



Homeless Intervention Program (HIP) Grant

How to Apply – Conference Call

Friday, May 7, 2010

10:00 AM-12:00 PM



HIP Overview

- HIP Grantees will be selected through a competitive application process
- Approximately \$4,500,000 of State General Fund
 - No TANF funds available
- For July 1, 2010-June 30, 2012 (second year funding, contingent on performance and availability of funds)
- Available for non-profits and local governments throughout Virginia





Applicant Eligibility

- Either unit of local government or non-profit that provides related housing services
- No outstanding findings or other issues
- Experienced service provider (at least one year prior)
- Must be able to meet record keeping and reporting requirements
- Must be able to meet HMIS requirement
 - May have an organizational plan to implement and use during the first year of the grant
- Must be certified as local CoC participant
- Must have proposal certified as meeting local needs



Applicant Eligibility – Primarily Religious Organizations

- **MUST** establish a completely separate, secular, private, non-profit organization to serve as sub-grantee
- Pending 501(c)(3) application is okay for application
- Must adhere to limitations on discrimination against religious affiliation
- Cannot require participation in religious service or activity
- Cannot require religious instruction or counseling



Eligible Costs

- A minimum of 75 percent on financial assistance through rental, mortgage or security and utility deposit
- A maximum of 20 percent on supportive services
- A maximum of five percent on administrative costs associated with the program



Ineligible Costs

- Services related to unaccompanied minors who are not legally emancipated
- Services for individuals residing in state-run programs/institutions
- Services for which Section 8 rental vouchers or other rental subsidies that cover fair market rent costs are being provided
- Rental assistance for non lease bearing tenants
- The provision of hotel/motel vouchers



Objective

- To provide grant funds for temporary rental or mortgage assistance and support services related to housing and financial literacy in order to achieve permanent housing



Eligible Program Participants

- Households earning within 80 percent of the area median income
- Renters or homeowners in arrears
- Renters or homeowners in danger of arrearages
- Homeless persons or victims of domestic violence residing in a shelter or some other temporary housing



Other HIP Participant Requirements

- Must be households experiencing a temporary financial crisis
- Not intended to be long-term, repeat assistance
- Internal organizational policies and processes related to priority populations, housing barriers, sustainability criteria and client selection must be developed and implemented
- HIP Minimum Requirements Form must be completed for all households receiving HIP assistance



Rental Assistance

- Limited to nine months (includes past rental charges)
- Only for rents within 150 percent of Fair Market Rent
- “Shallow Subsidies” should be used where appropriate
- No loans
- Must be processed within 15 working days from the receipt of all necessary eligibility determination
- All obligated amounts must be reviewed with clients and documented in files



Mortgage Assistance

- Limited to nine months
- Not to exceed payments comparable to 150 percent of Fair Market Rent
- “Shallow Subsidies” should be used where appropriate
- Must be processed within 30 working days from the receipt of all necessary eligibility determination
- May be provided as no interest loans
- All obligated amounts must be reviewed with clients and documented in files



Security Deposits

- Maximum to be provided is amount of rent deposit (within 150 FMR), utility deposit and key deposit
- All obligated amounts must be reviewed with clients and documented in files



Other Requirements

- Supportive Services
 - Throughout 12 month contract
 - Minimally on a monthly basis
- Termination of Participation and Grievance Procedure
- Confidentiality Policy and Procedure
- Conflict of Interest Policy
- Nondiscrimination and Equal Opportunity Requirements
- HMIS
- CoC



Performance Measures

- Minimum of 70 percent of households are in permanent housing six months after final HIP payment has been made



Application Process

- Any eligible applicant may apply (doesn't need to be current sub-grantee)
- Due at DHCD by 5 P.M. on Wednesday, June 2, 2010
- Competitive
- Proposal reviewed and scored by a panel
- Reviewed and scored "as is"
- Proposal must meet minimum thresholds
 - Eligible Applicant
 - Eligible Program/Activities
 - Received before deadline
- Review criteria
 - Need (maximum 50 points)
 - Approach (maximum 25 points)
 - Capacity (maximum 25 points)



Application: Budget and Financial Information

- Agency budget (current year)
- Program budget (current and proposed)
 - Expenses/revenues
 - Proposed budget should include request
- Most recent audit (if DHCD doesn't already have it)
- HIP Request Section (application)



Application: Need

- 50 percent of score
- Need Narrative section
- Scope of Need:
 - Does (and how) does this program fill a service gap?
 - Is there a need for the HIP funds?
 - Is there a demand for this particular program?
 - How critical is the need?
 - Does the program have any special feature to meet these needs?
 - How credible and relevant is the evidence of need?
 - Is there a specific target population



Application: Approach

- 25 percent of score
- Need, program description, and collaboration narrative section
- Scope of Approach:
 - How experienced is the applicant with providing similar services and assistance?
 - How experienced is the applicant with working with the target population?
 - How well is the proposal coordinated with other activities and funding sources in the area?
 - Does the program appear to be based on proven methods and/or is the program able to demonstrate good outcomes?
 - Do the program costs appear reasonable?
 - Do the program outcomes and objectives appear reasonable



Application: Capacity

- 25 percent of score
- Organizational capacity narrative, budgets, other documentation
- Scope of Capacity :
 - How experienced is the applicant with providing similar services/assistance?
 - Does there appear to be a plan for appropriate program oversight?
 - Does the applicant demonstrate effective grant management experience?
 - Does the applicant demonstrate adequate capacity for data collection and reporting?



Application: Additional Information

- Collaboration
- Organizational capacity
- HMIS current capacity and plans
- Attachments



Wrap Up

- **Due date**
 - **At DHCD by**
5:00 PM Wednesday, June 2, 2010

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