

CITY OF MEDFORD

HOMELESSNESS PREVENTION AND RAPID REHOUSING PROPOSAL

1. Applicant Information:

Include a description of the Agency applying for HPRP funds.

- A. Agency Name:
- B. Address:
- C. Contact Person:
- D. Telephone Number:
- E. E-mail Address:
- F. Name of Proposed Project:

2. Total amount of HPRP Funding Requested: \$ _____

3. Estimated Total Number of beneficiaries:

	Families	Individuals
Prevention		
Rapid Re-housing		

4. Summary Program Descriptions: Provide an executive summary of the proposed program, including target population.

5. Detailed Program Description: Provide a detailed program description. Include key personnel, whether staff will need to be hired, timeframe for completing activities, and billing requirements. (Use additional pages).

6. Describe your organizations experience in providing similar types of service, especially in the City of Medford:

7. Substantiate the manner in which your program will be able to perform client intake and determine program participant eligibility across all 4 of the major eligibility criteria for **all** program participants—as required by HPRP regulations. Note: HUD will be issuing guidance on the documentation needed to determine income eligibility for **all** program participants—currently HUD is advising grantees to use HUD’s Verification Guidance for the Public Housing and Housing Choice Voucher Program.

8. What systems are in place to maintain personal privacy and confidentiality?

9. Substantiate the manner in which your program can collect and input the data into approved HMIS systems.

Detailed Budget:

Attach a budget for your HPRP Program.

CITY OF MEDFORD HPRP PROGRAM SAMPLE BUDGET

Organization	
Office Address	Telephone:
Contact Person	Contact Email:

HPRP Activity Type (a)	Rehousing Or Prevention (b)	Description Of cost (c)	Amount of HPRP FUNDS (d)	Amount of OTHER FUNDING (e)	Source of Other Funding (f)
TOTALS:					
Total Households Served (Goal):					
Explanations:					

CITY OF MEDFORD HPRP PROGRAM SAMPLE BUDGET

Organization	Homeless to Housing Organization		
Office Address	500 Main Street, Medford, MA	Telephone:	781-999-9999
Contact Person	Main Contact	Contact Email:	contact@hho.org

HPRP Activity Type (a)	Rehousing Or Prevention (b)	Description Of cost (c)	Amount of HPRP FUNDS (d)	Amount of OTHER FUNDING (e)	Source of Other Funding (f)
Financial Assistance	Prevention	Rent and deposit payments	\$25,000		
Relocation & Stabilization Services	Prevention	Case Management (not including eligibility screening)	\$8,000	\$7,500	McKinney Vento
Data Collection & Evaluation	Prevention	HMIS data entry & Summary reports	\$5,000		
Financial Assistance	Rehousing	Rent and utility payments	\$25,000		
Relocation & Stabilization Services	Rehousing	Case Management (not including eligibility screening)	\$8,000	\$7,500	McKinney Vento
Data Collection & Evaluation	Rehousing	HMIS data entry & Summary reports	\$5,000		
	Prevention	Eligibility screening	\$7,000		
	Rehousing	Eligibility screening	\$7,000		
TOTALS:			\$90,000	\$15,000	
Total Households Served (Goal):			18		
Explanations:					

**POLICY STATEMENT
REGARDING ETHICAL CONSIDERATIONS
AND
CONFLICT OF INTEREST**

In addition to any other conflict of interest and procurement laws required by the federal, state or local statutes, regulations or ordinances, including the Massachusetts General Laws, the City of Medford hereby adopts and affirms its commitment to abide by the conflict of interest requirements of 24 CFR 570.611 (Conflict of Interest) and the procurement regulations set forth at 24 CFR 85.36 (Procurement Standards).

In general, the conflict of interest standards set forth in 24 CFR 570.611 applies to any person who is an employee, agent, consultant, officer, elected official or appointed official of the City of Medford or of any designated public agencies or sub-recipients that are receiving HPRP Funds. It prohibits such persons who exercise and have exercised any functions or responsibilities with respect to HPRP activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities from obtaining a financial interest or benefit from a HPRP assisted activity or from having a financial interest in any contract, subcontract or agreement with respect to a HPRP assisted activity or with respect to the proceeds of a HPRP assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

Further, inasmuch as the responsibilities of the City of Medford involve the expenditure of money in procurement activities funded wholly or in part through the Department of Housing and Urban Development, the provisions of 24 CFR §85.36 also apply. This regulation, commonly referred to as “the Common Rule” establishes a uniform scheme for ensuring the propriety of procurement activities of grantees and sub-grantees that receive grants from federal agencies. It states, in part, that no employee, officer or agent of the grantee or sub-grantee shall participate in the selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

This policy shall encompass all related conflict of interest provisions and ethical requirements, including procurement requirements and any federal, state or local statute or ordinance duly promulgated and applicable to the City of Medford. Violation of the ethical standards contained therein could lead to administrative or disciplinary action.

Signatory for Sub Recipient acknowledging
Receipt of Policy and assent to its requirement