

Request for Proposals

Wyoming Homelessness Prevention and Rapid Re-housing Program (HPRP) Grant Funds 2009 Wyoming Business Council

Purpose of Request: The Wyoming Business Council is seeking grant applications for The American Recovery and Reinvestment Act of 2009 Homelessness Prevention and Rapid Re-Housing Program. The allocation to Wyoming is \$1,718,313.

Funds from the “Homelessness Prevention and Rapid Re-Housing Program (HPRP) will be used to provide homelessness prevention assistance to households who would otherwise become homeless – many due to the economic crisis – and to provide assistance to rapidly re-house persons who are homeless. The funds are intended to target two populations: 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility, and 2) individuals and families who are experiencing homelessness (residing in emergency shelters or on the street) and need temporary assistance in order to obtain housing and retain it.

Eligible activities for the use of these funds are in four categories: financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs. Activities will include: short-term and mid-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, motel and hotel vouchers, case management (arrangement, coordination, monitoring and delivery of services related to meeting housing needs), housing search and placement, legal services, credit repair, data collection and evaluation.

Grant Amounts: Applicants may request a minimum of \$25,000 and a maximum of \$400,000. An additional 1% of the amount requested may also be requested for administration.

Duration of Project: This is a 3 year grant. 60% of the funds MUST be expended by the 2nd year and 100% by the 3rd year.

How to submit a proposal: Eligible applicants are local governments and non-profit organizations. Eligible applicants must submit an application (Attachment A) to the Wyoming Business Council by June 19, 2009. Applicants should carefully read the HUD (Housing and Urban Development) Guidelines for HPRP program (Attachment B) and the Application Guidelines (Attachment C) before submitting an application.

Additional information: Applicants may contact Mary Randolph of the Wyoming Business Council for further information:

Mary Randolph
Wyoming Business Council
214 W. 15th Street
Cheyenne, WY 82002
307-777-6430

Mary.randolph@wybusiness.org

**Wyoming Business Council
Application for
Wyoming Homelessness Prevention and
Rapid Re-housing Program (HPRP)
Grant Funds 2009**

Project Title:		
Name of Applicant/Organization:		
Address of Applicant/Organization:		
Organization Phone Number		
Contact Person	Phone Number	Email Address
Goal Project Meets <input type="checkbox"/> Prevention <input type="checkbox"/> Re-housing	Project Type <input type="checkbox"/> Housing location/case management and housing stabilization <input type="checkbox"/> Flexible Financial Assistance <input type="checkbox"/> Short-term or Medium Term Rental Assistance <input type="checkbox"/> Outreach <input type="checkbox"/> Data Collection and Management	
HPRP Funds Requested for: Homeless Prevention: _____ Homeless Rapid-re-housing: _____ Data Collection: _____		
Certification and Submitted by: Must be original signature of <u>Chief Executive Officer, President of Board of Directors, or legal representative</u> . This application is being submitted to the Wyoming Business Council with the <u>full knowledge and consent of the governing board of this organization</u> , and is to the undersigned best knowledge and belief, accurate in all details. If the Wyoming Business Council awards a Funding Agreement, the undersigned agrees to all Standard Terms and Conditions of the State of Wyoming-Wyoming Business Council and to all applicable local, state and federal laws, regulations and legal requirements.		
Signature:		
Print Name	Title	
Date		

Applicants are required to attend the training session by the Wyoming Business Council and Wyoming Homeless Collaborative staff prior to contract award.

IMPORTANT. Please read the accompanying guidelines before completing this form. The application must be completed fully, accurately. Incomplete applications may be rejected.

APPLICATION FORMAT

Executive Summary: (0 Points)

Provide a **brief** overview of the proposed project. Summarize the application by highlighting:

1. Key aspects of the project plan
2. Activities that will be undertaken
3. Population to be served
4. Number of persons the project expects to serve
5. Innovative approaches
6. Measurable objectives
7. The financial aspects of the project

Project Feasibility (Needs Statement): (20 points)

1. Describe in detail the need that your project will address.
2. Describe why you chose to address this particular need.
3. List any other agencies in the community currently addressing this need.

Project Plan and Design: (40 points)

1. Describe the process you used to develop a strategy for meeting the identified need. Were other agencies or potential beneficiaries included in the process?
2. Describe which state plan goal(s) the project addresses, other strategies considered and why the strategy you selected will be effective.
3. Describe how your plan consistent with the State of Wyoming Homelessness Prevention and Rapid Re-housing Plan. Describe the relationship between the proposed project and community needs.
4. List other organizations, including private sector partners that have been included in the implementation and on-going operation of the project and in what manner. Include **current** letters from the organizations that have agreed to join in partnership with you on this project.
5. Describe how this project/program will fill gaps in services already offered by existing programs.
6. Explain the need for the new service or the expansion of a previously funded service.
7. List the total number of households (or individuals) anticipated to be served by your project.
8. List what anticipated percentage of the population served will be low to moderate income.

9. Describe the specific goals and anticipated outcomes of the project. The outcomes must be measurable. Do not use vague statements such as “reduce homelessness” or “provide housing opportunities.” Rather, state outcomes such as “the ability of clients to retain housing for six months after receiving assistance.” List no more than five (5) outcomes for the program.
10. Describe your familiarity and experience with HMIS (Homeless Management Information System)
11. Develop a time line for the project. Use October 1, 2009 as the starting date and September 30, 2012 as the project completion date.
12. Describe how the clients you are/will be serving, have been included in the planning, implementation, governing and evaluation of this project?

Project Finances: (30 points)

1. Complete the budget spreadsheet with the projected project costs. Indicate how you arrived at the amount of funding you are requesting for this project and how 60% of the funds will be expended by September 30, 2011 and 100% of the funds by September 30, 2012.
2. Describe the mechanism that will be used to continue the project after HPRP funds are exhausted.

Agency Capacity: (10 points)

1. Briefly outline the prior experience of your agency in administrating similar efforts.
2. List the qualifications of the personnel implementing this project.
3. Describe how your project will complement or build on the efforts of other groups or agencies.
4. Provide a current list of board members including names, phone numbers, addresses and affiliations. .
5. Identify the project and the funding level.

Checklist for Application:

Applications are to be submitted electronically in PDF format to:

Mary Randolph, Wyoming Business Council
mary.randolph@wybusiness.org

In addition to the application, Please provide 1 copy of the following documents:

- Current Organizational Articles of Incorporation, and By-Laws
- Evidence of Tax-Exempt Status
- Proof of Worker’s Compensation coverage
- Evidence of liability insurance

Applications must be received by the Wyoming Business Council no later than 4:00 p.m. on June 19, 2009. No hard copy or faxed copies will be accepted.

WYOMING HOMELESSNESS PREVENTION AND RAPID RE-HOUSING GRANT PROGRAM APPLICATION GUIDELINES

DEADLINE: Friday, June 19, 2009, 4:00 PM

Email applications to:

mary.randolph@wybusiness.org

Hard copy mail or Faxed applications will not be accepted.

For further information: Mary Randolph, Director, Wyoming Rural Development Council

(307) 777-6430 or 307-631-2850 (cell) Email: mary.randolph@wybusiness.org

OVERVIEW OF THE PROGRAM:

The American Recovery and Reinvestment Act of 2009 provides \$1,500,000,000 for funding the Homelessness Prevention and Rapid Re-Housing Program. Funds will be distributed on a formula basis and eligible applicants include Metropolitan Cities, urban counties and States (for distribution to local governments and private nonprofit organizations). This is a new program that can enhance the ability to assist in the prevention of homelessness in Wyoming. The allocation to Wyoming is \$1,718,313 and 5% may be used for grant administration costs.

Funds from the “Homelessness Prevention and Rapid Re-Housing Program (HPRP) will be used to provide homelessness prevention assistance to households who would otherwise become homeless – many due to the economic crisis – and to provide assistance to rapidly re-house persons who are homeless. The funds are intended to target two populations: 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility, and 2) individuals and families who are experiencing homelessness (residing in emergency shelters or on the street) and need temporary assistance in order to obtain housing and retain it.

Eligible activities for the use of these funds are in four categories: financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs. Activities will include: short-term and mid-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, motel and hotel vouchers, case management (arrangement, coordination, monitoring and delivery of services related to meeting housing needs), housing search and placement, legal services, credit repair, data collection and evaluation.

ELIGIBLE APPLICANTS: Any nonprofit organization registered in the State of Wyoming with a 501(C) 3 determination letter from the Internal Revenue Service, or local government agencies or entities. Applications from individuals will not be accepted.

AVAILABLE FUNDING: A total allocation of approximately \$1,632,397.00 will be available for projects and is 3 year funding beginning October 2009 and ending September 30, 2009. The minimum grant awarded will be \$25,000.00 and the maximum \$400,000.00. Successful applicants must expend 60% of their funds in the first 2 years and 100% of the funds by the 3rd year. Applicants may also request an additional 1% of their total funding request for administration of the grant.

APPLICATION PROCESS AND CALENDAR:

May 19, 2009	Release of Request for Proposals
June 19, 2009	Applications due to WBC (Wyoming Business Council) Office
June 22-July 10, 2009	Staff and Advisory Group reviews & selection
July 13, 2009	Grant recipients announced
August 3-7, 2009	1 day- workshop training for grant recipients (locations to be determined)*
July 13-September 1, 2009	Contract development
September 30, 2009**	Funds available to grant recipients

**HMIS training will also be provided for both new users and current users of HMIS – date and location to be determined*

***Tentative date, depending upon HUD’s final approval and release of funds.*

TECHNICAL ASSISTANCE AVAILABLE: For further clarification on the grant or review of technical aspects of the application please contact Mary Randolph at 307-777-6430 for an appointment.

OVERVIEW OF THE GOALS OF THE WYOMING HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PLAN and HUD PROGRAM GUIDELINES

Any application for funding must address one of the Wyoming goals to be considered for funding and must meet program guidelines established by HUD. One copy of the Wyoming Homelessness Prevention and Rapid Re-Housing Plan is available to any organization or agency that requests a copy, at no charge. The Plan and HUD Guidelines can also be found on the following web sites:

- <http://www.wyomingbusiness.org/>
- <http://www.wyomingrural.org/wyohomeless/home.html>
- <http://wyoming.gov/recovery/>

It is important for you to read the HUD guidelines before completing your application. In reading, keep in mind the State of Wyoming is the grantee and your organization as an applicant would be the sub-grantee.

The goals and outcomes were determined through a public involvement process and in collaboration with the Wyoming Homeless Collaborative. The goals are:

Goal #1 – Prevent people from becoming homeless – this goal focuses on the identification of people at risk of becoming homeless. It will include targeting of prevention resources to ensure that these resources reach people most likely to become homeless.

A. Outreach

- Identify agencies within communities that will encounter households at risk of homelessness.
- One-on-one conversations with employees within these organizations to ensure they have the skills to identify people at risk of becoming homeless.
- Create a brochure that will be included in the mailing of disconnect notices by utility companies.
- Work with landlords to identify tenants that have the potential of becoming evicted.

Targeting

- Target populations that meet the following criteria:
 - Eviction within 2 weeks from a private dwelling (including housing provided by family or friends)
 - Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals)
 - Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
 - Sudden and significant loss of income
 - Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities
 - Mental health and substance abuse issues
 - Physical disabilities and other chronic health issues, including HVI/AIDS
 - Severe housing cost burden (greater than 50% of income for housing costs)
 - Homeless in last 12 months
 - Young head of household (under 25 with children or pregnant)
 - Current or past involvement with child welfare, including foster care
 - Pending foreclosure of rental housing
 - Extremely low income (less than 30% of Area Median Income)
 - High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size)
 - Past institutional care (prison, treatment facility, hospital)
 - Credit problems that preclude obtaining of housing
 - Significant amount of medical debt

- Program participant must meet at least one of these factors in order to be considered being at extreme risk of becoming homeless. Higher priority will be given to those who are in the top 5 of the factor list.

B. Effectiveness

- Sub-grantee applicants must demonstrate their capacity to accurately assess program participants.
- Clients with the greatest recorded need and the highest risk of homelessness will have the highest priority for homelessness prevention funding.
- Sub-grantees must report the distribution of their funds across the full spectrum of need.

Goal #2: Divert people who are applying for shelter, when appropriate, into other housing – this goal addresses shelter diversion activities. It will assess the possibility of families and/or individuals remaining in their current housing or staying in alternative accommodations for the short term while more current and stable housing is identified.

- At shelter application, assess reason emergency shelter is needed. Assess assistance required to stay housed and assess other alternatives.
- Grant recipients must form relationships with emergency shelters in order to facilitate diversion from shelter use.

Goal #3 – Help people who become homeless to quickly move into permanent housing. – This goal will focus on activities to provide assistance quickly through assessment and then beginning the process of finding housing.

- Provide case management
- Provide credit counseling/mediation
- Provide legal assistance
- Provide short term and medium term rental assistance Housing assistance
- Inventory of available housing and understand rental climate

GENERAL INSTRUCTIONS:

- Must meet one of the three (3) goals of the State program: Prevent people from becoming homeless; Divert people who are applying for shelter, when appropriate, into other housing; or Help people who become homeless to quickly move into permanent housing.
- The application must be generated on a computer and emailed for submission in a pdf format.
- Do not add any additional pages of text or attachments that are not requested on the checklist. The Wyoming Business Council staff would appreciate every effort to keep the application brief and yet be able to convey the intent of the section as well as meet the review requirements.
- Do not use typeface smaller than 12 point. This is 12-point typeface. (Some of us have “old eyes” and anything smaller is too difficult to read.)

- Multiple applications are acceptable from any applicant; however, a separate application must be submitted for each project. Multiple applications from an agency will be compared to assure expenditures, matching resources, and letters of participation have not been duplicated.
- Applications determined to be incomplete or inaccurate may be disqualified. It is your responsibility to assure the application is complete before submission. The Wyoming Business Council staff may allow all applicants to make corrections after the deadline, all applications received with errors and omissions may lose points in the scoring process. The lost points may result in elimination from funding eligibility.
- Look very closely at the individual sections and incorporate into your narratives the points. For example: Section B is Project Feasibility. It has 3 points to be addressed. Each point should be addressed as B.1., B.2, and B.3. This way, you will know that you have addressed each point required for each section. This process will also aid in the complete review of your application and maximize the points you receive.
- Applications must be emailed and received, by the due date and time.
- Faxed or hard mailed applications and attachments will NOT be accepted.

LINE BY LINE INSTRUCTIONS:

Cover page:

- A. Project name: Name your project to provide a point of reference for the Wyoming Business Council and the staff to differentiate your project from others. Use a name that is brief and descriptive of the project rather than naming it for an organization or governmental agency.
- B. Name of Applicant: This will be the name of the organization submitting the application and if the project is the result of a consortium effort, the organization assuming the fiscal and legal responsibility for the program should be named here. Partner organizations will be named in another section of the application.
Remember: the applicant must be a 501 (c) 3 agency.
- C. Address of applicant: Self-explanatory.
- D. Phone number: Self explanatory
- E. Name of the Contact Person: This must be the person who can answer detailed questions about your proposal and will, likely, manage the project, if funded. List only the key staff person involved in the direct writing of the application.
- F. Phone Number: Self explanatory

- G. Email Address: Self-explanatory. Obviously, if you do not have an email address, please write in “NA” in this section so that the WBC knows that this section was not inadvertently omitted.
- H. What state goal will this project meet? This section must be checked. For example, does the project address prevention, diversion or rapid-rehousing.
- I. What type of project is this? This must be checked.
- J. HPRP Funds Requested: Show the amounts requested for what program: prevention or rapid re-housing. You can apply for 1 or both. You may also include data collection dollars.
- K. Certification and Signature: This must be an original signature of the Chief Executive Officer, the President of the Board or Directors or legal representative. If the Chief Executive Officer signs the application, then a copy of the Board of Directors minutes or the resolution by the Board of Directors authorizing the signature of the Chief Executive Officer ***must be included*** in the attachments.
- L. Print Name, Title, and Date: This is the name of the person signing the application, his/her title and the date the application was signed.

Executive Summary: In one page or less, ***briefly*** summarize the proposed project.

Project Feasibility: (Needs Statement): This section will build the basis for your project and substantiating its need. Use statistics sparingly and effectively to illustrate the problem. “Baselines” may include information such as the number of latchkey children, the prevalence of homelessness, etc. You must provide the source of information for all statistics.

Project Plan and Design: Clearly state the project you wish to fund with the HPRP funds. Reviewers should be able to quickly grasp the intent of the project immediately. Make sure your outcomes are measurable and outline the evaluation criteria you will use to determine that the project has met its objectives. Avoid vague statements such as “reduce homelessness” or “increase youth employment.” Please number your outcomes to avoid confusion. Remember that if your project is selected for funding, you will be required to report to the Wyoming Business Council the progress of your project monthly, and quarterly using HMIS – Homeless Management Information System. If you are not currently using HMIS, you will be required to attend a training session. For current users, a training will be held to assist you in understanding the new data standards.

Include a time line for implementation of your project. It is estimated that funds will be available to projects on or about October 1, 2009. Develop your project time line from this date, and to conclude September 30, 2012. Remember that 60% of the funds **MUST**

be expended in the first 2 years and 100% by the 3rd year. Make sure you correlate your outcomes to the project time line.

All projects that will be recommended for funding must be consistent with HUD guidelines and the State Homelessness Prevention and Rapid Re-Housing Plan. It is imperative that your application addresses CLEARLY how your project will address a specific goal.

Project Finances: It is important to realistically and objectively look at the amount of funds needed to implement the project. You may also request funds from Data Collection and Evaluation to pay for costs in implementing HMIS or your program evaluation. Operation costs can be included in your request – so for example if someone is writing checks, their time can be included as an operation cost. In addition to the amount you request, you may also add a 1% of the amount requested for administration of the grant.

Complete the budget sheet included in the application completely. Indicate on the budget justification summary how you arrived at the budget amounts for each line item. For example: Salary: ¾ FTE at \$6.00/hr, times 30 hours per week, times 52 weeks.

Remember that HPRP funds are 3 year funds from the American Recovery Act of 2009 and are not meant to be ongoing sources of funds to maintain projects after the 3 year period. Rather, the funds are intended to be the “seed money” for new and innovative projects to address community needs. It is important to outline how the project will be continued after the HPRP funds are gone.

Agency Capacity: *This section will tell the reviewer the ability of your agency to administer and implement the project.*

Contingencies: Self-Explanatory.

Relocation: Self-Explanatory.

Religious Affiliation: Self-Explanatory.

Before submitting the application, make sure everything on the checklist is provided with the application. The application will be considered incomplete without these attachments.