



THE CITY OF SAN DIEGO

LAND USE & HOUSING REPORT

DATE ISSUED:

REPORT NO.

ATTENTION: Land Use and Housing Committee  
Agenda of June 17, 2009.

SUBJECT: Homeless Prevention and Rapid Re-Housing Program (HPRP)

SUMMARY:

The City anticipates receipt of \$6,168,104 in Homeless Prevention and Rapid Re-Housing Program (HPRP) funds to be issued by the U.S. Department of Housing and Urban Development (HUD) through the 2009 American Recovery and Reinvestment Act (ARRA).

HUD intends to sign a grant agreement with the City by September 1, 2009 and funds must be obligated through sub recipient agreements by September 30, 2009. Sixty percent of grant funds must be drawn down within two years (September 2011) and one hundred percent of the grant funds within three years (September 2012) of the signature date.

Eligible Activities:

HPRP guidelines include four categories of eligible activities:

- 1) **Financial Assistance-** Short term (three months) and medium term (four-eighteen month) rental assistance; security and utility deposits; moving cost assistance; motel/hotel vouchers
- 2) **Housing Relocation and Stabilization-** case management related to housing needs and stability of program participants; housing search and placement assistance; legal services; and/or credit repair
- 3) **Evaluation and Data Collection-** costs associated with analyzing patterns of use of HPRP funds such as; purchase of Homeless Management Information System (HMIS) software and/or licenses; leasing or purchasing of computer equipment; costs associated with data collection, entry, and analysis.
- 4) **Administrative costs-** not to exceed 5% of the total grant award (\$308,405)

Proposed Program Summary:

The City will enter into a contract with the San Diego Housing Commission (Commission) for administration of HPRP programs and services. It is proposed that HPRP funds be used to prevent people from becoming homeless, divert those entering the shelter system to permanent housing options and rapidly re-house those that are already homeless.

The Commission proposes to provide a comprehensive program for prevention, diversion, and re-housing of individuals and families deemed eligible for this assistance. Activities will include three phases: 1) Outreach that will be achieved via relationships with organizations with high volume interface with homeless persons; 2) In-take, which will involve eligibility determination, referral to rental assistance and related services (legal, credit) and data collection; and 3) Placement and maintenance, which will involve engaging landlords with suitable vacant units and facilitating successful tenancy through mediation and coordination of supportive services. (See Attachments 1 and 2 for a detailed draft of the proposed program and budget.)

In addition, the Housing Commission will prepare exit strategies for program recipients to ensure that this short-term housing assistance leads to permanent solutions rather than a return to homelessness. Typical exits would include return to employment or new employment, permanent supportive housing, and possible housing vouchers (rent subsidy).

In order to receive HPRP assistance individuals and families must meet the following minimum criteria:

- An initial consultation with a case manager for eligibility determination
- Households must be at or below 50% area median income (\$41,300)
- Must be homeless or at risk of becoming homeless without this assistance
- No alternative housing options are available, nor financial resources or support networks needed to retain existing housing

Also, the City of San Diego will enter into a contract with the Regional Task Force on the Homeless (RTFH) for data collection, analysis, monitoring, and reporting. Program evaluation and monitoring will include sets of individual and client level data elements to be collected by each service provider in accordance with HUD reporting requirements. Data will be entered into the current local Homeless Management Information System (HMIS), as mandated by HUD.

Both the Commission contract and RTFH contract will be brought to Council for approval by September.

### **Timeline**

The Commission intends to publish Request for Proposals (RFP's) in early July 2009 for services not administered internally. Sub-contractors will be selected based upon final program design plans and experience administering similar programs and services to ensure effective and efficient operations.

### **FISCAL CONSIDERATION:**

This action will not result in any fiscal impacts to the City's General Fund but will provide \$6,168,104 in Emergency Shelter Grant funds. The City will retain \$108,104 of these funds for administration and approximately \$300,000 for program costs and will transfer the remaining \$5,760,000 to the Housing Commission.

### **PREVIOUS COUNCIL and/or COMMITTEE ACTION:**

HPRP application (Substantial Amendment to the 2008 Consolidated Action Plan) was approved by Council on May 30, 2009

COMMUNITY PARTICIPATION and PUBLIC OUTREACH EFFORTS:

The substantial amendment was made available for public comment on the City's website, as well as the Commission's website between April 24 and May 8, 2009. A stakeholders meeting was held April 21, 2009. Over 500 interested persons and organizations were invited to the meeting. The meeting served as a forum to initiate collaborations among agencies and link them with HPRP efforts.

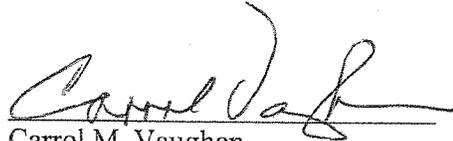
The City and Commission staff also presented the HPRP substantial amendment to the Regional Continuum of Care Council (RCCC), the HUD recognized decision making body for the regional planning of a full range of emergency, transitional, and permanent housing and other resources to address the various needs of homeless persons. The City solicited input regarding consistency with RCCC goals and priorities. RCCC input and recommendations will be considered in developing the scopes of services for program administration.

Finally, since February 26, 2009 Commission and City staff has participated in bi-weekly planning meetings sponsored by the San Diego Grantmakers to coordinate planning regionally.

Respectfully submitted,



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City Planning & Community Investment



Carrol M. Vaughan  
Executive Vice President &  
Chief Operating Officer, San Diego  
Housing Commission

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Attachment(s):   1. HPRP Program Plan  
                      2. Proposed Draft HPRP Budget

**Attachment 1**

**HPRP: PROGRAM PLAN**

**TARGETING**

To qualify for HPRP assistance, a person or family must have income at or below 50% AMI and would be homeless BUT for this assistance. Targeting this population will be done by outreach to current service providers and using data from the Housing Commission's Section 8 waiting list. In addition, the funds may be used to target people who are already homeless and need to be rapidly re-housed. The Regional Task Force on the Homeless conducts a homeless profile every year, which will help target this population. In addition, emergency and transitional housing providers will be able to provide data and referrals for this assistance.

To assess the need for prevention activities, we have noted that the Section 8 waiting list as of 5/1/09 shows that families compromise 49.94% of the population, 30.68% are disabled, 10.30% are elderly, and 9.08% are single.

To assess the need for rapid re-housing activities, the regional homeless profile illustrates that adults (31-50) compromise 44.8% of the population, 16.8% are older adults (51-61), 16% are children(0-17), 10.4% are youth (18-30), 6.1% are seniors (62+), and 5% are unidentified.

Rank	TARGET POPULATION	% of Funds *Targeted	REFERRAL SOURCE/POINT OF ENTRY
1	Families with Children	60%	<b>TBD</b>
2	Elderly/Disabled	18%	
3	Transitional Age Youth	2%	
4	Single Adults (AMI ≤ 50%)	20%	

*\*Note:* Funds are flexible and may be adjusted based on need. Eligible participants will not be turned away based on amount of target funds available.

**MISSION STATEMENT/VISION**

*To provide comprehensive, seamless array of services that begin by preventing homelessness and ensure that eligible San Diegans (50% AMI level) achieve housing stability and self-sufficiency.*

**GOALS**

The City of San Diego has been allocated \$6,168,104 in Homeless Prevention & Rapid Re-housing(HPRP) Emergency Shelter Grant funds under the American Recovery & Reinvestment Act of 2009. This is a one time grant that will help stabilize individuals and families impaired by the economic recession. The Housing Commission has been tasked with the principal responsibility for administering this program.

Housing Prevention and Rapid Re-housing funds provide financial assistance to prevent an eviction, mediation to address problems with a landlord or lender, and service coordination, aimed at preventing individuals and families from becoming homeless. Based on preliminary budgeting, it is our goal to prevent, divert, and re-house approximately 350 cases of homelessness with rental, legal, and credit counseling assistance over a 3 year period.

Eligible activities include rental assistance, legal and credit counseling and service coordination. Rental assistance may include funding in the form of a full or partial deposit, short term (3 months) and medium term (up to 12 months) subsidy, moving assistance, utility payments, and coordinated efforts to secure funding from other available resources, or a combination of efforts. Intake Coordinators will screen for HPRP eligibility and refer to the Housing Resource Coordinators for HPRP housing assistance or to other social services deemed essential for successful tenancy.

Housing Resources Coordinators will determine the amount of subsidy required and work with clients to secure housing. Housing Resource Coordinators will work with various audiences including other community agencies, private landlords, and property managers to create possibilities that lead to safe, stable and permanent housing.

Success of the program will be determined by tracking the number of those assisted who have maintained housing after 12 months and those that have become homeless. In addition, it will be beneficial to track the number of people who were not eligible for assistance and were diverted to other services. We seek to develop a web based uniform assessment tool that can easily be shared among the Continuum of Care service providers and entered into the HMIS data system for tracking and reporting.

### **1. Prevention**

The most economically efficient way to end homelessness is to prevent its occurrence. Most people who are at risk of homelessness either do not seek prevention services or have trouble navigating the social networks. The Housing Commission plans to implement an assessment tool to be used by a variety of service providers to reach a wide range of people in need. The uniform assessment tool will be used to screen individuals to determine eligibility for HPRP financial assistance. Targeting will include those with income below 50% AMI, those who have experienced recent job loss, families "doubled up," youth under the age of 24 and previously in foster care, or people who have an eviction from public or assisted housing. The assessment tool will screen for these factors and refer to the HPRP housing assistance or other services (job training, mental health services, food services, etc.) not covered by the HPRP funds.

Locally, people on the brink of homelessness have been documented accessing eviction services from Legal Aid and the Housing Opportunities Collaborative. In addition, job training centers, the school district, and other local service providers have seen an increase in requests for assistance from people that are on the brink of homelessness or have recently lost housing. These points of entry will utilize the universal screening tool to make an initial assessment and refer clients to a central intake coordinator. The intake coordinator will complete a detailed screening and determine eligibility for HPRP funds. If eligible, a client will then be referred to a Housing Resources Coordinator. The Housing Resources Coordinator will work at the Housing Commission and will help negotiate reasonable rents and lease terms, work to address credit issues with a potential tenant, and complete HUD-required inspections of properties.

It is important that people who are referred to the Housing Resources Coordinator are properly screened to determine if but for this assistance they would become homeless. Every person receiving assistance will be assessed on a quarterly basis to determine eligibility and need. Based on the short term nature of this funding, the goal is to assist people who will be able to achieve employment and financial stability quickly. Successful outcomes will depend on proper targeting and screening.

## **2. Diversion**

Diversion activities will target individuals and families who are on a waiting list or who have recently become homeless and would be better served in permanent housing rather than a shelter. There is a great need for diversion activities and permanent supportive housing in the City of San Diego due to the lack of shelter services. There are a number of facilities operating in the city that serve homeless individuals and families, and similar to the plan for prevention, the uniform assessment tool will be used at these facilities to provide direction for those individuals that are already homeless and need immediate assistance to prevent a shelter stay.

If an individual or family has already become homeless, it may be harder to place this person quickly into permanent housing due to a record of eviction and/or credit problems. Rental assistance in addition to legal and credit counseling will be available for this population. The plan sets aside approximately \$300,000 for the 3 year period to provide counseling assistance to individuals with legal and/or credit issues. In addition, a Housing Resources Coordinators will work with landlords to get already homeless tenants housed and keep them housed. The Housing Resources Coordinator will play an important role in maintaining a relationship between the landlord and tenant.

## **3. Rapid Re-housing**

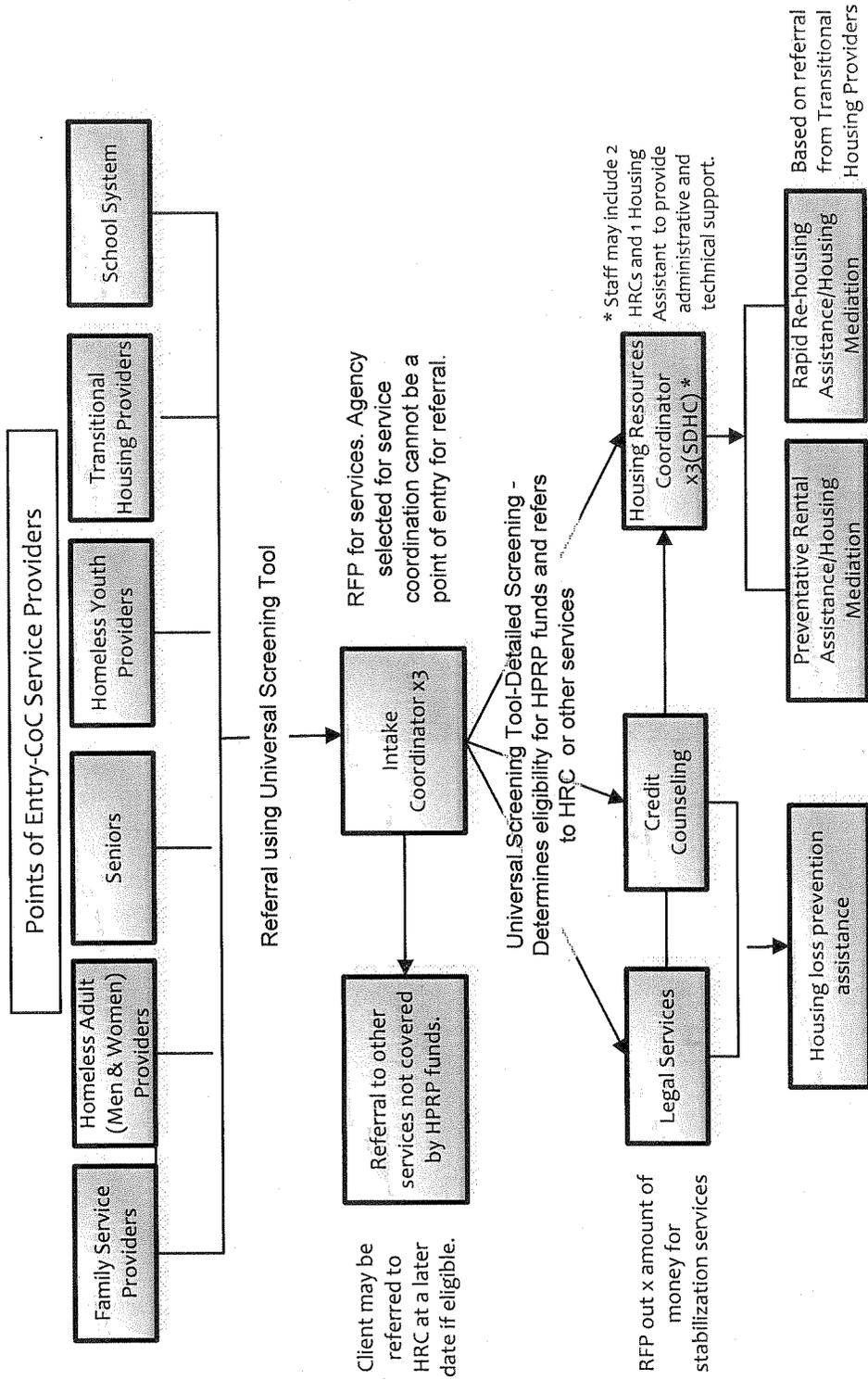
Rapid re-housing assistance will target individuals participating in transitional housing programs. Transitional housing programs provide temporary housing and services to homeless individuals with barriers to accessing permanent housing. This aspect of HPRP will target people that have overcome these barriers, yet may still require temporary/short term rental assistance to help fill the economic gap between transitional housing and permanent housing.

The plan assumes that individuals and families that are already homeless will require a longer term rent subsidy. The maximum term is 12 months, (with the possibility of a 6 month extension) which may or may not be enough time for a person or family to become self sustaining. Therefore, an exit plan is also needed in addition to emergency assistance.

**An estimated total of \$3,823,188 has been set aside for short term (3 month) and medium term (up to 12 months) rental assistance. Approximately \$1,961,172 will be targeted at homeless prevention and approximately \$1,862,016 will provide rental assistance to rapidly re-house individuals and families that are already homeless.**

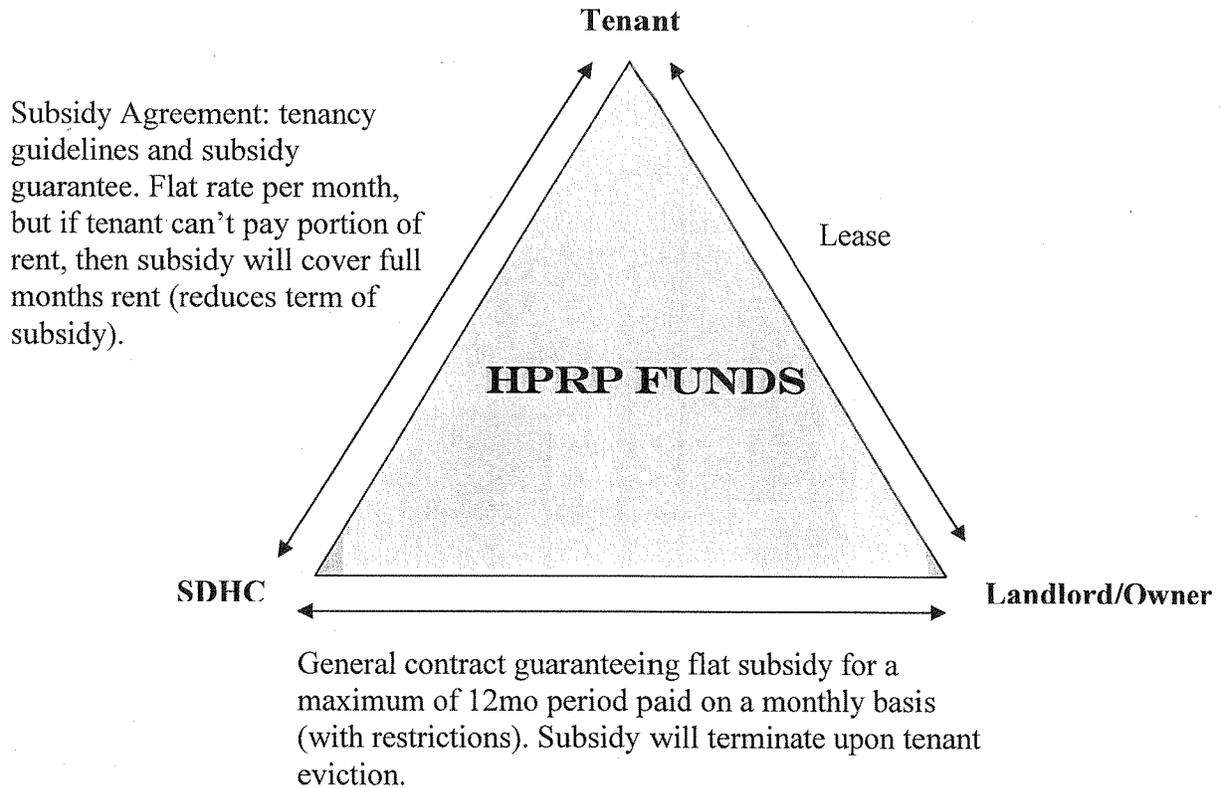
Last Updated: 6/2//09

## HPRP: Workflow



## MISCELANEOUS

### Contract with tenant and landlord



## EXIT STRATEGY

Assuming that the HPRP funds are a one time funding source and to be used for short term rental assistance, it is necessary to formulate an exit strategy. The SDHC will coordinate efforts with current service providers including the county to provide streamline access to services and resources. It is anticipated that a client seeking HPRP assistance will be added to the Section 8 waiting list and linked with TANF assistance through the county HHSA. In addition, job training and employment services will be streamlined through coordination with the Department of Labor and the SD Workforce partnership. Lastly, the SDHC is formulating a plan to issue approximately 200 project based vouchers within the city of San Diego on units serving individuals and families with income below 50% AMI. A variety of opportunities will be available for clients through collaboration and service linkages.

**Possible Linkages with other ARRA funds:**

Name of Fund	Use	Amount	Distributed By
<b>Workforce Investment Act Employment Training</b>	Job Training, Employment services for youth and adults	\$7M youth activities, \$13M dislocated workers-adult	Dept of Labor and <b>SD Workforce Partnership</b>
<b>Economic Recovery Package for those with SSI or Veterans benefits</b>	Stimulus for retirees, veterans, or people with disabilities	\$250 pp who received SS ben in Nov/Dec 2008 or Jan 2009	SSA?
<b>TANF Emergency Contingency Fund</b>	Cash assistance, food stamps, welfare-to-work and one time rental assistance	SD county-\$2,175,970	United Way/Ecumenical Council/Local Board
<b>FEMA</b>	Emergency Food & Shelter and one time rental assistance	\$500M nationally	HHSA
<b>Community Service Block Grants</b>	Self sufficiency contractors, financial literacy, hotel vouchers, referrals to workforce partnership for employment services and case management		HHSA
<b>Neighborhood Stabilization Program</b>	Purchase and rehab of foreclosed properties to increase affordability-25% of funds targeted at 50% AMI or below	City of SD-\$9.3M	SDHC
<b>Project Based Rental Assistance</b>	Provides landlord with contract renewals on 12-mo cycle	200 vouchers	SDHC

Attachment 2

**BUDGET**

**Total Program Funds:** \$5,859,699 (includes \$300,000 City will keep for data management)  
 Administration Fee (5%) = \$308,405 (City will keep \$108,104)  
 Avg. Subsidy Amount = \$829.00 per month (1 bedroom)  
 Maximum Subsidy Term = 12 months  
 Number served (3 years) = 354 Head of Households (HH)  
 Percentage for Rental Assistance= 65%  
 Total Allowable Subsidy:

Bedroom Size	Max Security Dep	Max Moving Costs (includes utility activation)	Max Rent Subsidy (12 months)	Total Allowable Subsidy
0	\$657*2=\$1,314	\$500	\$657*12=\$7,884	\$9,698
1	\$829*2=\$1,658	\$500	\$829*12=\$9,948	\$12,106
2	\$1,107*2=\$2,214	\$500	\$1,107*12=\$13,284	\$15,998
3	\$1,457*2=\$2,914	\$500	\$1,457*12=\$17,484	\$20,898
4	\$1,828*2=\$3,656	\$500	\$1,828*12=\$21,936	\$26,092

Activity	Program Description	Amount (over 3 years)	Details	Notes
<b>STABILIZATION SERVICES AND HOUSING RELOCATION</b>		<b>\$1,736,511</b>		
Screening	Intake Coordination for prevention, diversion, & Re-housing referrals	\$710,000	3 staff positions @ \$70,000 x 3years= \$630,000 Outreach Materials: \$80,000	RFP for intake coordination services Outreach=advertising
Housing Placement	Specialized housing placement through facilitated landlord networks. Housing Resource Coordinator will mediate tenants and landlord relationship (lease, term, credit, etc.)	\$726,511	3 Housing Resource Coordinator@ 75,000 x 3 years=\$675,000 Operational Expenses:\$51,511 (3 years)	Housing Resource Coordinators in-house @ SDHC Operational Expenses to include online screening and assessment form and software for payments/data management

<p><b>Outreach Services</b></p>	<p>Housing/Credit Counseling and Legal Assistance to prevent homelessness</p>	<p>\$300,000</p>	<p>Housing/Credit Counseling: \$50,000 yr x 3years= \$150,000 Legal Assistance: \$50,000 yr x 3years=\$150,000</p>	<p>RFP</p>
<p><b>FINANCIAL ASSISTANCE</b></p>	<p>Prevent individuals/families from becoming homeless or divert them from shelter to permanent housing</p>	<p><b>\$3,823,188</b></p>	<p><i>Medium Term</i>-2 person family allowable subsidy at \$12,106 x 54 HH=\$653,724 x 3 terms (total 150 HH over 3 years)=\$1,961,172</p>	<p><b>TOTAL=354 HH</b> TOTAL 162 HH over 3 years.</p>
<p><b>Prevention &amp; Diversion</b></p>	<p>Flexible financial assistance-short term(3 months) and medium term(4-18months)</p>	<p>\$1,961,172</p>	<p><i>Medium Term</i>-1 person allowable subsidy at \$9,698 x 64 HH=\$620,672 x 3 terms(total 189 HH over 3 years)=\$1,862,016</p>	<p>TOTAL 192 HH over 3 years.</p>
<p><b>Rapid Re-housing</b></p>	<p>Immediate &amp; quick intervention for individuals/families entering the shelter system</p>	<p>\$1,862,016</p>	<p><i>Medium term</i> rental Subsidy (4-18 months)</p>	
<p><b>DATA COLLECTION &amp; EVALUATION</b></p>		<p><b>\$300,000</b></p>		
<p><b>Evaluation/Data Management</b></p>	<p>City developed performance measures and funding for data collection and reporting assistance. Regional approach using a modified HMIS system.</p>	<p>\$300,000</p>	<p>Software, data collection, analysis, and reporting</p>	<p>The city will use this money to contract with RIFH to update and maintain the HMIS system.</p>

