



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

LANSING

KEITH MOLIN
EXECUTIVE DIRECTOR

DATE: September 16, 2010

TO: HPRP Lead Agencies

FROM: Janet Irrer, MSHDA
Homeless Programs Manager

SUBJECT: Homelessness Prevention and Rapid Re-Housing Program (HPRP)
Policy Bulletin No. 3

Based on feedback from HUD audits and updates to their Q & A, the following Policy Changes are effective immediately.

1. **Condemned Housing**

Homeowners and renters living in condemned property are at risk of homelessness per HPRP criteria and **may be eligible for Prevention assistance** (not Re-housing as stated in Policy Bulletin No. 2, dated 6-30-2010) if the individual(s) meets all eligibility criteria and will become homeless but for HPRP.

2. **Homeless “But For” HPRP Assistance (HPRP Form No. 21)**

Substantiating that “but for HPRP assistance, the client would be homeless” must be documented for clients at intake and at each recertification. The following information should already be in each client file. To simplify the process, HPRP Form No. 21 (copy attached) must be completed to consolidate the information shown below for initial application and every recertification:

- No appropriate subsequent housing options have been identified (does client have family in the area, a friend with a vacant room, a church member to stay with);
- The household lacks the financial resources to obtain immediate housing or remain in its existing housing (documentation of no income is not sufficient); and
- The household lacks support networks needed to obtain immediate housing or remain in its existing housing (family or church member that could pay the expense).

When possible, attempts must be made to contact any identified family or support networks. Date and time of verification attempts must be noted on the form.

3. **Homeless Certification (HPRP Form No. 17)**

The Homeless Certification Form (HPRP Form No. 17 attached) has been updated to include *all* acceptable types of documentation **in order of preference** for documenting Rapid Re-housing eligibility for those applicants who are homeless. Based on an applicant(s) living situation, Agencies must attempt to document homelessness in order of preference, as indicated on the form. If the Self-Declaration of Housing Status (HPRP Form No. 18) is used to document homelessness, the HPRP case worker must document their attempt to obtain written third-party verification.



4. **Grantee Termination - Formal Due Process**

Grantees terminating assistance to a HPRP participant for violating program requirements (and for those found ineligible at a 3-month recertification) must provide a formal termination process that recognizes the rights of individual(s) receiving assistance to due process of law. ***The formal process is only required after a participant has received assistance and is then terminated from receiving continued assistance.*** This process, at a minimum, must consist of the following:

- Written notice to the program participant containing a clear statement of the reasons for termination;
- A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination; and
- Prompt written notice of the final decision to the program participant.

If an applicant is deemed ineligible to receive HPRP assistance, Grantees must document the reasons for denial and inform the applicant(s) in writing of the denial. *Grantees may establish an appeals process for applicant(s) deemed ineligible, but are not required to do so.*

If you have questions, Regions 1, 2, 4, and 8 contact Drew Mahan at mahand@michigan.gov and Regions 3, 5, 6, and 7 contact Rose Meyer at meyerr3@michigan.gov.