



## **Homeless Prevention and Rapid Re-Housing Program 2009 Application**

Hudson County Division of Housing and Community Development  
Brennan Courthouse, 2<sup>nd</sup> Floor  
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# Homeless Prevention and Rapid Re-Housing Program (HPRP)

## Section 1: Overview

### Program Purpose:

The purpose of the Homeless Prevention and Rapid Re-Housing Program (HPRP) is to provide short, time-limited homeless prevention assistance to households who would otherwise become homeless – many due to economic crisis – and to provide assistance to rapidly re-house persons who are homeless as defined by Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).

*HUD expects that these resources will be 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.*

### Program Goals:

The Division will be looking for applicants that can effectively use Homeless Prevention funds to **prevent** those at risk of becoming homeless, **divert** those about to enter the sheltering system, and **re-house** persons that have already entered the sheltering system by providing short and medium term rental assistance, thus limiting the time those individuals experience homelessness.

This program is seen as an initial step towards developing a One-Stop Center, as described in 'Keys to Ending Homelessness: Hudson County's Ten Year Plan to End Chronic Homelessness'. As such, agencies awarded HPRP funding must accept referrals from agencies throughout the County. Additionally, awarded agencies must provide space for case management and housing counseling at their facility. In the case that the HPRP provider determines an individual/family would be better served by another program, referrals will be made to the most appropriate provider.

At minimum, two organizations will be selected through an application process to manage and distribute HPRP funds. One agency will be centrally located and expected to serve Bayonne and the second agency should be located in or around the North Hudson area to help serve the north and western portions of Hudson County. The Division will prioritize applicants that will link the use of HPRP funds to other mainstream benefits programs.

### Service Categories:

**Prevention:** Assistance for those at risk of becoming homeless (precariously housed).

Assess immediate housing needs of the individual/family

Explore housing options\*

Provide financial assistance

Offer Case Management service to stabilize individual/family

\* Priority is to stabilize current housing situation, new housing options explored only as alternative.

**Diversions:** Assistance to those that have already lost their housing and are seeking shelter.

Assist individual in returning to housing they have just left

Assist individual finding shelter with friends/family (financial assistance/mediation)

One-Time financial assistance and brief Case Management

Housing location and/or short-term rental assistance (1-3 Months) as necessary

**Rapid Re-Housing:** Assistance for those that are already homeless and living in a shelter (Emergency or Transitional), to move the individual/family into housing of their own.

Assess individual/family needs

Provide housing search assistance

Provide short-term (1-12 Month) or medium term (4-12 Months) rental assistance

Offer Case Management Service\*

\* In the event that an individual has more severe disabilities the Case Manager will make connections to necessary community resources and ongoing financial assistance so that housing can be maintained after initial financial support.

### **Eligibility/Population Targeting:**

HUD expects that persons served with HPRP funds will be capable of maintaining their housing after the “one time” or short-term receipt of HPRP funds. The Division, with the assistance of Hudson County Alliance to End Homelessness members, will determine the characteristics of persons in Hudson County that should be targeted to receive prevention, diversion, or Rapid Re-Housing funds. Characteristics may include; current living situation, income level, type of discharge, level of disability, level of supports, education, etc.).

All persons served must meet the following:

- ***Households must have income below 50% Area Median Income (AMI) (Section 8 income eligibility standards).***
- ***Households who are either homeless or at risk of losing housing and both (a) have no appropriate subsequent housing options and (b) lack financial resources and support networks needed to obtain immediate housing or remain in existing housing.***
- ***Individual or family must have at least an initial consultation with a case manager or an authorized representative who can determine the appropriate type of assistance to meet their needs.***
- ***Case Manager/Representative needs to assure through conversation and documentation if the person/individual would be homeless if they were not given HPRP assistance.***

### **Eligible Activities:**

No assistance can be given for more than 18 months (cumulative) to any household/individual. Assistance is meant to be shallow (approx. \$1,500 at one time), and extremely short-term. Assistance can be provided in the following forms:

#### ***Financial Assistance***

- Rental assistance of no more than 18 months, including shallow subsidies, and declining subsidies;
- Up to 6 months of back rent, which counts against the 18 month maximum;
- Security and utility deposits, contributing to the 18 month cumulative maximum, and up to 6 months back utility payments;
- Moving cost assistance (not furnishings); and
- Motel and hotel vouchers for no more than 30 days, only where no appropriate shelter option is available and rental housing has been identified but is not move-in ready.

### ***Services***

- Required initial consultations with a case manager for all participants;
- Housing search and placement services, such as tenant counseling, representative payee services with respect to housing costs, and mediation and outreach to landlords;
- Outreach and engagement;
- Case management services, including counseling;
- Service coordination;
- Monitoring and evaluating program participant performance;
- Developing housing and service plans;
- Legal services to help people stay in their housing (not related to mortgages); and
- Credit repair, including money management and resolving personal credit issues.

### ***Data Collection / HMIS***

- Operating HMIS for purposes of HPRP;
- Analyzing data and patterns of use of HPRP;
- Purchase of HMIS software or licenses for HPRP subgrantees;
- Computer and software equipment; and
- Contributions/joining fees for statewide collaborative efforts.

### ***Administrative Costs***

- Up to 2.5 % of HPRP funds will be distributed to subgrantees for administrative costs, including;
- Preparing reports for submission to the Division related to HPRP HUD reporting requirements;
- Accounting and audits; and
- Training directly related to HPRP operating for program administrators and case managers.

### ***Ineligible Activities:***

- Mortgage costs of any type;
- Construction or rehabilitation;
- Credit card bills or other consumer debt;
- Car repair or transportation costs;
- Travel costs;
- Food;
- Medical or dental costs or medicines;
- Clothing and grooming;
- Home furnishings;
- Pet care;
- Entertainment;

- Work- or education-related materials;
- Cash assistance;
- Developing discharge planning programs in mainstream institutions;
- Certifications, licenses, and general training classes; and
- Shelter and transitional housing costs, i.e. expenses incurred by a facility with respect to the administration, maintenance, repair and security of the facility, utilities, fuels, insurance, furnishings and equipment for such housing.

**Additional Program Components:**

- No Match requirement
- Subgrantees must establish internal mechanisms to determine individual/household eligibility to receive assistance through the HPRP program. Mechanisms will include developing an eligibility checklist, and voucher back-up documentation to be submitted to the Division monthly.
- Subgrantees must re-certify the eligibility of those being served every 3 months, on a continuous basis, while assistance is received.
- If awarded, the contract will be renewed by the Division on an annual basis, upon review and approval of the Division.

## Section 2: Hudson County Program Detail

### Program Description:

This program will function as a One-Stop Center. Funding will be awarded to a minimum of two agencies through this application process, one agency will be expected to serve the south/central area of the County, including Bayonne, and the second agency will serve the northern and western portions of Hudson County.

Applicants should have the following characteristics:

- Ability to act as a drop-in/outreach center for those in need of assistance;
- Currently provide Case Management to the community, with the capacity to expand services;
- Have a Housing Specialist/Locator on staff;
- Have an existing relationship with local landlords and building owners;
- Have a productive working relationship with other providers in the community;
- Currently uses the HMIS system to a quality standard;
- Agency must have capacity to perform additional outreach, and program marketing; and
- Agency must be capable of providing voucher documentation for services rendered.

Agencies selected will be responsible for the following:

- Increase outreach and marketing efforts to alert the community to this new program;
- Encourage and process referrals made to program from all other providers in the County;
- Provide a One-Stop/Drop-in Center location where intake and case management can occur;
- Develop an intake form that collects eligibility information, analyzes needs of individual/family, and targets resources effectively (i.e. Prevention needs, Diversion needs, Re-Housing needs);
- Distribute information on HPRP eligibility and resources to other organizations in the community; and encourage agencies to make referrals to the HPRP program;
- Provide/offer Case Management services to those served by program. Case Management may assist individual in mediation to stabilize housing situation, connection to services, or general counseling;
- Provide housing search/location services to those in need of new housing options. The Housing Specialist should develop relationships with local landlords to create and inventory of available apartments;
- Provide financial assistance to persons, allowing them maintain current home, and short-term assistance to persons in need of a new housing option;
- Document eligibility of individuals served. This will include; income documentation, housing crisis documentation, and amount of subsidy given. This documentation will be provided with voucher submissions to the Division on a monthly basis. All persons served will be 're-certified' every 3 months;
- All contact with clients and expenditures will be entered and tracked in HMIS, including follow-up with individuals six months after subsidy ends; and
- All funding must be spent in 3 years, with 60% being spent in the first two years.

**Sample Activity Budget:**

South Hudson County (Jersey City/Bayonne Area): \$1,765,072

<b>Activity Name</b>	<b>Use</b>	<b>Amount</b>	<b>Yr. 1</b>	<b>Yr. 2</b>	<b>Yr. 3</b>	<b>Total</b>
<b>Housing Location</b>	Assist homeless and those at risk to find affordable housing and negotiate with landlord on persons behalf.	15%	\$105,905	\$79,428	\$79,428	\$264,761
<b>Flexible Financial Assistance</b>	First/last month's rent; deposits; utilities; moving costs; activities related to housing stability.	30%	\$211,808	\$158,857	\$158,857	\$529,522
<b>Short and Medium Term Rental Assistance</b>	Time limited rental assistance to homeless and at-risk households.	25%	\$176,508	\$132,380	\$132,380	\$441,268
<b>Case Management &amp; Housing Stabilization</b>	Provide Case Management to those receiving assistance, link persons to community services, ensure future success.	20%	\$141,206	\$105,904	\$105,904	\$353,014
<b>Outreach and Marketing</b>	Identify those in need of assistance from this program.	3%	\$21,180	\$15,886	\$15,886	\$52,952
<b>Data Collection, Entry and Management</b>	Data entry into HMIS, HMIS associated costs.	2%	\$14,121	\$10,590	\$10,590	\$35,301
<b>Program Admin</b>	HUD reporting requirements. Training related to HPRP.	2.5%	\$17,651	\$13,238	\$13,238	\$44,127
<b>Division Admin.</b>	HUD reporting & monitoring requirements. Training related to HPRP.	2.5%	\$17,651	\$13,238	\$13,238	\$44,127
<b>Totals</b>			\$706,030	\$529,521	\$529,521	\$1,765,072

- Above budget should serve as minimum to be spent on an annual basis. Subgrantees may increase expenditures and should discuss this option with the Division.

**Sample Activity Budget:**

North / West Hudson County: \$550,000.00

Activity Name	Use	Amount	Yr. 1	Yr. 2	Yr. 3	Total
<b>Housing Location</b>	Assist homeless and those at risk to find affordable housing and negotiate with landlord on persons behalf.	15%	\$33,000	\$24,750	\$24,750	\$82,500
<b>Flexible Financial Assistance</b>	First/last month's rent; deposits; utilities; moving costs; activities related to housing stability.	30%	\$66,000	\$49,500	\$49,500	\$165,000
<b>Short and Medium Term Rental Assistance</b>	Time limited rental assistance to homeless and at-risk households.	25%	\$55,000	\$41,250	\$41,250	\$137,500
<b>Case Management &amp; Housing Stabilization</b>	Provide Case Management to those receiving assistance, link persons to community services, ensure future success.	20%	\$44,000	\$33,000	\$33,000	\$110,000
<b>Outreach and Marketing</b>	Identify those in need of assistance from this program.	3%	\$6,600	\$4,950	\$4,950	\$16,500
<b>Data Collection, Entry and Management</b>	Data entry into HMIS, HMIS associated costs.	2%	\$4,400	\$3,300	\$3,300	\$11,000
<b>Program Admin</b>		2.5%	\$5,500	\$4,125	\$4,125	\$13,750
<b>Division Admin.</b>		2.5%	\$5,500	\$4,125	\$4,125	\$13,750
<b>Totals</b>			\$220,000	\$165,000	\$165,000	\$550,000

- Above budget should serve as minimum to be spent on an annual basis. Subgrantees may increase expenditures and should discuss this option with the Division.

## **Application Process**

1. All applications must be completed and submitted to the Hudson County Division of Housing and Community Development by 5:00pm July 17, 2009. Applicants should submit the original and one copy of the application to:

**Susan Mearns, Division Chief  
Hudson County Division of Housing and Community Development  
Brennan Courthouse, 2<sup>nd</sup> Floor  
Jersey City, NJ 07306**

2. Applications will be reviewed and selected by Division of Housing and Community Development staff. This review will be completed no later than July 31, 2009.
3. The Division will notify applicants of decisions no later than August 3, 2009.
4. All grant agreements will be executed on or before September 30, 2009.







3. How will your agency develop an intake form that targets program components to the appropriate population? Will your agency work with the Mainstream Resources Subcommittee of the Hudson County Alliance to End Homelessness to develop this tool?

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4. What subpopulations does your agency intend to target (i.e. Families - 30%, Individuals - 40%, Discharged Prisoners - 15%, Aging-out Youth – 15%).

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5. Describe how your organization plans to coordinate the use of HPRP funds with other mainstream resources available to the homeless population. *(attach additional sheets if necessary)*

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6. Please attach draft copy of the form that will be used to determine individual/household eligibility.