



STATE OF GEORGIA

Homelessness Prevention and Rapid Re-Housing (HPRP)

Applicant's Manual

May 19, 2009

INTRODUCTION

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17th, 2009. The Recovery Act authorized a \$1.5 billion dollar Homelessness Prevention Fund. The Homelessness Prevention Fund will be administered at the Federal level by the U.S. Department of Housing and Urban Development (HUD).

The purpose of the Homelessness Prevention and Rapid Re-Housing Program (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 homeless as defined by Federal law and HUD guidelines. HUD expects that these resources will be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, after the program concludes.

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 housing and retain it (rapid re-housing).

Financial assistance to individuals and families will be prescribed by implementing local agencies, but by regulation is limited to short-medium term rental assistance (includes utility payments), deposits for rental units and utilities, moving costs, and hotel/motel vouchers necessary to meet emergency needs for potentially eligible individuals and families.

HPRP Funds are expected to be granted to eleven (11) local governments (a/k/a "Entitlements") in Georgia. Those local governments, amounts, and preliminary contact phone numbers are as follows:

1. Athens-Clarke County, \$604,969, Phone (706) 613-3751
2. Atlanta, City of, \$3,441,091, Phone (404) 330-6112
3. Augusta-Richmond County, \$927,319, Phone (706) 821-1797
4. Clayton County, \$856,410, Phone (770) 210-5208
5. Cobb County, \$1,337,048, Phone (770) 528-4600
6. Columbus-Muscogee County, \$740,907, Phone (706) 225-3914
7. DeKalb County, \$2,359,998, Phone (404) 286-3366
8. Fulton County (excluding Atlanta), \$896,069, Phone (404) 730-8099
9. Gwinnett County, \$1,713,730, Phone (770) 822-5190
10. Macon, City of, \$541,299, Phone (478) 751-7190
11. Savannah, City of, \$1,121,523, Phone (912) 651-6520

For the balance of Georgia's localities, the State of Georgia - through the Georgia Housing and Finance Authority (GHFA), a state housing finance agency attached to the Department of Community Affairs (DCA) - is expected to be granted \$19,084,486. By federal design, DCA cannot directly administer these programs, but must subcontract with community-based organizations and local governments for implementation. Eligible applicants include local government entities and nonprofits.

DCA will work to receive applications that will lead to reasonable, if not complete, balance of state program coverage. This is, in part, because HPRP funds and state resources are insufficient to fund large numbers of projects. With the possible exception of larger jurisdictions, it is also impractical to fund overlapping implementations – implementations that overlap either geographical boundaries or classes of eligible persons. Moreover, extensive cooperation and coordination by community based organizations will be required regardless. As a result, DCA is encouraging regional implementations.

Overview of Definitions

(All are more fully described in the Application Guidelines.)

Emergency Shelter

Facilities designed to meet basic needs in which the primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless. Shelter stays are typically less than 90 days.

Transitional Shelter

Facilities created for homeless individuals and families to facilitate the movement to permanent housing. It is housing in which homeless persons may live up to 24 months and receive supportive services that enable them to live more independently.

Homeless Prevention

Activities intended to prevent the incidence of homelessness among eligible persons.

Housing Support

Case management-type support focused on assisting someone in obtaining housing or maintaining their current housing.

Chronic Homeless

Unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes* of homeless in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation and/or in an emergency shelter during that time.

Individual Beds

Beds set aside for unaccompanied adults or unaccompanied youth. Does not include beds reserved for families (see definition below).

Family

A household composed of two or more related persons, at least one who is a child accompanied by an adult or a juvenile parent.

Family Unit

Secure sleeping place for one family (room, apartment, house). Each family unit should have at least two beds (see definition of family). If a shelter houses more than one family in one room, you should consult DCA for assistance in determining the number of units.

Family Beds

Beds reserved for members of a family. These beds are contained within a family unit.

HMIS

Homeless Management Information System - in Georgia, the system used as HMIS is Pathways COMPASS

HMIS Program Name

The name that your agency assigned to a particular program when setting the program up within the Pathways system (for example, "Emergency Shelter" or "Hope House"). It would be the program that you enroll your consumers into when you enter them into Pathways. Service only programs or prevention programs may not have a program name. All bed programs (emergency, transitional and HOPWA) should have a program name.

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Warning! Do not use this Table of Contents for an Application Checklist. Read application requirements thoroughly, number your pages, prepare a table of contents based on your submission, and submit information requested on page 13.

SECTION 1: GENERAL INFORMATION

Application Deadline - Applications will be due on or before the close of business at **5:00 p.m. EST on Wednesday, July 1, 2009**. Funding announcements are expected by August 1, 2009 for applications that are complete when submitted on or before the deadline. Applicants will be considered to meet this deadline by utilizing the U.S. Mail, Federal Express, United Parcel Service, or other DCA pre-approved commercial carrier if the package is appropriately **marked by the carrier with a tracking number and shipping date on or before July 1, 2009**. Applicant must retain a receipt from the shipping agency with shipping number and date noted.

Number of Copies: Please send **ONLY one original** application clearly marked “**HPRP Application**” to the State Housing Trust Fund for the Homeless, Georgia Department of Community Affairs, 60 Executive Park South, N. E., Atlanta, Georgia 30329. **Please keep one full copy at your agency for reference.**

Submission Requirements/Completeness: **To receive funding consideration, applications must be submitted** on forms provided by DCA. The applicant must also provide required certifications and provide all supporting documentation requested by DCA. Each applicant must demonstrate to the satisfaction of DCA that it is in compliance with Federal, State and local laws and regulations, and that it is capable of carrying out applicable programs. Additional information may be required by DCA during the review process, and applicants are expected to comply with requests for additional information.

Incomplete or ineligible applications, including applications that do not adequately address local approval(s), may be returned unprocessed. With regard this requirement, DCA will consider an application to be “complete” if the application contains a letter from appropriate approving and/or certifying jurisdiction(s) that:

- The nonprofit applicant has complied with its request(s) for program information and that the approval and/or certification process has been initiated,
- Identifies each program under consideration, and
- Includes a timetable for completion of the process on or before July 15, 2009.

SECTION 2: LOCAL GOVERNMENT CERTIFICATION OF APPROVAL

Local Approval: Nonprofit organizations are eligible to receive funds only if certification of approval is obtained from the local government jurisdiction where the program is based. If the program is based in a jurisdiction that will not be served by rental assistance, local government certification of approval may not be necessary. If this is the case, please explain circumstances at the bottom of Page 13. DCA will provide further guidance at a later date.

In issuing approval, the local government may use its discretion regarding the depth of each review. Factors that may be considered by local governments in granting approval might include consistency with HUD plans (if applicable), participation in local provider networks, participation in local Continuum of Care Planning, etc. Approval subject to local conditions is acceptable and welcomed by DCA, provided that the local government clearly authorizes DCA to proceed with funding. Applications that do not adequately address local approval may be returned unprocessed. With regard to local approval, DCA will consider an application to be complete and proceed with processing if the application contains a letter from the appropriate approving jurisdiction(s) that the process has been initiated and includes a timeframe for completion of the review process that does not extend beyond July 15, 2009

Which local government “approves” and provides the required “certifications” for my application? To determine the appropriate approving local jurisdiction(s) the applicant must determine whether or not the program or a site is located within the corporate limits of a city. If so, then the appropriate approving jurisdiction is that city. If not, the appropriate approving jurisdiction is the county. If the applicant has program offices located in multiple jurisdictions, then multiple jurisdictional approvals may be necessary.

In most cases the authority to issue local government approval is vested in the agency head responsible for HUD plans. The following jurisdictions have HUD plans. If your programs are in one of these jurisdictions, you should contact the appropriate representative(s). Otherwise, please contact the city/county administrator/manager, or the senior elected official, as appropriate to each jurisdiction.

<p>City of Albany Ms. Thelma Watson P. O. Box 447 Albany, Georgia 31702 Phone 229.430.7650 Fax 229.430.2737 twatson@dougherty.ga.us</p>	<p>City of Brunswick Mr. Artie Jones, III Director, Community & ED P.O. Box 550 Brunswick, GA 31521 Phone: 912.267.5530 Fax: 912.267.5542 ajones@brunswickga.org</p>	<p>Cherokee County Contact County Manager's Office and ask to speak with the person responsible for administration of the new entitlement CDBG program. If no plan, include a letter stating that there is no plan.</p>
<p>City of Dalton Ms. Gaile R. Jennings P.O. Box 248 Dalton, GA 30722-0248 Phone: 706.281.4804 Fax: 706.876.1440, GJennings@whitfieldcountyga.com</p>	<p>Gainesville, City of Ms. Frances L. Williams P.O. Box 2496 Gainesville, GA 30503 Phone: 770.531.2693 Fax: 770.538.2494 fwilliams@gainesville.org</p>	<p>Hinesville, City of Mr. Kenneth Howard 115 East M.L.K. Jr. Drive Hinesville, GA 31313 Phone: 912.876.3564 Fax: 912.369.2416, khoward@cityofhinesville.org</p>
<p>Rome, City of Mr. Ron Sitterding P.O. Box 1433 Rome, GA 30162-1433 Phone: 706.236.4477 Fax: 706.236.4448 rsitterding@rome.ga.us</p>	<p>Valdosta, City of Ms. Kelley Thomas P.O. Box 1125 Valdosta, GA 31603 Phone: 229.671.3617 Fax: 229.671.3618 kthomas@valdostacity.com</p>	<p>City of Warner Robins Ms. Sherri Windham P. O. Box 1488 Warner Robins, GA 31099 Phone: 912.929.1118 Fax: 912.929.6944 swindham@warner-robins.org</p>

SECTION 3: PROGRAM PURPOSE – OUTCOMES

The purpose of the Homelessness Prevention and Rapid Re-Housing Program (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 homeless as defined HUD. Resources must be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, outside of HPRP after the program concludes.

SECTION 4: APPLICANT ELIGIBILITY / QUALIFICATIONS

Eligible Applicants: Local government entities are eligible to apply. To the extent determined under State law by HTF and DCA, private, secular or faith-based nonprofit organizations are also eligible to apply for funds. Applicants may only serve the balance of state entitled area.

According to Federal law and regulation, the term "*private nonprofit organization*" means a secular or religious organization described in section 501(c) of Title 26 that is exempt from taxation under Subtitle A, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance in a manner that is free from religious influences.

According to the State law, '*nonprofit organization*' means any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes

in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations. The term nonprofit organization includes nonprofit institutions of higher education and hospitals.

While all programs must be provided in a manner that is free from religious influences, it should be noted that the Georgia Constitution allows the State Housing Trust Fund for the Homeless to expend funds "... for programs of purely public charity for the homeless, including programs involving the participation of churches and religious institutions ...".

Under State law, DCA must collect and evaluate organizational and financial information from nonprofit organizations in order to establish the capacity of the nonprofit organization prior to making an award, and to report funding amounts to the State Department of Audits.

Additional Eligibility Criteria Current or past DCA grantees must be in compliance with all DCA programs and grant agreements to apply for and receive funds under this program.

SECTION 5: ORGANIZATIONAL CAPACITY CONSIDERATIONS

General funding decisions:

- The complexity or nature of the request,
- Organizational structure, operating processes and capacity,
- If a nonprofit, the extent to which the organization operates under the authority of a diversified, involved, volunteer, community-based board of directors,
- Professional management,
- The consistency of the organization's identity or its mission to the provision of assisted housing and/or supportive services dedicated to housing stability,
- The extent to which the organization utilizes networks to avoid duplication of housing and services,
- Sound operating procedures, accounting policy and controls; and
- Organizational and financial policy, stability and capacity.

SECTION 6: ELIGIBLE HPRP PROGRAM PARTICIPANTS

A. Eligibility Certification

Persons or families assisted through HPRP must reside or be homeless within the balance of state HPRP-entitled area and meet three (3) eligibility tests.

Test 1 – At Risk of Homelessness or Homeless

HPRP is designed to serve two eligible populations, (a) or (b), as follows --

(a) Persons Housed but at Risk of Becoming Homeless

Subgrantees are responsible for verifying and documenting the individuals' risk of homelessness, and to target prevention assistance to those individuals and families at most risk of becoming homeless. This program is not designed to serve people who are housed and have great need but would not become homeless if they did not receive assistance. To meet this criterion, subgrantees must find that: "This individual or family would be homeless *but* for this assistance." In selecting persons or families for assistance, subgrantees must give first priority to most at risk, according to the following factors:

Risk Priority 1

- Eviction within 2 weeks from a private dwelling (including housing provided by family or friends);
- 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);
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation; and/or
- Sudden and significant loss of income.

Risk Priority 2

- Sudden and significant increase in utility costs;
- Mental health and substance abuse issues;
- Physical disabilities and other chronic health issues, including HIV/AIDS;
- Severe housing cost burden (greater than 50 percent of income for housing costs);
- Homeless in last 12 months;
- Young head of household (under 25 with children or pregnant);
- Current or past involvement with child welfare, including foster care;
- Pending foreclosure of rental housing;
- Extremely low income (less than 30 percent of Area Median Income);
- High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
- Past institutional care (prison, treatment facility, hospital);
- 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;
- Credit problems that preclude obtaining of housing; and/or
- Significant amount of medical debt.

(b) Persons who are Homeless

Individuals and families who meet one of the following criteria are eligible under the rapid re-housing provisions of HPRP:

- 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 a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- d. Graduating from, or timing out of a transitional housing program; or
- e. Victims of domestic violence.

Test 2 – Resources and Income Test

All individuals and families within each household must submit appropriate evidence, and the implementing subgrantee must find and certify that “For this household, no appropriate housing options have been identified, and the household lacks the financial resources and support networks needed to obtain immediate housing or remain in existing housing.” The household must also be at or below 50 percent of the Area Median Income (AMI), as established by HUD. This data or links to this data will be published by DCA.

Test 3 – Appropriate Assistance Test

The purpose of HPRP funds is to assist eligible program participants, who with HPRP assistance, can quickly obtain and, following HPRP assistance, sustain stable housing. HPRP assistance may not in any case exceed 18 months. For this reason, grantees should establish policies with sustainability goals set at 12 - 15 months with the ability to go to 18 months; but only if absolutely necessary.

To meet this test, subgrantees must utilize a DCA-prescribed, or DCA-approved process, to assess level of service need and other resources available to the client in order to determine appropriate program enrollment. Moreover, because potential clients are experiencing emergency situations, subgrantees must be prepared to assess need expeditiously and quickly enroll clients into HPRP programs. If following initial assessment, the grantee finds that the household needs more intensive supportive services or long-term assistance, or if a household is not at risk of homelessness, subgrantees must link them to other appropriate resources.

B. Eligibility Re-Certification

Subgrantees must evaluate and certify the eligibility of program participants at least once every three (3) months for all persons receiving medium-term rental assistance. DCA has requested further guidance from HUD on this re-certification requirement.

SECTION 7: INELIGIBLE PROGRAM PARTICIPANTS

Persons or families assisted through HPRP must meet three (3) eligibility tests previously outlined. Many persons or families in need will not qualify. Applicants who become subgrantees must provide other referrals, as appropriate.

SECTION 8: ELIGIBLE ACTIVITIES

There are four (4) categories of eligible activities. Participants found to be program eligible may receive these benefits to the extent that they are allowed by HUD, DCA and the subgrantee. Subgrantees can develop policies for benefits that are less than allowed by HUD and DCA rules, but obviously, not in excess of benefits allowed by HUD and DCA. Grantees are responsible for verifying and documenting the individuals’ risk of homelessness, together with reasonable and justifiable benefit levels based on the needs and circumstances of each person, family or household. Subgrantees must also use HMIS and/or provider consultation in order to obtain mainstream benefits, and to assure that comparable benefits are not available from or duplicated by other providers.

Persons in both target populations (at risk, or homeless) are eligible to receive financial assistance and services, as outlined below, under HPRP. Since not all program participants in either of the target populations will have the same level of need, it is not reasonable for all persons in each target population to receive identical levels of assistance, nor is it reasonable for all persons in the same target population to receive identical levels of assistance. For example, the scope and intensity of assistance provided to a homeless family may be greater than that provided to a homeless individual. Likewise, a family on the verge of becoming

homeless within a few days may require more services or a higher level of assistance than a family whose risk of homelessness is not as imminent or one who may only need a shorter period of financial assistance.

Eligible activities – forms of assistance are as follows;

A. Financial Assistance

HPRP assistance is limited to short-term rental assistance (3 months or less), medium-term rental assistance (18 months or less), security and utility deposits, utility payments, moving costs and hotel/motel vouchers; including personnel costs associated with making payments and providing this assistance. All payments must be made to 3rd parties (landlords, moving companies, utilities, etc.). All leases must be in the name of participants. All utilities must be in the name of the participant or an adult household member. Properties assisted may not be owned by the subgrantee, a parent company, a subsidiary or affiliated organization/individual with personal or business ties.

Additional considerations:

- Participants may or may not, at the subgrantee's discretion, participate in rents – up to 50% of adjusted gross income (AGI) for the household. Participation in rent at 30% of AGI is consistent with most HUD programs;
- Participants may be assisted with rents and/or utilities in arrears if payments enable the participant to remain in the housing for which the arrears are being paid or move to another unit, however, payments in arrears count toward the 18 month maximum for assistance;
- Subgrantees must conduct assessments consistent with DCA prescribed requirements in order to assure that rents are reasonable;
- Hotel/motel vouchers may be used up to 30 days, but only if appropriate shelter beds are not available and rental housing has been identified, but not immediately available for move-in; and
- Rental assistance payments (both the client portion and subsidy) 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 (HPRP, ESG, Section 8, etc.).

B. Housing Relocation and Stabilization Services

- 1) **Case Management** – for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. 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 a path to permanent housing stability subsequent to HPRP financial assistance. Grantees must adhere to DCA's Housing Support Services (HSS) standards. Services should also focus on building a set of supports that can help prevent the recurrence of housing crisis. HSS practices for specific populations (families, persons with disabilities, chronic homeless, etc.) must be identified.
- 2) **Outreach and Engagement** - 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.
- 3) **Housing Search and Placement** - funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: housing inspection, 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.

- 4) **Legal Services** - 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. **Legal services related to mortgages are not eligible.**
- 5) **Credit Repair** - 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.

Note that participants may not be charged for any service funded through HPRP.

C. Data Collection and Evaluation - costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP. Eligible costs include the purchase of Pathways Community Network membership fees (if agency is not an existing Pathways member), leasing or purchasing needed computer equipment, and costs associated with data collection and entry. Also includes staffing associated with the operation of the HMIS. Subgrantees must comply if asked to participate in DCA or HUD-sponsored research and evaluation.

D. Administrative Costs - accounting for the use of grant funds; preparing reports for submission to DCA; obtaining program audits; similar costs related to administering the grant after the award; and staff salaries associated with these administrative costs. Includes reasonable costs for registration, travel and per diem associated with training for staff who will administer the program or personnel will serve program participants, as long as this training is directly related to learning about HPRP.

Generally, persons who perform general administrative duties (executive director, fundraising staff, accountants, etc.) may not be compensated for other functions.

SECTION 9: INELIGIBLE AND PROHIBITED ACTIVITIES

A. Coordination with other Recovery Act Programs – the subgrantees' plan for spending HPRP funds should coordinate closely with other Recovery Act funding streams, so that eligible activities under other Recovery Act programs are aligned with HPRP funds to create a comprehensive package of housing and service options available to eligible program participants. 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. Therefore, financial assistance or services to pay for expenses that are available through other Recovery Act programs, including child care and employment training, are not eligible. Case managers should work to link program participants to these other resources.

B. Mortgage Costs - financial assistance may not be used to pay for any mortgage costs or costs needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to make it affordable.

C. Other Ineligible and Prohibited Activities - 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; and cash assistance to program participants.

D. Dedicated Discharge Programs - HPRP funds may not be used to develop dedicated discharge planning programs for mainstream institutions such as hospitals, jails, or prisons.

E. Non-HPRP Training - may not be used to pay for certifications, licenses, and general training classes.

F. Direct Payments to Participants – in no case are funds eligible to be issued directly to program participants.

SECTION 10: SERVICE AREA COORDINATION / MAINSTREAM RESOURCES

A. Coordination with other Recovery Act Programs – the subgrantees’ plan for spending HPRP funds should coordinate closely with other Recovery Act funding streams, so that eligible activities Mainstream Services.

To the maximum extent possible, applicants must procure services from mainstream service providers in lieu of requesting or receiving ESG funds for services. Applicants must be able to demonstrate a) that this service is directly related to increasing housing stability; b) not available through any other providers or mainstream agencies in the community and c) related to the overall mission of the agency. All services should ultimately focus on increasing the housing stability of the individual or family being served.

SECTION 11: APPLICATION REVIEW CRITERIA

Applications will be assessed for completeness, agency performance with other DCA programs, implementation strategy (narrative describing need, clients served, jobs created or retained, local collaboration and coordination, goals, outputs, outcomes, etc.), procurement of outside resources, extent to which programs result in increased housing stability for clients, organizational development and experience, budgeting and financial reporting, efficient and effective use of funds, adherence to DCA Housing Support Standards, and other relevant factors.

In addition, there are certain considerations that may result in an application being automatically rejected without being completely reviewed or scored. These threshold requirements include, but are not limited to, incomplete grant applications, the extent to which the program has been designed to serve eligible persons, 501c3 status for nonprofit agencies, and outstanding or repeated findings of noncompliance (including noncompliance with the DCA HMIS policy) for existing DCA grantees.

SECTION 12: AWARDS PROCESS -- COMPETITIVE VS THRESHOLD APPLICATIONS

DCA’s goal in this HPRP implementation is to provide reasonably accessible benefits to eligible persons and families throughout the balance of state program area at reasonable cost. To achieve this goal, and at its discretion, DCA will undertake the following measures:

- In instances where two or more applicants propose to serve the same county or region, DCA reserves the right in the awards and contracting process to increase or decrease the scope of projects proposed by applicants;
- DCA reserves the right to negotiate with applicants with relation to cost, scope and nature of activities proposed;
- DCA reserves the right to negotiate with applicants to promote partnerships, even during application review; and
- DCA reserves the right to waive deadlines and informalities if in the best interest of the HPRP program, as determined by DCA.

In counties or regions where competitive applications are received, DCA will develop and score projects based on the following factors:

- Completeness of the grant application,
- For current grantees - past performance (including bed utilization and reporting),
- Implementation strategy (narrative describing need, clients served, local coordination, goals, outputs, outcomes, etc.),
- Procurement of critical local and regional partnerships,
- Extent to which programs are designed to result in increased housing stability for clients,
- Organizational capacity, development and experience,
- Financial planning,
- For current DCA grantees - efficient and effective use of HMIS,
- Adherence to DCA Housing Support Standards.

Generally, DCA will not consider multiple implementations within the same county. This may be waived for larger counties on a case by case basis. In counties where implementations are competitive and multiple implementations are not allowed by DCA, only the highest scoring application will be funded.

SECTION 13: GRANT AMOUNTS

DCA will establish “DCA HPRP Jurisdictional Targeted Amounts” for each of the 150 counties included in the balance of state implementation. These amounts are to be used as a reasonable guide for applicants and DCA in evaluating need and appropriate scope for programs. Because actual needs will vary, applicants may apply for less or more than the published amounts. These amounts will be published to the DCA website at <http://www.dca.ga.gov/housing/specialneeds/programs/HPRP.asp> on or before June 1, 2009. Applicants are encouraged to formulate broad local and regional partnerships and to consolidate published amounts into regional requests.

SECTION 14: OTHER DCA APPLICATION GUIDANCE AND REQUIREMENTS

A. Homeless Management Information Systems (HMIS) Compliance

In conjunction with entitlement communities, continuums of care, other partners throughout the State and the Pathways Community Network, DCA will continue to support agency level implementation and use of HMIS via a HUD SHP grant for state-wide HMIS implementation. With the exception of organizations that exclusively serve victims of domestic violence, subgrantees must use HMIS in accordance with DCA prescribed policies and procedures. Domestic violence subgrantees must provide data through alternative means prescribed by DCA. For questions about HMIS compliance contact Lindsey Stillman (lindsey.stillman@dca.ga.gov).

B. Housing Support Standards (HSS) and Performance Measurement

All subgrantees must comply with HSS in order to receive and retain funds. These are posted on the DCA website and are updated from time to time by DCA staff. DCA’s HSS standards require participation in coordinated outreach, intake, referral, and case management systems within the service areas and continuums of care in order to provide, in conjunction with other providers, appropriate housing and supportive services to better enable homeless persons to achieve success and end their homelessness. These standards require most grantees to: a) assess consumer needs and barriers to housing; b) work to move homeless individuals into transitional housing, permanent supportive housing, or other permanent housing; c) document and track referrals to housing and service providers; and d) track participant progress and outcomes. Organizations will be required to document these efforts through the Pathways COMPASS system unless they are exempt from participating in HMIS, in which case they will document these efforts through an alternative method.

Information regarding the Housing Support Standards and how to implement them can be found on the DCA website at <http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp>

For questions about HSS compliance contact Lindsey Stillman of the DCA staff at (404) 327-6813, email lindsey.stillman@dca.ga.gov.

C. **Georgia Open Records Act**

All records created as a result of the submission of an Application to participate are subject to disclosure under the Georgia Open Records Act and the applicant expressly consents to such disclosure. The Applicant agrees to hold harmless the State Housing Trust Fund for the Homeless, the Georgia Housing and Finance Authority and the Georgia Department of Community Affairs against all losses, costs, damages, expenses, and liability of any nature or kind (including but not limited to attorney's fees, litigation and court costs) directly or indirectly resulting from or arising out of the release of any information pertaining to the Applicant's submission of an Application and implementation of any activities as a result of funding under this program, pursuant to a request under the Georgia Open Records Act.

SECTION 15: OTHER FEDERAL REQUIREMENTS

Applicants must comply, to the extent that provisions apply to "subgrantees," HUD's March 19, 2009 "Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009, and particularly those provisions not otherwise outlined herein. Those provisions include, but are not limited to:

- A. Conflicts of Interest
- B. Environmental Requirements
- C. Habitability Standards
- D. Nondiscrimination and Equal Opportunity Requirements
- E. Affirmatively Furthering Fair Housing
- F. Lead-Based Paint Requirements
- G. Uniform Administrative Requirements
- H. Equal Participation of Religious Organizations
- I. Lobbying and Disclosure Requirements
- J. Drug-Free Workplace Requirements
- K. Procurement of Recovered Materials

SECTION 16: BASIC FINANCIAL COMPLIANCE FOR NONPROFIT AGENCIES

A. **State and Federal Financial Reporting/Audit Requirements for Nonprofit Agencies**

On July 1, 1998 Senate Bill 474 became effective as law (OCGA Title 50, Chapter 20) in Georgia. This chapter is entitled Relations With Nonprofit Contractors. The law states that "*The intent of this chapter is to provide auditing and reporting requirements for nonprofit organizations which provide services and facilities to the state, to ensure the financial accountability of nonprofit contractors, and to develop adequate information concerning nonprofit contractors. The General Assembly finds that the state has a right and a duty to monitor nonprofit organizations which contract with the state to ensure that their activities are in the public interest and to ensure that public funds are used for proper purposes.*"

According to the State law, '*nonprofit organization*' means any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations. The term nonprofit organization includes nonprofit institutions of higher education and hospitals. For financial reporting purposes, guidelines issued by the American Institute of Certified Public Accountants should be followed in determining nonprofit status.

As a result and among other requirements, DCA must obtain minimum organizational and financial information from nonprofit organizations in order to establish the viability of the nonprofit organization and to report award and funding amounts to the State Department of Audits.

In return for funds, and among other requirements, nonprofit organizations must make appropriate reports to the state auditor and to each state agency from which it received funds for each fiscal year within 180 days from the close of the nonprofit organization's fiscal year. Reporting formats vary based upon the amount of "state funds" received by nonprofit organizations during the organization's fiscal year.

This law also sets forth responsibilities of the state auditor and covers measures to be taken by state agencies if there are matters of non-compliance. Copies of the law and associated guidance are available upon request by calling Patricia Wright of DCA at (404) 327-6856. For further compliance information nonprofit applicants are encouraged to first contact their own internal auditors. Additional information may be obtained from the State Office of Audits as follows: Georgia Department of Audits, Non-Profit and Local Government Audits Division, 270 Washington Street SW, Suite 1-156, Atlanta, GA 30334-8400. The contact is Mr. Edward Blaha; phone (404) 651-5115, Email blahaef@audits.ga.gov.

SECTION 17: DCA CONTACTS

FOR FURTHER INFORMATION

Name	Area	Email	Telephone
Jacalyn Baker	Monitoring, HSS, HPRP	jacklyn.baker@dca.ga.gov	404.679.0564
John Bassett	HTF Unit Director, HPRP	john.bassett@dca.ga.gov	404.679.3170
Elayne Miller	Reimbursements, Contracts	elayne.miller@dca.ga.gov	404.679.4942
Tina Moore	CoC, IDIS, Reporting	tina.moore@dca.ga.gov	404.327.6870
Chantell Glenn	S+C renewals & reimbursements	chantell.glenn@dca.ga.gov	404.327.6815
John Grant	HQS, Lead Based Paint	john.grant@dca.ga.gov	404.327.6847
Lindsey Stillman	HMIS, CoC, Research Coord., HPRP, HSS	lindsey.stillman@dca.ga.gov	404.327.6813
Phillis Thomas	ESG, HOPWA, Monitoring Mgr.	phillis.thomas@dca.ga.gov	404.679.0651
Don Watt	OSHI Office Director, HPRP	don.watt@dca.ga.gov	404.679.0660
Bonnie Woods	Monitoring, S+C TA	bonnie.woods@dca.ga.gov	404.679.3150
Patricia Wright	S+C, NPO Review, Accounting Mgr.	patricia.wright@dca.ga.gov	404.327.6856
State –wide toll free		www.dca.ga.gov	800.359.4663

Required Attachments - Checklist

This form is used only to certify to DCA that your agency is eligible to receive funding. Completion of this form does not guarantee funding. Applicants are reminded that failure to submit complete documentation may result in denial of the funding request based on scoring criteria.

	Included?	2009 Applicant (Information Unchanged)
Attach local government certification(s) of approval(s). Include approvals where applicant bases services. If applicant is not also providing financial assistance in service locations, seek guidance from DCA. (Attachment A)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building and Habitability Standards (Attachment B)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Immigration and Security Form (Attachment C)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
HPRP Project Pro Forma (Attachment D – to be available on DCA website on or before June 1, 2009)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>NON-April 2009 ESG/HOPWA Applicants to include the following documents and mark as shown:</u>		
Registration of charitable organization updated with the Georgia Secretary of State (submit copy – Attachment E)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes
Most recent submission of Form 990 to the IRS (Attachment F)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes
Minutes from last 3 meetings of the Board (Attachment G)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes
Complete list of Organization's current Board of Directors (officer's identified). Information must include name, address, phone number, office held, term of office, compensation, profession, qualification, race, gender, ethnicity and homeless/formerly homeless status. (Attachment H)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes
Complete list of Organization's current staff . Information must include name and position. If DCA funds are requested for this position, please provide job description, a time distribution analysis by program, and level of compensation. (Attachment I)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes
Copy of 501(c)3 ruling attached (Attachment J)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes
Articles of Incorporation, Certificate of Incorporation (Attachment K)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes
Organization's financial statement for the organization's most recently completed fiscal year prepared in accordance with the requirements stated in OCGA 50-20-3. At a minimum the financial statements should include the following: (1) Statement of Financial Position, (2) Statement of Activities (including an analysis of sources of revenue), (3) Statement of Cash Flows, and (4) audited statements must be accompanied by the accountant's report [see OCGA 50-20-3(b)(2)]. Un-audited financial statements must be accompanied by the statement of the senior officer (board chair, etc.) and the person responsible for financial statements [see OCGA 50-20-3(b)(2)(A) & (B)] (Attachment L)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes

(Submit checklist with application)

If attachments are incomplete, please state reasons.



Georgia Department of Community Affairs
 Application for
Homeless Prevention and Rapid Re-Housing Program (HPRP)

Due Date: July 1, 2009
 Implementation Period: August 1, 2009 – July 31, 2011

Applicant Information

Applicant's Legal Name	
-------------------------------	--

Contact Person (Person who can best answer questions about this submission)

Name		
Title		
Email	Agency website	
Admin. Phone		
Admin. Fax		
Main Client Number		
Toll Free For Clients		
Fax No. for Clients		

Organization Contacts

(Primary Contact)

Name	
Title	
Email	
Telephone	

(Senior Office Holder)

Name	
Title	
Email	
Telephone	

(Other Key Contact) – Include in all communications Yes No

Name	
Title	
Email	
Telephone	

FOR DCA STAFF ONLY

	Date Received	Received by	Attachments submitted

Application Due Date: July 1, 2009 - Submit One Original



Georgia Department of Community Affairs
 Application for
Homeless Prevention and Rapid Re-Housing Program (HPRP)
 Due Date: July 1, 2009
 Implementation Period: August 1, 2009 – July 31, 2011

Applicant Information (continued)

1. Legal Applicant:			
2. Also known as (if applicable):			
3. Preferred Address			5. Applicant's Fiscal Year Month Beginning <input style="width: 40px; height: 20px;" type="text"/> Month Ending <input style="width: 40px; height: 20px;" type="text"/>
City/St/Zip (P. O. Box ok)			
4. Street Address:			6. EIN, DUNS & CCR #s EIN: <input style="width: 100%; height: 20px;" type="text"/> DUNS: <input style="width: 100%; height: 20px;" type="text"/> CCR: <input style="width: 100%; height: 20px;" type="text"/>
City/St/Zip			
(Suppress this Address? <input type="checkbox"/> Yes <input type="checkbox"/> No)			

Subgrantees must have a DUNS number and be registered in the Central Contractor Registration (CCR). To find information on how to obtain a DUNS number and register in CCR, to go www.ccr.gov/startregistration.aspx.

7 Funds Requested (attach the appropriate supplement for each program for which funds are requested)	
HPRP Estimated 24-Month Budget:	
1. Financial Assistance	\$
2. Relocation and Stabilization Services	
3. Data Collection and Evaluation	
4. Administration [(not to exceed 2.5% of Total DCA Funds Requested (next line)]	
Total DCA Funds Requested:	\$

Submission Authorization - I affirm that the information provided within this application, to the best of my knowledge, is true and accurate, and is complete and has been submitted according to the instructions and requirements. I affirm that I am duly authorized on behalf of the above organization to submit this application. I also understand that this application will be eliminated from the review process if any of the required information is omitted. I further certify that the funds requested herein will be utilized exclusively for "eligible beneficiaries" as described in the application guidelines.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
PRINT OR TYPE NAME	DATE SUBMITTED

CERTIFICATIONS

These certifications must be made by a member of the organization's board of directors, duly authorized by the organization.

1. I certify that I have reviewed the information contained in this application and all attachments, and that all information provided in them is true and accurate, to the best of my knowledge.
2. I certify that if funds will be provided for the benefit of eligible beneficiaries for the contract term, and that the level of service will not be less than that stated in this application at any time during the term of the contract.
3. I certify that if funds are received as a result of this application, all programs will be operated in full compliance with any and all local certifications, approvals, and operating permits, and that they will be operated in full compliance with all local codes and ordinances, including zoning, health, fire safety and housing codes or requirements.
4. I certify that if funds are received as a result of this application, that the applicant will administer programs to ensure, to the greatest extent practicable, that staff, volunteers and clients of the organization do not illegally use, possess, or distribute drugs, alcohol, or firearms.
5. I certify that if funds are received as a result of this application, the organization will refrain from political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationery, or personnel on behalf of any candidate or any question of public policy subject to referendum, or the display of political posters, stickers or other printed materials.
6. I certify that if funds are received as a result of this application, all programs will be operated in compliance with all laws and regulations governing the Federal or State programs under which the funds are made available.
7. I certify that applicant organization will not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
8. If my organization is a nonprofit, I certify that if funds are received as a result of this application, agency will maintain 501(c)3 tax status as well as current registry with the Office of the Georgia Secretary of State.
9. I certify that my organization will cooperate with HUD and/or DCA and will provide all data or other information needed for reporting and/or project evaluation. My organization will participate in any and all studies, as requested by DCA and/or HUD.

Signature:	Title:
Print Name:	Date:

LOCAL GOVERNMENT CERTIFICATION OF APPROVAL

1.	Indicate Approving Jurisdiction(s)

ORGANIZATIONAL EXPERIENCE AND CAPACITY

Describe the nature, purpose and qualifications of applicant agency. Include the following

2.	What is the mission of your organization? When was the mission adopted?

3.	Summarize the applicant agency's organizational background and experience.

4.	Describe agency's executive leadership, Board of Directors and program staff. Describe how your Board of Directors is representative of your community. Outline the qualifications of your program staff.

5.	Does the agency have a recent strategic plan that was approved by the Board of Directors? If yes, please provide some examples of the primary features of this plan. Describe how involved your Board of Directors is in agency planning.

6.	Furnish the name and title of the person assigned to maintain the organization's financial records; include the address and telephone number if outside person or business is used.

7.	If requested financial records, independent audit, 990, policies, procedures and program budget is not attached, please explain.

HPRP 2-YEAR PROGRAM PLAN

1.	<p>Service Area Needs - The purpose of the HPRP program is to provide financial assistance and services to either prevent individuals and families from becoming homeless or to help those who are experiencing homelessness to be quickly re-housed and stabilized. Describe and quantify needs, first for persons eligible for “prevention,” and then for persons identified as “homeless.” Provided that adequate supported services can be provided to meet clients’ needs, programs are generally expected to serve eligible populations of all classes (singles, families, disabilities, etc.) in your county or region.</p>
Narrative:	

2.	<p>Service Area Needs – From Question 1, list counties to be served by this program.</p>

3.	<p>Collaboration - To reach most (goal is all) eligible populations, effectively implement programs and to best serve clients, subgrantees will need to extensively collaborate with community-based organizations, and in some cases, formalize partnerships. Describe how your organization will work or partner with other agencies within the community. Name each and describe. Applicant may wish to develop a table for reference. Include support letters, MOA, etc. from each critical partner. Partners might include, but are not limited to:</p>	
	<ul style="list-style-type: none"> • Housing Counseling Agencies • Community Action (*CSBG, aging, housing, healthcare, child care) • Public / Private Schools (*EHCY) • Family & Children’s Services (*food, housing, child support) • Health / Community Health (*WIC, healthcare) • Labor/Workforce Dev. (*WIA, many!) • Technical schools • Family Connection • Businesses / Employers (*Tax Credits) • Law Enforcement / Courts • Domestic Violence Orgs (*VAWA) 	<ul style="list-style-type: none"> • Colleges and universities (*Pell) • Local governments / approvals (*CDBG, HOME) • Faith community • Housing Authorities • Homeless Agencies (*EFSP, rental assistance) • Mental Health Providers • United Way / 211 • Legal Services / Legal General • Local Coalitions / Civic Groups • Addiction Programs • Vocational Rehabilitation • Class-specific orgs (Aging*, Hispanic, Refugee, etc.) • Banks / Real Estate • Local Habitat for Humanity
	<p>*Denotes other Recovery Act programs that may be available in your community. For a list, go to http://www.hudhre.info/documents/MatrixProgramsFundedARRA.pdf</p>	

4.	<p>Coordination - From Question 3, describe (organization by organization) how your program will meet requirements to coordinate with local entities implementing specific Recovery Act programs, including other HPRP programs in neighboring counties.</p>

5.	Outreach - How will this implementation conduct outreach in order to identify eligible clients? Will HPRP funds be used for outreach?

6.	Eligibility and Assessment - A centralized referral, intake and assessment process is recommended for each community/region. Describe how intake, screening and assessment will take place for each family member benefiting from this project. Note that professional oversight is required for assessment. If applicable, describe intake, screening and assessment tools that your agency currently uses.

7.	Appropriate Referrals for Ineligible Applicants - Many persons and families referred to this program or who present for services will not qualify because they do not meet the requirements for either class of eligible person (prevention class or homeless class). Unfortunately, others may not qualify because your agency and agency partners do not have and are unable to procure supportive services appropriate to the needs of each individual or family. Describe how HPRP-ineligible persons and families will be referred to other appropriate resources. How will your organization follow-up? Some will be assessed and then rejected. Will assessment information be available to other organizations?

8.	DCA-Mandated Housing Support Standards (HSS) - Describe how you have implemented HSS. If your agency is not a current DCA grantee, please describe similar standards implemented by your agency how you will incorporate HSS.

9.	Housing Stability Plans – Drawing from assessments (previously discussed), how will housing stability (case management) plans be developed and implemented? Include timeframes for development and frequency of follow up with clients in order to update their plans and housing status.

10.	Housing Stability Plans – After 3 months, if program participants receiving short-term rental assistance needs additional financial assistance to remain housed, they must be evaluated for eligibility to receive up to 15 additional months of medium-term rental assistance, for a total of 18 months.

11.	<p>Professional Oversight - Describe requirements for human service professionals (on staff or to be added) who will oversee assessment, supportive services, housing stability plans, and case management (HSS). While case managers are expected to have or develop minimum qualifications and be appropriately trained, professional supervision is required. Detail education, training, experience, qualifications, and professional certification requirements for persons that will regularly supervise these processes and oversee implementation?</p>

12.	<p>Supportive Services – Subgrantees must arrange to provide supportive services specific to the needs of each individual and family member. Note that HPRP-funded supportive services are generally limited to (1) housing stability plans/case management, including aftercare, (2) legal assistance necessary to gain or maintain housing stability but not related to mortgage rescue, and (3) assistance with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues. Realizing that it is impractical, if not impossible, to name every conceivable supportive service that may be needed for comprehensive HPRP implementation, briefly name each primary service to be provided, including aftercare. For each, first indicate whether or not it is proposed to be funded by HPRP or provided in-kind. If provided by an outside agency, name agency.</p>

13.	<p>Charges for Services - Grantees may not charge for HPRP-funded services. Will there be charges for other services?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate charges:	Amount:	\$	Per	
Describe charges				

14.	<p>Client Management and Reporting - With the exception of domestic violence providers, grantees must implement HMIS for client management and reporting. Please describe how HMIS will be implemented for this project. Eligible HPRP costs include Pathways membership fees, computer equipment, and staff costs associated with data collection, entry and analysis. While domestic violence agencies are expected to be part of the coordination and collaboration plan for each application, if the applicant (proposed subgrantee) is a domestic violence agency, please contact DCA for specific guidance.</p>

15.	<p>Housing Search and Placement – Describe services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. For this work HPRP funds may be used for tenant counseling, assisting individuals and families to understand leases, contacting utility companies, making moving arrangements, securing representative payee services for making rent and utility payments, housing inspection, and mediation and outreach to property owners related to locating or retaining housing.</p>

16.	<p><u>Financial Assistance – Prevention Class</u> – For persons remaining in their housing or moving to new housing without experiencing homelessness, describe likely financial assistance and length (number of months) of assistance by line item; rent, utilities, moving costs, and deposits. What level of rental cost share (range 0% to 50%) will be required, and how will quarterly (or more) evaluation be conducted? Note that after the initial 3 months of assistance (short-term assistance), and not less than every 3 months thereafter, participants must be evaluated for eligibility to receive continued (medium-term) assistance. Total assistance shall not exceed 18 months.</p>

17.	<p><u>Financial Assistance – Homeless Class</u> – For persons who are homeless, describe likely financial assistance and length (number of months) of assistance by line item; rent, utilities, moving costs, and deposits. What level of rental cost share (range 0% to 50%) will be required, and how will quarterly (or more) evaluation be conducted? Note that after the initial 3 months of assistance (short-term assistance), and not less than every 3 months thereafter, participants must be evaluated for eligibility to receive continued (medium-term) assistance. Total assistance shall not exceed 18 months.</p>

18.	<p><u>Termination</u> – The HUD rule requires due process for participants that are prematurely terminated. Please review the HUD rule and outline policy to be implemented by your agency. Note that housing stability status must be noted at program exit, and most likely, for a period thereafter.</p>

19.	<p><u>Hotel/Motel Vouchers – Homeless Class</u> – Are housing resources move-in ready? If not, are short term options available (shelter)? If not, or if not adequate, will hotels/motels be used?</p>

20.	<p><u>HPRP Program Staff</u> – List and describe proposed HPRP-funded program staff or contract personnel sought for this implementation. Describe job requirements, qualifications and required experience for each. Begin with program-related personnel needed to implement financial assistance, case management (include caseloads, contact frequency, etc.), professional supervision of case managers, outreach, HMIS data entry, housing search, housing inspection, negotiations with landlords, legal services, credit repair, and other eligible functions (see HUD rule).</p>

21.	<p><u>HPRP Administration</u> – List and describe proposed HPRP-funded administrative staff or contract personnel necessary for management of the HPRP grant, including HPRP-related training, accounting for the use of grant funds, preparing reports, audits, and similar costs related to administering the grant. Note the distinction between program costs and administrative costs!</p>

22.	HPRP-Created Jobs – From questions How many FTE program and administrative positions (staff or contract) will be created using HPRP funds? _____
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23.	HPRP-Retained Jobs Will the availability of HPRP funds result in program or administrative jobs retained? (<input type="checkbox"/> Yes <input type="checkbox"/> No) If yes, how many? _____
-----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If yes, describe circumstances and jobs retained:

24.	In-Kind Program and/or Administrative Resources – Applicants must maximize in-kind resources for program implementation. Estimate FTE (full time job equivalent) dedication/reassignment of existing staff and resources to be provided in-kind by the applicant and/or its collaborative community partners.

25.	Evaluation – Describe how your agency will evaluate the program including methods to follow-up with clients once rental assistance ends?

26.	Program Limitations / Gaps – Describe the potential limitations and barriers in implementing the proposed program. Discuss limitations of clients to achieve housing stability and long-term success, adequacy of services, etc. Include any information not previously disclosed that may be pertinent to the success of this program, as well as the success of clients in your service area.

27.	Proposed beneficiaries (2 year totals)		
1. Individuals:	2. Persons in Families:	3. Total (1+2):	4. Households: *
* Note that multiple individuals or families can occupy a single household.			

28.	General Budget / Program Planning Tool – DCA is preparing and on or before June 1, 2009 will post an “HPRP Pro Forma” to be completed by each applicant. Applicants must use it, or a similar document approved by DCA, to establish a month by month expenditures by category, benefits, outcomes and other data. Pro Forma Attached? <input type="checkbox"/> Yes
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29.	Discuss and attach any other documents that you have developed for, or are pertinent to, this proposed program.

Attachment A

Local Government Certification and Approval

To: Georgia Department of Community Affairs

Subject: 2009 Homelessness Prevention and Rapid Re-Housing Application

Applicant:

Program names, activities, and service locations (protected locations can be protected at the discretion of applicant) are as follows:

Local Government Certifications and Approval

Based on a review of the application to be submitted by the above named applicant –

1. Programs, activities and sites named above are within the jurisdiction of the below named local government;
2. They appear to meet all local planning requirements; and
3. They are approved for funding by DCA.

In making this certification, we reserve the right to withdraw this certification and approval, in whole or in part, at any time.

Name of Approving Local
Government

By:

Name of Authorized Official

Signature of Authorized Official

Date

Attachment B

Building and Habitability Standards

Certification

Housing occupied by a family or individual receiving HPRP assistance must meet the following minimum requirements:

- (1) Structure and materials. The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.
- (2) Access. The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
- (3) Space and security. Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
- (4) Interior air quality. Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
- (5) Water supply. The water supply must be free from contamination.
- (6) Sanitary facilities. Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
- (7) Thermal environment. The housing must have adequate heating and/or cooling facilities in proper operating condition.
- (8) Illumination and electricity. The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
- (9) Food preparation and refuse disposal. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
- (10) Sanitary condition. The housing and any equipment must be maintained in sanitary condition.
- (11) Fire safety.
 - (i) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
 - (ii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

Localities may have requirements in addition to, or in excess of, these requirements. Please consult DCA in the event of conflict.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
PRINT OR TYPE NAME	DATE SUBMITTED	

Attachment C

Immigration and Security Form

Certification

SB529 (The Ga Security and Immigration and Compliance Act) requires contractors to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor. This requirement of SB529 is a phased-in affidavit filing requirement based on the size of the contractor. Contractors with 500 or more employees are required to file an affidavit of compliance beginning 7/1/07. However, because the requirement is set forth in OCGA 13-10-91 which is a part of Chapter 10 of Title 13 governing public works contracts, the affidavit filing requirements of SB529 therefore only apply to public works contracts.

A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq.,

Contractor must initial one of the sections below:

_____ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://www.visdhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

_____ Contractor has 100-499 employees and Contractor warrants that no later than July 1, 2008, Contractor will register at <https://www.vis-dhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

_____ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2009, Contractor will register at <https://www.vis-dhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

B. Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
FIRM NAME	
STREET/MAILING ADDRESS	CITY, STATE, ZIP CODE
EMAIL ADDRESS	TELEPHONE NUMBER