

**City of Medford**  
**Homelessness Prevention and Rapid Re-Housing Program**  
**Request for Proposals**

The City of Medford anticipates receiving \$716,681 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds from the U.S. Department of Housing and Urban Development (HUD). Funding for this new program is provided as part of the American Recovery and Reinvestment Act of 2009 (ARRA) (i.e. the federal stimulus). Program regulations require sixty percent of the funds be expended within two years, and all of the funds must be expended within three years. Priority will be given to organizations with the capacity to implement programs in a timely manner.

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**. Information presented in this RFP is based on language in the ARRA enacted in February 2009. Regulations for the HPRP can be found on HUD's website at: [http://hudhre.info/documents/HPRP\\_Notice\\_3-19-09.pdf](http://hudhre.info/documents/HPRP_Notice_3-19-09.pdf).

Eligible agencies are those that can utilize funds to provide assistance to eligible Medford households who earn 50% of median family income or less for the greater Boston area, who are at risk of homelessness, or who are homeless and in need of stabilization services. The selected agency or agencies must provide services that qualify as eligible activities under the ARRA guidelines.

The award of funds is contingent on HUD's approval of the City of Medford's substantial amendment and application for funding.

Below is a summary of eligibility criteria for program participants, as well as eligible activities. More specific guidance is provided in the regulations for the HPRP Program.

***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
- individuals and families who are experiencing homelessness.

The household income of every individual or family served through HPRP must be at or below 50% of Area Median Income. Boston Metro 50% Limits (2009)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$31,550	\$36,100	\$40,600	\$45,100	\$48,700	\$52,300	\$55,900	\$59,550

All households, whether they are at risk of homelessness or are homeless, must demonstrate the ability to sustain their housing, or obtain sustainable housing, at least by the end of their HPRP eligibility period.

All eligible households must qualify as “homeless but for” the HPRP assistance.

### ***Eligible Activities***

There are four categories of eligible activities: financial assistance, housing relocation and stabilization services, data collection and evaluation and administration. Eligible activities under each of these categories are listed below. These lists are meant to provide guidance on eligible activities, but are not exhaustive. In order to determine eligibility of an activity not listed here, the HPRP regulations may be consulted.

(1) Financial assistance:

- short-term rental assistance (3 months)
- medium-term rental assistance (4-18 months)
- rent arrearages (up to 6 months)
- security deposits
- utility deposits
- utility payments (up to 18 months including up to 6 months arrearages)
- moving cost assistance
- motel and hotel vouchers (up to 30 days if subsequent housing has been identified but is not immediately available and no appropriate shelter beds are available)
- staffing and operating costs associated with implementing eligible financial assistance activities

Only third party payments are allowed; direct payments to program participants are not allowed.

There is an 18 month cap on rental assistance inclusive of any arrearage payments, e.g. after paying 6 months rent arrearages, the household is eligible for only 12 more months of rental assistance. In addition, grantees and subgrantees must certify eligibility for rental assistance at least once every three months.

Organizations providing rental assistance with HPRP funds will be required to conduct initial and periodic inspections of housing units which participating households are moving into in order to assure habitability standards during the period of HPRP assistance.

(2) Housing relocation and stabilization services:

- case management
- outreach and engagement
- housing search and placement
- legal services
- credit repair (this is primarily credit counseling, as payment of credit bills are not an eligible use of HPRP funds)

(3) Data collection and evaluation:

- purchase of HMIS software or licenses
- lease or purchase of computer equipment
- costs associated with data collection, entry and analysis
- staffing associated with operation of HMIS
- HMIS training
- costs related to participating in HUD-sponsored research and evaluation as required

(4) Administration:

(These costs are primarily incurred by Grantees, not sub-grantees.)

- administrative costs associated with quarterly and annual reporting
- costs associated with the drawdown of HPRP funds
- costs associated with the monitoring of the HPRP Program

***Ineligible Activities***

The following are examples of ineligible costs:

- mortgage costs and mortgage arrearages
- construction or rehabilitation of housing or shelters
- payment of credit card or other consumer debt
- car repair or transportation costs for program participants
- client travel costs for program participants
- medical or dental care and medicines
- clothing and grooming
- home furnishings
- pet care

- entertainment activities
- work or education related materials
- cash assistance to participants

Note: Additional regulations apply to the use of HPRP funds. Specific programs are subject to further review for eligibility criteria.

### ***Service Area***

HPRP monies shall be used for Medford residents or homeless families or individuals whose last permanent address was in the City of Medford.

### ***Basic Reporting Requirements***

Agencies receiving funding for services under the HPRP must agree to collect data required by the Department of Housing and Urban Development to be entered into a Homeless Management Information System (HMIS) or comparable database.

Summary performance reports to the Grantee will be required quarterly in a format to be specified at the time of contractual obligation.

Organizations receiving HPRP funds are required to participate in HUD-sponsored research and evaluation of the HPRP program.

All sub-grantees will be required to sign Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications. HUD will be issuing guidance on the certifications required. It is anticipated the certifications will include but not be limited to: Conflicts of Interest, Nondiscrimination and Equal Opportunity, Affirmatively Furthering Fair Housing, Lead-Based Paint Requirement, Uniform Administrative Requirements, Equal Participation of Religious Organization, Lobbying and Disclosure Requirements, Drug-Free Workplace Requirement.

### ***Selection Criteria***

1. Organizational capacity to administer grant and run programs
2. Ability to target identified needs and service clients within Medford
3. Experience in successful service delivery within eligible activity categories
4. Prior experience serving low income Medford residents
5. HMIS reporting capacity
6. Ability to comply with HPRP reporting requirements
7. Evidence of a plan to ensure timely expenditures
8. Ability to expend at least 50% of a grant in year 1, and 80% by year 2

A selection committee will review proposals and make a recommendation for funding to the Mayor.

### ***Application Procedure***

Agencies interested in applying for HPRP funding must submit one original and five copies of completed proposals (which must be in the form of the **HPRP Application**) to:

City of Medford  
Office of Community Development  
85 George P. Hassett Drive  
Medford, MA 02155  
(781) 393-2480  
Attn: Lauren DiLorenzo

***Proposals must be received no later than Thursday, July 23 at 4 p.m.***

Technical Assistance will be provided July 7, 2009 – July13, 2009 between the hours of 9:00 a.m. and 12:00 noon by appointment only upon written request.