

**City of Evanston
Homelessness Prevention
And
Rapid Re-Housing Program (HPRP)
Information and Application Packet**

Distributed: July 16, 2009

A. Program Description

The City of Evanston will be receiving \$801,460 in funds from the Department of Housing and Urban Development (HUD) for the purpose of implementing the Homelessness Prevention and Rapid Re-Housing Program (HPRP). HPRP is part of the American Recovery and Reinvestment Act of 2009. The City's substantial amendment to its 2008 Action Plan was approved by HUD on June 30, 2009. For more detail regarding the City's substantial amendment (which describes the City's plan to administer HPRP), please visit the City of Evanston Department of Health and Human Services website at <http://www.cityofevanston.org/departments/health/> . HPRP funds will provide temporary financial assistance and housing relocation and stabilization services to households who are homeless or would be homeless *but for* this assistance. HPRP funds are intended to target two populations 1) households who are currently in housing, but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit and 2) households who have recently become homeless and need temporary assistance in order to obtain housing and retain it. In addition to the previously mentioned eligibility criteria, a household must be at or below 50 percent of the Area Median Income (AMI) to qualify for assistance. Financial assistance is limited to short term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel/hotel vouchers. For more information on HPRP eligible activities and program detail, please visit: http://www.hudhre.info/documents/HPRP_NoticeRedline_6_08_09.pdf

The City of Evanston is seeking agencies to provide case management services, legal and credit repair services, and housing search and placement. Please note that funding under this program is not intended to supplant an agency's existing sources of funds for operations, but is intended to increase the amount of services and funding available to assist households targeted by this program.

B. Overview of the Application Process

This document is intended to provide interested agencies with information on how to apply for the Homelessness Prevention and Rapid Re-Housing Program (HPRP). A description of HPRP eligible services is detailed below in Section E. Agencies interested in applying should be able to provide the services outlined, as well as meet the minimum agency requirements listed below in Section D.

In order to apply, an agency must submit a letter of interest. This letter should:

1. Provide information about the agency and relevant agency services
2. Address how the agency plans to implement HPRP services (if an agency is applying for multiple service areas, the plan should describe the agency plan for each area)
3. Describe current performance in the area that the agency is applying.
4. Describe the number of FTE staff available to provide the services in the area of interest.
5. Discuss the projected caseload (number of clients that can be carried by the proposed staff (if applicable)).
6. Outline additional skills that an agency may be able to offer for HPRP implementation and a proposed strategy for service coordination and interagency collaboration for service delivery.

7. Indicate the number of households expected to be served with HPRP grant funds.

In addition to the items above, address the following items, if applying for case management:

1. Discuss whether credit repair, financial literacy or budgeting are currently provided as a part of case management. To what extent? Are these services provided directly or “subcontracted” to others?
2. Discuss what in-house job related services are currently offered or what other agencies you collaborate with and how.
3. Describe the current method for housing placement and discuss whether this process is done internally or farmed out.

Letters of interest should not exceed three (3) single spaced pages (using at least a 10 point font).

Upon reviewing the letters of interest, a site visit will be scheduled with select agencies. Agencies will then be provided with a checklist of items that should be available for evaluation during the site visit. Confidential client information that may be reviewed during the site visit should have client identifier information removed or blackened out to maintain client confidentiality.

The purpose of the site visit is to gauge agency capacity to deliver services, and to evaluate the systems in place for documentation collection/storage, data collection/reporting, financial capacity and ability to manage data standards (if applicable). Site visitors will develop a report based on their visit. This report will be used to select agencies that will participate in the HPRP program. Selected agencies will be notified and invited to a mandatory planning meeting with other Evanston HPRP selected agencies.

A time schedule for the aforementioned process is listed below.

C. Time Schedule

July 16, 2009: Information Packet Available to Applicants. The application/information packets will be distributed to Evanston Alliance for Homelessness members via email on July 16, 2009. The packets may also be picked up from the City of Evanston Department of Health and Human Services, 2100 Ridge Ave. Rm. G600, Evanston, IL 60201.

July 27, 2009: Due Date for Letters of Interest. Letters of Interest must be received by the City of Evanston, Department of Health and Human Services, 2100 Ridge Ave. Rm. G600, Evanston, IL 60201 by 12:00pm CDT, on July 27, 2009. Letters may be sent via mail or email to jwebb@cityofevanston.org. The Evaluation Committee may elect to consider Letters of Interest which are received after this date, but shall be under no obligation to do so.

August 10, 2009: Site Visits Completed. Following a review of the submitted letter of interest, a site visit will be scheduled with select applicants to evaluate its capacity to implement the portion of the program for which the agency applied. All site visits are to be completed by August 10, 2009.

August 17, 2009: Notifications. Applicants will be notified of their acceptance for participation or elimination from consideration following the site visits.

August 24, 2009: Planning Group Scheduled. A meeting of the selected service providers and City representatives will take place to discuss service coordination. Service provider attendance/representation at this meeting is mandatory. The agency representative that attends this meeting must be intimately involved with the implementation of the eligible HPRP activity.

September 1, 2009: Contract Execution. Proposed contracts detailing the terms of the agreement will be sent to agencies that have been selected to provide services. Following finalization of contract documents to the complete satisfaction of the City, the appropriate agency representative who has the authority to do so shall be requested to authorize execution of the Contract.

September 11, 2009: Contract Copy Distribution. A copy of the fully executed Contract containing all of the necessary signatures will be sent to the agencies for their records.

D. Agency Requirements

1. Must be a member of the Evanston Alliance on Homelessness.
2. At least five (5) years of experience administering and/or providing services to homeless households or households at risk of homelessness.
3. At least five (5) years of experience working with other non-profit organizations with issues relating to homelessness or homeless risk factors.
4. Case managers should have an appropriate academic degree from an accredited institution relating to social services and/or three (3) years of direct program experience in the area for which you are applying.
5. Professional paid staff should already been in place providing/or to provide service in the area for which you are applying.
6. A basic understanding and/or familiarity with the City of Evanston's HPRP, CDBG, and ESG programs and how existing services might be bridged to provide wraparound services for the prevention of homelessness.
7. Capacity and necessary systems in place to administer the program within the statutory timeframe outlined in the City of Evanston's Substantial Amendment to the Consolidation Plan.
8. Financial capacity, stability, adequate staffing and organizational strength to implement the portion of HPRP for which the agency is applying, as evidenced by (recordkeeping methods; filing systems; financial systems; existence of a written procedures manual for financial and personnel management).
9. Sub-grantees must have a DUNS number.
10. Sub-grantees must be registered with Central Contractor Registration (CCR).

Please note that the items above are not listed in order of importance. Additionally, if an agency does not meet a particular requirement it may not completely eliminate them from applying.

E. Eligible HPRP Services:

Case Management

The City of Evanston is seeking agencies that will provide case management services and coordinate activities needed by qualified HPRP participants (homeless or at risk of being homeless and at or below 50 percent of Area Median Income.) Case management services include intake, assessment, arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of the household with the ultimate goal of achieving permanent stable housing. Additional (but eligible funded) HPRP services, include financial literacy (i.e. workshops and one-one counseling), monitoring and evaluating program participant progress; assuring that program participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing. (Note: employment training is not an eligible HPRP funded activity.) Applicants must have a track record of providing case management to homeless households and/or households at risk of homelessness. Applicants must also have a proposed method for monitoring and evaluating program participant progress and a strategy for follow up with participants that have exited the program. Applicants must have the ability to implement a reporting mechanism that will be utilized to provide program updates and progress to the City of Evanston. Applicants must have the capacity to manage data standards and report participant data through HMIS.

Legal and/or Credit Repair Services

The City of Evanston is seeking non-profit agencies that will provide legal services to qualified HPRP households (homeless or at risk of being homeless and at or below 50 percent of Area Median Income.) Service may include, representation of tenant beneficiaries in eviction court, eviction case expungement services, credit repair, mitigation and mediation, phone consultation, and educational services related to the prevention of homelessness. Legal services may be provided to tenants (non-owners) that are named in a mortgage foreclosure case. However, representation of a homeowner in a foreclosure case is not permitted, unless the foreclosure is complete and the "owner" is then named as a tenant in an eviction case or subsequent preceding. Applicants must have a track record of working in the area of Public Service Law for homelessness prevention, to the extent applicable. Applicants must have the ability to implement a reporting mechanism that will be utilized to provide program updates and progress to the City of Evanston. Applicants must have the capacity to manage data standards and interface with HMIS.

Housing Search and Placement

The City of Evanston is seeking agencies that will provide housing match services for persons seeking housing. Agencies may also provide case management (see description above). Applicants should have experience with matching persons with temporary and permanent housing. Additionally, applicants should have an understanding of HUD minimum standards and affordable rents based on household income. Applicants must have the ability to implement a reporting mechanism that will be utilized to provide program updates and progress to the City of Evanston regarding demographics, services provided and outcomes.

F. Period of Performance

The period of performance shall be for a term of one (1) year with renewable one (1) year intervals. Agency continued participation will be determined by a number of factors, including, but not limited to performance outcomes, documentation collection and adherence to reporting timelines and criteria. HPRP is a three (3) year program; at least 60 percent of the funds must be expended within the first two (2) years of program implementation.