

Notice of Funding Availability (NOFA)

*Homelessness Prevention and Rapid Re-Housing Program
(HPRP)*

*Under the American Recovery and Reinvestment
Act of 2009*

Application Period: July 31, 2009 – August 10, 2009

LOUISIANA HOMELESSNESS PREVENTION AND RAPID
RE-HOUSING PROGRAM

Submit To:

City of Shreveport
Department of Community Development
1237 Murphy Street, Room 314
Post Office Box 31109
Shreveport, Louisiana 71130
Attention: Bonnie Moore, Director

Louisiana Homelessness Prevention and Rapid Re-Housing Program Request for Proposals

I. Overview

The City of Shreveport is soliciting applications for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) administered by the *Louisiana Department of Social Services* and funded through the U.S. Department of Housing and Urban Development (HUD). The funds available through this NOFA shall be used to provide rental assistance, utility assistance and supportive services directly related to the prevention of homelessness to eligible individuals and families who are in danger of homelessness. The purpose of this NOFA is to stabilize individuals and families in their existing homes, assist individuals and families with securing affordable housing, connect them with mainstream social service and income support programs, and connect them to self sufficiency and employment programs. The funds may serve populations who are disabled, chronically homeless, as well as at risk youth.

The period of any contract resulting from this NOFA is tentatively scheduled to begin on August 01, 2009, and to continue through July 31, 2010. The State has the right to extend the contract for up to two additional years upon approval. These prevention funds can be used for homeless prevention and re-housing activities. You may access this proposal by going to www.shreveportla.gov. Regulations for the HPRP can be found on HUD's website at: [http://hudhre.info/documents/HPRP Notice 3-19-09.pdf](http://hudhre.info/documents/HPRP_Notece_3-19-09.pdf).

Agencies must have a plan to utilize 50% percent of the funds within the first year funds become available to them, and 100% within two years of the award date. Homeless prevention funds are not eligible to pay for any mortgage costs, legal or other fees associated with retaining homeowner's housing. Funds to support the proposal activity are being provided through HUD's HPRP using the current ESG funding formula that require a 100% dollar match on all funding; **however the HPRP does not require the match funding.**

II. Requirements for Funding

Eligible Activities:

The Department of Social Services anticipates awarding Region 7 which includes Shreveport the amount of **\$1,629,244**. The funding available through this NOFA must be used to address any of the eligible activities described below:

- Financial assistance

- Housing relocation and stabilization services
- Data collection and evaluation

Financial assistance includes the following activities: short term rental assistance, medium term rental assistance, security deposits, utility deposits, utility payments, moving costs assistance, and motel or hotel vouchers.

Housing relocation and stabilization services include the following activities: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

Data collection and evaluation include costs associated with operating HUD approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

III. Homeless Prevention

These funds would primarily serve households at risk of homelessness and require short term assistance up to three months to obtain suitable housing. It will address homeless prevention through assistance with security and utility deposits, limited time rental assistance, and other innovative practices to prevent homelessness.

- Eligible direct assistance includes:
 - Payment of rent arrears to prevent eviction
 - Payment of a security deposit
 - Limited time rental assistance
 - Payment of utility deposits and arrears.
 - Moving cost assistance
 - Motel or Hotel Vouchers

Eligible supportive services include:

- Case management
- Accessing job preparation/employment services
- Housing search assistance and placement
- Landlord mediation
- Legal services
- Credit repairs

Purpose of this Program

An effective prevention program typically assess immediate housing needs, explore housing options and resources, provide flexible financial assistance, and, when appropriate, offer

voluntary case management services focused on housing stabilization. The Homeless Prevention Program provides rental assistance, utility assistance and supportive services directly related to the prevention of homelessness to eligible individuals and families who are in danger of homelessness. The program is designed to stabilize individuals and families in their existing homes, assist individuals and families with securing affordable housing, connect them with mainstream social service and income support programs, and connect them to self sufficiency and employment programs.

At a minimum, prevention resources should be targeted to people who have extremely low incomes (below 50 percent of area median income), who have a demonstrated housing crisis.

Eligible participants

Eligible persons include households that are in immediate danger of homelessness. Immediate danger is defined as: “but for the prevention assistance, the family or individual would be homeless within 14-days”. Program funds are intended to be targeted to people most likely to enter a shelter without intervention.

Plan for Self Sufficiency

It is expected that all sub-grantees will develop a plan for self sufficiency that sets forth mutual and time-bound responsibilities, expectations, activities, and goals designed to prevent a recipient from becoming homeless, immediately and in the future.

The purpose of the plan is to formalize the understanding that assistance is temporary and to encourage the family to set goals that will enable them to become self-sufficient. The plan should:

- Include the clients’ time-bound goals, responsibilities, and work activity participation designed to further the transition to self sufficiency,
- Include an agreement that state’s the expectations of the program and the client and the natural consequences of not meeting expectations,
- Specify the agencies’ commitment to assist all clients to smoothly transition off the homeless prevention assistance programs and move toward becoming self sufficient.
- Be updated at least every six months or as the clients’ needs, goals, barriers, and family circumstances change.
- Include any referrals to outside sources such as food banks, domestic violence counseling, and include referral information in the three month updates.

Implementation

Outreach

Sub-grantees will need to outreach to families most at risk of becoming homeless through schools, social service systems, clients exiting FEMA/DHAP housing programs, and other areas where at-risk families are likely to seek assistance. Sub-grantees will also need to sustain contact with different institutional systems such as foster care, hospitals, jails, and prisons, which may discharge people into homelessness. To maximize the effectiveness of outreach, programs should

attempt to “match” the characteristics of families entering shelter (age, prior living situation, income level, etc.) with how they target their homeless prevention resources. This may include targeting families with incomes below 50% of the poverty level, families who have already lost their own housing unit and are currently doubled up, families facing imminent eviction, families residing in FEMA trailers or hotels/motels, and families who are unable to meet rental payments without assistance.

Coordination with Louisiana Recovery Authority and the Homeless Continuums of Care

For families at imminent risk of losing a FEMA subsidy, or temporary housing unit in a FEMA group site, a more comprehensive intervention may be warranted that will require coordination with FEMA and other relief organizations to identify those most in imminent risk of becoming homeless and coordinating comprehensive wrap around services.

Flexible assistance

Many families may only need some initial direct financial assistance to overcome an emergency situation to prevent the family from becoming homeless; or to pay for deposits and the first month’s rent. Others will need additional rental assistance that lasts for several months to a year or more. In any case, flexibility is necessary to provide the required assistance in a cost effective manner.

Increasing self-sufficiency

Services and financial assistance are intended to be time limited. Services are usually more intensive during the first few months, to promote stability and then are phased out as families stabilize in their housing and are linked to mainstream services. Service providers are expected to link, and must demonstrate efforts to connect families with mainstream programs, such as TANF, childcare, employment, and Medicaid to help reduce the families’ reliance on rental assistance from the program, and to increase their financial self-sufficiency.

IV. Housing First Rapid Re-Housing Supportive Services

Re-housing programs work with people who are already homeless to help them quickly move into rental housing. Rapid Re-housing programs tend to be short term (1-12 months). The Rapid Re-housing approach is designed to help families who are already homeless or who become homeless to obtain permanent housing as quickly as possible. This program is based on the national best practice “Housing First” approach to ending homelessness. The principle of the Housing First approach focuses on immediately placing a family in permanent housing, then connecting people to services and ongoing assistance, such as housing vouchers, intensive case management, or assertive community treatment that help them to stabilize and become more self sufficient.

The following Rapid Re-housing Supportive Services are eligible activities:

Crisis Intervention activities:

- Outreach to homeless families;

- Providing a preliminary assessment of needs, and a transition plan;
- Assisting families with enrolling in mainstream programs;
- Providing basic crisis intervention services

Housing Search Assistance:

- Clarify housing needs and preferences;
- Develop rental resumes;
- Assist in obtaining housing subsidies;
- Provide tenant education training;
- Assist in locating appropriate housing;
- Negotiate lease terms on behalf of clients;
- Assist with move-in and security costs;
- Conduct ongoing and specific outreach to recruit landlords; and
- Mediate the concerns of landlords and or tenants, as appropriate.

Home-Based Case Management

- Provide crisis management assistance;
- Help participants work toward case management goals
- Link participants with mainstream social services.

Direct Financial Assistance:

- Security deposits;
- Utility deposits;
- Short term rental assistance
- Medium term rental assistance
- Utility payments
- Moving cost assistance
- Motel or Hotel vouchers

Eligible participants

Persons who may be eligible include households that are homeless, or at imminent risk of becoming homeless and whose income is not more than 50% AMI.

Plan for Self Sufficiency

Sub-grantees are expected to develop a contract between the client and service providers that sets forth mutual and time-bound responsibilities, expectations, activities, and goals designed to transition a recipient to self-sufficiency. The intent of the program is to help families to stabilize and move toward self-sufficiency.

The purpose of the contract is to formalize the understanding that assistance is temporary and to encourage the family to set goals that will enable them to become self-sufficient. The contract should:

- Include the clients' time-bound goals, responsibilities, and work activity participation designed to further the transition to self sufficiency,
- Include the expectations of the program and the client and the natural consequences of not meeting expectations,
- Be updated at least every three months or as the clients' needs, goals, barriers, and family circumstances change.
- Include any referrals to outside sources such as food banks, domestic violence counseling, drug and alcohol treatment, or other mainstream resources.

Implementation

Coordination with Other Agencies

Coordination with other agencies, such as a TANF agency, is an essential element of maximizing effectiveness of the Rapid Re-housing program. As an example, these agencies can also offer financial assistance, case management, services, child care, job readiness programs, and other benefits. A coordinated approach which expedites benefits, and coordinates services so as not to duplicate, will greatly improve services and leverage Rapid Re-housing funds. Furthermore, coordination with other agencies, such as a TANF agency, could help in identifying homeless families and families at high risk of homelessness, including those in precarious doubled up situations, or families facing imminent loss of housing – including those who are at imminent risk of homelessness due to impending loss of FEMA assistance and DHAP deadlines.

Service flexibility

There is no “one size fits all” service delivery model which will meet the needs of all homeless families. Some will be able to transition out of homelessness with minimal supportive services, while others will require more intense supportive services to remain stably housed. Once engaged in the program, linking people to mainstream services, such as mental health, child care, employment and other social services helps to transition the family off of the Housing First program, and toward self sufficiency. The Rapid Re-Housing program intentionally provides flexibility to program recipients to individualize services to coordinate with other programs, leverage resources, and fill the gaps needed to assist the homeless family to stabilize and become self sufficient.

Housing search assistance

A housing first program will seek service providers to assist families with securing housing. Project sponsors need to be able to not only work with the tenants, but also work with, and advocate on behalf of the landlord's needs. Their job is to recruit landlords, help negotiate leases, and administer the rent subsidies. They will need to work cooperatively with landlords to provide necessary assurances to landlords accepting people with limited incomes, and often challenging rental histories.

In addition to recruiting private landlords, the housing assistance staff of the project sponsor would maintain relationships with property managers, affordable housing providers, and nonprofits to access existing subsidized housing, and work with developers to target new units.

They will also coordinate regularly with Public Housing Authorities to coordinate targeting additional vouchers – including obtaining Family Reunification and Mainstream Vouchers, obtaining rental subsidies with the state TANF program, and preparing grant applications for Shelter Plus Care and foundation support.

Rapid Re-Housing Program structures

Rapid Re-Housing programs do not have to be delivered by stand alone entities. In fact, it may be possible to affect the system of care for homeless families on a greater scale if the program is integrated into existing systems and programs. A Rapid Re-Housing Program may be a collaborative venture involving different organizations in providing different aspects of the program, or may be provided by one or more “self- contained” comprehensive programs.

Diversion

Diversion programs attempt to prevent homelessness for people who are applying for shelter. Diversion programs try to help people return to the housing they just left or move in with friends or family using financial incentives or mediation. As with prevention programs, diversion programs typically involve one-time financial assistance and the offer of brief case management. When that is not sufficient, then housing location and short term rental assistance may be necessary.

V. Housing First Rental Assistance

Short/Medium Term Rental Assistance

Rental assistance is provided for 1-18 months depending on the needs of the household. Rental assistance under the program is not intended to be a long-term subsidy program. The goal of the program is to help homeless families become self sufficient; allowing them to transition in place. The maximum amount of rental assistance which may be provided to a household under the Rapid Re-housing program is limited to the equivalent to 18 months of rent at the Area Fair Market Rent (FMR).

Limitations and flexibility of assistance:

- A household which receives homeless prevention assistance may also be eligible for rapid re-housing where some rental assistance is needed to help the household to maintain stable housing, or where a household must move to another housing unit.
- Rapid Re-housing funds may provide assistance for up to 18 months at Fair Market Rents.
- Emergency shelter in hotels, boarding homes, hostels, or other temporary housing is an eligible expense under the Rapid Re-housing initiative. This is intended to provide a temporary bridge to a more permanent housing setting.

VI. Eligible Sub-grantees shall be:

Sub-grantees shall be nonprofit 501 (c) organizations that carry out the proposed program activities. The proposer must provide information in the proposal about each project sponsor's mission or purpose, capacity, staffing, experience, and financial position in order to demonstrate the project sponsor's ability to complete the proposed activities. In addition to organizations which typically provide services to homeless households, programs from youth independent living programs are encouraged. Examples of eligible sub-grantees include:

- Homeless continuum of care organizations
- Homeless service providers
- Nonprofit housing providers
- Nonprofit social services providers
- Youth and child welfare organizations
- Faith-based organizations

The proposal development process should allow program priority decisions to be made by members of the local community. Although DSS will accept a proposal for a program exclusive of participation in any community-wide or region-wide process, programs will receive few, if any, points under the rating factors and are very unlikely to be funded.

Rapid Re-housing for "At Risk" Eligible Youth Sub-grantees shall be either:

- Homeless youth providers, or
- Youth independence programs
- Child welfare organizations

Eligible proposers shall be organizations that provide services to disadvantaged young people with integrated academic, vocational, and social skills training they need to gain independence and get quality, long-term jobs or further their education.

Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the ethics code if their company is awarded the contract. Ethics issues are interpreted

VII. Basic Reporting Requirements

Agencies receiving funding for services under the HPRP must agree to collect data as required by the Department of Housing and Urban Development. Requirements include entry of data about number of clients served and demographic information into a Homeless Management Information System (HMIS) or comparable database. Quarterly performance reports will also be required and will include, at minimum, the number of persons served; demographic information; and the estimated number of jobs created or retained.

Documentation and Record Keeping

Sub-recipients shall maintain all records required by the Federal regulations that are pertinent to the activities to be funded as proposed.

Sub-recipients shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of five (5) years.

Sub-recipients or Project Sponsors shall participate in the Housing Management Information System (HMIS). Sponsors shall enter data into the HMIS system on all persons served by the funded facilities.

VIII Financial Management

Sub-recipients agree to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

Sub-recipients shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Nonprofit Organizations," or A-87 Cost Principles for state and Local Government as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

Prohibited Activity

Sub-recipients are prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, inherently religious activities, lobbying, political patronage, and nepotism activities.

Federal Requirements

The sub-recipient shall comply as applicable with all other federal requirements found at 570 Subpart K. These requirements include:

- Executive Order 11063 to affirmatively further fair housing
- Section 109 of the Act prohibiting discrimination of protected classes
- Labor Standards including Davis Bacon Federal Wage requirements
- Use of debarred, suspended, or ineligible Sub-recipients
- Uniform Administrative Requirements and cost principals
- Conflict of Interest
- Executive Order 12372 Intergovernmental Review (as applicable)
- Restrictions of certain resident aliens
- Americans with Disabilities Act

Deliverables/Reports

All Recovery Act Programs have stringent and transparent accountability reporting; HUD must post reports from the State of Louisiana on recovery.gov. The Department of Social Services requires that all Sub-recipients adhere to all requests for information and or Reports that are due to HUD on the dates listed below. DSS will require that Sub-recipients and Sub-Sub-recipients provide information 10 days in advance of the HUD Report due date. Failure to provide timely Report information shall result in delay in reimbursements, the suspension and or termination of funding.

Report Type (HUD Due Dates)

Initial Performance Report Due 10/10/09 (i.e. Sub-recipients report due to DSS by 09/30/09)

Quarterly Performance Reports Due 10 days after the end of each quarter (i.e. Sub-recipients will report to DSS by Sept. 30th and again on Dec. 30th.)

Annual Performance Reports Due 60 days after the end of the federal fiscal year. DSS will require reports from Sub-recipients 30 days in advance of the Annual Reports due date.

The Sub-recipient shall provide the following:

I. Monthly Reports:

Documentation on each household assisted:

- Client Information
- Immediate reason for seeking prevention services;
- Point where the household entered the system to seek assistance;
- Determining Program eligibility
- Completing the monitoring information checklist
- Individual /Provider's Contract of Understanding
- Recommendations for Self Sufficiency
- Performance measures
- Immediate Result of Intervention
- Long-term outcomes

Program Financial Information, including:

- Cost of services for each client by activity
- Program summary report of expenditures by activity
- Program Income

II. It shall be the sub-recipient's responsibility to ensure that data is entered into the HMIS system by sub-grantees. Sub-recipients will also be required to report monthly on the Client expenditures for all eligible HPRP activities.

IX. The Application Process

Application Outline

Cover Sheet: (0 Points)

Executive Summary: (10 Points)

Provide a **brief** overview of the proposed project. Summarize the application by highlighting:

1. Key aspects of the project
2. Activities that will be undertaken
3. Population to be served
4. Number of persons that project expects to serve
5. Innovative approaches
6. Measureable objectives

Project Feasibility (Needs Statement): (20 Points)

1. Describe in detail the need that your project will address
2. Describe why you chose to address this particular need
3. List any other agencies in the community currently addressing this need.

Project Plan and Design (30 points)

1. Describe the process you used to develop a strategy for meeting the identified need.
2. Describe the eligible activity this application addresses and other strategies considered.
3. Describe the relationship between the proposed project and community needs.
4. Develop a time line for the project. Use August 01, 2009 as the starting date and July 31, 2010 as the project completion date.
5. List other organizations that have been included in the implementation and on-going operation of the project. Include **current** letters from the organizations that have agreed to join in partnership with you in this project.
6. Describe how this project/program will fill gaps in services already offered by existing programs.
7. List the total number of household (or individuals) anticipated to be served by your project.
8. List what anticipated percentage of the population served will be low to moderate income

Project Finances: (25 points)

1. Complete the attached budget form. Indicate how you arrived at the amount of

funding requested for this project and how 50% of the funds will be expended by July 31, 2010 and 100% by July 31, 2011.

Agency Capacity: (15 points)

1. Briefly outline the prior experience of your agency in administering similar efforts.
2. List the qualification of the personnel implementing this project
3. Describe how your project will complement or build on the efforts of other groups or agencies.
4. Provide a current list of board members including names, phone numbers, addresses and affiliations.
5. Identify the project and the funding level.

X. Checklist for Application

In addition to the application, please provide one (1) copy of the following documents:

- Most current financial statement or audit (not to exceed two years old);
- Authorizing Resolution by your Board of Directors to apply for City of Shreveport funds;
- Vendor's Application (if new applicant);
- W-9 Form (if new applicant);
- Evidence of Zoning Approval;
- List of Staff Members and Positions;
- Current organizational Articles of Incorporation, and By-Laws;
- Evidence of Tax-Exempt Status
- Evidence of Insurance

XI. Informational Workshop

An informational workshop will be held Friday, August 07, 2009 @ 10:00 a. m. in the Second Floor Conference Room, City Hall Annex, 1237 Murphy Street, Room 210, Shreveport, LA. Interested organizations are strongly encouraged to attend the instructional conference. Attendance is not mandatory, but proposers are encouraged to attend.

XII Submission Requirements

One original and three copies of the completed application must be received by Monday, August 10, 2009 at 5:00 p. m. hand delivered to the attention of Ms. Bonnie

Moore, Director, City of Shreveport, Department of Community Development, 1237 Murphy Street, Room 314, or mailed to Post Office Box 31109, Shreveport, LA 71130. APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL). **There will absolutely be no exceptions.**

XIII. Evaluation of Proposals

Each proposal must meet HUD and the City of Shreveport's threshold requirements for eligible activities and eligible participants. Proposals that fail the threshold requirements will not be reviewed.

Each proposal will be evaluated based on the following criteria:

| Criteria | Point value |
|--|--------------------|
| Executive Summary | 10 |
| Project Feasibility (Needs Statement) | 20 |
| Project Plan and Design | 30 |
| Project Finances | 25 |
| Agency Capacity | 15 |
| Total Points | 100 |

XIV.

**LHPRP Program
Budget Form**

| | |
|---------------------------|--|
| Organization Name: | |
| Project Name: | |

Please provide a detailed explanation of each line item:

| Budget Categories** | | | | |
|----------------------------|-------------------------------|---------------------------------|-------------------------------|---------------------|
| Line Item Object | Funding Amount | | | Total Amount |
| | LHPRP Amount Requested | Other Cash Contributions | Proposed Number Served | |
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