

# Homelessness Prevention and Rapid Re-housing Program

## **HPRP Webinars**

**October 2009**

## Webinar Agenda

- Update on the Program
- Statutory Requirements
- Housing Partnership Requirements
- Leveraging Requirements
- IDIS & Reporting Requirements

## Logistics for the Webinar

- Phones – Mute Please
- Questions
  - After each section, time will be given for questions

## Update on the Program

- All Contracts mailed by October 5th - 3 year contracts
- Contract Conditions – Expenditure Requirements
  - expend and draw down 60% of the contract funds no later than May 12, 2011.
  - All costs under this contract including administrative costs must be encumbered no later than August 12, 2012.
  - Grantee may draw down funds up to 60 days after the grant period ends to reimburse eligible HPRP expenses incurred prior to August 12, 2012 through the Integrated Disbursement and Information System (IDIS).
  - Grantees are permitted to draw funds in advance pursuant to procedures outlined in 24 CFR Part 84.22 for non-profits and 24 CFR Part 85.21 for units of local government.

## Update on the Program, cont'd.

- Contract Conditions, cont'd. - PROGRAM REQUIREMENTS
  - The grantee must provide sufficient documentation that supports program requirements imposed by HUD and DCED by November 30, 2009. The Department reserves the right to disencumber and reallocate the funds if the programmatic requirements are not met by this date.
  - Grantees that do not expend 30% of the funds during the first year of the grant agreement or no later than September 16, 2010 will be subject to review and reallocation of funds to another entity if the Department deems appropriate.
  - The final 10% or 25% of contracted funds may not be drawn down until authorized by the Department. Grantees must provide sufficient evidence of the local commitment to permanent housing units and local funding for services.

## Update on the Program cont'd.

### Formula Component Only

- Housing Partnership Requirements
  - MOU and Partners
- Leveraging Requirements
  - Leverage Funds for Services
  - Permanent Housing Units
- Application Allocation Amounts
  - Allocation Amounts Changed – Budgets (Appendix B of the Contract) will reflect changes; need revised narratives from all Formula grantees

## Eligible Program Participants

- Household at 50% Average Median Income (AMI) or below  
(Not poverty levels – Section 8 income limits)  
<http://www.huduser.org/DATASETS/il.html>
- Homeless or about to be come homeless “but for” this assistance
- Program Participants may not be charged fees to participate in any HPRP Program.

## Eligible Program Participants

- **Transitional Housing –**  
HPRP funds may not be used to move an individual or family into a transitional housing program, nor may it be used to assist persons residing in a transitional housing program. However, HPRP funds may be used to assist persons that are graduating from or timing out of a transitional housing program to obtain permanent housing.
- **Shelters –**  
HPRP funds may not be used for shelter operations.

## Eligible Activities –Financial Assistance

- **Financial Assistance** – limited to the following:
  - Rental Assistance
  - Security and Utility Deposits
  - Utility Payments – (arrearages)
  - Moving Cost
  - Motel and Hotel Vouchers

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.

## Eligible Activities –Financial Assistance

- Rental Assistance
  - Short term rental assistance (1-3 months)
  - Medium term assistance (4-18 months)  
Must be re-evaluated for eligibility every 3 months the participant receives assistance
  - Payment of arrearages – up to 6 months but this counts towards the 18 month maximum subsidy for participants
  - Rent Reasonableness – defined
  - Inspection of Units
    - Habitability
    - Lead Base Paint

## Eligible Activities –Financial Assistance

- Security and Utility Deposits
- Utility Payments
  - Can pay for up to 18 months
  - Can pay up to 6 months of arrearages, but this counts towards the 18 month limit on payments
- Moving Costs
  - Reasonable costs such as truck rental, hiring a moving company, short-term storage fees for a max 3 mos. or until the participant is in housing – whichever is shorter

## Eligible Activities –Financial Assistance

- Hotel or Motel Vouchers
  - 30 day maximum stay – Must meet the following 2 criteria
  - No appropriate shelter beds are available; and
  - Subsequent housing has been identified

## Ineligible Activities

- Ineligible Activities – Financial Assistance
  - Any assistance to avoid foreclosure, this includes legal service.
  - Furniture
  - Motel/ Hotel Voucher without having an identified permanent unit of housing.
  - Storage unless needed while waiting for a permanent unit to be ready.
  - Transportation, other than to inspect permanent units by either the agency or the client.
  - Job training, child care, education assistance, scholarships, etc.
  - Anything not related to housing

## Eligible Activities – Housing Relocation & Stabilization Services

- Housing Relocation and Stabilization Services – limited to the following
  - Case management- related to meeting housing needs of applicant
  - Outreach and engagement
  - Housing search and placement
  - Legal services – to assist people to stay in their homes
  - Credit repair

## Eligible Activities – Housing Relocation & Stabilization Services

- **Case Management**
  - includes counseling, developing, securing and coordinating services, monitoring and evaluating participant progress, assuring participants rights are protected, developing individualized housing and service plans
- **Out Reach and Engagement**
  - services or assistance designed to publicize the availability and awareness of available programs and services for homeless or almost homeless persons under HPRP

## Eligible Activities – Housing Relocation & Stabilization Services

- **Housing Search and Placement**
  - services or activities designed to assist participants in locating, obtaining, and retaining suitable housing
- **Legal Services**
  - legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues
  - services to help participants stay in their homes
- **Credit Repair**
  - assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

## Ineligible Activities

- Ineligible Activities- Housing Relocation and Stabilization Services:
  - Career or Job Counseling
  - Employment search
  - Credit Card Bills or other Consumer Debt
  - Legal services related to mortgages
  - Advertisement/marketing for provider for other functions beyond the HPRP qualified activities

## Eligible Activities – Data Collection and Evaluation

Data collection and reporting through the use of Homeless Management Information Systems (HMIS) or a comparable client-level database.

- Eligible costs include:
  - Purchase of HMIS software and/or 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
- Evaluations
  - must comply if asked to participate in HUD-sponsored research and evaluation of HPRP. Expenses can be covered with HPRP.

## Ineligible Activities

- Ineligible activities:
  - Planning and development of HMIS systems
  - Development of new software systems
  - Replacing state and local funding for an existing HMIS

## Eligible Activities - Administration

- Administrative Costs
  - limited to 2.5% of allocation
  - accounting for the use of grant funds
  - preparing reports
  - audit costs
  - similar cost related to administering the grant award

## Ineligible Administrative Costs

- Ineligible costs:
  - Costs of issuing financial assistance, such as staff salaries for writing out checks or conducting housing inspections
  - Providing housing relocation and stabilization services, including staff salaries for case management
  - Carrying out eligible data collection and evaluation activities, including staff salaries for HMIS data entry.
  - All administrative costs must be incurred prior to the 3-year expenditure deadline.

# DCED Specific HPRP Requirements (For Formula Grantees Only)

## Housing Partnerships Requirements

- Counties receiving HPRP funding through the formula allocation must demonstrate through a Memorandum of Understanding (MOU), that a County Housing Partnership exists that  
Includes at a minimum:
  - 1) County Housing Assistance Program agency and/or other appropriate county agencies such as mental health agencies meeting health or disability needs.
  - 2) One or more local housing providers (housing authority, community development agency, and/or community action agency)
  - 3) Local government agency(s) administering HPRP funds, for any cities and counties receiving a direct allocation of HPRP funds from HUD.

## Housing Partnerships Requirements

- A useable partnership may already exist in a LHOT, Housing Consortium, or other housing related group of agencies in the county that are concentrating on the problem of homelessness.
- A partnership may be larger than the providers of services for the HPRP funding.
- An MOU is not the contract between the county/subrecipient and the providers but rather a document that identifies duties that the partners will provide including but not limited to: client referral, monitoring of goals, program design.
- A MOU needs to be signed by all parties, so that everyone is aware and in agreement with activities of the partnership.

## Leveraging Requirements

Two *required* commitments by County:

Leverage

Permanent Housing Units

## Leveraging Requirements

**Leverage** – counties must demonstrate how they will leverage locally controlled funds to support the provision of the **supportive services needed to allow homeless or formerly homeless persons to occupy permanent housing.**

- Funds must be locally controlled, not competitive with anticipation of being funded.
- Such funds may include Homeless Assistance Program, Community Services Block Grant, Community Development Block Grant or other resources identified and controlled by the county.

## Leveraging Requirements

Leveraged funds may be used in the following manner:

- Assist homeless persons who are not eligible for HPRP funding

Such as:

- Doesn't meet income limits of HPRP Program
- The chronically homeless
- Those needing more than 18 months to stabilize their housing situation
- Those needing continued support to stay in a permanent unit.

For example:

Needs a bill payee to make rent payments on time

Medical related case management

Needs assistance in housekeeping duties to maintain the home

- Other supportive services for activities not eligible under HPRP.  
Such as employment training, child care, transportation to work.

## Leveraging Requirements

- What leveraging is not:
  - Financial Assistance, Data Collection & Evaluation, Administration
  - Brick and mortar projects,
  - Not supportive housing but can be the supportive services dedicated to the project as long as the units are not currently occupied.
  - Existing supportive services already committed to clients living in permanent units
  - Matching HPRP funding directly from HUD or the State's Competitive program.

## Leveraging Requirements

- Permanent Housing
  - The permanent units must be created because of the leveraged supportive services, not the use of HPRP funding.
  - Estimated permanent, supportive housing units:
    - Does not need to be newly constructed but rather newly dedicated
    - Not associated with HPRP financial assistance
    - Can be anticipated units such as a grant waiting for approval or will be applied for.
    - Must be occupied by the end of the contract period to be counted.

## Leveraging Requirements

**Leverage funds = Supportive Services =  
Permanent Housing**

## IDIS & Reporting Requirements

### Integrated Disbursement Information System (IDIS)

Remember

- **IDIS** is where you draw down funds
  - **HMIS** is where you report on client data.
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- Grantee ***must be*** have access to the ESG program in IDIS to be able to enter activities or drawn down funding.

## Project Budget and Financing Plan Example: Potter County

Budget Category	DCED Request	Local Commitment	Total
Financial Assistance	\$ 15,772	\$ 0	\$ 15,772
Housing Relocation & Stabilization Services	\$ 22,305	\$4,000	\$ 26,305
Data Collection & Evaluation	\$ 1,250	0	\$ 1,250
Administration	\$ 1,008	0	\$ 1,008
<b>TOTAL</b>	<b>\$ 40,335</b>	<b>\$ 4,000</b>	<b>\$ 44,335</b>

## IDIS & Reporting Requirements

Integrated Disbursement & Information System (IDIS) (con't)

- Grantees receive an IDIS set-up letter which will specify:
  - Grant Program (HPRP)
  - Grant Award Amount (i.e. \$40,335)
  - Contract Number (i.e. C000046188)
  - IDIS Project Number (where you need to set-up activities TBD)
  - IDIS Project Name (i.e. HPRP-Potter County 2009 Formula)
- **Grantees MUST set-up and fund HPRP activities within 30 days** of the date listed on the letter

## IDIS & Reporting Requirements

Integrated Disbursement & Information System (IDIS) (con't)

IDIS Activity Naming Structure Grantees **MUST** follow HUD's activity naming structure

- Refer to IDIS activity naming structure guidance on next slide

# Pennsylvania Department of Community & Economic Development

> ready > set > succeed

Activity	IDIS Activity Category	Activity Name
Homeless Prevention – Financial Assistance	Homeless Prevention	HPRP-HP-FA-(Organization Name)
Homeless Prevention – Housing Relocation & Stabilization Services	Homeless Prevention	HPRP-HP-HR-(Organization Name)
Rapid Re-Housing – Financial Assistance	Homeless Assistance	HPRP-HA-FA-(Organization Name)
Rapid Re-Housing – Housing Relocation & Stabilization Services	Homeless Assistance	HPRP-HA-HR-(Organization Name)
Administration	Administration	HPRP-AD-(Organization Name)
Data Collection & Evaluation	Homeless Prevention	HPRP-DC-(Organization Name)

## IDIS and Reporting Requirements

- Homeless Prevention –  
Persons at risk at being homeless – still residing in a permanent unit of housing
- Homeless Assistance –  
Persons that are homeless

## IDIS Activity Naming Structure Potter County Example

- HPRP-HP-FA-Potter County \$ 5,772
  - Homeless Prevention-Financial Assistance
- HPRP-HA-FA-Potter County \$10,000
  - Rapid Re-housing-Financial Assistance
- HPRP-HP-HR-Potter County \$ 2,305
  - Homeless Prevention – Housing Relocation & Stabilization
- HPRP-HA-HR-Potter County \$ 20,000
  - Rapid Re-housing-Housing Relocation & Stabilization
- HPRP-DC-Potter County \$ 1,250
  - Data Collection & Evaluation
- HPRP-AD-Potter County \$ 1,008
  - Administration

## IDIS Activity Funding & Draws

- HPRP Grant Number S-09-DY-420001
- ESG Grant Number S-09-DC-420001
- Check and double check to make sure you are funding your HPRP activities from the correct grant
- Should you select the wrong grant, we will have to get IDIS programmers involved which could take months to correct
- Check and double check to make sure you are creating vouchers from the correct grant

## IDIS Recommended Performance Objectives & Outcomes

IDIS Activity Type	Objective	Outcome
Homeless Assistance (Rapid Re-housing)	Create a Suitable living Environment	Availability Accessibility
Homeless Prevention (includes data collection)	Provide Decent Housing	Affordability
Administration	None	None

## IDIS Technical Support

- For assistance with IDIS, contact Kristina Powell, IDIS Coordinator
  - Email: [krpowell@state.pa.us](mailto:krpowell@state.pa.us)
  - Phone: (717) 720-7349

## IDIS and Reporting Requirements

Section 1512 of the American Reinvestment and Recovery Act (ARRA) requires that all grantees submit Quarterly Reports (QPRs) on grant funds received.

The Commonwealth of Pennsylvania has established a statewide data management information system called Central Access to Recovery Data System (CARDS) which collects data on all State-Administered ARRA funds awarded to DCED, DPW, EPA, DOT, etc.

Information in CARDS is collected from all State Agencies on a quarterly basis and uploaded into the Federal Reporting System (FederalReporting.gov) and then tracked by the Office of the Attorney General.

ARRA requires Subgrantees (Subrecipients) to utilize a Homeless Management Information System (HMIS) or comparable database for data collection to report Program Performance data

Subrecipients must report client-level data into their Continuum of Care (CoC's) HMIS or comparable database

If a Subrecipient is utilizing a comparable database, it must conform with HUD HMIS Data and Technical Standards and have the capacity to meet HPRP reporting requirements

The first report is called the Initial Performance Report (IPR) and requires baseline information on:

- Grant Allocations
- Intended Use
- Projected Program Outputs
- Homelessness Prevention Targeting
- Data Collection

Subsequent Quarterly reports will collect cumulative data and track ARRA expenditures at Grantee, Subrecipient and Vendor (Subcontractor/Service Provider) levels

Federal Entitlement communities who were awarded HPRP grants from HUD and also a State-Administered HPRP grant from DCED, are required to submit an IPR/QPR report for each HPRP grant.

***DCED will only collect data on HPRP-funded activities under its own respective grant***

HUD requires that all IPR/QPR data be submitted through e-SNAPS.

Federal Entitlements who were awarded HPRP grants directly from HUD must register and submit IPR/QPR data on their HPRP grant activities through e-SNAPS.

A Training Guide on how to submit IPR/QPR on HPRP grant activities has been posted at [www.HUDHRE.info](http://www.HUDHRE.info)

Federal Entitlements with State-Administered HPRP grants awarded by DCED must collect and aggregate information on HPRP-funded activities conducted by all Vendors (Subcontractors).

All DCED Subrecipients who will subcontract with Vendors providing HPRP-funded Legal Services or services to victims of Domestic Violence must maintain a separate database which conforms to HUD HMIS Data and Technical Standards in order to collect client-level data on all clients served with HPRP funding (see HUDHRE.info for information on these federally-mandated standards)

On 8/31/09, HUD issued HPRP Tablesells which HPRP Grantees (DCED and Federal Entitlement communities) may use in assuring that all necessary HPRP data elements are collected.

These Tablesells have been converted to an Excel spreadsheet and will be issued to all DCED Subrecipients providing Legal Services and services to victims of Domestic Violence.

DCED will also issue these Tablesells to Federal Entitlement communities who were awarded State-Administered HPRP grants to aggregate and electronically submit data on your HPRP-funded activities.

Aggregated Quarterly Reports from all Federal Entitlement communities and DCED-Subrecipients providing Legal Services or services to victims of Domestic Violence are due to DCED on the following dates:

**\*October 6, 2009**

**(Subrecipient Compensation Affidavit only!)**

**December 31, 2009**

**March 31, 2010**

**June 30, 2010**

**September 30, 2010**

If you are a Participating Agency in PA HMIS, data on your HPRP-funded clients will be automatically collected by DCED and aggregated in all Quarterly Reports.

PA HMIS Participating Agencies will be trained on HPRP data elements on the following dates:

**Service Area Managers – October 28, 2009**

**Agency Managers – October 29, 2009**

**Intake/Case Managers – October 30, 2009**

# DCED HPRP Tablesells

# HPRP Subrecipient Compensation Affidavit

## Certification of Jobs Created and/or Retained

## Monitoring of Contracts

## To Enroll in PA HMIS:

### Contact -

Karen Overly Smith

Housing and Redevelopment Analyst

PA Department of Community and Economic Development

Center for Community Development

(717) 214-5340

[karensmith@state.pa.us](mailto:karensmith@state.pa.us)

## Other Federal Requirements

- **Habitability Standards**
- **Lead-Based Paint Requirements**
- **Conflicts of Interest (Arms-length)**
- **Nondiscrimination and Equal Opportunity Requirements**
- **Fair Housing and Civil Rights Laws**
- **Environmental Requirements (anticipated HPRP activities are Categorically Excluded and not subject to 58.5, thus they can be converted to Exempt)**
- **Contracting and procurement**

## Resources

- **DCED website**: Action Plan, Guidelines, Application Kit, Powerpoint from Webinar, Reporting forms  
<http://www.newpa.com/strengthen-your-community/technical-assistance>
- **HUD Notice**:  
<http://www.hud.gov/utilities/intercept.cfm?/recovery/hrp-notice.pdf>
- **HUD Correction Notice**:  
[http://www.hudhre.info/documents/HPRP\\_corrections\\_6\\_08\\_09.pdf](http://www.hudhre.info/documents/HPRP_corrections_6_08_09.pdf)
- **Frequently Asked Questions and Answers**  
<http://www.hudhre.info/HPRP>

## Grant Managers

- **Ernie Kannengiesser (570) 963-4572 ([ekannengie@state.pa.us](mailto:ekannengie@state.pa.us))**  
Bucks, Delaware, Lackawanna, Luzerne, Montgomery, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming
- **Bill Snyder (717) 346-7092 ([wsnyder@state.pa.us](mailto:wsnyder@state.pa.us))**  
Armstrong, Butler, Cambria, Carbon, Cumberland, Fayette, Greene, Indiana, Somerset, Washington, Westmoreland
- **Kimberly Weigand (717) 214-5310 ([kweigand@state.pa.us](mailto:kweigand@state.pa.us))**  
Berks, Crawford, Centre, Clearfield, Clinton, Erie, Huntingdon, Lawrence, Mifflin, Union, York
- **Mike Carpenter (717) 720-7471 ([micarpente@state.pa.us](mailto:micarpente@state.pa.us))**  
Allegheny, Cameron, Forest, Fulton, Lancaster, Lebanon, McKean, Monroe, Potter, Schuylkill, Warren

## Grant Managers (con't)

- **Beverly Hutzel (717) 720-7412 ([bhutzel@state.pa.us](mailto:bhutzel@state.pa.us))**

Adams, Bedford, Chester, Columbia, Dauphin, Franklin, Juniata, Lehigh, Lycoming, Montour, Northampton, Northumberland, Perry, Snyder

- **MJ Smith (717) 720-7404 ([majsmith@state.pa.us](mailto:majsmith@state.pa.us))**

Beaver, Blair, Elk, Jefferson, Mercer, Philadelphia

## Contacts

- Donna Enrico, Chief Community Development Operation Division  
(717) 720-7402    [denrico@state.pa.us](mailto:denrico@state.pa.us)
- Lauren Atwell, Chief Technical Support & Program Development Division  
(717) 720-7403    [latwell@state.pa.us](mailto:latwell@state.pa.us)

## Wrap Up

- Questions and Answers