

*Request for Proposals
Homeless Prevention and Rapid Re-housing
June 2, 2009*



American Recovery and Reinvestment Act (ARRA)



**Oklahoma Department of Commerce
Oklahoma State Energy Office
900 North Stiles Avenue
Oklahoma City, Oklahoma 73104**

405-815-6552

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**2009 Homelessness Prevention & Rapid Re-Housing Program
Proposed Timetable**

The Oklahoma Department of Commerce (ODOC) will make available to selected sub grantees Homeless Prevention and Rapid Re-Housing (HPRP) funds under Title XII of the American Recovery and Reinvestment Act of 2009, (Recovery Act 2009) following receipt of the grant award notice from the U.S. Department of Housing and Urban Development (HUD).

May 4, 2009	ODOC HRPR Public Hearing, 10:00 am Metro Technology Centers 1900 Springlake Drive, Oklahoma City
June 1, 2009	Release of HPRP RFP for distribution
Determined by local Continuum (but no later than July 10, 2009)	Proposals submitted to Continua of Care
July 2, 2009 (approximate date given)	HUD completes review of State Plans
July 31, 2009	Funding recommendations and rating/ranking sheets submitted from Continuum of Care to ODOC.
On or before September 14, 2009	Awards announced
Week of September 14, 2009	Implementation Meeting will be held for award recipients
September, 30, 2009	Funds Obligated
September 30, 2011	60% of funds expended must be expended.
September 30, 2012	All ARRA HPRP funds must be expended by this date contract end date. All funds must be expended by this date.

FY 2009 Homelessness Prevention & Rapid Re-Housing Request for Application

Background

I. Funding Opportunity Description

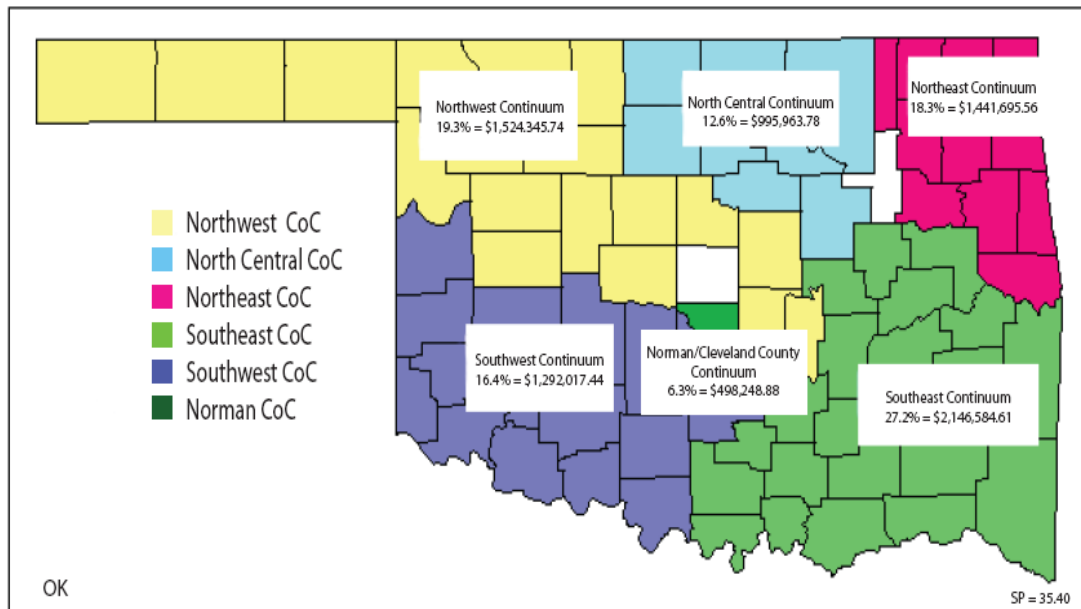
Program Description

Congress enacted the Recovery Act to help persons affected by the current economic crisis. 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 rehouse rapidly persons who are homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).

While HUD will allow grantees the discretion to develop prevention and/or rapid re-housing programs that meet locally-defined needs, HUD also 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, outside of HPRP after the program concludes.

Grantees should take this opportunity to develop strategies to identify eligible program participants, review existing models for prevention and rapid re-housing programs, and create a plan that utilizes all resources available through the Recovery Act in order to provide a comprehensive menu of services to assist eligible program participants.

Allocation of HPRP Funds:



Continuum of Care

The Continuum of Care model is based on the understanding that homelessness is not caused by simply a lack of shelter, but involves a variety of underlying needs. ODOC believes that the best approach for alleviating homelessness is through a community-based process that provides a comprehensive response to the diverse needs of homeless persons. The fundamental components of a Continuum of Care system are:

- ☞ Outreach and assessment to identify a homeless person's needs.
- ☞ Immediate (emergency) shelter as a safe, decent alternative to the streets.
- ☞ Transitional housing with appropriate supportive services to help reach independent living.
- ☞ Permanent housing or permanent supportive housing for the disabled homeless.

Program Reporting

HPRP grant recipients providing financial assistance and services directly will use the HMIS through the applicable Continuum of Care to collect data and report on outputs and outcomes as required by HUD. The required data elements that will be collected in HMIS for HPRP will be included in the revised HMIS Data and Technical Standards, which will be forthcoming.

The use of HPRP funds will also be subject to the required reporting dates established by the Recovery Act, as specified by HUD and the Office of Management and Budget. Listed below are some, but not all important dates to remember:

Report Type	Reporting Period
Quarterly Performance Reports – Due five (5) days after the end of each fiscal quarter in which HPRP funds are expended.	October 1 – December 31 January 1 – March 31 April 1 – June 30 July 1 – September 30
Annual Performance Report – Due 30 days after the end of the federal fiscal year for each fiscal year in which HPRP funds are expended.	October 1 – September 30

Recovery.gov website

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

President Obama has committed to transparency and accountability in the use of funds provided through ARRA. Activities carried out and results achieved with ARRA funds will be tracked carefully, reported clearly and quantifiably.

In an effort to meet this requirement, Gov. Brad Henry designated the creation of a state website to help track the use of Oklahoma stimulus funds. This site will provide the citizens of Oklahoma access to clear and concise information about the federal stimulus initiative. Project information will be posted on <http://oklahoma.gov/recovery/>

The Recovery Act requires HPRP grantees to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) or a comparable database. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated locally. (The required data elements that will be collected in HMIS for HPRP will be included in the revised HMIS Data and Technical Standards, which will be forthcoming.)

II REQUIREMENTS FOR FUNDING

Eligible Activities

Grant funds must be used for eligible activities as described in this Notice.

There are four categories of eligible activities for the HPRP program:

- 1. Financial assistance,**
- 2. Housing relocation and stabilization services,**
- 3. Data collection and evaluation, and**
- 4. Administrative costs.**

These eligible activities are intentionally focused on housing—either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. Generally, the intent of HPRP assistance is to transition program participants rapidly to stability, either through their own means or through public assistance, as appropriate. HPRP assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive service needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability.

Grant recipient programs should therefore ensure that there is a clear process for determining the type, level, and duration of assistance for each program participant.

1. Financial Assistance.

Financial assistance is limited to the following activities:

- ☞ Short-term rental assistance,
- ☞ Medium-term rental assistance,
- ☞ Security deposits,
- ☞ Utility deposits,
- ☞ Utility payments,
- ☞ Moving cost assistance, and
- ☞ Motel and Hotel vouchers.

Grant recipients must not make payments directly to program participants, but only to third parties, such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee, subgrantee or the parent, subsidiary or affiliated organization of the grant recipient.

1a. Rental Assistance.

(1) Short- and medium-term rental assistance is tenant-based rental assistance that can be used to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units they select.

Short-term rental assistance may not exceed rental costs accrued over a period of 3 months.

Medium-term rental assistance may not exceed actual rental costs accrued over a period of 4 to 18 months.

No program participant may receive more than 18 months of assistance under HPRP. After 3 months, if program participants receiving short-term rental assistance need 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.

HUD is requiring grant recipients to certify eligibility at least once every 3 months for all program participants receiving medium-term rental assistance. HUD additionally encourages grant recipients to provide ongoing case management, as needed, to all program participants receiving rental assistance in order to transition them to independence, including permanent housing arrangements (subsidized or unsubsidized).

(2) The grant recipient determines the amount of short-term and medium-term rental assistance provided, such as “shallow subsidies” (payment of a portion of the rent), payment of 100 percent of the rent charged, or graduated/declining subsidies. A grantee may also set a maximum amount of assistance that a single individual or family may receive from HPRP funds, or may set a maximum number of times that an individual or family may receive assistance, as long as the total amount of assistance that any individual or family receives does not exceed an amount equal to 18 months of rental assistance.

Grantees may require program participants to share in the costs of rent, utilities, security and utility deposits, moving, hotel or motel, and other expenses as a condition of receiving HPRP financial assistance. For example, a program may require a program participant to pay a portion of the rent expense for a unit. HPRP assistance should be “needs-based,” meaning that grantees and/or subgrantees should determine the amount of assistance based on the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness

in the near term. This will also help communities to utilize program resources efficiently to serve as many households as possible.

(3) Rental assistance may also be used to pay up to 6 months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain in the housing unit for which the arrears are being paid or move to another unit. If HPRP funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant's rental assistance, which may not exceed 18 months.

(4) The rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness." "Rent reasonableness" means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee or subgrantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. Comparable rents can be checked by using a market study, by reviewing comparable units advertised for rent, or with a note from the property owner verifying the comparability of charged rents to other units owned (for example, the landlord would document the rents paid in other units). For more information, see HUD's worksheet on rent reasonableness at:

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

(5) Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state or local housing subsidy program. Cost types are the categories of eligible HPRP financial assistance: rent, either the client portion or the subsidy; security deposits, utility deposits, utility payments, moving cost assistance, and hotel/motel vouchers.

1.b. Security and utility deposits.

HPRP funds may be used to pay for security deposits, including utility deposits, for eligible program participants. In contrast to the requirements regarding rental assistance payments, security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types. One example of this would be providing a security deposit for a participant in the HUD-VA Supportive Housing (HUD-VASH) program, which provides rental assistance and services. A program description of HUD-VASH can be found at:

<http://www.hud.gov/offices/pih/programs/hcv/vash/index.cfm>.

1.c. Utility payments.

HPRP funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears, for each program participant, provided that the program participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts in his/her name from a utility company.

1.d. Moving cost assistance.

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

1.e. Motel and Hotel vouchers.

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

2. Housing Relocation and Stabilization Services. HPRP funds may be used for services that assist program participants with housing stability and placement. These services are limited to the following eligible activities:

2.a. Case Management.

HPRP 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 obtain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that program participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance.

2.b. Outreach and Engagement.

HPRP funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.

2.c. Housing Search and Placement.

HPRP 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: 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.

2.d. Legal Services.

HPRP funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.

2e. Credit Repair.

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

3. Data Collection and Evaluation.

3.a. Data Collection.

The Recovery Act requires that data collection and reporting for HPRP be conducted through the use of Homeless Management Information Systems (HMIS) or a comparable client-level database. Therefore, reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible. Eligible costs include the purchase of HMIS software and/or user

licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS. Only those jurisdictions that do not have an HMIS already implemented may use a portion of these funds for HMIS implementation or start-up activities.

3.b. Evaluation.

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

4. Administrative Costs.

4.a. 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;
- ☞ Similar costs related to administering the grant after the award; and
- ☞ Staff salaries associated with these administrative costs.

Administrative costs also include training for staff who will administer the program or case managers who will serve program participants, as long as this training is directly related to learning about HPRP.

Administrative costs *do not* include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities, as specified above, such as grantee or subgrantee staff salaries, costs of conducting housing inspections, and other operating costs. These costs should be included under one of the three other eligible activity categories.

B. Ineligible and Prohibited Activities

1. Coordination with Recovery Act Resources. Grantees are strongly encouraged, as part of local planning, to maximize all resources that may be available with Recovery Act funds other than HPRP (see chart on Recovery Act resources located at www.hudhre.info).

Please note the List of Funded Programs and Collaboration Opportunities for HPRP Programs was sent to each Oklahoma Continuum of Care lead agency on April 21, 2009.

A grantee's local 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.

2. Discharge Coordination Policy

Developing or updating system discharge plans and policies is not an eligible expense under HPRP.

3. Mortgage Costs are Ineligible. 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.

4. Other Ineligible and Prohibited Activities. HPRP funds may not be used to pay for any of the following items:

- ☞ 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.

HPRP funds may not be used to develop discharge planning programs in mainstream institutions such as hospitals, jails, or prisons. Finally, while training for case managers and program administrators is an eligible administrative cost as long as it is directly related to HPRP program operations HPRP funds may not be used to pay for certifications, licenses, and general training classes.

Programs may not charge fees to HPRP program participants.

Any HPRP funds used 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. If funds are found to be used for ineligible activities as determined by HUD, the grantee will be required to reimburse its line of credit.

C. Eligible Program Participants

1. General. HUD allows grantees significant discretion in program design and operation while targeting those who are most in need of temporary homelessness prevention and rapid re-housing assistance. When establishing local programs, grantees should consider how their programs will identify eligible program participants and meet their needs as intended by the Recovery Act.

Grantees should consider serving two eligible populations with HPRP funds:

- ✓ persons who are still housed but at risk of becoming homeless and
- ✓ persons who are already homeless.

Although persons in both target populations are eligible to receive financial assistance and services under HPRP, creating this distinction can help communities serve households most in need of temporary assistance, as well as track the funds used for rapid re-housing and prevention. Since not all program participants in either of the target populations will have the same level of

need, it is not expected that all persons in each target population will 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. Grantees are responsible for verifying and documenting the individuals' risk of homelessness that qualifies them for receiving rental assistance. HUD requires 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. Similarly, grant recipients should carefully assess a household's need and appropriateness for HPRP. If the household needs more intensive supportive services or long-term assistance, or if a household is not at risk of homelessness, grant recipients should work to link them to other appropriate available resources.

2. Requirements for All Program Participants. In order to receive financial assistance or services funded by HPRP, individuals and families—whether homeless or housed—must at least meet the following minimum criteria:

1) Any individual or family provided with financial assistance through HPRP must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs. However, persons who are being imminently discharged into homelessness from such publicly-funded institutions are eligible to receive financial assistance or services through HPRP as long as they meet the minimum requirements as discussed in section D.2. below.

2) The household must be at or below 50 percent of Area Median Income (AMI). Income limits are available on HUD's web site at:

<http://www.huduser.org/DATASETS/il.html>.

Grantees should use HUD's Section 8 income eligibility standards for HPRP.

3) The household must be either homeless or at risk of losing its housing and meet both of the following circumstances: (1) no appropriate subsequent housing options have been identified; AND (2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

3. Prevention Assistance. While HUD's definition of homelessness is well-understood, it can be more challenging to identify persons who are housed but who have a very high risk of becoming homeless. There are many people who are housed and have great need but would not become homeless if they did not receive assistance. HUD strongly encourages grant recipients to target prevention assistance to those individuals and families at the greatest risk of becoming homeless.

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

The requirements set forth in the RFP establish HUD's minimum conditions that an individual or family must meet in order to receive assistance through HPRP.

However, HUD strongly encourages communities to consider more factors when designing their local programs and determining a household's level of need for receiving assistance through HPRP. To aid grant recipients in targeting HPRP funds toward persons most at risk of becoming

homeless, a number of potential “risk factors” are listed below that could indicate that a person or family is at a higher risk of becoming homeless. This list represents examples of some commonly identified risk factors for homelessness from scholarly research and practical experience drawn from existing homelessness prevention programs.

One way a grantee or subgrantee could use these factors would be to consider the first four criteria on this list as indicative of the most urgent need, and could require that a program participant meet one of these criteria in order to receive the most expensive benefit, “medium-term” rental assistance.

Likewise, a grantee might require that a program participant have at least two or more of the risk factors to qualify for any assistance. Grant recipients should note, however, that this list is optional and not exhaustive; grant recipients may consider other risk factors or other ways to target persons at risk of homelessness when developing local programs and requirements. Grant recipients may also consider the expected ability of the program participant to achieve stable housing, unsubsidized or subsidized, outside of HPRP. HUD will provide technical assistance to communities to assist them in developing local programs.

The risk factors for homelessness for consideration by grant recipients in developing their programs are as follows:

- ☞ 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 (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; or
- ☞ Significant amount of medical debt.

4. Rapid Re-Housing Assistance. Rapid re-housing assistance is available for persons who are homeless according to HUD's definition. Individuals and families who meet one of the following criteria, along with the minimum requirements established in paragraph 2 of this section, are eligible under the rapid re-housing portion 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; and
- e. Victims of domestic violence.

Generally, rapid re-housing program models include short- or medium-term rental assistance and services for households who have barriers to housing, but who are likely to sustain housing after the subsidy ends. The purpose of HPRP rapid re-housing funds is to assist eligible program participants to quickly obtain and sustain stable housing. Therefore, organizations providing assistance should utilize a process to assess, for all potential program participants, their level of service need, other resources available to them, and the appropriateness of their participation in the rapid re-housing assistance portion of HPRP. Program participants who require longer-term housing assistance and services should be directed to programs that can provide the requisite services and financial assistance.

Persons familiar with the Rapid Re-Housing Demonstration Program in the 2008 Continuum of Care competition should note that these funds are not subject to the same requirements as under that demonstration program. HPRP provides flexibility to grantees to use these funds in a way that meets the needs of the community, as long as grantees, subgrantees, and program participants meet the requirements established in this proposal.

Termination of Housing Assistance

The grantee may terminate assistance to a program participant who violates program requirements. Grantees may resume assistance to a program participant whose assistance was previously terminated. In terminating assistance to a program participant, the grantee must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of:

1. Written notice to the program participant containing a clear statement of the reasons for termination;
2. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
3. Prompt written notice of the final decision to the program participant.

Coordination with Other Community Planning Efforts

Each grant recipient must coordinate with their local Continuum of Care (CoC) to ensure that HPRP activities are aligned with the Continuum's strategies for preventing and ending homelessness. Because persons who are homeless are eligible to receive assistance through HPRP, the impact of these funds will ultimately be reported by CoCs through required point-in-time counts and through other data collected by HUD. In addition, HUD strongly encourages

grantees to coordinate with other local organizations that are planning and carrying out activities related to prevention and rapid re-housing. Such organizations include other Continuum of Care, FEMA Boards, local agencies responsible for administering and implementing ten-year plans (and other plans) to end homelessness, and agencies that administer mainstream resources such as Temporary Assistance to Needy Families (TANF).

HUD also strongly encourages grantees to ensure that program participants are enrolled in all applicable mainstream resources. In particular, grantees should carefully assess how HPRP funds can be used in conjunction with other funds from the Recovery Act to prevent homelessness and rapidly re-house homeless persons, and plan a coordinated approach to serving similar target populations. Federal agencies that received funding for serving persons who are homeless or unstably housed include the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor.

DUNS Number

All grant recipients are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR). For more information see 73 FR 23483, April 30, 2008 or go to www.dnb.com

Compliance with Fair Housing and Civil Rights Laws

Grant recipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). (2) If the grantee or subgrantee: (a) Has been charged with an ongoing systemic violation of the Fair Housing Act; or (b) Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or (c) Has received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974, and the charge, lawsuit, or letter of findings referenced in subparagraphs (a), (b), or (c) above has not been resolved to HUD's satisfaction before the application deadline, then the grantee is ineligible. HUD will determine if actions to resolve the charge, lawsuit, or letter of findings are sufficient to resolve the matter. Examples of actions that would normally be considered sufficient to resolve the matter include, but are not limited to:

- (i) A voluntary compliance agreement signed by all parties in response to a letter of findings;
- (ii) A HUD-approved conciliation agreement signed by all parties;
- (iii) A consent order or consent decree; or
An issuance of a final judicial ruling or a HUD Administrative Law Judge's decision.

Environmental Requirements

This Notice does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing (other than tenant based rental assistance), rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this Notice is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321). Moreover, consistent with the provisions for administrative and management expenses, tenant-based rental assistance, and supportive services in 24 CFR 50.19(b)(3), (11), and (12), the eligible activities to be assisted under this Notice are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

Habitability Standards

Organizations providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. Minimum Habitability Standards are listed on pages 44-45 of this RFP. Grantees may require more stringent standards.

Nondiscrimination and Equal Opportunity Requirements

As stated in section IV.E.8., grant recipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). In addition, grantees must make known that HPRP rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about HPRP and equal access to the financial assistance and services provided under this program. Among other things, this means that each grantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964.

This may mean providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the jurisdiction and that limited English proficient persons have meaningful access to HPRP assistance. This will be a particular issue for state grantees that may not be aware of LEP speaking populations in jurisdictions that are not normally served with ESG funds. To assist grantees, the Department published the “Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons” (Federal Register 2732; January 22, 2007). In addition, all notices and communications shall be provided in a manner that is effective for persons with hearing, visual, and other communication related disabilities consistent with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.6.

If the procedures that the grantee intends to use to make known the availability of the rental assistance and services are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for such rental assistance and services, the grantee must establish additional procedures that will ensure that such persons are made aware of the rental assistance and services.

Affirmatively Furthering Fair Housing

Under section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Grant recipients will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Examples of affirmatively furthering fair housing include: (1) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD’s rule on effective communications at 24 CFR 8.6); (3) providing fair housing counseling services or referrals to fair housing agencies; (4) informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777; and (5) recruiting landlords and service providers in areas that expand housing choice to program participants.

Lead-Based Paint Requirements

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HPRP.

Confidentiality

Each HPRP grantee or subgrantee must develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Equal Participation of Religious Organizations

1. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in HPRP. Neither the federal government nor a grantee shall discriminate against an organization on the basis of the organization's religious character or affiliation.
2. Organizations that are directly funded under HPRP may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under HPRP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HPRP, and participation must be voluntary for the program participants.
3. A religious organization that participates in HPRP will retain its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct HPRP funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide HPRP-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a HPRP-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
4. An organization that participates in the HPRP program shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.
5. If a state or local government voluntarily contributes its own funds to supplement federally funded activities, the state or local government has the option to segregate the federal funds or commingle them. However, if the funds are commingled, the requirements listed above apply to all of the commingled funds.

Lobbying and Disclosure Requirements

The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990 (31 U.S.C. 1352) (the Byrd Amendment), and implementing regulations at 24 CFR part 87, apply to HPRP. Applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts.

J. Drug-Free Workplace Requirements

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21 apply to HPRP.

Budget

Each recipient must complete a project budget and budget narrative form. Project budget should list the amount of HPRP funds to be expended in each separate category and the project narrative should provide a description detailing the anticipated expenditures by category.

Payments

ODOC will disburse funds to the units of general local government/CAA upon receipt and approval by ODOC of the Request for Release of Funds.

Deadline for Using Grant Amounts

The funds will be awarded for a three year period starting September, 2009 to August, 2012.

Obligated

Funds will be obligated to grant recipients no later than September 30, 2009.

Certifications

Other federal requirements will be handled by certifications in the grant application. Please read these certifications carefully. The forms that need to be signed by the organization's authorized signatory are ODOC-1, ODOC-2, ODOC3, ODOC-4, HUD-2991, Applicant/Recipient Disclosure/Update Report; ODOC-8 and ODOC-9.

Monitoring

Each grantee will receive no less than one annual on-site visit. ODOC will follow all monitoring standards as outlined in its approved Consolidated Plan, ODOC policies and HPRP requirements.

Recapture and Redistribution

ODOC will give consideration to recapture and redistribute funds a minimum of two times. First; if Request for Proposals submitted from the Continua do not equal the allocation provided to that Continuum, ODOC will redistribute funding to the other Continua who can show capacity and need for the funds. Second, funds will be recaptured from any organization receiving HPRP funds that are unobligated at the end of a fiscal year if such unobligated funds exceed 20 percent of the amount distributed to the sub grantee in the fiscal year. Recaptured funding will be redistributed to recipients who can show they have spent their funds according to program requirements and can prove they have the expanded capacity and need for the redistributed funds.

The State also reserves the right to recapture Homelessness Prevention & Rapid Re-Housing funds under the following circumstances:

- ☞ Failure to obligate and spend within the time periods specified by this document.
- ☞ Failure, without approved modification, to implement the project as set forth in the approved HPRP grant proposal.
- ☞ Failure to meet the specified performance measures.

Evaluation Criteria

The proposals will be submitted to the local Continuum of Care for rating and ranking before they are submitted to ODOC for contracts. Below is a partial list of what will be considered in regard to rating the submitted proposals:

- ☞ Overall comprehensiveness of project plan and schedule
- ☞ Capacity to administer and report on funding of project
- ☞ Experience with federal funds (i.e., similar work in last 5 years)
- ☞ Formation of partnerships to offer comprehensive holistic outcomes
- ☞ Targeted population (i.e.,(a) homeless persons or families or (b) individuals or families at risk of losing housing; or both)
- ☞ Detailed Budget for HPRP outlines eligible activities
- ☞ All requested information / scopes addresses in proposal

Submission Requirements

The applicant must submit to the local Continuum of Care one original application with all pages numbered by Section, and two (2) **unbound** copies to be received by the deadline specified by the local Continuum of Care. **The Continuum of Care Lead Agency may request additional copies of the application depending on need for their rating committee.** No late applications, modifications, or corrections will be accepted. For additional information, please contact Kathy McLaughlin at (405) 815-5339 or (800) 879-6552, extension 5339. **Facsimiles will not be accepted by Continuum of Care Lead agencies.**

Submit applications with original signatures to the following (For Continuum of Care submissions only):

**Kathy McLaughlin, Team Leader
Citizen Empowerment Team
Community Development
Oklahoma Department of Commerce
900 North Stiles
Oklahoma City, OK 73126-0980**

FY 2009 Homelessness Prevention & Rapid Re-Housing Checklist

To be considered for HPRP funds, an application must contain the items detailed below, in the following order:

- Form 424
- All required responses Section I and Section II
- ODOC-1 Certification of Local Approval
- Continuum of Care Participation Commitment letter
- Partnership Agreement / Acknowledgement Letters
- Certifications
 - ODOC-2
 - ODOC-3
 - ODOC-4
- HUD-2991 Certification of Consistency With the Consolidated Plan
- Applicant/Recipient Disclosure/Update Report (page 33)
- Project Budget and Budget Revision Form ODOC 8
- Project Budget Narrative ODOC 9

OKLAHOMA DEPARTMENT OF COMMERCE COMMUNITY DEVELOPMENT

Application for Financial Assistance FY 2009
Homeless Prevention & Rapid Re-Housing Program

<p>1. Type of Submission (Check all that apply)</p> <p><input type="checkbox"/> Financial Assistance</p> <p><input type="checkbox"/> Housing Relocation & Stabilization Services</p> <p><input type="checkbox"/> Data Collection and Evaluation</p>	<p>2. Has the Shelter received any ODOC Homeless Assistance funds in previous years? If yes, indicate which year and contract numbers.</p>																						
<p>3a. Applicant Name</p>	<p>3b. Shelter Name (If different than applicant)</p>																						
<p>3c. Applicant Address</p>	<p>3d. Shelter mailing address (If different than applicant)</p>																						
<p>3e. Applicant contact name, email address and phone number</p>	<p>3f. Shelter contact name, email address and phone number</p>																						
<p>3g. County:</p>	<p>3h. County Code:</p>																						
<p>4. Employer Identification Number (EIN)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>												<p>4.a. DUNS Number</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>											
<p>5. Contract Start Date: October 1, 2009 Contract Ending Date: September 30, 2012</p>	<p>6a. Requested Funding for this Project:</p>																						
<p>7a. Applicant Category</p> <p><input type="checkbox"/> City/Town <input type="checkbox"/> Community Action Agency</p> <p><input type="checkbox"/> County <input type="checkbox"/> Non-Profit Organization</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">6b. Financial Assistance</td> <td style="width: 30%;">\$</td> </tr> <tr> <td>6c. Housing Relocation and Stabilization Services</td> <td>\$</td> </tr> <tr> <td>6d. Data Collection and Evaluation</td> <td>\$</td> </tr> <tr> <td>6e. Administrative Costs (2.5 % maximum)</td> <td>\$</td> </tr> <tr> <td>6f. TOTAL COST:</td> <td>\$</td> </tr> </table>	6b. Financial Assistance	\$	6c. Housing Relocation and Stabilization Services	\$	6d. Data Collection and Evaluation	\$	6e. Administrative Costs (2.5 % maximum)	\$	6f. TOTAL COST:	\$												
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6c. Housing Relocation and Stabilization Services	\$																						
6d. Data Collection and Evaluation	\$																						
6e. Administrative Costs (2.5 % maximum)	\$																						
6f. TOTAL COST:	\$																						
<p>7b. Description of Project</p>	<p>11. Does the Applicant have any ODOC audit exceptions?</p> <p><input type="checkbox"/> Yes, if "yes" attach explanation</p> <p><input type="checkbox"/> No</p>																						
<p>7. Estimated # beneficiaries:</p>	<p>12b. Name/Title of Authorized Representative:</p>																						
<p>10. Organization's State Legislative Districts (list individual county and district #)</p>	<p>12a. To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized the Governing Body of the Applicant and the applicant will comply with the attached assurances if the assistance is awarded.</p>																						
<p>12c. Signature of Authorized Representative:</p>	<p>12d. Date Signed:</p>																						

SECTION I: General Applicant and Program Information

I-1. What sub-population(s) does the grant serve (check all that apply)

- Children and Youth
- Chronic Substance Abusers
- Co-Occurring Disorder (see definition)
- Expectant Mothers
- Persons with HIV/Aids
- Mentally Ill
- Veterans
- Victims of Domestic Violence
- Youth aging out of Foster care
- Recently Released from Incarceration
- Other (specify)

I-2. List Organization's days and hours of operation.

I-3. Does your shelter charge a fee for services? If yes, provide explanation.

I-4. Please provide a brief history of your organization. (Maximum 250 words)

SECTION II: Project Proposal Narratives (1-12)

II-1. PROPOSED USE OF FUNDS (40 percent)

TWO PAGE MAXIMUM

Describe the details of your program and identify which of the following categories apply:

- Financial assistance, including short-term rental assistance (up to 3 months) and medium-term rental assistance (up to 18 months), security deposits, utility deposits, utility payments, moving costs, and hotel/motel vouchers.

- Housing relocation and stabilization services, including case management, outreach, housing search and placement, legal services, and credit repair.

- Data collection and evaluation, including HMIS.

II-2. COMMUNITY NEED(S) (10 percent)

ONE PAGE MAXIMUM

- Describe the gap(s) in services the project will address.
- Is this a new need, an ongoing need, or a need that has re-surfaced?
- What data is used to prove need of service? How is it used?
- Are there other State, local or private agencies with similar programs in the service or Continuum area? If yes, how will your program enhance and/or partner with them.?

II-3. OUTCOME MEASUREMENTS (15 percentage)

ONE PAGE MAXIMUM

- Describe the anticipated goals with quantitative outcomes for the project.
 - List the targeted number of clients to be served through each of the following:
 - Financial Assistance
 - Housing Relocation and Stabilization Services
 - Data Collection and Evaluation
 - Describe the Data Collection Process.

II-4. CAPACITY STATEMENT (15 points possible)

ONE PAGE MAXIMUM

- Describe the qualifications of the staff to implement the financial and programmatic activities.
- Describe the agency's past experience in administering HUD or ODOC programs.
 - What other public or private grants have been received in the past five years.
 - Has the organization been audited by any funding provider or independent audit company in the last two years?
 - If so, when was the last audit, by whom, and are there any unresolved findings?

II-5 CONTINUUM OF CARE (CoC), REGIONAL COLLABORATION AND HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) PARTICIPATION (20 percentage)

TWO PAGE MAXIMUM

- ☞ What is the current level of participation in the member Continuum of Care?
 - Describe the client benefits derived from the Continuum of Care process.
- ☞ Describe the level of HMIS participation including length of time of data entry.
 - Describe how HMIS data is used.
- ☞ Describe how the organization moves clients through the Continuum of Care process.
- ☞ How will the services proposed address the factors that have affected the households' ability to maintain permanent housing?
- ☞ Describe how the organization will use local and regional organizations for outreach and engagement activities (see page 9 of RFP). Provide letters or contracts of partnership agreements with the RFP if available.
- ☞ Describe the mainstream services available and the process for connecting clients to these services.

Certification of Local Approval

To be prepared by Units of General Local Government

I, _____, (name of local government official and title)
duly authorized to act on behalf of the _____
(name of jurisdiction) hereby approve the following project(s) proposed by _____
_____ (name of CAA) which is
(are) to be located in _____ (name of jurisdiction).

Name of Chief Elected Official and Title

Signature of the Chief Elected Official

Date

ODOC-1
HPRP 2009

**CERTIFICATIONS FOR THE
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

I, _____, _____
(Signature of Authorized Representative) (title)

of _____, certify that the organization will comply with the
(name of organization)

following:

Affirmatively Further Fair Housing -- The local government or nonprofit will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-Lobbying --To the best of the local government's or nonprofit's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Additional Instructions for Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Signature & Official Title

Date

**ODOC-2
HPRP 2009**

Certification for Drug-Free Workplace

I, _____, _____
(Signature of Authorized Representative) (title)

of _____, certify that the organization will comply with the
(name of organization)

following:

Drug-Free Workplace --It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Additional Instructions for Drug-Free Workplace Certification

- 1 By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
- 2 The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD,

in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

- 3 Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- 4 Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
- 5 If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
- 6 The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub recipients or subcontractors in covered workplaces).

Authorized Signature & Official Title

Date

**ODOC-3
HPRP 2009**

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

I, _____, _____
(Signature of Authorized Representative) (title)

of _____, certify that the organization will comply with the
(name of organization)

following:

Consolidated Plan – The 2008 HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – Housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – Grant recipients must develop and implement procedures to ensure:
(1) The confidentiality of records pertaining to any individual provided with assistance; and
(2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – Grant recipients must agree to 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 (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Authorized Signature/Official Title _____ Date

**ODOC-4
HPRP 2009**

**Certification of Consistency
With the Consolidated Plan**

**U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information:)

Applicant Name: _____

Project Name: _____

**Location
of the Project:** _____

**Name of the Federal
Program to which the
applicant is applying:** _____

**Name of Certifying
Jurisdiction:** _____

**Certifying Official of the
Jurisdiction Name:** _____

Title: _____

Signature: _____

Date: _____

**Form
HUD-2991**

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No 2510-0011

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information Indicate whether this is an Initial Report or an update report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested /Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations

- | | |
|---|---|
| <p>1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during the fiscal year (Oct.1-Sep.30)? For further information</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|---|

If you answered, "No" to either question 1 or 2, Stop! You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use additional pages as necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity, and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

X

Homelessness Prevention & Rapid Re-Housing Program (HPRP)

FY'09 Project Budget/Budget Revision

COST CATEGORY	For Fiscal Use Only	HPRP Funds	Project Total
Administration (2.5%) (Audits, training reporting, staff time)		\$	\$
Financial Assistance:			
Rental Assistance			
Security/Utility Deposits			
Utility Payments			
Other (moving cost assistance, motel/hotel vouchers, etc.)			
Salaries and Wages			
Housing Relocation & Stabilization			
Case Management			
Outreach (Community & Client)			
Salaries & Wages			
Other (housing search & placement, legal services, credit repair, etc.)			
Data Collection & Evaluation (up to 18%):			
Data Collection			
Evaluation:			
Total:			

Authorized Signature/Official Title

_____ Date

BUDGET NARRATIVE: For each budget category, provide a narrative explanation of how funds will be utilized:

Administration

Financial Assistance

Housing Relocation and Stabilization Services

Data Collection and Evaluation

HUD Programs Subject to the Disclosure Requirements

Following is a list of all the HUD Programs that are subject to the disclosure requirements of Subpart C of 24 CFR Part 12. All applicants for Homelessness Prevention & Rapid Re-Housing assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered programs. Applicants must consider HUD funds that are received either directly from HUD or through the State.

It is the total amount of funds received from all the below sources that the applicant uses to answer the second question of Part II of the Disclosure Report.

Section 312 Rehabilitation Loans under 24 CFR Part 510, except loans for single-family properties.

Applications for grant amounts for a specific project or activity under the Rental Rehabilitation Grant Program under 24 CFR Part 511 made to:

A State grantee under Subpart F;

A unit of general local government or consortium of units of general local government or a consortium of units of general local government receiving funds from a State or directly from HUD whether or not by formula under Subparts D, F, and G; and

HUD, for technical assistance under § 511.3.

(Excludes formula distributions to States, units of general local government, or consortia of units of general local government under Subparts D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities Program under Subpart F.)

Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:

HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study Program or Historically Black colleges;

HUD, for a loan guarantee under 24 CFR Part 470, Subpart M;

HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974;

HUD, for a grant under the HUD-administered Small Cities Program under CFR Part 570, Subpart F; and

A State or unit of general local government under 24 CFR Part 570.

Applications for grant amounts for a specific project or activity under the Homelessness Prevention & Rapid Re-Housing Program under 24 CFR Part 576 made to a State or to a unit of general local government, including a Territory.

(Excludes formula distributions to States and units of general local government [including Territories]; reallocations to States, units of general local government [including Territories] and

non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government.)

Transitional Housing under 24 CFR Part 577.

Permanent Housing for Handicapped Homeless Persons under 24 CFR Part 578.

Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR Part 882, including the Moderate Rehabilitation Program for Single Room Occupancy Dwellings for the Homeless under Subpart H).

Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped under 24 CFR Part 885.

Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).

Section 8 Housing Assistance Payments - Special Allocations - under 24 CFR Part 886.

Flexible Subsidy under 24 CFR Part 219 - both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.

Low-Rent Housing Opportunities under 24 CFR Part 904.

Indian Housing under 24 CFR Part 905.

Public Housing Development under 24 CFR Part 941.

Comprehensive Improvement Assistance under 24 CFR Part 968.

Resident Management under 24 CFR Part 964, Subpart C.

Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.

Nehemiah Grants under 24 CFR Part 280.

Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.

Congregate Services under the Congregate Housing Services Act of 1978.

Counseling under Section 106 of the Housing and Urban Development Act of 1968.

Fair Housing Initiatives under 24 CFR Part 125.

Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.

Fair Housing Assistance under 24 CFR Part 111.

Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.

Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multi-family and non-residential).

Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR Part 579.

Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.

Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing act.

Planning and Implementation Grants for HOPE for Homeownership of Multi-family Units under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing act.

HOPE for Elderly Independence Demonstration under Section 804 of the Cranston-Gonzalez National Affordable Housing Act.

Habitability Standards for HPRP

Organizations providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Following are the habitability standards that grantees must follow:

- (a) **State and local requirements.** Each grantee or subgrantee under this Notice must ensure that housing occupied by a family or individual receiving HPRP assistance is in compliance with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing or services.
- (b) **Habitability standards.** Except for less stringent variations as are proposed by the grantee or subgrantee and approved by HUD, 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.

Request for Application (RFA) - Definitions

For the purposes of this Request for Proposal, the following definitions will be used:

B. Definitions

Applicant means a state, territory, metropolitan city, or urban county that submits a substantial amendment and other required documents pursuant to the provisions of this document.

Certification means a written assertion, based on supporting evidence, that must be kept available for inspection by HUD, by the Inspector General of HUD, and by the public. The assertion shall be deemed to be accurate unless HUD determines otherwise, after inspecting the evidence and providing due notice and opportunity for comment.

Consolidated Plan means the plan prepared in accordance with 24 CFR Part 91.

Grantee means the legal entity to which HUD awards an HPRP grant and which is accountable for the use of the funds provided.

Homeless means as the term is defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).

HUD means the U.S. Department of Housing and Urban Development.

Metropolitan city means a city that was classified as a metropolitan city under section 102(a) of the Housing and Community Development Act of 1974 (42 U.S.C. 5302(a)) for Fiscal Year 2008.

Non-profit subgrantee means any private non-profit organization to which a grantee provides funds to carry out the eligible activities under the grant and which is accountable to the grantee for the use of funds provided.

Private non-profit organization means an organization described in 26 U.S.C. 501(c) that is exempt from taxation under subtitle A of the Internal Revenue Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance.

Program participant means an individual or family with or without children that is provided HPRP financial assistance or housing relocation and stabilization services through a rapid rehousing or prevention program. In this Notice, the term "household" refers to individuals or families.

State means each of the several States and the Commonwealth of Puerto Rico.

State subgrantee means any unit of general local government or private non-profit organization to which a state distributes HPRP grant amounts.

Subgrantee means any private non-profit organization or unit of general local government to which a grantee provides funds to carry out the eligible activities under the grant and which is accountable to the grantee for the use of the funds provided.

Territory means each of the following: the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands.

Unit of general local government means any city, county, town, township, parish, village, or other general purpose political subdivision of a state.

Urban county means a county that was classified as an urban county under section 102(a) of the Housing and Community Development Act of 1974 (42 U.S.C. 5302(a)) for Fiscal Year 2008.