

**Draft Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program
(HPRP)**

Nashville, Tennessee

Nashville has completed its draft substantial amendment to its Consolidated Plan 2008 Action Plan funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP). This Draft Action Plan is being posted to MDHA's website for comments from the public **through noon on Friday, May 8, 2009**.

Comments may be sent via mail, fax or email to:

Suzie Tolmie, Homeless Coordinator

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701 South Sixth Street
Nashville, TN 37206
615/252-8559 fax**

hprpcomments@nashville-mdha.org

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

MDHA will post its final Action Plan, and has local related materials, at:
<http://www.nashville.gov/mdha/hprp.htm>

A. Citizen Participation and Public Comment

1.

MDHA posted an ad in the *Tennessean*, the region's largest local newspaper, announcing a community meeting on HPRP, held April 2, 2009. Forty-five people attended to learn more about the program. A ballot was distributed and later sent out via email to a broad list of stakeholders in Nashville. The ballot solicited input on the most suitable distribution of HPRP funds for Nashville under the eligible categories, as well as votes on a 5-member steering committee, whose primary responsibilities were to approve the distribution of funds, and to review the city's action plan. On April 16, 2009 the committee's recommendation was presented to a joint meeting of the Nashville Coalition for the Homeless and the Continuum of Care, where over 20 agencies were represented.

MDHA created a website dedicated to information on the HPRP in Nashville, and will also have a separate email address exclusively for HPRP comments from the public. The draft action plan will be posted to this website, and the public will be asked for comment via both an advertisement in the *Tennessean* as well as via email from the agency's Homeless Coordinator to an email distribution list of more than 150 individuals and agencies. The list of stakeholders continues to build, and includes representatives from emergency and transitional shelters, local and federal government, United Way, the faith community, HOPWA subgrantees, nonprofit service providers, gas/water/electric utilities, formerly homeless persons, feeding programs, permanent housing providers, community leaders and business interests.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

MDHA is soliciting comments now and intends to post all comments to this plan prior to submission to HUD.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

All comments will be summarized here prior to the plan's submission to HUD.

B. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

During May and June, MDHA will continue to educate the community on eligible activities and participants, to highlight specific local gaps that exist, and discuss opportunities for collaboration in program design. This will happen at monthly venues such as the Continuum of Care meeting. MDHA will create a formal Request for Proposals (RFP) and solicit applications to address the related needs from agencies with sufficient capacity to deliver the necessary assistance. Staff in MDHA's Procurement office will handle the mechanics of distributing the RFP for HPRP funding to all interested parties, and collecting all applications.

A Review Committee, appointed by MDHA's Executive Director, will analyze and rank all proposals and forward its recommendations to MDHA's Board of Directors. Among other criteria, rating factors will include a track record of efficient delivery of related housing and services, as well as proven ability to spend grant funds by deadline. Throughout this process, MDHA intends to cull through model RFPs and other related materials available through HUD's HRE and the National Alliance to End Homelessness websites. These have already served as relevant reference sources for local program planning.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

A Review Committee will be established and make recommendations for awards by an internal deadline that assures MDHA will be prepared to contract with selected agencies before September 30. To meet the deadline required by HUD, we expect to release a Request for Proposals in July, finalize award decisions in August, and present the decisions to MDHA's board for approval in Septmeber.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

The program rules state that reports are required to be submitted within 10 days after the end of each quarter. Although MDHA awaits further guidance at this point on the data that HUD will collect, the agency will review progress of programs and financial disbursements each quarter. Although we are still in the planning stages, expenditure rates may be shared at regular meetings of sub-grantees, to encourage transparency and accountability. Language in all contracts will require timely expenditure of funding, and will allow MDHA to re-capture funds from programs, if needed, to comply with HUD's timeline. MDHA will have a staff person assigned specifically to this program; responsibilities will include oversight and monitoring for all activities related to sub-grantees, as well as administrative and other duties that may fall internally.

C. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

MDHA has already spoken with a variety of local agencies that are due to serve as partners for ARRA funds. We are working with the United Way to develop ways to coordinate with, and to educate, one another. A helpful tool we may use for reference is the comprehensive funding matrix found on the HPRP Resource Library link on HUD's Homelessness Resource Exchange (HUDHRE.info):

<http://www.hudhre.info/documents/MatrixProgramsFundedARRA.pdf>

This chart suggests specific opportunities for collaboration among programs. An initial meeting of lead agencies has been scheduled for early May.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

MDHA facilitates Nashville-Davidson County's process for competitive HUD Continuum of Care dollars, and has served as the city's administrative agent for formula Emergency Shelter Grants (ESG) Program funding since its inception in 1986, so collaboration with appropriate resources in that system is guaranteed. MDHA's Homeless Coordinator writes the Exhibit 1 narrative for the city's application to HUD for CoC funding, provides technical assistance to applicant agencies, and convenes Continuum of Care-funded agencies, as well as interested others, at monthly meetings held at the Nashville Rescue Mission.

Service providers work diligently to ease access for homeless people to mainstream resources. They attend Ticket-to-Work training. The Legal Aid Society offers training on appeals process for housing, Social Security, TennCare, and IRS assistance. Operation Stand Down assists veterans with filing claims for benefits; the agency gets hundreds into jobs each year.

Outreach workers have encountered success at getting homeless people approved for Social Security benefits. An effort funded by the city's Homeless Commission now trains case managers in the SOAR methods, and presented at last year's National Alliance to End Homelessness conference describing its 98% success rate and reduction in the average wait for approval to 56 days. Via the "Facilitated Shelter Enrollment Grant," the National Health Care for the Homeless Council (based in Nashville) got authority from Nashville's Department of Human Services to collect information needed to help homeless families avoid lengthy waiting periods for "eligibility determination". Staff from the Food Stamp office visit shelter sites to enter claims for new residents.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

In its five-year strategic plan in the Consolidated Plan for 2005-2010, the first priority under the first goal is *renters with incomes below 50% of the median that are experiencing housing problems*, and reducing the percentage of such renters in Nashville. Throughout the plan, increasing the supply of affordable housing, and a focus on very low-income residents – including homeless families and individuals – is a common theme. The use of HPRP funds is consistent with many of the strategies cited in the Plan, including partnering

with nonprofit agencies to expand permanent housing opportunities for homeless persons with special needs. The work of the Mayor’s Task Inter-Departmental Force is highlighted in 4.4 (“Interventions and Actions to Address Homelessness”); item #7 on its list of action items was establishing an emergency fund to prevent homelessness. In Part IV, Goal #2, the Plan mentions preventing people from becoming homeless by providing back-rent and –utility payments.

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D. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$617,788	\$580,347	\$1,198,135
Housing Relocation and Stabilization Services ²	\$187,209	\$486,742	\$673,951
Subtotal (add previous two rows)	\$804,997	\$1,067,089	\$1,872,086
Data Collection and Evaluation ³			\$40,259
Administration (up to 5% of allocation)			\$100,649
Total HPRP Amount Budgeted⁴			\$2,012,994

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”