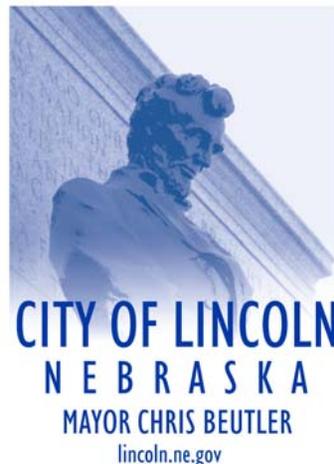

American Recovery and Reinvestment Act of 2009

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

THE HPRP PLAN FOR LINCOLN, NEBRASKA

Adopted by the HPRP Advisory Committee
September 28, 2009



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Acknowledgment of Sources

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I. Introduction

A. The American Recovery and Reinvestment Act of 2009

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Barack Obama on February 17, 2009. Also known as the Stimulus Bill, its purpose is to save and create jobs. It is providing more than \$150 billion to low-income and vulnerable households to spur increased economic activity that will save and create an estimated one million jobs.

B. Homelessness Prevention and Rapid Re-Housing Program

The Recovery Act established several programs, including the Homelessness Prevention Fund. The U.S. Department of Housing and Urban Development (HUD) is responsible for implementing the program and published a Notice on March 19, 2009 that included the allocation formula and allocation amounts, the list of grantees, requirements for the Homelessness Prevention Fund, and changed the program name to the Homelessness Prevention and Rapid Re-Housing Program (HPRP). Congress designated \$1.5 billion for the program nationwide. To receive funds, grantees were required to submit a substantial amendment to their Consolidated Plan 2008 Action Plan by May 18, 2009.

The Notice identified Lincoln, Nebraska as a grantee and allocated \$726,148 to the City for the HPRP program. The City's Urban Development Department (UDD) is responsible for administering the program. UDD administers the City's federal Community Development Block Grant (CDBG) and HOME annual allocations and prepares the Consolidated Annual Action Plan to guide in the use of those funds. UDD also staffs the Homeless Coalition, Lincoln's Continuum of Care (CoC).

UDD submitted a substantial amendment to the Consolidated Plan 2008 Action Plan on May 18, 2009. The amendment was approved and a grant agreement with the City of Lincoln was signed by HUD July 14, 2009. The Notice and grant agreement require that 60% of funds be expended two years from the date HUD signed the grant agreement and 100% expended in three years.

The State of Nebraska also received a HPRP allocation which is administered by the Department of Health and Human Services' Nebraska Homeless Assistance Program. The State is allocating its HPRP funds to the seven CoCs statewide. Lincoln's CoC allocation from the State is \$746,130.

The focus of HPRP is housing stabilization. It is temporary assistance as a bridge to long-term stability. The program is intended 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.

HPRP will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless *but for* this assistance. The funds under this program are intended to target two populations of persons facing housing instability:

- Individuals and families 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 (prevention), and
- Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

C. HPRP Advisory Committee and Lead Agency

After formal guidance was published, notice was sent on the local CoC listserv announcing a HPRP kick off meeting on April 13, 2009. A committee comprised of CoC Executive Committee members and other interested stakeholders was created. UDD, on behalf of the City, has worked collaboratively with the HPRP Advisory Committee to plan, develop, and determine program structure and funding allocations. A smaller subcommittee has also met regularly to work on program details which are then presented for approval to the full committee.

The City and Advisory Committee determined the most efficient way to meet the needs identified in the HPRP program was to identify one lead agency to be responsible for administration, program delivery, and coordination with appropriate CoC service providers. The HPRP

Committee asked all agencies if they were interested in becoming the Lead Agency and also accepted nominations for Lead Agency. Region V Systems was formally approved by a unanimous vote of the HPRP Advisory Committee. No other agencies came forward or were nominated to be Lead Agency. Region V Systems was initially identified due to the qualifications and experience of the agency in case management, outreach, credit assessment, tenant-landlord negotiations and program management in general. For purposes of the HUD grant, Region V is considered a subgrantee.

Similarly, the State of Nebraska also sought a Lead Agency for HPRP implementation and issued a Program Application. Region V Systems applied and is also the Lead Agency for Lincoln's CoC State allocation of HPRP funds.

D. Plan Purpose and Organization

The HPRP Advisory Committee has worked since April to develop the HPRP Plan for Lincoln. The Plan serves as a guide for Region V, the City, and the CoC for HPRP program development, implementation and evaluation. The Plan is organized into six sections:

- Data Collection and Analysis - an overview of the need for rent and utility assistance and the availability of homeless shelters. The purpose of this section is to identify unmet needs and gaps in providing housing services to the homeless and near homeless in Lincoln.
- Goals - setting goals for the Lincoln HPRP program.
- Plan Development - how goals will be achieved.
- Plan Implementation - program development and funding
- Program Monitoring, Reporting, and Measuring Outcomes - developing procedures to ensure timely and appropriate use of funds and an overview of HUD reporting requirements.
- Evaluation - identifying indicators to evaluate the program's effectiveness in meeting goals.

II. Data Collection and Analysis

This section of the Plan provides an overview of the need for rent and utility assistance in Lincoln, as well as the availability of homeless shelters. The purpose is to identify unmet needs and gaps in providing housing services to the homeless and near homeless in Lincoln.

A. Rent and Utility Needs

There are several agencies in Lincoln that provide rent and utility assistance. The principal agencies providing these services are: Lincoln Action Program (LAP), Indian Center, Salvation Army, Good Neighbor Center and Catholic Social Services.

A review of LAP's Housing and Resource Counseling Program (HRC) over a 15 month period (January 2008 – March 2009) identified that 3,078 unique households, representing 11,379 people, made 4,063 requests for assistance with rent, rent deposits, utility payments (water, gas, and electric) and utility deposits (See Exhibit 1 on the following page).

As illustrated in the Exhibit, the total dollar amount of rent and utility assistance owed by households seeking assistance was \$1,184,601 and \$1,082,029 of this amount was requested in assistance. In the 15 month period reviewed, LAP:

- Provided assistance to 1,649 requests for service, representing 41% of all requests.
- Provided assistance to 1,234 unique households (40% of unique households).

For the 40% served:

- A total of \$353,744 in assistance was requested.
- Rent and utility assistance provided \$190,792, or 53% of the total requested amount.
- Households received an average of 69% of the amount of assistance requested.

Exhibit 2 contains information about the homeless status for people requesting assistance. As seen in the Exhibit, 486 people requesting assistance were homeless, representing 11% of all assistance requests. Assistance was provided to 188 homeless people, or 39% of all homeless requesting assistance.

**Exhibit 2: Rent and Utility Assistance by Homeless Status
Single Agency 01/08 -- 03/09**

		Not Assisted		Assisted		Total		
		Count	Row N %	Count	Row N %	Count	Row N %	Homeless %
Is Client Homeless?	No	2186	58.70%	1537	41.30%	3723	100.00%	88.50%
	Yes	298	61.30%	188	38.70%	486	100.00%	11.50%
Total		2484	59.00%	1725	41.00%	4209	100.00%	100.00%
<i>Requests for this table include multiples from individual consumers whose homeless status has changed (4,209 > 4,063)</i>								

Source: University of Nebraska - Lincoln: Center for Children, Families and the Law – 9/09

**Exhibit 1: Housing (Rent and Utility) Assistance Amounts Owed, Requested, Funded by Type of Assistance
Single Agency 01/08 – 03/09**

Requests For:		Amount Owed			Amount Requested			Amount Funded				Avg. %	Household	
		Avg.	Max.	Total	Avg.	Max.	Total	Avg.	Max.	Total	Count	Mean	Max.	Total
Deposit	Not Assisted	\$439	\$1,000	\$129,898	\$414	\$1,000	\$122,593	\$.	\$.	\$.	298	.	7	413
	Assisted	\$429	\$975	\$57,457	\$399	\$975	\$53,484	\$137	\$300	\$18,307	134	0.42	11	214
	Total	\$436	\$1,000	\$187,355	\$409	\$1,000	\$176,077	\$137	\$300	\$18,307	432	0.42	11	627
Electric	Not Assisted	\$262	\$1,400	\$86,748	\$256	\$1,400	\$84,647	\$.	\$.	\$.	331	.	5	409
	Assisted	\$216	\$600	\$13,192	\$201	\$600	\$12,286	\$116	\$255	\$7,057	61	0.66	11	87
	Total	\$255	\$1,400	\$99,940	\$247	\$1,400	\$96,933	\$116	\$255	\$7,057	392	0.66	11	496
Gas	Not Assisted	\$441	\$2,000	\$176,653	\$411	\$2,000	\$164,769	\$.	\$.	\$.	402	.	11	532
	Assisted	\$390	\$1,127	\$42,867	\$353	\$1,127	\$38,879	\$167	\$500	\$18,343	110	0.57	4	141
	Total	\$430	\$2,000	\$219,520	\$399	\$2,000	\$203,648	\$167	\$500	\$18,343	512	0.57	11	673
LES Voucher	Not Assisted	\$356	\$1,565	\$69,685	\$338	\$1,354	\$66,256	\$.	\$.	\$.	198	.	12	285
	Assisted	\$289	\$1,549	\$211,757	\$230	\$1,280	\$168,241	\$161	\$300	\$117,940	734	0.83	10	955
	Total	\$303	\$1,565	\$281,442	\$253	\$1,354	\$234,497	\$161	\$300	\$117,940	932	0.83	12	1240
Propane	Not Assisted	\$435	\$600	\$1,740	\$435	\$600	\$1,740	\$.	\$.	\$.	4	.	2	5
	Assisted	\$664	\$1,500	\$5,972	\$552	\$1,500	\$4,972	\$195	\$300	\$1,950	10	0.5	3	14
	Total	\$593	\$1,500	\$7,712	\$516	\$1,500	\$6,712	\$195	\$300	\$1,950	14	0.5	3	19
Rent	Not Assisted	\$528	\$3,000	\$299,681	\$496	\$3,000	\$281,374	\$.	\$.	\$.	569	.	5	724
	Assisted	\$459	\$1,200	\$79,481	\$424	\$1,173	\$73,420	\$148	\$300	\$25,645	173	0.43	4	223
	Total	\$512	\$3,000	\$379,162	\$479	\$3,000	\$354,794	\$148	\$300	\$25,645	742	0.43	5	947
Rural Utility	Not Assisted	\$343	\$385	\$685	\$313	\$385	\$625	\$.	\$.	\$.	2	.	2	3
	Assisted	\$.	\$.	\$.	\$.	\$.	\$.	\$.	\$.	\$.	0	.	.	.
	Total	\$343	\$385	\$685	\$313	\$385	\$625	\$.	\$.	\$.	2	.	2	3
Water	Not Assisted	\$199	\$870	\$6,183	\$203	\$870	\$6,281	\$.	\$.	\$.	31	.	3	43
	Assisted	\$217	\$600	\$2,602	\$205	\$600	\$2,462	\$129	\$200	\$1,550	12	0.75	3	15
	Total	\$204	\$870	\$8,785	\$203	\$870	\$8,743	\$129	\$200	\$1,550	43	0.75	3	58
Total	Not Assisted	\$422	\$3,000	\$771,273	\$398	\$3,000	\$728,285	\$.	\$.	\$.	1835	.	12	2414
	Assisted	\$336	\$1,549	\$413,328	\$287	\$1,500	\$353,744	\$155	\$500	\$190,792	1234	0.69	11	* 1649
	Total	\$387	\$3,000	\$1,184,601	\$354	\$3,000	\$1,082,029	\$155	\$500	\$190,792	3069	0.69	12	4063

Source: University of Nebraska - Lincoln: Center on Children, Families and the Law – September, 2009

* 415 households received multiple services

For two agencies in the community providing housing financial assistance, Exhibits 3 and 4 include reasons given by clients for seeking help. The most frequent reasons were utility shutoffs, unable to pay rent/mortgage, unemployment, low income, medical condition, no affordable housing, evicted, and a victim of domestic violence. Although it is not known how close to homelessness these individuals were, their reasons for needing assistance are a guide for determining risk factors for homelessness in Lincoln.

B. Homeless Shelter Needs

There are currently three emergency shelters in Lincoln:

- The People’s City Mission has 157 year-round beds. The People’s City Mission is Lincoln’s largest homeless shelter. It provides food and shelter to the impoverished and homeless.
- Friendship Home is a domestic violence shelter. They have 50 year-round beds to shelter and advocate for women who are victims of domestic violence and their children.
- Cedars Youth Services Emergency Shelter has 12 year-round beds. Cedars provides shelter for children and youth in a home or a shelter setting, including services for runaway and homeless youth and their families.

Every year during the last week of January, a point-in-time survey is completed to identify the number of homeless people in Lincoln. A formula using data from the survey and an inventory of beds available in the community has been used to estimate the shortage of emergency shelter beds at 169 with an additional shortage of 437 permanent supportive housing beds.

**Exhibit 3: Primary Reason for Seeking Housing Assistance
Single Agency 01/08 - 03/09**

Reason	Frequency	Percent
Utility Shutoff	1396	45.4
Unable to Pay Rent/Mortgage	606	19.7
Unemployment	299	9.7
Underemployment/low income	293	9.5
Other	87	2.8
Medical Condition	85	2.8
Loss of Job	59	1.9
No Affordable Housing	39	1.3
Eviction	34	1.1
Domestic Violence Victim	31	1
Asked or Told to Leave	22	0.7
Retired/Fixed Income	18	0.6
Health/Safety	17	0.6
Divorce	12	0.4
Mental Health	10	0.3
Addiction	8	0.3
Moved to Seek Work	8	0.3
Substance Abuse	8	0.3
Moved to be close to Family/Friends	7	0.2
Release From Institution	7	0.2
Substandard Housing	6	0.2
Not Specified	5	0.2
Criminal Activity	5	0.2
Disaster (fire or natural)	5	0.2
Evicted within Past Week	4	0.1
Family/Personal Illness	4	0.1
Leaving State/VA Hospital	1	0
Loss of Transportation	1	0
Stranded in Area	1	0
Total	3078	100

Source: University of Nebraska - Lincoln: Center on Children, Families and the Law - September 2009

**Exhibit 4: Primary Reason for Seeking Housing Assistance
Agency B 01/08 -- 03/09**

Reason	Frequency	Percent
Utility Shutoff	114	54.3
Underemployment/low income	26	12.4
Unable to Pay Rent/Mortgage	16	7.6
Unemployment	16	7.6
Other	15	7.2
Domestic Violence Victim	12	5.7
Eviction	3	1.4
Medical Condition	3	1.4
Family/Personal Illness	2	1
Health/Safety	1	0.5
No Affordable Housing	1	0.5
Release From Institution	1	0.5
Total	210	100

Source: University of Nebraska - Lincoln: Center on Children, Families and the Law
September 2009

C. Affordable Housing

According to HUD, for housing to be affordable, housing expenses must equal no more than 30 percent of a household's gross income. For rental housing, this includes rent and utilities.

In 2005, the Urban Development Department completed an Affordable Housing Needs Analysis (AHNA). According to that study, the gap in available rental housing for those with incomes less than 50% of median could be as high as 5,000 rental units. Over 80 percent of low-income families and single person households had a housing problem, usually cost overburden. Over crowding was also a substantial problem for low-income large families. In addition, over half of elderly, low-income renter households were cost overburdened, more than any other household type.

D. Employment (excerpted from *Economic Scan of the Greater Lincoln Region*, Angelou Economics, 2009, p. 10)

For the past several years, the Lincoln area has experienced significantly lower unemployment rates than the nation. During the current recession this gap has grown as the national unemployment rate is over twice that of the region: in May, 2009, the unemployment was 4.2% in the Lincoln area compared to 4.7% for the State and 9.1% nationally. However, several high profile layoffs occurred in the Lincoln region (a 12 county area) in 2009, including Kawasaki Motors, American Meter, Exmark Manufacturing, and Burlington Northern Santa Fe Railroad. While some of these layoffs follow cyclical manufacturing patterns, the numbers were higher and the layoffs were made earlier than is typical. Overall, the regional economy around Lincoln has been hit hard and will continue to face some employment challenges in the coming years.

E. Analysis

Families and individuals in our community facing economic crises that potentially threaten the loss of their housing are in need of rapid, timely assistance, often involving significant dollar amounts. The City of Lincoln has a committed cadre of service agencies providing rent and utility assistance to economically stressed families that exceed the available capacity both in number and assistance needed. The review of just one provider of rent and utility assistance showed they were able to serve just 41% of people requesting assistance. Although in some cases lack of service may have been due to not meeting program requirements, it does demonstrate the great un-met need in Lincoln for rent and utility assistance. The 3,078 households (a household can be just one person) requesting assistance from LAP represents 11,379 people or 4.5% of Lincoln's 2008 population of 251,624.

There is no way of knowing how many people need help and are struggling with housing but have not requested assistance or are not aware assistance is available. However, it is likely that the number in need is much larger than the 4.5% of the City's residents who requested help at LAP. The shortage of affordable rental housing in Lincoln coupled with the high percentage of low-income households already experiencing a housing cost over-burden and recent lay-offs at major regional employers, all indicate a growing number of people that may be facing homelessness. Although not quantifiable, these factors all point

to a great risk of people experiencing a housing crisis and needing help for the first time. This also highlights the need for new methods of getting the word out that HPRP funds are available.

III. Lincoln HPRP Program Goals

The HPRP Advisory Committee has identified four goals for the Lincoln HPRP program. The first three come directly from HUD and restate the purpose of the HPRP program. The fourth goal is unique to Lincoln. The goals are:

Goal 1: Prevent people from becoming homeless (prevention).

HUD has emphasized that the program is intended to serve people who are homeless or would be homeless *but for* this assistance. Prevention requires extensive community outreach to people at risk of becoming homeless. It also requires good targeting of prevention resources to ensure that resources reach people most likely to become homeless.

The plan will describe how a prevention program will reach people who are at highest risk and how prevention will reach the community's diverse populations. Strategies will include working with organizations and agencies that serve people at risk of homelessness.

Goal 2: Help people who become homeless to quickly move into permanent housing (rapid re-housing).

This HUD emphasis will be addressed in the plan by determining how people will be assessed within a few days of entering shelter for their strengths, resources, and barriers to exiting homelessness, focusing on credit problems, prior evictions, income, and any other factors that are immediate obstacles to renting an apartment or returning to family or friends.

Goal 3: Help people stabilize their housing situation.

HUD emphasizes that the HPRP program is intended to re-orient homeless planning efforts with a focus on housing stability. Once funding stops, participants need to be in stable housing. The plan will develop a case management model that will assist clients in reaching self-sufficiency, including strategies such as three month reassessments and linkages with mainstream resources.

Goal 4: Develop an improved, coordinated service delivery model that will continue to serve the community after the completion of the HPRP program.

A major system change that will continue to serve the community after the completion of the HPRP program is an improved, coordinated service delivery model and infrastructure across multiple community service providers. This includes increased provider ability to focus on homeless prevention, a more integrated needs referral process, an increased timeliness of the provision of "in-time" assistance, reduction in the amount of "provider hopping" required by clients to meet a single need, and increased ability of service providers to coordinate service resources to meet a client's needs. A key component to this systemic change is the development and use of a universal intake form.

IV. Plan Development

In developing Lincoln's HPRP plan, there are three overarching themes mandated by HUD:

- HPRP is a one-time influx of funds to implement and learn from innovative approaches.
- Grant funds must be administered in coordination with the CoC and other local efforts.
- Grantees are required to coordinate HPRP funds with other Recovery Act funds in the community.

In addition, services must focus on housing stabilization, linking program participants to community resources and mainstream benefits, and helping clients develop a plan to prevent future homelessness or housing instability.

To develop a prevention program for Lincoln and to achieve Lincoln's HPRP goals, the first step is to define the target population. Who is eligible and who is at greatest risk of becoming homeless? A primary factor in determining who the prevention program should serve is the urgency of the person or households's housing crisis. A prevention program must ensure that priority can be given to people who are at greatest risk of imminent homelessness.

Similarly, a re-housing program must identify who is most likely to benefit from HPRP services. People with most urgent crises may require specialized services beyond the scope of the HPRP program. Chronically homeless people also are better served by programs other than HPRP.

Lincoln's HPRP Advisory Committee has determined that participation is a three step process:

- Step 1: Determine eligibility
- Step 2: Determine risk factors
- Step 3: Participant assessment and development of a housing plan

A. HPRP Eligibility

HUD has prescribed certain principles for program participation:

- First is the but-for test: is this person or household homeless or will be homeless **but for** this assistance?
- Second, will this person or household have stable housing once funding stops? This is temporary assistance. If other barriers are present, then other programs are more appropriate than HPRP.

Further, HUD has prescribed certain criteria that must be met to be eligible for HPRP assistance:

1. **The household must be at or below 50% of Area Median Income.**
2. **The household must be either homeless or at risk of losing its housing and meet both of the following circumstances:**
 - a. **no appropriate subsequent housing options have been identified; and**
 - b. **the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.**

Lincoln's HPRP Advisory committee added a third criterion:

3. **Demonstrate that through employment or by utilizing mainstream resources, the household will have sustainable housing after completing HPRP. Mainstream resources include any income-based state or federal program, e.g., food stamps, Section 8 housing, Social Security Disability, Veterans benefits, TANF.**

To determine income qualifications, HUD issues income guidelines annually. Exhibit 5 on the next page includes HUD's current income guidelines for 50% of median income, by family size in Lincoln. HUD issues new guidelines each year. Those shown are for 2009.

Exhibit 5: City of Lincoln Income Guidelines

Size of Household	50% of Lincoln Median Income
1	\$23,900
2	\$27,300
3	\$30,750
4	\$34,150
5	\$36,900
6	\$39,600
7	\$42,350
8	\$45,100

Source: US Housing & Urban Development Dept. – March, 2009

In determining income, the HPRP Advisory Committee has established the following:

- Proof of income will be determined on a case-by-case basis but can include unemployment or social security statements or any other statement showing receipt of public benefits. A current pay stub or bank statement are also acceptable documentation.
- Child support will be counted as income but only if it is consistently received.
- Household income is based on those 18 and older.
- Social Security income for children is not counted as household income.
- Assets not included in income determination are house, car, life insurance (and cash value), 401ks.
- Cash allowed on hand: equivalent of two months fair market rent (FMR) including two months of utility payments.

In addition, income determination is based on income on the day a person comes into apply for HPRP funds.

The determination of the second criterion (item **2, a** and **b**, on the preceding page), will be self-reported, but documentation will be required. Acceptable documentation includes the same as listed above to demonstrate proof of income. In addition, a letter from an employer showing a job lay off or unemployment is also acceptable documentation.

The third criterion, demonstrating the household will have sustainable housing after completing HPRP, will be determined by the Case Manager based on intake and assessment. For example, a household with multiple barriers may not be able to achieve sustainability in 18 months and would not be a good fit for the HPRP Program. Sustainable housing, as defined by the HPRP Advisory Committee, is six months of stable housing with no arrears in rent or utilities.

B. Risk Factors

The Data Collection and Analysis Section of this Plan included reasons clients sought assistance with rent and utility payments in Lincoln. Using this information along with other data included in that section, national risk factors, and based on experiences of Committee member agencies, the following risk factors for homelessness were identified:

- Recent loss of income (last 6 months)
- Increase in utility costs with a utility cost burden greater than 20% of HH income.
- Evicted or have eviction notice for non-payment of rent.
- Housing cost burden (greater than 50% of income) based on FMR.
- Pending foreclosure of landlord's rental housing.
- Leaving a domestic violence situation.
- Lease not renewed but not due to behavior or action by the tenant.

The Committee discussed additional risk factors for homelessness including on-going medical costs, substance abuse issues, release from an institution, and disabilities. Although these are risk factors for homelessness, they would not likely meet the third criteria (demonstrating stable housing can be achieved in 18 months) and would therefore be referred to other existing programs or agencies. However, if an individual or household has one of these issues and can meet all eligibility requirements, they are likely to have one or more of the identified risk factors and would then qualify for assistance.

The Committee also decided that to qualify for HPRP assistance, at least one risk factor must be present. After the first quarter of program implementation, the Committee will assess the process and determine if funds are being expended too quickly. If so, a modification may be made to require more than one risk factor be present to qualify.

C. Outreach – “How To Get the Word Out”

To target those most at risk of homelessness, there are several options to market Lincoln’s HPRP program. Lincoln’s Plan includes the following:

- A press release from the Mayor’s Office, announcing the availability of assistance to people that meet eligibility requirements. This will include income guidelines and risk factors.
- Educating social service providers about HPRP so they may make referrals.
- Developing a web site containing information about qualifying for HPRP assistance and how to apply.
- Developing a brochure and poster with distribution to social service agencies. Extra efforts will be made to Lincoln Literacy, to get the word out to non-English speaking people, and to the League of Human Dignity, to target people with disabilities.
- Add HPRP to the 211 information referral database.
- Presentations and one-on-one meetings with landlords, landlord groups such as Real Estate Owners and Managers Association (REOMA) and rental companies.
- Presentations and one-on-one meetings to community support workers and other individuals and agencies, including those operating other Recovery Act programs, likely to serve people who

could benefit from HPRP assistance.

- Developing an information sheet for service providers including what to do if they come across someone who may qualify for HPRP assistance. This information sheet will be e-mailed to all CoC members and the Human Services Federation.

D. Eligible Activities

There are four categories of eligible activities for HPRP: financial assistance, housing relocation and stabilization services, data collection and evaluation, and administration. Each is discussed below and taken nearly verbatim from the HUD Notice.

1. Financial Assistance

Financial assistance is limited to the following activities: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers. Grantees and subgrantees must not make payments directly to program participants, but only to third parties, such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee, subgrantee or the parent, subsidiary or affiliated organization of the Subgrantee.

Rental Assistance: Short- and medium-term rental assistance is tenant-based rental assistance that can be used to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units they select. Short-term rental assistance may not exceed rental costs accrued over a period of 3 months. Medium-term rental assistance may not exceed actual rental costs accrued over a period of 4 to 18 months. No program participant may receive more than 18 months of assistance under HPRP. Rental assistance can be used to pay Section 8 rent arrears.

After 3 months, if program participants receiving short-term rental assistance need additional financial assistance to remain housed, they must be evaluated for eligibility to receive up to 15 additional months of medium-term rental assistance, for a total of 18 months.

Subgrantees must certify eligibility at least once every 3 months for all program participants receiving medium-term rental assistance. HUD encourages ongoing case management, as needed, to all program participants receiving rental assistance in order to transition them to independence, including permanent housing arrangements (subsidized or unsubsidized).

The maximum amount of assistance that a single individual or family may receive from HPRP funds can be determined by the Subgrantee, in collaboration with the HPRP Advisory Committee as part of the Lincoln HPRP Plan. A maximum number of times that an individual or family may receive assistance can also be determined, as long as the total amount of assistance that any individual or family receives does not exceed an amount equal to 18 months of rental assistance.

Security and Utility Deposits: HPRP funds may be used to pay for security deposits, including utility deposits, for eligible program participants. In contrast to the requirements regarding rental assistance payments, security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types.

Utility Payments: HPRP funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears, for each program participant, provided that the program participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts in his/her name from a utility company.

Moving Cost Assistance: HPRP funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter.

Motel and Hotel Vouchers: HPRP funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants.

2. Housing Relocation and Stabilization Services

HPRP funds may be used for services that assist program participants with housing stability and placement. These services are limited to the following eligible activities:

Case Management: HPRP case management funds may be used for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; 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 stability subsequent to HPRP financial assistance.

Outreach and Engagement: HPRP funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.

Housing Search and Placement: HPRP housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing.

Legal Services: HPRP funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.

Credit Repair: HPRP funds may be used for services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

3. Data Collection and Evaluation

Data Collection: The Recovery Act requires that data collection and reporting for HPRP be conducted through the use of Homeless Management Information Systems (HMIS) or a comparable client-level database. Therefore, reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible. Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

In Lincoln, the HMIS system to be used by the Subgrantee is Service Point. HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS. Only those jurisdictions that do not have an HMIS already implemented may use a portion of these funds for HMIS implementation or start-up activities.

Evaluation: Grantees and subgrantees must comply if asked to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs to the grantee of participating in HUD research and evaluation of the program.

4. Administrative Costs

Use of Administrative Costs: Administrative costs may be used for: accounting for the use of grant funds; preparing reports for submission to HUD; obtaining program audits; similar costs related to administering the grant after the award; and grantee or subgrantee staff salaries associated with these administrative costs. Administrative costs also include training for staff who will administer the program or case managers who will serve program participants, as long as this training is directly related to learning about HPRP. Administrative costs do not include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities, as specified above, such as grantee or subgrantee staff salaries, costs of conducting housing inspections,

and other operating costs. These costs should be included under one of the three other eligible activity categories.

Limitations on Administrative Costs: No more than 5 percent of the total HPRP grant to the grantee may be spent on administrative costs, whether by the grantee or subgrantee(s). In addition, all administrative costs must be incurred, and all funds for administrative costs must be drawn down prior to the 3-year expenditure deadline. Grantees shall share a reasonable and appropriate amount of their administrative funds with subgrantees. For Lincoln, UDD will retain 2 percent and pass through 3 percent to Region V for administration. The State of Nebraska is passing all administration funds through to their subgrantees.

E. Ineligible Activities

HPRP funds may not be used to pay for any of the following items:

- Mortgage costs are ineligible. Financial assistance may not be used to pay for any mortgage costs or costs needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to make it affordable.
- Construction or rehabilitation; credit card bills or other consumer debt; car repair or other transportation costs; travel costs; food; medical or dental care and medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; and cash assistance to program participants.
- Development of discharge planning programs in mainstream institutions such as hospitals, jails, or prisons.
- While training for case managers and program administrators is an eligible administrative cost as long as it is directly related to HPRP operations, HPRP funds may not be used to pay for certifications, licenses and general training classes.
- Programs may not charge fees to HPRP participants.
- HPRP funds used to support program participants must be issued directly to the appropriate third party, such as a landlord or utility company, and in no case be issued directly to program participants.

If funds are found to have been used for ineligible activities, Subgrantee will be required to reimburse Grantee the cost associated with the ineligible activity.

F. Homeless Management Information System (HMIS)

An HMIS is an electronic data collection system that stores longitudinal person-level information about people who access the homeless services system in a CoC. HMIS is a valuable resource because of its capacity to integrate and unduplicate data from all homeless assistance and homelessness prevention programs in a CoC. Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at the local, state and national levels. HMIS applications offer many other benefits as well. They enable organizations that operate homeless assistance and homelessness prevention programs to improve case management by collecting information about client needs, goals, and service outcomes. They also help to improve access to timely resource and referral information and to better manage operations. Development of HMIS is a congressional directive and required for HUD reporting requirements for various federal programs. *(Source: "Homeless Management Information System (HMIS) Data Standards, Revised Draft Notice," U.S. HUD, July 2009).*

Lincoln's CoC has used an HMIS system since 2003 which is administered and operated by the University of Nebraska-Lincoln's Center on Children, Families and the Law (CCFL). Lincoln's HMIS system uses the Service Point software developed by Bowman Systems, Inc. Service Point is the most widely used HMIS software in the country.

In addition to the traditional uses of HMIS, two unique aspects will apply to Lincoln's HPRP program. First, a cornerstone of the program design is a universal intake form on Lincoln's HMIS that will allow for system wide eligibility determination for HPRP funds, as well as other mainstream resources. Prospective HPRP clients can be screened for eligibility and referral to Region V from any provider using Service Point. Use of a universal intake will create a new procedure that will carry-on after completion of the three-year HPRP program. A sub-group of Lincoln's CoC has been created, the Rent and Utility Assistance Providers. This network of providers has reached agreement on data elements to be included on the universal intake form and are in the

process of establishing an Interagency Sharing Agreement (see Appendix A).

A second use of Lincoln's HMIS system is as a client assessment tool. HUD has developed an assessment Matrix with different sets of questions (called domains). Lincoln's HPRP Advisory Committee has determined which domains will be used and CCFL is incorporating them into Service Point. See page 17 for a more detailed explanation of how the assessment tool will be used for HPRP.

CCFL, the HPRP Advisory Committee, the Rent and Utility Assistance Providers, and the CoC all see additional potential for the use of HMIS. For example, Service Point could be used to have a real-time bed inventory so all service providers would know the availability of openings at any time. Another potential use is real-time availability of Lincoln Electric System (LES) vouchers. Here again, service providers would know the availability of the utility's vouchers at any time. These additional potential uses of Service Point, and others that may become apparent, will be explored as the program progresses.

G. Coordination with other Recovery Act Programs

The Recovery Act created many new programs and also increased funding for other established programs. Appendix B contains a list of Recovery Act Programs, including descriptions, available in Lincoln. HPRP Case Managers will make efforts to collaborate with these programs whenever appropriate for meeting client needs. HPRP outreach efforts will also include contacting providers of other Recovery Act programs to establish an on-going relationship for mutual referrals.

H. Staffing

To provide assistance to HPRP clients, Region V will utilize HPRP grant funds to hire four additional staff: three Case Managers and an Intake Specialist. The Intake Specialist will also be responsible for issuing financial assistance checks.

V. Implementation

A. Program Development

1. Rent and Utility Network and HPRP

Lincoln's HPRP Advisory Committee developed a process for intake and eligibility determination that will create a network among Rent and Utility providers and HPRP staff. The flow chart on the following page illustrates the process. The use of the universal intake form by all Lincoln rent and utility assistance providers allows someone seeking assistance to enter the system via any provider. The process begins when:

- a. A client requests rent and utility assistance from any provider (i.e., LAP, Catholic Social Services, Salvation Army, Good Neighbor Center, Indian Center, People's City Mission, Friendship Home, Region V).
- b. If the client is not already in the HMIS System, intake information is provided and input into the HMIS System. If the client is in the System, additional eligibility data is collected.
- c. If the client meets eligibility requirements of the provider completing the intake and funding is available, services are provided by that agency
- d. If only some, or if none of the assistance can be provided by that agency, and If the client meets HPRP eligibility requirements and has at least one risk factor (described on page 10), then a referral is made to the HPRP Intake Specialist. The referral is electronic, with the service provider submitting the application to Region V via the HMIS System.
- e. For a client not eligible for HPRP, the intake agency either provides assistance through their existing program(s) or refers the client to an appropriate service agency. In either case, any referral is made electronically through the HMIS System. The client does not need to provide duplicate information at another agency. The exception is if the referral comes from an agency providing domestic violence services and is not on the HMIS System. In that case, a verbal or paper referral will suffice.

2. HPRP Intake Specialist

- After the referral is made to Region V for HPRP assistance, further eligibility is determined by the Intake Specialist. This determination is based on meeting the additional HPRP eligibility requirements (items 2 and 3 on page 9) and using selected domains of the HUD Matrix for determination of barriers to achieving sustainable housing (see page 7 for a discussion of HUD's Matrix and domains).
- If the client does not meet eligibility criteria or has barriers that suggest sustainable housing cannot be achieved after 18 months, a referral is made to another appropriate service agency. If the client does meet the requirements for HPRP, the Intake Specialist will refer the client to a Case Manager.

3. HPRP Case Managers

The Case Manager will complete a more in-depth intake by following a three-step process:

- Step 1: Determine eligibility
- Step 2: Determine risk factors
- Step 3: Assessment

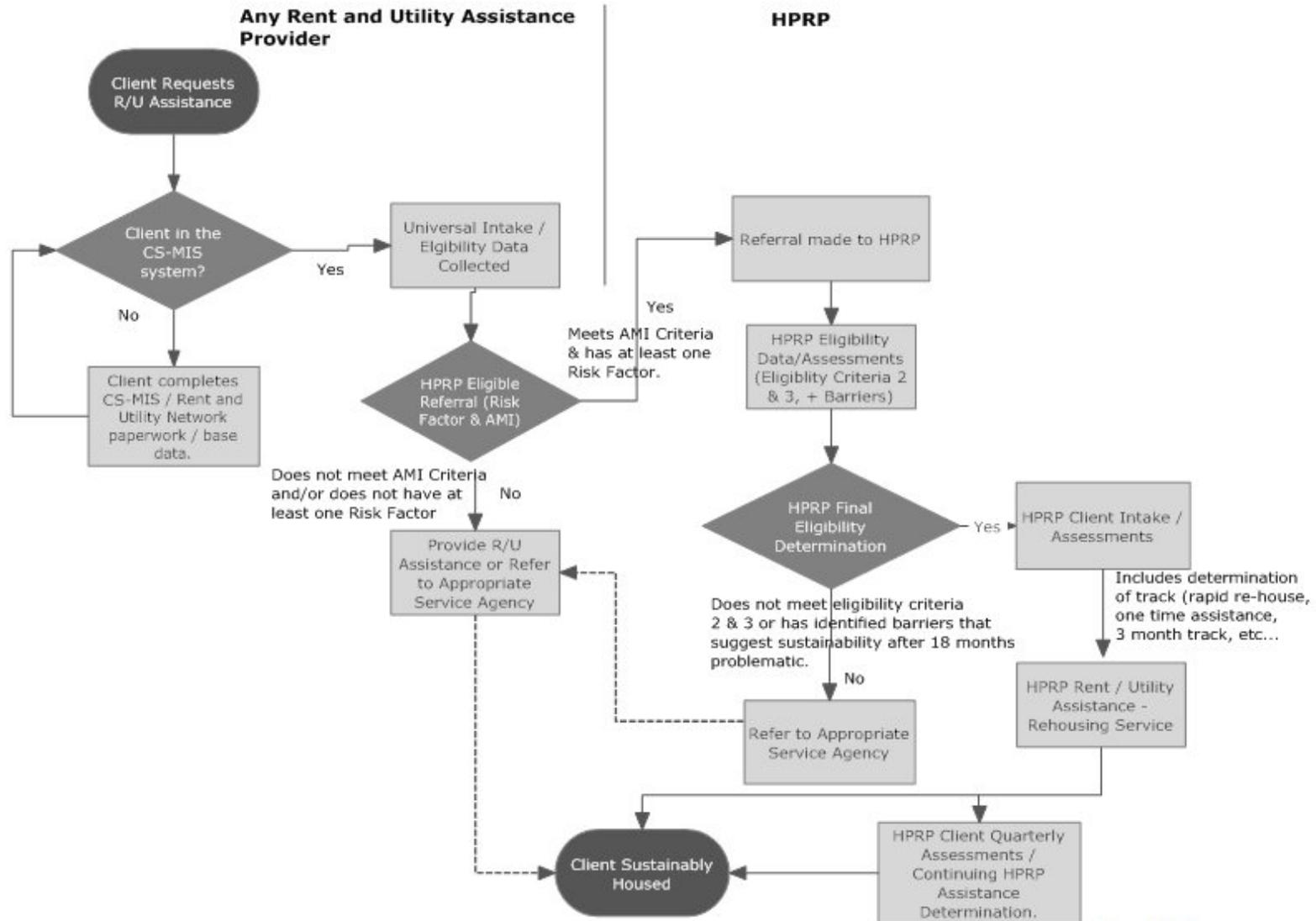
Steps 1 & 2 – Determination of Eligibility and Risk Factors: An initial consultation will determine the appropriate assistance; i.e., a 30 day eviction notice does not necessarily mean a person will become homeless. Case managers will need to determine the appropriateness of HPRP or if referral to another agency for assistance is necessary. Case managers will determine if, for example, an addiction is so severe the individual cannot be self-sufficient after 18 months. In this case, a referral will be made to another program. HPRP is the funding of last resort.

Case managers will determine if HPRP is appropriate on a case by case basis, highlighting the need for a good assessment tool.

To be eligible for HPRP funds, a client must answer "yes" to all three eligibility requirements and yes to at least one risk factor. The number of risk factors identified indicates a higher need/priority for HPRP case management services. Case managers will verify and document each client's eligibility for the program.

Exhibit 6: HPRP Intake/Eligibility Process – CS-MIS Rent and Utility Assistance Network

Source: University of Nebraska - Lincoln: Center on Children, Families and the Law



Step 3 – Assessment: The initial assessment will determine whether the client is homeless or at-risk for homelessness. Homelessness is defined by HUD as meeting any of the following:

- sleeping in emergency shelter
- sleeping in place not meant for human habitation
- staying in hospital or institution for up to 180 days, but literally homeless immediately prior to entry (HUD trying to change to 30 days)
- graduating from/timing out of transitional housing
- victim of domestic violence.

Assessment Tool: HMIS and the data standards developed by HUD will incorporate several “domains” as the client assessment tool. Domains are a group of questions pertaining to a particular topic (i.e., income, employment, housing, etc.) and are based on the Arizona Self-Sufficiency Matrix which uses a 5-point scale to evaluate each client’s progress on key dimensions of self-sufficiency. For the purposes of scaling each domain, a client with a score of 1 is in a crisis situation whereas a client with a score of 5 is sufficient on the domain. There are a total of 18 domains. Lincoln’s HPRP Advisory Committee selected eight for inclusion in the HPRP assessment tool. They are listed below and include a brief description of what each domain is assessing:

- Income - ability to adequately meet basic household needs.
- Employment - job stability and the adequacy of earned income and employment benefits.
- Housing - overall stability and safety of a client’s housing situation.
- Legal - involvement in the criminal justice system and compliance with terms of probation/parole.
- Health Care - accessibility, affordability and adequacy of a client’s medical health coverage.
- Mental Health - severity of a client’s mental health symptoms.
- Substance Abuse - severity of a client’s substance abuse/dependence.
- Safety - the safety and stability of a client’s housing environment.

Appendix C includes excerpts from HUD’s *Homeless Management Information System (HMIS) Data Standards*, Revised Draft Notice, July 2009. The Appendix includes the questions asked for each domain.

Housing Plan: After it is determined HPRP is appropriate, the Case Managers will work with the client to develop a housing plan focusing on housing stabilization and to prevent future homelessness or housing instability. The housing plan will be based on the client’s current situation as determined by consultation with the client and results of the assessment. Details of the plan will be unique to each client and may include some referrals to existing programs, other Recovery Act programs, and financial assistance through HPRP. For clients needing more than one time assistance, housing plans will be reviewed and clients reassessed every three months.

Another element of the housing plan will be a provision for follow-up. Clients will be informed that a requirement of HPRP assistance is contact by the Case Manager six months after the conclusion of the program. Clients will be asked how they prefer to be contacted, i.e., by phone or a face-to-face meeting. The purpose of the follow-up is to assess housing stability after assistance was received to evaluate progress in meeting the 3rd Goal of this Plan: help people stabilize their housing situation. The housing plan, including follow up information, will be entered into Service Point. In the case of a client needing just one time assistance, follow-up will be completed by the Intake Specialist.

Region V will follow the Lincoln Housing Authority (LHA) 27% rule as allowed under the Moving to Work Demonstration Program: the household’s portion of rent will be 27% of gross income, minus the LHA utility allowance. Region V will also conform to the LHA’s Section 8 Housing Choice Voucher Payment Standards and Utility Allowances. These standards are revised annually and include the maximum amount a household can pay for rent, by household size, based on the areas’s Fair Market Rent (FMR). Utility allowances are also included and revised annually.

To help client’s prevent homelessness, Case Managers may carry-out a number of actions as described on page 12. These actions may include approving and processing financial assistance for eligible activities and housing relocation and stabilization services including:

- Traditional case management services - counseling; developing, securing and coordinating services; monitoring and evaluating program participant progress; assuring that program participants' rights are protected; developing an individualized housing and service plan including a path to permanent housing stability subsequent to HPRP assistance.
- Housing search and placement - tenant counseling; helping clients understand leases, securing utilities, making moving arrangements, payee services, mediation and outreach to property owners.
- Legal services - helping clients obtain legal services to prevent eviction.
- Credit repair - helping clients obtain budget counseling.

Habitability: In addition, Case Managers will be required to complete an inspection of any new rental housing for HPRP participants. Several worksheets were reviewed and considered by Lincoln's HPRP Advisory committee before approving the HPRP Habitability Standards Worksheet (see Appendix D). The worksheet includes inspection of various factors as required by HUD. The worksheet will be completed for each unit occupied by an HPRP participant. Units will be inspected prior to occupancy and on an annual basis, or with a change of tenancy. Inspections are not required where clients are staying in their existing housing.

Rental assistance and security deposits for families with a child under the age of six triggers the Federal Lead-Based Paint Requirements. Case managers will include an initial "visual assessment" during the housing inspection, periodic inspections, and any time occupancy changes.

4. Rapid Re-Housing

The most succinct definition is provided by HUD: Rapid Re-Housing is for "individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it."

Rapid Re-Housing is a temporary program. The goal of Rapid Re-Housing is to help homeless families and individuals obtain permanent housing and stabilize relatively quickly - in months rather than years. Rapid Re-Housing is targeted to people who are homeless but have

lived independently in permanent housing at some point in time, for some period of time.

Eligibility and assessment are the same for clients using HPRP to prevent homelessness and for homeless people qualifying for Rapid Re-Housing. However, Rapid Re-Housing has additional, unique elements and will work with agencies that provide homeless services creating a collaborative network with HPRP. Six month follow-up after completion of HPRP assistance is also a required element in Rapid Re-Housing. As with the Prevention program, the purpose is to assess the client's housing stability and evaluate the effectiveness of HPRP in helping people stabilize their housing situation.

To identify people eligible for HPRP assistance, Lincoln's HPRP Advisory Committee has established the following process:

- a. A client requests housing assistance from an agency that provides assistance to individuals who are homeless (i.e., People's City Mission, Matt Talbot Kitchen and Outreach or Friendship Home).
- b. If the client is not already in the HMIS System, intake information is provided and input into the HMIS System. If the client is in the System, additional eligibility data is collected.
- c. If the client meets HPRP eligibility requirements then a referral is made to the HPRP Intake Specialist. The referral is electronic with the service provider submitting the application to Region V via the HMIS system.
- d. For a client not eligible for HPRP, the intake agency either provides assistance through their existing program(s) or refers the client to an appropriate service agency. In either case, any referral is made electronically through the HMIS system. The client does not need to provide duplicate information at another agency. If the referral comes from an agency providing domestic violence services and is not on the HMIS System, a verbal or paper referral will suffice.
- e. The referrals will come to the HPRP Intake Specialist who will follow the same process as the Prevention Program.

Eligibility Criteria:

- The household must be at or below 50% of Area Median Income.
- The household must be homeless and meet both of the following circumstances:
 - no appropriate subsequent housing options have been identified; and
 - the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.
- Demonstrate that through employment or by utilizing mainstream resources, the household will have sustainable housing after completing HPRP. Mainstream resources include any income-based state or federal program, e.g., food stamps, Section 8 housing, Social Security Disability, Veterans benefits, TANF.

The Rapid Re-Housing program will follow the same three step process as the prevention Program and the Intake Specialist will refer to the Case Managers if the consumer is an appropriate referral for Rapid Re-Housing.

RentWise: RentWise will be an important tool in Lincoln's HPRP program. Nebraska RentWise is a program to help renters obtain and keep rental housing and to be successful renters through education. The curriculum takes an active-learning approach and stresses tenant responsibility. Participants earn a certificate after completing a minimum of nine hours of education. Landlords familiar with RentWise have agreed that certificate holders may be given certain special considerations such as:

- renting to tenants with bad credit or rental histories
- offering a discount on the security deposit or first month's rent.

In some cases, Case Managers may require completion of RentWise for clients receiving HPRP assistance, particularly in the case of the Re-Housing program. A potential limitation, however, is a shortage of RentWise instructors thus limiting class size or course availability. The statewide RentWise board is aware of this concern and planning more train the trainer classes. In the meantime, RentWise may consider giving priority to HPRP clients.

5. HMIS

The City of Lincoln recognizes the tremendous need that currently exists in the city for rent and utility assistance and the need that will continue to exist after the completion of the HPRP program and more broadly after economic recovery. Given these facts, a primary outcome from the opportunity afforded the City through the HPRP program is to make long-term, sustainable, system change in the community that improves the ability of current service providers to more effectively and efficiently serve those in need and prevent homelessness resulting from economic crises.

Components identified to move toward this goal are: 1) creation and implementation of a rent and utility assistance universal intake; 2) identification and sharing of common data elements between service providers on the services and assistance provided; 3) development and implementation of a shared program / service eligibility determination program; and 4) longitudinal evaluation of rent and utility assistance consumer needs and outcomes across providers and services.

These efforts are anticipated to result in major system change that will continue to serve the community after the completion of the HPRP program. As a result of shared data, improved service delivery across multiple community service providers will produce:

- an integrated needs, eligibility and referral process,
- an increased timeliness of the provision of "in-time" assistance,
- reduction in the amount of "provider hopping" required by clients to meet a single need,
- increased ability of service providers to coordinate service resources to meet a consumer's needs, and
- a deeper understanding of the combination and types of services that are most effective in reducing the need for assistance and preventing homelessness.

6. Discharge Coordination Policy

According to the HUD HPRP Notice, “Grantees must agree to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions), in order to prevent such discharge from immediately resulting in homelessness for such persons.” The State of Nebraska has a Discharge Plan that Lincoln’s CoC has adopted. The Plan includes policies and steps to ensure those released from corrections institutions or aging out of the foster care system are not discharged into homelessness.

Lincoln’s HPRP Advisory Committee spent considerable time discussing the Discharge Plan and coordination with HPRP. The committee decided not to include discharge from an institution or aging out of foster care as a risk factor for determining HPRP assistance because it could overwhelm the program. People in these situations are not excluded from HPRP assistance, it is just not considered a risk factor for Lincoln. However, as it becomes available, data will be reviewed by Lincoln’s CoC and the HPRP Advisory Committee to determine if additional coordination with HPRP may be necessary and consider adding discharge from an institution/aging out as a risk factor.

7. Additional Federal Requirements

In addition to federal requirements already discussed for Habitability and Lead-Based Paint, there are several others. These requirements are included in contracts with subgrantees Region V and CCFL and include federal regulations pertaining to:

- Conflicts of Interest
- Nondiscrimination and Equal Opportunity
- Fair Housing and Civil Rights laws
- Uniform Administrative Requirements
- Equal Participation of Religious Organizations

- Lobbying and Disclosure
- Drug Free Workplace
- Procurement of Recovered Materials.

Environmental requirements do not apply.

B. Funding and Budget

Funding for the HPRP Program is allocated to both the City of Lincoln and the State of Nebraska. Although funding is from the same pot, the Recovery Act, City and State funds need to be kept separate. Region V Systems is the Lead Agency for both the City and State. At least initially, the HPRP Advisory Committee along with Region V decided to fund the Prevention element of HPRP with City funds and Rapid Re-Housing with State funds. As the program is implemented, adjustments may be necessary and may result in the need to amend the Consolidated Plan 2009 Action Plan for both the City and State. Ongoing monitoring will determine if that action is needed. The Three-Year Budget is summarized in Exhibits 7 and 8 on the following page.

Exhibit 7: Three-Year Budget Summary

	Homelessness Prevention (City Funds)	Rapid Re-Housing (State Funds)	Total Amount Budgeted
Financial Assistance	\$353,196	\$421,663	\$774,859
Housing Relocation and Stabilization services	\$294,622	\$294,622	\$589,244
Data Collection and Evaluation	42,023		\$42,023
Administration	36,307	29,845	\$66,152
Total HPRP Budget	\$726,148	\$746,130	\$1,472,278

Exhibit 8: Three-Year Budget Summary by Agency

	Homelessness Prevention	Rapid Re-Housing	Data Collection	Administration	Total
Region V Systems	\$647,818	\$716,285		\$51,629	\$1,415,732
CCFL			\$42,023		\$42,023
Urban Development				\$14,523	\$14,523
Total	\$647,818	\$716,285	\$42,023	\$66,152	\$1,472,278

VI. Program Monitoring, Reporting, and Measuring Outcomes

A. Monitoring

The Urban Development Department will complete monitoring activities for the City funds. The Department's Program Monitor will conduct quarterly desk monitoring and annual on-site monitoring visits of Region V systems. The same process will be used by the State of Nebraska for State funds. The City and the State, along with Region V and the Center for Children, Families and the Law, are meeting regularly to determine details and coordinate programs.

B. Reporting

HUD is requiring three types of reports:

- An *Initial Performance Report (IPR)*, covering the period between the grant agreement execution date and September 30, 2009. For Lincoln, the grant approval date is July 14, 2009. The IPR is due October 10, 2009. It will include information for the first Quarterly Performance Report and one-time, supplemental information regarding grantee use of HPRP funds and implementation plans.
- *Quarterly Performance Reports (QPR)*, due within 10 days of the end of each quarter for the period of program operations.
- An *Annual Performance Report (APR)*, due within 60 days of the end of each federal fiscal year.

HUD requires that HMIS be used to produce performance data for the IPR and QPR. Data Elements to be included in the QPR and IPR include:

- Grantee Information and Certification
- Program Performance including number of persons and households served and housing outcomes of persons served
- Financial information

Additional data elements for the IPR are:

- Grant allocation
- Projected program outputs

- Homelessness prevention targeting
- Data Collection

Reports will be completed using *e-snaps*, an on-line reporting system utilized by HUD. However, the City of Lincoln will also make annual written reports available to the public on its web site.

C. Measuring Outcomes

Outcomes will be measured using the HUD Matrix. Quarterly assessments will use the Matrix to track client progress as part of the individualized Housing Plan. It will also be used to measure program outcomes on an aggregate level.

VII. Evaluation

In addition to the reporting required by HUD, the City of Lincoln will conduct additional evaluation to determine progress in fulfilling the four goals identified in this Plan. Data will be obtained using HMIS and includes the following:

Goal 1: Prevent people from becoming homeless (Prevention)

- Persons served by HPRP prevention funding that do not become homeless, a) during, or b) after, completion of the HPRP assistance.
- Comparisons with those served by other rent and utility programs.

Goal 2: Help people who become homeless to quickly move into permanent housing (Rapid Re-Housing)

- Duration of time homeless or in shelter from the time of HPRP intake until housed.

Goal 3: Help people stabilize their housing situation

- Stability of housing placement of HPRP housed clients.
- Number of people placed and time to sustainable, permanent housing for HPRP clients.
- Pre (intake)/post (after assistance completed) measurement of housing stability of persons receiving any rent or utility assistance in the community including HPRP.
- Persons served by HPRP prevention and their service usage for rent or utility assistance after completion of HPRP participation.
- Client improvement in the eight Matrix Domains.

Goal 4: Develop an improved, coordinated service delivery model that will continue to serve the community after the completion of the HPRP program

- Decrease in time from client intake to receipt of assistance.
- Reduced number of clients provider/service hopping.
- Increased number of clients receiving combined provider assistance to meet their needs.
- Increased provider ability to coordinate assistance resources.
- Ability to report on the current status of need and assistance provided across the community.



Appendix A: CS-MIS Rent and Utility Assistance Providers Universal Intake Data Elements

CS-MIS Common Intake

- First Name
- Last Name
- Gender
- Social Security Number
- Date of Birth
- Date of Birth type (qualifier)
- Permanent Residence
- Zip Code of last Permanent Residence
- Zip Code qualifier
- Permission to Release Information
- Housing Status
- Living Situation (residence prior)
- Length of Stay at Previous Residence
- Primary Race
- Medical Insurance Status
- Do you have a disability of long duration?
- Household Relationships
- Total Number of Persons in Household
- Income from any source 30 days (Yes / No)
- Total Monthly Income (amount)
- Income Sources
- Non-Cash Benefits - any source 30 days (Yes / No)
- Total-Non Cash Benefits (amount)
- Non-Cash Benefits Sources
- Verification of Income Qualifier

Service Transactions Module

- Housing Relocation & Stabilization Services Provided
- Program Entry Date (HPRP entry only)
- Program Exit Date (HPRP entry only)
- Destination at Exit (HPRP entry only)

Lincoln Rent & Utility Risk Factor Sub Assessment

- HPRP Assessment of Housing Options
- HPRP Assessment of Financial Resources
- Verification of Expenses qualifier (rent, utility, garnishment)
- Income below 50% AMI
- Recent loss of income (last 6 months)
- Increase in utility costs
- Evicted or have eviction notice
- Housing cost burden > 50% of INC
- Pending foreclosure of rental housing
- Leaving domestic violence situation
- Lease not renewed
- HUD Matrix

Eligibility Module

Street Outreach Module

- Location (street outreach only)
- Date of Contact (street outreach only)
- Date of Engagement (street outreach only)

Appendix B: Recovery Act Programs

Following is a list of Recovery Act Programs that are available in Lincoln that can be coordinated with HPRP. Other programs that are either not available in Lincoln or do not coordinate directly with HPRP follow the table below.

Name of Program	Federal Department/ Local Grantee or Administrator	Total Funding Nationally / Amount Received Locally	Intent / Purpose / Limitations of Federal Funds / Lincoln Programs	Opportunities for Collaboration with Lincoln's HPRP
Activity Category: Housing				
HOME Program	HUD / NIFA	\$2.25 billion / \$2,274,564 for Lincoln projects	<ul style="list-style-type: none"> To be used for capital investments in low-income housing tax credit projects. Available to state housing credit agencies. 75% of the fund must be committed within one year from the date of the Act, with 100 % expended in 3 years time. 3 projects funded in Lincoln that provide tax credits for low income housing: Progress for People II, Catholic Social Services, 24 units, 21 low income units; Northglen and Western Manor, both Mercy Housing, total of 142 units of low income housing. 	<ul style="list-style-type: none"> Assure HPRP program staff are aware of low-income housing options and eligibility requirements. Coordinate and provide access to low-income housing opportunities for HPRP clients.
Activity Category: Employment / Training				
Training and Employment Services	DOL / One Stop Employment Solutions (WIA Program)	2.95 billion (total \$3.95 billion) / \$925,106	Distributed through states using standard WIA formulas for WIA training and employment services.	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.
Youth Activities	DOL / One Stop Employment Solutions (WIA Program)	\$1.2 billion / \$408,803	Grants to states for youth activities, including summer employment for youths up to age 24.	Completed in Lincoln, summer 2009
Dislocated Workers	DOL / One Stop Employment Solutions (WIA Program)	\$1.25 billion / \$370,011	For worker and employment training activities for dislocated workers.	Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.
Adult Activities	DOL / One Stop Employment Solutions (WIA Program)	\$500 million / \$146,292	Grants to states for adult employment and training activities, including supportive services and needs-related payments.	Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.
Competitive Grants for Worker Training in High Growth and Emerging Industries	DOL / local partnership including UNL, SE Community College, Ctr for People in Need, Bryan LGH, Good Samaritan Society, Greater Lincoln Workforce Bd, Greater Nebr. Workforce Bd, Nebr. Dept of Labor	\$750 million/ applying for competitive grant for up to \$3 million	<ul style="list-style-type: none"> Of this, \$500 million must be for research, labor exchange and job training in green jobs (also emphasis on health sector) Lincoln's partnership is applying for a grant to provide training and placement in health care sectors of nursing, allied health, long term care and medical information technology 	Coordinate with funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and for WIA clients needing HPRP services.

Name of Program	Federal Department/ Local Grantee or Administrator	Total Funding Nationally / Amount Received Locally	Intent / Purpose / Limitations of Federal Funds / Lincoln Programs	Opportunities for Collaboration with Lincoln's HPRP
Activity Category: Employment / Training				
YouthBuild	DOL / NeighborWorks @Lincoln (NWL)	\$50 million/ \$800,000	<ul style="list-style-type: none"> Provide disadvantaged youth with education and employment skills necessary to achieve economic self-sufficient in high demand occupations or postsecondary education. YouthBuild students construct or rehabilitate homes for homeless and low-income people in their communities. In 2008 and 2009, the program may serve an individual who has dropped out of high school and re-enrolled in an alternative school, if that re-enrollment is part of a sequential service strategy. NWL is the grantee and is contracting with HUB to complete intake and provide youth services including GED, life skills, and mental health counseling services for ages 16 - 24. NWL will oversee the construction projects. 	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Coordinate with funded programs to have referral arrangement for eligible HPRP clients and for youth needing HPRP services. Collaborate with YouthBuild to work on any housing initiatives being carried out in the community as part of the broader HPRP plan.
Senior Community Service Program	DOL / Lincoln Area Agency on Aging (LAAA)	\$120 million/ \$11,400	Provides subsidized community service jobs for low-income older Americans. Funds must be expended by November, 2010.	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Coordinate with locally funded programs to have referral arrangement for eligible HPRP clients needing training and employment services and clients needing HPRP services.
Activity Category: Unemployment Benefits				
Extended Unemployment Benefits under Railroad Unemployment Insurance Act	N/A	N/A	For employees with 10 or more years of service, they are eligible for 130 days of unemployment, instead of 65, through 2009.	Coordinate with unemployment office to have referral arrangement for unemployed HPRP clients who may be eligible for unemployment benefits and clients needing HPRP services.
Extension of Unemployment Benefits	DOL	\$26.96 billion	Continues through December 31, 2009 extended unemployment benefits program that was set to phase out at the end of March	Coordinate with unemployment office to have referral arrangement for unemployed HPRP clients who may be eligible for unemployment benefits and clients needing HPRP services.
Activity Category: Health Care				
Community Health Centers (CHCs)	HHS / People's Health Center (PHC)	\$2 billion / \$850,000	<ul style="list-style-type: none"> To assist the increased number of uninsured Americans receive quality health care, and to renovate clinics and make health information technology improvements. PHC has hired an additional service provider, purchased dental equipment, and will be converting to electronic records. 	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Screen for receipt of health insurance as part of HPRP program initial assessment. Coordinate with People's Health Center (PHC) to have referral arrangement for HPRP clients who may be eligible for services and PHC clients needing HPRP services.

Name of Program	Federal Department/ Local Grantee or Administrator	Total Funding Nationally / Amount Received Locally	Intent / Purpose / Limitations of Federal Funds / Lincoln Programs	Opportunities for Collaboration with Lincoln's HPRP
Activity Category: Financial Assistance and Housing-Related Services				
Community Services Block Grant (CSBG)	HHS / LAP	\$1 billion/ \$942,364	Funds services to alleviate the causes and conditions of poverty in communities by assisting low-income residents, including the homeless. Funded services can address: employment, education, better use of available income, housing, nutrition, emergency services or health. Beneficiaries must be low-income. One % used for benefits coordination activities. Funds must be expended by December 31, 2010.	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Screen for eligibility for local CSBG funded services or potential eligibility as part of HPRP program initial assessment. Coordinate with LAP to have referral arrangement for HPRP clients who may be eligible for CSBG services and clients needing HPRP services.
Activity Category: Taxes				
Child Tax Credit	Treasury	N/A	Partially refundable federal income tax credit of up to \$1,000 per child under 17 to help offset the costs of raising a child.	Assure HPRP program staff are aware of local free tax return preparation assistance.
Earned Income Tax Credit	Treasury	N/A	Increase in credit percentage to 45% for families with 3 or more children, and a reduction in the marriage penalty.	Assure HPRP program staff are aware of the EITC for both federal and state taxes and local free tax return preparation assistance.
American Opportunity Tax Credit	Treasury	\$17.1 billion / \$83,000,000	Enlarges the program formerly known as the Hope Credit for students from middle-income families and some lower-income families. The \$2,500 tax credit is now partially refundable meaning that lower-income households that have limited or no federal income tax liability to offset can now receive a partial credit in the form of a tax refund for up to 40% of qualifying expenses, to a maximum refund of \$1,000.	Assure HPRP program staff are aware of the program and where to receive help with local free tax return preparation assistance.
Activity Category: Public Assistance				
Supplemental Nutrition Assistance Program (SNAP)	USDA / Nebr. HHS	\$19.9 billion/	Funds a 13.6 percent increase in the maximum food stamp benefit, effective April 2009. 290.5 million in administrative funds to implement change and assist with rising caseloads during the recession; also suspend for 18 months the 3 month time limit on assistance for unemployed childless adults.	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Screen for benefit receipt or potential eligibility as part of HPRP program initial assessment. Coordinate with Nebraska HHS to have referral arrangement for HPRP clients who may be eligible for food stamp assistance and clients needing HPRP services.
Aging Services Programs	HHS / Area Agency on Aging	\$100 million/ \$58,912 for 8 county area	Formula grants to states to provide meals through Meals on Wheels, Congregate Nutrition Services, and Home-Delivered Nutrition Services.	<ul style="list-style-type: none"> Assure HPRP program staff are aware of services and eligibility requirements. Screen for benefit receipt or potential eligibility as part of HPRP program initial assessment. Coordinate with LAAA to have referral arrangement for HPRP clients who may be eligible for assistance and clients needing HPRP services.

Name of Program	Federal Department/ Local Grantee or Administrator	Total Funding Nationally / Amount Received Locally	Intent / Purpose / Limitations of Federal Funds / Lincoln Programs	Opportunities for Collaboration with Lincoln's HPRP
Activity Category: Childcare				
Child Care Development Block Grant	HHS/ Nebr. HHS	\$2 billion / \$10,000,000	<ul style="list-style-type: none"> • Formula grants to states, then sub-grants to locally based community action agencies. Provides funding to states to subsidize child care for children in low-income working families and low-income families in which parents are engaged in education or training. • Funds had been cut. This allocation returned the program to the pre-cut level. 	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Coordinate with LAP to have referral arrangements for HPRP clients who may be eligible for child care.
Head Start	HHS / LAP	\$2.1 billion	<ul style="list-style-type: none"> • Comprehensive development services for low-income preschool children (\$1.1 billion for Early Head Start infant and toddler program). • LAP has submitted a grant application for additional funds from this program to serve an additional 35 Head Start, and 80 Early Head Start, families. 	<ul style="list-style-type: none"> • Assure HPRP program staff are aware of services and eligibility requirements. • Coordinate with LAP to have referral arrangements for HPRP clients who may be eligible for child care.
Activity Category: Education				
Education and Homeless Children and Youth	DOE / Lincoln Public Schools (LPS)	\$70 million/ \$100,000	Ensures that homeless children are able to enroll in, attend and succeed in public schools. This funding provides activities and services for homeless children, as well as transportation, tutoring and school supplies. Also, it can cover counseling, domestic violence services, health referral services, and other emergency services. The program also establishes liaisons between shelters and schools.	<ul style="list-style-type: none"> • Develop relationships with school liaisons. • Assure HPRP program staff are aware of services and eligibility requirements. • Coordinate with local school liaisons to have referral arrangement for HPRP clients who may be eligible for services and clients needing HPRP services. • Partner with the local school liaisons to provide integrated services for eligible HPRP clients.
Pell Grants	DOE	N/A	Increases the maximum Pell Grant award by \$500 for a maximum of \$5,350 in 2009 and \$5,550 in 2010.	Promote availability of Pell Grant assistance to potentially eligible clients.
Activity Category: Financial Assistance				
Child Support Enforcement Program	HHS / Nebr. HHS	\$1 billion / \$10,300,000	Temporarily suspends provision in Deficit Reduction Act of 2006 that reduced federal child support enforcement by 20%. This funding to states and counties will allow families to continue to receive child support payments through September 30, 2010.	Coordinate with local Child Support Enforcement Program to have referral arrangement for HPRP clients who may be eligible for services and clients needing HPRP services.

These are the Recovery Act Programs which are either not available in Lincoln or do not coordinate directly with HPRP:

Program	Comments
Community Development Block Grant (CDBG) Program	Funds already committed
Transitional Housing Assistance Grants (Violence Against Women Act)	Friendship Home applied for a grant but was not funded
Trade Adjustment Assistance (TAA)	Does not apply to Lincoln
Jobs for Unemployed Veterans or Disconnected Youths	A business tax credit
Increased Unemployment Benefits	Automatic; does not coordinate directly with HPRP
COBRA Extension	Does not coordinate directly with HPRP
Home Weatherization	Administered by LAP; does not coordinate directly with HPRP
Emergency Food and Shelter Program	For FEMA applicable emergencies
Making Work Pay Tax Credit	Does not coordinate directly with HPRP
Temporary Increase in Refundable Portion of Child Credit	Automatic; does not coordinate directly with HPRP
Suspension of Tax on Portion of Unemployment Benefit	Automatic; does not coordinate directly with HPRP
Emergency Food Assistance Program	Does not coordinate directly with HPRP
Women, Infants and Children (WIC)	No new funds received. Nebraska HHS may apply next year if funds run out
Economic Recovery Payments for those with Social Security, SSI, and Veterans Benefits	Automatic; does not coordinate directly with HPRP
Immunization Program	Does not coordinate directly with HPRP
Native American Housing Block Grants	No funds approved for Nebraska tribes

Appendix C: HUD Matrix Domains Used in Lincoln for the HPRP Program

Source: *Homeless Management Information System (HMIS) Data Standards*, HUD Revised Draft Notice, July 2009

For all Domains

Data Source: client interview, self-administered form, and/or case manager records.

When Data Are Collected: HUD specifies data are to be collected in the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of the APR operating year. For Lincoln's HPRP Program, for client's receiving more than one-time assistance, data will also be collected when client's are reassessed every three months.

Subjects: All adults.

Definitions and Instructions: For each client, assess the client's status using the required 5-point scale. If the case manager and the client believe the best score is between the two numbers, score using the lower number.

Income Domain

Rationale: To assess changes in each client's ability to adequately meet basic household needs.

Required Response Categories:

- 1 = No Income
- 2 = Inadequate income and/or spontaneous or inappropriate spending.
- 3 = Can meet basic needs with subsidy; appropriate spending.
- 4 = Can meet basic needs and manage debt without assistance.
- 5 = Income is sufficient, well managed; has discretionary income and is able to save.
- 8 = Don't know.
- 9 = Refused.

Employment Domain

Rationale: To assess changes in a client's job stability and the adequacy of earned income and employment benefits.

Required Response Categories:

- 1 = No Job.
- 2 = Temporary, part-time or seasonal; inadequate pay; no benefits.
- 3 = Employed full-time; inadequate pay; few or no benefits.
- 4 = Employed full-time with adequate pay and benefits.
- 5 = Maintains permanent employment with adequate income and benefits.
- 8 = Don't know.
- 9 = Refused.

Housing Domain

Rationale: To assess changes in the overall stability and safety of a client's housing situation.

Required Response Categories:

- 1 = Homeless or threatened with eviction.
- 2 = In transitional, temporary or substandard housing; and/or current rent or mortgage payment is unaffordable.
- 3 = In stable housing that is safe but only marginally adequate.
- 4 = Housing is safe, adequate, subsidized.
- 5 = Housing is safe, affordable, adequate, unsubsidized.
- 8 = Don't know.
- 9 = Refused.

Legal Domain

Rationale: To assess changes in a client's involvement in the criminal justice system and compliance with terms of probation/parole.

Required Response Categories:

- 1 = Current outstanding tickets or warrants or other serious unresolved legal issues.
- 2 = Current charges/trial pending; noncompliance with probation/parole/legal issues impacting housing qualifications.
- 3 = Fully compliant with probation/parole terms/past non-violent felony convictions/working on plan to resolve other legal issues.
- 4 = Has successfully completed probation/parole within past 12 months; no new charges filed; recently resolved other legal issues.
- 5 = No active legal issues in more than 12 months and/or no felony/significant legal/criminal history.
- 8 = Don't know.
- 9 = Refused.

Health Care Domain

Rationale: To assess changes in the accessibility, affordability and adequacy of a client's medical health coverage.

Required Response Categories:

- 1 = No medical coverage with immediate need.
- 2 = No medical coverage and great difficulty accessing medical care when needed. Some household members may be in poor health.
- 3 = Some members (e.g. children) on MEDICAID, but adults lack coverage.
- 4 = All members can get medical care when needed but may strain budget.
- 5 = All members are covered by affordable, adequate health insurance.
- 8 = Don't know.
- 9 = Refused.

Mental Health Domain

Rationale: To assess changes in the severity of a client's mental health symptoms.

Required Response Categories:

- 1 = Danger to self or others; recurring suicidal ideation; experiencing severe difficulty in day-to-day life due to psychological problems.
- 2 = Recurrent mental health symptoms that may affect behavior but not a danger to self/others; persistent problems with functioning due to mental health symptoms.
- 3 = Mild symptoms may be present but are transient; only moderate difficulty in functioning due to mental health problems.
- 4 = Minimal symptoms that are expectable responses to life stressors; only slight impairment in functioning.
- 5 = Symptoms are absent or rare; good or superior functioning in wide range of activities; no more than every day problems or concerns.
- 8 = Don't know.
- 9 = Refused.

Substance Abuse Domain

Rationale: To assess changes in the severity of a client's substance abuse/dependence.

Required Response Categories:

- 1 = Meets criteria for severe abuse/dependence; resulting problems so severe that institutional living or hospitalization may be necessary.
- 2 = Meets criteria for dependence; preoccupation with use and/or obtaining drugs/alcohol; withdrawal or withdrawal avoidance behaviors evident; use results in avoidance or neglect of essential life activities.
- 3 = Use within last 6 months; evidence of persistent or recurrent social, occupational, emotional or physical problems related to

use (such as disruptive behavior or housing problems); problems that have persisted for at least one month.

- 4 = Client has used during last 6 months (including social use) but no evidence of persistent or recurrent social, occupational, emotional, or physical problems related to use; no evidence of recurrent dangerous use.
- 5 = No drug/alcohol abuse in last 6 months.
- 8 = Don't know.
- 9 = Refused.

Safety Domain

Rationale: To assess changes in the safety and stability of a client's housing environment.

Required Response Categories:

- 1 = Home/residence is not safe, lethality is high.
- 2 = Safety is threatened, temporary protection is available, lethality is high.
- 3 = Safety is minimally adequate, safety planning is essential.
- 4 = Home is safe, however future is uncertain, safety planning is important.
- 5 = Home is apparently safe and stable.
- 8 = Don't know.
- 9 = Refused.

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Habitability Standards Worksheet

Complete the Worksheet for each unit occupied by an HPRP participant. Units should be inspected prior to occupancy and on an annual basis, or with a change of tenancy. Check the last column if the habitability standard was met at the time of inspection. Note any concerns in this column if the housing unit does not meet the standard. For any standard that is not met, steps should be taken immediately to correct the problem or concern.

Participant's Name: _____ Program Name: HPRP

Location: _____ Date of Inspection: _____

Name & Agency of Inspector: _____ Signature _____

(This document was created from HUD SHP Self-Monitoring Tools Habitability Standards Worksheet)

Habitability Standard	Standards Guide	Standard Met (Y/N); Comments
Structure and Materials: Is the unit structurally sound and does it protect residents from the elements?	Walk-through inspection by program staff and observations whether structure appears sound and poses no threat to health and safety of residents and protects residents from the elements.	
Access: Is the unit accessible and able to be used without going through other units? Is there a second means of egress in case of fire?	Observations by program staff whether space is accessible (including accessible to handicapped), is not able to be utilized by unauthorized persons, and has alternative means of egress in case of fire.	
Space and Security: Is the space adequate for the residents and his/her belongings? Does the resident have an acceptable place to sleep?	Observations by program staff whether residents are afforded adequate space and security (i.e., residents and their property are reasonably safe from harm), and are provided adequate places to sleep.	
Interior Air Quality: Does each room have some form of natural or mechanical ventilation? Is the interior air free from pollutants?	Observations by program staff that all individual rooms and common areas have natural or mechanical ventilation that appears to allow for adequate air circulation.	
Water Supply: Is the water supply free from contamination?	Observations by program staff regarding use of filtration systems, and the nature of circulation/distribution systems of potable water. Does water flow adequately from all faucets and appear clean.	
Sanitary Facilities: Does the resident have access to sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and disposing of waste?	Observations by program staff whether sanitary facilities are clean, in working order, and may be used in privacy.	
Thermal Environment: Are the heating and/or cooling facilities adequate and in proper operating condition?	Observations by program staff regarding temperature being maintained throughout the facility.	
Illumination and Electricity: Does the unit have adequate natural or artificial illumination to permit normal indoor activities and support health and safety? Are there sufficient electrical sources to permit the safe use of essential electrical appliances?	Observation by program staff regarding the quality of illumination and the availability (and condition) of electrical outlets throughout the facility.	
Food Preparation: Do food preparation areas contain suitable space and equipment to store, prepare and serve food in a sanitary manner?	Observations by program staff regarding the cleanliness of food preparation areas, adequacy of food storage area, and whether there are any indications of infestation.	
Sanitary Conditions: Is the unit maintained in sanitary condition?	General observations by program staff	
Fire Safety - Individual Units: Is there at least one working smoke detector on each occupied level of the unit? Are smoke detectors located in hallways adjacent to bedrooms where possible? Does each bedroom occupied by a hearing-impaired person have an alarm system designed for hearing-impaired persons?	Observations by program staff of smoke detectors in each unit, and testing of said equipment by program staff (Note: in units occupied by hearing impaired persons, smoke detectors must have an alarm designed for hearing-impaired persons.)	
Fire Safety - Common Areas: Do all public areas (laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas) have at least one smoke detector?	Observation by program staff of at least one smoke detector in each public space, and testing of said equipment by program staff.	