COLORADO
Department of Local Affairs
Division of Housing

Colorado Division of Housing

Homeless Prevention Activities Program Grant

2025 Request for Application (RFA) Guidelines

Released on March 7, 2025

Applications due on April 4, 2025

Homeless Prevention Activities Program (HPAP)

Grant Term

July 1, 2025 to June 30, 2026

Application Submission Instructions

All applications must be received by the Division of Housing via email to briana.west@state.co.us no later than 5:00pm MT on April 4, 2025. Incomplete and or late applications will not be considered.

The Division of Housing will be accepting questions from applicants via an email to briana.west@state.co.us through midnight on March 21st, 2025. All questions and responses will be posted on the RFA website.

Current or former agencies that were recipients of Homeless Prevention Activities Program funding are not assured funding through this RFA process.

The following documents must be submitted together in one PDF, electronically (by email) in order for the application to be considered a complete application:

- ☐ **Cover Page**
- ☐ **Narratives**
- ☐ **Supporting Documentation**
- ☐ **Project Budget**

Background

a. Overview: The Homeless Prevention Activities Program (HPAP), created through Colorado Revised Statute § 26-7.8-101, provides funding to nonprofits and local governments throughout Colorado to prevent at-risk households from experiencing homelessness. The funding for the program is made available via the State Income Tax Check-off program, which allows Colorado residents to make voluntary contributions to the program when filing their state income tax returns. The HPAP program is administered by the Colorado Department of Local Affairs (DOLA) Division of Housing's Office of Homeless Initiatives. DOLA's administration of HPAP is overseen by an Advisory Committee, which includes representation from the Colorado Department of Human Services and additional members of the public selected by DOLA's Executive Director. HPAP grants are awarded throughout the state based on a competitive application process as outlined in an annual Request for Applications (RFA).

b. Objective: HPAP funds are meant to prevent at-risk households, including youth headed households, from becoming homeless and to assist in stabilizing their housing situation by providing temporary financial assistance and housing-focused case management.

c. Eligible organizations: To be considered for a funding award, an applicant must be a non-profit organization in good standing with the Colorado Secretary of State (pulled by HPAP Advisory Committee during application review); or a unit of local government.

d. Preference: Points will be given to those organizations with a demonstrated history of serving those experiencing homelessness or at-risk of homelessness. Additional preference in the application scoring process will be given to organizations serving counties with a population of less than 175,000. HPAP service areas must be county-wide. If your organization does not serve the whole county, please show how you will reach countywide service through partnerships.

e. Request Amount: Applicants may request no more than $50,000 per application, per organization.

Eligible Participants

To be eligible to receive HPAP assistance, a household must meet the following qualifications:

a. Household income must be less than 50% of the Area Median Income (AMI). Income limits available at HUD's website at https://www.huduser.gov/portal/datasets/il.html

b. All household types are eligible to receive HPAP assistance, although the following household types will be given preference/priority:
    i. Families: Households consisting of at least one adult (over 18) with children under 18 years; or households consisting of multiple adults
    ii. Youth: Households consisting of a young adult 18-24 years old with or without dependent children.

c. Demonstrate through documentation that a household is at risk of becoming homeless but for the HPAP assistance within 21 days of the request for assistance. The funds may only be used to assist if the household meets the following criteria:
    i. The inability to make the required payments is due to a sudden reduction in income;
    ii. The assistance is necessary to avoid eviction or termination of services;
    iii. There is a reasonable prospect that at-risk individual or family will be able to resume rent payments within 6 months;
    iv. The assistance will not replace or supplant funding for homeless prevention activities from other sources.

HPAP funds are strictly intended to prevent homelessness and therefore households currently experiencing homelessness are not eligible, including those enrolled in transitional housing. The federal HUD definition of homelessness includes families and individuals in transitional housing programs.

Other Requirements

a. Households may receive financial assistance with HPAP funds for a period not to exceed six months during any one program-year.

b. Households receiving financial assistance services must work with the provider to develop a housing stabilization plan and continue to work with the participant to revise the plan over time. The plan should identify barriers to housing retention and work with the household to identify specific steps the household will take to address these barriers in order to prevent episodes of homelessness in the future. The household and provider must reassess the plan together at least once every 30 days while actively receiving HPAP funded assistance. Case management may extend beyond the period of financial assistance specifically for the purposes of housing stability.

c. Individual files must be maintained documenting program eligibility for participants, the service plan made with the participant, and housing status at the time of exit. Documentation must include evidence that the participant was at imminent risk of housing loss. Valid documentation includes eviction notice, notice to quit, or three-day demand for compliance; and should also include any other relevant documentation such as utility shut off notice, case notes and/or correspondence. Grantees who are supporting participants in relocating are responsible for ensuring that the new assisted unit meet minimum habitability standards as per the Emergency Solutions Grants (ESG) Program interim rule, at 24 CFR 576.403.

d. Providers must have the capacity to issue payments on behalf of participants within no more than five days of approval for assistance.

e. Providers must track real-time, person-specific data on inflow, active, and outflow through the Homeless Management Information Systems (HMIS). Any subcontracted or participating service providers must currently use HMIS or demonstrate a commitment to begin use of HMIS for client-level data entry prior to the project start date. If the applicant is a “Victim Service Provider,” the application should demonstrate a commitment to an HMIS Comparable Database or describe existing data activities.

f. The amount of assistance distributed to a household is based on need, and the lesser of the actual rent payment or the per unit amount allowed by the most current Housing and Urban Development (HUD) Fair Market Rent (FMR) schedule or the agency’s rent reasonableness assessment. HPAP grantees should coordinate with other homeless service providers to ensure HPAP clients have access to more intensive interventions and services accessible through the community and/or Coordinated Entry systems.

Eligible Activities

a. Financial Assistance:

i. Rental assistance: up to 6 months of rental assistance
ii. Utility payments that must be made to prevent eviction
iii. Security and Utility deposits as required to keep a family housed: up to 1 1/2 months of rent (this cannot be used to house someone who is homeless by paying their security deposits)

All financial assistance payments must be made directly to third party vendors and are never made directly to participants. Financial assistance should be provided in the minimum amount and the shortest duration possible to avoid loss of housing.

b. **Case Management & Supportive Services:**
    i. Develop an individualized housing stabilization plan with participating households that identifies needed services and documents a path to attainment
    ii. Provide referrals to programs that assist households who are in danger of becoming homeless in obtaining services and information
    iii. Negotiation with landlord to assist households in avoiding eviction
    iv. The development of a money management plan that incorporates the resolution of participant debt and credit issues
    v. Referrals or assistance in obtaining education and employment

Case management assistance shall be individualized and flexible, emphasize housing, and focus on assisting participants to achieve their housing goals through the most effective, efficient, and appropriate combination of direct assistance and referrals to community resources.

c. **Project Delivery:**
    i. Salaries, wages and related costs of the grantee's staff, subcontractor's staff, or other staff engaged in program administration. (Case management costs are allowable but would not be listed as project delivery.)
    ii. Operations include indirect or direct costs for goods and services required to administer the program, including rent, equipment, office supplies, insurance and utilities

Project Delivery costs are the costs of staff directly carrying out the activity in addition to equipment, supplies and transportation that are necessary for successful completion of the activity. Grantees may use a maximum of five percent of grant funds towards Project Delivery costs associated with the administration of the program.

Performance Outcomes

The following performance indicators must be included in a semi-annual and final report submitted to DOLA. All data shall be pulled directly from HMIS or CAFÉ (comparable database for domestic violence providers). DOLA will provide reporting templates and forms to awarded agencies.

- Households referred to HPAP-funded program
- Households accepted to HPAP-funded program
- Average days of assistance per accepted household using HPAP funds
- Average amount spent per accepted household
- % of households stably housed 6-months post-exit