

American Recovery and Reinvestment Act Homelessness Prevention and Rapid Re-housing Program



HPRP 101



Sponsored by:
Office of Special Needs Assistance Programs (SNAPS)
U.S. Department of Housing & Urban Development

Partners

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- Susan Ziff, HUD
- Moderator: Michelle Hayes, Cloudburst
- Presenter: Chuck Kieffer, Cloudburst
- Presenter: Meggan Medina, Cloudburst
- Resource Advisor: Theresa Silla, ICF

Purpose

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- Provide grantees and subgrantees with an overview of:
 - HUD's Vision for HPRP
 - Eligible Grantees/Subgrantees
 - Program Types
 - Eligible Activities
 - Eligible Participants
 - Grantee Responsibilities
 - Data Collection and Reporting Requirements

Webinar Format

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- Call will last approximately an hour and a half
- Presenters will walk through presentation material and then answer questions posed by the moderator
- Call audience members are “muted” due to the high number of participants
- Call will be recorded

Submitting questions in the webinar

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- Audience members who would like to pose a question can do so through the “questions” function found in the “GoToWebinar” toolbar.
- Questions will be responded to directly by HPRP resource advisors standing by.
- We will not have time to answer every question. If we are unable to respond to your question live, please submit it to HUD’s Virtual Help Desk at <http://hudhre.info/HPRP/>

Submitting questions in the webinar

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- Materials referenced during this webinar can be found on HUD's Homelessness Resource Exchange at <http://hudhre.info/HPRP/>
- Evaluation questions to measure the effectiveness of this call will be emailed out following the call to all participants.

HUD's Vision for HPRP

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- Focus is housing stabilization
 - Temporary financial assistance and/or services
 - Bridge to long-term stability
- Intent is to serve persons who:
 - Are homeless or would be homeless **but for** this assistance
 - Can remain stably housed **after** this temporary assistance ends

HPRP is NOT:

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- A mortgage assistance program
- Intended for long-term and/or intensive support
- ESG Program
 - Different eligibility requirements & activities
 - HPRP funds intended to be spent quickly
- Rapid Re-housing (RRH) Demonstration
 - Different requirements and activities

Eligible Grantees/Subgrantees

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- Eligible grantees included states, territories, metropolitan cities, and urban counties.
 - Allocations determined by ESG formula
 - Eligible grantees applied for their allocations via a substantial amendment to their Consolidated Plan
- Grantees allowed to subgrant to local units of government (including urban cities/counties that received HPRP funds directly from HUD), and/or to private nonprofit organizations.

Funds Distribution and Program Administration Timeline

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- Grantees were required to obligate funds to subgrantees by Sept 30, 2009.
- From the date that HUD signed the grant agreement:
 - 60% of HPRP funds expended within 2 years
 - 100% of HPRP funds expended within 3 years
- All expenses must be incurred prior to 90-day closeout period.

Program Assistance Types

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- Homelessness Prevention
 - Prevent individuals and families at risk of homelessness from becoming homeless
- Rapid Re-housing (Homeless Assistance)
 - Assist persons experiencing homelessness to be quickly re-housed and stabilized
 - Persons served under this category must meet the HUD homeless definition

Eligible Activity Categories

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- Financial Assistance
- Housing Relocation and Stabilization Services
- Data Collection and Evaluation
- Administrative costs (5% cap)

Eligible Activities: Financial Assistance

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- Six Eligible Cost Types:
 - Rental Assistance (including arrears)
 - Security Deposits
 - Utility Deposits
 - Utility Payments
 - Moving Cost Assistance
 - Hotel/Motel Vouchers

Financial Assistance:

Rental Assistance

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- Grantees may pay up to 18 months of rental assistance, including 6 months of arrears. Months need not be consecutive.
- Grantee has discretion to determine how to structure the subsidy (e.g., full, shallow, graduated/declining).
 - See “Designing and Delivering HPRP Financial Assistance” for more information.
- Legal lease or written occupancy agreement must be in place.
- Rents must comply with HUD’s “rent reasonableness” standard. FMRs do not apply.

Financial Assistance: Security Deposits

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- Does not count towards 18-month limit on rental assistance
- Grantees have discretion to determine how to handle security deposits when participant exits HPRP
 - If grantee/subgrantee recovers the deposit, it must be treated/reported as program income.

Financial Assistance:

Utility Deposits and Assistance

- May pay up to 18 months of utility assistance, including 6 months of arrears
 - Months need not be consecutive, nor concurrent with rental assistance
 - Utility deposit does not count towards 18 months
- Utilities eligible for assistance are heat, electricity, water, sewer and garbage collection
 - Telephone and cable are not eligible
- See FAQs and updated Eligibility Requirements for more information

Financial Assistance: Moving Costs

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- Includes truck rental, moving company expenses, and short-term storage fees (up to 3 months)
 - Transportation costs for participants (e.g., bus, train) are **not** eligible
- Grantees are responsible for determining a reasonable amount and any limits that apply.
- If a grantee decides to help a client relocate, the grantee retains responsibility for ensuring all program requirements are met.

Financial Assistance: Hotel/Motel Vouchers

- Can be provided for up to 30 days

IF:

- Subsequent rental housing has been identified but is not immediately available for move-in;

AND

- No appropriate shelter beds are available.

Financial Assistance: Cost Type Rule

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- HPRP assistance CANNOT be provided for the same period of time and same cost type that is being provided under another Federal, state, or local program.
 - Examples:
 - Section 8 and Rent Arrearage
 - VASH and Security Deposits
 - LIHEAP and Rent Assistance



Eligible Activities: Housing Relocation & Stabilization Services

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- Intended to help homeless persons and persons at risk of homelessness to obtain and maintain housing
- Eligible services:
 - Outreach and Engagement
 - Case Management
 - Housing Search and Placement
 - Legal Services
 - Credit Repair
- See “Case Management – Homelessness Prevention and Rapid Re-housing” for more information

Eligible Activities: Data Collection and Evaluation

- Reasonable costs for collecting and reporting data through HMIS
- Software, hardware, & connectivity costs
- HMIS training (users and system admin.)
- Data warehousing/aggregation from multiple CoCs participation fees for providers using the HMIS

Eligible Activities: Administrative Costs

- Cannot exceed 5% of grant total
- Eligible costs:
 - Pre-award administrative costs
 - Accounting for the use of grant funds
 - Preparing reports for submission to HUD
 - Obtaining program audits
 - Grantee or subgrantee staff salaries associated with eligible administrative costs
 - HPRP training for staff

Polling Question

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Is an eviction notice alone enough to qualify someone to receive HPRP assistance?

HUD Eligibility Requirements

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- **Initial Consultation**
 - Required to establish eligibility and appropriate type of assistance
- **Income**
 - Must be at or below 50 percent of AMI
- **Housing Status**
 - Is homeless (for rapid re-housing assistance) **OR** at imminent risk of homelessness (for prevention assistance);
AND:
 - Lacks financial resources and support networks needed to obtain or remain in housing;
 - Has no subsequent housing options.

Participant Eligibility: Rapid Re-housing

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- Homeless per HUD HPRP definition (must meet one of the following):
 - Sleeping in emergency shelter
 - Sleeping in place not meant for human habitation
 - Staying in hospital or institution for up to 180 days, but literally homeless immediately prior to entry
 - Graduating from/timing out of transitional housing
 - Victim of domestic violence

Participant Eligibility: Homelessness Prevention

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- Household must be at imminent risk of literal homelessness
 - “Would this individual or family be homeless ***but for*** this assistance?”
- Intent is to assist households who are at the greatest risk of becoming literally homeless and requiring emergency shelter
- Many are recently affected by economic crisis - others have been “precariously housed” and/or homeless for longer

Eligibility Determination & Documentation

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- Required process for determining and documenting household income and housing status of applicants
- Guidance available on HRE
- Staff Certification of Household Eligibility (formerly referred to as "Staff Affidavit") must be completed for each participant and placed in case file
- Recertification required every three months
- Upcoming webinars on determining and documenting eligibility

Local Determinants

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- Grantee can add additional eligibility criteria
- HUD is looking for this criteria to be documented in a grantee's "Policies and Procedures" and must be applied consistently

Eligibility vs. Targeting

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- Participant eligibility is:
 - Whether participants meet HUD's minimum requirements
- Targeting is:
 - Process of determining the target population to serve
 - Targeting decisions impact program design and program design decisions impact targeting
 - May focus on ...
 - Specific homeless or at-risk sub-populations
 - Households at more imminent risk of homelessness
 - Households served based on program design

Additional Administrative Requirements

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- Habitability Standards
- Lead-Based Paint Requirements
- Reporting to OMB and HUD
- Subgrantee Monitoring
- Adherence to Other Federal Requirements (see section VII of Notice and <http://www.hudhre.info>)

Polling Question

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True or False:

Whenever homeless families are moving into housing with rapid re-housing assistance, the provider must conduct a Housing Quality Standards inspection and certification.

Habitability Standards

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- On-site inspection
 - Anytime HPRP Financial Assistance provided **AND**
 - Program participant moving into a unit
- Not the same as Housing Quality Standards (HQS) - certified inspector not required
- Sample Habitability Standards Checklist available on HRE
- Inspection an eligible expense under Financial Assistance category

Lead-Based Paint Requirements

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- On-site visual assessment must be completed when:
 - Any type of HPRP financial assistance is being provided **AND**
 - Unit constructed prior to 1978 **AND**
 - Child under the age of 6 or pregnant woman
- Requires HUD-certified Visual Assessor
- Eligible expense under Financial Assistance category
- See “Understanding the Lead-Based Paint Requirements: Guidance for HPRP Grantees” for more information

HPRP Reporting

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- Four systems involved in HPRP reporting, each with a different purpose:
 - e-snaps
 - FederalReporting.gov
 - HMIS
 - IDIS

HPRP Reporting

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- e-snaps
 - Initial Performance Report (IPR)
 - Quarterly Performance Report (QPR)
 - Annual Performance Report (APR)
- FederalReporting.gov
 - Quarterly Reports
- Subgrantees DO NOT report in e-snaps or FederalReporting.gov
- HPRP Reporting Webinars (March 23rd at 2pm ET and March 31st at 11am ET)

e-snaps Filing Requirements & Schedule

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Report Type	Reporting Periods	Preliminary Report Due Dates	Final Report Due Dates
Initial Performance Report (Standard QPR and supplemental questions)	Date of Grant Agreement execution through 9/30/09	October 10, 2009 and January 10, 2010	November 5, 2009 and February 19, 2010
Quarterly Performance Reports (QPR)	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30	Due 10 days after end of each quarter (January 10, April 10, July 10, October 10)	Due the 5 th of the month following the Preliminary Due Date, as applicable. (February 5, May 5, August 5, November 5)
Annual Performance Reports (APR)	October 1 to September 30	Due 60 days after end of each federal fiscal year (November 30)	N/A

HPRP Reporting in HMIS Requirements

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- Assistance/services providers must report client-level data into CoC's HMIS or comparable database
 - unless prohibited by Federal, state, or local law
- Comparable database must be consistent with HMIS Data and Technical Standards
- Upcoming webinar on HPRP and HMIS (April 6th 2pm ET & April 23rd 11am ET)

HPRP and IDIS

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- Grantees must draw down funds from IDIS at least quarterly
- Reimbursement is preferred method of payment, though advance payments are allowed pursuant to 24 CFR 85.21 and 84.22.
- Expenditures must be incurred within 3 years
 - 90 day close-out period
- See “IDIS Instructions for HPRP Grantees” and “IDIS Online Quick Tips User Guide” for more information

Monitoring Requirements

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- HUD will monitor grants on-site and remotely
- Grantees are responsible for monitoring subgrantees for compliance
 - Upcoming webinar on Monitoring Subgrantees (April 29th at 2pm ET)

HPRP Resources on the HRE

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- HPRP page on HUD HRE:
www.hudhre.info/hprp
 - HUD-Issued Guidance
 - Data Collection and Reporting
 - Tools and Templates
 - FAQs and Help Desk
- Sign up for HPRP listserv on the HRE

Additional Trainings

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- HPRP Eligibility Determination and Documentation:
 - Thursday, March 25th at 11am ET
- HPRP Reporting:
 - Tuesday, March 23rd at 2pm ET
 - Wednesday, March 31st at 11am ET

Additional Trainings (Cont.)

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- HPRP and HMIS
 - April 6th at 2pm ET
 - April 23rd at 11am ET
- Monitoring Subgrantees:
 - April 29th at 2pm ET

Save the Date

HUD Conference on Homelessness

September 14-17 - Denver

September 27-30 - Atlanta

Covering topics on:

HPRP HEARTH HMIS

Questions?