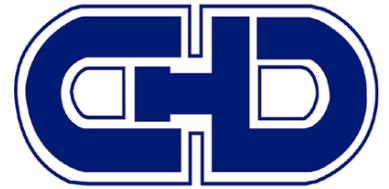


**CITY OF MEMPHIS
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT**

DIVISION OF HOUSING



AND COMMUNITY DEVELOPMENT

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS FY 2018



**STRATEGIC COMMUNITY
INVESTMENT FUNDS**

**Jim Strickland
MAYOR, CITY OF MEMPHIS
PAUL A. YOUNG, DIRECTOR**



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SECTION I

HOPWA GRANT PROGRAM DESCRIPTION

INTRODUCTION

The City's Housing Opportunities for Persons with AIDS (HOPWA) Grant Program provides assistance to low-income individuals diagnosed with HIV/AIDS and their family members living with them. The program is part of the City's strategy to provide housing and supportive services to low-income members of special needs populations.

The Program is funded with Housing Opportunities for Persons with AIDS (HOPWA) entitlement funds annually awarded to the City by the U.S. Department of Housing and Urban Development (HUD). As such, all activities must comply with applicable HOPWA regulations, which are found in 24 CFR 574. The program is designed to:

- provide a stable living environment in housing that is safe, decent and sanitary and reduces risks of homelessness for persons with HIV/AIDS; and improves access to HIV treatment and other health care services for the program participants
- serve low and moderate income persons diagnosed with HIV/AIDS and their family members living with them by providing HOPWA-eligible housing and services
- serve persons with HIV/AIDS living in Fayette, Shelby and Tipton counties in Tennessee, DeSoto, Marshall, Tate and Tunica counties in Mississippi, and Crittenden County in Arkansas
- award funding for housing and supportive service programs to nonprofit agencies to serve eligible client population
- develop and maintain a continuum of affordable housing assistance programs to prevent homelessness, serve the homeless, and provide other permanent housing opportunities and related supportive services for HOPWA-eligible clients
- work primarily with existing housing resources
- provide services to program participants based on need since this is not an entitlement
- provide one year of funding for approved projects

The City seeks applications that will:

- help increase access to stable permanent housing opportunities that include low income, permanent housing, project based and tenant based rental assistance, transitional housing and comprehensive, residential alcohol and drug treatment programs for persons with HIV/AIDS
- prevent homelessness
- provide housing accompanied by appropriate supportive services including case management and improved access and usage of HIV/AIDS treatment and other health care
- assess each program participant's housing needs, prepare a housing plan, and work with the person to achieve the plan

- encourage the self-sufficiency and stability of participants by securing eligible mainstream resources and other services that bolster independence as well as employment for participants when feasible. (Mainstream programs may include Food Stamps, TennCare, SSI, and similar Federal and State programs.)
- address priorities identified in the Memphis Consolidated Plan for FY 2018, (see **Appendix A**).
- coordinate activities with other public and private agencies serving persons with HIV/AIDS
- provide confidentiality for program participants
- provide services free of charge except for rent.

CRITERIA FOR HOPWA-FUNDED PROJECTS.

Although the **feasibility** of an HOPWA-funded project relies on many factors, the **eligibility** of a project depends on compliance with basic criteria and the provision of adequate information to properly evaluate a proposed project. These are prerequisites for consideration for funding and are explained in more detail in the SCIF Agency Profile or later in this section.

1. The applicant must be a HOPWA eligible project sponsor, a nonprofit organization that meets criteria listed in the SCIF Agency Profile and that includes provision of services / housing to persons with HIV/AIDS as one of its primary purposes.
2. The proposed projects must include **only** HOPWA-eligible activities per 24 CFR 574 and no ineligible activities per HOPWA regulations.
3. The projects may serve only HOPWA eligible program participants, who are low-income individuals diagnosed with acquired immunodeficiency syndrome or related diseases (HIV/AIDS) and the person's family members.
4. Projects must address the goals of the program described above.
5. If an application proposes housing construction and rehabilitation, the projects must comply with the **requirements** for housing construction and rehabilitation found in 24 CFR 574.
6. If the application requests funding for a rental assistance program, it must follow the requirements for rental assistance found in 24 CFR 574 when rental programs are developed.
7. The City's guidelines for short-term rent, mortgage and utility (STRMU) assistance must be followed when STRMU programs are developed.
8. Other requirements affecting all projects must be taken into consideration when designing / developing a HOPWA project.

HOPWA ELIGIBLE ACTIVITIES

There are a number of HOPWA-eligible activities to help meet the housing needs to low-income persons with HIV/AIDS and their families. See 24 CFR 574 for complete information.

- **Housing Information Services** include housing counseling, fair housing information, housing advocacy activities, housing information and referral, and housing search and assistance.
- **Resource Identification** includes outreach and relationship building with landlords, costs involved in creating brochures and web resources as well as staff time to locate and identify affordable housing vacancies.
- **Rental assistance** includes payment of rent, including utilities, for housing which meets local housing codes / quality standards, HUD's standards for Fair Market Rent in the MSA and Marshall, Tate and Tunica counties, and rent reasonableness requirements. Persons that receive rental assistance under this program must pay a portion of their rent and utilities as dictated by HUD guidelines described below on page 9. Rental assistance may include project or tenant based rental assistance but **does not** include short-term supportive housing or short-term rent, mortgage, and utility assistance described below. Rental assistance is not emergency assistance but it helps individuals access permanent housing.
- **Short-term supported housing** provides funding for temporary shelters which may include emergency / transitional shelters. This type of housing may provide residence to any eligible person for up to 60 days during any 6-month period. (The 60 days do not have to be consecutive.) HUD's Fair Market Rent does not apply to this program, nor do local housing codes and housing quality standards, or rent reasonableness requirements. However, the City expects the housing conditions to be safe and sanitary and the rents reasonable for the type of housing provided.
- **Short-Term Rent, Mortgage, and Utility (STRMU) Assistance** provides payments to prevent the homelessness of a tenant or mortgagor of a dwelling for costs accruing over a period of no more than 21 weeks during any 52 week period. While HUD does not require compliance with Fair Market Rent guidelines, the City's guidelines specify that no rent will be paid that is higher than the applicable FMR. Neither local housing codes and housing quality standards, nor rent reasonableness requirements apply to STRMU. However, the City expects the assistance to be reasonable and to be used in emergency situations in order to prevent homelessness. Short-term rent, mortgage and utility assistance are not appropriate as on-going assistance when less expensive, more appropriate housing should be obtained to ensure a client remains housed. All short-term rent, mortgage and utility assistance programs must comply with the guidelines dictated by the City and the HOPWA Steering Committee.

Housing assisted with STRMU may have been secured prior to any HOPWA-assistance to the client. Or, the funds may be used to pay emergency rent and utilities to clients that have obtained short-term housing through the HOPWA program with deposits and first month's rent being paid through Housing Placement activity funding.

- **Acquisition, rehabilitation, conversion, lease and repair of housing** provides housing with or without on-site supportive services; it may include independent apartments or shared residences; rehabilitation must bring the facility up to current ADA standards; this may include master leasing of an existing facility. All housing eligible under this activity must meet local housing codes and quality standards; rent reasonableness criteria, HUD Fair Market rent standards, and HUD's rent guidelines.
- **New Construction of Housing** is limited to building single room occupancy (SRO) facilities or community residences. This activity provides funding for construction of housing, which will include multi-unit dwellings that meet local housing codes and quality standards; HUD Fair Market rent standards; rent reasonableness requirements and HUD's rent guidelines. HOPWA funds may be used to pay the costs of a percentage of units in a SRO or community residence as long as that percentage of units is used to house persons with HIV/AIDS.
- **Operating Costs for Housing** include costs of property maintenance and upkeep, security measures, insurance, utility costs, furnishings and equipment, operating supplies and other incidental expenses. This category includes costs associated with the operation of Short-Term Supported Housing like emergency and transitional shelters
- **Permanent Housing Placement** is a supportive housing activity that helps establish the household in a housing unit and may including reasonable costs of security deposits and first months rent for homeless persons. This shall not exceed two months of rent costs.
- **Supportive Services** include the costs of providing a wide range of supportive services like health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, housing case management and other services necessary to ensure the housing stability of the program participant. Although supportive services not directly related to the provision of housing are eligible for HOPWA funding, housing-related activities will be considered a higher priority for funding.
- **Administrative Costs** - Each project sponsor receiving a HOPWA grant may use no more than 7 percent of the amount received for administrative costs. A lump sum is not provided and costs may include only costs for general management, oversight, coordination, evaluation and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

INELIGIBLE ACTIVITIES

A number of limitations are placed on activities in the HOPWA regulations. They include but are not limited to the following:

- Funds may be used only for activities that are included in the eligible activities described above and listed as eligible for HOPWA-funding in 24 CFR 574.
- Activities are ineligible if they do not serve low- income persons with HIV/AIDS and their family members.
- Activities are ineligible if they do not serve persons living in the MSA.
- Short-term rent, mortgage, and utility assistance to prevent homelessness may not be used to make deposits and pay first month's rent and utilities for homeless persons. (However, Permanent Housing Placement funds may be used for costs not to exceed two months rent.)
- Short-term rent, mortgage, and utility assistance may not be provided for costs accruing for a period of more than 21 weeks in any 52-week period.
- A short-term supported housing facility may not provide residence to any individual for more than 60 days during any six-month period.
- HOPWA funds may not be used to pay rental assistance for housing units that do not meet local housing codes / quality standards.
- HOPWA funds may not be used to provide rental or utility assistance that exceeds HUD's Fair Market Rent guidelines
- HOPWA funds may not be used to pay rents that are not comparable for similar or like apartments on the local market. (i.e., rents may not exceed HUD's Fair Market Rents for the area.) HOPWA funds may be used to pay only reasonable, customary deposits and may not be used to pay extraordinary deposits or fees required by owners because the population is viewed as one with special needs.
- HOPWA funds may not be awarded to a primarily religious organization unless the organization agrees to provide all services free from religious influences and in accordance with principles spelled out at 24 CFR 574.300 (c) (1).
- Funds may be used to rehabilitate or convert a structure owned by a primarily religious organization only under certain conditions spelled out at 24 CFR 574.300(c) (2). Otherwise, funds may not be used to rehabilitate a facility owned by a church/primarily religious organization.

HOPWA-ELIGIBLE PROGRAM PARTICIPANTS

Eligible person means a person with acquired immunodeficiency (AIDS) syndrome or related diseases who is a low-income individual, as defined by HUD, and the person's family. Documentation of the person's diagnosis of AIDS must be submitted and be from a reliable source.

Low income means persons or households with incomes at or below 80% of the Area Median Income. The income limits for Fayette, Shelby, and Tipton Counties in Tennessee, Crittenden County in Arkansas and DeSoto County in Mississippi are included in the information provided in the SCIF Agency Profile for FY 2018 and also included in Appendix B. Income limits for Marshall, Tate, and Tunica Counties in Mississippi are included in only in Appendix B. Income must be documented.

Family means a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death.

An agency will be required to document the AIDS diagnosis and income of project participants.

REQUIREMENTS FOR HOUSING CONSTRUCTION OR REHABILITATION

All projects that request funds for construction, rehabilitation or conversion of a structure or housing units must comply with the following requirements.

1. **Proof of Site Control**
Proof of site control in the form of a deed, purchase contract or an option should be submitted if improvements are to be made to a building owned by or to be purchased by the applicant. The expiration date of the contract or option must be included. Applications that propose improvements to a leased facility must include a copy of a long-term lease between the applicant and the owner.
2. **Site Information, present zoning and adjoining land uses**
Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning or special use permits required for the proposed use. The adjoining land uses must also be described.
3. **Construction Estimates**
The proposed construction costs should be based on estimates made by a contractor, engineer, or architect familiar with the project. The City will review these for feasibility.
4. **Design of Improvements**
The new construction or rehabilitation / conversion improvements must be designed by a licensed architect who will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances (including zoning and handicapped accessibility), and oversee construction and verify draw requests.
5. **Competitive Selection of Architects, Engineers & Construction Contractors**
All HOPWA-funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with the approval of the City.
6. **Treatment of Existing Lead-Based Paint and Asbestos**
Elimination or encapsulation of lead-based paint and asbestos in a shelter may be required under certain conditions. Construction estimates should include these costs. Additionally, costs should include a survey of existing lead-based paint and asbestos to be performed prior to construction by qualified entities.
7. **Displacement of Residents or Businesses**

- No projects will be funded that result in the displacement of individuals, families or businesses from the site proposed for a shelter.
8. **Compliance with Federal Historic Preservation Guidelines.**
If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by Memphis Heritage and the State Historic Preservation Office. This may require use of specific materials that should be considered in the construction budget
 9. **Minimum Use Requirements.**
Any building assisted with HOPWA funds must be maintained as a facility to provide housing or assistance for individuals with AIDS or related diseases: a) for a period of not less than 10 years in the case of assistance provided as "Acquisition, rehabilitation, conversion, lease, and repair of facilities" or "New Construction" that involve new construction, substantial rehabilitation or acquisition of a building or structure; b) for a period of not less than 3 years in cases involving non-substantial rehabilitation or repair of a building or structure. Substantial rehabilitation is defined as rehabilitation that involves costs in excess of 75 percent of the value of the building after rehabilitation. The applicant must also submit a description of how it plans to manage/operate the rehabilitated structure for the required period of use.
 10. **Compliance with Local Codes and State laws.**
Any housing constructed, renovated or operated with HOPWA funds must meet all applicable local construction, housing, and other applicable codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the shelter requires licensing under local or State law, the agency must obtain and keep proper licensure to receive HOPWA funds. No exceptions are made.
 11. **Insurance and Bonding Requirements for Construction.**
Bidders and Contractors will be required to meet bonding requirements established by HUD.
 12. **Davis-Bacon Wage Rates.**
Davis-Bacon Wage Rates do not apply to HOPWA-funded construction unless they are combined with funds from other Federal programs that are subject to the Act.

REQUIREMENTS FOR RENTAL ASSISTANCE PROJECTS

Rental assistance (not short-term rent, mortgage and utilities) may be provided to make housing more affordable for low-income persons with HIV/AIDS and their family members. All housing units supported by rental assistance must comply with local housing codes and quality standards. Rents may not exceed HUD's Fair Market Rent guidelines found in the Agency Profile and Appendix B.

HOPWA-funded rental assistance programs pay the difference between HUD's Fair Market Rent and an amount that is the higher of the following:

30 percent of the household's monthly adjusted income;
10 percent of the household's monthly gross income;
Or, if the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs.

Tenant based rental assistance operates in a manner similar to Section 8 and is tied to the eligible tenant, not the housing unit. The tenant is encouraged to find a housing unit, which, if located in Memphis, the City will inspect for compliance with housing codes and housing quality standards. The tenant enters into a lease with the property owner and, unless the utilities are included in the rent, is responsible for paying utility costs.

Project based rental assistance is tied to a particular project or housing development. The project / development must comply with local housing codes and quality standards. And program participants assisted through this program cannot receive rental assistance except in the units associated with the project.

Leases are required for persons receiving either tenant or project based rental assistance. Leases are typically limited to a one-year period.

SHORT TERM RENT, MORTGAGE, AND UTILITY ASSISTANCE

Purpose: The purpose of STRMU is to assist households facing a housing emergency or crisis that could result in their displacement from their current housing or in homelessness. This activity may use HOPWA funds to provide short term rent, mortgage and utility assistance to low income persons diagnosed with HIV/AIDS to forestall eviction, foreclosure, or uninhabitability of the residence.

STRMU is suitable for persons who experience episodic problems with paying rent, mortgage and utility costs and is not suitable for individuals with chronic problems paying these costs. The funding is not suitable as a long term solution for households that require on-going financial assistance to remain in their homes.

STRMU does not address the needs of people who are homeless. STRMU funds cannot be used to provide first months rent or security deposits for a person moving into a new housing unit.

STRMU assistance is limited to helping the individual remain in the housing where they reside at the time they seek assistance. The assistance is needs based and is not an entitlement. All STRMU assistance must be provided as part of a housing care plan developed for the client by the HOPWA-funded project sponsor following the limits set in these Policies and Procedures and based on assessed need to the person with AIDS.

- **Area to be Served:** Memphis EMSA which includes Fayette, Shelby, and Tipton Counties in Tennessee, Crittenden County in Arkansas, and DeSoto, Marshall, Tate and Tunica Counties in Mississippi.

- **General Requirements:**

STRMU may be paid only by project sponsors approved for funding through the competitive application process for HOPWA funds awarded to the City of Memphis for the Memphis EMSA and that have an existing HOPWA-funded contract that lists STRMU as a budget line.
- **21 Week Limit:**

Rent, mortgage and utility assistance is limited to a maximum of 21 weeks in a 52-week period. The process for counting the 52-week period is based on the client's year (when the client's assistance begins) not on the fiscal year of the project sponsor. The 21 weeks do not have to be consecutive during the 52-week period. (Project sponsors should not advertise the guaranteed availability of 21 weeks of assistance although the full 21 weeks is eligible for funding under the Memphis STRMU program. Instead project sponsors should develop rental assistance programs for clients that require full assistance or help the client find affordable housing which will not require STRMU assistance for the long term.)
- **Caps on Assistance:**

An eligible client cannot receive a monthly rental payment that exceeds the area's HUD Fair Market Rent adjusted by unit size and family / household size.
- **Utility Payments:**

STRMU will pay utilities including arrearages with no cap on the amount. However, payment of utility arrearages must achieve two goals:

 - the full amount of utility arrearages is paid
 - the person will be able to resume normal monthly utility payments and, consequently, remain stably housed.

When utility arrearages are paid, the 21 weeks begins on the date the bill is due (not on the date when utilities are first provided).
- **Survivor Benefits**

Survivor benefits in the form of STRMU will be provided for no more than ninety (90) days after death of the HOPWA-eligible person
- **Eligible Recipients of Payments:**

Eligible recipients of STRMU payments are limited to third parties - - i.e., the owner or management company of a rental housing unit, the holder of the mortgage, or the utility company to which utility costs are due. No check can be provided to an INDIVIDUAL without a tax identification number whether or not this results in the homelessness of the client.
- **Shared Housing:**

STRMU assistance may be provided for shared housing situations as long as the client has a lease for the housing and when the project sponsor determines that such assistance is necessary as part of the client's housing care plan.
- **Roommates:**

STRMU assistance may be provided for roommates that are both eligible for assistance as long as both roommates are listed on the lease or mortgage.
- **Declaration of Family:**

When two individuals apply for STRMU, they must declare as a family or as roommates at the initial assessment. Changes in this declaration, which affects

whether two individuals are living as a couple, are not allowed. The declaration affects the size of apartment / amount of assistance that the client is eligible to receive. (i.e., if two people are living as a couple and have no other members of the household, STRMU assistance is capped at the FMR for one bedroom. However, if two people are living as roommates and there are not other members of the family, STRMU assistance will be capped at the FMR for a two bedroom unit.)

- **1099 Forms:**
Project sponsors administering STRMU are responsible for submitting an IRS 1099 form to all entities that receive STRMU payments.
- **Habitability Standards**
Project sponsors administering STRMU are responsible for ensuring that a unit receiving more than 16 weeks of STRMU assistance meets HUD's habitability standards.

OTHER REQUIREMENTS AFFECTING ALL PROJECTS

The following requirements apply to HOPWA-funded projects.

1. Fees for Services.

The project sponsor may charge no fee, except rent, of any eligible person for any housing or services provided with amounts from an HOPWA-funded grant.

2. Disbursement of Funds.

Grant funds are not awarded in one lump sum. They are paid on a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded HOPWA funds for operating / maintenance, rental assistance and other non-construction activities are expected to have adequate cash flow to pay project costs and then request reimbursement from the City. However, funds for construction or rehabilitation will be paid when costs have been incurred. These construction-related payments are not reimbursements and an agency is not expected to have adequate cash flow to pay for construction costs. No funds will be used to reimburse costs incurred before the beginning of the grant cycle on July 1, 2017 or before the award of the grant, environmental clearance of the project by the City, and execution of the contract between the City and the applicant agency.

3. Federal Administrative Requirements.

Agencies must comply with Federal administrative requirements. All agencies awarded HOPWA grants will be required to comply with a variety of requirements governing their use of Federal funds. These include but are not limited to:

- * Standards for Financial Management (OMB Circular A-110)
- * Cost Principles and Allowable Costs (OMB Circular A-122)
- * Federal Audit Standards (OMB Circular A-133)
- * Conflict of Interest (OMB Circular A-110 and 24 CFR 574.440)
- * Procurement Principles (OMB Circular A-110)

Additionally, agencies awarded HOPWA grants will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with the terms of the funding agreement between the City and the

agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

4. Allocation of Costs.

Costs of activities / projects funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or project, the costs must be allocated among the sources in an acceptable manner. The City must approve the allocation plan.

5. Liability Insurance.

Liability insurance is required for all HOPWA grants. All agencies awarded grants will be required to obtain the following liability coverage's:

- General liability insurance in the amount of One Million Dollars (\$1,000,000.00)
- Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00)
- Worker's Compensation insurance for agencies with five (5) or more employees.

6. Handicapped Accessibility.

All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

7. Nondiscrimination.

All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS.

8. Formal Termination Policy.

Agencies awarded funds must develop a formal Termination policy that clearly describes a process by which clients' services may be terminated if program requirements are violated.

9. Supportive Assistance.

Agencies awarded funds must assure that persons with AIDS are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the persons with HIV/AIDS are assisted in obtaining other Federal, State, local and private assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services programs for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.

10. Confidentiality.

Agencies / project sponsors must ensure the confidentiality of both the name of any individual assisted by HOPWA and any other information regarding individuals receiving assistance through this program per 24 CFR 574.625.

11. Other Federal Regulations.

Agencies awarded funds must agree to comply with all applicable Federal regulations. All agencies awarded funding will be required to comply with the regulations listed in the SCIF application Exhibit III: Application Certifications. Please review this carefully. Exceptions are not made.

12. Participation in AIDS Consortium.

Each agency awarded HOPWA funds is required to be a member of the AIDS Consortium headquartered at United Way of the Mid-South and to participate in monthly meetings.

13. Participation in HMIS database.

Each agency awarded HOPWA funds will be required to regularly submit information to Community Alliance for the Homeless for their database if the agency serves the homeless. The City's intention is to strengthen participation in this database so it can become a more accurate and useful tool in planning and administering programs for the homeless.

SECTION II

APPLICATION SELECTION PROCESS

THRESHOLD REQUIREMENTS

“NO HOPWA APPLICATION WILL BE ACCEPTED WITHOUT THE SCIF AGENCY PROFILE FOR FY2018”

All proposals submitted by the deadline will be reviewed by the Homeless and Special Needs Department staff for technical completeness and adherence to the format required in the SCIF Agency Profile Packet and in this HOPWA Program Application Packet. The City may request information to correct technical deficiencies, which do not include budgets or other information that will improve the quality of the application. However, if an applicant does not submit the requested information within the time provided, the City will reject that application. The applicant will be informed of the rejection by letter. Applications submitted after the deadline will be rejected, also.

Technically complete applications will be reviewed by City staff to determine applicant eligibility and project eligibility.

1. Applicant Eligibility - Staff will review information required in the SCIF General Application to determine whether the agency is eligible for HOPWA funding. If the City determines these standards are not met, the project will be rejected and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for project eligibility.
2. Project Eligibility - Staff will review the HOPWA Program Application to determine whether the proposed activities are eligible for HOPWA funding. If activities are not eligible, the application will be rejected and the applicant agency notified by letter. Applications proposing services to ineligible participants will be rejected. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

GRANT REVIEW AND SELECTION PROCESS

To review and rank applications, the City will appoint a Grant Review Committee including persons not employed by the City to obtain certain expertise and outside points of view. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve persons living with AIDS or that are knowledgeable about various aspects of housing services. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by agencies that submit an application for the HOPWA funds.

Committee members will review eligible applications and will determine the steps in the review process with regard to making on-site visits to agencies or inviting agency representatives to attend a Review Committee meeting to answer questions about their applications. The City will make available to committee members all monitoring information related to grants previously awarded to the applicant.

RATING AND RANKING

Members of the Review Committee will rate and rank applications. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below and in Appendix C. Each applicant should carefully read the factors for rating and ranking applications described below.

Applicant capacity. Up to 20 points will be awarded based on the extent to which the application demonstrates that the applicant agency has the capacity and capability to effectively administer the proposed HOPWA activity. The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that in addition to knowledge of and experience in serving persons with AIDS, the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to carry out the specific activities proposed. Factors to be considered will include: prior agency experience and results in the type of work being proposed; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience and credentials in the area to be implemented. The City's monitoring records of previously funded projects will also be included in determining applicant capacity.

Project quality. Up to 20 points will be awarded based on the extent to which the application demonstrates the quality of the project. The housing and services proposed must be appropriate to the needs of the persons to be served. The application must demonstrate a clear understanding of the needs of the clients, the services to be offered, and the effectiveness of the services in meeting those client's needs. The City may consider a project to be of poor quality if:

- The type and scale of the housing and services proposed clearly do not fit the needs of the proposed participants (e.g., the application proposes to house homeless families with children in the same space as homeless persons with mental illness or alcohol and drug problems or proposes to separate members of the same family without an acceptable rationale.)
- The application does not show how the project will help participants to access permanent housing, achieve housing stability and obtain needed medical care and supportive services.
- The application does not show how the project will protect the confidentiality of the clients.
- The project is not cost-effective in the Committee's opinion and all costs are not reasonable, but deviate substantially from the norm in Memphis;
- The application shows no evidence of collaboration with other existing programs and services for persons with AIDS;

- The shelter proposed does not meet City code, health or safety standards;
- The agency does not participate in Community Alliance's database, and/or is not a member of the Memphis AIDS Consortium.
- The application does not describe how the agency will assist clients enroll in mainstream programs for which they are eligible.

Need for Project. Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the project. It must describe the need for the specific project vis-à-vis existing services. The project may be judged to adequately describe the need for the project if it addresses the following points:

1. The need for the project is documented by use of waiting lists, references to similar programs, etc.
2. The project is consistent with the priorities described in the Memphis FY 2018 Consolidated Plan;
3. The project does not duplicate existing programs and services which will continue to be operational during the funding period.

Operational Feasibility. Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include:

1. Clear and complete plans for implementing the project;
2. Adequate committed funding to implement the project;
3. An adequate strategy for securing additional support and commitment;
4. Adequate number of well-trained staff to carry out the proposed project;
5. Indicators that demonstrate that the project is ready to be implemented.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

The Director of the Division of Housing and Community Development will review and approve Committee Recommendations.

The City reserves the right to adjust funding amounts.

GRANT AWARD AND IMPLEMENTATION PROCESS

As soon as projects are approved, the City will contact agencies by letter to announce the awards and to begin negotiation of the funding agreements. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City will make its best efforts to complete environmental and other reviews and contract execution so that project funding will be effective July 1, 2017.

PROJECT COMPLETION AND EXPENDITURE OF FUNDS

The City must ensure that all HOPWA funds awarded through this process are expended within 3 years of the date HUD awards the City funds (i.e., all funds must be expended by June 30, 2020). The contracts will be for a one year period from July 1, 2017 through June 30, 2018. **The City reserves the right to reallocate HOPWA funds if a project is not operational and funds are not being spent in a timely manner by April 2018.**

CITY CONTACTS TO ANSWER QUESTIONS

Inquiries regarding this grant program should be directed to **Kimberly Mitchell at 901-576-7310, Rose James for HOPWA TBRA.**

SECTION III

HOPWA GRANT PROGRAM APPLICATION PROJECT INFORMATION

Project Sponsor:	
EIN Number:	
Contract Period:	
HOPWA Request:	
Address:	
City/State/Zip:	
Agency Director:	
(Area Code) Phone No.:	
HOPWA funding will not be available to pay costs incurred before July 1, 2017 and will provide funding for one year through June 30, 2018 unless otherwise stated by the City.	

1. Provide a three or four sentence synopsis of your proposed program including a description of the service area in which you propose to work, the proposed housing and services, and the number of clients you intend to serve.
2. Briefly describe the proposed project including the eligible HOPWA activities for which funding is requested, the type of housing and/or housing related services proposed, the particular HIV/AIDS population to be served, the number of persons to be served by each activity and the term of the proposed funding. Please remember that the period of funding is **ONE** year from July 1, 2017 through June 30, 2018.
3. Describe the population to be served by the proposed HOPWA project including:
 - a) their characteristics and needs for housing and supportive services;
 - b) where they will come from; and
 - c) outreach that will bring them into the project.The description must demonstrate that the population meets HUD's criteria for eligibility to receive HOPWA-funded services and housing. Additionally, you

should describe the needs of the group that the project will serve indicating the type of housing and supportive services they will need. The description should show that the project will be coordinated with services and housing provided by other service providers for persons with HIV/AIDS.

4. Describe the housing where the program participants will reside including:
 - a) the type of housing (short-term supported housing facilities / emergency or transitional shelters, single room occupancy facilities, community group homes, privately owned homes or apartments, housing owned or leased by nonprofit agencies, etc.);
 - b) the number of units of housing that will be provided;
 - c) the number of individuals / households to be served;
 - d) describe how you will ensure that the units will be accessible to persons with disabilities in accordance with applicable laws;
 - e) describe any limits on a resident's length of stay;
 - f) describe how the type, scale and other characteristics of the housing are appropriate for and meet the needs of the target population.

5. Describe any rental assistance the program participants will receive including:
 - a) The type of rental assistance (tenant or project based rental assistance, rental assistance through master leasing of housing units, or short-term rent, mortgage and utility assistance);
 - b) limits on the length or amount of rental support; and
 - c) describe how the type and scale of rental assistance meets the needs of the target population.

6. Describe the supportive services that the participants will receive including:
 - a) how the type (case management, job training, life skills training) and the scale (the frequency and duration of the services) will fit the needs of the participants;
 - b) what agency will provide the supportive services, where they will be provided and what transportation will be available to the participants to access those services;
 - c) how you plan to ensure that the participants will be individually assisted to identify and apply for and obtain benefits under mainstream health and social services programs for which they are eligible: TennCare, SSI, Food Stamp, and so forth;
 - d) how the services will increase the participants' access to appropriate healthcare; and
 - e) how the services will increase the participants' access to employment

7. Describe how this project will be coordinated with other agencies that serve low-income persons with AIDS. Include a brief description of your intake and referral process, how you share clients and coordinate services with other agencies. Please include in your answer a response to the following:

- Is your agency a participating member of the Mid-South Coalition on HIV/AIDS?
 - If your agency will serve the homeless, is your agency a participating member in the Community Alliance for the Homeless?
 - If your agency will serve the homeless, does your agency provide data to Community Alliance for the Homeless for its Homeless Management Information System (HMIS) database on a regular basis?
 - If your agency serves the homeless or provides services to prevent homelessness, how does your agency work with the Continuum of Care Network?
8. Describe how the proposed project will help the program participant establish and maintain stable on-going residency.
9. Describe how the proposed project will reduce the risks of homelessness for the proposed population.
10. Describe how the proposed project will ensure the program participant develops an individualized service plan and increases access to health care services.
11. Does your agency plan to acquire, repair or renovate existing housing or acquire a site for construction of new housing using HOPWA funds?
- If so, list the address and include a photograph of the building / site as well as documentation of site control.
- Or, is your agency leasing the structure to be renovated?
If so, include a copy of the current lease.
12. Describe the experience your agency has in repairing / renovating or constructing new housing. List the experience of all entities involved in the planned project.
13. If you plan to use HOPWA funds to renovate or operate a shelter, will it be licensed?
- If so, by what agency and for what services?
14. If you plan to use HOPWA funds to construct a new SRO or community residence, or acquire and/or renovate housing for persons with HIV/AIDS, you must agree to operate those units for the appropriate use period dictated by HOPWA regulations. To ensure that you are able to manage / operate the housing, the City requires that you submit a management/operations plan for the use period. If your program proposes repairs or non-substantial rehabilitation, you must submit a three (3) year

management / operations plan. You should provide a ten-year plan if you are requesting funds for substantial rehabilitation (greater than 75% of the value of the property after rehab) or new construction of an SRO or community residence.

15. If you are requesting funds to operate a shelter, please provide a management /operation plan for the period of the proposed grant. Also, please describe the experience your agency has in operating a shelter or group housing project.
16. List staff members and positions currently employed by your agency that will be paid with HOPWA funds. Also attach resumes, job descriptions, and salaries as well as other information that demonstrate that the staff has appropriate credentials and experience to carry out the jobs.
17. List new staff positions that will be created to carry out the proposed project.

Attach a copy of job descriptions, employment requirements, and proposed salaries for each new staff position to be funded through this grant.

Job Titles	Qualifications	Proposed Salaries

18. If you are awarded HOPWA funds, how do you plan to fund/operate the project after they are spent? What long-range plans do you have for the project? Be specific.
19. If your project does not receive HOPWA funds, or receives less than you are requesting, are specific activities higher priorities for funding than others? Please list them beginning with the highest priority and associated budget amount.
20. Provide a schedule or timetable for implementing your project. Funds will be available on July 1, 2017.

HOPWA GRANT BUDGET

Project Sponsor: _____

Project Name: _____

Proposed Funding Period: from _____ to _____

A. HOPWA ELIGIBLE ACTIVITIES (list total requested amount for each activity)

Housing Information Services

Housing Counseling	\$ _____	Fair Housing Services	\$ _____
Housing Advocacy	\$ _____	Housing Information and Referral	\$ _____
Housing Search and Assistance	\$ _____		

Resource Identification

Outreach and relationship building with landlords	\$ _____
Creating brochures & web resources	\$ _____
Staff time to locate and identify affordable housing vacancies	\$ _____

Rental Assistance

Tenant based rental assistance	\$ _____	Project based rental assistance	\$ _____
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Operating Costs for Housing

Property Maintenance	\$ _____	Security	\$ _____
Insurance	\$ _____	Utility Costs	\$ _____
Furnishings	\$ _____	Equipment	\$ _____
Operating Supplies	\$ _____	Salaries	\$ _____
Other (List)	\$ _____		

Short-Term Supported Housing

Costs of operating emergency or transitional shelters \$ _____

Short-Term Rent, Mortgage and Utility Assistance

Rent, Mortgage and Utility Payments \$ _____

Acquisition, rehabilitation, conversion, lease and repair of existing housing

Acquisition	\$ _____	Lease	\$ _____
Architect /Engineer	\$ _____	Rehab/Conversion/Repair	\$ _____

New Construction of Housing (SRO and Community Residences)

Architect/Engineer	\$ _____	Construction	\$ _____
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Supportive Services

Housing Assessment & Case Management	\$ _____
Drug & alcohol abuse treatment / counseling	\$ _____
Mental Health Services	\$ _____
Other (List _____)	\$ _____

Permanent Housing Placement \$ _____

Administrative Costs (not to exceed 7% of budget) \$ _____

Total HOPWA Request \$ _____

PROJECT BUDGET

PROJECT REVENUE SOURCES (List all sources leveraged by this HOPWA grant.)	AMOUNTS
Agency Fundraising	
Donations	
Government Grants & Loans	
Non-Government Grants & Loans	
Foundation Awards	
Fees for Services	
Other Income	
Total	

BUDGETED ACTIVITIES	FY 2018 HOPWA Budget	Other Project Funds	Total Project Budget
A. Housing Information Services			
Salaries & Fringes			
3 rd Party Contracts			
Other			
B. Resource Identification			
Salaries & Fringes			
3 rd Party Contracts			
Other			
C. Rental Assistance			
D. Operating Costs for Housing			
Salaries & Fringes			
Maintenance			
Furnishings & Equipment			
Security			
Operating Supplies			
Other (list)			
E. Short-Term Housing			
Costs of Shelters			
F. Short-Term Rent / Mort/ Utility Asst.			
G. Construction/ Rehab of Housing			
Acquisition of Real Property			

BUDGETED ACTIVITIES	FY 2018 HOPWA Budget	Other Project Funds	Total Project Budget
Lease of Real Property			
Architect / Engineer Costs			
Rehab or New Construction			
Repairs			
H. Supportive Services			
Salaries & Fringes			
Contract & Professional Services			
I. Permanent Housing Placement			
J. Administrative Costs			
Do not exceed 7% HOPWA budget			
V. TOTAL EXPENDITURES			

HOPWA BUDGET JUSTIFICATION

The Budget Justification is a narrative explanation of the HOPWA funding requested on your program budget. Please itemize costs for each category indicated on the budget as per the following guidelines. The information found in **Appendix D** is to serve as a guide for the completion of your agency's budget justification.

APPENDIX A

CITY OF MEMPHIS / CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

Introduction

The City of Memphis' Consolidated Plan is a reflection of the city's efforts to collaborate and coordinate the planning for the use of federal entitlement grant funds and to meet the requirements of the U.S. Department of Housing and Urban Development (HUD). The opportunities for receiving input from other local government, community organizations, non-profits and private/business sectors entities are numerous and on-going. As the lead agency responsible for managing the development of the plan, the City of Memphis Division of Housing and Community Development (HCD) administers primarily housing and community development programs and activities. It is through the skills and abilities of other divisions of local government, non-profit agencies, private organizations and developers that many housing programs, homeless programs, public services, and economic development initiatives are provided. HCD's relationship with the Memphis Housing Authority (MHA) has strengthened the City's ability to combine its forces in meeting the housing needs of low and moderate-income citizens.

Throughout FY2017-FY2019, attention will continue to be focused on strategies for neighborhood revitalization in the inner-city. These include planning, identification of new incentives for redevelopment, smart growth, and collaboration.

The primary goal of Memphis' Consolidated Plan is to foster the development of viable urban neighborhoods which include decent housing for everyone, a suitable living environment, and expanded economic opportunities, especially for low and moderate income citizens. Four major groups of activities address this goal:

- Housing
- Homelessness
- Special Needs Populations
- Neighborhood, Community and Economic Development

The Consolidated Plan combines into a single submission a Federal grant application for Community Development Block Grant (CDBG), HOME, Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG) Programs.

This Consolidated Plan document is comprised of this Executive Summary, the 2017-2019 Three-Year Strategy, and the 2017 Annual Action Plan. It presents a Three-Year Strategy that describes how current and future funds will be used to address housing and community needs over the next three years. The Annual Action Plan for July 1, 2017 – June 30, 2019, identifies projects that will be or are currently being implemented and describes the use of Federal, State and local housing resources. In the pages to follow, you will find a summary of our current and future plans, priorities, programs, activities and the organizational structure, which will support the plan.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The goals, objectives, and outcomes can be found under the Strategic Plan section of the plan under goals and priority needs and in section AP-20 - Annual Goals and Objectives.

3. Evaluation of past performance

HCD has performed well in all four of the entitlement programs. Since its creation as City Division, HCD has undertaken a number of affordable housing, public improvements, economic development, section 108 loan guaranty, public services, public facilities, acquisition, interim assistance, demolition, lead hazard reduction, Brownfields, and administration and planning activities using entitlement funding provided through the U.S. Department of Housing and Urban Development.

Under affordable housing, HCD provided down payment assistance to twelve low and moderate income families through HCD. Community Housing Development Organizations (CHDOs) contributed to meeting housing needs through the construction of six rental housing units, the rehabilitation of five rental housing units, and acquisition of three rental housing units. New construction of four rental units was underway at the end of FY2015. The Housing Rehabilitation, Volunteer, and Minor Home repair programs provided assistance to homeowners to preserve and prevent the loss of their properties. A combined total of 56 low- income households were assisted through these programs. Phase III of the Cleaborn Pointe at Heritage Landing HOPE VI project was completed in FY2015, adding 105 units of affordable rental housing. Phase IV of the project, which includes 67 units, was under construction in FY15 and will be completed in FY16.

Under the homeless category, HCD provided Emergency Solutions funding to nine agencies to serve a total of 1970 people. 813 persons were assisted through the HESG Shelter Category, 227 assisted through the HESG Homeless Prevention Category, 241 assisted through street outreach, and 689 assisted through the HESG Rapid Re-Housing Category. CDBG funds were also used for activities that provided services to homeless persons and families, including case management, housing assistance, and other support services. 13,230 persons were assisted through these programs.

In the non-homeless special needs category, 1031 persons were assisted through programs funded with CDBG funds. HOPWA funds were used to provide assistance to 899 persons including 367 persons that were served through short-term rent, mortgage, and utility assistance to prevent homelessness, 94 persons provided tenant-based rental assistance, 17 persons provided permanent housing units, and 60 persons provided with transitional short term housing. Under non-housing community development, CDBG funds were used to rehab a commercial strip center in Frayser that will provide retail/commercial space to be leased to businesses as well as public service activities that benefited 2053 people. Funds were also expended for the Mid-South Food Bank to provide food to 146 agencies and planning activities including neighborhoods plans and a lending study. City funds were used to create or retain 299 jobs and provided 33 loans to small businesses totaling \$ 8,107,820.00.

4. Summary of citizen participation process and consultation process

The Division of Housing and Community Development (HCD) seeks input on housing and community development needs and programs from a wide variety of social service/advocacy groups, public agencies, and citizens. To facilitate this process, HCD identifies and meets on an ongoing basis with stakeholders, which represent organizations and individuals served by our programs. HCD communicates with stakeholders to provide HCD with information on current issues, needs, priorities and long and short term recommendations on resource allocation and inter-agency coordination. HCD also has a website for its Consolidated Plan and posts information about the planning process, draft documents, and presentations on the City's web-site as well as the public hearing notices.

In meeting with citizens and planning session groups about the Consolidated Plan, HCD provides information on:

- The amount of funding to be received from federal sources
- The types of activities that may be undertaken under various grant programs
- Amount of funding that will benefit low- and very low-income persons
- Plans to minimize displacement of persons or assist those who are displaced

In addition, HCD makes every effort to provide technical assistance to organizations representing low and very low-income populations in developing proposals for funding under any of the programs described in the Consolidated Plan. HCD provides, as required by the Consolidated Plan rules, access to records and reports relating to the plan and to the use of federal funds for the preceding five years.

HCD holds two (2) public hearings: At the first hearing, prior year performance, the Consolidated Planning process, and citizen participation process are presented. The second hearing presents the proposed draft Consolidated Plan and solicits citizen/planning session attendants' comments on the proposed plan. This year, the first public hearing was held January 28, 2016. The second hearing is scheduled for April 7, 2016 and will begin the thirty day comment period on the draft Consolidated Plan Three-Year Strategic Plan and Annual Action Plan.

Public hearings are held at times and locations convenient to potential beneficiaries and accommodations will be made for those with disabilities. All public hearings are publicized at least ten days in advance in the local newspaper of general daily circulation. Information about public hearings was also shared with a local organization whose mission is connecting, collaborating, and advocating for Memphis growing Latino community in the interest of increasing participation in the Consolidated Planning process.

Copies of the draft Consolidated Plan are available for review and comment for a period not less than 30 days before final submission to HUD. HCD advertises that copies of the draft plan are posted on the HCD website and provides the website address, and that they are available for review at the offices of HCD and the main branch of the public library.

Public notices are also published regarding availability of the Consolidated Annual Performance and Evaluation Reports and amendments to the plan.

5. Summary of public comments

HCD held a public hearing on January 28, 2016 to present the FY2015 CAPER and to introduce the planning process for the FY2017-FY2019 Consolidated Plan Three-Year Strategic Plan and Annual Action Plan. Comments from this public hearing are summarized below:

- Questions regarding how to apply for funding for projects. Staff responded with information on the competitive grant process.
- Comment about the need for financial literacy and financial management skills trainings. Need was acknowledged by staff.
- General comments regarding the need for funding comprehensive redevelopment efforts within the inner-city. Staff acknowledged this need and provided information regarding currently funded neighborhood revitalization projects and the impact that having limited resources impacts what is able to be accomplished at one time. Staff committed to share maps of the locations of past investments and planned investments.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

- 1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/ Agency
Lead Agency	Memphis	
CDBG Administrator		City of Memphis Housing and Community Development
HOPWA Administrator		City of Memphis Housing and Community Development
HOME Administrator		City of Memphis Housing and Community Development
ESG Administrator		City of Memphis Housing and Community Development
HOPWA- C Administrator		

Table 1- Responsible Agencies

Consolidated Plan Public Contact Information

City of Memphis, Division of Housing and Community Development
 Attn: Planning Department
 701 North Main
 Memphis, TN 38107

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The FY 2017 – 2019 Strategic Plan section of Memphis' Consolidated Plan covers three fiscal years and brings together needs, priorities, objectives and strategies that have been crafted to provide decent housing, a suitable living environment and expanded economic opportunities for low-moderate-income residents. The City of Memphis, through its organizational unit, the Division of Housing and Community Development ("HCD") will use the Consolidated Plan's Three-Year Strategic Plan and each respective Annual Plan, as guides for program and project development and the use of federal entitlements. In each successive Annual Plan after FY 2017, HCD will use the Consolidated Plan's 2017-2019 Three-Year Strategy as a foundation upon which the City can adjust its strategies and add or omit projects/programs to better respond to the housing, neighborhood and homeless needs of the low-moderate income population.

HCD's response to public services and facility needs, especially for populations with special needs, is primarily accomplished through a request for proposal process known as the Community Service Grant application process. The overall competitive process for grant awards is coordinated through the Strategic Community Investment Fund (SCIF). The City's ability to address the many community service needs is limited by a 15% cap placed on the use of CDBG funds for public services. Funding consideration will be given to those projects that propose to improve the quality of life of low and moderate-income citizens through the provision of social services by nonprofit agencies. These citizens include youth, the homeless and special needs populations that include persons with HIV/AIDS, a mental illness, the elderly, chronic substance abusers, persons with developmental and/or physical disabilities, and victims of domestic violence.

The City prioritizes redevelopment and neighborhood revitalization as strategic solutions to combating crime, disinvestment, commercial and residential population declines and overall blight. It is anticipated that neighborhood redevelopment and targeting neighborhoods for physical, social, and economic redevelopment will help to revitalize neighborhoods. There are a number of new strategies and tools for combating blight, including a new land bank authority, Blight Authority of Memphis, Inc. and Neighborhood Preservation, Inc., a receiver of problem properties having long-term challenges that have created obstacles to redevelopment. The City has a new emphasis on planning and will develop neighborhood vision plans in coordination with area CDCs and organizations, which will help align HCD's investment priorities with the neighborhood goals.

The Memphis and Shelby County Homeless Consortium develops the assessment of homeless needs. This process helps in developing the homeless priority needs, objectives and strategies. Projects proposed for ESG funding are determined through the competitive grant application process that reviews requests for funding from

agencies and service providers who provide shelter and implement services that meet the needs of homeless persons.

The housing study, undertaken as part of the development of the Consolidated Plan, provides data related to the housing market and needs assessment. This information, along with consultation from stakeholders helped define the priority needs, goals, and objectives for housing.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

We have operated a central intake and assessment for all families facing homelessness since 2009. It includes a 24/7 phone-based screening, as well as face-to-face intake and assessment during the business day. We have a coordinated entry for single individuals that include the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT 2.0) and a second-level assessment, the Full-SPDAT. The Hospitality Hub and the H.O.P.E. organizations provide the initial vulnerability screenings using the VI and 9 specially trained outreach workers complete the second-level assessment for those whose score indicates the need for permanent supportive housing. Priority access to permanent supportive housing resources offered by local CoC agencies is given based on the level of vulnerability. Additionally, there are 8 full time outreach professionals. Six are employed by Case Management Inc. through the PATH program. Two other non-profits, HOPE and Outreach Housing and Community, also specialize in street outreach and engagement.

Addressing the emergency and transitional housing needs of homeless persons

While the number of emergency shelter and transitional housing units has grown each year, the availability of free emergency shelter that meets basic standards of care remain a concern for our community. From the Continuum of Care standpoint, Memphis far exceeds the targets for exits to permanent housing. Therefore, our primary goal is to sustain this success by continued training of local providers and by ensuring funding for rapid rehousing continues. In the 2015 CoC Application, one of our CoC grantees converted their transitional housing grant to a new Rapid Rehousing program. Our Action Plan to End Homelessness calls for sustained investment in rapid rehousing and increased permanent housing capacity.

The Memphis VA Medical Center has adopted a plan to end Veteran homelessness within 5 years, which was incorporated into our local Action Plan to End Homelessness. We have a very close collaborative relationship with the VA staff. The VA Medical Director serves on the Mayors' Committee to End Homelessness; they chair the veterans subcommittee, and actively participate in street outreach, Coordinated Entry, and Project Homeless Connect. We coordinate our strategies and funding priorities to align with our mutual goal to end veteran homelessness and to reflect current capacity/gaps assessments. Many of the veteran service organizations that are funded by the VA are also funded by the CoC or ESG programs, and are therefore subject to the same performance management process. This includes Alpha Omega Veterans Services, CAAP, Catholic Charities, and Barron Heights.

For unaccompanied youth, the two primary providers are Porter Leath and Youth Villages. In the development of the Action Plan to End Homelessness, we convened a

focus group of staff from these two programs as well as Department of Childrens Services and developed recommendations on how to improve resources. We have received status reports from both program liaisons who indicated that there has been no significant change in the demand for services. Youth Villages has received a significant private grant to greatly expand resources for youth aging out of foster care and we expect this will have a strong preventive impact on our population of homeless young adults. Also, we have received a grant from the US Department of Health and Human Services to establish 60 units of permanent supportive housing for child welfare involved families. We expect some of these families to be mothers aging out of foster care with their own children. This project is in direct response to goals of the CoC and Action Plan to End Homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Pursuant to our Action Plan to End Homelessness, we will reallocate 50% of our transitional housing programs to increase the permanent housing capacity in the community. The Continuum of Care has committed to implementing this by a performance-based process so that the lowest performing programs are reallocated. We have also recently entered into a partnership with the Memphis Housing Authority to create a priority for homeless individuals in the Housing Choice Voucher program and by seeking changes to the housing authority's annual plan that will enhance our permanent housing resources dedicated to addressing homelessness.

Our employment committee continues to seek ideas and strategies to increase employment among our participants. In our gaps analysis, it was the highest scoring item. We will seek to expand our partnership with the local workforce investment network to include grant-funded activities such as transitional jobs. Our homeless union, H.O.P.E. is launching a social entrepreneurship program to make t-shirts and promotional items for other non-profits and through this venture will provide employment and training opportunities for people who are currently homeless. Finally, we will work with our permanent supportive housing providers and our vocational rehabilitation programs on strategies to promote both earned income and volunteer activities that will not impact the participants disability benefits. Our long-range goal is to develop a specific, funded, and dedicated employment program that is available to all participants in homeless programs in the County. We believe that this is the only way to ensure that the hands-on assistance with job applications and job retention will be successful.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who

are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs.

In 2013, two CoC grantees converted their Transitional Housing programs to Rapid Rehousing/Permanent Housing programs. We sustain the Central Intake and Homeless Hotline. We have an outstanding track record in assisting participants with accessing mainstream benefits through our SOAR process. Our partnership with the Tennessee Department of Mental Health is a key piece of this strategy, providing funding for a SOAR Coordinator who offers technical assistance and training. The coordinator reviews all applications prior to submission to the Social Security Administration. We will also continue to add to the number of SOAR-trained experts in our continuum. We will seek to improve access to Medicaid by creating a partnership with our hospital-based mainstream benefits experts.

In the last two years, 69 housing units that were operating as transitional housing were converted to permanent supportive housing for vulnerable homeless families with children (those with high scores on research based tools that are predictive of child maltreatment and future/recurring homelessness). This project conversion includes a partnership with the US Dept of Health and Human Services that will provide supportive services outside the continuum. CoC grants funds are used to operate these housing units.

The State Department of Children's Services has a policy on preventing discharge into foster care. We have read the policy and have observed that it is being utilized. Our monthly Emergency Housing Partnership meeting includes our partners in the Department of Children's Services. If issues arise where we identify that youth are exiting to homelessness, we have a designated liaison to whom we would bring our concerns. We have not experienced this problem so far.

Local hospitals have their own discharge policies and staff responsible for discharge planning. We are in regular contact with the social workers of the hospital systems with this responsibility, and their purpose is to avoid readmissions by improving patient stability as they exit care. This is frequently a challenge, but both our office and service provider agencies routinely assist staff at The Med, Baptist, Methodist, and St. Francis, with referrals and linkages whenever possible.

Under the 100,000 Homes Campaign, we have sought permission from each of our unsheltered and vulnerable homeless citizens to share information with medical care and mental health professionals to assist them with housing. As we are aware of these individuals entering a mental health facility, we can and do discuss discharge options with the staff at the facility. While we can't always convince the consumer to accept a housing placement, we have found improved communication greatly assists with establishing discharge housing and support services plans. We have a local expert who serves as the Housing Facilitator for the State mental health department and he is very effective at addressing any concerns that arise if discharge policies are not being adhered to.

The Memphis and Shelby County Homeless Consortium includes representation from the Shelby County Office of Corrections. The primary reentry program in the community, works to establish discharge plans from the time that individuals are first incarcerated to avoid exits to homelessness. There are several officially sanctioned halfway houses in the community including Harbor House, Karat Place, and WestCore to provide opportunities for those exiting jails and prison to re-establish themselves, seek employment and support services, and avoid homelessness.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

In 2011, the Mayors of the City of Memphis and Shelby County initiated the Action Plan to End Homelessness, a strategic effort to utilize evidence-based practices, realign existing resources, and generate new resources to reduce the number of people who experience homelessness in our community. The plan contains 18 strategies, 16 of which are in active implementation stages at this writing. Since 2012, we have begun to see the results of the plan, as overall homelessness has been reduced 27%. Chronic homelessness is down 69% and family homelessness has been reduced by 25%.

Point In Time Data: Point In Time data is our most reliable benchmark for determining progress in that it is the one time each year that the unsheltered population and programs that do not participate in HMIS are captured.

Memphis and Shelby County volunteers counted 1, 525 people who met HUD's definition of literally homeless in January 2015. This is a decrease of 8.9% over the previous year.

In nearly every category, homelessness fell in 2015. There were fewer single individuals, fewer individuals sheltered, fewer unsheltered, and fewer people in families who were literally homeless on January 27th, 2015. Only the number of households with children increased slightly (155 vs. 151, 4 more than in 2014.) There were no families found sleeping unsheltered since 2012.

Annualized Data: Our primary tool for measuring annualized homelessness data is through our Homeless Management Information System, administered by the Community Alliance for the Homeless. The Annual Homeless Assessment Report (AHAR) also shows a decrease in the most recent year, though not as dramatic as the Point In Time data.

Length of Stay: As part of the community's performance benchmarking process, programs are scored by a variety of factors that correspond with the HEARTH Act's emphasis on reducing the number of people who experience homelessness and the length of time they spend homeless. The 2012 performance assessment was the first to score programs based on their length of stay. Average length of stay data is provided in the table below. We expect the length of stay to decrease in future years since it is now a performance and scoring rating factor that can impact program funding.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	518	1,963	845	763	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	78	929	4,640	3,199	3,633	0
Chronically Homeless Individuals	21	67	130	141	96	0
Chronically Homeless Families	1	4	0	4	7	0
Veterans	5	221	181	170	190	0
Unaccompanied Child	4	119	64	49	53	0
Persons with HIV	5	7	76	67	25	0

Table 25 - Homeless Needs Assessment

Data Source Comments:

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Data is available for the category # of persons becoming and exiting homelessness each year which is indicated in the chart above. We do not yet have the ability to provide data across programs for the category # of days that persons experienced homelessness. We will seek assistance from HUD and our HMIS vendor to find an algorithm for extracting that information. This data is currently not available for any of the populations listed in the chart.

Nature and Extent of Homelessness (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	348	23
Black or African American	1,091	53
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	1	2
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	3	2
Not Hispanic	1,444	76

Data Source:

Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

The estimate for the number of families with children in need of housing assistance is 360 households and the estimate for the number of families of veterans in need of housing assistance is 145 households.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Homeless individuals and families are disproportionately African-American or Black (annually 94% of the homeless population vs. 63% citywide.) The percentage of homeless population made up of veterans is between 14.8%. Memphis has a very small number of Hispanic people who are homeless. Between 10/1/2013 – 09/30/2014 only

2% of the families in emergency shelters and only 1% of families and individuals in transitional housing reported their ethnicity to be Hispanic/Latino.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Homelessness in Memphis is largely driven by the extremely low incomes of adults, combined with disconnectedness to appropriate systems of support (e.g. ranging from family and friend support to professional supports that promote physical and behavioral health.) On a per capita basis, the rate of homelessness in Memphis is low compared to other cities of our size. We attribute this to the relatively low cost of housing and willingness in the community to double up or provide temporary residence to those who fall on hard times. While homelessness exists throughout Shelby County, it is most often visible in the Downtown and midtown areas of the City with pockets of encampments in at least four other parts of the County. We do not have a rural homeless population due to our jurisdiction being only urban and suburban.

Discussion:

As we have adopted the Action Plan to End Homelessness, we have a greater understanding of matching evidence-based interventions with the population we serve. We are promoting rapid rehousing and permanent housing strategies in order to reduce the length of time people experience homelessness and to reduce the number of people who are homeless. We have adopted assessment tools that help us better target our interventions and provide us with more accurate data on unmet needs. We have developed a coordinated entry system whereby all CoC funded housing is assigned to the most vulnerable people first.

NA-45 Non-Homeless Special Needs Assessment – 91.205 (b,d)

HOPWA

Current HOPWA formula use:	
Cumulative cases of AIDS reported	6,748
Area incidence of AIDS	256
Number of new cases prior year (3 years of data)	871
Rate per population	19
Rate per population (3 years of data)	22
Current HIV surveillance data:	
Number of Persons living with HIC (PLWH)	7,570
Area Prevalence (PLWH per population)	564
Number of new HIV cases reported last year	0

Table 26 – HOPWA Data

Data

Source: CDC HIV Surveillance

HIV Housing Need (HOPWA Grantees Only)

Type of HOPWA Assistance	Estimates of Unmet Need
Tenant based rental assistance	200
Short-term Rent, Mortgage, and Utility	190
Facility Based Housing (Permanent, short-term or transitional)	22

Table 27 – HIV Housing Need

Data

Source: HOPWA CAPER and HOPWA Beneficiary Verification Worksheet

Describe the characteristics of special needs populations in your community:

The characteristics of the special needs populations in Memphis include: physically and developmentally disabled; mentally ill; elderly and frail elderly; substance abusers and ex-offenders; very-low income, unemployed and/or low skilled; and victims of domestic violence, abused children and their families

What are the housing and supportive service needs of these populations and how are these needs determined?

- Facility-based housing for persons with AIDS/HIV and their families Transitional housing

- Tenant-based rental assistance Permanent housing and placement Job-training and employment skills In-home services for seniors
- Counseling and case management services Accessibility modifications for disabled and senior homeowners.

The needs are determined by the client in-take procedures used by service providers who request CDBG, ESG, HOME or HOPWA funding via Memphis' competitive grant award process. On-going meetings and consultations with service providers are also means by which needs are determined by service providers.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

The Memphis TGA accounts for the largest number of persons living with HIV/AIDS among the TGAs in Tennessee, and approximately 86% of all PLWHA in the Memphis TGA reside in Shelby County. DeSoto County in Mississippi accounts for the second largest PLWHA population (5.5%) followed by Crittenden County in Arkansas (3.4%).

Of the 7,279 individuals estimated to be currently living with HIV disease at the end of 2014, 49% (n=3,576) of these individuals were classified as AIDS. The overall percentage of persons living with HIV infection stage 3 (AIDS) has gradually increased from 46% (n=2,983) in 2011 to 49% (n=3,576) in 2014. This is due to the effective care, treatment, and lower number of deaths among the PLWHA than new HIV cases each year. The overall percentages of people living with HIV not AIDS is steadily decreased from 54% (n=3,459) in 2011 to 51% (n=3,721) in 2014. This decrease is partly due to overall decreasing of HIV incidence in Memphis TGA 429 new cases in 2011 to 324 new cases in 2014.

Almost 68% of people living with HIV or AIDS in the Memphis TGA are male. The majority is Non-Hispanic Black (82%), followed by Non-Hispanic White (13%) and 3% Hispanic/Latino. Almost 47% of persons living with HIV or AIDS are within the child-bearing range of 13 to 44 years of age. (Source: 2015 Comprehensive Needs Assessment completed by the Memphis Transitional Grant Area (TGA).)

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

This section identifies and assesses the non-housing community development needs in Memphis and Shelby County Tennessee. The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Modes of outreach consisted on focus groups, interviews and surveys. The targeted outreach was to the broader community, service providers, real estate developers, and governmental staff from the local jurisdiction.

Quality publicly owned amenities in a community offer the support for private ventures and strong neighborhoods. Public and private investment each play an significant part in revitalizing and stabilizing neighborhoods. Public facility improvements send a message to neighborhoods that the City supports an area by reinvesting and creates confidence for private investment. Neighborhood livability and creating and maintaining quality neighborhoods are goals of the city of Memphis. The City of Memphis provides numerous public facilities for its residents. including community centers, libraries, parks, tennis courts, etc.

There is a need for facilities that serve special needs populations and locations to where the populations are located. Priority public facility needs in Memphis are ADA compliant centers for people with disabilities, as well as centers for youth ad seniors within neighborhoods.

How were these needs determined?

The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Needs were determined based on a number of methods including public participation through surveys (City of Memphis, Division of Housing and Community Development (HCD), Planning Department, survey), focus groups held by the HCD Planning Department, interviews, and meetings with neighborhood and business associations. The City's Capital Improvement Program (CIP) identifies needs for public infrastructure.

Targeted Mayoral task forces and other local division of government, including EDGE, WIN, and Livable Memphis also included public participation components resulting in identifying needs and priorities.

Describe the jurisdiction's need for Public Improvements:

Public involvement results continually point to the need for infrastructure improvements in the low-moderate income areas of the city. Sidewalks and ADA compliant roadways and curbs, and crime prevention through environment design (CPTED) in particular are frequently in the top tier of needs identified by the constituency (not only for the community at-large; but more specifically vulnerable populations such as the elderly). This includes streetscape, improved roads that would improve the safety for its citizens. However, a shrinking city budget does not allow for all of the needs to be met. Nevertheless, both the city of Memphis and Shelby County are working collaboratively to address many of these. Hallmark to this partnership is one initiative among many.

The City and County have adopted the Mid-South Regional Green Print and Sustainability Plan; a 25-year plan designed to enhance regional sustainability by establishing a unified vision for a region-wide network of green space areas, which serves to address long-term housing and land use, resource conservation, environmental protection, accessibility, community health and wellness, transportation alternatives, economic development, neighborhood engagement, and social equity in the Greater Memphis Area.

How were these needs determined?

Needs were determined through organizations such as Livable Memphis, Memphis Center for Independent Living, Memphis Regional Design Center, Office of Planning and Development, Office of Sustainability and the Mid-South Complete Streets Coalition.

Describe the jurisdiction's need for Public Services:

Public services serve critical needs of Memphis' low and moderate income people. Because of the high poverty rate in the city, the need for public services is great. This includes health providers, homelessness, child care, transportations, family literacy, job/employment training, and education services. Memphis has a significant number of public service agencies serving the needs of low and moderate income people. Yet significant needs have been identified in the area of youth-centered services - to do the high levels of youth homelessness and aging out of foster care, etc.; employment programs/services for ex-felons and occupational youth (18-24); mental health care; and alternative transportation options. Service populations are youth, ex-offenders, mentally-ill person, and families with children.

How were these needs determined?

Needs were identified through the public involvement process in conjunction with consideration of City priorities. Local service providers and research completed by government agencies, universities and service providers was taken into consideration. Community stakeholders also participated in needs assessment survey.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Subpopulation data includes estimates based on the fact that a percentage of programs do not provide subpopulation data and data is extrapolated in these instances. In addition to the categories in the chart above:

- 11% are reported as domestic violence victims
- 45% indicated some form of disability
- 38% reported substance abuse
- 14% indicated mental illness; and

- 2% reported HIV/AIDS

These statistics are not considered highly reliable given that they are typically driven by the services offered at a particular program. For example, programs in Memphis typically offer recovery services but do not focus on mental illness. Therefore, rates of mental illness are typically under-reported and substance abuse is often over-reported as people seek to qualify for available housing units.

The Subpopulation data will continue to be refined as we prepare for submission of data to HUD this spring. We are manually entering data from some providers that do not participate in HMIS, therefore, the count data is not finalized until all data entry is completed, which we expect in April.

The PIT data indicates a significant reduction in the number of homeless Veterans, (411 in 2012 and 226 in 2015). The heavy investment in resources for homeless veterans as part of the national and local plans to end veteran homelessness appears to be paying off.

Facilities Targeted to Homeless Persons

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	181	0	433	462	0
Unaccompanied Youth	8	0	0	0	0
Households with Only Adults	383	200	746	668	0
Veterans	0	0	145	349	0
Chronically Homeless Households	0	0	0	524	25

Table 40 - Facilities Targeted to Homeless Persons

Data Source
Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Mainstream Services for homeless persons: The following supportive services are available to most homeless families:

- Health care
- TANF, Food Stamps, and child care
- Dental and vision on a limited basis
- Mental health services on a limited basis
- Substance abuse treatment and counseling
- Employment services on a limited basis
- Legal services
- Domestic violence services
- Limited outreach and engagement

- The following services are still needed:
- Additional employment services
- Additional mental health services and medication assistance
- Additional dental and vision services
- Disability benefit application assistance
- Outreach and engagement
- Additional health services, particularly specialty care and respite care for those who have had surgery

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Each year, among the 77 programs that serve homeless individuals and families in Shelby County, there are various changes. Programs open or close, change service approach or population, and reduce or expand capacity. The following information describes the changes reported in the 2015 Housing Inventory Count (HIC), broken out by service categories, as well as progress on the Mayor's Action Plan to End Homelessness capacity targets.

Emergency Shelter

There are 500 year-round emergency shelter beds reported operating during the 2015 count. The majority of the beds, 318 are designated for households without children, 174 for households with at least 1 child, and 8 beds for households with only children. In addition, there are 32 seasonal and 200 overflow beds. In most cases, the units are fee-

based, where the individuals are responsible for paying between \$6 and \$20/day. The Mayors' Action Plan called for 38 additional units of family shelter and between 20 and 60 additional units for single women. In both cases, free shelter for at least 20 days was recommended.

Transitional Housing

There was a slight decrease in transitional housing units in 2015. The Mayors' Action Plan calls for a reduction of 50% in the number of transitional housing units over 5 years based on research questioning the effectiveness of this approach. Specific to publicly funded transitional housing programs, there is one program that will close this year. Funding will be reallocated to a new rapid rehousing program for individuals and families, if federal funding is awarded. The community has adopted a performance-based approach to renewing or reallocating funds. Nonetheless, programs that operate without public funding, typically faith-based recovery programs have continued to open or expand, adding over 100 TH units in the past two years.

Permanent Housing

Research and practice has demonstrated that Rapid Rehousing and Permanent Supportive Housing are critical strategies in ending homelessness – an approach emphasized in the Mayors' Action Plan to End Homelessness. We have made significant progress in expanding capacity in these programs and even more progress is in the pipeline for FY16. A total of 1,383 permanent housing beds were reported in 2015, an increase of 495 beds from 2014. This includes 577 units designated for chronically homeless individuals or families and 535 beds for veterans. The Mayors' Action Plan called for an increase of 391 PSH units for individuals and 101 units for homeless families with children over 5 years.

Adoption of Housing First principles, an Intensive Community Treatment team, and use of the vulnerability prioritization process are having a significant impact. Last year's CoC bonus project, (North Memphis CDC) combined with County-funded wraparound services, is taking many of the most vulnerable individuals off the street.

MA-35 Special Needs Facilities and Services Introduction

HOPWA Assistance Baseline Table

Type of HOWA Assistance	Number of Units Designated or Available for People with HIV/AIDS and their families
TBRA	65
PH in facilities	31
STRMU	216
ST or TH facilities	46
PH placement	1

Table 41 – HOPWA Assistance Baseline

Data HOPWA CAPER and HOPWA Beneficiary Verification Worksheet
Source:

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

A description of the supportive housing and service needs and the availability of those needs for each of the sub-populations follow.

- Elderly/frail elderly need both assisted and independent living housing. Both housing types are licensed by the State of Tennessee as either "assisted care living facilities" or "homes for the aged". In Memphis, there are 14 assisted care living facilities that have 988 beds. Almost all of the assisted care living facilities serve a population whose incomes exceed 80% of adjusted median income (AMI). The homes for the aged total 16 facilities having 182 beds. These facilities are generally small and serve a population whose incomes range less than 50% AMI. A significant gap is noted in the availability of assisted care living facilities that serve a low/moderate income population.
- Persons with disabilities: Persons with mental illnesses are usually dully diagnosed being homeless and abusers of substance/alcohol. While there look to be about 20 or so transitional and emergency shelter facilities available to this sub-population, the large number of persons in this group reflect a gap where the number of facilities need to double. Persons with physical and developmental disabilities are provided housing and supportive services through a host of county, state and non-profit agencies. Residential and housing services are supported both through Memphis' allocation of entitlement grant funding to MIFA, Meritan, Shield, and Case Management, Inc. Few gaps are noted, however, the demand for housing and services exceed the supply.

- Persons with alcohol or other substance abuse problems receive private and public non-profit housing and supportive services via an array of agencies. For those low/moderate income members of the sub-population, the City of Memphis allocates entitlement grant funding to CAAP.
- Public housing residents: Current residents need employment opportunities although the Memphis Housing Authority has programs that provide a resident employment and training center, case management, and a Family Self-Sufficiency Program.

•

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

The City of Memphis provides funding to Case Management Inc. to help coordinate the releases of mentally ill patients from Shelby County and City jails. In addition, the Community Alliance for the Homeless facilitates the role of Homeless Referral Center (a program administered by the MIFA) in helping to connect persons returning from health institutions with supportive services and housing. The program was established to provide a single source of up-to-date and readily available information on permanent supportive housing resources.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Memphis will undertake the following activities to address the supportive services needs with respect to persons who are not homeless but have special needs:

1. The Food for Kids Backpack program, which provides food insecure children with nutritious and easy to prepare food when other resources such as when free school breakfast and lunch, are not available. Every Friday the Food for Kids Backpack program provided children with six complete meals to enjoy over the two-day weekend.
2. The Strengthening Families for the Future program, which serves women infected with HIV/AIDS and their children who are impacted by the disease. The program focuses on three (3) particular services, including Financial Peace University, Support Groups and Individual Counseling sessions and the Violence Prevention Parent Training Program.
3. The CASA (Court Appointed Special Advocates)'s Volunteer Advocate Training Program trains community volunteers who investigate child dependency and neglect cases with petitions before the Juvenile Court.

4. A homemaker program which addresses the inappropriate institutionalization of many low to moderate income elderly and disabled adults who reside alone and have very little family support. Services include: general cleaning; meal planning and preparation; errand running; escort services to and from medical appointments; laundry services; and some companionship.
5. A psychiatric rehabilitation program that serves mentally ill adults that are 18 years of age and older. The program assists people with mental health disorders by helping them to obtain the skills that are needed to become self-sufficient by providing a program of basic living skills training, education/ recreational activities, job training, job placement, support groups and interpersonal skill training.
6. The Wellness University provides a comprehensive program that also provides extensive educational and training sessions to increase the self-sufficiency of persons living with HIV/AIDS as well as education, and adherence to medical treatment.
7. The YWCA of Greater Memphis's Immigrant Victim's Access to Justice Program offers bilingual legal advocacy services to immigrants with low English proficiency living, who are victims of domestic violence and live in Memphis. The program serves to empower immigrant women to seek safe, independent and healthy lives for themselves and their children. The services include providing access to service in the criminal justice system, crisis counseling, legal advocacy, safety planning, access to emergency shelter, community education, active referrals to relevant social services and support groups.
8. Meritan, Inc. offers employment and job training opportunities to low-income seniors around the age of 55 and older through its "Title V/Senior Community Services Employment Program (SCSEP)". The program serves as a bridge to unsubsidized employment opportunities for participants by way of their community service experience.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Memphis plans to meet the supportive housing and service needs of the population by:

1. funding requests from service providers that propose to develop new permanent supportive housing
2. funding requests from service providers that propose to provide supportive services

3. use HOME and HOPWA funds to provide tenant-based rental assistance to income eligible persons within the Special Needs sub-populations to receive
4. allocate funding from service providers for public facilities that will assist income eligible Special Needs sub-populations

The low incomes of Memphis special needs populations, when considered along with fair market rents support the decision to use HOME funds to provide tenant-based rental assistance.

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The following federal entitlement resources will be available during fiscal year 2017 (program year 2016), which begins on July 1, 2016 and ends on June 30, 2017. The Consolidated Plan describes projects and activities that are ongoing and may be funded with prior year funds. The projects on the listing of proposed projects table are only those that HCD plans to spend FY2017 Federal entitlement funds received from HUD and CDBG and HOME Program Income.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	6,098,932	1,200,000	0	7,298,932	0	
HOME	public - federal	Acquisition; Homebuyer assistance; Homeowner rehab; Multifamily rental new construction; Multifamily rental rehab; New construction for ownership; TBRA	2,520,902	100,000	0	2,620,902	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	3,511,669	0	0	3,511,669	0	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	561,939	0	0	561,939	0	

Table 52 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Other resources expected to be available for housing and community development activities include foundations and other private sources, State resources, and other non-entitlement Federal sources. In FY 2017, the City of Memphis will provide General Funds and Capital Improvement Funds that will be used to develop infrastructure,

housing, social and economic initiatives. Other sources of revenue may include low-income housing and historic tax credits, New Markets Tax Credits, private-sector equity investments that will finance redevelopment efforts in conjunction with HOPE VI and other development projects.

During FY 2017, HCD will continue to leverage its federal entitlement dollars through its partnerships with other government agencies, mortgage companies, lenders, and private investors in the implementation of housing and other development projects that will generate additional funds.

HUD requires a match for HOME and ESG funds. The City will require Community Housing Development Organizations (CHDOs) and agencies that receive Emergency Shelter Grant funds to provide their own match with eligible non-federal sources. The competitive grant applications process that HCD uses for entitlement funds, such as CDBG (local community and public services grants), ESG and HOPWA, require commitments from other funding sources.

The City has several economic development programs that use Federal entitlement funds and city funds to leverage additional funds from other sources. The Renaissance Business Center provides business assistance to small, minority, and women businesses. The Center houses multiple services, programs, and agencies to address this goal. The Center also has staff designated to work in target areas to provide information about incentives to existing businesses, work to attract new businesses, and develop a plan for economic opportunities. The Memphis Business Opportunity Fund is a joint venture between the City, banks, home loan banks, and Southeast Community Capital that makes loans up to \$500,000.00 to small businesses. The Contractor's Assistance Program is designed to assist small, minority, and women contract firms by providing assistance with technical assistance, bonding, insurance, and capital.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

There are a number of public agencies in Memphis that have or manage publically owned land. These include the Shelby County Land Bank (which oversees properties that have been taken for nonpayment of property taxes) Shelby County government, Memphis City government, Memphis Housing Authority, and HCD. Whether particular properties are pursued is dependent on a particular project's needs. In many cases, nonprofits can access property at reduced cost for activities that support their goals and they make requests for properties directly. As part of major revitalization initiatives, including HOPE VI and Choice Neighborhoods, HCD and MHA in partnership with their development partners evaluates whether there are publicly owned properties that may be available to use as part of the revitalization efforts. In late 2015, a new nonprofit, Blight Authority of Memphis, was established as a property land bank for the city of Memphis. The organization plans to purchase, demolish and clean up blighted properties across the city.

APPENDIX B

**CURRENT INCOME LIMITS (as of April 2016)
Fayette, Shelby and Tipton Counties in Tennessee,
Crittenden County in Arkansas and Desoto County in
Mississippi**

FAMILY SIZE	80% Median Family Income	50% Median Family Income	30% Median Family Income
1 PERSON	\$33,700	\$21,050	\$12,650
2 PEOPLE	\$38,500	\$24,050	\$16,020
3 PEOPLE	\$43,300	\$27,050	\$20,160
4 PEOPLE	\$48,100	\$30,050	\$24,300
5 PEOPLE	\$51,950	\$32,500	\$28,440
6 PEOPLE	\$55,800	\$34,900	\$32,580
7 PEOPLE	\$59,650	\$37,300	\$36,730
8 PEOPLE	\$63,500	\$39,700	\$39,700

**CURRENT INCOME LIMITS (as of April 2016)
Marshall County, Mississippi**

FAMILY SIZE	80% Median Family Income	50% Median Family Income	30% Median Family Income
1 PERSON	\$26,000	\$16,250	\$11,880
2 PEOPLE	\$29,700	\$18,600	\$16,020
3 PEOPLE	\$33,400	\$20,900	\$20,160
4 PEOPLE	\$37,100	\$23,200	\$23,200 *
5 PEOPLE	\$40,100	\$25,100	\$25,100 *
6 PEOPLE	\$43,050	\$26,950	\$26,950 *
7 PEOPLE	\$46,050	\$28,800	\$28,800 *

8 PEOPLE	\$49,000	\$30,650	\$30,650 *
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**CURRENT INCOME LIMITS (as of April 2016)
Tate County, Mississippi**

FAMILY SIZE	80% Median Family Income	50% Median Family Income	30% Median Family Income
1 PERSON	\$29,900	\$18,700	\$11,880
2 PEOPLE	\$34,150	\$21,350	\$16,020
3 PEOPLE	\$38,400	\$24,000	\$20,160
4 PEOPLE	\$42,650	\$26,650	\$24,300
5 PEOPLE	\$46,100	\$28,800	\$28,440
6 PEOPLE	\$49,500	\$30,950	\$30,950 *
7 PEOPLE	\$52,900	\$33,050	\$33,050 *
8 PEOPLE	\$56,300	\$35,200	\$35,200 *

**CURRENT INCOME LIMITS (as of April 2016)
Tunica County, Mississippi**

FAMILY SIZE	80% Median Family Income	50% Median Family Income	30% Median Family Income
1 PERSON	\$26,000	\$16,250	\$11,880
2 PEOPLE	\$29,700	\$18,600	\$16,020
3 PEOPLE	\$33,400	\$20,900	\$20,160
4 PEOPLE	\$37,100	\$23,200	\$23,200 *
5 PEOPLE	\$40,100	\$25,100	\$25,100 *
6 PEOPLE	\$43,050	\$26,950	\$26,950 *
7 PEOPLE	\$46,050	\$28,800	\$28,800 *
8 PEOPLE	\$49,000	\$30,650	\$30,650 *

APPENDIX B (continued)

**CURRENT FAIR MARKET RENTS
FOR**

**Fayette, Shelby and Tipton Counties in Tennessee,
Crittenden County in Arkansas and DeSoto County in
Mississippi (2016)**

	Efficiency	1BR	2BR	3BR	4BR
Fair Mkt	\$602	\$700	\$827	\$1128	\$1309

**CURRENT FAIR MARKET RENTS
FOR
Marshall County, Mississippi (2016)**

	Efficiency	1BR	2BR	3BR	4BR
Fair Mkt	\$473	\$477	\$638	\$849	\$1016

**CURRENT FAIR MARKET RENTS
FOR
Tate County, Mississippi (2016)**

	Efficiency	1BR	2BR	3BR	4BR
Fair Mkt	\$507	\$510	\$683	\$857	\$1090

**CURRENT FAIR MARKET RENTS
FOR
Tunica County, Mississippi (2016)**

	Efficiency	1BR	2BR	3BR	4BR
Fair Mkt	\$554	\$581	\$673	\$835	\$1,072

APPENDIX C (Criteria)

HOPWA GRANTS EVALUATION FORM /FY 2018

Proposal No: _____ Applicant _____
Project Title: _____

APPLICANT CAPACITY (Maximum 20 points)

- Does the agency have sufficient *qualified staff* to carry out the project?
- Does the agency/staff have suitable prior experience serving target population?
- Does the agency have a positive record of implementing similar projects?
- Does the agency have capacity for the proposed program vis-a-vis current activities and program commitments?
- Does the agency have adequate fiscal capacity to implement the project?

NEED/ EXTENT OF PROBLEM (Maximum 30 points)

- Are the needs of the target population and the need for the project described well?
- Is the project consistent with the priorities described in a Con Plan?
- Does the application demonstrate the need for the project?
- Does the project duplicate existing programs and services?
- Is there a demand for the services? Are there waiting lists, etc.?

SOUNDNESS OF APPROACH (Maximum 20 points)

- Are the services and programs to be offered clearly described as well as the specific target population to be served?
- Do the proposed services respond to the needs of the population to be served? Are the type and scale of services appropriate for the target population?
- Does the project propose adequate and appropriate services for the population?
- Does the application include expected outcomes and specific measures by which the project's success can be assessed periodically?
- Does the proposed program encourage service coordination with other organizations?

OPERATIONAL FEASIBILITY (Maximum 30 points)

- Does the application contain clear and complete plans for implementing the project?
- Is committed funding adequate for implementation of the proposed project?
- Is the strategy for securing additional support and commitment adequate?
- Is the proposed staffing and training adequate for the proposed services?
- Is the project ready to be implemented? How soon?

TOTAL POINTS AWARDED _____

APPENDIX D

INSTRUCTIONS FOR COMPLETING BUDGET JUSTIFICATION

The Budget Justification is a narrative explanation of the HOPWA funding requested. Please itemize costs for each category indicated on your budget on page 19 as per the following guidelines. The following information is to serve as a guide for the completion of your agency's budget justification. **THE FOLLOWING ARE EXAMPLES ONLY.**

Short-Term Housing

Maximum monthly rent	Units of rental assistance	Total HOPWA rent request
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Permanent Housing Placement - Rent & Utility Deposits/ First Month's Rent

(Not to exceed the value of two month's rent)

Maximum Rent Deposit	Maximum Utility Deposit	Maximum First Month's Rent	Number of Units of Service	Total HOPWA Cost
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Personnel Costs - Salaries and Fringes:

Position Title	No. of Positions	Hourly Wage	No. of Hours Per Pay Period	Total Cost	% charged to HOPWA	Total HOPWA
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Social Sec. Medicare Health Ins. Pension	Rate	Salary	Total Cost	% HOPWA	Total HOPWA
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Appendix E

CRITERIA FOR DEFINING HOMELESS

<p>Category 1</p>	<p>Literally Homeless</p>	<p>(1) Individual or family who lacks a fixed , regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> • Has a primary nighttime residence that is a public or private place not meant for human habitation; • Is living in publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local governments); or • Is exiting an institution where (s) he resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
<p>Category 2</p>	<p>Imminent Risk of Homelessness</p>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> • Residence will be lost within 14 days of the date of application for homeless assistance; • No subsequent residence has been identified; and • The individual or family lacks the resources or support networks needed to obtain other permanent housing.
<p>Category 3</p>	<p>Homeless under other Federal statues</p>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> • Are defined as homeless under the other listed federal statues; • Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application ;

		<ul style="list-style-type: none"> • Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and • Can be expected to continue in such status for an extended period of time due to special needs or barriers.
Category 4	Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> • Is fleeing, or is attempting to flee, domestic violence; • Has no other residence: and • Lacks the resources or support networks to obtain other permanent housing. <p>:</p>

RECORD KEEPING REQUIREMENTS

<p>Category 1</p>	<p>Literally Homeless</p>	<ul style="list-style-type: none"> • Written observation by the outreach worker; or • Written referral by another housing or service provider; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution – one of the forms of evidence above <u>and</u>: • Discharge paperwork or written/oral referral, or • Written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution
<p>Category 2</p>	<p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; or • For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or • A documented and verified oral statement; and • Certification that no subsequent residence has been identified; and • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.
<p>Category 3</p>	<p>Homeless under other Federal statues</p>	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statue; and • Certification of no PH in last 60 days; and • Certification by the individual or head of household, and any available supporting documentation, that (s) he

		<p>has moved two or more times in the last 60 days; and</p> <ul style="list-style-type: none"> • Documentation of special needs or 20 or more barriers.
<p>Category 4</p>	<p>Fleeing/Attempting to Flee Domestic Violence</p>	<ul style="list-style-type: none"> • For victim service providers: An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self- certification or a certification by the intake worker. • For non-victim service providers: Oral statement by the individual or head of household seeking assistance that are fleeing. This statement is documented by a self-certification or by a case worker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and <p>Certification by the individual or head of household that no subsequent residence has been identified; and</p> <p>Self-certification or written documentation, that the individual or family lacks the financial resources and support networks to obtain permanent housing:</p>