



Guam Housing and Urban Renewal Authority

**HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)
American Recovery and Reinvestment Act of 2009 (ARRA)**



APPLICATION



Submission Deadline

5:00 p.m., Friday, 17 April 2009

GHURA Research, Planning and Evaluation Office

414 West Soledad Ave., GCIC Building Suite 306, Hagatna, GU 96910

Overview

On February 17, 2009, the U.S. Congress passed the American Recovery and Reinvestment Act of 2009 (ARRA). Consequently, the U.S. Dept. of Housing and Urban Development (HUD) announced the availability of \$1,221,922 to fund Homelessness Prevention and Rapid-Rehousing (HPRP) efforts in Guam. Use of these funds is the subject of this application.

The Guam Housing and Urban Renewal Authority (GHURA) announces the availability of \$1,221,922 in ARRA HP funding. Eligible government agencies, non-profits, and private non-profit organizations are invited to submit proposals to fund HPRP activities.

ARRA HPRP funds may be used for eligible activities intentionally and specifically focused on housing. Eligible activities must fall within the parameters of four categories:

1. Financial assistance
2. Housing Relocation and Stabilization Services
3. Data collection and Evaluation
4. Administrative Costs.

Activities may include, short-term or medium-term rental assistance, housing search, mediation and outreach to property owners, credit repair, security or utility deposits, utility payments, rental assistance for a final month at a location, moving cost assistance, case management, other appropriate activities for homelessness prevention and rapid re-housing of persons who have become homeless. (Source: American Recovery & Reinvestment Act, PL 111-5.)

Grantees receiving such assistance shall collect data on the use of the funds awarded and persons served with this assistance in the Guam Homeless Management Information System (HMIS).

For further information, please contact Mr. Michael Duenas, GHURA Chief Planner, at 475-1407.

Certification

I certify that:

- 1) To the best of my knowledge and belief, the information in this application is true and correct.
- 2) The undersigned is an authorized certifying official of the organization here represented and is authorized to submit this application on their behalf.
- 3) The organization responsible for carrying out the project activities under this proposal will comply with all applicable local and Federal laws and regulations.
- 4) The organization will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the proposed project/program.

Organization Name:	
Project Name:	
Address to conduct project activities:	
Homelessness Prevention and Rapid Re-Housing Program (HPRP) American Recovery and Reinvestment Act (ARRA)	
Certifying Official:	
Title:	
Signature:	
Date:	



Applicant Organization Information			
Organization Name:			
Type of Organization: (Select One)	Line Agency (Local Govt)		
	Autonomous Agency (Local Govt)		
	Public/Non-Profit		
	Private/Non-Profit		
	Private/For-Profit (Stop. Not eligible to receive ARRA HPRP Funds.)		
Federal Tax I.D. Number:			
DUNS Number:			
Organization is registered/renewed with the federal Central Contractor Registration(CCR).	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Point of Contact Information: If we have questions, whom do we call?			
Name:			
Title:			
Best Contact Number(s):			
Email:			
Mailing Address:			
Did the POC complete this application? If otherwise, please state the name(s) of the person(s) who did so in the space below.			
Amount and Distribution of HPRP Funds applied for (by eligible category):			
Category	Amount		
1 Financial Assistance	\$		
2 Housing Relocation and Stabilization Services	\$		
3 Data Collection and Evaluation	\$		
4 Administrative Costs	\$		
TOTAL Funding Request	\$		
Services Proposed (Identify ALL that apply to your proposal.)			
<input type="checkbox"/> Short-Term Rental Assistance	<input type="checkbox"/>	Medium-Term Rental Assistance	
<input type="checkbox"/> Security Deposits	<input type="checkbox"/>	Utility Deposits	
<input type="checkbox"/> Utility Payments	<input type="checkbox"/>	Moving Cost Assistance	
<input type="checkbox"/> Motel/Hotel Vouchers	<input type="checkbox"/>		
<input type="checkbox"/> Case Management	<input type="checkbox"/>	Outreach and Engagement	
<input type="checkbox"/> Housing Search and Placement	<input type="checkbox"/>	Legal Services	
<input type="checkbox"/> Credit Repair	<input type="checkbox"/>		
<input type="checkbox"/> Data Collection	<input type="checkbox"/>	Data Evaluation	
<input type="checkbox"/> Administrative Costs	<input type="checkbox"/>	Other:	
<input type="checkbox"/> Other:	<input type="checkbox"/>	Other:	



HPRP is focused on housing for homeless and at-risk households. It 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. The funds under this program are intended to target two populations of persons facing housing instability: 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and 2) 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 it (rapid re-housing).

PROGRAM DESCRIPTION

3 pages maximum

Listed questions are examples to include in your response.

How will your program serve the intent of the HPRP?

Who will be served by your program?

How do you intend to document compliance with HPRP guidelines for program participant eligibility?

Describe in detail the types of services you intend to provide using ARRA HPRP funds.

What is your plan for outreach to your target population(s)?



The U.S. Congress enacted the American Recovery and Reinvestment Act (ARRA) to help persons affected by the current economic crisis. The urgency with which Congress engaged in recovery efforts speak strongly of their intent to target funding where the greatest impact will be felt to sustain and stabilize housing for those in most need of assistance now.

Grantees and subgrantees are thus responsible for ensuring that funds are expended efficiently, expediently, and with the greatest degree of transparency and accountability possible.

At a minimum, 60% of grant funds must be expended within the first 2 years of the grant award. One hundred percent of grant funds must be expended within the full 3 years of the grant award.

ADMINISTRATIVE CAPABILITY

3 pages maximum

Listed questions are examples to include in your response.

Describe your organization’s organizational structure as relating to the administration of your program.

Submit a Responsibility Chart for your program. (A responsibility chart identifies key personnel responsible for the execution of your program and includes a brief description of their primary tasks related to the program.)

Identify and discuss the abilities and qualifications of key personnel involved with program execution.

Discuss your financial management system and its role in supporting program operations.

If your organization has past experience administering federal funds, please discuss.

REQUIRED/MANDATORY FOR SUBMISSION WITH YOUR APPLICATION:

A copy of your latest audited financial statements **MUST** be submitted with your application.

A comprehensive and detailed three-year project budget **MUST** be submitted with your application.



The Recovery Act requires HPRP the reporting of client-level data, such as the number of persons served and their demographic information. GHURA will require subgrantees to use Guam’s Homeless Management Information System (HMIS) for this purpose. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at-risk of becoming homeless.

GHURA will require subgrantees to provide data and information for the submission of quarterly and annual reports pertaining to the expenditure of HPRP-funded activities.

PERFORMANCE: REPORTING, MONITORING, RECORD-KEEPING
2 pages maximum

Listed questions are examples to include in your response.

Is your organization currently a member of the Guam Homeless Coalition (Continuum of Care)?

Describe and discuss your organization’s experience with utilizing the Guam HMIS.

Describe and discuss any experiences you have in reporting, monitoring, or record-keeping compliance requirements in other situations with other funders.

Provide three (3) references (agency name, point-of-contact) with whom we might call to discuss their experiences with your organization’s reporting, monitoring and record-keeping for projects of similar scope and size.



A Note of this Guidance: The information provided here has been either extracted from the HPRP Notice issued on March 19, 2009 or is guidance provided by GHURA to further your understanding of the *intent* of HPRP as well as the *requirements* of HPRP. For complete details on the HPRP Program, please refer to the full HPRP Notice online at www.hudhre.info or on the GHURA website at www.ghura.org.

It is helpful to remember that the defining question to ask is: “Would this individual or family be homeless *but* for this assistance?”

Who is an eligible HPRP program participant? At a minimum, an eligible program participant must meet the following criteria:

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. HUD encourages communities to have a process in place to refer persons ineligible for HPRP to the appropriate resources or service provider that can assist them.
2. The household must be at or below 50 percent of Area Median Income (AMI). GHURA will use HUD’s Section 8 income eligibility standards for HPRP.
3. The household must be either homeless or at risk of losing its housing and 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.

7

While our collective comprehension of homelessness and the needs of the homeless is well-understood, it can be more challenging to identify persons who are housed but who have a very high risk of becoming homeless. There are many people who are housed and who have great need but would not become homeless if they did not receive assistance. GHURA encourages the development of a program that will target prevention assistance to those individuals and families at the greatest risk of becoming homeless.

Who may apply for use of Guam’s HPRP funds? Government agencies and public and private non-profit organizations are eligible to apply for funds to execute activities funded under HPRP.

What are the categories of eligible activities authorized under HPRP? HPRP is intentionally focused on housing. The four categories of eligible activities which HPRP will fund are:

1. Financial Assistance
 - a. Limited to the following activities:
 - i. Short-term rental assistance (3-month max. assistance term)



- ii. Medium-term rental assistance (4-18 months max. assistance term)
 - iii. Security deposits
 - iv. Utility deposits
 - v. Utility payments
 - vi. Moving cost assistance
 - vii. Motel and hotel vouchers
2. Housing Relocation and Stabilization Services
 - a. Limited to the following activities:
 - i. Case management
 - ii. Outreach and engagement
 - iii. Housing search and placement
 - iv. Legal services
 - v. Credit repair
 3. Data Collection and Evaluation
 4. Administrative Costs

FINANCIAL ASSISTANCE

Short-term and Medium-term assistance

No program participant may receive more than 18 months of assistance under HPRP.

Payments will not be made directly to program participants, but only to third parties, such as landlords or utility companies.

An assisted property may not be owned by the grantee, subgrantee or the parent, subsidiary or affiliated organization of the subgrantee.

HPRP assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of household that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability.

For recipients of medium-term assistance, HUD is requiring that certification of eligibility be conducted at least once every 3 months.

HPRP assistance should be “needs-based”, meaning that grantees and/or subgrantees should determine the amount of assistance based on the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near term.

Rental assistance may also be used to pay up to 6 months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain



in the housing unit for which the arrears are being paid or move to another unit. The payment of the arrears will count against the 18 months maximum assistance limit set by HPRP.

The rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness." The determination of rent reasonableness will consider the location, quality, size, type, and age of the unit; and any amenities, housing services, maintenance and utilities provided by the owner. Guidance on rent reasonableness is available through HUD at:

www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc.

Rental assistance payments cannot be made on behalf of 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.

Security deposits and Utility deposits

Eligible individuals or families participating in other federal, state, or local housing subsidy programs are eligible to receive HPRP assistance for security deposits and utility deposits, as long as they cover separate cost types. For example, a individual or family may be eligible to receive security deposit and utility deposit assistance in order to move into Section 8 qualified housing. GHURA would provide the rental assistance to the same individual or family while HPRP provides them the means to secure the unit and connect utilities.

9

Utility payments

HPRP funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears.

Moving cost assistance

HPRP funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter.

Motel and hotel vouchers

HPRP funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants.

HOUSING RELOCATION AND STABILIZATION SERVICES

Case Management



Component services and activities 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 a path to permanent housing stability subsequent to HPRP financial assistance.

Outreach and engagement

HPRP 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

Component services may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing.

Legal services

HPRP funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues.

Credit repair

HPRP funds may be used for services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

DATA COLLECTION AND EVALUATION

GHURA will require subgrantees of HPRP funds to utilize the Guam Homeless Management Information System (HMIS) for the data collection and reporting of HPRP program participants.

For Guam, eligible costs include the purchase of new user licenses, leasing or purchasing of needed computer equipment for providers, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

Grantees and subgrantees must comply if asked to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs to the grantee of participating in HUD research and evaluation of the program.



ADMINISTRATIVE COSTS

Administrative costs may be used for: accounting for 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 or subgrantee staff salaries associated with administrative costs. Administrative costs also include training for 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.

No more than 5 percent of the total HPRP grant to the grantee may be spent on administrative costs, whether by the grantee or subgrantee(s).

Grantees shall share a reasonable and appropriate amount of their administrative funds with subgrantees.

All administrative costs must be incurred, and all funds for administrative costs must be drawn prior to the 3-year expenditure deadline established for HPRP.

INELIGIBLE AND PROHIBITED ACTIVITIES

The intent of HPRP is to provide funding for housing expenses to persons who are homeless or who would be homeless if not for this assistance.

What is not eligible or permissible to be paid with HPRP funds?

Child Care; Employment Training; Mortgage Costs; Construction or rehabilitation; Credit card bills or other consumer debt; Car repair or other transportation costs; Travel costs; Food; Medical or dental care and medicines; Clothing and grooming; Home furnishings; Pet care; Entertainment activities; Work or education related materials; Cash assistance to program participants.

HPRP funds may also not used to develop discharge planning programs in mainstream institutions such as hospitals, jails, or prisons.

Finally, while training for case managers and program administrators is an eligible administrative cost as long as it is directly related to HPRP program operations, HPRP funds may not be used to pay for certifications, licenses, and general training classes.

Programs may not charge fees to HPRP program participants.

In no case are funds to be paid directly to program participants. In all cases, HPRP funds shall be paid to the appropriate third party recipient.

What happens if HPRP funds are found to have been paid for ineligible activities? If funded activities are determined to be ineligible, the subgrantee will be required to reimburse the GHURA, and the funds returned to HUD.