



Form #: HPRP-100

**Missouri Housing Development Commission
Homeless Prevention and Rapid Re-housing
Notice of Funding Availability (NOFA)**

NOFA Date: 5/14/2012

Purpose:

The Missouri Housing Development Commission (MHDC) hereby notifies interested organizations of the availability of HUD Homeless Prevention and Rapid Re-housing (HPRP) funds to provide assistance to very low-income Missourians. The funds will be allocated in a competitive process. The funds are as indicated below:

\$2,000,000 from the Department of Social Services

Deadline:

Applications for funding will be accepted by MHDC until **4:30 p.m. CDT on May 18, 2012.** All applications received after the deadline will be rejected.

- Applications, including attachments, should be submitted via email to jmiller@mhdc.com or mail to MHDC. Agencies who submit their application by email should also mail a hard copy to the address below.

Requirements:

- Applicants must be a non-profit or partnership entity formed pursuant to applicable Missouri law, must be an entity in good standing with the state of Missouri and provide housing or housing services. **Homeless Prevention and Rapid Re-housing monies will not be awarded to individuals.**
- Applicants must have experience in administering HUD Homeless Prevention and Rapid Re-housing funds.
- All **proposals must be submitted on the current application form** that is posted on the MHDC website (www.mhdc.com).
- All intended recipients assisted with Homeless Prevention and Rapid Re-housing funds **must have incomes at or below 50 percent of the area median income** for the geographic area adjusted for family size.

*For more detailed information the HPRP Policies and Procedures Guide (HPRP-210) is also available at www.mhdc.com

Contact Information:

If there are any questions, please contact:

- Jenni Miller, Community Initiatives Coordinator at 816-759-6614 or jmiller@mhdc.com

Please send all applications to Attn: Jenni Miller at:

Missouri Housing Development Commission
Homeless Prevention and Rapid Re-housing
3435 Broadway, Kansas City, MO 64111



Part One – Program Description

Through the HPRP program, the U.S. Department of Housing and Urban Development (HUD) has been authorized by Congress to provide funds for homelessness prevention and rapid re-housing activities, including: short-term or medium-term rental assistance, housing relocation and stabilization services, mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, case management, or other appropriate activities for homelessness prevention and rapid re-housing of persons that have become homeless. In accordance to the HPRP Notice published on March 19, 2009 (*Notice of Allocations, Application Procedures, and Requirements for the Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009, FR-5307-N-01*), the Missouri Housing Development Commission (MHDC) is making funds available for eligible Homeless Prevention and Rapid Re-housing programs in Missouri. Due to time constraints of the program, not all activities listed above will be eligible under the MHDC HPRP program. Please review the eligible activities in this NOFA carefully.

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

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



Part Two – HPRP Guidelines

A. Eligible Activities

HPRP grant funds must be used for eligible activities. There are four (4) categories of eligible activities for the HPRP program. Applicants must apply for either or both Category 1 and/or 2. HMIS Lead Agencies may apply for only Category 3. Only Lead HMIS agencies may apply only under Category 3. Grantees may dedicate up to 2% of the total grant request to Category 3 as an option to dedicate staff for HPRP eligible data collection and evaluation activities. Grantees may dedicate up to 2% of the total grant request for program administration, Category 4. Eligible activities are consistent in both homelessness prevention and rapid re-housing programs and are listed within each of the four major program activity categories below.

Category 1: Financial Assistance	
Rental Assistance (Short Term)	<ul style="list-style-type: none"> ▪ Short-term rental assistance may not exceed rental costs accrued after June 30, 2012 (HUD limit is a total of 18 months of assistance per household) ▪ Amount of rental assistance provided should be based on need ▪ Rental assistance may also be used to pay up to 6 months of rental arrears for eligible program participants if it allows the participant to remain in the unit or move to another unit ▪ Rental assistance paid cannot exceed the actual rental cost which must be in compliance with HUD’s standard of <i>Rent Reasonableness</i> (http://www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.pdf)
Security and Utility Deposits	<ul style="list-style-type: none"> ▪ Includes paying security and or utility deposits ▪ Assistance may not exceed security or utility deposit costs accrued after June 30, 2012 ▪ Payments can cover the same period of time in which assistance is also being provided to the household through another housing subsidy program, as long as they cover separate cost types
Utility Payments	<ul style="list-style-type: none"> ▪ Funds may be used for up to 18 months of utility payments, including 6 months of utility payments in arrears, funds must be expended by June 30, 2012
Motel and Hotel Vouchers	<ul style="list-style-type: none"> ▪ Funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants
Category 2: Housing Relocation and Stabilization Services	
Case Management	<ul style="list-style-type: none"> ▪ HPRP case management activities include the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability ▪ Additional component services may include counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that program participants’ rights are protected; and developing an individualized housing and service plan, including path to permanent housing subsequent to financial assistance



Outreach and Engagement	<ul style="list-style-type: none"> ▪ Funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs
Housing Search and Placement	<ul style="list-style-type: none"> ▪ Funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing ▪ Additional component services or activities may include tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; and mediation and outreach to property owners related to locating or retaining housing
Category 3: Data Collection and Evaluation	
Data Collection	<ul style="list-style-type: none"> ▪ ARRA requires that data collection and reporting for HPRP be conducted through the use of HMIS or a comparable client-level database ▪ Reasonable and appropriate costs associated with operating HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible ▪ Specific eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training
Evaluation	<ul style="list-style-type: none"> ▪ Grantees must comply if asked to participate in HUD-sponsored research and evaluation of HPRP ▪ Funds are eligible for costs to the grantee of participating in HUD research and evaluation of the program
Category 4: Administrative Costs	
Administrative Costs	<ul style="list-style-type: none"> ▪ Administrative costs may be used for accounting of the use of grant funds; preparing reports for submission to HUD; obtaining program audits; similar costs related to administering the grant after the award; and grantee staff salaries associated with these administrative costs ▪ Administrative costs could also be used for training staff who will administer the program or case managers who will serve program participants, as long as this training is directly related to learning about HPRP ▪ MHDC will allow 2% of the grant award for administrative costs

B. Financial Assistance Details

There are five basic types of financial assistance that may be provided with HPRP funds: (1) Rental Assistance (including arrears); (2) Security Deposits; (3) Utility Deposits (including arrears); (4) Utility Payments; and (5) Hotel/Motel Vouchers. Each type is discussed briefly below.



Rental Assistance

Under HPRP, up to 18 months of rental assistance may be provided to eligible households (funds must be expended by June 30, 2012).

Though the HPRP notice establishes that no program participant may receive more than 18 months of rental assistance, due to the short amount of time left to administer the program, grantees must expend funds by June 30, 2012.

Grantees may pay up to 6 months of rental arrears (regardless of when they were incurred) for eligible program participants if the payment enables the program participant to remain in housing or obtain new housing. The 6 months is included in the 18 month limit.

Finally, it is important to note that HPRP assistance cannot be provided to eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program. Therefore, if a participant is receiving rental assistance under another program, regardless of whether it's a full or partial subsidy, HPRP funds may not be used for rental assistance during that same time period. However, costs may be provided during the same period of time for eligible individuals and families if it is for other cost types.

Security and Utility Deposits

HPRP funds may be used to assist eligible households with security and utility deposits. Security and utility deposit assistance does not count towards the 18 month limit on rental assistance, so an eligible household may receive security and/or utility deposit assistance and still be eligible for 18 months of rental assistance. Further, because security/utility deposits and rental assistance are different cost types, a household may receive rental assistance under a different Federal or state program (e.g., Section 8 or VASH) and also receive security deposit assistance with HPRP funds. The maximum amount of HPRP funds that may be provided for a security deposit is the equivalent of two months' rent (funds must be expended by June 30, 2012).

If and when an assisted household moves from the assisted unit (assuming the landlord has not retained the deposit to pay for damages incurred by the tenant), the grantee may recover the security deposit. In this case it must be treated as program income. Alternately, the grantee may allow the household to keep the deposit and use it towards their next unit.



Utility Payments

HPRP funds may be used for up to 18 months of utility payments, this includes up to 6 months of utility payments in arrears, provided that the program participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments (such as canceled checks or receipts from the utility company in his/her name). Utilities eligible for assistance include heat, electricity, water, sewer, and garbage collection. Telephone and cable services are not eligible (funds must be expended by June 30, 2012).

Note that utility assistance does not have to be provided during the same period a client is receiving rental assistance. For example, in northern states such as Illinois or Minnesota, a household may only need utility assistance in the winter months. A household is still eligible for up to 18 months of utility payments, regardless of whether their 18 months of rental assistance has expired.

As with security deposit assistance, a client may receive utility assistance through HPRP while receiving a rental subsidy under another under another Federal or state program, as long as that program does not cover utility payments. However, households that receive assistance under the Low-Income Home Energy Assistance Program (LIHEAP) would not be eligible for HPRP utility assistance since it's considered the same cost type.

Motel and Hotel Vouchers

Finally, HPRP funds may be used for reasonable and appropriate hotel/motel vouchers for up to 30 days if both of the following conditions are met: (1) Subsequent rental housing has been identified but is not immediately available for move-in; and (2) No appropriate shelter beds are available. Because it could take a few weeks to locate suitable rental housing, it is advisable for grantees to try to identify an alternate source of funding for emergency housing to assist households' in-between the time of program entry and the identifications of housing if the community's shelters are at capacity (funds must be expended by June 30, 2012).



Other Requirements and Conditions for Funding

Projects awarded funds must ensure compliance with the following requirements and conditions:

i. Eligible Program Participants

At a minimum, an eligible program participant must meet the following criteria and would become or continue to be homeless without HPRP assistance:

1. Any individual or family provided with HPRP financial assistance must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.
2. The household must be at or below **50 percent of Area Median Income** (AMI). MHDC will use HUD's Section 8 income eligibility standards for HPRP. Income limits are available on HUD's web site at: <http://www.huduser.org/DATASETS/il.html>.
3. The household must meet **both of the following circumstances**: (1) no appropriate subsequent housing options have been identified; and (2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.
4. Persons receiving Rapid Re-housing Assistance must meet one of the following HUD established criteria for homelessness:
 - a. Sleeping in an emergency shelter;
 - b. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
 - c. Staying in hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (car, parks, streets, etc.) immediately prior to entry into the hospital or institution;
 - d. Graduating from, or timing out of a transitional housing program; and
 - e. Victims of domestic violence
5. Assistance under the Homelessness Prevention Program is available only for persons who **but for this assistance** would become homeless. HUD has identified the following risk factors for homelessness to further target



assistance to persons at risk of homelessness and/or be used to qualify an individual or family to receive assistance through HPRP.

Prevention Assistance:

- 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
- ii. Rent Reasonableness

Grantees providing rental assistance must ensure that the actual rental costs of units assisted are in compliance with HUD's standard of "rent reasonableness." Rent Reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of



rents being charged by the owner during the same time period for comparable non-luxury unassisted units.

See HUD's worksheet on rent reasonableness at:
www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc

iii. Habitability Standards

Organizations that provide rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be re-inspected upon a change of tenancy.

iv. HMIS Data Standards

The Recovery Act requires HPRP grant recipients to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) *or a comparable client-level database for victim service providers*. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless. HPRP applicants that will be providing financial assistance and services directly will be required to use the HMIS approved by their Continuum of Care to collect data and report on outputs and outcomes as required by HUD.

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

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

vi. Coordination with Local County Commissioners

The Department of Social Services originally administered HPRP funds through the County Commissioners. MHDC will accept applications directly from non-profit agencies with the support of the applicant's County Commissioner.



Required Attachments

- The agency must include a Sources and Uses form (**Attachment A**) provided by MHDC;
- The agency must coordinate with the local Continuum of Care (CoC) and submit a letter of support (**Attachment B**) to ensure that proposed HPRP activities are aligned with the CoC's strategies for preventing and ending homelessness;
- The agency must submit a letter of support (**Attachment C**) from their local County Commissioner;
- The agency must submit a letter of support (**Attachment D**) from their HMIS provider;
- Non-profit organizations must include required 501(C)3 documentation (**Attachment E**) from IRS as;
- The agency must provide an agency organizational chart (**Attachment F**);
- The agency must provide a copy of agency by-laws (**Attachment G**);
- The agency must provide a list (**Attachment H**) of agency board members and their affiliations;
- The agency must provide a Certificate of Good Standing (**Attachment I**) current within six months;
- The agency must provide their most recent Federal Form 990 (**Attachment J**) "Return for Organization Exempt from Income Tax Status"; and
- If last audit contained findings, must include a copy of the agency audit (**Attachment K**).