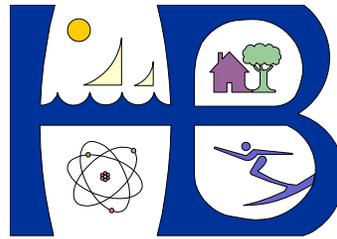


**City of Huntington Beach
Economic Development Department**

**Federal Homeless Prevention and Rapid
Re-housing Program (HPRP)
NOTICE OF FUNDS AVAILABLE (NOFA)**

May 26, 2009



SUBMISSION DEADLINE

June 12, 2009

5:00 P.M.

to

Economic Development Department

Housing Division

2000 Main Street

Huntington Beach, CA

♿ It is the intention of the City of Huntington Beach to comply with the Americans with Disabilities ACT (ADA). To request this document in alternate formats, or to request special assistance at a City meeting, please contact Sidney Stone at (714) 536-5901 or via e-mail at sidney.stone@surfcity-hb.org.

City of Huntington Beach

HPRP Funding Application

Application Summary

This Notice of Funds Available (NOFA) is to be used by applicants for Federal Homeless Prevention and Rapid Re-housing Program funds (HPRP). The City is eligible for \$566,611 of funding and may partner with various service providers who provide homeless prevention services. The funds may be used to provide financial assistance and services to prevent individuals and families from becoming homeless and to assist those who are experiencing homelessness to be quickly re-housed. The funds are intended to target individuals and families whose income does not exceed 50 percent of the area median income. A family of four making less than \$46,500 in 2009 in Orange County would be an example of a household whose income is below 50 percent of area median income.

Eligible activities for the use of these funds include short-term (not to exceed three months) and medium-term (three to eighteen months) rental assistance, security and utility deposits, and utility payments, housing relocation payments, credit repair and counseling (but not payments for credit card debt), moving cost assistance, and hotel and motel vouchers. Notably, the HPRP is not a mortgage assistance program, and HPRP funds are not eligible to pay for any mortgage costs or other fees associated with mortgage assistance. Rental assistance payments must be paid directly to a landlord or utility company. Grantees are encouraged to ensure ongoing case management for client-participants in the HPRP, and grantees are required to monitor medium term client participants at least once every three months, every three months. Grantees will be required to publicly report progress under the new Federal performance reporting standards. This includes an initial performance report in October 2009; and quarterly and annual reports. In addition, grantees will be required to track recipient progress toward achieving permanent housing. Special factors of the program require that HPRP funds must be spent within three years; sixty percent of which must be spent within the first two years.

If you have questions or require additional information, please contact Sidney Stone, Housing and Real Estate Manager, at (714) 536-5901 or by email at sidney.stone@surfcity-hb.org.

Submission Documentation

The required application format is included. Please note and fulfill all requirements.

Ten copies must be provided, individually bound with binder clips or rubber bands. Please **DO NOT STAPLE!**

Submission Deadline

All applications must be hand-delivered by Friday June 12, by 5:00 P.M. to:

Sidney Stone, Housing and Real Estate Manager
City of Huntington Beach Housing Division
2000 Main Street
Huntington Beach, CA 92648

This requirement is firm as to place, date, and time. No faxed applications will be accepted.

Application Review and Decision Process

The application review process has two phases. In the first phase, all applications are reviewed by Housing Division staff for their eligibility under federal program guidelines. Eligible programs and projects are then reviewed according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program objectives, and local priorities. Organizational capacity, experience, and past performance are also considered.

Based on this review, Housing Division staff prepares general funding recommendations for the City Council. The City Council holds a public hearing on the Housing Department's recommendations to determine the final HPRP funding allocations.

Projects considered at the City Council public hearing are limited to those submitted according to the guidelines and timetables outlined in this package. Applicants are encouraged to attend and participate at these public meetings/hearings.

For more information about citizen participation opportunities for the HPRP Program, please contact Sidney Stone, Housing and Real Estate Manager, at (714) 536-5901.

Application Timeline

- May 26, to June 12, 2009: HPRP applications available.
- June 12, 2009, 5:00 P.M.: **Applications Due** to City of Huntington Beach Housing Division located at 2000 Main Street, Huntington Beach. **NO EXCEPTIONS!!!!**
- June 15 – June 30, 2009: City Staff reviews applications to verify threshold eligibility, develops recommendations for the City Council. Interviews may be conducted for application clarification.
- July 20, 2009: City Council public hearing.
- September 30, 2009: Deadline to sign subrecipient agreements.

Notices of all public hearings will be placed in the Huntington Beach Independent. Please watch for these notices to confirm dates and times of public hearings.

Income Limits

The purpose of the HPRP program is to prevent homelessness and ensure the rapid re-housing of persons experiencing homelessness. The U.S. Department of Housing and Urban Development establishes these income limits annually based upon the Area Median Income (AMI). Recipients of HPRP funds shall not have incomes that exceed 50 % of the of HUD's 2009 income limits as provided below:

2009 Income Limits									
Income Level	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8+ Persons	
50% AMI Very Low Income	\$32,550	\$37,200	\$41,850	\$46,500	\$50,200	\$53,950	\$57,650	\$61,400	

Source: www.huduser.org/datasets

Effective March, 2009

General Subrecipient Requirements

Once an award is made, the City of Huntington Beach requires the following from each subrecipient:

Operating Agreement: Nonprofit agencies and organizations approved for funding will be required to sign an agreement with the City in order to ensure compliance with the appropriate program regulations. Funds may not be obligated until an executed agreement is complete. Funding is disbursed on a reimbursement basis.

Leverage/Match Funds: There are no leveraging or match requirements for this funding.

Readiness: Projects must display evidence of readiness to proceed. Funding must be in place and all requirements met prior to submission of application HPRP funds must be spent within the specified amount of time as set forth by HUD regulations. .

Indemnification: Nonprofit agencies and organizations approved for funding must agree to defend, indemnify, and hold harmless the City, its officers, agents, and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Insurance: Nonprofit agencies and organizations approved for funding will be required to obtain the following insurance coverage if applicable, each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- a. Commercial General Liability Insurance – shall be written to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be 1,000,000 per occurrence.
- b. Workers' Compensation insurance – shall cover all employees engaged in work for the agency in accordance with the laws of the State of California. The minimum employer's liability limit shall be \$1,000,000 per accident.
- c. Auto Insurance – shall cover all employees engaged in work for the agency in accordance with the laws of the State of California. The minimum employer's liability limit shall be \$500,000 per accident.

Program Monitoring: Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

Notification: All applicants will be notified on/or about July 7, 2009 of City funding recommendations.

Compliance with Applicable Laws, Rules, and Regulations: Applicants that are awarded HPRP funding must act in accordance with all relative federal, State of California, and City of Huntington Beach laws, rules, and regulations. Due to limited amount of funding, passing threshold criteria or receiving maximum number of points is no guarantee of funding award. City needs and priorities may take precedent over application scoring.

Evaluation Criteria for HPRP Applications

Consolidated Plan Priority	Max Points 25
<ul style="list-style-type: none">• Provides homeless prevention, short term rental assistance, transitional housing and supportive services.	
Program Appropriateness	Max Points 15
<ul style="list-style-type: none">• The project demonstrates realistic and measurable outcomes.• The outcomes are consistent with the goals of the program.• The program's mission is consistent with the goals and outcomes of the program.	
Marketing and Outreach	Max Points 10
<ul style="list-style-type: none">• The proposal has an appropriate and realistic plan to obtain potential clients from the target population.• The agency has the appropriate staff and resources to implement the outreach and marketing program to reach the target population.	
Budget	Max Points 10
<ul style="list-style-type: none">• The program demonstrates reasonable and efficient costs for operations and project implementation.	
Performance Objectives and Outcomes	Max Points 20
<ul style="list-style-type: none">• The program's performance objectives and outcomes for the targeted population are realistic, time bound, and measurable.• The proposal has a comprehensive system to develop and align the organization's outcomes with the HPRP goals.	
Organizational Capacity and Experience	Max Points 20
<ul style="list-style-type: none">• The application demonstrates qualified principal staff related to the project and/or service to be implemented and that the organization has knowledge and experience in managing the type of program proposed.	

- The organization demonstrates that it is ready to begin administering the program and has gone through the necessary steps to ensure timely completion of the project.
- The organization demonstrates it can meet the reporting requirements of the HPRP program with either HMIS or a comparable database.

Eligible Applicants

1. Applicants must be incorporated for-profit, nonprofit, or public organizations or businesses able to undertake the approved activity(ies) within the boundaries of the City of Huntington Beach.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement, and monitor the proposed activity(ies). This expertise can be demonstrated through previous experience in successfully developing programs similar to the one proposed, either by partners or key staff within the business or organization. A site visit may be conducted to determine organizational capacity.

Applicants requiring additional application forms or information regarding the regulations governing the HPRP Program should contact Sidney Stone, Housing and Real Estate Manager, at (714) 536-5901 or by email at sidney.stone@surfcity-hb.org.