

Homelessness Prevention & Rapid Re-Housing (HPRP) Request for Applications

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*North Carolina Office of Economic Recovery and Investment
North Carolina Department of Health and Human Services
North Carolina Housing Finance Agency*

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Section I. PROGRAM OVERVIEW

The North Carolina Office of Economic Recovery and Investment (OERI) in partnership with the North Carolina Department of Health and Human Services (DHHS) and the North Carolina Housing Finance Agency (HFA) will administer the Homelessness Prevention and Rapid Re-Housing Program (HPRP) non-entitlement funds throughout North Carolina. All three State organizations will work together to ensure the funds achieve the desired goals and HUD's reporting requirements are met.

Purpose: HPRP is a new HUD program that was created through the American Recovery and Reinvestment Act (Recovery Act). The purpose of 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 currently homeless as defined by Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302). HPRP 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.

Recommended Documents for Review: The State strongly recommends reviewing the documents below as organizations develop their applications. These documents contain necessary information about the HPRP program.

- HPRP Information Packet distributed by the North Carolina Office of Economic Recovery and Investment (OERI), located at <http://www.ncceh.org/en/rel/20/>
- HUD's Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention
- HPRP Frequently Asked Questions (FAQs)

All HUD materials on HPRP can be found at HUD's HPRP website, <http://www.hudhre.info/HPRP>

Available Funding: The State has approximately **\$18 million** of HPRP funding to allocate as 3-year grants on a competitive basis to applications submitted in response to this Request for Applications (RFA).

The suggestions below are not intended as funding limits but as examples of expected funding ranges for applicants:

- Both prevention and rapid re-housing programming: \$500,000 - \$1 million for 3 years.
- Only prevention programming: \$150,000 – \$300,000 for 3 years.
- Only rapid re-housing programming: \$200,000 - \$300,000 for 3 years.

(See the HPRP Information Packet, Appendix D for sample budgets that may be of assistance when designing funding requests.)

Note: Grantees will receive **1%** of their total award to pay administrative costs. Many activities that Grantees typically think of as “administrative” can be charged as program costs under the HPRP program. For example, the time for a bookkeeper to issue rental assistance is a program expense under Financial Assistance. Likewise, staff time for data entry is a program expense under Data Collection & Evaluation. Similarly, the staff time to assess for rent reasonableness, conduct inspections, and execute rent assistance contracts can be categorized as a program activity.

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 nonprofit organizations, if the government for the locality in which the organization is based certifies that it approves of the program.

Preference will be given to communities that meet the State’s threshold requirements and have not received a direct allocation from HUD.

Applicants must have a DUNS number. Information about the DUNS process can be found at <http://www.hud.gov/offices/adm/grants/dunsnbrguide.doc>

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

- 1) Financial assistance
- 2) Housing relocation and stabilization services
- 3) Data collection and evaluation
- 4) Administrative costs

Financial assistance is limited to the following activities:

- short-term rental assistance (1-3 months)
- medium-term rental assistance (4-18 months)
- security and utility deposits
- utility payments
- moving cost assistance
- motel and hotel vouchers

Housing relocation and stabilization services are limited to the following eligible activities:

- case management (focused on housing relocation and stability)
- outreach and engagement
- housing search and placement
- legal services
- credit repair

More detailed information about eligible activities can be found in the HPRP Information Packet.

Eligible Program Participants: The funds under this program are intended to target two populations of persons facing housing instability:

- 1) Households needing prevention assistance are 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.

Housing Status & HPRP Eligibility
Stably Housed= Not Eligible
Precariously Housed = Prevention
Imminently Homeless = Prevention
Currently Homeless = Rapid Re-Housing

- 2) Those needing rapid re-housing assistance are 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 and retain housing.

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

- 1) The household must be either homeless or at risk of losing its housing and must 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. (see Risk Factors, p. 11)
- 2) The household must be at or below 50% of Area Median Income (AMI) and income eligibility must be maintained. If a household is assisted with HPRP and is later re-assessed and their income exceeds 50% of AMI, the household is no longer eligible for HPRP assistance.
- 3) Any individual or family receiving financial assistance through HPRP must have at least an initial consultation with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance to meet their needs.

Note: North Carolina’s Consolidated Plan (<http://www.nccommerce.com/NR/rdonlyres/102C8047-31FA-4F5A-8271-061BA4DCF40F/0/20062010ConPlan.pdf>) has identified several highest-priority populations, 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 focus the homelessness prevention portion of their project on households at 30% or less of AMI will receive greater consideration in the application process than urban community applications that target less than 50% of AMI. These applications do not have to serve that income category exclusively, but should give significant priority to those lowest-income households. Income limits are available on HUD’s web site at <http://www.huduser.org/DATASETS/il.html>.

Focus Population: The State has identified individuals being discharged from publicly funded systems (hospitals, prisons, jails, juvenile centers, foster care) as a focus population. Participants must meet eligibility requirements and must meet reasonable expectations that permanent housing will be maintained at the end of HPRP assistance (maximum of 18 months of assistance). It is not expected that any community will target this population exclusively, but the State encourages Grantees to assertively outreach to this population. This emphasis is in recognition of the dual benefit to communities of reduced returns to institutions and increased cost savings through securing housing for this population.

I. A. Program Requirements

Homeless Management Information System: HPRP projects are required to capture data in a Homeless Management Information System (HMIS). The HMIS system that will be used for the State is the Carolina Homeless Information System (CHIN).

Successful applicants will demonstrate an understanding of the importance of HMIS data collection. CHIN will provide OERI with de-identified, program-level reports on data quality, including the HMIS rating, bed utilization, and percentage of completed Universal Data Elements. Annual Performance Reports and the Emergency Shelter Grant Program Healthy Indicator Metric may also be provided. Whenever possible, historical usage patterns and statistics will be used to determine agency readiness.

Grantees and Sub-Grantees will comply with HUD's HMIS Data Standards: Revised Draft Notice (April 2009) and will agree to maintain excellent data integrity by entering 100% of HUD's HPRP and OERI's required data fields into CHIN within one week of client contact and/or service provision, and daily during the last week of the quarter. To assist in this requirement, agencies will run and/or review appropriate HPRP reports weekly to ensure consistent compliance. Agencies will agree to correct inaccurate or incomplete data within one week.

Agencies will seek CHIN's network support and technical assistance, as needed, to ensure proper software usage and excellent data integrity. All requests for assistance will be documented.

Training is also crucial. All network users must successfully complete CHIN's certification training prior to accessing client data. If needed, supplemental training will be available.

Agencies will list 100% of agency beds in CHIN, when applicable.

Note: Per federal law, HMIS participation does not apply to domestic violence programs.

The State will fund CHIN directly to ensure that CHIN has adequate staff to provide technical assistance and training and the capacity to track federally-required data elements and produce

federally-required aggregate client data reports. The State anticipates that its direct funding of CHIN will cover at least five user licenses for each Grantee. The cost of these licenses does not need to be included in the applicant's budget. Whether or not more than five State-funded user licenses will be paid for each Grantee will depend, in part, on the number of successful applicants. Therefore, some Grantees may have to fund a portion of their CHIN user license fees. The State anticipates being able to work with successful applicants to refine their proposed budgets to accommodate this circumstance should it become necessary.

Each individual assisted and the dollar amount of each type of financial assistance provided must be entered into CHIN for tracking purposes. It is not known if the dollar amount of any of the non-financial assistance housing services (for example, credit repair services) will be required to be entered into CHIN for tracking purposes. However, salaried staff time spent directly on work with households must be tracked in CHIN. Data entry into CHIN will be a requirement for reimbursement from the State.

Accountability: In keeping with Congressional intent for all Recovery Act Programs, HPRP Grantees will be held to a high standard of fiscal and programmatic accountability. The State recognizes that the intensive accountability and reporting requirements will be burdensome to some Grantees and encourages applicants to undertake a thorough self-assessment of capacity to comply with these requirements before submitting an application.

The Recovery Act requires the State to ensure all Recovery Act funding is spent for eligible activities that benefit eligible participants. Funds spent on ineligible activities and/or ineligible households (including those households over income limits) must be repaid to the State before any further invoices submitted to the State will be paid.

The Applicant Organization will be the agency the State executes the contract with, distributes funds to, and holds responsible for all program and fiscal reporting requirements. Copies of invoices submitted to the Grantee by Sub-Grantee(s) and/or proof of payment of flexible financial assistance will be required for reimbursement of flexible financial assistance and contracted services.

1. Fiscal Accountability and Documentation Applicants will be required to demonstrate that they have the capacity to manage and document HPRP spending in their communities.

All reimbursement requests will be verified against data entered into CHIN on households assisted, including amounts paid on their behalf. Any requests that are not supported by CHIN data will not be processed.

Cash Management: Most Grantees will receive funds from the State through receipt-based reimbursement, and not through an advance of funds. However, the State recognizes that under certain circumstances a Grantee may not have the liquidity necessary to operate HPRP unless it receives an advance of funds. The State is willing to consider this arrangement as individual circumstances merit.

2. Programmatic Accountability: Eligibility, demographics, and homelessness risk factor data (see p. 11) for participant households as well as data about services provided to households must be entered and tracked in CHIN. Furthermore, the eligibility of participant households, including income and housing status, must be documented and the documentation must be maintained in each participant's file. For example, income verification (including asset verification) and additional HPRP documentation requirements, such as property inspections, housing assistance contracts, leases and/or utility accounts in the name of the household receiving assistance, rent reasonableness assessments, etc., must be kept in a participant file that will be available for monitoring.

The State will provide a checklist for the participant file and a standardized set of documents after Grantee award and prior to contract implementation. Required participant documentation known to date can be found in Appendix B of the HPRP Info Packet.

Monitoring: CHIN will produce monthly data quality reports for the State related to each Grantee's HMIS participation. The State will review the data quality reports to determine accuracy of data entry and program compliance and that performance guidelines are being met.

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.

Required Grantee Reports: The State will require extremely prompt quarterly reports from each Grantee so that the State can, in turn, comply with HUD's 10-day quarterly report deadline. The State anticipates gathering most (but not all) of the information required for the quarterly reporting from CHIN; to this end Grantees must ensure the data on HPRP-assisted households is entered into CHIN regularly and promptly as the assistance is provided. As the State gets clarity from HUD about the level of reporting detail that is required, it will provide Grantees with instructions about what level of information they must track. Preliminary information about HUD reporting requirements is included in Appendix A.

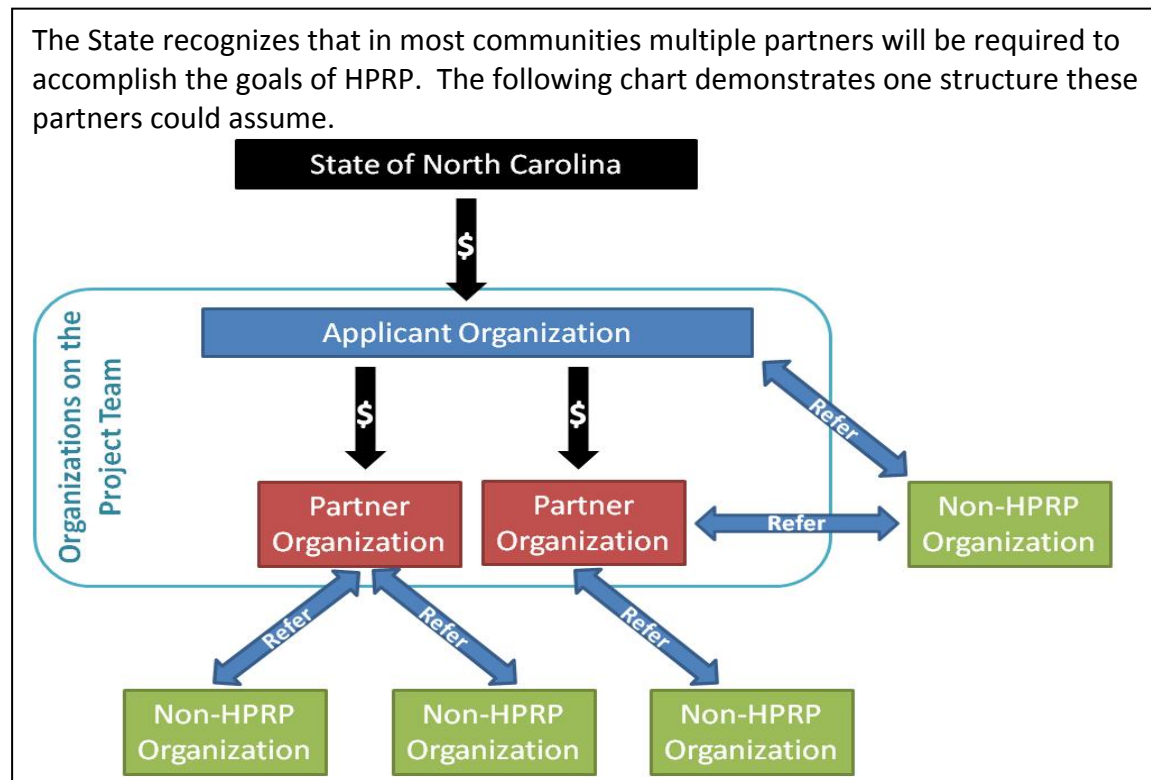
The State will monitor program reports, program outcomes, and expenditure eligibility. All of the following required data will be available to the State from CHIN as all applicants must comply with their HMIS data entry requirements:

- numbers of households identified as at risk of homelessness (including those identified by the program as at risk, but not enrolled in the program)
- numbers of households identified as homeless
- number of households assisted with financial assistance and/or housing stabilization services
- number of households assisted who do not become homeless after receiving HPRP services compared against key risk factors
- average cost of financial assistance provided per household assisted with flexible financial assistance

- amount of time each HPRP-funded agency spends working directly with each household, minus any fee-for-service interactions

Timeframe: It is expected that Grantees will be ready to begin operations in October 2009, as the Recovery Act requires Grantees to spend 60% of the HPRP funds within two years of HUD signing its contract with the State (no later than September 1, 2009) and 100% within three years.

I. B. Program Design



The Project Team: The Project Team is the team of organizations that will work together to implement the HPRP project. Each Project Team will have one Applicant Organization. The Project Team may also have one or more Partner Organizations, but this is not a requirement. The State understands that some communities do not have the capacity to have more than one organization on the Project Team. In either case, the roles of each organization in the Project Team must be explicitly laid out in the application.

Applicant Organization/Grantee

Applications will be submitted by one lead organization (the Applicant Organization), which will be held accountable for the project. The Applicant Organization will be the organization that the State executes contracts with, distributes funds to, and contacts for all reporting (including reporting on the activity of the Partner Organizations). HPRP grants will be made to no more than a single organization in a given region. The Grantee is responsible for all program

compliance and has a sub-recipient relationship, not vendor relationship, with the State. Any Grantee that receives more than \$300,000 will be required to conduct a single audit.

Partner Organizations/Sub-Grantee

The Applicant Organization may not be able to fulfill all of the tasks associated with implementing the HPRP project. 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 should ensure maximum outreach to eligible HPRP participants as well as leverage all resources for which the program participants are eligible.

The Applicant Organization may define these Partners as sub-recipients or vendors to be paid or reimbursed by the Applicant Organizations for their roles, but the Applicant Organization will be responsible for ensuring that all program compliance and reporting requirements are met and that necessary documentation is maintained.

The method of distribution of HPRP funds from the Grantee to a Partner Organization (and, hence, the legal relationship between the Grantee and the Partner Organization) can vary, depending on the Grantee’s management practices.

The State expects that some Grantees, particularly in rural areas, will not have a Sub-Grantee.

Non-HPRP Organizations

Non-HPRP Organizations will provide a direct service related to the HPRP program or provide other non-HPRP services to HPRP program participants (health care, employment, child care, TANF, education, job training, etc.). In most cases HPRP program participants are already eligible for services provided by the Non-HPRP Organization, but as part of the HPRP collaboration there will be clear lines of referral and follow-up for HPRP program participants.

Non-HRPP Organizations Administering ARRA programs:

The HPRP federal notice stresses the importance of HPRP projects maximizing partnerships with agencies providing other ARRA-funded services (Info Packet Appendix C). Referral networks involving these organizations will provide the clients a more comprehensive package of housing and service options, and will increase the ability of the clients to obtain and retain stable permanent housing. Therefore, the number and strength of ARRA agency partnerships will be a factor in how applications are ranked.

Using Risk Factors to Identify Appropriate Prevention Participants: HPRP funding must be used only for families and individuals who would become homeless without this assistance. Identifying households at greatest risk of homelessness is a crucial part of the HPRP process. Doing so requires caseworkers and intake/eligibility staff to establish and process criteria to distinguish households that are experiencing difficulties, but will not become homeless as a result of those difficulties, from those households that are at greater risk of becoming homeless.

To assist communities in distinguishing between stressed households and households that are precariously housed and/or at imminent risk of homelessness, a list of criteria, or risk factors, has been developed. There are nine risk factors that indicate the greatest likelihood of homelessness. The presence of one or more of these risk factors would identify a household as “High Risk.” These factors are:

- Eviction within 2 weeks from a private dwelling (including housing provided by family or friends)
- Discharge within 2 weeks from an institution where an individual has resided for at least 180 days
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation
- Sudden and significant loss of income
- Mental health and or/substance abuse disorders
- Significant physical disabilities
- 2+ moves within the past year
- Young head of household with child under 2 years of age
- Ex-offender

In addition, there are 6 risk factors that indicate a lesser, but still significant likelihood of homelessness. The presence of one or more of these risk factors would identify a household as “Medium Risk.” These factors include:

- Severe cost burden (paying more than 50% of income for housing)
- Involvement in the child welfare system (child protective services)
- Credit problems
- Trauma
- Eviction due to landlord/owner of rental unit experiencing foreclosure
- Domestic violence within past 30 days

In addition, there are 3 other factors that increase a household’s likelihood of homelessness. Presence of one or more of these risk factors would identify a household as “Low Risk.” These factors include:

- Sudden and significant increase in utility costs
- High overcrowding (the number of persons exceed health and/or safety standards for the housing unit size)
- Significant amount of medical debt

It is important for programs to be aware of these risk factors, and to evaluate each household being assessed for services to determine how many and which risk factors the household presents. These risk factors must be entered into CHIN along with other household information. Yet, not all risk factors must be identified at initial intake/eligibility screening. Staff should conduct a thorough enough assessment at intake to determine eligibility, which would include gathering information about at least some risk factors. If, however, staff

identifies one or more risk factors quickly, it is not required that all other risk factors be assessed at the point of intake. Instead, additional information about other risk factors a household presents can be gathered and entered into CHIN as the staff works with the household over time and learns more about them.

The number of focus households served (persons discharged from publicly funded systems including hospitals, prisons, jails, juvenile centers, foster care), the number of households served by risk category (High, Medium, Low), and the housing stability rates for those categories of households will comprise a significant portion of the program outcome evaluation. Outcome expectations will take into account each household's level of risk. The greater the risk of homelessness among a group of participating households, the lower the housing stability rate is expected to be. Similarly, a group of Low Risk households would be expected to have high rates of housing stability. Therefore, programs that conduct thorough risk factor assessments will have adequate documentation to justify varying performance outcomes. Households that are High Risk, but are identified as Low Risk in CHIN, will be held to a higher performance outcome measure than they would be if their risk level had been appropriately identified in CHIN.

Targeting Rapid Re-Housing Participants: Household risk factors are not used to identify risk for households receiving rapid re-housing assistance as they are for households receiving prevention, because the households are already experiencing homelessness. Instead, household risk characteristics assist in predicting the difficulty households will have in establishing housing stability.

Risk characteristics are helpful in identifying households needing more than 18 months of assistance who should be referred to other, more appropriate supportive housing options. Rapid re-housing risk characteristics that can be used for both of these purposes include:

High Risk Characteristics

- mental health and/or substance abuse issues
- physical disability and other chronic health issues, including HIV/AIDS
- young head of household with child under the age of 2
- extremely low income (less than 30% Area Median Income)
- recent or repeated traumatic life events
- domestic violence within the past 30 days
- credit problems that preclude obtaining housing
- previous eviction from subsidized housing
- felony record
- veterans with dishonorable or other than honorable discharge

Medium Risk Characteristics

- sudden and significant loss of income
- current or past involvement with child welfare
- past institutional care

I. C. Program Outcomes:

1) Number of Focus Households Assisted: The State has identified persons being discharged from publicly funded systems (hospitals, prisons, jails, juvenile centers, foster care) as a focus population. The State also recognizes that some of these persons will need more than 18 months of assistance and should not be served with HPRP funds unless the Grantee has a reasonable expectation that the household will be transferred to a permanent source of assistance before the HPRP assistance expires. Therefore, Grantees are encouraged to develop strategies for obtaining referrals for members of the focus population, and also to develop commitments from permanent housing providers and appropriate support services to work with HPRP program participants who need ongoing assistance after the HPRP program.

2) Housing Stability: HPRP is intentionally focused on housing—either assisting households in avoiding homelessness or moving households from homelessness to permanent housing. Therefore the primary outcome for the HPRP Program is the housing stability achieved by HPRP program participants.

Recognizing that for many households financial assistance alone may not ensure housing stability, HPRP has been designed to include case management and housing stabilization services for HPRP program participants. (HPRP funding may be used to create staff position(s) to accomplish these tasks.) In contrast, for some households effective case management, including assistance with identification of natural support systems, will be adequate to ensure housing stability even without financial assistance. In still other cases, case management and flexible financial assistance will both be needed.

Whenever feasible HPRP case management assistance should include post-financial assistance follow-up sessions to monitor and support housing stability. Case management assistance should also provide assertive referral to other community resources that participants may need (employment, healthcare, transportation, etc.) to support residential stability.

Risk characteristics and risk factors are helpful in determining appropriate performance guidelines. Performance measures are adjusted to account for the difficulty in establishing housing stability for hard-to-serve participants. This way, hard-to-serve participants can be enrolled without adversely affecting the Grantees’ performance outcomes. The State will use scaled performance outcome goals based on the level of risk characteristics of each HPRP assisted household.

Focus Population High Risk Prevention Households High Risk Characteristic Rapid Re-Housing Households	75% housing stability at 3 months and 65% housing stability at 6 months
Medium Risk Prevention Households Medium Risk Characteristic Rapid Re-Housing	85% housing stability at 3 months and 75% housing stability at 6 months

Households	
Low Risk Prevention Households	90% housing stability at 3 months and 85% housing stability at 6 months

3) Number of Households Assisted: The State recognizes that at this time communities are not prepared to commit to the number of persons and households that will be served by the HPRP project. However, federal reports will require communities to provide, by October 2009, an estimate of the number of households to be served by each activity over the 3 years of the HPRP program. Therefore, an estimate must be made by each applicant.

Note: At the end of 6 months of program operation and periodically thereafter, the State will use CHIN data to ascertain actual averages in order to evaluate all performance guidelines. Programs that serve less than 75% of the statewide average will receive additional technical assistance and may have their program funds reallocated to higher-performing Grantees.

Section II. GRANT SUBMISSION INFORMATION

1. Application Submission Requirements and Due Date

Applications in response to this RFA must be postmarked by 5:00 pm on Friday, August 7, 2009. The State will review each application submitted for HPRP funding. It is the intention of the State that Grantees will represent a geographic distribution across the state.

Applicants should submit three paper copies of the Request for Application Form in a 3-ring binder, with tabs for the following: Application Questions & Narrative, Budget, Signature Page, and Appendices.

Please submit three copies postmarked by 5:00 pm on Friday, August 7, 2009 to:

Martha Are
Office of Economic Recovery and Investment
Mail Service Center 20308
Raleigh, NC 27699-0308

In the process of administering this program, OERI, DHHS, and HFA will make decisions and interpretations regarding project applications. Unless otherwise stated, these organizations are entitled to the full discretion allowed by law in making all such decisions and interpretations. The agencies reserve the right to amend, modify, or withdraw provisions contained in this application that are inconsistent or in conflict with State or federal laws or regulations. All applications for HPRP funding become the property of OERI.

The State expects to make funding decisions by early September and have Grantee contracts in place by September 30, 2009.

2. Application Trainings

Applicants are invited to participate in one of two free teleconferences held by the State to help organizations develop their HPRP applications.

July 17, 11:00 – 1:00

July 20, 2:00 – 4:00

The State will send out the telephone number and instructions to connect to the call in the days immediately prior to each conference call. If you do not receive the information by the day before these events, please email Martha Are at martha.are@nc.gov.

Questions about the HPRP program and this application should be directed to:

Martha Are: martha.are@nc.gov 919-733-1523

3. Grantee Trainings

After grants are awarded, the State will hold mandatory trainings for Grantees on program requirements and program implementation. Training dates and locations are still to be determined.

Section III. APPLICATION GUIDELINES

1. Process for Evaluating Applications: Staff from the Office of Economic Recovery and Investment (OERI), the Department of Health and Human Services (DHHS), the Housing Finance Agency (HFA), and other representatives from OERI's Homelessness Prevention and Housing Work Group will serve on a Ranking Committee.

2. Threshold Requirements: For a proposal to be eligible for consideration the State must determine that the following threshold criteria have been met.

- The application must be for eligible activity(s) for eligible populations.
- The Applicant and Partner Organizations must be eligible contractors for HUD funds and State funds. The organization(s) must not be debarred from receiving federal or State funds nor under any current sanctions related to federal or State funding.
- The organizations on the Project Team must not propose to use HPRP funds to replace or supplant any current funding source; i.e., the requested funds must be for a new or expanded service or to serve a population not previously served by the organizations.
- The organizations on the Project Team must have satisfactory organizational status, experience, and capacity to implement and operate the project.
- The applicant must submit Reports on Independent Auditors, Schedules of Findings and Questioned Costs, Schedules of Prior Year Finding, and corrective action plans from organizational audits for the past 3 years. Applicants should also submit notice of any findings identified in federal, State or local audits of the agency or any of its programs.
- The application must be complete.

3. Application Evaluation Criteria: In addition to meeting threshold criteria, applications will be evaluated on:

- Strength of the proposed activities, staff, and team to achieve program goals
- Financial and reporting capacity
- Tracking of focus population, risk factors and household characteristics
- Urban community applications that focus the homelessness prevention portion of their project on households at 30% or less of AMI
- Capacity of the Applicant and Partner Organizations to complete the required CHIN data entry
- Collaboration with 10-Year Plan and/or Continuum of Care
- Partnerships with other Recovery Act programs and other community resources
- Targeting of focus population

The State retains the right to reject proposals that do not meet threshold criteria, to negotiate program features, terms and funding amounts, and to recapture and reallocate funds if a Grantee is unable to meet HPRP program requirements. The State may use additional criteria, such as geographic representation, to make final decisions.

4. Local Approval: Agencies submitting HPRP applications must document their collaboration with their local Continuum of Care or jurisdictionally-based 10-Year Plan to End Homelessness in developing their HPRP application. This will maximize the work of existing efforts to address homelessness, including inter-agency coordination, coordination of discharge from publically funded institutions, etc.

Applicants from the following counties should take their proposed project before their 10-Year Plan committee, or a subcommittee of that group that does not include any representatives from agencies that would be receiving HPRP funds: Buncombe, Cleveland, Cumberland, Durham, Forsyth, Guilford, Mecklenburg, New Hanover, Orange, Pitt, Wake.

Applicants from other counties should take their proposed project before their Continuum of Care (CoC), or a subcommittee of that group that does not include any representatives from agencies that would be receiving HPRP funds. Communities that participate in the Balance of State CoC have the option of presenting their projects before their local/regional committee or requesting a subcommittee of the Balance of State to perform the review function.

Applications will need to include documentation of reviews by the 10-Year Plan or CoC committee. Discussions with those committees should include:

- identification of partners not already engaged and assistance in drawing those partners into the project
- identification of opportunities to leverage additional resources
- review of 10-Year Plan/CoC goals and analysis of how the HPRP project can best help further those goals
- assistance in maximizing collaboration to ensure that only one entity will submit an application covering a geographic region.

Following those discussions, 10-Year Plan or CoC committees will write a letter of support no more than 2 pages long. The support letter should include:

- recommendations made by the committee to improve the project
- opportunities for the project to help further the committee's goals/plans
- strengths of the project identified by the committee
- any weaknesses of the project identified by the committee
- other information the committee would like the State to know about the project

Note: Per federal requirement, if a nonprofit is the Applicant Organization, local approval must include a letter from the local government in which the Applicant Organization's administrative headquarters is based designating that nonprofit as the approved applicant for the region.

Each application should identify the partners that will comprise the HPRP Project Team and should also indicate other organizations in the community to which the Project Team intends to refer HPRP participants for non HPRP-funded assistance.

Letters of support from Partner Organizations that outline the roles and responsibilities of each Partner Organization will be required with this application. Letters will be evaluated for the capacity and strength of the partners. In addition, letters of support from Non-HPRP Organizations will strengthen an application. Letters of support could include:

- specific procedures for referral and follow up between agencies (to and from), including contact names and any forms that must be completed
- any limitations on the numbers of eligible persons that could be served by the Partner or Non-HPRP Organization
- what services will be provided by the agencies
- strategies that will be implemented to ensure that staff from one agency are aware of the services and eligibility criteria of the other agency
- fee for service expectations
- documentation that will be required
- commitment by the Partner or Non-HPRP Organization to enter data into CHIN

Appendix A: HPRP Reporting Data Elements

The following document includes preliminary information about HUD reporting requirements.

**Homelessness Prevention & Rapid Re-Housing Program (HPRP)
 Quarterly Performance Report:
 Elements, Response Categories and Justification**

Q #	Title of Question	Response Categories	Justification
OMB ARRA Performance Progress Report Data Elements			
Report Authorizing Information			
1	Name of Awarding Federal Agency or Sub-agency	Federal agency and organization element name	OMB-required ARRA-Performance Progress Report question.
2	Federal Grant/Award Number Assigned by Federal Agency	Federal grant or other identifying number	OMB-required ARRA-Performance Progress Report question.
3	a. DUNS Number b. EIN c. CFDA	DUNS, EIN, CFDA numbers	OMB-required ARRA-Performance Progress Report question.
4	Recipient Organization	Name and complete address including zip code	OMB-required ARRA-Performance Progress Report question.
5	Recipient Identifying Number or Account Number (Optional)	Recipient identifying number or account number	OMB-required ARRA-Performance Progress Report question.
6	Project/Grant Period	Start Date (Month, Day, Year) End Date (Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
7	Reporting Period End Date	(Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
8	Is this the final report for the project/grant period?	Yes/No	OMB-required ARRA-Performance Progress Report question.
9	Report Frequency	Annual, quarterly, semi-annual, other (if other, describe)	OMB-required ARRA-Performance Progress Report question.
10	Performance Narrative – LEAVE BLANK	Describe the Project or Activities for which recovery of funds were expended or obligated.	OMB-required ARRA-Performance Progress Report question.
11	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal Agency	OMB-required ARRA-Performance Progress Report question.
12	Certification	a. Typed or Printed Name and Title of Authorized Certifying Official b. Signature of Authorized Certifying Official c. Telephone d. Email Address e. Date Report Submitted	OMB-required ARRA-Performance Progress Report question.
Section 1: Award Recipient Information (Provide requested information for each project or activity for which recovery funds were expended or obligated.)			
13	Name of Project or Activity	Name of project or activity	OMB-required ARRA-Performance Progress Report question.
14	Total Amount of Recovery Funds Received from Federal Agency Identified in Block 1	Total amount of ARRA funds received	OMB-required ARRA-Performance Progress Report question.
15	Amount of Recovery Funds received	Amount of ARRA funds	OMB-required ARRA-

Q #	Title of Question	Response Categories	Justification
	that were obligated or expended to projects or activities	received that were obligated or expended	Performance Progress Report question.
Section 2: Project / Activity Information (Provide requested information for each project or activity for which recovery funds were expended or obligated.)			
16	Name of Project or Activity	Name of project or activity	OMB-required ARRA-Performance Progress Report question.
17	Description of Project or Activity (Select activity code(s))	Brief description	OMB-required ARRA-Performance Progress Report question.
18	Evaluation of completion status of the project or activity	Not started, Less than 50% completed, Completed 50% or more, Fully completed	OMB-required ARRA-Performance Progress Report question.
19	Estimate of number of jobs created by this project or activity	Estimate of number of jobs created	OMB-required ARRA-Performance Progress Report question.
20	Estimate of number of jobs retained by this project or activity	Estimate of number of jobs retained	OMB-required ARRA-Performance Progress Report question.
21	Describe the employment impact of the Recovery Act funded work	Narrative	OMB-required ARRA-Performance Progress Report question
Section 3: Subawardee or Subcontract Award Information (Provide requested information for each subawardee or subcontract for which \$25,000 or more of recovery funds were obligated or expended.)			
22	Recipient DUNS Number	DUNS number	OMB-required ARRA-Performance Progress Report question.
23	Award Number or Other Identifying Number Assigned by the Awarding Entity	Award number or other identifying number	OMB-required ARRA-Performance Progress Report question.
24	Recipient Name	Recipient name	OMB-required ARRA-Performance Progress Report question.
25	Recipient Location	Address, City, County, State Postal Code, Zip Code, Congressional District	OMB-required ARRA-Performance Progress Report question.
26	Recipient Type (Select primary category from the list of categories provided in instructions)	Select primary category from the list of categories provided in instructions	OMB-required ARRA-Performance Progress Report question.
27	Recipient Category (Select one or more that apply from the list provided in the instructions.)	Select one or more that apply from the list of categories provided in the instructions.	OMB-required ARRA-Performance Progress Report question.
28	Amount of Contract or Award	Current Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
29	Amount of Contract or Award	Ultimate Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
30	Award Date	(Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
31	Principal Performance Location	Address, City, County, State Postal Code, Zip Code, Congressional District	OMB-required ARRA-Performance Progress Report question.
32	For the five most highly compensated officers of the entity:	Name Total Compensation	OMB-required ARRA-Performance Progress Report question.
Section 4: Subawardee or Subcontract Award Information – Aggregate Report (Provide requested			

Q #	Title of Question	Response Categories	Justification
information for aggregate information on subawards and subcontracts for which less than \$25,000 of recovery funds were expended or obligated.			
33	Total Number of Subcontracts and Subawards less than \$25,000/award	Total amount of subcontracts less than \$25,000/award	OMB-required ARRA-Performance Progress Report question.
34	Total Amount of Subcontracts and Subawards equal to or greater than \$25,000/award	Total amount of subcontracts and subawards equal to or greater than \$25,000/award	OMB-required ARRA-Performance Progress Report question.
HPRP Quarterly Performance Report Data Elements*			
Section 5: Grantee Information			
35	Contact Information	Project Name Grantee (or Subgrantee) Grantee (or Subgrantee) Contact Name Title Address Phone Number Fax Number Email Address	Allows HUD (or grantee if subgrantee report) to identify primary grantee contact responsible for information contained in the report.
36	Authorizing Information	Name of Authorized Grantee (or Subgrantee) Official Title/Position	Allows HUD (or grantee if subgrantee report) to identify the authorizing official representing the grantee or subgrantee organizations.
37	Project Information	CoC Number Grantee Identifier Program Identifier Quarterly Period Covered by this Report Administrative Address	Allows HUD (or grantee if subgrantee report) to monitor and verify basic project information per the Grant Agreement.
Section 6: Program Performance			
38	Persons and Households Served by Homeless Status at Entry and Eligible Service Activities	<p>Number of unduplicated persons and households served during the quarter and cumulatively since grant execution (unduplicated at subgrantee level) by Homelessness Prevention or Homeless Assistance, as determined by Homeless Status at Entry and Service Type:</p> <p>Financial Assistance:</p> <ul style="list-style-type: none"> o Short-term rental assistance o Medium-term rental assistance o Security deposits (including total with VASH voucher at exit) o Utility deposits o Utility payments o Moving cost assistance o Motel & hotel vouchers <p>Housing Relocation &</p>	Allows HUD (or grantee if subgrantee report) to monitor and verify conformance with projected persons and households to be served by Homelessness Prevention or Homeless Assistance (based on homeless status at entry) per HPRP first Quarterly Performance Report Supplement.

Q #	Title of Question	Response Categories	Justification
		Stabilization Services: <ul style="list-style-type: none"> ○ Case management ○ Outreach & engagement ○ Housing search & placement ○ Legal services ○ Credit repair 	
39	Housing Outcomes of Persons Served (All Leavers Only)	Total number of unduplicated persons served during the quarter by Destination at exit	Allows HUD (or grantee if subgrantee report) to monitor destination of persons served who left the program as a factor in understanding the client population served and as an indicator of project performance.
Section 7: Financial Information			
40	HPRP Expenditures by Eligible Activity	Expenditures during the quarter and cumulatively since grant execution by activity (Financial Assistance, Housing Relocation & Stabilization Services, Data Collection & Evaluation, and Administration).	Allows HUD (or grantee if subgrantee report) to monitor grantee expenditure of HPRP funds for eligible service activities.
41	HPRP Expenditures by Eligible Service Activities	Expenditures during the quarter and cumulatively since grant execution by Homelessness Prevention or Homeless Assistance (as determined by Homeless Status at Entry) and by Service Type: Financial Assistance: <ul style="list-style-type: none"> ○ Short-term rental assistance ○ Medium-term rental assistance ○ Security deposits ○ Utility deposits ○ Utility payments ○ Moving cost assistance ○ Motel & hotel vouchers Housing Relocation & Stabilization Services: <ul style="list-style-type: none"> ○ Case management ○ Outreach & engagement ○ Housing search & placement ○ Legal services ○ Credit repair 	Allows HUD (or grantee if subgrantee report) to monitor and verify grantee expenditure of HPRP funds for eligible activities per Grant Agreement and Initial Performance Report.
* Supplemental elements to those required in ARRA-Performance Progress Report (SF-PPR-Recovery) Note: ARRA Progress Report elements may not be applicable to all HPRP funded applicants.			

**Homelessness Prevention & Rapid Re-Housing Program (HPRP)
 Initial Performance Report (Supplement to 1st Quarterly Performance Report)
 Elements, Response Categories and Justification**

Q #	Title of Question	Response Categories	Justification
Section 8: Grant Allocation			
42	Are HPRP funds being used for “maintenance of effort” (MOE) due to loss of other federal, state or local funding? If yes, what percent of HPRP funding is being used for MOE purposes?	Yes/No If yes, % HPRP for MOE.	Allows HUD (or grantee if subgrantee report) to monitor use of HPRP funds for MOE purposes.
43	Subgrantee Awards and Total by Eligible Activity	List of all subgrantees and award amounts by Homelessness Prevention or Homeless Assistance (rapid rehousing) and by eligible activity (Financial Assistance, Housing Relocation & Stabilization, Data Collection and Evaluation, and Administration)	Allows HUD (or grantee if subgrantee report) to verify basic project information per the Grant Agreement.
Section 9: Projected Program Outputs			
44	Projected Persons and Households to be Served During the Grant Period by Homeless Status at Entry and Eligible Service Activities	<p>Total projected number of unduplicated persons to be served during the grant period (unduplicated at subgrantee level) by Homelessness Prevention or Homeless Assistance (as determined by Homeless Status at Entry) and by Service Type:</p> <p>Financial Assistance:</p> <ul style="list-style-type: none"> o Short-term rental assistance o Medium-term rental assistance o Security deposits o Utility deposits o Utility payments o Moving cost assistance o Motel & hotel vouchers <p>Housing Relocation & Stabilization Services:</p> <ul style="list-style-type: none"> o Case management o Outreach & engagement o Housing search & placement o Legal services o Credit repair 	Allows HUD (or grantee if subgrantee report) to monitor projected persons to be served by Homelessness Prevention or Homeless Assistance (based on homeless status at entry).
Section 10: Homeless Prevention Targeting			
45	For Homelessness Prevention activities, in addition to HPRP eligibility requirements, are there other risk factors that will be used to determine eligibility and/or prioritization for homelessness prevention assistance? If yes, please identify and provide a brief rationale.	Yes/No If yes, brief narrative	Allows HUD (or grantee if subgrantee report) to monitor grantee client targeting criteria for eligible activities.

Q #	Title of Question	Response Categories	Justification
Section 11: HMIS			
46	Describe the plan for entering data on households served into the HMIS(s) operating in the entitlement jurisdiction (or the CoC(s) where subgrantee will provide services).	Brief narrative	Allows HUD (or grantee if subgrantee report) to monitor plan for entering data into HMIS.
47	If no HMIS is operating in a CoC where an HPFP subgrantee will provide services, describe the plan to ensure data is collected in a comparable data system.	Brief narrative	Allows HUD (or grantee if subgrantee report) to monitor plan for entering data into HMIS.

Appendix B: ARRA Required Contract Provisions

By submitting a response to this RFA the applicant agrees to the following inclusions in any final contract or grant terms:

Detailed Required Contract Provisions:

All contracts for the use of American Recovery and Reinvestment Act of 2009 (ARRA) funds shall include the mandatory provisions below.

Flowdown Provision

The following mandated terms and conditions are required in all contracts where funds under the ARRA will be used, including contracts with sub-recipients and vendors.

Comptroller General

The U.S Comptroller General and his representatives have the authority to:

- (1) examine any records of the contractor of any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involved transactions relating to, the contract or subcontract; and
- (2) interview any officer or employee of the contractor or any of its subcontractors or of any State or local government agency administering the contract, regarding such transactions.

Accordingly, the Comptroller General and his representatives shall have the authority and rights prescribed under ARRA Section 902 with respect to contracts funded with recovery funds made available under the ARRA. Nothing in Section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

Inspector General

Section 1515(a) of the ARRA provides authority for any representatives of the Inspector General to examine any records or interview any employee or officers working on this contract. The contractor is advised that representatives of the inspector general have the authority to examine any record and interview any employee or officer of the contractor, its subcontractors or other firms working on this contract. Section 1515(b) further provides that nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an Inspector General.

Limit on Use of Funds

ARRA funds may not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pools.

Whistleblower

Any non-federal employer receiving covered funds under the ARRA shall post notice of the rights and remedies for whistleblowers as required by Section 1553 of the ARRA.

Records Retention

The contractor shall retain all such contract records intact in a form, if not original documents, as may

be approved by the Federal Government, for at least three (3) years following termination of a project funded by ARRA or for such longer period of time as required by the State.

Outsourcing

Contracts awarded by the State of North Carolina, its agencies or political subdivisions using ARRA funds may not be outsourced outside of the U.S. without specific prior written approval from the awarding agency.

Tax Certification

Contractors and subcontractors for ARRA funded projects assert and self-certify that all Federal, State and local tax obligations have been or will be satisfied prior to receiving ARRA funds.

Reporting Requirements

The contractor is notified that this project will be financed with ARRA funds. The contractor shall ensure that all subcontracts and other contracts for goods and services for an ARRA-funded project have the mandated provisions of this directive in their contracts. Pursuant to Title XV, Section 1512 of the ARRA, the State shall require that the contractor provide reports and other employment information as evidence to document the number of jobs created or jobs retained by this contract from the contractor’s own workforce and any subcontractors. No direct payment will be made for providing said reports, as the cost for same shall be included in the various items in the contract. If applicable, the contractor agrees to separately identify to each sub-contractor and document at the time of award of contract or approval of application and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of ARRA funds.

Registration and Identification Information

Contractor must maintain current registrations in the Center Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded with ARRA funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration. If applicable, the contractor agrees to separately identify to each sub-contractor and document at the time of award of contract or approval of application and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of ARRA funds.

Posting with the ESC

In addition to any other job posting the contractor normally utilizes OERI requires that the contractor shall post with eth local Employment Security Commission Office all positions for which he intends to hire workers as a result of being awarded this contract. Labor and semiskilled positions must be posted for at least 48 hours before the hiring decision. All other positions must be posted a minimum posting of five (5) days before the hiring decision. The contractor and any subcontractor shall report the new hires in the manner prescribed by the ESC and OERI.

State Access to Records

All contractors and subcontractors for ARRA funded projects agree to allow the Office of State Budget and Management internal auditors, OERI and state agency internal auditors access to records and employees pertaining to the performance of any contract awarded by a public agency