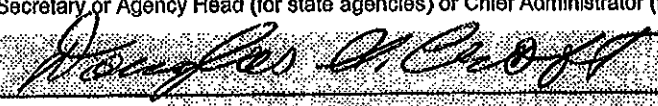


**STATE OF DELAWARE**  
**SINGLE POINT OF CONTACT – SPOC**  
**INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS**  
**Office of Management and Budget**  
 Haslet Building, 3<sup>rd</sup> Floor, Dover, Delaware 19901  
 (302) 739-4206

<b>1. STATE APPLICATION IDENTIFIER:</b>		<b>SPOC use ONLY</b>		Month	Reviewer	CC's
09-03-27-16				05	CV	
<b>2. Applicant Project Title:</b> Homelessness Prevention/Emergency Shelter Grants Program (ARRA)						
<b>3. Applicant Department:</b> Executive			<b>4. Applicant Division/APU:</b> Delaware State Housing Authority			
<b>5. Applicant Address:</b> 18 The Green, Dover, DE 19901						
<b>6. Contact Person:</b> Paula Voshell			<b>7. Contact Person's Phone Number:</b> (302) 739-4263			
<b>8. Signature of Secretary or Agency Head (for state agencies) or Chief Administrator (for all other applicants)</b> 						
<b>9. Federal Grantor Department:</b> Dept. Of Housing & Urban Development			<b>10. Federal Sub-Agency:</b> Public and Indian Housing			
<b>11. Federal Contact Person:</b> Mary Lou DeNardo			<b>12. Phone Number:</b> (215) 861-7657			
<b>13. Address:</b> The Wanamaker Building, 12 <sup>th</sup> Floor, 100 Penn Square East, Philadelphia, PA 19107-3390						
<b>14. Federal Program Title:</b> Homelessness Prevention and Rapid Re-Housing Program			<b>15. FEDERAL CATALOG NO:</b> (CFDA) 14 257			
<b>16. Project Description:</b> \$934,980 in additional Emergency Shelter Grant funds have been authorized for Delaware (Kent and Sussex Counties) by the American Recovery and Investment Act of 2009 (ARRA). The ARRA funding will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.						
<b>17. Will funds be utilized for any technology initiatives?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, Business Case Number and brief project summary:						
<b>18. Measurable Objectives:</b> <b>a. What were last year's objectives?</b> N/A  <b>b. Were these objectives met? (If not, please explain why)</b> N/A  <b>c. What are this year's objectives?</b> The funds will provide a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management. The funds must be spent within two years and all funds must be spent within three years.						

4/9/10

(If more space is needed, please attach a separate sheet of paper)

19. Grant Period: From: <b>03/19/2009</b> To: <b>03/18/2012</b>	20. How many years has this project been funded:	21. If the project was funded last year, how much federal money was awarded?
---	--	--

22. Source of funding for this application:	Dollars
a. Federal grant	\$934,980
b. Other federal funds (Specify source of funding)	
c. Required state contribution (Specify source of funding)	
d. Discretionary state contribution (Specify source of funding)	
e. Required local contribution (Specify source of funding)	
f. Other non- federal funds (Specify source of funding)	
<b>TOTAL</b>	<b>\$934,980</b>

23. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits				
Personal or Contractual Services				
Travel				
Supplies & Materials				
Capital Expenditures				
Audit Fees				
Mgmt/Oversight Expenses of .5%	\$46,749			\$46,749
Other <b>Grants</b>	888,231			888,231
<b>TOTAL</b>	<b>\$934,980</b>			<b>\$934,980</b>

24. How many positions are required for the project? **0**

Breakdown of position(s)	Authorized In State Budget	New Positions Required	Total
Paid for out of federal funds			
Paid for out of General Funds			
Paid for out of state special funds			
Paid for out of bond/local/other funds			
<b>TOTAL</b>			

Agency Name:	U.S. Department of Housing and Urban Development
Submission Date:	03/24/2009
Submitter Name:	Laura Grossman
Submitter Contact Info:	Laura.S.Grossman@hud.gov

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Recipient Name	Federal Funding Amount	Recipient DUNS Number	CFDA Program Number	CFDA Program Title	Recipient Address Line 1	Recipient Address Line 2	Recipient Address Line 3	Recipient City Code	Recipient City Name	Recipient Country	Recipient State	Recipient Zip Code	Program Source/Agency Code	Program Source/Agency Code	Program Source/Agency Code (OPTIONAL)
City of Wilmington	\$1,008,057		14.257	Homelessness Prevention and Rapid Re-Housing Program	800 N. French St.			Wilmington	Wilmington		DE	19801	86 0161		
County of New Castle	\$978,285		14.257	Homelessness Prevention and Rapid Re-Housing Program	87 Reads Why			New Castle	New Castle		DE	19720	86 0161		
State of Delaware	\$934,980		14.257	Homelessness Prevention and Rapid Re-Housing Program	William Penn St			Dover	Dover		DE	19901	86 0161		

This page is located on the U.S. Department of Housing and Urban Development's Homes and Communities Web site at <http://www.hud.gov/recovery/recoveryact.cfm>.



## The American Recovery and Reinvestment Act of 2009



The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17th, 2009. It

is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century. The Act is an extraordinary

response to a crisis unlike any since the Great Depression, and includes measures to modernize our nation's infrastructure, enhance energy independence, expand educational opportunities, preserve and improve affordable health care, provide tax relief, and protect those in greatest need.

- Information by State
- Esta página en español
- Print version

Content current as of 3 March 2009

**U.S. Department of Housing and Urban Development**  
451 7th Street, S.W., Washington, DC 20410  
Telephone: (202) 708-1112 [Find the address of a HUD office near you](#)

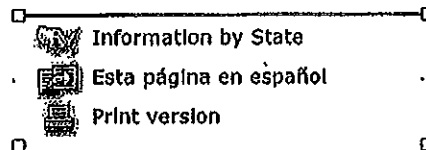
This page is located on the U.S. Department of Housing and Urban Development's Homes and Communities Web site at <http://www.hud.gov/recovery/arract2009.cfm>.



## HUD Implementation of the Recovery Act

The Recovery Act includes \$13.61 billion for projects and programs administered by the Department of Housing and Urban Development, nearly 75 percent of which was allocated to state and local recipients on February 25, 2009 – only eight days after

President Obama signed the Act into law. Recovery Act investments in HUD programs will be not just swift, but also effective: they will generate tens of thousands of jobs, modernize homes to make them energy efficient, and help the families and communities hardest hit by the economic crisis. The remaining 25 percent of funds will be awarded via competition in the coming months. Additional guidance on the implementation of all funds will be routinely provided on this website.



### Promoting Energy Efficiency and Creating Green Jobs

These investments are powerful vehicles for economic recovery because they work quickly, are labor-intensive, create jobs where they are needed most, and lead to lasting neighborhood benefits. Many will also reduce greenhouse gas emissions and save Americans money by retrofitting housing to make it more energy efficient.

- **Public Housing Capital Fund:** \$4 billion invested in energy efficient modernization and renovation of our nation's critical public housing inventory.
- **Native American Housing Block Grants:** \$510 million invested in energy efficient modernization and renovation of housing maintained by Native American housing programs, and the development of sustainable communities.
- **Assisted Housing Energy Retrofit:** \$250 million invested in energy efficient modernization and renovation of housing of HUD-sponsored housing for low-income, elderly, and disabled persons.
- **Lead Hazard Reduction:** \$100 million invested in lead based paint hazard reduction and abatement activities.

### Supporting Shovel-Ready Projects and Assisted Housing Improvements

These investments will support a broad range of housing and community development projects that are ready to go. Many of these projects have been held up for lack of private investment due to fallout from the broader economic crisis and credit crunch.

- **Tax Credit Assistance Program:** \$2.25 billion invested in a special allocation of HOME funds to accelerate the production and preservation of tens of thousands of units of affordable housing.
- **Community Development Block Grants:** \$1 billion for approximately 1,200 state and local governments to invest in their own community development priorities. Most local governments use this investment to rehabilitate affordable housing and improve key public facilities – stabilizing

- communities and creating jobs locally.
- **Project-Based Rental Assistance:** \$2 billion invested in full 12-month funding for Section 8 project-based housing contracts. This funding will enable owners to undertake much-needed project improvements to maintain the quality of this critical affordable housing.

### **Promoting Stable Communities and Helping Families Hardest Hit by the Economic Crisis**

These investments will help communities and families that have experienced the brunt of the economic downturn. Resources will be used to stabilize and revive local neighborhoods and housing markets with heavy concentrations of foreclosed properties. Funds will also assist the vulnerable families and individuals who are on the brink of homelessness or have recently become homeless.

- **Neighborhood Stabilization Program:** \$2 billion invested in mitigating the impact of foreclosures through the purchase and rehabilitation of foreclosed, vacant properties in order to create more affordable housing and renew neighborhoods devastated by the economic crisis.
- **Homelessness Prevention:** \$1.5 billion invested in preventing homelessness and enabling the rapid re-housing of homeless families and individuals, helping them reenter the labor market more quickly and preventing the further destabilization of neighborhoods.

Content current as of 27 February 2009




**U.S. Department of Housing and Urban Development**  
451 7th Street, S.W., Washington, DC 20410  
Telephone: (202) 708-1112 [Find the address of a HUD office near you](#)

This page is located on the U.S. Department of Housing and Urban Development's Homes and Communities Web site at <http://www.hud.gov/recovery/transparency-accountability.cfm>.



## Transparency and Accountability: Requirements for Recipients of Recovery Act Funds

The American Recovery and Reinvestment Act (ARRA) of 2009 establishes new requirements for applicants and grantees. To allow direct recipients and sub-awardees to adequately prepare for, and meet these new requirements, HUD is providing the following guidance:

-  Information by State
-  Esta página en español
-  Print version

1. Grantees and first tier sub-awardees receiving HUD ARRA funding must have a DUNS number and must be registered in the Central Contractor Registration (CCR). Find information on how to obtain a DUNS number and register in CCR [www.ccr.gov/startregistration.aspx](http://www.ccr.gov/startregistration.aspx). As they plan their programs, applicants and grantees should immediately advise all planned first tier sub-awardees of the requirement to obtain or update their DUNS number, and register with the CCR.
2. Each Prime and first tier recipient is required to report the following information to HUD 10 days after the end of each calendar quarter, starting on June 10th, 2009. These reports include:
  - a. The total amount of recovery funds received from HUD;
  - b. The amount of recovery funds received that were expended or obligated to projects or activities. This reporting must also include unobligated balances to facilitate reconciliations.
  - c. A detailed list of all projects or activities for which recovery funds were expended or obligated, including:
    - i. The name of the project or activity;
    - ii. A description of the project or activity;
    - iii. An evaluation of the completion status of the project or activity;
    - iv. An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
    - v. For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the grantee for funding the infrastructure investment with funds made available under ARRA, and the name and contact information of the person to contact at the agency if there are concerns with the infrastructure investment.
3. Detailed information on any subcontracts or subgrants awarded by the recipient must include the data elements in the format required to comply with the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget. The data elements required for the Federal Funding Accountability and Transparency Act are:
  - a. The name of the entity receiving the award;
  - b. The amount of the award;
  - c. Information on the award including the transaction type, funding

- agency, the North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number (where applicable), program source, and an award title descriptive of the purpose of each funding action;
- d. The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country;
  - e. A unique Identifier of the entity receiving the award and of the parent entity of the recipient (the DUNS number), should the entity be owned by another entity; and
  - f. Any other relevant information specified by OMB or HUD such as the grant number of the parent award under which the sub-award was made, and the funding tier which the subaward was made.
4. Under this agreement Recovery Act requirements apply down to all recipient tier levels, with the exception of sub-recipient reporting as identified above, which is limited to the Prime recipient and the 1st tier sub-recipient.
  5. Recovery Act funds under this agreement can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act and OMB Guidance.
  6. For fiscal years ending September 30, 2009 and later, all Single Audit reports filed with the Federal Audit Clearinghouse (FAC) will be made publicly available on the Internet. A link will be provided from Recovery.gov.

Content current as of 24 February 2009

**U.S. Department of Housing and Urban Development**  
451 7th Street, S.W., Washington, DC 20410  
Telephone: (202) 708-1112 [Find the address of a HUD office near you](#)

This page is located on the U.S. Department of Housing and Urban Development's Homes and Communities Web site at <http://www.hud.gov/recovery/homeless-prevention.cfm>.



## Homelessness Prevention Fund (Formula)

### Program Description

The Homelessness Prevention Fund will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management.

At least 60 percent of funds must be spent within two years; all funds must be spent within three years. Reporting requirements will be presented in the forthcoming notice.

### Process for Making Awards

The process for making awards shall be through formula allocation, using the formula for the Homelessness Prevention Fund.

### Eligible Applicants




Eligible applicants include Metropolitan Cities, urban Counties and States (for distribution to local governments and private nonprofit organizations).

### Funding Amounts

Total Funding: \$1,500,000,000  
 Total Funds Allocated: \$1,492,500,000  
 Total Funds Obligated: \$0  
 Total Funds Expended: \$0

See allocations by state

\*Up to 0.5 percent of each amount appropriated in this legislation may be used for the expenses of management and oversight of the programs, grants, and activities funded by such appropriation.

-  Information by State
-  Esta página en español
-  Print version

### What's New

- ▶ HPRP Notice
- ▶ Substantial Amendment Form
- ▶ HPRP Certifications
- ▶ General Certifications

### Related Information

- ▶ Grants
- ▶ Questions and Suggestions

Content current as of 24 March 2009

**U.S. Department of Housing and Urban Development**  
451 7th Street, S.W., Washington, DC 20410  
Telephone: (202) 708-1112 [Find the address of a HUD office near you](#)

**American Recovery and Reinvestment Act of 2009:  
Homelessness Prevention Fund Formula Allocations**

State	Grantee Name	Allocation Amounts
DE	DE STATE PROGRAM	\$934,980
DE	NEW CASTLE COUNTY	\$978,285
DE	WILMINGTON	\$1,008,057

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT****[Docket No. FR-5307-N-01]****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****AGENCY:** Office of the Secretary, HUD.**ACTION:** Notice of funding allocations and requirements.

**SUMMARY:** This Notice advises the public of the allocation formula and allocation amounts, the list of grantees, and requirements for the Homelessness Prevention Fund, hereafter referred to as the "Homelessness Prevention and Rapid Re-Housing Program (HPRP)," under Title XII of the American Recovery and Reinvestment Act of 2009 ("Recovery Act"). Congress has designated \$1.5 billion for communities to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. In order to receive these funds, eligible grantees must submit a substantial amendment to the Consolidated Plan 2008 Action Plan (referred to in this Notice as the "substantial amendment").

**EFFECTIVE DATE:** March 19, 2009**OVERVIEW INFORMATION**

**A. Federal Agency Name:** Department of Housing and Urban Development, Office of Community Planning and Development.

**B. Funding Opportunity Title:** Funding Availability for the Homelessness Prevention Fund created under Title XII of Division A of the American Recovery and Reinvestment Act of 2009 ("Recovery Act"), referred to in this Notice as the "Homelessness Prevention and Rapid Re-Housing Program (HPRP)."

**C. Publication:** This Notice is initially being published on HUD's web site. It will also be published in the Federal Register. All HUD materials will be posted on the HUD Homelessness Resource Exchange at: [www.hudhre.info](http://www.hudhre.info).

**D. Catalog of Federal Domestic Assistance (CFDA) Number:** 14.257: Homelessness Prevention and Rapid Re-Housing Program (HPRP).

**E. Dates:** Substantial amendments submitted pursuant to this Notice must be received by HUD no later than 60 days from the date of publication of this Notice. HUD will complete its review of all correctly completed substantial amendments no later than July 2, 2009. HUD intends to execute all grant agreements no later than September 1, 2009. Grantees must obligate funds to their subgrantees by September 30, 2009. The Recovery Act requires grantees to expend 60 percent of HPRP grant funds within two years of the date that funds become available to the grantees for obligation (the date that HUD signs the grant agreement), and 100 percent of funds within three years of this date.

**F. Additional Overview Content Information:**

1. **Funding Allocations.** As required by the Recovery Act, funds will be allocated according to the formula used for the Emergency Shelter Grants (ESG) Program. Pursuant to HUD's discretion under the Recovery Act, HUD has set a minimum grant amount of \$500,000. Funds for communities that would receive less than this amount will be reallocated to the state in which the community is located. A list of eligible grantees is provided in Appendix A.

2. **Modified Requirements for the Consolidated Plan.** The requirements at 24 CFR part 91, as modified by this Notice, shall apply to the application and approval process for HPRP funds. Specifically, the following requirements shall apply:

a. In order to receive HPRP funds, each eligible grantee must prepare and submit a substantial

amendment to its Consolidated Plan 2008 Action Plan ("substantial amendment") in accordance with section IV.E. below. The substantial amendment and other required documents must be received by HUD within 60 days of the publication of this Notice.

b. In preparing the substantial amendment, each eligible grantee must follow its citizen participation plan in accordance with 24 CFR part 91, except that the minimum time period for citizens to comment on the substantial amendment shall be reduced to 12 days. HUD does not require that grantees establish a second period of public comment regarding the process for determining subgrantees, but if a grantee has this requirement in place locally, this public comment period may be reduced to 3 days.

c. Each substantial amendment submitted to HUD will be subject to the approval process set forth in 24 CFR 91.500, except that: HUD will approve or disapprove the substantial amendment by July 2, 2009; jurisdictions with disapproved substantial amendments may revise and resubmit a substantial amendment within 15 days after HUD sends the first notification of its disapproval; and HUD will approve or disapprove the revised substantial amendment within 15 days of receiving the resubmission.

d. Grantees are not required to report on uses of HPRP funds in their Consolidated Annual Performance and Evaluation Report (CAPER). Instead, the use of HPRP funds will be subject to the reporting requirements established by the Recovery Act, as specified by HUD and the Office of Management and Budget (OMB).

3. Recovery.gov web site: To encourage transparency, HUD will require grantees receiving assistance under HPRP to provide reports that will be used for postings on the Recovery.gov web site. This portal is designed to provide one centralized location for the public to find and analyze information, and report potential fraud, waste, and abuse pertaining to the Recovery Act.

**G. For Further Information:** For questions about HPRP, please call 1-800-998-9999. For more information about the HPRP, or to view a copy of the Recovery Act, go to [www.hudhre.info](http://www.hudhre.info). Written questions may be sent to: Ann Marie Oliva, Director, Office of Special Needs Assistance Programs, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7266, Washington, DC, 20410. Persons with hearing or speech impairments may access the above telephone number via TTY by calling the Federal Information Relay Service at 800-877-8339.

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  - E. Termination of Housing Assistance
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  - H. Sanctions

## Cheryl Lehman - Delaware Housing Allocations from the ARRA of 2009

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**From:** DSHAHighlights  
**To:** emaildsha@lists.state.de.us  
**Date:** 3/11/2009 3:42 PM  
**Subject:** Delaware Housing Allocations from the ARRA of 2009

---



### **DSHA HIGHLIGHTS**

(Best when viewed in HTML)

#### **DSHA Announces Delaware's Estimated Housing Program Allocations from the American Recovery and Reinvestment Act (ARRA) of 2009**

The U.S. Department of Housing and Urban Development (HUD) announced the allocation of 75 percent of its funding through the ARRA. The State of Delaware's estimated allocation is \$18,507,723; DSHA's portion totals \$9,109,461.

##### **Public Housing Capital Fund: \$7,067,910**

The Capital Fund provides funds to Public Housing Agencies for the development, financing, and modernization of public housing developments and for management improvements. Of the total amount, DSHA was allocated \$1,027,870.

##### **HOME Investment Partnership (HOME): \$6,608,893:**

The HOME program funding is allocated to state housing finance agencies responsible for administering the Low Income Housing Tax Credit Program. In Delaware, this is DSHA. The funding will be used to fill the gaps in development deals created by the weak equity market for Low Income Housing Tax Credits. Delaware's funding (DSHA) is \$6,608,893.

##### **Community Development Block Grant Program (CDBG): \$1,909,598**

The Community Development Block Grant (CDBG) Program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Of the total amount, DSHA (Kent and Sussex Counties) was allocated \$537,718.

##### **Neighborhood Stabilization Program (NSP) Amount has not been determined:**

Funding distribution will be made on a competitive basis to states, local governments, nonprofits or consortia of nonprofits in partnership with for-profit entities. The NSP will provide emergency assistance to state and local governments to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities.

**Homeless Prevention Fund/Emergency Shelter Grant (ESG):**  
**\$2,921,322:**

The Emergency Shelter Grants program provides homeless persons with basic shelter and essential supportive services. Of the total amount, DSHA (Kent and Sussex Counties) received \$934,980.

For more information about affordable housing in Delaware, please visit our website: <http://www.dstatehousing.com>

## Program Summary

### Program Information

**Program Name: Homeless Prevention and Rapid Re-housing Program (HPRP)**

#### Overview/Background:

The Homeless Prevention and Rapid Re-housing Program (HPRP) is designed to provide financial assistance and services to either prevent families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.

**DSHA Allocation: \$ 934,980**

**Match: None**

#### Dates

- Substantial amendment to the FY2008 Consolidated Action Plan must be submitted to HUD no later than May 19, 2009.
- HUD will complete its review of the substantial amendments by July 2, 2009.
- HUD intends to execute grant agreements no later than September 30, 2009.
- Grantees are to obligate funds by September 30, 2009.

Grantees are required to expend 60 percent of the HPRP funds within two years from the date HUD signs the grant agreements and 100 percent of the funds within three years of this date.

### Program Description

To provide homeless 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 McKinney-Vento. Resources are to be targeted and prioritized to serve households that are most in need of temporary assistance and are most likely to achieve stable housing after the program concludes. It will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless without this assistance. The program is intended to target two populations of persons: 1) individuals and families who are currently housed but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless, and 2) individuals and families who are experiencing homelessness and need temporary assistance in order to obtain housing and retain it. *The HPRP is not intended to be a mortgage assistance program.*

### Regulations & Requirements

#### Process for Making Awards

A state grantee must make available all of the formula allocation, except appropriate administrative costs, to the following subgrantees to carry out eligible activities:

1. Units of general local government; and
2. Private nonprofit organizations.

#### Eligible Activities

##### 1. Financial assistance

- Rental assistance – This includes short-term (3 months) and medium-term rental assistance (4 – 18 months), which may be provided as “shallow subsidies”, 100 percent rent payments, or graduated/declining subsidies. HPRP may also be used for rental arrears for an eligible participant or remain in a housing unit or move to another unit.

- Security and utility deposits – Funds may be used in conjunction with another housing subsidy program as long as they cover separate costs.
- Utility payments – Funds may be used for up to 18 months of utility payments, including up to 6 months of arrears.
- Moving assistance costs – Funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of 3 months.
- Hotel and motel vouchers – Funds may be used for vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified, but not immediately available.

## **2. Housing relocation and stabilization services**

- Case management – Funds may be used for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to obtain housing stability.
- Outreach and engagement – Funds may be used for services or assistance designed to publicize the availability of this program.
- 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. This includes tenant counseling, assisting individuals and families to understand leases, securing utilities, mediation and outreach to property owners.
- Legal services – Funds may be used for legal services to help people stay in their homes; however, legal services related to mortgages are not eligible.
- Credit repair – Funds may be used for services that are targeted to assist participants with critical skills related to household budgeting, money management, accessing a free personal credit report and resolving personal credit issues.

## **3. Data collection and evaluation**

- Data collection – Funds may be used for reasonable and appropriate costs associated with operating a Homeless Management Information System (HMIS) for purposes of collecting and reporting data required under HPRP. *This is only for jurisdictions that do not have an HMIS already implemented.*
- Evaluation – HPRP funds are eligible for costs to the grantee for participating in HUD research and evaluation of the program.

## **4. Administrative costs**

- May be used for pre-award administrative costs, accounting for the use of grant funds; preparing reports for submission to HUD, obtaining program audits, administering the grant after the award, and staff salaries.
- Grantees receiving a direct allocation of HPRP funds may use funds for pre-award administrative costs, which include costs that are directly related to preparing the application to HUD, starting with the publication of the Notice and ending with the submission of the substantial amendment. This includes staff costs, costs related to the public comment process, and costs related to participation in HUD-sponsored HPRP training.
- There is a 5 percent cap of the total HPRP grant that may be spent on administrative costs, whether by the grantee or subgrantee(s).
- Grantees shall share a reasonable and appropriate amount of administrative funds with subgrantees.

## **Ineligible & Prohibited Activities**

1. Coordination with Recovery Act Resources – Financial assistance or services to pay for expenses that are available through other Recovery Act programs, including child care and employment training. HPRP is to provide for housing expenses.
2. Mortgage costs – Financial assistance may not be used to pay any mortgage costs or costs needed by homeowners to assist with fees, taxes, or other costs of financing a mortgage to make it affordable.
3. Other Ineligible and prohibited activities include:
  - 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.
4. Discharge planning – HPRP funds may not be used to develop discharge planning programs in mainstream institutions such as hospitals, jails or prisons.
5. Administrative costs – HPRP funds may not be used for certifications, licenses, and general training classes.
6. Funds to support program participants must be issued directly to the appropriate third party, such as the landlord or utility company, and in no case are funds eligible to be issued directly to program participants.

## **Discharge Coordination Policy**

Grantees must develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly-funded institutions or systems of care (institutions, foster care, prisons), in order to prevent homelessness. Developing or updating system discharge plans and policies is not an eligible expense under HPRP. However, persons who are being imminently discharged into homelessness are eligible for assistance as long as they meet the minimum requirements of eligible participants.

## **Eligible Program Participants**

Grantees should consider two eligible populations.

- Persons who are still housed, but at risk of becoming homeless; and
- Persons who are already homeless.

### **Minimum criteria for all program participants**

1. Any individual or family must have an initial consultation with a case manager who can determine the need.

2. Household must be at or below 50 percent of Area Medium Income (AMI).

3. The household must be either homeless or at risk of homelessness and meet both of the following circumstances:

- No appropriate subsequent housing options have been identified; and
- The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

### **Prevention Assistance**

HPRP prevention assistance should be targeted to those individuals and families at the greatest risk of becoming homeless. Commonly identified risk factors include:

- 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;
- Sudden and significant loss of income;
- 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 (paying over 50 percent of income for housing costs);
- Homeless in the 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 AMI);
- High overcrowding (number of persons exceeds health and/or safety standards for unit size);
- Past institutional care;
- Recent traumatic life event, such as death of spouse or primary care provider;
- Credit problems that preclude obtaining housing; and/or
- Significant amount of medical debt.

### **Rapid Re-Housing Assistance**

Rapid re-housing assistance is available for persons who meet HUD's definition of homeless as long as they meet the minimum requirements:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- Staying in a hospital or other institution for up to 180 days, but was sleeping in a shelter or other place not meant for human habitation immediately prior to entry into the hospital or institution;
- Graduating from, or timing out of a transitional housing program; and
- Victims of domestic violence.

Grantees are responsible for verifying and documenting the individual's risk of homelessness and HUD requires the grantees and/or subgrantees to evaluate and certify the eligibility of program participants at least once every 3 months for all persons receiving medium-term rental assistance.

**Required Public Outreach**

Grantees must follow its Citizen's Participation Plan; however the minimum time period for citizen comments is reduced to 12 days.

**Additional Inclusive Outreach (Public, COH, Legislature)**