11	Recovery Act requires grantees to expend at least 60% of HPRP grant funds within two years of date funding becomes available.
9/30/12	Recovery Act requires grantees to expend 100% of HPRP grant funds within three years of date funding becomes available.

PART I: PROGRAM OVERVIEW

A. Scope and Purpose: Homeless Prevention and Rapid Re-Housing Program (HPRP) under Title XII of the American Recovery and Reinvestment Act of 2009.

The United States Congress has designated \$1.5 billion for communities 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.

The purpose of the HPRP is to provide **homeless prevention assistance** to households who would otherwise become homeless (consider the impact of the current economic situation) and to **rapidly re-house** individuals and families who are **currently homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42U.S.C. 11302)**.

TARGETED FUNDING: HUD expects that HPRP resources will be targeted to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, after the HPRP program concludes.

HUD has provided this funding as an opportunity for communities to (1) develop strategies to identify eligible participants, (2) review and select prevention and rapid re-housing programs, and (3) create comprehensive plans designed to serve eligible participants.

To this end HUD has provided two broad categories for the expenditure of this funding. The first is Temporary Financial Assistance and the second is Housing Relocation and Stabilization Services. Further defining these categories, HUD requires that the populations prioritized be (1) persons facing housing instability who are at risk of losing their housing and requiring temporary assistance to prevent this or to move to another home; (2) persons who are homeless (living in emergency or transitional shelters or on the street) who need temporary assistance in order to obtain housing and retain it. This second priority is called “rapid re-housing assistance.”

MORTGAGE ASSISTANCE: It is important to note that HPRP is not a mortgage assistance program. Congress has established other programs to assist with the current mortgage issues. HPRP funds are only eligible to help program participants—whether they are renters or homeowners about to become homeless—pay for utilities, moving costs, security deposits and rent in a new unit, storage fees, and other financial costs or services as described in the HPRP Notice. HPRP funds are not eligible to pay for any mortgage costs or legal or other fees associated with retaining homeowners’ housing.

FURTHER DETAILS: Please refer to Department of Housing and Urban Development [Docket No. FR-537-N-01] Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009.

B. Eligible Services Description under HPRP.

1. Financial Assistance shall be limited to the following activities:

- a. Short and Medium Term Rental Assistance
 - i. Rental assistance is tenant based and targeted to allow participants to remain in their homes or to obtain and remain in rental units they select.
 - a. Short term = may not exceed rental costs accrued over 3 months.
 - b. Medium-Term = may not exceed rental costs accrued from 4 to 18 months.
 - ii. Rental Assistance Percentage amount: Applicants are required to propose the type and percentage of rental assistance to be provided consistent with their service plan for participants. "Shallow Subsidies," 100 percent rent coverage or graduated/declining subsidies are all eligible options.
 - iii. Rental arrears payment will be available for up to 6 months of total rental assistance eligibility.
 - iv. Rental assistance must be in compliance with HUD's standards of "rent reasonableness". Further details available at the following:
www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc.
 - v. Rental assistance cannot be combined with other rental assistance subsidies provided by federal, state or local housing subsidy programs.
- b. Security Deposits
Security deposits can be provided in conjunction with other subsidies provided by federal, state or local housing subsidy programs as long as they are covering separate cost types.
- c. Utility Deposits
Utility deposits can be provided in conjunction with other subsidies provided by federal, state or local housing subsidy programs as long as they are covering separate costs types.

Example of programs combining subsidies can be found at
<http://www.hud.gov/offices/pih/programs/hcv/vash/index.cfm>.
- d. Utility Payments
Eligible for use to cover up to 18 months of utility payments, including 6 months of arrears provided that the utility is in the name of the participant or a member of his/her household (proof required).
- e. Moving Cost Assistance
Reasonable moving costs allowed (truck rental, moving company expenses, short-term storage fees for up to 3 months).

- f. Motel and Hotel Vouchers
Eligible expense 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.

2. Housing Relocation and Stabilization Services shall be limited to the following activities:

- a. Case Management
Coordination, monitoring, services related to meeting housing needs and helping maintain housing stability may include: counseling, monitoring and evaluating progress, ensuring the rights of participants are protected, and **must include: the development of individualized service plans for each participant including a “path to permanent housing stability” following the HPRP financial assistance.**
- b. Outreach and Engagement
Eligible services include marketing the availability of HPRP funded and other related services and programs to program participants and those organizations and individuals who work directly with participant populations.
- c. Housing Search and Placement
Eligible services include assisting participants in locating, obtaining and retaining housing through activities such as counseling; understanding leases; securing utilities, making moving arrangements; representative payee services concerning rent and utilities; and mediation.
- d. Legal services
Eligible services include legal services to provide participants with legal advice and representation in administration or court proceedings regarding tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.
- e. Credit Repair
Eligible services include building skills in household budgeting, money management, assessing free credit reports and resolving credit issues.

3. Data Collection and Evaluation

- a. **Applicants will be required to utilize the existing the HMIS in its local continuum of care. To this end, each applicant must provide documentation from its local continuum that indicates its participation in their HMIS. Please document your history and experience with this system. Attach the letter to the application. If no viable HMIS is available through the local continuum, the agency should submit a letter noting such and request access to the OEO HMIS.**

Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server,

costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS activities that are ineligible 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 viable and implemented may use a portion of these funds for HMIS implementation or start-up activities.

- b. Evaluation. Grantees and subgrantees 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.

4. Administrative Costs

If administrative funding is remaining after the State ensures that it has adequate capacity to administer the program, it will release the remaining portion of administrative funds for subgrantee use. Subgrantee use of administrative funds, however, will require the written submission of justification in order to ensure that the planned activities are allowable according to the HPRP Notice and/or any other applicable guidelines.

C. Ineligible Services Description:

- 1. OTHER RECOVERY ACT COVERED PROGRAMS: All other activities covered under Recovery Act funds other than HPRP including Child Care and Employment Training.**
- 2. MORTGAGE COSTS are ineligible, including fees, taxes, or other costs of refinancing a mortgage to make it affordable (or legal fees related to the above).**
- 3. OTHER COSTS: Construction rehabilitation; credit card bills; consumer debt; car repair or other transportation costs; travel costs; food; medical or dental care and medicines; clothing and grooming; home furnishings; pet care; entertainments activities; work or education related materials; and cash assistance to program participants directly.**
- 4. DISCHARGE PLANNING: Development of discharge planning programs in mainstream institutions such as hospitals, jails or prisons.**
- 5. DIRECT PAYMENT TO PARTICIPANTS: All support provided to program participants must go directly to third party providers like landlords or utility companies.**
- 6. AN ASSISTED PROPERTY MAY NOT BE OWNED BY THE GRANTEE, SUBGRANTEE OR THE PARENT, SUBSIDIARY OR AFFILIATED ORGANIZATION OF THE SUBGRANTEE.**

D. Description of Eligible Program Participants

- a. PRIMARY CATEGORIES: HPRP funding is designated to serve two participant categories: (1) people who are at high risk of becoming homeless—this is the Prevention Population; (2) people who are already homeless but have a high

likelihood of returning to and maintaining stable housing—this is the Rapid Re-Housing Population.

- b. While subgrantees may target additional service categories, applications will be partially evaluated based on ability to target families and individuals who are eligible based on their risk potential and their current homeless status and ability to be re-housed and remain stable following utilization of HPRP funds.
 - i. If subgrantees target populations to prioritize for services they are providing in addition to those listed above, subgrantees must describe how the needs or issues of the category they are targeting places these participants at greater risk and/or in need of Prevention or Rapid Re-Housing specifically.

E. Requirements for All Program Participants

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

- a. 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.
- b. The household must be at or below 50 percent of Area Median Income (AMI). Income limits are available on HUD’s web site at: <http://www.huduser.org/DATASETS/il.html>. Grantees should use HUD’s Section 8 income eligibility standards for HPRP.
- c. Household must be at risk of homelessness or homeless and:
 - i. Have no appropriate subsequent housing options identified;
 - ii. Lack financial resources and support needed to obtain new or remain in existing housing.
- d. Prevention Assistance—at risk households must be carefully identified and prioritized to target the highest risk populations in the community served.

F. Additional Eligibility Requirements for Prevention Services

- a. Eviction within 2 weeks from a private dwelling (including housing provided by family or friends);
- b. Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals);
- c. Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
- d. Sudden and significant loss of income;
- e. Sudden and significant increase in utility costs;
- f. Mental health and substance abuse issues;
- g. Physical disabilities and other chronic health issues, including HIV/AIDS;
- h. Severe housing cost burden (greater than 50 percent of income for housing costs);

- i. Homeless in last 12 months;
- j. Young head of household (under 25 with children or pregnant);
- k. Current or past involvement with child welfare, including foster care;
- l. Pending foreclosure of rental housing;
- m. Extremely low income (less than 30 percent of Area Median Income);
- n. High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
- o. Past institutional care (prison, treatment facility, hospital);
- p. 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;
- q. Credit problems that preclude obtaining of housing; or
- r. Significant amount of medical debt.

G. Additional Eligibility Requirements for Rapid Re-Housing Assistance.

- a. Homeless according to HUD's definition.
- b. Sleeping in an emergency shelter.
- c. Sleeping in place not meant for human habitation (cars, parks, abandoned buildings, streets and sidewalks).
- d. Staying in hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation immediately prior to entry into the hospital or institution.
- e. Graduating from or timing out of transitional housing program.
- f. Victims of domestic violence.

Applications will be evaluated on how they document the organization's client assessment process which screens potential participants to ensure they are best candidates for short term nature of HPRP funding and would not be better served under programs with longer term funding components.

Existing assessment capacity priority: Applicants who demonstrate an existing capacity and track-record of assessing potential participants who are referred to them via standardized assessment and referral tools shall received prioritized rating.

Homeless Prevention and Rapid Re-Housing Program

APPLICATION COVER PAGE

DATE:	
Organization Name:	
Organization Street Address:	
Street City/State/ZIP:	
Organization Mailing Address	
Mailing City/State/ZIP	
Contact Person/Title:	
Telephone Number:	
Fax Number:	
Email Address:	
Federal Employer I.D. #:	
DUNS # (required):	
CCR # (required)	
Applicant's Fiscal Year:	
AMOUNT OF FUNDS REQUESTED:	

PART II: APPLICATION FORMAT AND INSTRUCTIONS

Title	Description	Length & Point Value
I. Cover Sheet	(as seen above)	1page limit – 0 Points
II. Table of Contents		1page limit – 0 Points
III. Applicant Description	(Summary of applicant organization)	2 page limit – 15 Points

Be sure the summary includes the following:

- Emphasize length of service to targeted or related population (please be clear here). Who do you typically serve? How are they related to HPRP target population?
- Program Management Capacity:
 - Description emphasizing organizational ability to Outreach and/or market the HPRP program.
 - Description of how organization will receive and process referrals to program efficiently.
 - Description of the organization’s capacity to provide services directly
 - Description of the organization’s capacity to network with third party providers to support participants.
 - Description of the organization’s capacity to complete the 3 month re-certification process.
 - Description of the organization’s capacity to establish and maintain confidential client records (**both paper and electronic**) for quality assurance testing and funder monitoring.

IV. Population Served 1page limit – 10 Points

- Describe target population including needs and challenges that place them at risk or in need of prevention services or have resulted in their current status as homeless and in need of rapid re-housing. Use, where possible, current data from existing Homeless Management Information System (HMIS) or related system. Please quote sources of data utilized in this section.

V. Program Service Plan 4 page limit – 50 Points

(1 for each major service category included in application)

For the two major service categories (1) Financial Assistance and (2) Housing Relocation and Stabilization, please provide the following, using narrative description and or attached diagrams as necessary:

- What service model (if any) are you utilizing and what is the history of this service model...does it have a track record with other communities providing Financial Assistance or Housing Relocation and Stabilization Services?
 - Describe service model and how you are applying it or how you plan to apply it to the target population(s) you will serve under this HPRP application.
 - Should include at a minimum:
 - ✓ Outreach (if applicable)

- ✓ Intake and Assessment
 - ✓ Service Planning
 - ✓ Service Provision
 - ✓ Evaluation and Quality Assurance
 - ✓ Referral and Coordination with other providers
- Applicants may have significant overlap in service plans for each major category, but this is necessary in order to determine how an organization specifically plans for and addresses needs identified as Financial Assistance and Housing Relocation.
 - Detail Required:
 - Please think carefully through the service category(s) for which you are applying. How will you best utilize this funding to provide services? For instance:
 - ✓ Outreach: How will you best outreach to ensure that you actually serve the target population?
 - ✓ Assessment: If you use a standard assessment form, please include an attached copy of it and describe how you use it. If you share this assessment process with other referring or referral agencies to increase the efficiency of the intake assessment please describe. **You must answer this question: How will you select or assist clients who are eligible for services under this funding in such a way that optimizes their chances for success?**
 - ✓ Service Planning: If you have a standard service plan, please attach example and describe how it is used to support participant outcomes as well as provide professional services to participants.
 - ✓ Service Provision: If you are providing Financial Assistance, you must answer the following questions:
 - i. **What Financial Assistance limits will you propose for participants that will demonstrate your experience with the existing population as well as provide for maximum use of limited funding? Will all applicants receive 100% of eligible rent funding? What will be your policy on this? If a program participant that received short-term rental assistance comes back for more assistance, how will the agency determine additional service(s)?(i.e. transition participant to the medium-term assistance program).**
 - ii. **For applicants who are not currently employed, what will your assessment, service plan, and service provision requirements be to ensure that this and other major risk factors for homelessness are addressed during the period the participant is funded through the HPRP program?**
 - iii. While it is not necessary to provide your policy on every service category, you must provide an example of **your program policy detail** on each of the areas in which you are requesting funding. For instance, one policy in Financial Assistance and one in Housing Relocation and Stabilization.

VI. Quality of Care (Outcome Measurement)

1page Limit – 20 Points

- Applicants must describe their plan to ensure the following Quality of Care Standards are met:

- What are the clear outcomes (qualitative and quantitative) you identify in each service category for which you are requesting funding?
 - At a minimum please identify:
 - ✓ The number of program participants you are planning to serve (annually). For families there should be two numbers: the number of families (100 families) and the total number of members in families (500 members total).
 - ✓ The number of individuals/families you will keep from becoming homeless.
 - ✓ The number of individual/families you will move from shelters to homes.
 - ✓ The measures you will use to track progress in achieving those outcomes.
- How will you track progress in each individual service category?
- What is your structure for intervening where you are in danger of not meeting your established outcomes?
- **Applicants will be required to utilize the existing the HMIS in its local continuum of care. To this end, each applicant must provide documentation from its local continuum that indicates its participation in their HMIS. Please document your history and experience with this system. Attach the letter to the application. If no viable HMIS is available through the local continuum, the agency should submit a letter noting such and request access to the OEO HMIS.**
- How will you utilize your existing or new HMIS system to support your ability to establish outcomes, track progress, and address problems when they emerge?

VII. Budget

No page Limit - 5 Points

Use attached Appendix A

- a. Project out three years if applicable.
- b. Complete attached Budget form. Budget category detail and amount requested.
- c. Please note that we will be looking at the outcomes you identified in section 6 (Outcome Measures) to compare budget to service outcomes in order to consider efficiency of services.

VIII. Additional Required Attachments No page limits.

- a. Budget Documents. Use Forms in Appendix A.
- b. Job Descriptions -To Be Attached.
- c. Evidence of DUNS.
- d. Evidence of Central Contractor Registration (CCR).
- e. Endorsement Form (non-profits must be endorsed by the unit of local government in which they are located). Use Appendix B
- f. General Certifications Form. Use Appendix C.
- g. Evidence of 501(c)(3) status granted by the Internal Revenue Service.
- h. Evidence of the organization's registration in SC as a charitable organization.
- i. Brief statement of fiscal policies and procedures.
- j. Letter of support from the continuum of care in which the applicant is located.

**Homeless Prevention & Rapid Re-Housing Program (HPRP-Stimulus)
Budget**

Subgrantee Name: _____

Shelter Name: _____

Category	Homeless Prevention Budget	Rapid Re-Housing Budget	Total Budget	# of Jobs Retained	Proposed # of Jobs Created	Proposed # of Clients to be Served
Financial Assistance						
Short-term rental assistance (3 months)			0.00			
Medium-term rental assistance (4-18 months)			0.00			
Security/utility deposits			0.00			
Utility payments			0.00			
Moving cost assistance			0.00			
Motel & hotel vouchers			0.00			
Financial Assistance:	0.00	0.00	0.00	0	0	0
Housing Relocation & Stabilization						
Case management (requires names & PDs)			0.00			
Outreach & engagement (possibly requires names & PDs)			0.00			
Housing search & placement (requires names & PDs)			0.00			
Legal services (possibly requires names & PDs)			0.00			
Credit repair (possibly requires names & PDs)			0.00			
Housing Relocation & Stabilization Total:	0.00	0.00	0.00	0	0	0
Data Collection & Evaluation						
Data collection			0.00			
Salary (requires name & PD)			0.00			
Equipment, licenses, etc.			0.00			
Evaluation			0.00			
Data Collection & Evaluation Total:	0.00	0.00	0.00	0	0	0
GRAND TOTAL:	0.00	0.00	0.00	0	0	0
Executive Director Signature _____				Date _____		
Board Chairperson Signature _____				Date _____		

For OEO Use Only: (Please Initial & Date)	
OEO Program Coordinator	
OEO Senior Manager	
OEO Director	
OEO Fiscal	

Homeless Prevention Budget Narrative

Subgrantee Name: _____

For all positions partially or fully funded with HPRP, attach a position description and provide the name of the staff person.

Category	Description of Activities	Cost
Financial Assistance		
Short-term rental assistance (3 months)		
Medium-term rental assistance (4-18 months)		
Security/utility deposits		
Utility payments		
Moving cost assistance		
Motel & hotel vouchers		
Financial Assistance:		0
Housing Relocation & Stabilization		
Case management (requires names & PDs)		
Outreach & engagement (possibly requires names & PDs)		

Housing search & placement (requires names & PDs)		
Legal services (possibly requires names & PDs)		
Credit repair (possibly requires names & PDs)		
Housing Relocation & Stabilization Total:		0
Data Collection & Evaluation		
Data collection		
Salary (requires name & PD)		
Equipment, licenses, etc.		
Evaluation		
Data Collection & Evaluation Total:		0
GRAND TOTAL:		0

Rapid Re-Housing Budget Narrative

Subgrantee Name: _____

For all positions partially or fully funded with HPRP, attach a position description and provide the name of the staff person.

Category	Description of Activities	Cost
Financial Assistance		
Short-term rental assistance (3 months)		
Medium-term rental assistance (4-18 months)		
Security/utility deposits		
Utility payments		
Moving cost assistance		
Motel & hotel vouchers		
Financial Assistance:		0
Housing Relocation & Stabilization		
Case management (requires names & PDs)		
Outreach & engagement (possibly requires names & PDs)		

Housing search & placement (requires names & PDs)		
Legal services (possibly requires names & PDs)		
Credit repair (possibly requires names & PDs)		
Housing Relocation & Stabilization Total:		0
Data Collection & Evaluation		
Data collection		
Salary (requires name & PD)		
Equipment, licenses, etc.		
Evaluation		
Data Collection & Evaluation Total:		0
GRAND TOTAL:		0

**GENERAL CERTIFICATIONS FOR
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the subgrantee certifies that:

Affirmatively Further Fair Housing -- The subgrantee will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within its service area, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace --It will or will continue to provide a drug-free workplace by:

1 Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about:

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

2 Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

3 Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;

4 Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying --To the best of the subgrantee's knowledge and belief:

1 No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3 It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the State's Consolidated Plan.

Section 3 --It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1 By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

2 The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3 Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

4 Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

5 If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6 The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85. Section 85.510. Participant responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Address of Participant:

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Confidentiality – It will 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.

Discharge Policy – A certification that the subgrantee has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.