

City of Augusta, Georgia

# Homelessness Prevention & Rapid Re-Housing (HPRP) Program

#### **GUIDELINES & APPLICATION**

For Project Activities Beginning October 1, 2009

Submit to:

Augusta Housing & Community Development Department 925 Laney-Walker Boulevard, 2<sup>nd</sup> Floor Augusta, Georgia 30901

DEADLINE: APRIL 6, 2009 5:00 P.M. MUST BE HAND-DELIVERED



# City of Augusta Housing & Community Development Department Homelessness Prevention and Rapid Re-Housing (HPRP) Program

The City of Augusta's Housing and Community Development Department is soliciting proposals for the use of HPRP funds totaling \$927,319 to be used for Homeless Prevention activities. The American Recovery and Reinvestment Act (ARRA) of 2009 identified funds to be administered similarly to the Emergency Shelter Grant (ESG) Program for homeless prevention related activities.

The HRPR 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.

These dollars will be available October 1, 2009 and must be used by September 30, 2012, for programs that benefit Augusta-Richmond County residents who are at risk of becoming homeless or to "rapidly re-house" individuals/families who have recently become homeless. These dollars may be used to fund a new program or to support an existing homeless program. Unlike ESG dollars, these funds cannot be spent on shelter operating expenses or repairs. Funds will be awarded to non-profit agencies for a grant term of 3 (three) years.

The ARRA defines homeless prevention activities as "short-term or medium-term rental assistance; housing relocation and stabilization services including housing search, mediation or outreach to property owners, credit repair, security or utility deposits, utility payments, rental assistance, moving cost assistance and case management; or other appropriate activities for homelessness prevention and rapid re-housing of persons who have become homeless."

#### **Eligible Activities**

#### Financial Assistance:

- Short-term (up to 3 months) & Medium-term rental assistance (up to 18 months) including up to 6 months for arrears (back rent owed);
- Security and Utility Deposits
- Utility payments (up to 18 months including 6 months of payments in arrears)
- Moving costs (including short-term storage costs);
- Motel and hotel vouchers (up to 30 days if no shelter available and no housing).

#### Housing Relocation and Stabilization Services:

- Case Management services (focus on access and stability in housing)
- Outreach and engagement;
- Housing search and placement (tenant counseling, securing utilities, representative payee services and mediation with property owners);
- Legal services
- Credit Repair

Assistance should be needs-based and given to the neediest. Determining the neediest can be tied to the homeless point-in-time count conducted on January 27, 2009. However, if you have other reliable statistics, they can be used, but provide documentation with your application.

Short-term rental assistance, security deposits, utility deposits/payments, case management and credit repair are top priorities as indicated by several homeless agencies in Augusta.

Limitations for Rental Assistance and Utility Payments:

The City is responsible for determining the amount of Short-term and Medium-term Rental Assistance, therefore the following will apply:

	Rental	Utility
Short-term	1 – 3 months – 100%	1 – 3 months – 100%
Medium-term	4-12 months - 80%	4-12 months – 80%
	13 - 18 months - 50%	13 - 18 months - 50%

For back payments (arrears)

Rental Assistance & Utility	1 - 6 months - 100%	
	7 – 12 months – 80%	
	13 – 18 months – 50%	

#### **EVALUATION CRITERIA:**

Generally, proposals will be evaluated and preference given to those which:

- 1. Agencies involved in the Continuum of Care process.
- 2. Allow for the most efficient and cost-effective use of HPRP funds so that as many homeless individuals and families as possible will be assisted.
- 3. Demonstrate a commitment to the project in terms of time, effort, resources, etc.
- 4. Describe the nature and extent of the (documented) unmet homeless needs within the City and detail the extent to which the proposed activities address these needs.
- 5. Prove the ability of the applicant to carry out the proposed activities within 3 years.
- 6. Demonstrate effectiveness in serving the homeless, including the ability to establish, maintain, and/or improve the self-sufficiency of the homeless.

#### Applications must be hand-delivered and received by:

Monday, April 6, 2009, 5:00 p.m.

#### **Submit One (1) Copy of Typed Application To:**

**Rose White, Assistant Director - Programs** 

Housing & Community Development Department 925 Laney-Walker Boulevard, Augusta, Georgia Augusta, Georgia 30901 Phone: (706) 821-1797



#### **Housing & Community Development Department**

925 Laney-Walker Boulevard Augusta, GA 30901

Telephone: (706) 821-1797

## **HOMELESSNESS PREVENTION RAPID RE-HOUSING (HPRP) PROGRAM Year 2009 Application**

Deadline: April 6, 2009 by 5:00 p.m. (Hand-Delivered)

Cor	ntact Information			
Organization:		Contact Person:		
Project Name:		Mailing Address:		
Phone/Fax:		E-mail:		
Total Amount Requested for 3 Years:		Total Number of Clients to Serve Annually (estimate):		
Wil	l project create or retain Jobs?	If Y	es, how many jobs?	
	pposed Activity Type(s): (Application n istance or service) – Please check boxes			
Fin	ancial Assistance:	Ног	using Relocation and Stabilization Services:	
	Short-term/Medium-term financial assistance (rent, utility, security deposits, etc) Moving Costs Motel/Hotel Vouchers		Case Management Services Mediation Services Housing Search & Placement Services Outreach & Engagement Credit Repair Rapid Re-Housing Legal Services	
Dat	ta Collection & Evaluation:			
	HMIS Costs (not start-up or new software	<del>)</del>		
Staffing Staff HMIS Training				

1.	Is your organ □ Yes	ization a private □ No	e non-profit organization (If no, you cannot apply		tus?
2.	Does your or	ganization have	a board of directors?	□ Yes	□ No
3.	Does your Or	ganization have	e an established accountir	ng system? □ Yes	□ No
4.	•	-	expertise that your organi neless or persons at-risk		ng with or
PROJI	ECT INFORMA	TION:			
1. Pı	rovide an over	all summary d	escription of your proje	ect:	
intend neede WHEN the pr	1. Provide an overall summary description of your project:  Describe specifically the purpose of the project, identifying the problems the project is intended to help solve. Include WHAT you will do, WHO you will serve, WHY the project is needed, WHERE the project will take place, WHAT you will use the HPRP funds for and WHEN the project will start. Provide information on how the project will be staffed, how the project will provide housing stabilization or provide support services for the homeless and those at-risk of being homeless.				

A. APPLICANT INFORMATION:

B.

2.	Describe how this project will <b>work</b> with any current projects and services that serve the homeless population in Augusta.
which Feder	describe your agency's plans to collaborate with local agencies that can serve the homeless, a received funds under the American Recovery and Reinvestment Act of 2009 from other cal agencies including the U.S. Department of Education, Health and Human Services, rtment of Labor, Homeland Security and the Department of Family and Children Services.
3.	
	Describe how you will <b>coordinate</b> your services with other services particularly mainstream resources in the community to maximize resources and provide integrated services to project participants.
	mainstream resources in the community to maximize resources and provide integrated
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5.	What is your plan for implementation of the project over the 3-year period? When will different steps in implementation occur?
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	ectives will help you reacl	ii your goais?	
Objectives	<u> </u>		

Who will coordinate your project? Check a	
☐ Volunteer ☐ Existing staff person	☐ Other, describe
	a success – what will you measure to find out. project, including specific measurable indicators ion data.
Who within your organization will be resp requirements?	onsible for reporting and evaluation
10. Will this project create or retain jo	bs? If so, indicate number of jobs and job titles?

#### C. PROPOSED PROJECT BUDGET

	(a) Homelessness Prevention	(b) Rapid Re- housing	(a+b) Total HPRP Requested
FINANCIAL ASSISTANCE			
Short-term Rental Assistance to prevent eviction (up to 3 mos.)/ Medium-term Rental Assistance (4 to 18 mos.) including 6 months for arrears (back rent owed)			
Security Deposits & first month's Rent			
Rental Assistance for last month's Rent			
Utility Payments (up to 18 mos. or 6 mos. of payments in arrears)			
Utility Deposits			
Moving Costs			
Motel/Hotel Vouchers			
HOUSING RELOCATION & STABILIZATION			
Case Management			
Mediation Services/Outreach (with property owners)			
Housing Search & Placement Services			
(tenant counseling, securing utilities, etc.)			
Legal Services			
Credit Repair			
SUB-TOTAL (all rows above)			

#### **DATA COLLECTION**

HMIS staffing	
HMIS Training	
TOTAL PROJECT COST: (Total of Sub-total above & Data collection)	

#### D. CERTIFICATION

I certify that the information in this application is accurate and complete and the project application, including budgets is fairly presented.

I agree that once funding is provided, any change to the project application will require prior approval of the Housing and Community Development Department.

I agree to publicly acknowledge funding and assistance by the City, in accordance with the terms of the Grant Agreement.

I agree to collect and maintain data in HMIS.

☐ Retain a copy for your files?

I agree to collaborate with the City of Augusta Continuum of Care and mainstream resources regarding HPRP activities.

I also agree to submit quarterly progress and annual performance reports and where required, financial accounting for evaluation of the activity funded by the City.

If funded, I agree to comply with all requirements of the Grant Agreement with the City.

Signature of Board Chair or Director	Name & Title
 Date	
Checklist for Submission:	
Have you	
☐ Submitted a completed application form?	
☐ Submitted a completed budget?	
☐ Checked the accuracy of your numbers?	
☐ Reviewed your application/budget with management	ent of your organization?

NOTE: Before funds are awarded and an agreement is entered into, additional documentation will have to provided, such as documentation of 501 (c)(3) status, financial procedures, etc.

### Homelessness Prevention & Rapid Re-Housing Program SCORING CRITERIA

Score CONSOLIDATED PLAN PRIORITIES ..... A maximum of 15 points will be awarded based on the extent the project/program conform with the homeless priorities and objectives set forth in the City's 2005-2009 Consolidated Plan. A maximum of 20 points will be awarded based on program design and if scope of work is feasible. Applicant should provide clear detailed information to support project design. Target population should be clearly defined and services to be provided should be clearly explained. Staffing should be adequate to provide delivery of appropriate services to suit clients' needs. 
Outcome measures should be reasonable and consistent with targeted population and design. NEED FOR PROJECT/PROGRAM ..... A maximum of 15 will be awarded based on the number served with the greatest need. Applicant should clearly explain the need for agency's services which should be evidenced by data/statistics indicating services were provided to the homeless and/or persons at-risk of being homeless with the greatest need. FINANCIAL FEASIBILITY ..... A maximum of 10 points will be awarded based on feasibility of project budget estimates and if costs are reasonable and justified. The budget is reasonable, meaning, each line item is eligible, necessary and reasonable. ORGANIZATIONAL CAPACITY & EXPERIENCE ...... A maximum of 15 points will be awarded based on the applicant's ability to develop and carry out the proposed project in a reasonable time and successful manner. The applicant must identify the key staff responsible for implementing the program. Organization past performance with City funds will be considered. FINANCIAL MANAGEMENT CAPACITY ..... A maximum of 15 points will be awarded based on organizational strength (record-keeping methods, filing system, financial systems, existence of written procedures manual for financial management and personnel). A maximum of 10 points will be awarded based on the extent your organization collaborates with other homeless providers and other local agencies that serve the homeless, which received funds under the American Recovery and Reinvestment Act of 2009, such as the U.S. Department of Education, Health and Human Services, Department of Labor, Homeland Security and the Department of Family and Children Services.

**TOTAL SCORE**