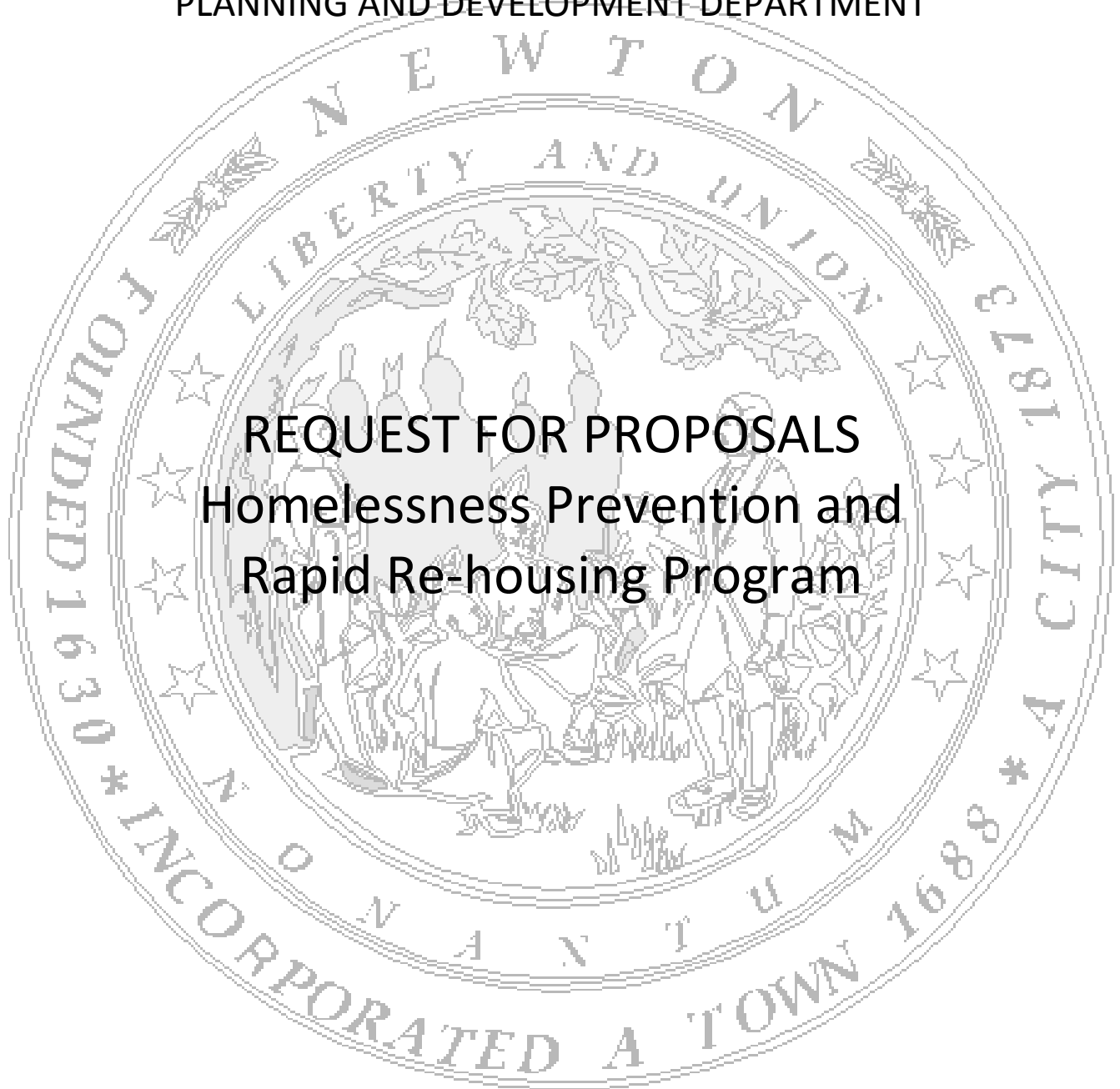


CITY OF NEWTON
PLANNING AND DEVELOPMENT DEPARTMENT



REQUEST FOR PROPOSALS
Homelessness Prevention and
Rapid Re-housing Program

Submit to:
City of Newton
Planning and Development Department
1000 Commonwealth Avenue, Lower Level
Newton, MA 02459

Deadline: Friday, May 29, by 4:00 p.m.

Homelessness Prevention and Rapid Re-housing Program Request for Proposals

The City of Newton anticipates receiving \$923,339 in Homeless Prevention and Rapid Re-Housing Program (HPRP) funds from the U.S. Department of Housing and Urban Development (HUD). Sixty percent of the funds must be expended within two years, and all of the funds must be expended within three years. Funding for this new program is provided as part of the American Recovery and Reinvestment Act of 2009 (i.e. the federal stimulus). The funds may be used for financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs to help individuals and families that are homeless obtain stable permanent housing or to help those at-risk of homelessness remain housed. Regulations for the HPRP can be found on HUD's website at: http://hudhre.info/documents/HPRP_Notice_3-19-09.pdf.

Services Being Sought

The City of Newton is looking for one agency or group of agencies to take the lead in coordinating the homelessness prevention and rapid re-housing assistance provided with HPRP funds. While individual agencies may submit an application for HPRP funds to provide one or more 'housing relocation and stabilization' service to their clients, preference will be given to applications where one agency, working with partnering agencies, demonstrates that they can provide all of the following:

Role of the Lead Agency

- Serve as the central point of referral for individuals and families (i.e. program participants) to receive access HPRP financial assistance or housing relocation and stabilization services
- Perform client in-take and determine eligibility for all program participants
- Provide financial assistance for all eligible HPRP program participants with funds provided, in advance, from the City of Newton
- Provide case management and other housing relocation and stabilization services, if not already being provided by another agency
- Collect data on all program participants served
- Enter data for all program participants into the approved HMIS
- Conduct initial and periodic inspections of all housing units occupied by program participants
- Provide administrative services not otherwise provided by the City of Newton
- Provide program outreach and publicity

Service Area

HPRP services may be provided to people in Newton, Waltham or Watertown. All things being equal, priority shall be provided to individuals and families from Newton.

HPRP Guidelines

I. Eligible Program Participants

The funds under this program are intended to target two populations of persons facing housing instability:

- individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit, and
- individuals and families who are experiencing homelessness—for example, those residing in emergency or transitional shelters or on the street—and need temporary assistance in order to obtain housing and retain it.

The household income of every individual or family served through HPRP must be at or below 50% of Area Median Income.

Eligible Applicants

Only non-profit agencies are eligible to apply. Proof of 501(c)(3) status will be required.

Eligible Activities

A. Financial Assistance

The most common types of *financial assistance* under the HPRP include the following: short-term rental assistance [up to three months]; medium-term rental assistance [from four to eighteen months]; security deposits; utility deposits; utility payments; moving cost assistance; and motel and hotel vouchers. Case management services should also be provided.

No individual or family may receive more than eighteen months of assistance under HPRP. If individuals or families need more than three months of rental assistance, they must be evaluated for eligibility to receive up to fifteen months of additional rental assistance. HUD requires that grantees certify no less than every three months the eligibility of individuals or families receiving rental assistance.

Rental assistance may be used to pay up to six months of rental arrears for eligible individuals and families who are at-risk of homelessness. Rental arrears may be paid if the payment enables the individual or family to remain in the housing unit for which the arrears are being paid or move to another unit. The payment of rental arrears is to be included in totaling the maximum period of rental assistance (eighteen months). The same limits apply to utility payments. Utility arrearages of up to six months may also be paid, with a maximum of eighteen total months for utility payments.

Organizations providing rental assistance with HPRP funds will be required to conduct initial and periodic inspections of housing units into which an individual or family may be moving to assure the maintenance of habitability standards.

B. Housing Relocation and Stabilization

HPRP funds may be used for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of individuals and families to help them obtain housing stability. Some types of *housing relocation and stabilization services* are eligible for reimbursement. One such service is case management. *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.* It is strongly recommended that a case

manager be involved with every individual or family benefited by this program, as needed, to help transition them to independence and possible permanent housing arrangements.

HPRP funds may also be used for housing search. Housing search includes services and activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Eligible legal services include legal services to help people stay in their homes, such as services provided by a lawyer or other person, under the supervision of a lawyer, to assist individuals and families with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or other housing issues. Mediation between property owners and tenants who seek to retain rental housing is an eligible activity. Eligible credit repair services include services that are targeted to assist individuals and families to learn skills related to household budgeting, money management, seeking a personal credit report, and resolving personal credit issues.

C. Data Collection and Evaluation

Data collection and reporting must be conducted through the use of the specified Homeless Management Information System (HMIS). HPRP funds may be used for reasonable and appropriate costs associated with the HMIS for purposes of collecting and reporting data required under the HPRP. Organizations receiving HPRP funds are required to participate in HUD-sponsored research and evaluation of the HPRP program.

D. Administrative Costs.

Eligible administrative costs include accounting for use of grant funds; preparing reports for submission to HUD; obtaining program audits; and those salaries directly associated with these costs. Costs for training of staff to administer the program or provide case management to HPRP program participants are also eligible costs.

Ineligible and Prohibited Activities

HPRP is *not* a mortgage assistance program and these funds may *not* be used to provide services, financial assistance, legal assistance, or other fees associated with homeowners' housing. Moreover, 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. Other ineligible activities include payment for construction or rehabilitation; credit card bills or other consumer debt; car repair or other transportation costs; travel costs; food; medical or dental care; medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; certifications, licenses, and general training classes. No cash payments may be made directly to individuals and families and no fees may be charged to them.

The HPRP is not intended to provide long-term assistance for individuals and families, nor will it be able to address all the financial and supportive service needs of households that affect housing stability. The program is not meant for individuals and families whose needs require more than eighteen (18) months of assistance.

HUD will *not* approve rental payments for individuals or families who are occupying units owned by the City or by any grantee organization receiving HPRP funds. This prohibition also applies to properties owned by an organization that is a "parent, subsidiary or affiliated organization" of a grantee.

Basic Reporting Requirements

Agencies receiving funding for services under the HPRP must agree to collect data as required by the Department of Housing and Urban Development. Requirements include entry of data about number of clients served and demographic information into a Homeless Management Information System (HMIS) or comparable database. The HMIS to be used by agencies receiving HPRP funds through the City of Newton is the state's SHORE HMIS, a free, web-based system. Quarterly performance reports will also be required and will include, at minimum, the number of persons served; demographic information; and the estimated number of jobs created or retained.

Submission Requirements

Submit one complete, signed original proposal by 12:00 p.m., on Friday, May 29, 2009, to:

Lowell Haynes
City of Newton
Planning and Development Department
1000 Commonwealth Avenue
Newton, MA 02459

In addition to the signed original proposal, it is requested that all applicants also submit an electronic version of the proposal by email to lhaynes@newtonma.gov.

Proposal Selection and Contract Award

In order to be considered for HPRP funds, proposals must demonstrate how the funds will be used to serve eligible program participants by providing one or more of the eligible activities described above. Proposals that are received in response to this RFP will be reviewed by the Human Service Advisory Committee, a representative citizen group, who will make a funding recommendation to the Planning and Development Board. Final funding approval will be made by the Mayor based on the Planning and Development Board's recommendation.

Contracts will be awarded for one year, with the option to renew annually for two additional years, subject to the availability of funds.

Questions

If you have questions about this RFP, please contact Amy Yuhasz at 617-796-1122 or ayuhasz@newtonma.gov.

Application forms are attached to this document.

Homelessness Prevention and Rapid Re-housing Program
Application for Lead Agency

Agency Name: _____

Address: _____

Contact Person and Title: _____

Address (if different): _____

Telephone: _____ E-mail address: _____

Does your agency have 501(c)(3) status? Yes No

Name of Proposed Project: _____

Based on the information provided in the RFP, describe the proposed project. List any partner agencies and their role. (Please limit your response to no more than three pages.)

[Please note that the lead agency will make all payments of financial assistance on behalf of eligible program participants directly to the appropriate vendors (e.g. landlords, utility companies, etc.) In addition, the lead agency must agree to provide case management, outreach and engagement, data collection and reporting, and some essential administrative functions.]

Please develop a proposed hourly rate for all the Housing Relocation and Stabilization services your agency proposes to provide. At a minimum, case management and outreach and engagement are services that must be provided by the lead agency. Describe how each rate was calculated.

Housing Relocation and Stabilization	Proposed Hourly Rate
Case Management	
Outreach and Engagement	
Legal Services	
Credit Repair	

Basis for rate(s): _____

Please develop a proposed hourly rate for Data Collection and Reporting services. Describe how the rate was calculated.

Data Collection and Reporting	Proposed Hourly Rate
Use of HMIS	

Please develop a proposed hourly rate for Administrative costs. At a minimum, the lead agency is required to provide accounting for grant funds and preparation and submission of reports to HUD. Describe how the rate was calculated.

[Up to \$23,000 will be available to the lead agency for program administration during the three-year period.]

Administrative Costs	Proposed Hourly Rate
Accounting for Grant Funds	
Preparation and Submission of Reports to HUD	
Costs of Program Audits	
Staff Training related to HPRP	

Basis for rate(s): _____

Describe the target population that will receive assistance through these funds.

Describe your organization's experience in providing similar types of services.

Estimate the number of individuals or families that will be served with these funds.

Describe the geographic area to be served with HPRP funds. (Note that these funds may be used to provide assistance in Newton, Waltham and/or Watertown.)

Signature of Authorized Representative

Printed Name of Authorized Representative

Title

Date

Homelessness Prevention and Rapid Re-housing Program

Application for Housing Relocation and Stabilization Services Provision

Agency Name: _____

Address: _____

Contact Person and Title: _____

Address (if different): _____

Telephone: _____ E-mail address: _____

Does your agency have 501(c)(3) status? Yes No

Name of Proposed Project: _____

Based on the information provided in the RFP, describe the proposed project.
(Please limit your response to no more than three pages.)

[Note that the lead agency will make all payments of financial assistance on behalf of eligible program participants directly to the appropriate vendors (e.g. landlords, utility companies, etc.) and coordinate all services to program participants and all data collection. As an applicant to provide housing relocation and stabilization services, you may offer to provide case management, legal services, or credit repair.]

Indicate in the following table the types of the assistance that your agency proposes to provide and develop a proposed hourly rate for the service(s) you are proposing. Describe how the rate was calculated.

Housing Relocation and Stabilization	Proposed Hourly Rate
Case Management	
Legal Services	
Credit Repair	

Basis for rate(s): _____

Describe the target population that will receive assistance through these funds.

Describe your organization's experience in providing similar types of services.

Estimate the number of individuals or families that will be served with these funds.

Describe the geographic area to be served with HPRP funds. (Note that these funds may be used to provide assistance in Newton, Waltham and/or Watertown.)

Signature of Authorized Representative

Printed Name of Authorized Representative

Title

Date