



# CITY OF STOCKTON

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)  
**HOMELESSNESS PREVENTION AND RAPID  
RE-HOUSING PROGRAM (HPRP)**

FISCAL YEAR 2008-2009

NOTICE OF FUNDING AVAILABILITY (NOFA)  
FOR  
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING  
SERVICES

Deadline for Submitting Applications:  
**Wednesday, July 1, 2009**

Submit to:  
**Revitalization Department  
425 N. El Dorado Street, 3<sup>rd</sup> Floor  
Stockton, CA 95202**

Hand delivery recommended

Faxed copies will not be accepted. Proposals received after  
deadline, regardless of postmarked date, will not be accepted.

## **GENERAL INFORMATION**

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) was developed by the U.S. Department of Housing and Urban Development (HUD) to implement a portion of the American Recovery and Reinvestment Act of 2009 (ARRA) signed into law on February 17, 2009. HPRP provides entitlement grants to state and local jurisdictions to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.

HUD considers the implementation of this program an urgent matter. As such, specific requirements, activities and time lines have been established to ensure entitlement grantees use the funds in an expeditious manner. Specifically, HPRP funds must be obligated by September 30, 2009, used on specific activities, and used primarily to benefit individuals and families who are at risk of becoming homeless or are experiencing homelessness.

The City of Stockton received notice from HUD that it will be receiving approximately \$1.7 million through the HPRP. An amendment to the City's Annual Action Plan is due to HUD by May 18, 2009. After review and approval of the action plan, execution of the grant agreement, and completion of environmental review, HUD will authorize the use of grant funds. It is expected that this will take place in August 2009.

**The City is seeking applications from non-profit housing organizations for the use of HPRP funds to prevent individuals and families who are at risk of becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized within the City of Stockton.**

In order to be considered, all sections of this application must be complete and accurate. No facsimiles or incomplete applications will be accepted.

Please direct questions to:

Lorre Islas, Program Manager III  
Revitalization Department  
Phone: (209) 937-8075  
Email: [lorraine.islas@ci.stockton.ca.us](mailto:lorraine.islas@ci.stockton.ca.us)

Maricela Calvo, Administrative Analyst  
Revitalization Department  
Phone: (209) 937-8061  
Email: [maricela.calvo@ci.stockton.ca.us](mailto:maricela.calvo@ci.stockton.ca.us)

## **ELIGIBILITY AND PROGRAM INFORMATION**

### **Eligible Applicants**

Eligible applicants under the HPRP include non-profit housing organizations with experience in operating housing programs; housing search and placement; conducting inspections of housing units to ensure habitability standards are met; the Homeless Management Information System (HMIS); verifying and documenting income and homelessness; conducting outreach; and prevention assistance.

### **Eligible Activities**

HPRP funds may be used for the following activities:

- Financial assistance, including short-term rental assistance (up to 3 months) and medium-term rental assistance (up to 18 months), security deposits, utility deposits, utility payments, moving costs, and hotel/motel vouchers;
- Housing relocation and stabilization services, including case management, outreach, housing search and placement, legal services and credit repair; and
- Data collection and evaluation, including HMIS costs.

### **Program Participants**

Homeless persons and persons at risk of becoming homeless, who meet the following criteria:

1. Household must be at or below 50 percent of Area Median Income (AMI)
2. Household must have:
  - no appropriate subsequent housing options which have been identified; **and**
  - lack the financial resources and support network needed to obtain immediate housing or remain in its existing housing

## **FEDERAL AND LOCAL REQUIREMENTS**

The HPRP program is subject to numerous Federal and local requirements, some of which are listed below. Additional requirements can be found in the HUD regulations. We encourage applicants to familiarize themselves with these requirements to ensure that their organization has adequate administrative systems in place.

- **Timeliness:** Federal guidelines require that these funds be spent in a timely and expeditious manner. Funding provided under the HPRP must be obligated by September 30, 2009.
- **Program Participants:** Under the HPRP, HUD requires program participants to be evaluated and certified for eligibility at least once every 3 months for all persons receiving medium-term rental assistance.
- **DUNS Number:** All subgrantees are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR). For more information go to [www.dnb.com](http://www.dnb.com)
- **Accessibility:** Programs, services, and programs must be accessible to persons with disabilities. Access can be achieved in many cases without having to alter the existing facility.
- **Lead-Based Paint:** Rehabilitation activities must comply with the latest revisions of the Lead-Based Paint Poisoning Act and Residential Lead-Based Paint Hazard Reduction Act.
- **Ineligible Reimbursements:** Costs incurred and funds expended prior to execution of the grant or loan agreement are **not** reimbursable. All reimbursement requests will be reviewed at time of submission to determine eligibility.
- **Insurance:** The City requires all entities receiving funding to provide proof of insurance. Specific information on types and limits can be found on the City's website at [www.stocktongov.com/business/riskmanagement.cfm](http://www.stocktongov.com/business/riskmanagement.cfm) or by contacting Risk Management at (209) 937-8629.

**Please note: HUD is still in the process of refining the HPRP regulations. As a result, program guidelines may continue to change.**

## **APPLICATION FUNDING AND APPROVAL PROCESS**

The proposals will be reviewed for eligibility, feasibility, and completeness. To be considered eligible, applications for funding must be consistent with the goals and priorities as identified in this NOFA. The major criteria used to evaluate HPRP proposals include:

- **Organizational Experience and Capacity**
  - The skills and experience of the applicant, and its partner(s), are appropriate to the size and complexity of the program.
  - Must be a non-profit housing organization with experience within the City of Stockton.
  - The ability to operate housing programs; conduct housing search and placement; conduct inspections of housing units to ensure habitability standards are met; utilize the Homeless Management Information System (HMIS); verify and document income and homelessness; conduct outreach; and provide prevention assistance
  - The ability to provide program management and oversight.
- **Conceptual Soundness**

The program design and scope of work respond to a locally identified need, is appropriate for the proposed residents, and elements of the program meet all thresholds and eligibility requirements of the funding source.
- **Readiness to Proceed**

The proposed schedule demonstrates that the services can be provided in a timely manner and that adequate staffing is available to expedite HPRP services.
- **Financial Feasibility**

Program sources and uses of funds are consistent, accurate, justified, and well documented.

After review and analysis of submitted applications, a recommendation will be made to the City Council on the selection of a subrecipient. The selection process may include an interview. Organizations awarded funding will enter into a subrecipient agreement with the City of Stockton specifying the amount of funds provided, timelines, program requirements, regulations, and authorized use of funds. The HPRP Subrecipient Agreement will be executed pending the City's execution of an agreement with HUD and environmental review. It is anticipated that this will take place in August 2009.

The City reserves the right to negotiate with applicants, to issue addenda to this NOFA, and reject any and all submissions at its sole discretion. The City has no obligation to enter into an agreement with any party as a result of their response to this NOFA.

Prior to entering into an agreement with the City, it is assumed that prospective applicants will complete their own due diligence.

## APPLICATION INSTRUCTIONS

- Complete application in its entirety for the HPRP funding requested. Forms should be typed.
- Return one (1) original unbound application and three (3) copies with all attachments.
- Submit application(s) by **Wednesday, July 1, 2009**. Applications must be returned in hardcopy format with original signatures.
- Hand delivery is recommended. Faxed copies, emails, or applications received after the deadline, regardless of postmarked date, will not be accepted.
- **Submit the following items with each application.** Incomplete applications will not be considered for funding.

Financial Statement – Please submit an audited or reviewed financial statement performed by a Certified Public Accountant.

Operational Budget – A copy of the organization’s operational budget for the current fiscal year.

Program Budget – Please submit a program budget with estimates for activities such as administrative, outreach/marketing, and case management costs.

Tax-exempt Status – Please submit one of the following documents verifying the organizations non-profit status:

- A determination letter from the U. S. Internal Revenue Service, confirming 501(c)(3) Tax-exempt status of organization; or
- A letter from the California State Franchise Tax Board certifying tax-exempt status of organization.

Board of Directors’ Roster – A current roster of the organization’s officers and members of its Board of Directors, which includes their name, position held, address, telephone number, and current employers.

***For additional information, please contact:  
City of Stockton Revitalization Department  
425 North El Dorado Street, 3<sup>rd</sup> Floor  
Stockton, California 95202  
Phone: (209) 937-8539***



3. Describe your ability to provide program management and oversight, including detailed recordkeeping and reporting.
  
4. Describe the outreach and service delivery methods that will be used to reach your target program participants. How will you market the services available with HPRP funding to qualified participants?
  
5. Federal regulations require that the use of these funds benefit households at or below 50% of Area Median Income (AMI). Describe your experience serving this population.

### **SECTION III. – ORGANIZATION INFORMATION**

1. What specific types of services/activities/programs does your organization provide?
  
2. Describe the organization's history and experience in providing housing services in the Stockton community, especially those activities included in the Eligible Activities Section (Refer to Eligibility and Program Information Page 3). Provide number of years in operation and accomplishments to date.
  
3. If you plan to have partners to assist in implementing the program, please list their names and describe the role, experience, and capacity of each.



**SECTION IV. – AUTHORIZED SIGNATORY**

I hereby certify that I have read this application, and the exhibits thereto, and know the contents thereof, and that the statements therein are true, and that I have been authorized by the governing board to submit this application.

\_\_\_\_\_  
**Authorized Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name and Title (Please Print)**

I hereby certify that the Board of Directors (if applicable) has approved the submission of this application:

\_\_\_\_\_  
**Board President Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Please Print)**

**PLEASE RETURN ONE (1) ORIGINAL UNBOUND APPLICATION AND THREE (3) COPIES ALONG WITH THE REQUIRED ATTACHMENTS**