

**City of Atlanta Application Instructions for 2009 Funding for New Projects  
under the American Recovery and Reinvestment Act (ARRA), for  
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

**APPLICATIONS ARE DUE ON MAY 4, 2009.**

**EMAIL APPLICATIONS ARE PREFERRED!**

Please email the application to: [jboyd@atlantaga.gov](mailto:jboyd@atlantaga.gov)

Emailed applications can be submitted up until 7:00 PM on May 4.

(If in hard-copy version rather than email, applications are to be submitted by **4:00 PM** on May 4.)

**Only the “Applicant Submittal Authorization” page must be sent in hard-copy, with original signature.**

**This signature page can be submitted on or before May 7, 2009, to:**

**City of Atlanta Office of Grants Management, attn. Julie Boyd,  
Suite 15100, 68 Mitchell Street, SW, Atlanta, GA 30303.**

The application form is available at <http://www.tri-j.net/>

Click on Funding Opportunities, City of Atlanta Consolidated Plan Program.

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### **QUALIFYING APPLICANTS**

The applicant pool for the City of Atlanta’s HPRP funding is limited to those non-profit organizations that are current sub-grantees under at least one of the following federal funding sources:

- 1) the City’s Consolidated Plan programs, the Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), the Home Investment Partnership Grant (HOME), and/or the Housing Opportunities for Persons With AIDS (HOPWA) grant;
- 2) homeless assistance funding under the “SuperNOFA” Continuum of Care process coordinated by the metro Atlanta Tri-Jurisdictional Collaborative on Homelessness.

Collaborations will be permitted between current City/SuperNOFA recipient agencies (*see Exhibit A for list of agencies*) and non-recipient agencies. In such cases, a current grant recipient agency must act as lead entity and fiscal agent for the collaboration and must be responsible for compliance with reporting requirements.

### **ELIGIBLE ACTIVITIES**

HPRP will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who are or would be homeless except for this assistance.

Eligible activities include: short-term or medium-term rental assistance; housing relocation and stabilization services including housing search, mediation or outreach to property owners, credit repair, security or utility deposits, utility payments, rental assistance for a final month at a location, moving cost assistance and case management; or other appropriate activities for homelessness prevention and rapid re-housing of persons who have become homeless.

Qualifying clients for HPRP assistance are those persons in households with an annual gross income at or below 50% of the metro Atlanta median household income, adjusted for family size, as shown below:

<b>2009 HUD Sec. 8 Annual Income By Family Size</b>	<b>1 Person</b>	<b>2 Persons</b>	<b>3 Persons</b>	<b>4 Persons</b>	<b>5 Persons</b>	<b>6 Persons</b>	<b>7 Persons</b>	<b>8 or more Persons</b>
Up to 50% of Atlanta area median household income	\$25,100	\$28,500	\$32,250	\$35,850	\$38,700	\$41,600	\$44,450	\$47,300

HPRP is a program of the U. S. Department of Housing and Urban Development (HUD). *For important further details on the federal HPRP, including the regulations issued on March 13, 2009, see information at: <http://www.hudhre.info/index.cfm?do=viewHomelessPreventionFund>.*

### **EXPENDITURE GUIDELINES**

At least 60 % of funds must be spent within 2 years of the date of grant agreement between the City and HUD; all funds must be spent within 3 years. Funds must be under contract to sub-grantees by September 30, 2009.

The City is permitted a 5% administrative allowance, or \$172,054, to administer its funded projects. This funding will support an additional staff position within the Office of Human Services over a 2-3 year period. Given the limited administrative allowance under HPRP, no administrative funding will be provided to City sub-grantees.

Advances will be allowed to sub-grantees. The City is proposing to provide 2-month “rolling” advances, with monthly documentation to be submitted by sub-grantees of costs actually incurred. More information on the City’s method of advancing HPRP funding will be available shortly.

### **OTHER IMPORTANT GRANT CONSIDERATIONS**

- 1) The City of Atlanta’s HPRP funding is one-time funding. Project grant renewals will not be available.
- 2) The preferred project term is 30 months. Longer periods will not be considered; however, an applicant has the option of proposing a 24 month project instead.
- 3) The minimum grant request is \$100,000. Smaller requests will not be considered. An agency considering a smaller request could develop a collaborative funding request with at partnering agency for a project at or above the \$100,000 minimum.
- 4) In assessing proposals, the City will not prioritize collaborations over single-agency services. The primary consideration will be the effectiveness of the proposed service model in meeting client needs. But collaborations could add significant strength to proposals; for example, an agency that is skilled at providing housing might partner with an experienced mental-health service provider for needed case management.
- 4) There is no maximum request amount, but applicants should carefully consider their ability to implement very large projects successfully within the 30-month project term. The City will assess progress periodically and may reallocate some or all of funding from projects that are significantly behind schedule.
- 5) Match funding will not be required, and the presence or absence of match funds will not affect a proposal’s rating. However, the City expects that resources needed to implement the service will be identified clearly in the proposal. Absence of critical support resources will downgrade a rating.
- 6) The City will permit applications from agencies located outside the City, but only for services to City residents and/or to homeless persons being served by agencies within the City. Homeless prevention assistance is restricted to City residents. Rapid re-housing sites may be within the City (preferred) or outside.
- 7) Standard City insurance requirements, including fidelity bond and liability, will apply. *See Exhibit B.*

## HMIS COMPLIANCE

The Act requires that “grantees receiving such assistance shall collect data on the use of the funds awarded and persons served with this assistance in the HUD Homeless Management Information System ("HMIS").” Pathways Community Network, Inc. is the HMIS for the State of Georgia, including the City of Atlanta. (See [www.pcni.org](http://www.pcni.org) .)

The City recognizes that some agencies that could be recipients of the HPRP funds, providing effective services to needy City households, are not typical member agencies of the Pathways system. These agencies might be discouraged from proposing valuable projects due to anticipated demands on their staff for additional training and data entry within a system that is not well-related to the normal bulk of their workload.

Additionally, with HPRP funding, homeless service agencies that would normally be expected to participate regularly in HMIS will have an increase in both the number of clients and reporting requirements. These agencies may need assistance with the HMIS reporting imposed by HPRP compliance.

The City is proposing assistance for its HPRP-funded agencies, in the form of data-entry support for their HPRP clients. More information will be available shortly. (*For more information, including client confidentiality protections and data-entry support options, call Tommy Phillips at PCNI, 404-639-9933, ext 305.*)

HPRP reporting requirements will be incorporated in the revised HMIS Data and Technical Standards, pending.

### PROPOSED SCHEDULE FOR THE CITY’S HPRP PROCESS

Event (HUD deadlines in boldface)	Due by
Community briefing, at Tri-Jurisdictional meeting, on City’s anticipated process	March 18
<b>Regulations issued by HUD</b>	<b>March 19</b>
City proposal form for applicants developed	April 2-6
Announcement of proposal availability	April 7
Proposals due to City	May 4
Authorizing Resolution to submit HPRP Amendment approved by City Council	May 4
Proposal to NPUS as needed ( <i>HUD reduced citizen review period to 12 days</i> )	May 8
<b>HPRP Amendment due to HUD (postmarked by)</b>	<b>May 18</b>
City proposal reviews completed; funding recommendations formulated	May 20-June 2
Appropriation Ordinance with HPRP projects submitted to City Council	June 3
<b>HUD review and approval (or disapproval) of ConPlan amendment</b>	<b>July 2</b>
<i>If disapproved by HUD, must re-submit</i>	<i>July 17</i>
<i>If disapproved, HUD completes 2<sup>nd</sup> review</i>	<i>August 1</i>
Contracts in expedited signature process	Aug. 17-Sept. 29
<b>HUD deadline for transmitting Grant Agreement to City</b>	<b>September 1</b>
<b>Contract execution w/ selected sub-grantees completed</b>	<b>September 30</b>
<b>First performance report due; any unobligated \$s to be recaptured by HUD</b>	<b>September 30</b>

### ADDITIONAL INFORMATION

For more information, call Julie Boyd at 404-330-6112, x5072, or email at [jboyd@atlantaga.gov](mailto:jboyd@atlantaga.gov) .