

**APPLICATION FOR
KANSAS HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
PROGRAM (HPRP)**

Instructions: Please complete all sections of the KHPRP application.

SECTION I: APPLICANT INFORMATION (*City, County or Statewide applicant*)

A. Applicant Information

Sub Grantee _____

Authorized Representative _____ Title _____

Address _____ City _____

State _____ Zip _____ Federal I.D. Number _____

Contact to whom questions about this application should be directed: _____

Telephone () _____ Fax () _____

E-mail Address _____

Certification: To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will comply with HPRP grant agreement and federal and state regulations if assistance is approved.

Signature _____

Date _____

Title _____

HPRP Program Budget (Completed by Sub Grantee Applicant)

HPRP Estimated Budget Request Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance			
Housing Relocation and Stabilization Services			
Subtotal (add previous two rows)			
Data Collection and Reporting			
Totals			

Administration		
	List Projected Expenditure Types*	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Total Administration	

SECTION II: PROGRAM INFORMATION**Program Descriptions:**

The United States Department of Housing and Urban Development (HUD) has allocated \$8,360,295 to the State of Kansas for HPRP. HUD expects these resources to 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 HPRP after the program concludes. The grant guidance states that *it is important to note that HPRP is not a mortgage assistance program*. It is designed to assist “homeless” or “homeless individual or homeless person,” defined to include “(1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.”

The defining question to ask: “Would this individual or family be homeless *but for* this assistance?”

For complete HUD HPRP program information and regulations visit www.hudhre.info and select “Homelessness Prevention and Rapid Re-Housing Program” (HPRP). Interested applicants should become familiar with HPRP and federal regulations.

Program Activities:***Homeless Prevention***

Eligible Activities include both short and medium term payment assistance for rent, utilities, mediation, housing counseling, credit repair and moving costs.

Rapid Re-Housing

Eligible activities include both short and medium-term payments for housing search, rent, utilities, security deposit, moving costs, credit repair and housing counseling. This money goes to homeless persons.

Data collection and evaluation

Eligible costs include reasonable costs for staff collecting and reporting data through a Homeless Management Information System. This includes participation fees for providers using HMIS.

Administrative costs

Up to 5% of the grant total can be used for administrative costs. KHRC will share the allowed administrative costs equally with sub grantees.

Funding Allocation:

Kansas Housing Resources Corporation proposes to allocate the \$8,360,295 in HPRP funds as follows.

Sub Grants to Homeless Service Providers			
	Homelessness Prevention	Rapid Re-housing	Total Amount
Financial Assistance¹	\$2,000,000	\$2,000,000	\$4,000,000
Housing Relocation and Stabilization Services	\$1,221,140	\$1,221,140	\$2,442,280
Data Collection and Evaluation	\$750,000		\$750,000
Administration 2.5%³	\$209,007		\$209,007
Subtotal			\$7,401,287
State Administrative Costs			
HMIS Data Collection Grants ⁴			\$750,001
Administration ³			\$209,007
Subtotal			\$959,008
Total HPRP Amount Budgeted			\$8,360,295

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, and moving cost assistance.

² Housing Relocation and Stabilization Services include the following activities as detailed in the HPRP Notice: case management as it relates to outreach, housing search and placement, legal services, mediation, and credit repair.

³Up to 5% of the total award can go toward administration. Kansas Housing Resources Corp. will split the eligible administration with 2.5% of eligible funding going to Kansas Housing Resources Corp. and 2.5% going to sub-grantees and homeless service providers.

⁴Data collection includes costs associated with the use of HMIS, MAACLink. This stipend will be used by sub grantees to pay for staff costs associated with data collection and evaluation for all HPRP related funding.

Detailed Eligible Activities

1. Financial Assistance
 - a) Short-term rent assistance (three months or less)
 - b) Medium-term rent assistance (four to 18 months)
 - c) Security deposits
 - d) Utility payment assistance (18 months maximum)
 - e) Utility arrears
 - f) Rent payment assistance arrears (homeless prevention only)
 - g) Moving costs (truck rental, storage rental)
 - h) Motel vouchers
2. Housing Relocation and Stabilization Services
 - i) Housing relocation and stabilization services
 - j) Housing counseling and resource coordination
 - k) Housing follow-up
 - l) Housing search and placement, including housing inspection costs
 - m) Legal services in the form of mediation and landlord/tenant activities
3. Data Collection
 - n) Purchase of HMIS user licenses (as it relates to HPRP only)
 - o) Computer hardware and connectivity (as it relates to HPRP only)
 - p) Data collection/entry into HMIS
 - q) HMIS training (as it relates to HPRP only)
4. Administrative Costs (2.5% maximum of total award)
 - r) Accounting for use of grant funds
 - s) HPRP report preparation
 - t) Program audits
 - u) Staff salaries associated with administrative costs listed above

Detailed Ineligible Activities

1. Financial Assistance
 - a) Rent payment or utility payment assistance exceeding 18 months in duration
 - b) Direct payments to individuals requesting assistance
 - c) Mortgage payment assistance
 - d) Rent payment, utility payment, security deposit assistance for transitional housing
 - e) Rent payment, utility payment, security deposit assistance for properties owned or operated by sub-grantees or their affiliates
2. Housing Relocation and Stabilization Services
 - a) General case management not directly affiliated with HPRP activities
 - b) Legal assistance related to homeownership
 - c) Any other homeownership-related activities

3. Data Collection
 - a) Planning or development of a new HMIS
 - b) Replacement of funding for an existing HMIS
 - c) Creation of a system comparable to HMIS
4. Administrative Costs
 - a) Costs of issuing financial assistance
 - b) Providing housing relocation and stabilization services
 - c) Conducting data collection and evaluation activities
 - d) Housing inspection costs
 - e) Other operating costs
 - f) Administrative costs exceeding 2.5% of total grant award

Note: Any other activities not specified under eligible activities should be considered ineligible.

General Funding Conditions and Prohibitions:

1. Sub-grantees must not make rental, rent deposit or utility assistance payments directly to participants, themselves, HPRP sub-grantees, or affiliates. Affiliated agencies are defined as organizations that are either funded by Kansas Housing Resources Corp. (KHRC) or by the HUD Special Needs Assistance Programs (SNAPS).
2. Financial assistance for any homeownership related costs are ineligible, including mortgage payment assistance and legal counseling.
3. General case management not directly related to rental assistance is ineligible.
4. Up to 2.5% of any request or award may be used for administration.
5. Sub-grantees must use the Homeless Management Information System (HMIS) or have a system comparable to HMIS that is verified as such by KHRC staff in order to receive funding.
6. 501(c) 3 non-profit organizations and local units of government are eligible for funding as sub-grantees.
7. State units of government are ineligible for funding as sub-grantees.
8. Tribal units of government are ineligible for funding as sub-grantees.
9. All programs must adhere to “Department of Housing and Urban Development, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009.” All programs must also adhere to relevant HMIS data standards, released June 16th, 2009. Information available at www.hudhre.info
10. Grant awards are for thirty (30) months. Beginning six months into the contract, progress will be measured against the benchmarks proposed in the grant contract. Agencies not meeting their stated goals could have a portion or all of their funding withdrawn for expedited redistribution.

Program Participant Eligibility:

1. Single individuals or households are eligible.
2. Participants must be homeless or at risk of becoming homeless but for this assistance.
3. Individual or households must be at or below 50% of County Median Income (CMI).
<http://www.huduser.org/Datasets/IL/IL09/ks.pdf>
4. Client or household must have at least an initial consultation with a case manager or housing counselor to assess their needs and program eligibility.
5. Sub Grantee must demonstrate that the financial subsidy will enable participant or household to maintain tenancy.
6. Participant is ineligible for other rental assistance funds or funds must be otherwise unavailable.
7. Assistance may not exceed 18 months in duration and eligibility must be assessed and verified every three months. For clients and households receiving money for rent and utility arrears, the number of months that the client or household was in arrears counts toward the 18 month limit.
8. Units need to meet rent reasonableness standards and rapid re-housing units must also meet basic habitability standards.
9. Basic habitability standards must be verified by an inspection for any person receiving rental payment assistance during rapid re-housing or when the household is assisted with more than three months of HPRP rental payment assistance for prevention.

Reporting

HPRP sub grantees providing financial assistance and services directly will use the HMIS in the applicable COC to collect data and report on outputs and outcomes. ***The use of HMIS is mandatory for all sub-grantees.*** Each Sub-grantee is responsible for ensuring appropriate collection of data and its timely imputation into the HMIS. All HPRP participant information including terms of homelessness prevention or re-housing plans must be entered into HMIS before any financial assistance is provided. All requests for HPRP payments must be verified by Sub-grantees. Sub-grantees must submit Quarterly Performance reports. Quarterly Performance Reports are due to **KHRC** five (5) days after the end of each quarter, and Annual Performance Reports are due forty five 45 days after the end of each federal fiscal year.

Report Type	Reporting Period
Initial Performance Report – Serves as the First Quarterly Performance report. Due October 5, 2009.	Date of HUD obligation of funds to grantee through September 30, 2009
Quarterly Performance Reports – Due 5 days after the end of each fiscal quarter in which HPRP funds are expended. July 1 – September 30	October 1 - December 31 January 1 – March 31 April 1 – June 30
Annual Performance Report – Due 45 days after the end of the federal fiscal year for each fiscal year in which HPRP funds are expended.	October 1 – September 30

Sub-grantee Grant Competition

All money allocated to a city or county or counties can be requested by one applicant or split among several applicants. Each applicant requesting funding must complete the application.

There will be a preference for funding lead agencies representing continuum of care (CoC) entities. For these types of applications there needs to be a lead applicant that will handle the administration on behalf of the applicant's sub-recipients.

For applicants who are applying as a statewide provider, there is an expectation of the ability to provide services statewide. These agencies will need to demonstrate the ability and capacity for reporting and providing all HPRP related activities to eligible participants throughout the state.

Application Deadline

One original and two copies are to be submitted by the appropriate deadlines provided. *Applications that are e-mailed, faxed or handwritten will not be considered.* All applications must be typed.

Applications for *City* and *County* applicants are due 5:00pm, August 21st, 2009. Applications for *Statewide* provider applicants are due by 5:00pm, August 28th, 2009.

All awards and funding amounts in response to applicant requests will be decided by Kansas Housing Resources Corporation; not all applicants will be funded. All applications received will be reviewed based on several criteria, including prior experience, capacity, and evidence of strong CoC coordination, formal/informal working partnerships, and ability to utilize HPRP with other non-housing resources to achieve long term stability for targeted households.

Submit Applications to:

James Chiselom, Program Manager ESG
Kansas Housing Resources Corporation
611 S. Kansas Avenue, Suite 300
Topeka Kansas, 66603-3803

Contact Information

All questions or requests for assistance should be directed to:

James Chiselom, Program Manager ESG
Kansas Housing Resources Corporation
(785) 296-7236, Fax: (785) 296-8985
E-mail jchiselom@kshousingcorp.org

Program Timeline

1. All city and county applications due **August 21, 2009**, statewide applicants by **August 28, 2009**
2. Sub grantee agreements signed by **September 25, 2009**
3. Program start date **October 1, 2009**
4. Program evaluation for expenditure redistribution **March 2, 2011**
5. Program evaluation for expenditure redistribution **March 2, 2012**

SECTION III: HPRP Application – Agency information (each agency included must complete)

Name of HPRP agency:		Federal Employer ID#:	
Address 1:		County:	
Address 2:			
City:		State:	Zip:
Phone:	Fax:	Email:	
Project Director:		Title:	
Address 1:			
Address 2:			
City:		State:	Zip:
Phone:	Fax:	Email:	
<u>Project Summary:</u> <i>Briefly describe the proposed project.</i>			

1. HPRP Agency Budget Request (Completed by each Agency)

Financial Assistance			
ITEMIZED COST	Homelessness Prevention Cost	Rapid Re-Housing Cost	Total Cost
Utility Deposits			
Security Deposits			
Rent			
Motel Vouchers			
Inspection Fees			
Rent Payment Costs			
Utility Fees			
Utility in Arrears			
Rent in Arrears			
Moving Expenses			
Storage Fees			
Data Collection HMIS			
Total			

1. HPRP Agency Budget Request (Continued)

Housing Relocation & Stabilization			
ITEMIZED COST	Homelessness Prevention Cost	Rapid Re-Housing Cost	Total Cost
Case Management			
Financial Counseling			
Credit Repair			
Housing Search/Locator			
Legal Services			
Total			

2. Experience and Capacity

Please describe the experience and capacity for all agencies in the application, Include in your narrative:

- a) Prior experience operating homeless prevention and/or rapid re-housing programs,
- b) The types of funding utilized for the operation of the programs,
- c) The populations served,
- d) Coordination of those services with other mainstream resources
- e) Affiliation and coordination with your CoC
- f) The use of the Homeless Management Information System (HMIS).

3. Program Structure

Please describe the plans by all agencies in your application to:

- a) Ensure habitability standards for persons receiving rapid re-housing rental assistance or more than three months of eviction prevention assistance.
- b) Ensure that the rental assistance meets HUD’s rent reasonableness standards.
- c) Provide outreach and information on the HPRP resources available in your communities.
- d) Assess need of program participants for assistance.

4. Prevention Programs

Please describe the prevention program or programs requesting funding in your application. Include in your description:

- a) Any plans or operation of a centralized intake process
- b) The services and activities planned for the program and who will be engaging in those activities
- c) How the prevention funding will be coordinated with other potential prevention funding in addition to other mainstream and community resources
- d) Any targeted populations for assistance and the reasons for the targeting.

6. Rapid Re-Housing Programs

Please describe the rapid re-housing program or programs requesting funding in your application. Include in your description:

- a) Who the program participants will be and how they will be selected for participation
- b) The structure of the rapid re-housing program including the activities and services provided for participants

7. Financial Information and Budget

1. Do the accounting records for the organization (or agency) identify the source and use of all funds, including information on?
 - a. All grant awards received
 - b. Authorizations or obligations of the awards received
 - c. Un-obligated balances
 - d. Assets and liabilities
 - e. Program income
 - f. Total actual outlays or expenditures to date
 - g. Employee timesheets
2. Are the accounting records of the agency supported by adequate source documentation such that the combination of source documentation and accounting records could provide a complete audit trail documenting a requested and approved purchase?
3. Does the agency have a system in place for maintaining its financial records for four years or until any litigation, claim, audit, or other action involving the records has been resolved, whichever comes later?
4. Does the agency have a current financial policy and procedure manual that covers basic accounting procedures such as those for recording financial transactions, or maintaining accounting records, and for the approving grant funded expenditures?