

**County of Santa Clara and City of San José**  
**HPRP Program RFP Corrections and FAQs**  
**July 13, 2009**

The County of Santa Clara and the City of San José held a Bidders' Conference related to the Request for Proposals for the Homelessness Prevention and Rapid Re-Housing Program (HPRP). At the conference, a few corrections to the RFP were noted and a number of questions were asked. This document contains a summary of those issues; please note the changes and additional information.

**CLARIFICATION:**

The budget form consists of two pages, each of which is a tab in the budget file. Please be sure to submit BOTH budget forms.

**CORRECTION:**

The address for submission of proposals to the County of Santa Clara should be:  
Marjorie Matthews, Director  
Office of Affordable Housing  
County of Santa Clara  
2310 North First Street, Suite 100  
San Jose, CA 95131  
Attn: HPRP Proposal – County of Santa Clara

**QUESTIONS**

**If numerous organizations are collaborating on a proposed program, should they submit audited financial statements for all participating organizations, or just the lead agency?**

Please only submit audited financial statements for the lead agency with which the City and/or County will be entering directly into a contract.

**The RFP states that all organizations must demonstrate at least three years of experience providing similar or comparable services to the target population. Is that a requirement for all partners in a collaboration?**

It is expected that all partners have at least three years of experience providing the services comparable to those that they are proposing to provide. In other words, a legal services provider partnering with other organizations in order to provide eviction prevention assistance must have experience providing eviction prevention or related services.

**Is the funding intended to cover a two- or a three-year period?**

The County and City are requesting that programs design two-year programs. If there is any funding left at the end of the two-year period, they will extend the contract term as appropriate.

**Is there a maximum grant amount per applicant organization or collaborative?**

Applicants cannot request more from the County and/or City than what has been allocated but there is not an established per-applicant grant amount. As indicated in the RFP, in order to minimize the contract administration burden, it is expected that no more than five agencies (and possibly fewer) will be awarded funds through this RFP process. The County and City intend to fund proposed programs that are comprehensive in scope with budgets that are realistic and well-justified.

**Is there an expected level of assistance per person or per household?**

No. The County and City wish to see programs provide the least assistance per household that ensures long-term housing stability, but expect that assistance level to vary greatly between different households. It is not the goal of the City or County to fund the greatest number of people at the lowest cost but, rather, to serve as many people as possible while ensuring that those served do not return to homelessness.

**Can the funds be used to support a hot meals program?**

No, the provision of hot meals is not an allowable HPRP cost.

**What are the HMIS requirements for Domestic Violence services providers?**

HUD has issued the following guidance with respect to the HMIS requirements for domestic violence and legal services providers:

*“The American Recovery and Reinvestment Act of 2009 (ARRA) states that grantees receiving Homelessness Prevention and Rapid Re-Housing Program<sup>[1]</sup> (HPRP) grants “shall collect data on the use of funds awarded and persons served with this assistance in HUD’s Homeless Management Information System (HMIS) or other comparable database.” (ARRA, p. 107) HPRP subgrantees (including organizations providing HPRP assistance under contract with a subgrantee) must also meet this requirement.*

*“HUD has determined that HPRP subgrantees that are victim service providers as defined by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA) should NOT enter data directly in HMIS and must use a “comparable database.” VAWA defines a victim service provider as a nonprofit or nongovernmental organization including rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.*

Minimal Standards for a ‘Comparable Database’: Victim service providers that receive HPRP

*funding must submit unduplicated aggregate reports about the individuals and families served with HPRP funds to the HPRP grantee<sup>21</sup> on a quarterly basis or, if required by the grantee, on a more frequent basis. HPRP-funded providers must also have a mechanism to track the length of assistance provided to program beneficiaries to ensure that participants are recertified every 3 months if receiving medium-term rental assistance and that participants do not receive more than 18 months of HPRP assistance. Therefore, a victim service provider's comparable database must collect client-level data over time and generate unduplicated aggregate reports based on that data. It cannot be a database that only records aggregate information.*

*"The comparable database must comply with all current HUD HMIS Data and Technical standards. As of June 2009, current applicable HMIS Data and Technical Standards include Section 1 (Introduction), Section 4 (privacy and security standards), and Section "5 (technical standards) from the 2004 HMIS Data and Technical Standards Final Notice (69 FR 146, July 30, 2004) and Section 2 (program descriptor data elements), Section 3 (universal data elements) and Section 4 (program-specific data elements) of the 2009 HMIS Data Standards. The HMIS standards also require organizations to comply with any federal, state, and local laws that require additional confidentiality protections, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (45 CFR Parts 160 and 164), the Confidentiality of Alcohol and Drug Abuse Patient Records Rule (42 C.F.R. Part 2), and VAWA.*

*"Minimum Data Collection Requirements for Victim Service Providers: Victim service providers are required to collect and record all data elements that are required for HPRP funded providers on all clients served with HPRP funds in a comparable database. The client-level data collection requirements for HPRP programs are specified in the 2009 Data Standards Notice. They include:*

- all universal data elements, and*
- a subset of the program-specific data elements.*

*"In addition, all of the **program descriptor data elements** must be recorded about each HPRP program in the HMIS (either by the HPRP-funded provider or by the HMIS system administrator) and the fields needed to correctly generate the HPRP performance reports are required to be collected in the comparable database. A mailing address (e.g. P.O. Box) or administrative office address are acceptable in lieu of a shelter's physical address. The program descriptor data elements only need to be entered once for each program and are not repeated for each client; however, each HPRP client record will need to include the appropriate Program Identifier in order to correctly generate required reports.*

*"The required data elements are summarized in the 2009 Data Standards, Exhibits 1-1, 1-2 and 1-3.*

*"Suppression of Potentially Identifying Data in HPRP Annual Performance Report (APR): Victim service providers may suppress aggregate data on specific client characteristics in the HPRP APR when the following two conditions are met:*

1. *the aggregate number of persons reported for a particular reporting field is less than either one percent of the total number of clients or five persons, whichever is greater, and*
2. *provider staff reasonably believe that the inclusion of such information may constitute a threat to a client by allowing a victim's stalker or abuser to identify the location of a client with an uncommon demographic profile.*

*For example, a victim service provider that serves only one Asian client in a jurisdiction with a small Asian subpopulation may report that client as having an unknown or unreported race.*

*[1] This program is referred as the Homelessness Prevention Fund in the ARRA, but has subsequently been renamed the Homelessness Prevention and Rapid Re-housing Program.*

*[2] Or subgrantee, if providing services under contract with an HPRP subgrantee.*

### **Will there be an appeals process for agencies that are not funded?**

At this time, the details of the appeals process have not yet been developed, but it is expected that agencies that are not awarded HPRP funds will have the opportunity to appeal the decision as is appropriate.

### **Will agencies be expected to conduct outreach to identify potential clients?**

Yes. It is expected that agencies will conduct outreach to identify households that would be eligible and appropriate for HPRP funding. These activities are allowable HPRP costs and should be included in program budgets. Furthermore, when the awards are announced, the County and City anticipate making multiple announcements to inform prospective recipients about the availability of the funds.

### **The RFP references program protocols that will be included in HPRP contracts. Can you describe what those protocols include?**

In order to maximize cross-jurisdictional consistency and coordination, the County and City anticipate sharing a number of program protocols, including shared intake and assessment tools, clearer definitions of the target population, HMIS participation requirements, common outcome measures, and other program guidelines that HPRP-funded agencies will be required to incorporate into their program design. These are under development and will be incorporated into the contracting process.