URBAN INSTITUTE

Homelessness Prevention Study
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OMB Paperwork Reduction Act Submission for Web Survey of Homelessness Prevention and Rapid Re-housing Program Grantees and Subgrantees

Part A: Justification

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Prepared for
Anne Fletcher, HUD/GTR
Office of Policy Development and Research, Program Evaluation Division
U.S. Department of Housing and Urban Development
451 7th Street, SW – Room 8120
Washington, DC 20410

Prepared by
Mary Cunningham
Martha Burt
Molly Scott
Kassie Dumlao
Urban Institute
2100 M Street, NW
Washington, DC 20037

Larry Buron
Gretchen Locke
Abt Associates

PART A: JUSTIFICATION

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This supporting statement provides detailed information on proposed data collection activities associated with the Homelessness Prevention Study administered by the U.S. Department of Housing and Urban Development (HUD).

A1. Circumstances that make the collection of information necessary

Congress established the Homelessness Prevention and Rapid Re-Housing Program (HPRP) under the American Recovery and Reinvestment Act of 2009 (ARRA), to provide resources to state and local governments to aid households at risk of homelessness maintain stable housing and to help those currently experiencing homelessness get back into permanent housing quickly. Through this program, HUD allocated $1.5 billion (based on the formula it uses to determine emergency shelter grants) to 535 government agency grantees (55 states and territories, 147 counties, and 333 cities) to be spent over a three-year period.[1] The funding for this program was critical during a deep recession and mortgage crisis that continues to affect households across the country, resulting in unprecedented loss of employment and housing. HPRP funds are the first major federal effort to fund homelessness prevention activities and, as such, represent a tremendous opportunity to learn about the types of programs communities are designing and implementing across the country.

There is considerable flexibility and, consequently, variability in the ways HPRP grantees have implemented their programs. Grantees may choose to take on direct service delivery themselves or disburse funds to local nonprofits and/or government agency subgrantees. Grantees may have numerous subgrantees and subgrantees can operate HPRP-funded prevention programs for more than one grantee. It is also the case that direct grantees can simultaneously act as subgrantees to other grantees. These complex HPRP networks vary significantly from one community to the next. Preliminary analysis of HUD grantee and subgrantee data shows a total universe of approximately 2,700 grantees and subgrantees.

Grantees and subgrantees have dedicated resources to support a wide variety of different prevention and rapid re-housing services. For example, HPRP funds may support already homeless households and those at risk of homelessness with housing relocation and stabilization services, including outreach and engagement, case management, housing search and placement, legal services, and credit repair counseling. HPRP programs also routinely provide direct financial assistance for back rent payments, rental assistance or costs associated with moving like security deposits, utility payments, moving costs, and motel and hotel vouchers. Notably, grantees have substantial discretion in structuring financial assistance, including the duration (3 to18 months), depth, and tenant share of the rental subsidy. However, there are types of assistance for which grantees may not use HPRP funds. Among these, are program elements that may have been present in a grantee's pre-existing prevention or rapid re-housing program, including employment counseling, training or educational programs, child care, or help with transportation, food, household items, furniture, appliances, or help with mortgage payment arrears.

HUD requires that all agencies use the same criteria to determine basic eligibility for HPRP services, although communities may choose to establish additional targeting criteria. All program recipients must have income at or below 50 percent of the area median income and they must be either homeless or at imminent risk of homelessness.

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[1] This does not include the four grantees from American Samoa, Guam, the Northern Marianas, and the Virgin Islands.

Recipients of homelessness prevention services must show that they would likely be homeless "but for" this assistance and that they will be "able to achieve stable housing" once HPRP support ends. Primary HPRP grantees may add other eligibility criteria to target their services to particular populations.

More than halfway through HPRP implementation, HUD has requested an in-depth *process study* of HPRP-funded *prevention programs*.[2] This study will provide detailed information as to how communities have implemented the program in order to document the usage of HPRP funds and inform the design of a future study of the *impact* of homelessness prevention programs. The following approaches to data collection will be taken as part of this study:

(a) An analysis of existing **HUD Performance Reports** to create a database documenting basic information, program activities and related expenditures for the universe of grantees in order to construct a general overview of those entities directly receiving HPRP funds. We will also use HUD Performance Reports to identify the universe of subgrantees in order to construct a two-stage sample design (grantee- subgrantee) for the web survey (see section (c) below). The information contained in these reports includes the following:

1. Quarterly Performance Report (QPR) – Grantees aggregate the data for the QPR from HMIS client-level data and submit it to HUD via *e-snaps four times a year.* In addition to including contact information for the HPRP grantee, it includes program information on number of clients served, types of prevention services (reported in HUD-created categories), and HPRP expenditures by category.[3]

2. Initial Performance Report (IPR) – Grantees submitted the IPR in October 2009. In addition to information regularly collected by the QPR, the IPR recorded information on grantee targeting and HMIS plans. The IPR also required that grantees attach a sheet reporting limited contact data on subgrantees.[4]

3. Annual Performance Report (APR) – The APR provides grantee information, program outputs, client characteristics by household type and by exit status (still a client or exited), HPRP expenditures by service type, eligible activities and sub-activities, and program performance by service type.[5]

4. Integrated Disbursement and Information System (IDIS) – Grantees use this online database to draw down HPRP funds. The IDIS unit of analysis is the service delivery agency and must "represent either the subgrantee or the organization directly carrying out HPRP-funded activities."[6] The IDIS collects data on expenditures by HPRP activity (i.e., prevention financial assistance,

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[2] This study does not include an examination of HPRP-funded rapid re-housing programs.

[3] This information is available by prevention and rapid re-housing activities, but does not specify families or individuals.

[4] Contact information is provided for subgrantee awards of $25,000 or more.

[5] HUD has not yet published the final APR for HPRP, but we assume that information collected will be similar to those required of other HUD homelessness programs. Publications have been delayed to modify the original APR so information pertaining to family versus single adult households can be distinguished. This change will greatly assist the present study, as this distinction is quite important,

[6] For more on project structure see *Using IDIS for the Homelessness Assistance and Rapid Re-Housing Program Updated: April 12, 2010 for IDIS Version 11.1.0.* The reliability of these data is unknown and will be explored further during the research design phase of this study.

prevention housing relocation and stabilization services) and minimal information on the organization or grantee/subgrantee.

A description of the research team's request for data from the HUD performance reports is included in Appendix A.

(b) A **web survey** to solicit responses from grantees and subgrantees regarding the HPRP program design, implementation, program operations (e.g. screening and assessment, and services provided), and program monitoring and data collection activities.

(c) **Site visits** to meet with key informants, such as systems- and provider-level stakeholders, to understand community decision-making, HPRP operations and activities, assessment and triage work, the relationship of HPRP to local homeless assistance networks, and lessons learned.

(d) Convening an **expert panel** with researchers, technical assistance providers, practitioners, grantees and policy advocates to discuss the proposed research design options for a future experimental, or quasi-experimental, study; and to discuss the challenges associated with evaluating the impact of prevention programs.

This OMB submission addresses research activities described in (b) the web survey of grantees and subgrantees and (c) the site visits.

A2. How, by whom, and for what purpose the information is to be used

A2.1 Project Overview

HUD contracted with the Urban Institute (along with subcontractors, Abt. Associates, The Cloudburst Group, and Vanderbilt University) to conduct the Homelessness Prevention Study. This 76-week long project will examine how communities are allocating HPRP funds and implementing programs. It involves multiple research methods to produce valid data for describing and assessing program activities and outcomes. The study itself is broken down into two principal components. The first is a *multi-methods process study* that encompasses analysis of HUD performance reports, a web survey of a nationally representative sample of HPRP grantees and subgrantees, and site visits to 15-18 of HPRP-funded communities that include discussions with key informants. The second component consists of a *feasibility study* that draws on the process study and a panel of experts to present design options for experimental or quasi-experimental impact studies of homelessness prevention programs.

Upon completion, the study will make substantial contributions to the understanding of homelessness prevention efforts and related policies. Specifically, it will:

- Describe in detail how HPRP grantees across the country have used Recovery Act funding and accurately capture the types of efforts being implemented at both the *systems* and *program* level;

- Document how communities conceptualized and established their prevention program; how they implemented their program; and how they measure outcomes related to the program; and

- Identify three approaches for rigorously evaluating the impact of homelessness prevention programs in one or more future studies.

A2.2 Purpose of the Data Collection

To address all of the key policy topics noted above and to satisfy Office of Management and Budget's (OMB) requirements that federal agencies undertake independent evaluations of program performance,[7] new data (for which this OMB clearance is requested) must be gathered. The data currently collected by HUD for program administration purposes provides little insight into specific program activities or HPRP implementation on the ground.

Using a sophisticated methodology to sample 100 grantees and 400 subgrantees, the proposed survey of HPRP grantees and subgrantees will produce a clear national picture of the structure of HPRP programs and the kinds of activities that are being carried out with ARRA funds. To reduce reporting burden and increase response rates, the survey will be administered online and consist of closed-ended questions.

The site visits to 15 to 18 communities across the country will provide vital information about the implementation of specific homelessness *prevention* programs, which will include understanding how programmatic decisions are made and evolve, how grantees and subgrantees coordinate their efforts within homelessness service *systems*, how different program's designs work in the field, and how different communities are approaching the evaluation of client outcomes. We plan to identify qualified sites through discussions with experts in the field and from preliminary survey results. From this pool, we will purposefully sample sites based geographic diversity and program size as well as five criteria: strong implementation; presence of triage and targeting efforts; different program target populations; a range of prevention activities and mix of emergency and systems prevention efforts; and HMIS coverage.

A2.3 Who Will Use the Information

Data from the web survey will allow HUD to characterize current homelessness prevention activities, clearly identify programmatic differences among grantees and subgrantees, and pinpoint areas where HUD guidance may be needed. These data will also help HUD make decisions about the future design of homelessness prevention programs.

Information gleaned from the site visits will enable HUD to identify in more detail the strengths, weaknesses, gaps, and major challenges of implementing homelessness prevention programs both on a systems and program level in order to make the necessary adjustments (e.g. provide more technical assistance, resources) to make the program most effective. The site visits will also lay the groundwork for future analyses of the *impact* of homelessness prevention programs by providing insight into issues around the selection of clients and local agency evaluation capacity.

A2.4 Instrument Item-by-Item Justification

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[7] To date, no such study has taken place for HPRP.

Exhibit 1 shows the types of information we will collect through the web survey and the justification for including each question/topic. A copy of the HPRP grantees' and subgrantees' survey instrument is included as Appendix B. Note that all question numbers within the survey instrument are preceded with a letter prefix. The letter prefix relates to the appropriate respondent. For example, we only want direct service providers and those who have deep program-level knowledge to respond to particular questions about how prevention programs are being implemented on the ground (question numbers start with "P" prefix). Similarly, we only want those who have deep knowledge of community-level planning and decision making to respond to another subset of questions (question numbers start with "CP prefix.") All remaining questions are for all respondents (questions starting with "A" prefix). The screener questions (question numbers start with "S" prefix) are also for all respondents.

EXHIBIT 1. Item-by-Item Justification of Online Survey – Grantees and Subgrantees	
Question(s) / Topic(s)	Content and justification for inclusion
Screener S1-S9	The first set of screener questions are key to the web survey because they provide basic descriptive data about the agencies and respondents. This includes elements such as type of agency or role of respondent and whether the agency offers specifically HPRP *prevention* services, since this is the focus of the survey. While this information is available for direct grantees, it may have changed since the period in which it was reported; and the information is absent altogether for subgrantees. The screener questions also capture the complexity of the HPRP funding stream. Agencies may be sampled as a subgrantee but also be a direct HPRP grantee. In addition, subgrantees may sub-grant to other local organizations. This level of complexity is not available through the HUD performance reports. The subsequent screener questions serve to set up the skip patterns for the rest of the survey.
Pre-HPRP Homelessness Prevention Activities CPI P1-P4	We currently have no data on whether agencies had any experience operating homelessness prevention programs or any homelessness-related program prior to HPRP. Many communities have lodged HPRP prevention funds in family services or anti-poverty agencies unconnected to the local homeless services system and less likely to have extensive experience with helping households find housing. This lack of familiarity may affect their ability to help households most efficiently and effectively. This section first asks (on the community and program level) whether a *prevention* program was in place and, if so, what funding streams were used, how the population served under the earlier program compares to those served under HPRP, what data were collected, and how these data were used to inform the design of the agency's HPRP homelessness prevention program. Information about previous experiences with homelessness prevention and homelessness response in general is important because it is not available from any of the standard HUD reporting forms and because it is likely to affect both the design and implementation of HPRP homelessness prevention programs. Further, asking specifics about the funding streams used for previous homelessness prevention efforts has implications for the future

	sustainability of efforts mounted during HPRP; and specifics on the agency's related data collection offer clues about the internal capacity of agencies to track the efforts expended during their HPRP-funded program. Lastly, this section solicits information about prevention's role in the larger homelessness response system by asking about the local Continuum of Care and a local 10-Year Plan to End Homelessness. These data are not gathered in any of the HUD Performance Reports and are important for analyzing how these factors may be related to local capacity and homelessness prevention implementation.
HPRP Funding Allocation CP2-CP5	These questions are exclusively directed to respondents with community-level insight. In the HUD Performance Reports, there was initial data gathered from grantees on how they allocated their HPRP funds between prevention and rapid re-housing. However, no data have been gathered about how these decisions were made and how and/or why they may have changed over time. In addition, we want to understand *community* level funding allocations and decision-making rather than that of individual agencies.
HPRP Eligibility and Targeting A1-A7 P5	HUD defined its own basic eligibility guidelines for HPRP; however, within that framework, agencies could choose to further define the target population for their services. No data are currently available on what percentage of grantees went beyond HUD's eligibility guidelines and how these agencies made their decisions about whom to serve. This information is key to understanding who are the beneficiaries of HPRP and also has important implications for the design of a future impact study of homelessness prevention. Asking about targeting efforts allows us to estimate the percentage of agencies that might be creaming—that is, choosing to serve clients who are seen as the "easiest" to serve, and more likely to successfully avoid homelessness on their own without assistance from HPRP (e.g., no previous experiences of homelessness, employed or employable, no prior evictions, no criminal history, no disabilities, strong social networks, etc.) While agencies that make this choice are likely to see more positive outcomes for their homelessness prevention clients, the program may not actually be preventing homelessness since the people served are not likely to have become homeless without the assistance. In contrast, agencies that choose to direct homelessness prevention services to "hard-to-serve" clients —those at highest risk for homelessness—may have more mixed results for their prevention program but may actually be *preventing* homelessness. In particular, these types of programs focus on serving clients with previous experiences of homelessness and/or risk factors like mental or physical health problems, a recent exit from an institutional setting (e.g., foster care, prison, transitional housing), and/or other significant barriers to employment and stable housing. All respondents answer an extensive series of questions about their eligibility criteria and target population to better understand these dynamics. Program-level expert respondents also provide information about what they require households to do to receive services since this also serves as a filter.
Intake for HPRP Activities CP6-CP10	The entry-points to HPRP homelessness prevention services (e.g., other agencies, community helpline), the method of entry (e.g., outreach vs. third party referral vs. self-referral), as well as the timing of entry (e.g., before leaving a facility or program vs. at the time of crisis) also help to define the population that are then screened for program

P6-P12	eligibility. In this way, agencies or communities structure their intake procedures to cream, that is to serve the clients most likely to succeed or, in contrast, to assist the hardest to serve. Each of these choices have important implications for future evaluations of homelessness prevention (see explanation in above section on HPRP Eligibility and Targeting). No information on intake is currently gathered in HUD performance reports. We also ask about whether clients are being screened for eligibility using standardized screening and assessment tools to understand how systematically decisions are being made and to identify which agencies may be able to share this kind of tool with us. Little is known about these procedures and identifying best practices would help the field of homelessness prevention substantially. At this time, no data are available on assessment tools. "Community" and "program" level respondents answer different questions because one is providing information about a coordinated community-wide approach and the other is illuminating how things work for a particular organization. A key question for homelessness prevention is the degree to which there activities are coordinated within a wider response system.
Mainstream Agency Collaboration A8-A14	All respondents answer these questions that are designed to provide insight into how communities and agencies are engaging with mainstream agencies' [8]homelessness prevention. No information is currently gathered on this interagency collaboration on HUD Performance Reports. However, it has important implications for future homelessness prevention program design, especially in the current budget environment where effective collaboration may be increasingly important to off-set potential spending limits.
Prevention Activities P13-P23	While the HUD performance reports provide some limited information on grantees' prevention activities, they may not be directly providing any services themselves and are simply aggregating data from multiple subgrantees. In addition, the activity codes themselves do not allow for a thorough characterization of what actual services agencies are providing with HPRP funds. As a result, we plan to ask a series of questions exclusively to direct service providers and those with in-depth program level knowledge about specific program parameters including: the structure and duration of rental assistance, which other types of financial and support services are available, how case management is used (e.g., timing, duration, method, intensity), and the extent to which contact is maintained with homelessness prevention clients after they exit the program. All of this information is important for both future homelessness prevention program design and also helps inform the feasibility study for a future evaluation of impact.
Tracking Outcomes CP11	These questions capture which types of data are being collected at the community level, for what purposes these data are used, and where they are stored (i.e. HMIS system vs. other local data tracking systems). This information is particularly important for assessing the potential capacity of local communities to participate in a future evaluation of homelessness prevention impact. We must gather this information through the survey since none of it appears in the HUD Performance Reports.

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[8] Mainstream agencies refer to those agencies that operate programs designed to serve a broader low-income population, which may include persons experiencing homelessness, such as TANF or SNAP.

Changes in Capacity and Systems Change CP12 A15-16	No insights have been solicited on HUD Performance Reports about the changes in the homelessness response system that may have been facilitated by the HPRP. These questions are important to document the effect of HPRP funds in building capacity for future homelessness prevention programs. Community-level experts will provide this insight. The final questions, asked of all respondents, gauge the likelihood that communities and individual agencies will continue their homelessness prevention efforts once HPRP funding is no longer available. This information is important to both future program planning and the design of future impact evaluations.

Site Visit Interview Guide

Exhibit 2 lays out the principal domains covered by the site visit interview guide and a clear justification for each area's inclusion in our instrument. The proposed site visit interview guide is included as Appendix C.

EXHIBIT 2. Item-by-Item Justification of Site Visit Interview Guide	
Question(s) / Topic(s)	Content and justification for inclusion
Agency and Respondent Role in HPRP Prevention *Sections 1 and 2*	This first question helps the interviewer understand/clarify a couple of key things about the respondent and his/her agency that set the stage for the rest of the interview: 1) whether or not the agency is an HPRP grantee and/or subgrantee, and 2) whether or not they directly provide HPRP prevention services. There are many complex relationships in the HPRP prevention system. It is possible that an agency may be both a grantee and a subgrantee to multiple grantees. There are also sub-sub grantees in the system that are not captured by HUD data systems at all. This detailed information is needed to map out what the agency's place is in the HPRP funding structure. It is also important to know if the agency is a direct HPRP prevention service provider because it identifies to the interviewer the need to ask "program level" questions during the interview. The other information solicited in this section of questions provides further information about the local role of the agency and its larger context. We have no information about the agency's service areas or how they define their local community or network of homelessness response. This information is critical to understanding how a "system" of homelessness prevention works. Lastly, the questions about the role of the respondent at the agency help cue the interviewer about the types of questions that he/she might be best to answer.
Understanding the Respondent's Knowledge *Section 3*	This series of questions directly shapes the rest of the interview by getting the respondent to identify up front which topics he/she is most knowledgeable about. For example, some respondents might be able to talk in general terms about HPRP prevention decision making at the CoC level, but do not have insights into how the program was implemented at an agency or program level.
Previous Prevention Programs	There are two different sets of questions for this domain: one for those answering "community" level questions, and one for those answering "program" level questions. The

Sections A and B	content is essentially the same but the wording is slightly different to make the questions appropriate for the respondent. It is important to understand HPRP prevention in the context of previous homelessness prevention for several reasons. First, it may have informed their decision-making about the structure of their HPRP program (i.e. evaluations of what worked well). Second, it may have put in place infrastructure and/or relationships that have implications for the implementation of HPRP homelessness prevention programs. Third, local communities previous experience may give them insights into important issues about the sustainability of prevention programs post-HPRP. We ask some questions about previous prevention on the web survey, but a complete narrative about previous experiences is critical to understanding this background more comprehensively.
Decision Making About HPRP Prevention *Section B*	There are two different sets of questions for this domain: one for those answering community level questions, and one for those answering program level questions. The content is essentially the same but the wording is slightly different to make the questions appropriate for the respondent. The main thrust of these questions is to understand the level of inter-agency coordination for HPRP prevention. Some communities might have taken a "let 1000 flowers bloom" approach, while others may have imposed a common structure and discipline on all grantees, subgrantees, and sub-subgrantees in their network. These decisions have important implications for how HPRP was implemented on the ground and how it might be evaluated in the future. While we touch on this domain in the web survey, this narrative on how decisions were made lends itself much more easily to a semi-structured interview in which the subtleties of the process can be captured.
Target Populations *Section C*	There are two different sets of questions for this domain: one for those answering community level questions, and one for those answering program level questions. Community level responses will provide insight into general trends and community-wide targeting strategies, while program-level responses will focus on how individual agencies targeted their services on the ground. HUD defined its own basic eligibility guidelines for HPRP; however, within that framework, agencies could choose to further define the target population for their services. No data are currently available on what percentage of grantees went beyond HUD's eligibility guidelines and how these agencies made their decisions about whom to serve. This information is key to understanding who are the beneficiaries of HPRP and also has important implications for the design of a future impact study of homelessness prevention. Asking about targeting efforts allows us to estimate the percentage of agencies that might be creaming, rather than targeting the hardest to serve. While agencies that make this choice are likely to see more positive outcomes for their homelessness prevention clients, the program may not actually be preventing homelessness since the people served are not likely to have become homeless without the assistance. In contrast, agencies that choose to direct homelessness prevention services to "hard-to-serve" clients—those at highest risk for homelessness—may have more mixed results for their prevention program but actually be *preventing* homelessness.
Eligibility, Points of	There are two different sets of questions for this domain: one for those answering "community" level questions, and one for those answering "program" level questions.

Entry, and Screening *Section D.*	Community level responses are important for understanding the degree to which there is a coordinated system organized by the CoC and/or other local homelessness response networks. The "program level" responses will help us understand the degree to which practice on the ground is consistent with community standards. The entry-points to HPRP homelessness prevention services (e.g., other agencies, community helpline), the method of entry (e.g., outreach vs. third party referral vs. self-referral), as well as the timing of entry (e.g., before leaving a facility or program vs. at the time of crisis) also help to define the population that are then screened for program eligibility. In this way, agencies structure their intake procedures to serve the most likely to succeed clients or to assist the hardest to serve. Each of these choices, has important implications for future evaluations of homelessness prevention (see explanation in above section on HPRP Eligibility and Targeting). We will gather some important quantitative data on this through the web survey, but these more qualitative questions in the site visit guide will help us better understand how clients access and move through the system, the procedures that are used by different actors within the system, and the system's strengths and weaknesses.
Assessment & Triage *Section D*	There are two different sets of questions for this domain: one for those answering "community" level questions, and one for those answering "program" level questions. Community level responses are important for understanding the degree to which there is a coordinated system organized by the CoC and/or other local homelessness response networks. The "program level" responses will help us understand the degree to which practice on the ground is consistent with community standards. Assessment and triage practices, like eligibility screening and points of entry (described above) have important implications for future evaluations of homelessness prevention efforts because they determine whether those who receive services are actually those most at-risk of experiencing homelessness. We will gather some important quantitative data on this through the web survey, but these qualitative questions in the site visit guide will help us better understand how people move through the system, the procedures that are used by different actors within the system, and the system's strengths and weaknesses.
Prevention Services *Section E*	There are two different sets of questions for this domain: one for those answering "community" level questions, and one for those answering "program" level questions. Community level responses are important for understanding the degree to which there are established program activities across the CoC and/or other local homelessness response network. The "program level" responses will help us understand the subtleties of homelessness prevention activities on the ground. The web survey will provide an overview of the rough structure and duration of rental assistance, which other types of financial and support services are available, and how case management is used (e.g., timing, duration, method, intensity), but the site visit interviews will explore how decisions are made about the package of services and assistance that a given client receives as more detailed information about the structure of financial assistance and the interactions between client and provider (i.e. case management) can be collected. Understanding the details of how homelessness prevention programs are run is key to both future planning of prevention efforts and structuring/designing a meaningful impact evaluation.

Monitoring & Data *Section F*	There are two different sets of questions for this domain: one for those answering "community" level questions, and one for those answering "program" level questions. Community level responses are important for understanding the degree to which data gathering and evaluation are coordinated across the CoC and/or other local homelessness response network. The "program level" responses will help us understand practices unique to individual agencies. In order to design a feasible impact study for homelessness prevention, it is key to understand the capacity of both the community and individual agencies to gather and provide data necessary for use in random assignment, tracking clients and outcomes after their services have ended, and understanding the type and depth of services received. Some information about data will be gathered in the web survey, but the site visit interviews will allow us to have a better feel for the challenges that agencies experience with their systems that may affect data quality and/or scope.
Effectiveness of HPRP & Plans for the Future *Section G*	There are two different sets of questions for this domain: "community" and "program" level. "Community" respondents will be asked about prior experience with systems-wide evaluation efforts for homelessness prevention, while "program" respondents will be asked about their own agency's experiences tracking outcomes of clients. Finding out more in-depth about community and agency capacity to evaluate homelessness prevention provides information vital to designing a feasible impact evaluation for HUD. These questions also solicit anecdotal feedback on the effectiveness of the program that will help inform future program design (i.e. what seemed to work well, what didn't). Some minimal information about this domain will be gathered in the web survey, but the site visit interviews will allow a more nuanced assessment of community/agency capacity and important initial feedback about program effectiveness that cannot be solicited with another method.

A3. Use of automated electronic, mechanical or other technological collection techniques to reduce burden

The survey consists of approximately 30 (multiple choice and yes/no) questions and should take approximately 15-20 minutes to complete. To reduce reporting burden, the research team has developed an instrument to be administered online; however, respondents have the option of completing the survey by telephone or by mail, if those methods are more convenient for them. Another advantage of the online survey is the automatic tabulation of responses that reduces both the hours of staff time needed for survey processing and the possibilities for introducing errors into the data. The web survey also employs a screener at the beginning that will establish skip patterns that will make sure that respondents are only directed to questions that they are best equipped to answer (i.e. community vs. program level questions). This places less of a burden on the respondent than the customary "if-then go to" instructions of a mail questionnaire.

The Urban Institute has subcontracted with Abt Associates, a research firm with an in-house survey shop SRBI, to manage and conduct the web survey, including all screening, recruitment, follow-ups, data processing and preliminary analysis of the data. Abt SRBI maintains a staff of executive interviewers in its telephone center who

have extensive experience conducting surveys with the types of professionals our grantee and subgrantee respondents will be. The interviewers are skilled in working with gatekeepers, are sensitive to demands on respondent time, and recognize that respondents may be asked to participate in many surveys each month. They will also be extensively trained on the fine points of this specific web survey to ensure both efficiency and accuracy.

No automated, electronic, mechanical, or other technological data collection techniques will be employed in conjunction with the site visits.

A4. Efforts to identify duplication

During the process of designing the survey instrument, the research team carefully reviewed the data HUD currently collects through QPR, IPR, APR and IDIS (see Section A1 for further detail), and made sure that none collect the kinds of data this survey will provide. HUD, the Urban Institute, and its subcontractors are not aware of any other national studies of HPRP. An extensive review of the literature by UI revealed no other studies collecting the same information evaluating HPRP or any other systematic study of homelessness prevention on a national scale, so the survey will produce the first quantitative data on how communities are implementing HPRP across the country.

There are limits to the types of information we can collect via a web survey. While there appears to be some overlap between the survey and the site visit guide, this does not translate into duplication. The purpose of the site visit is to capture richer data about specific questions. Using open-ended questions, these qualitative interviews will allow us to have a guided conversation with key informants. It is important to emphasize that the site guide is designed to be adapted for a wide variety of respondents. No single respondent will be expected to answer all of the questions and probes contained within it. For example, interviews with Community of Care Staff will likely be limited to "community" level questions only, while interviews with staff in a nonprofit subgrantee will cover program level questions almost exclusively. Similarly, we may speak with IT or data/research staff at one of the agencies and restrict their interview to questions centering around monitoring and data only.

A5. Methods to minimize the burden on small businesses or other small entities

We expect that some of the subgrantees may qualify as "small entities" and we are mindful of minimizing the reporting burden on their small staffs. The choice of a web survey instead of more traditional phone interviews is one example of this. Using this method allows respondents to participate in data collection whenever is most convenient for them and their organization. Efforts have also been made to efficiently design the survey instrument to ensure that respondents can easily and quickly answer all questions that are applicable and skip out of ones that do not apply. Moreover, we plan to emphasize to all web survey respondents that their participation is voluntary.

In terms of the site visits, all in-person interviews will be scheduled at the convenience of the key informants. At the beginning of the site protocol, we also take care to identify up front which types of questions each respondent is equipped to answer in order to restrict the scope and length of the conversation. Also, in cases where we are visiting an agency that responded to the web survey either as a grantee or subgrantee, we will not repeat questions that staff have already answered.

A6. Consequences if data are not collected

This will be the first comprehensive study of HPRP or any other homelessness prevention strategy. The web survey is the only part of this study that would collect nationally representative data from grantees and subgrantees. Failure to collect web survey data will result in insufficient information about how HPRP grantees designed and implemented the program. This information is critical to ongoing assessment, including identifying appropriate output and outcome measures and refining existing reporting requirements. It will also help inform policymakers about how states and local governments used ARRA funding. While HUD Performance Reports provide valuable information on HPRP, descriptions of program activities and actual, rather than projected, outputs and outcomes are limited.

Lack of data collection through site visits would render it difficult for HUD to make future programmatic decisions as well as necessary adjustments (e.g. provide more technical assistance, resources) to make homelessness prevention program most effective. Data gleaned from the site visits is also critical to designing a subsequent study to rigorously evaluate the impact of homelessness prevention activities.

Finally, the recently enacted HEARTH Act will provide communities with the opportunity to dedicate more homeless assistance resources than ever before to homelessness prevention through the new Emergency Solutions Grant (ESG) Program. The provision of guidance, best practices, and the development of evidence-based programs will be critical to the most efficient and effective use of this new funding stream for homelessness prevention.

A7. Special circumstances

The proposed data collection activities are consistent with the guidelines set forth in 5 CFR 1320.6 (Controlling Paperwork Burden on the Public—General Information Collection Guidelines). There are no special circumstances that require deviation from these guidelines.

A8. Federal Register Notice[9]

In accordance with 5 CFR 1308.8 (d) a Notice was published in the Federal Register on March 29, 2011 (Volume 76, Number 60)] [Notices] [Page 17427] announcing HUD's intention to request OMB review of this data collection effort and soliciting public comments. No comments were received. The Federal Register Notice is included in Appendix D.

A9. Remuneration to respondents

No payments are being made to HPRP grantee and subgrantee respondents who voluntarily agree to participate in the web survey or site visit interviews.

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[9] Please note, HUD staff will fill in this information as it becomes available.

A10. Assurances of confidentiality

As previously indicated, the survey data collection will be conducted by Abt Associates' survey group, Abt SRBI under subcontract to the Urban Institute. The Urban Institute maintains an Institutional Review Board (IRB) to ensure that research practices and procedures effectively protect the rights and welfare of human subjects, consistent with the requirements set forth in Title 45, Part 46 of the *Code of Federal Regulations* (45 *CFR* 46). The Urban Institute's policy is that all research involving human subjects, not just research sponsored by federal government agencies that have adopted the Common Rule under 45 *CFR* 46, must adhere to the following principles, among others:

- Risks to human subjects from research must be reasonable in relation to anticipated benefits, and must be minimized to the extent possible;

- Human subjects must be fully and accurately informed of the nature of the research in which they will be involved, whether their participation is mandatory or voluntary, any consequences of non-participation, any risks associated with their participation, and how the research will be used;

- Adequate provision must be made to protect the privacy of human subjects and to maintain the confidentiality of data that are collected, where promised and as appropriate.

In accordance with these policies, we will maintain the following procedures. First, before they agree to participate, all research subjects will be given a clear overview of the study and its goals, the data security plan, the staff confidentiality agreement, and our methods for safeguarding anonymity in our reports and publications. In addition, we will stress the *voluntary* nature of their participation and make clear to all parties that there are no negative consequences for their person or agency should they choose to *not* participate. All grantees and subgrantees sampled for the **web survey** will receive this information in a formal letter with the signature of the PD&R Assistant Secretary and HUD's logo; respondents will signal their consent by logging on and answering survey questions. For the **site visit** interviews, we will provide an oral overview of all the above points as an introduction to the interview guide and will obtain oral consent from all participants.

Second, we will take care to safeguard the information gathered from participants in this research effort. The data gathered from the **web survey** will be analyzed and discussed exclusively in aggregate; no published reports using the web survey data will single out any particular agency. Similarly, everything that key informants share in **site visit** interviews will be treated as confidential—that is, no comments will be attributed to them as individuals. Because we expect to produce both case study and cross-site analyses of themes, however, it is likely that the comments may be associated with a particular site. In these cases, we will take special care with particularly sensitive information to ensure that it cannot be traced back to a particular respondent.

HUD has statutory authority to offer confidentiality in research studies as established in the Housing and Urban Development Act of 1970, Title V, Research Technology, Sec 504, 1565, which states:

> *(g) The Secretary is authorized to request and receive such information or data as he deems appropriate from private individuals and organizations, and from public agencies. Any such information or data shall be used only for the purposes for which it is supplied, and no publication*

shall be made by the Secretary whereby the information or data furnished by any particular person or establishment can be identified, except with the consent of such person or establishment.

A11. Questions of a sensitive nature

While the agencies we plan to study serve vulnerable populations, we will not gather any data on individuals or families seeking assistance from HPRP grantees or subgrantees. Our data collection methods all focus exclusively on documenting the homelessness prevention programs themselves. None of the related substantive domains covered are considered private[10] or sensitive.[11] Questions asked of both respondents to the web survey and key informants during the site visits will be limited to those focusing on the functioning of the homelessness prevention program and agencies' service delivery and data system. This can be easily verified through a review of the data collection instruments included in the appendices of this document.

However, some of the entities will be private-for-profit businesses or nonprofit organizations that may consider some information about their businesses or organizations to be proprietary. Respondents will be informed that participation is voluntary, that they can decline to answer any question without consequence, and that their identity will be kept confidential, with answers only reported in the aggregate.

A12. Estimates of the burden of the collection of information

A12.1. Estimate of respondent burden hours

Respondents to the **web survey** will total 500 grantees and subgrantees with HPRP funding. The average estimated response time for the online survey of HPRP grantees and subgrantees is 15-20 minutes. This will result in an estimated response burden of 150 hours (see Exhibit 3). The instruments will be pretested with no more than nine respondents to make sure the question wording is clear, and to confirm the length of the survey.

EXHIBIT 3. Web Survey Respondent Burden Estimates

Exhibit 3. Web Survey and Site Visit Respondent Burden Estimates

Description	No. of Respondents	Estimated Hours per Response	Total Burden Hours
Survey			
HPRP Grantee Survey	100	.3	30

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[10] "Private" data include data on behaviors or on records that an individual could reasonably expect would not be observed or made public.

[11] "Sensitive" data include data that if made public could cause physical, mental, emotional, economic, or other harm (including to their employment standing or reputation) to an individual.

HPRP Subgrantee Survey	400	.3	120
Survey Total	500	.3	**150**
Site Visits			
Interview Key Informants	124	.75	**93**
Survey + Site Visits			
Total	624		**243**

For the 15 to 18 **site visits**, we expect to speak with 5 to 10 key informants in each community.[12] Individual conversations will take place in the administrative offices of homelessness prevention providers and partner agencies and will vary substantially in length, anywhere from 30 minutes to an hour.   Using the averages for each of these factors, we estimate the total reporting burden for this stage of data collection to be 92.8 hours (16.5 sites x 7.5 key informants x 45 minutes).

A12.2. Total annual cost burden to respondents

In order to calculate the total annual cost burden to respondents, the Urban Institute used Occupational Employment Statistics from the U.S. Department of Labor's Bureau of Labor Statistics to identify the median hourly wages (as classified by Standard Occupational Classification, SOC, codes) for the type of respondent most likely to participate in each stage of data collection.   See Exhibit 4 for more detail.

EXHIBIT 4. Estimated Median Wages of Homelessness Prevention Study Respondents

Social and Community Service Managers (Avg)	11-9151	$30.19
General	11-9151	$27.21
Local Government	11-9151	$32.24
State Government	11-9151	$31.11
Computer and Information Systems Managers (Local Government)	11-3021	$54.61
Source: Occupational Employment Statistics, U.S. Department of Labor		

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[12] "Sites" will include at least one grantee, but may include two or more grantees and multiple subgrantees within the community

Among the occupations, "social and community service manager" was selected as most representative respondent for the **web survey**. The 2009 median hourly wage for people in this job category was $27.21. However, it is important to point out we expect these wages to vary since respondents are likely to work for both government and private nonprofit organizations. Those working for government have a median wages that are slightly higher; local government employees make $32.24 and those working for the state make $31.11. As a result, we use an average of the three median wages to calculate the estimated total respondent costs are 150 X $30.19 = $ 4,528 (Total Respondent Burden Hours X Average Median Hourly Wage Rate = Total Respondent Costs). Thus, we expect respondent costs for participating in the web survey to total $4,528.

The site visits will likely include the same type of program management staff at grantee/subgrantee agencies as well as at agencies that lead the local Continuum of Care (CoC), the Ten Year Planning Effort to End Homelessness, and mainstream programs like TANF, child welfare, human services, etc. In addition, we may speak with the data managers who run local HMIS programs (1 in each site). We estimate that the total cost of speaking to the data professionals will be $675.80 (16.5 sites x 1 data manager x 45 minutes x $54.61); the total cost of conversations with program management staff equals roughly $2,428.41 (16.5 sites x 6.5 staff x 45 minutes x $30.19). Thus, we expect respondent costs for participating in the site interview to total $3,104.21.

A13. Total annual cost burden to respondent or record keepers

There are no capital/start-up or ongoing operation/maintenance costs associated with this data collection.

A14. Estimate of annual cost to the government

The total contractual cost to the federal government for the online survey of HPRP grantees and subgrantees is $ 132,000, which includes labor (indirect costs and fees in labor rates) and direct costs. The total cost to the federal government for the site visits is $337,000, which includes labor (indirect costs and fees in labor rates) and direct costs.

A15. Reasons for any program changes or adjustments

This submission is a new request for approval; there is no change in burden.

A16. Plans for tabulation, analysis, and publication

A16.1 Plans for tabulation
The online survey will begin immediately following OMB approval. During that time, Abt SRBI will provide UI with progress reports about interim response rates of grantees and subgrantees. At the end of the survey period, Abt SRBI will provide the Urban Institute with an electronic analysis file of all survey responses.

A16.2 Plans for analysis

<u>Web Survey</u>
The research team will use the data in conjunction with HUD Performance Reports to create a robust representation of HPRP homelessness prevention activities nationally. As described in *Part B: Statistical Methods*, the survey data will be weighted to provide nationally representative descriptions of all HPRP prevention programs. The data can then be used to characterize the range of prevention activities, target populations, pathways into the system, and methods for measuring outcomes for families and single adults served through HPRP across the country. The survey data will yield findings in three primary areas: program design, program implementation, and performance measurement.

Program Design
We will report the extent to which HPRP grantees and subgrantees indicated they had previous experience with homelessness prevention activities and whether information collected through those activities helped them design prevention activities under HPRP. We will report how grantees and subgrantees are targeting their prevention activities, both in terms of client types (single adults, families, youth) and in terms of client characteristics (history of homelessness or housing instability, presence of disabilities, employment history and status, criminal history). These data will provide information about who is served under HPRP and the extent to which communities are targeting HPRP resources to clients with more barriers to housing vs. those with fewer. We will also use cross tabulations to look for patterns in HPRP program approaches among different types of grantees (states, cities, counties) or grantee experience with earlier homelessness prevention activities.

Program Implementation
The survey data will be used to present a descriptive picture of HPRP at the national level. Simple frequencies will be used to describe program practices and features, such as the use of standard assessment tools, single points of entry for program intake, and the types of services or assistance provided. We will also report the frequency with which HPRP resources are being coordinated with other mainstream assistance systems such as TANF, mental health and child welfare agencies, and criminal justice agencies. We will use cross tabulations to describe, for example, the populations targeted for HPRP prevention activities (veterans, families, youth) by the structure of rental assistance subsidies, and other HPRP services. These analyses will provide a picture of who is receiving HPRP prevention funds and how they are being used.

Performance Measurement —Outcomes
The grantee survey will provide limited but important early data on whether and how HPRP grantees are collecting information on the results of their prevention efforts. In particular, are grantees collecting data to determine whether recipients of prevention services become homeless later? Grantees will report whether and how they are collecting information on families and single adults served (HMIS, surveys of households or providers, individual follow-up with current or former clients, and other methods) to determine whether the people who received assistance ultimately become homeless. Grantees will also be asked if they are using data to identify ways their HPRP efforts could be modified to improve outcomes. The extent to which these data are being collected is valuable for documenting HPRP implementation now, and may be useful in considering design options for future evaluation efforts.

<u>Site Visits</u>

The first stage of data analysis is to write case studies reflecting the findings from each of the 15-18 sites, as required by HUD. Individual case studies will describe and analyze the following:

1. Brief community description

2. HPRP prevention activities in the context of the community's response to homelessness

3. Scope of approach to prevention—community-wide or other

4. Pathways to HPRP prevention services

5. Eligibility criteria, screening and assessment procedures

6. Targeting

7. HPRP prevention activities offered, and allocations among households and activities

8. How do the agencies doing the direct HPRP prevention assistance determine the types and length of assistance?

9. Data collection activities and use of data to monitor or shape programs; availability of outcome data to document success

10. What happens after HPRP?

Once all site visits have been completed and draft case studies revised in response to key informant reviews, we will hold a 1.5 day meeting of the process evaluation team, with representatives from the web survey team, to begin the second stage of the process analysis—examining results across sites to see what we can conclude about how HPRP programs work and what might be worth passing on to other communities. We anticipate spending up to an hour on each of the following principal themes:

- HPRP prevention activities in the context of the community's response to homelessness

- Scope of approach to prevention—community-wide or other

- Pathways to HPRP prevention services

- Eligibility criteria, screening and assessment procedures

- Targeting

- HPRP prevention activities offered, and allocations among households and activities

- How do the agencies doing the direct HPRP prevention assistance determine the types and length of assistance?

- Data collection activities and use of data to monitor or shape programs; availability of outcome data to document success

- What happens after HPRP?

- Possible typologies and their utility; conclusions, lessons learned, challenges, recommendations (if any)

A16.3 Plans for publication

Data from the process and feasibility studies—the HUD performance reports, web survey, key informant discussions, expert panel—will be analyzed, integrated, and summarized in a final report. The final report will provide the first national description of HPRP grantees/subgrantees and the extensive in-depth site descriptions about a handful of communities that are implementing innovative homelessness prevention practices.

A 16.4 Time Schedule
- Site selection and engagement,
- Data collection,
- Feasibility study and expert panel,
- Final report,

A17. Approval to not display the OMB expiration date

Not Applicable. Abt SRBI will display the expiration date for OMB approval of the information collection on all instruments and correspondence with prospective respondents.

A18. Exception to the certification statement

This submission, describing data collection, requests no exceptions to the Certificate for Paperwork Reduction Act (5 CFR 1320.9).

APPENDICES

Appendix A:

Data Request: HUD Performance Reports

Source	Data Element(s)
APR	*All APR analyses are for all data elements/variables in a section, unless otherwise noted.* 1. Grantee Information 2. Report and Period Status 3. Subgrantee Information 4. Combined HMIS and Comparable Database Data Quality 5a. Persons Served by Household Type – Homelessness Prevention 6. Households Served 7. Housing Status at Entry 8a. Persons and Households Served with Homelessness Prevention by Service Activity 8c. Total Persons and Households Served by Service Activity 9a-c. Gender 10. Age 11a. Ethnicity 11b. Race 12. Persons Served by Victim Services Providers 13a-c. Residence Prior to Program Entry 15, 16. Monthly Income 17. Monthly Benefits 14. Veteran Status 18. Length of Participation by Homelessness Prevention 19. Housing Status at Entry and Exit 20a1-2. Destination for Leavers – Homelessness Prevention (all lengths of stay; all variables) 21. Financial Information – Homelessness Prevention (prevention and totals) 22. Significant Program Accomplishments 23. Program Description 24. Additional Comments

Source	Data Element(s)
QPR	*All QPR analyses are for all data elements/variables in a section, unless otherwise noted.* Grantee Information Grant Allocation Subawardee or Subcontract Award Information except officer compensation) from OMB ARRA submission Program Performance (homelessness prevention and totals) Expenditures by Activity Grant Allocation

Source	Data Element(s)
IPR	**Section 1: Grantee Information** Grantee Name Grantee identifier Number Grantee Contact Name Contact Address Phone Number? Adminstrative Address Quarterly Period Covered by the Report **Section 4: Grant Allocation** (including HPRP Subgrantee/Contractor List) Subgrantee Organization Name City State DUNS Number Subgrantee is DV Provider HPRP Subgrant or Contract Amount **Section 2: Program Performance** (all variables) 1. Total Persons and Households Served (Homelessness Prevention) 2. Total Persons and Households Served (Homelessness Prevention) by Service provided Housing Outcomes of Persons Served (Leavers Only) **Section 3: Financial Information** (all variables) **Section 6: Homelessness Prevention Targeting** Questions 1, 2 **Section 7: Data Collection** Questions 1, 2, 3
IDIS	Grantee table (grantee IDs, contact information, DUNS, etc.) Grant table (grant amounts, obligation dates, drawn amounts for overall grant) Activity tables (activity names, activity types, project names) Draw transaction table (activity-level draw information)

Appendix B:

Web Survey Instrument

We sent you a letter recently, inviting your participation in an important research study to understand how Homelessness Prevention and Rapid Rehousing Program (HPRP) grantees and subgrantees use HPRP funds to prevent homelessness in American communities. The Department of Housing and Urban Development (HUD) has contracted with the Urban Institute and Abt Associates to collect and analyze the data.

This survey is completely voluntary and whether or not you decide to participate will not affect your agency's relationship with the Department of Housing and Urban Development.   We keep all your information and answers private – your name will never be associated with anything you say. We will not identify you in any reports written about this study.   You can skip any question that you do not want to answer and you can choose to end the interview at any time. The survey takes about 15 minutes to complete. You may also leave the survey and come back to it, if you need to check your files or with someone else for an answer.

If you have any questions about this study, or your rights as a survey participant, please call Julie Pacer at 312-529-9708.

SCREENER QUESTIONS

S1. Please tell me which best describes your organization/agency?

☐ 01 Government agency with a direct client base that might be at risk of homelessness (e.g., TANF, mental health, child welfare, Veterans Affairs, public housing authority)
☐ 02 Other government agency (e.g., community/economic/housing development, governor or mayor's office
☐ 03 Nonprofit organization human service provider
☐ 04 Religious institution or faith-based nonprofit
☐ 05 Legal aid agency
☐ 95 Other?

S2. Please tell me which best describes your role in the organization/agency?

☐ 01 Executive Director
☐ 02 Development Manager/Director
☐ 03 Program Manager
☐ 04 Case Manager
☐ 05 HMIS or Data Manager
☐ 95 Other _____

S3. This survey is for organizations and agencies that distribute or use HPRP funds for homelessness prevention. Does your organization or agency distribute or use HPRP funds for homelessness prevention activities?

☐ 01 Yes
☐ 02 No [END]
☐ 97 Not sure

S4. Does your organization receive HPRP funds directly from HUD for homelessness prevention activities; that is, are you an HPRP **grantee**?

☐ 01 Yes
☐ 02 No
☐ 97 Not sure

S5. Does your agency/organization receive HPRP funds for homelessness prevention activities from another HPRP grantee; that is, are you an HPRP **subgrantee**?

(Note to Interviewer: Respondent can be both a grantee and a subgrantee)

01	Yes
02	No
97	Not sure

S6. Does your agency/organization <u>subgrant funds</u> to another organization?

01	Yes
02	No
97	Not sure

S7. Does your agency/organization directly provide HPRP-funded homelessness prevention assistance to households? That is, are you a <u>direct service provider</u>?

01	Yes
02	No
97	Not sure

Please tell me the issues that you feel knowledgeable talking about.

S8. How much do you feel you know about <u>community level</u> decisions on how the HPRP-prevention program was designed in your community?

01	A lot
02	Some
03	A little
04	None
97	Not sure

S9. How much do you feel you know about prevention services provided at the <u>program level</u> in your community/state to households using the HPRP funds?

01	A lot
02	Some
03	A little
04	None
97	Not sure

[IF S7=1 OR S9=1 THEN ASK DIRECT SERVICE PROVIDER QUESTIONS (QUESTIONS IN BLUE, LABELED P).
IF S8=1 THEN ASK COMMUNITY PLANNER QUESTIONS (QUESTIONS IN RED, LABELED CP)
QUESTIONS IN BLACK, LABELED A, ARE TO BE ASKED OF ALL RESPODENTS.]

PRE-HPRP HOMELESSNESS PREVENTION ACTIVITIES

The remainder of this survey asks detailed questions about funding, program design, and prevention activities. Please feel free to consult with others in your organization as necessary to provide accurate answers.

CP1. Did your [community/state] provide homelessness prevention assistance before HPRP funding became available?

- **01** Yes, FEMA/EFSG services only
- **02** Yes, something other than FEMA/EFSG services
- **03** Yes, both FEMA/EFSG services and other types of services
- **04** No [SKIP to QCP2]
- **97** Not sure [SKIP to QCP2]

CP1a. How similar are the households your [community/state] is now serving with HPRP prevention to households your community served with homeless prevention services <u>before</u> HPRP?

- **01** HPRP households are identical or very similar
- **02** HPRP households are somewhat similar
- **03** HPRP households are not at all similar
- **97** Not sure

CP1b. Did your [community/state] collect any kind of information on those households who sought homelessness prevention assistance?

- **01** Yes
- **02** No [SKIP TO QCP2 or P1 if screened in as Provider]
- **97** Not sure [SKIP to QCP2 or QP1 if screened in as Provider]

CP1c. Did your [community/state] use that information to help design your HPRP homelessness prevention activities?

- **01** Yes
- **02** No
- **97** Not sure

P1. Did your [agency/organization] provide homelessness prevention assistance before HPRP funding became available?

- **01** Yes, FEMA/EFSG services only
- **02** Yes, something other than FEMA/EFSG services
- **03** Yes, both FEMA/EFSG services and other types of services
- **04** No [SKIP to QP2]
- **97** Not sure [SKIP to QP2]

P2. How similar are households you are now serving with HPRP prevention to households that use(d) your [agency's/organization's] homeless-specific services <u>before</u> HPRP?

<blockquote>

☐ ₀₁   HPRP households are identical or very similar

☐ ₀₂   HPRP households are somewhat similar

☐ ₀₃   HPRP households are not at all similar

☐ ₉₇   Not sure

</blockquote>

P3. Is your [agency/organization] currently involved in a local Continuum of Care?

<blockquote>

☐ ₀₁   Yes

☐ ₀₂   No

☐ ₉₇   Not sure

</blockquote>

P4. Does your community have a local 10-year plan to end homelessness, or is it in the process of developing one?

<blockquote>

☐ ₀₁   Yes we have one or one in process

☐ ₀₂   No [SKIP to QA1 or CP2 if also screened as a Community level planner]

☐ ₉₇   Not sure [SKIP to QA1 or CP2 if also screened as a Community level planner]

</blockquote>

P4a. Have people from your agency been involved with developing or implementing that local 10-year plan?

<blockquote>

☐ ₀₁   Yes

☐ ₀₂   No

☐ ₉₇   Not sure

</blockquote>

HPRP FUNDING ALLOCATION

CP2. How was the HPRP grant that your community/state received from HUD distributed across prevention and rapid rehousing **when you first received your HPRP grant**?

_____% was dedicated to prevention

_____% was dedicated to rapid rehousing

    ☐ ₉₇   Not sure [Skip to QCP3]

CP3. Has your [community/state] changed this distribution since you first received your HPRP grant?

<blockquote>

☐ ₀₁   Yes

☐ ₀₂   No [Skip to QCP5]

☐ ₉₇   Not sure [Skip to QCP5]

</blockquote>

CP3a. What is the distribution now (at the time you are answering this survey)?

<blockquote>

_____% is dedicated to prevention

_____% is dedicated to rapid rehousing

</blockquote>

CP4. What were the reasons that your community shifted your HPRP funds allocation? Please select all that apply

<blockquote>

☐ ₀₁   Data collected indicated a needed shift in resources

☐ ₀₂   Initially misidentified local prevention and rapid re-housing needs

☐ ₀₃   Shift in priorities between the value of doing prevention versus rapid re-housing

☐ ₀₄   Increase in the number of people in emergency shelters

☐ ₀₅   Decrease in the number of people in emergency shelters

☐ ₉₅   Other _____

</blockquote>

☐ **97** Not sure

CP5. How did your [COMMUNITY/STATE] decide how much of the HPRP funds were allocated to prevention activities and to rapid re-housing activities? Please check all that apply.

☐ **01** 50-50 Split

☐ **02** Using information collected on the families or individuals who sought homelessness prevention assistance in your [COMMUNITY/STATE] before HPRP

☐ **03** Prior knowledge of the community's homeless and at-risk population

☐ **04** Input from local homeless service providers

☐ **05** Prior experience with a particular program design (prevention or rapid re-housing)

☐ **06** Previously unable to fund a particular program design (prevention or rapid re-housing)

☐ **95** Other _____

☐ **97** Not Sure

HPRP ELIGIBILITY AND TARGETING

The next set of questions asks about eligibility and targeting for your HPRP prevention activities.

A1. When you received HPRP funds, what criteria did your community/your agency set for a household to be eligible for HPRP prevention assistance, other than those criteria required by HUD? Please select all that apply.

☐ **01** No additional eligibility criteria beyond those required by HUD

☐ **02** History of previous homelessness

☐ **03** Never homeless

☐ **04** Recently lost job

  ☐ **05** Employed or clearly employable

  ☐ **06** High likelihood of self-sufficiency within 3 months

☐ **07** No prior evictions

☐ **08** No criminal history

☐ **09** Imminent foreclosure or eviction notice

☐ **10** Disabilities

☐ **11** No significant disabilities

☐ **12** Cooperation with activities to promote self-sufficiency

☐ **13** Minimum income amount

☐ **14** Maximum income amount

☐ **95** Other (please specify) _____

P5. What does your [agency/organization] require of HPRP prevention households in order for them to receive assistance? Please select all that apply

☐ **01** Engage with case management

☐ **02** Participate in financial counseling, financial management/literacy, budgeting

☐ **03** Actively look for work (if not working already)

☐ **04** Pay a share of the rent on any housing they get with HPRP prevention funds

☐ **05** Other

06	There are no requirements to receive assistance
97	Not sure

A2.   Has your community/your agency made changes to your eligibility criteria since you received HPRP funding?

01	Yes
02	No [SKIP to QA3]
97	Not sure [SKIP to QA3]

A2a. Would you say that the criteria your community/your agency uses now….[Please select from responses below]

01	Qualify families or individuals who have <u>more </u>intensive housing and service needs than initially set
02	Qualify families or individuals who have <u>less </u>intensive housing and service needs than initially set
03	Other (please specify) _____
97	Not sure

A3. HUD requires that a household's income be less than 50 percent of area median income (AMI) to qualify for HPRP prevention assistance. Has your community or your agency set a **lower** income limit?

01	Yes
02	No [SKIP to QA4]
97	Not sure [SKIP to QA4]

A4a. If yes, what is the maximum income a household may have and still receive HPRP homelessness prevention assistance?

_____ % of AMI

or

_____ % of Poverty Line

Or
Specified dollar amount: $_____

95	Other _____

97	Not sure

A4.   When you initially received HPRP prevention funds, what population(s) did you expect to serve? Please select all that apply.

01	Families
02	Single adults
03	Unaccompanied youth

☐ **04**   Other (please specify) _____

A5.   When you initially received HPRP prevention funds, to which of the following specific population did you plan to target homelessness prevention funds? Please select all that apply.

☐ **01**   Veterans
☐ **02**   Families who are doubled-up
☐ **03**   Individuals who are doubled-up
        ☐ **04**   Homeless youth
☐ **05**   Youth aging out of foster care
☐ **06**   People leaving institutional settings (prison, jail, mental health treatment, and substance abuse treatment)
☐ **07**   Families or individuals leaving transitional housing without permanent housing
☐ **08**   Families or individuals living in public or subsidized housing that are at risk of losing their housing
☐ **09**   Families or individuals living in a geographic area particularly hard-hit by unemployment
☐ **10**   Families or individuals living in a geographic area particularly hard-hit by foreclosures
☐ **11**   Families or individuals living in a geographic area known for having a high number of households that enter emergency shelter
☐ **12**   Other (please specify) _____
☐ **13**   None of these

A6.   Have you made changes to the target populations since you received HPRP prevention funding?

☐ **01**   Yes
☐ **02**   No [Skip to QA7]
☐ **97**   Not sure [Skip to QA7]

     A6a. Which of the following populations do you now target with HPRP prevention funds?

☐ **01**   Veterans
☐ **02**   Families who are doubled-up
☐ **03**   Individuals who are doubled-up
☐ **04**   Homeless youth
☐ **05**   Youth aging out of foster care
☐ **06**   People leaving institutional settings (prison, jail, mental health treatment, and substance abuse treatment)
☐ **07**   Families or individuals leaving transitional housing without permanent housing
☐ **08**   Families or individuals living in public or subsidized housing that are at risk of losing their housing
☐ **09**   Families or individuals living in a geographic area particularly hard-hit by unemployment
☐ **10**   Families or individuals living in a geographic area particularly hard-hit by foreclosures
☐ **11**   Families or individuals living in a geographic area known for having a high number of households that enter emergency shelter
☐ **12**   Other (please specify) _____
☐ **13**   None

     A7. Does your [AGENCY/COMMUNITY/STATE] conduct outreach to identify households in need of homelessness prevention?

☐ **01**   Yes
☐ **02**   No
☐ **97**   Not sure

INTAKE FOR HPRP ACTIVITIES

The next set of questions asks about intake for HPRP homelessness prevention activities.

CP6. How do households in your community find their way to HPRP homelessness prevention assistance? Please select all that apply.

☐ 01	Community helpline (e.g., 211 line)
☐ 02	One provider or agency provides central intake
☐ 03	Multi-site, coordinated entry procedures
☐ 04	Multi-site, with different procedures at each site
☐ 05	People are referred by local agencies or organizations
☐ 95	Other (Please specify) _____
☐ 97	Not sure

CP7. Does your [community/state] use screening or assessment tool(s) as part of the intake process?

☐ 01	Yes
☐ 02	No [GO TO P6 OR A8]
☐ 97	Not sure [GO TO P6 OR A8]

CP8. In your [community/state] is there an agreed-upon, single, standard **screening** tool used across HPRP grantees/subgrantees to determine eligibility for HPRP prevention assistance?

☐ 01	Yes, we have a single standard **screening** tool that everyone uses
☐ 02	No, we do not have a single standard **screening** tool, but all agencies must collect the information to answer a standard set of questions
☐ 03	No, we do not have a single standard **screening** tool and there is no uniformity in what information each agency collects during screening
☐ 04	Ours is the only HPRP-prevention program in the community/state
☐ 97	Not sure

CP9. In your [COMMUNITY/STATE] is there an agreed-upon, single, standard **assessment** tool used across HPRP grantees/subgrantees, to learn more about a household's needs?

☐ 01	Yes, we have agreed to a single standard **assessment** tool
☐ 02	No, we do not have a single standard **assessment** tool, but all agencies must collect the information to answer a standard set of questions
☐ 03	No, we do not have a single standard **assessment** tool and there is no uniformity in what information each agency collects during **assessment**
☐ 04	Ours is the only HPRP-prevention program in the community/state
☐ 97	Not sure (SKIP TO P6 or A8)

CP10. Are these assessment tool(s) used to determine what HPRP prevention assistance a household will get?

☐ 01	Yes
☐ 02	No
☐ 97	Not sure

P6. How do people find their way to **your agency** for HPRP homelessness prevention services? Please select all that apply

☐ 01 Community helpline (e.g., 211 line)
☐ 02 One provider or agency provides central intake
☐ 03 Multi-site, coordinated entry procedures
☐ 04 Multi-site, with different procedures at each site
☐ 05 People are referred to our agency directly by local agencies or organizations
☐ 95 Other (Please specify) _____
☐ 97 Not sure

P7. Once households contact your agency for HPRP homelessness prevention assistance, what type of screening or assessment do you do to decide if you will serve them? Please select all that apply.

☐ 01 We do a quick pre-screening over the phone to assess probable eligibility
☐ 02 We do a short in-person screening to assess probable eligibility
☐ 03 We do a thorough assessment for everyone
☐ 04 We do a thorough assessment for those who screen in as probably eligible
☐ 05 We give some HPRP prevention assistance to everyone we determine to be eligible
☐ 06 We do not serve everyone who is eligible; we apply additional criteria to decide which households we will actually serve with HPRP prevention assistance
☐ 95 Other (Please specify) _____
☐ 97 Not sure

P8. Does your agency use a specific tool for **pre-screening or screening**?
☐ 01 Yes
☐ 02 No [SKIP to QP9]
☐ 97 Not sure [SKIP to QP9]

P8a. Is this **screening tool** a standard one, that every provider of HPRP direct services is required to use to determine eligibility for HPRP homelessness prevention services?

☐ 01 Yes, we use a single standard **screening** tool
☐ 02 No, we do not use a single standard **screening** tool, but we must collect the information to answer a standard set of questions
☐ 03 No, we do not use a single standard **screening** tool and there is no uniformity in what information each agency collects during screening
☐ 97 Not sure

P9. Does your agency use a specific tool for **assessment,** to determine a household's eligibility or to learn about a household's needs?
☐ 01 Yes, assessment tool for eligibility only
☐ 01 Yes, assessment tool to determine household needs only
☐ 01 Yes, assessment tool for both eligibility and to determine household needs
☐ 02 No [SKIP to QP10]
☐ 97 Not sure [SKIP to QP10]

P9a. Is this **assessment tool** a standard one, that every provider of HPRP direct services is required to use to determine final eligibility and assess client needs?

☐ 01 Yes, we use a single standard **assessment** tool
☐ 02 No, we do not use a single standard **assessment** tool, but we must collect the information to answer a standard set of questions

☐ **03** No, we do not use a single standard **assessment** tool and there is no
uniformity in what information each agency collects during assessment

☐ **04** There are no other HPRP-prevention programs in the community/state

☐ **97** Not sure

P9b. Would you be willing to share your screening and/or assessment tool(s) with us?
Instructions for sharing will be provided at the end of the survey.

☐ **01** Yes [Pop-up email with attachment?]

☐ **02** No

P10. Among households that receive a full assessment from your agency/organization for HPRP homelessness prevention
assistance, about what percentage actually <u>receives HPRP</u> prevention assistance (either financial or services)?

_____%

☐97 Not sure

[SKIP P11 IS P10=100%]

P11. For those who do not receive HPRP homelessness prevention services, what are the reasons they do not receive services?
Please select all that apply.

☐ **01** Found likely to be ineligible based on minimal screening

☐ **02** Found ineligible based on full assessment

☐ **03** Found eligible for HPRP, but do not meet additional criteria our agency uses

☐ **04** Found eligible, but do not show up for services or agency is unable to contact the household

☐ **05** Needs more intensive supports than what can be done with HPRP

☐ **06** Living outside the jurisdiction served by this agency

☐ **95** Other (please specify) _____

☐ **97** Not sure

P12. What is the most common reason why applicants do not receive HPRP homelessness prevention services?

[LIST RESPONSES SELECTED IN QP11. IF ONLY ONE RESPONSE SELECTED IN QP11,
AUTOPUNCH AND GO TO QA8]

☐ **01** Found likely to be ineligible based on minimal screening

☐ **02** Found ineligible based on full assessment

☐ **03** Found eligible for HPRP, but do not meet additional criteria our agency uses

☐ **04** Found eligible, but does not show up for services or agency is unable to contact the household

☐ **05** Needs more intensive supports than what can be done with HPRP.

☐ **06** Living outside the jurisdiction served by this agency

☐ **95** Other (please specify) _____

☐ **97** Not sure

MAINSTREAM AGENCY COLLABORATION

*The following questions ask about whether you collaborate with other agencies on HPRP-prevention. Please select
"Yes" if you work with these agencies and "No" if you do not work with these agencies.*

A8. Does your [Agency/Community/State] work with an agency administering <u>TANF (Temporary Assistance for Needy Families)</u> to identify clients who need and might be eligible for HPRP prevention assistance?

☐ **01**	Yes
☐ **02**	No [SKIP to QA9]
☐ **97**	Not sure [SKIP to QA9]

A8a. In what way do you work with this agency?

☐ **01**	TANF refers potentially eligible clients to your program for prevention assistance
☐ **02**	You refer clients seeking prevention assistance who qualify for TANF to program representatives to apply for benefits
☐ **03**	Both
☐ **97**	Not sure

A9. Does your [Agency/Community/State] work with your [community/state] <u>Child Welfare Department</u> to identify clients who need and might be eligible for HPRP prevention assistance??

☐ **01**	Yes
☐ **02**	No [SKIP to QA10]
☐ **97**	Not sure [SKIP to QA10]

P9a. In what way do you work with this agency?

☐ **01**	Child Welfare refers potentially eligible clients to your program for prevention assistance
☐ **02**	You refer clients seeking prevention assistance and who need Child Welfare services to the Child Welfare Department.
☐ **03**	Both
☐ **97**	Not sure

A10. Does your [Agency/Community/State] work with your [community/state] Mental Health Agencies to identify clients who need and might be eligible for HPRP prevention assistance?

- [ ] 01   Yes
- [ ] 02   No [SKIP to QA11]
- [ ] 97   Not sure [SKIP to QA11]

A10a. In what way do you work with this agency?

- [ ] 01   Mental Health agencies refer potentially eligible clients to your program for prevention assistance
- [ ] 02   You refer clients seeking prevention assistance and who need Mental Health services to a Mental Health agency.
- [ ] 03   Both
- [ ] 97   Not sure

A11. Does your [Agency/Community/State] work with your [community/state] Corrections Facilities (jails, prisons) to identify clients who need and might be eligible for HPRP prevention assistance?

- [ ] 01   Yes
- [ ] 02   No [SKIP to QA12]
- [ ] 97   Not sure [SKIP to QA12]

A11a. In what way do you work with this agency?

- [ ] 01   Corrections facilities refer potentially eligible clients to your program for prevention assistance
- [ ] 02   You identify potentially eligible clients through in reach prior to the individual leaving the corrections facility
- [ ] 03 Both
- [ ] 97 Not sure

A12. Does your [Agency/Community/State] work with your [community/state] to collaborate with the local school McKinney-Vento Education of Homeless Children and Youth Program (EHCY) to identify clients who need and might be eligible for HPRP prevention assistance?

- [ ] 01   Yes
- [ ] 02   No [SKIP to QA13]
- [ ] 97   Not sure [SKIP to QA13]

A12a. In what way do you work with this agency?

- [ ] 01   Schools refer potentially eligible clients to your program for prevention assistance
- [ ] 02   Other _____
- [ ] 97 Not sure

A13. Does your [Agency/Community/State] work with your [community/state] to collaborate with a Public Housing Authority (PHA) to identify clients who need and might be eligible for HPRP prevention assistance?

	01	Yes
	02	No [SKIP to QA14]
	97	Not sure [SKIP to QA14]

A13a. In what way do you work with this agency?

	01	PHA refers potentially eligible clients to your program for prevention assistance
	02	You refer clients seeking prevention assistance who qualify for Housing Choice Vouchers, public housing, or a similar housing subsidy.
	03	Both
	97	Not sure

A14. Does your [Agency/Community/State] work with your [community/state] to collaborate with a <u>Veteran Affairs Medical Center (VAMC)</u> to identify clients who need and might be eligible for HPRP prevention assistance?

	01	Yes
	02	No [SKIP to P13 or CP11]
	97	Not sure [SKIP to P13 or CP11]

A14a. In what way do you work with this agency?

[Please check all that apply]

	01	VAMC refers potentially eligible clients to your program for prevention assistance
	02	You refer clients seeking prevention assistance who qualify for HUD-VASH
	03	You refer clients seeking prevention assistance who qualify for VA health or income benefits
	04	You refer clients seeking prevention assistance who qualify for other VA services
	97	Not sure

P13. What HPRP homelessness prevention assistance does your agency offer? Please select all that apply.

- **01** Outreach and Engagement
- **02** Security and utility deposits or payments
- **03** Moving cost assistance
- **04** Motel or hotel vouchers
- **05** Back payment of rent
- **06** Back payment of utility bills
- **07** Ongoing rental assistance
- **08** Housing search and placement
- **09** Legal services
- **10** Credit repair
- **11** Landlord-tenant mediation
- **12** Ongoing case management assistance
- **13** Referrals to community-based services
- **95** Other (please specify) _____

P14. Do HPRP homelessness prevention clients receive financial assistance for help paying the rent or for back payments for rent arrears?

- **01** Yes, all clients receive financial assistance
- **02** Yes, some clients receive financial assistance
- **03** No, no clients receive financial assistance [SKIP TO QP20]
- **97** Not sure [SKIP TO QP20]

P15. How is the financial assistance structured? Clients receive....
Please select all that apply.

- **01** One time payments for rental arrears/past rent
- **02** Income based subsidy (resident contributes set percent of their income towards rent)
- **03** Fixed or flat rate subsidy (e.g., flat amount per month or based on bedroom size)
- **04** Graduated or declining subsidy (based on steps)
- **05** Bridge subsidy (temporary assistance until client receives permanent subsidy)
- **95** Other (please specify) _____

P16. Do clients who receive ongoing rental assistance pay a share of the rent?
- **01** Yes
- **02** No
- **97** Not sure

P17. How long are clients eligible to receive rental assistance? Please select all that apply.

- **01** 3 months or less
- **02** 3-6 months
- **03** 6-12 months
- **04** More than 12 months

☐ **97**   Not sure

P17a. How long do <u>most</u> clients receive rental assistance?

[LIST RESPONSES SELECTED IN QP17. IF ONLY ONE RESPONSE SELECTED IN QP17, AUTOPUNCH AND GO TO QP17b]

☐ **01** 3 months or less
☐ **02** 3-6 months
☐ **03** 6-12 months
☐ **04** More than 12 months
☐ **97** Not sure

P17b.   How is the duration of rental assistance determined? Please select all that apply.

☐ **01**   Use an assessment tool
☐ **02**   Use caseworker judgment
☐ **03**   Give all households the same duration of rental assistance
☐ **04**   Use some other method
☐ **04**   Maximum allowed by HUD

P18. The maximum length of time that HUD will allow HPRP prevention recipients to receive assistance is 18 months. Is the maximum duration of rental assistance at your agency lower than the HUD limit?

☐ **01**   Yes
☐ **02**   No [SKIP to QP19]
☐ **97**   Not sure [SKIP to QP19]

P18a. What is the maximum duration of rental assistance that a participant can receive from your agency?

☐ **01**   Less than 3 months
☐ **02**   3 months to less than 6 months
☐ **03**   6 months to less than 12 months
☐ **04**   12 – 18 months
☐ **05**   Arrears only
☐ **97**   Not sure

P19. Does your agency have a maximum dollar amount of rental assistance that a participant may receive?

☐ **01**   Yes
☐ **02**   No [SKIP to QP20]
☐ **97**   Not sure [SKIP to QP20]

P19a. What is the maximum dollar amount of rental assistance that a participant may receive in your community?

☐ **01** $1 - $500
☐ **02** $501 - $1000
☐ **03** $1001 - $2000
☐ **04** $2001 - $5000
☐ **05**   >$5000

☐ **97**   Not sure

P20. Does your agency offer case management services to HPRP prevention households or help them link to public benefits and services?

☐ **01**   Yes
☐ **02**   No [Skip to QP22]
☐ **97**   Not sure [Skip to QP22]

P21. How often does your agency meet with HPRP prevention households to provide case management or linkage services? Please check all that apply.

☐ **01**   At HPRP program entry
☐ **02**   At HPRP program exit
☐ **03**   Weekly
☐ **04**   Monthly
☐ **05**   At eligibility redetermination
☐ **95**   Other (Specify)_____
☐ **97**   Not sure

P21a. How long do <u>most</u> clients receive case management or linkage services?

☐ **01**   Less than 3 month
☐ **02**   3 months to less than 6 months
☐ **03**   6-12 months
☐ **04**   More than 12 months
☐ **04**   Duration of rental assistance
☐ **05**   No case management or linkage help is offered
☐ **97**   Not sure

P21b. How do HPRP prevention households receive case management or linkage services? Please select all that apply.

☐ **01**   Home visits
☐ **02**   By telephone
☐ **03**   Office visits
☐ **04**   Other
☐ **97**   Not sure

P22. Once a family or individual's HPRP prevention assistance ends, does your agency keep in touch, either to continue offering services or just to see how a household is doing?

☐ **01**   Yes, we continue services for all HPRP clients after prevention assistance ends
☐ **02**   Yes, we continue services for some HPRP clients after prevention assistance ends
☐ **03**   Yes, we check up on HPRP clients periodically, but do not systematically offer services
☐ **04**   No, we do not do any follow-up
☐ **97**   Not sure

P23. Among households that receive HPRP prevention assistance from your agency/organization, what percent are not able to avoid homelessness and end up entering a homeless shelter?

_____%

☐ 97   Not sure

The next set of questions asks about tracking homelessness prevention activities and using the data for program decisions.

CP11. Does your community/state use data from your HPRP prevention programs for the following purposes? If yes, where do you enter or store the data?

Does your community/state…					[If YES:]
CP11a. Enter information from eligibility **screeners** for households that have been **screened in?**	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	**CP11a2. Where is this information entered?** ☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11b. Enter information from **assessments** for households that **are being served**	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	**CP11b2. Where is this information entered?** ☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11c. Enter information from eligibility **screeners** for households that have been **screened out**	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	**CP11c2. Where is this information entered?** ☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11d. Enter information from **assessments** for households that **are not** being served	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	**CP11d2. Where is this information entered?** ☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11e. Generate information for HUD performance reports (QPR or APR)	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	**CP11e2. From where is this information generated?** ☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11f. Track what happens to households that receive HPRP-prevention services after they leave the program to see if they enter a homeless shelter after receiving prevention assistance	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	**CP11f2. Where is this information tracked?** ☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11g. Examine how the HPRP-prevention program affects the number of people in shelter	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	**CP11g2.?** ☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11h. Understand how much HPRP-prevention programs cost	01 Yes	02 No	☐ Not Sure sure	97 ☐ Not	☐ HMIS ☐ Other Client-level Data Base ☐ Other
CP11i. Use data to make mid-course		☐	☐	97 ☐	☐ HMIS

corrections in your HPRP program	01 Yes	02 No	Not Sure sure	Not Other Client-level Data Base Other
CP11j. Use data to track key performance measures	01 Yes	02 No	Not Sure sure	97 Not HMIS Other Client-level Data Base Other
CP11k. Use data to evaluate staff outcomes	01 Yes	02 No	Not Sure sure	97 Not HMIS Other Client-level Data Base Other

CHANGES IN CAPACITY AND SYSTEMS CHANGE

CP12. Did HPRP-prevention help your community/state to…?

	Yes	No	Not Sure
CP12a. Serve more people at risk of homelessness	Y Yes	N No	N Not Sure
CP12b. Develop a stronger screener or risk assessment tool	Y Yes	N No	N Not Sure
CP12c. Develop a coordinated or central intake system	Y Yes	N No	N Not Sure
CP12d. Collect and manage data on prevention	Y Yes	N No	N Not Sure
CP12e. Better identify households/persons at highest risk of homelessness	Y Yes	N No	N Not Sure
CP12f. Collaborate with mainstream service agencies (such as TANF and child welfare) on homelessness prevention	Y Yes	N No	N Not Sure
CP12g. Collaborate with community-based nonprofits on homelessness prevention	Y Yes	N No	N Not Sure
CP12h. Become more involved in a 10-year plan to end homelessness	Y Yes	N No	N Not Sure
CP12i. Become more involved with Continuum of Care	Y Yes	N No	N Not Sure

A15. When HPRP funding ends, how likely is it that your [community/state] will continue to fund homelessness prevention assistance, through its Emergency Shelter Grant funding or with other funding?

01 Very likely
02 Somewhat likely
03 Somewhat unlikely
04 Very unlikely
97 Not sure

A16. How likely is it that your agency will continue homelessness prevention efforts begun under HPRP after the grant funds are expended?

01 Very likely
02 Somewhat likely
03 Somewhat unlikely
04 Very unlikely

Thank you for responding to this survey. If you have any questions about this study, or your rights as a survey participant, please call Julie Pacer at Abt SRBI at 312-529-9708.

Appendix C:

Site Visit Interview Guide

HPRP Prevention Assessment
Site Visit Discussion Guide

INTERVIEW INTRODUCTION

Hi. My name is _____, and I am part of a team of researchers from the Urban Institute, Abt Associates, and the Cloudburst Group that is working on a study for HUD of prevention activities being conducted under the Homelessness Prevention and Rapid Rehousing (HPRP) program. We are visiting several communities that are doing interesting things with their HPRP prevention funds because we want to learn firsthand how communities are tackling the challenges of preventing homelessness. We are interested in many issues with respect to the use of HPRP funds for prevention. We assume that some will be more relevant to your own experience than others. Therefore, to understand your involvement in HPRP prevention programs, let me first start by asking questions about you and the agency where you work. Then, so I ask you the right questions, I'll ask you about the issues you feel knowledgeable talking about.

1. **What is your agency's role with respect to HPRP prevention?**

   ☐ HPRP Grantee
   Did your agency get the HPRP money directly from HUD? ☐ Yes ☐ No
   If **no**, which office/department/agency *did* get the money from HUD and then designated your agency as the HPRP grantee/administrator (e.g., mayor, governor, etc.)?
   _____)
   Do you directly provide HPRP-funded prevention services? ☐ Yes ☐ No

   ☐ HPRP Subgrantee

   _____
   ☐ Other
Continuum of Care	Role in HPRP PREVENTION: _____
HMIS Administering Agency	Role in HPRP PREVENTION: _____
Mainstream Agency	Role in HPRP PREVENTION: _____
Community based nonprofit	Role in HPRP PREVENTION: _____

2. **Understanding Respondent's Role in HPRP prevention**
   Please tell me about your **agency**.

   a. What type of agency are you?
      - Emergency shelter
      - Central intake agency for homeless system
      - Other homeless system agency
      - Central referral agency for many issues (e.g., 211)
      - Community action/anti-poverty agency
      - Government agency (e.g., welfare, community services)
           Name: _____
           Name: _____
      - Other: _____
   b. What geographic area does your agency serve?
   c. Does your agency provide direct services to homeless populations? Other populations?
   d. Where does your agency fit in the community?
      - Is your agency part of the Continuum of Care?
      - Is your agency part of a local ten year planning effort to end homelessness?
      - Is your agency part of a network of community action or anti-poverty agencies?
      - Is your agency part of the government?
   e. Does your agency report data into HMIS?
      - For HPRP prevention?
      - For anything else?

      Please tell me about your **role** at the agency.

   a. What is your role at [NAME OF AGENCY]?
   b. How long have you been in this role?
   c. How long have you been at [NAME OF AGENCY]?

3. **Understanding the Respondent's Knowledge**
   Please tell me the issues that you know and feel comfortable talking about. I will also ask you if you know about how things work and how decisions are made in your community as a whole, and what you know about your specific agency and its programs. This will help me understand what type of questions to ask you.

   > **Note to interviewer**: Check all that apply and then check appropriate pages of protocol to indicate you should ask the questions in

   A. ☐ Previous homelessness prevention programs in [NAME OF COMMUNITY]
                  ☐ Community level knowledge   ☐ Program level knowledge

   B. ☐ Key decision-making around HPRP prevention planning and design [NAME OF COMMUNITY]
                  ☐ Community level knowledge   ☐ Program level knowledge

   C. ☐ Targeting preferences for HPRP prevention programs
                  ☐ Community level knowledge   ☐ Program level knowledge

D. ☐ Eligibility determination, including how households find their way to HPRP homelessness prevention programs in the community (points of entry, screening for eligibility, client selection, assessment, triage)
        ☐ Community level knowledge ☐ Program level knowledge

E. ☐ Direct provision of HPRP prevention services (e.g., rental assistance and case management services)
        ☐ Community level knowledge   ☐ Program level knowledge

F. ☐ What types of data are entered into HMIS for HPRP prevention
        ☐ Community level knowledge   ☐ Program level knowledge

G. ☐ Effectiveness of HPRP prevention programs and plans for evaluation
        ☐ Community level knowledge   ☐ Program level knowledge

Community Level and Policy Questions

A. **Previous Prevention Programs**
I would like to start by asking you about prevention programs in your community *prior* to HPRP.

1. Prior to HPRP funding, did your community have a homelessness prevention program in place?
If **so:**
a. When did your community start providing homelessness prevention assistance?
b. Which agencies provided homelessness prevention services?
c. What types of services did agencies provide through this prevention program?
d. What was the source of funding for this program? [probe: ESG, FEMA]
e. Roughly, how much was the program funding?
f. Did you evaluate this prevention program? If so, how did you do so? What did you learn?
g. How was the CoC or local homeless service network involved?
h. Were agencies in the community action/anti-poverty network involved? How?
i. Were mainstream agencies (e.g., corrections, for releases with disabilities, mental health for hospital discharges, child welfare or TANF agency, for families in housing crisis) involved? How?
    If **not:**
a. Had your agency or community considered launching a homelessness prevention program before HPRP? Why or why not?

2. Did the availability of HPRP funds for prevention change your community approach to homelessness prevention? If so, how? If not, how did it stay the same?

B. **Decision-making about HPRP Prevention**

HPRP funding came down to communities very quickly, and communities had to make decisions quickly about how to use the money. Some of the issues that needed quick decisions include whether to do prevention, rapid rehousing or both; how much of the money to allocate to prevention vs. rapid rehousing; how to disburse the funds to the agencies that would do direct services; which agencies were actually going

to do the work; what types of households to serve (e.g., families, single adults, special targeting); what eligibility criteria to use, and so on.

First I'd like to know how these decisions were made, and then I'll ask you about each type of decision separately.

1. How did your community make the types of decisions I've just described about the HPRP prevention program?
   a. Who made them? What was the process?
      [Probe: top down decisions from HPRP grantee, community wide decision making process that involved key stakeholders, connection to ten year plan?]

   b. How does HPRP fit into the community's response to homelessness? [Check all that apply]:

      i. Part of the CoC?
      ii. Part of an anti-poverty network of agencies?
      iii. A government function—being done by a government agency with government staff, independent of either the CoC or anti-poverty programs?
      iv. Other: _____

2. How much of your HPRP grant goes to prevention and how much goes to rapid re-housing activities?
   a. How did your community decide on the mix of prevention and rapid re-housing activities?
   b. Were any of these decisions based on previous programs or ten year planning efforts?
   c. Were any of these decisions based on analysis of local data?

3. How were HPRP subgrantees identified? Did you:
   a. Issue an RFP and award the grant through a competitive process?
   b. Identify existing anti-poverty agencies in the community
      i. Were they already providing homelessness prevention services (e.g., using FEMA/EFSG funds)?
   c. Identify existing homeless service providers in the community?
      i. Were they already providing homelessness prevention services? If yes, what funding were they using to do this?

4. How many agencies in your community currently offer HPRP prevention services?
   a. Please list all subgrantees currently operating HPRP prevention programs
   b. Have any subgrantees dropped out or have you stopped funding them (i.e., you funded them at the beginning, but they no longer offer prevention services)? If yes, please tell me what happened.
   c. Have you added any subgrantees since you first distributed your HPRP prevention funds? If yes, which ones, and why?

Note to interviewer: Double check with subgrantee list. Make sure to confirm that each subgrantee on the list is actually doing homelessness prevention, or note if they are not. Add any subgrantees to the list if they are not there already.

C. Target Populations

1. Which populations do these HPRP homelessness prevention program(s) target?
    a. Families (at least 1 adult and 1 child under 18)
    b. Single adults
    c. Special populations they focus on? (e.g., youth, veterans, people with mental illness)

2. How did your community decide which populations to focus on?
    a. Were any of these decisions based on knowledge gained from previous programs or goals of ten year planning efforts? If yes, please explain.
    b. Were any of these decisions based on analysis of local data showing increased risk of homelessness among particular groups of people? If yes, please explain.
    c. Did your community examine the "predictors" of homelessness for these target populations? If yes, please explain what characteristics or circumstances you think are associated with a high likelihood of becoming homeless?
    d. Other: _____
    e. Other: _____

D. Eligibility Determination, Including Point(s) of Entry, Screening, Assessment and Triage

Now let's talk about how clients find their way to agencies offering HPRP homelessness prevention services in your community, and how the agencies decide whom to serve and what to offer them.

Eligibility Determination, Including Point(s) of Entry and Screening

1. How do households **find their way** to HPRP homelessness prevention agencies? Please describe all the ways currently happening in your community.

    a. CENTRAL INTAKE POINT -- (e.g., 211 call in, central intake location, coordinated entry among different providers)
        i. How does it work?
        ii. Do all households enter through the central intake point?
        iii. How do households find out about the central intake?
            a. Does the central intake point do any type of **screening** to determine HPRP eligibility, or does it just refer people to the HPRP prevention providers?
            b. If it does some type of screening, please describe it.
        iv. Of all households screened by the central intake point, about what proportion are considered eligible and go on to be referred to HPRP prevention providers? What happens to households who are found to be ineligible for HPRP as a result of the screening at the central intake point?

    b. REFERRALS DIRECTLY TO HPRP PROVIDERS
        i. What types of agencies are referring clients to HPRP prevention providers? Who are their clients?
        ii. Once a household reaches an HPRP prevention provider, does the provider conduct a **screening process** to see if the household is eligible? If so, please describe it.
        iii. Of all households screened at the HPRP prevention providers, about what proportion are considered eligible to receive HPPR prevention? What happens to households who are screened out of HPRP?

c. OUTREACH TO AT-RISK HOUSHOLDS
    i. Do community agencies conduct outreach to at-risk households? If so, where do they do it?
        a. In community-based nonprofit agencies that serve vulnerable populations? If yes, which ones?
            i. Name: _____
            ii. Name: _____
            iii. Name: _____
        b. At mainstream agencies serving vulnerable populations, such as TANF, child welfare, corrections? If yes, which ones?
            i. Name: _____
            ii. Name: _____
        c. At schools?
        d. Other: _____

        e. Other: _____

    ii. Is there a formal **screening process** done at the time when contact with a household is made through outreach? If yes, please describe it.
    iii. Of all households screened at the HPRP prevention providers, about what proportion are considered eligible to receive HPPR prevention? What happens to households who are screened out of HPRP?

2. Once HPRP prevention providers establish through the screener that a household is eligible for HPRP, what happens then?
    a. Do they do a more complete assessment?
        If **yes**, what do they use this assessment for?
      i. Further screening to decide which of the eligible households they will actually serve?
      ii. Helping to decide what types of HPRP financial assistance and supportive services to offer?

        May we have a copy of the assessment form, if such exists?

    b. Do they repeat the assessment at any point? When? What do they use the reassessment for?

3. As grantee, do you provide a common screening form used by all HPRP prevention programs, outreach staff, and/or central intake?
    a. If y**es**, could you please give me a copy?
      i. How did you develop this screener?

        1. We adapted a screener we had used in previous homelessness prevention programs
        2. We used, or modified, one of the nationally known screeners (e.g., Hennepin County's, Arizona self-sufficiency matrix)
        3. We made up our own
        4. Other: _____

> **Interviewer:** Remember to request screening and assessment materials at the end of the interview. This can be collected at the time of the interview or during follow-up.

b. If **no**, do you specify the data elements that must be collected and recorded for screening and eligibility determination?

4. How do you assure that you will receive the performance and reporting data on screening that you need to know what is happening with subgrantees and to monitor their performance?

Assessment and Triage

1. Do you provide a common assessment instrument used by all HPRP prevention subgrantees?

2. If you don't provide a common assessment form, do you specify the data elements that must be collected and recorded for assessment?

3. How do you assure that you will receive the performance and reporting data on assessment that you need to know how well subgrantees are doing?

E. **Prevention Services: Community Level**

1. What types of prevention financial assistance do HPRP subgrantees provide to households in your community?

   a. How did your community decide on the types of services provided?
   b. Were any of these decisions based on previous programs or ten-year planning efforts?
   c. Were any of these decisions based on analysis of local data?
   d. Does the type of assistance offered depend on what type of household is being served? (e.g., different supports offered to families vs. single adults?)

2. What types of prevention supportive services do HPRP subgrantees provide to households in your community?

   a. How did your community decide on the types of services provided?
   b. Were any of these decisions based on previous programs or ten-year planning efforts?
   c. Were any of these decisions based on analysis of local data?
   d. Does the type of assistance offered depend on what type of household is being served? (e.g., different supports offered to families vs. single adults?)

F. **Monitoring and Data: Community Level**

1. What types of data are HPRP prevention subgrantees required to collect?

2. What happens with these data? What part gets into HMIS?

   a. Are there data elements that do not get into HMIS? What are they? What do subgrantees do with them? What do you, as grantee, do with them, if anything?
   b. Are there any issues that you know of with data collection and transfer to HMIS?
      i. The time it takes to enter the data, and who has to do it?

      ii. The completeness of the data as collected? As entered into HMIS?
     iii. Other?

3. Is your agency using HMIS data (or an equivalent client-level database) to monitor HPRP prevention outcomes?
  a. If yes, how are you using this information?

4. Is your agency using HMIS data or some other system (what?) to keep track of funds committed? Please describe.
  a. Are you "on track" with funds—that is, the funding commitments you made for HPRP prevention are functioning as you expected?
  b. Do you have/have you had enough money to fulfill all the commitments you made, or have some households ended up receiving less than they were led to expect because the money ran out? Please explain.

G. Effectiveness of HPRP and Plans for the Future

1. How effective do you think your HPRP prevention efforts have been in preventing homelessness?

a. Is your community completing an evaluation of HPRP prevention? If so, please describe the evaluation?

  i. What are you evaluating?
  ii. Are you tracking whether or not people who receive HPRP prevention actually become homeless and enter the homeless system (e.g., shelters and transitional housing)? How are you tracking this?
  iii. Who is completing the evaluation?
  iv. What are you learning?
  v. Would you share data from this evaluation with us?

2. Would your community be interested in participating in an evaluation of homelessness prevention programs?

3. What are your plans for prevention programming after HPRP?

Program Level and Practice Questions

A. Previous Prevention Programs

1. **Prior** to HPRP, did your agency provide homelessness prevention assistance?
   a. When did your agency start providing homelessness prevention assistance?
   b. What types of services did your agency provide through this prevention program?
   c. What was the source of funding for this program? [probe: ESG, FEMA]
   d. Roughly, how much was the program funding?
   e. What the impetus for starting this up?'
   f. Did you evaluate this prevention program? What did you learn?
   g. How was the CoC or local homelessness service network involved, if at all?
   h. How were anti-poverty agencies such as community action programs involved, if at all?
   i. How were mainstream agencies (e.g., corrections, for releases with disabilities, mental health for hospital discharges, child welfare or TANF agency, for families in housing crisis) involved, if at all?

2. Did the availability of HPRP funds for prevention change your response to homelessness prevention?
   a. If yes, how and why?
   b. If no, why not?

B. Decision-making about HPRP Prevention

1. To the best of your knowledge, how were key decisions about the design of HPRP homelessness prevention program made in your community?
   a. Who made them? What was the process? *[probe: top down decisions from HPRP grantee, community wide decision making process that involved key stakeholders, connection to ten year plan?]*

   b. How do you think HPRP fits into the community's response to homelessness? Is it (check all that apply):

      i. Part of the CoC?
      ii. Part of an anti-poverty network of agencies?
      iii. A government function—being done by a government agency with government staff, independent of either the CoC or anti-poverty programs?
      iv. Other: _____

2. Was your agency involved in these decisions? If so, please describe your agency's role.

C+D. Target Populations, Eligibility Determination, Including Point(s) of Entry, Screening, Assessment and Triage

Target Populations

1. Does your agency target specific populations at risk of homelessness?

    a. Families
    b. Single adults
    c. Special populations (.e.g., youth, veterans, people with mental illness)
    d. Other: _____

Eligibility Determination, Including Point(s) of Entry and Screening

2. How do households find your HPRP homelessness prevention program?
    a. Referred from central intake?
    b. Referred by one or more service providers in the community? Which ones? What type of households?
    c. Contacted through our outreach efforts? Please describe.
    d. Come through our own agency programs?
    e.

> **Interviewer:** Remember to request screening and assessment materials at the end of the interview. This can be collected at the time of the interview or during follow-up.

    Other:_____

3. What are the eligibility guidelines for your HPRP prevention program?

4. Are they more restrictive than the HUD guidelines? In what ways? What criteria do you add?

5. Please describe the screener your agency uses to determine eligibility for HPRP prevention.

    a. How did you develop this screener?

        i. The grantee that got the HPRP funds mandated that we use this screener
        ii. We adapted a screener we had used in previous homelessness prevention programs
        iii. We use a modified version of one of the nationally known screeners (e.g., Hennepin County's, Arizona self-sufficiency matrix)

      b.   Is this screener a common form used by all HPRP subgrantees?

      c.   Could we please have a copy of your screener?

      d.   What proportion of households screened do you determine to be eligible for HPRP prevention assistance?

          i.   What happens to the households you decide are not eligible?

      e.   How do you decide that a household requesting help to prevent homelessness is actually at imminent risk of homelessness?

          i.   Do you use specific risk factors? If so, what are they?

          ii.   Are these risk factors part of your screener?

      f.   How do decide if a household would be homeless "but for this assistance?"

          i.   Is the information you need to make this decision gathered through your screener?

      g.   Of all households that your agency screens *in* as eligible for HPRP prevention, do you serve them all, or do you serve only a portion of them?

          i.   If not all, what proportion do you serve?

          ii.   How do you decide which households you will serve? What criteria do you use to select the household you will serve?

      h.   How do you decide if a household will be able to sustain housing after the prevention services run out? Is this part of your screener?

Assessment and Triage

1. Do you complete a more detailed **assessment** after the screener? If so, please describe this assessment tool you use to do this. May we have a copy?
      a.   What types of questions does the assessment ask? How is it different from the screener?

      b.   How does your agency use the information you gather during the assessment? (all that apply)

          i.   Making the final decision whether you will serve the household?

          ii.   Matching different levels and types of service to clients based on need as determined by the assessment)? If yes, please describe.

          iii.   For ongoing case management?

          iv.   Other?

      c.   Do you do reassessments of households receiving prevention assistance?

      i. If yes, when?

      ii. Do you use the same assessment tool to do reassessments as you used at intake? If no, what are the differences?

      iii. How do you use the information you gather during reassessment in terms of working with/continuing to serve a particular household?

d. Are the data from the initial assessment entered into HMIS? Into your own agency's client database?

      i. If only some of the data are entered into HMIS, which questions/what topics? Why not all?

e. Are the data from any reassessments entered into HMIS? Into your own agency's client database?

E. Prevention Services Program-level

Please describe the types of HPRP-funded prevention services that your agency offers.

1. What types of **financial assistance** does your agency offer?
    a. Rental assistance (for how long?)
    b. Security and utility deposits
    c. Rent arrearages
    d. Utility arrearages
    e. Utility payments
    f. Moving cost assistance
    g. Motel/hotel vouchers for emergency stays
    h. Other: _____

2. **If providing rental assistance: how is the rental assistance structured?** (note all that apply)
    a. Rent arrears
    b. Is the subsidy a flat amount (e.g., $500 per month)?
    c. Based on tenant income (e.g., the difference between the contract rent and 30 percent of tenant income)?
    d. Declining over time?
    e. Bridge subsidy provided temporarily until household receives permanent subsidy?

3. **How does your agency decide on the amount of rental assistance each household will get, and for how long?**
[probe: based on client assessment and needs, resources available, other?]

    a. What expectations are households given for what they may ultimately receive?
    b. Is it the same for all target populations? If not, what is different?

4. What types of **supportive services** does your agency offer?
    a. Outreach and engagement
    b. Case management, linking to mainstream services and benefits programs
    c. Housing search and placement
    d. Legal services
    e. Credit repair
    f. Other: _____

5. **If providing case management: how is the case management structured?**
   a. How is case management visits conducted (i.e., telephone, home visits, office visits?)
   b. How long and frequent are case manager meetings with HPRP prevention clients?
   c. For how many months does your agency provide case management?
   d. Is case management offered after the housing subsidy ends?
   e. Are case management services the same for all target populations? If not, what's different?

6. **How do you decide which clients receive case management?**
   [probe: based on client assessment and needs, resources available, other?]

F. Monitoring and Data: Program-Level

Next I'd like to know about HMIS and how it relates to HPRP prevention.

1. Is your agency entering data from HPRP prevention programs into HMIS or another client level database?

2. What types of information does your agency collect about HPRP prevention programs and enter into HMIS?

   a. HUD required HPRP data elements?

   b. Other data elements?

      i. Information from screening?
      ii. Information from assessment?
      iii. Information from financial services or case management activities?
      iv. Information on participants who apply but do not receive HPRP prevention?

3. Have there been any challenges with entering data into HMIS? If so, please describe them?

   a. Takes our case managers too much time, and we don't get paid for it
   b. System is difficult to use, often can't get onto it, it crashes, can't find the right data fields, etc.
   c. Other: _____

G. Effectiveness of HPRP and Plans for the Future

1. How effective do you think your HPRP prevention efforts have been in preventing homelessness?

2. Is your agency doing anything to assess/evaluate the success of your HPRP prevention activities?
   If **yes**, what:
   a. Tracking recidivism
   b. Tracking client activities and progress through case notes

     c.   Holding case conferences about particular households to coordinate services and track progress

     d.   Partnering with a researcher to do an evaluation

     e.   Other: _____

3.   Would your community be interested in participating in an evaluation of homelessness prevention programs?

> [If interviewee has materials to provide}
> **Interviewer:** May we have copies of the materials

INTERVIEW CLOSE

As we close, is there anyone else we should talk to in your community?

- If **so**, may we have [his/her] contact information?
- If **not**, then those are all the questions we have for you.

Thank you for taking the time to talk with us today.

Appendix D:

Federal Register Notice

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5480-N-26]

Notice of Submission of Proposed Information Collection to OMB

Emergency Comment Request

Homelessness Prevention Study

        AGENCY: Office of Policy Development and Research

        ACTION: Notice of proposed information collection.

        SUMMARY: The proposed information collection requirement described below has been submitted to the Office of Management and Budget (OMB) for emergency review and approval, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the proposed collection of information to: (1) enhance the quality, utility, and clarity of the information to be collected; and (2) minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology that will reduce burden, (e.g. permitting electronic submission of responses).

        DATES: <u>April 28, 2011</u>

        ADDRESS: Interested persons are invited to submit comments regarding this proposal. Comments must be received within thirty (30) days from the date of this Notice. Comments should refer to the proposal by name/or OMB approval number and should be sent to: HUD Desk Officer, Office of Management and Budget, New Executive Office Building, Washington, DC 20503; e-mail: OIRA_Submission @omb.eop.gov; fax: (202) 395-5806.

        FOR FURTHER INFORMATION CONTACT: Colette Pollard, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW., Room 4178, Washington, DC 20410-5000;

email Colette Pollard at Colette.Pollard@hud.gov; or telephone 202-402-3400. This is not a toll-free number.

Copies of available documents submitted to OMB may be obtained from Mr. McKinney.

SUPPLEMENTARY INFORMATION: This Notice informs the public that the U.S. Department of Housing and Urban Development (HUD) has submitted to OMB, for emergency processing, a proposed information collection request as part of the Homelessness Prevention Study.

Congress established the Homelessness Prevention and Rapid Re-Housing Program (HPRP) under the American Recovery and Reinvestment Act of 2009 (ARRA), to provide resources to state and local governments to aid households at risk of homelessness maintain stable housing and to help those currently experiencing homelessness get back into permanent housing quickly. Through this program, HUD allocated $1.5 billion to 535 government agency grantees (55 states and territories, 147 counties, and 333 cities) to be spent over a three-year period. HUD has recently funded the *Homelessness Prevention Study*, which is designed to be an extensive process study of the homelessness prevention programs that have been established by communities using HPRP funds. The study design includes a survey instrument that will be administered to a nationally-representative sample of HPRP grantees, as well as site visits to 15-18 select grantees to collect data on the prevention programs that are the result of HPRP funding.

TITLE OF PROPOSED NOTICE: Homelessness Prevention Study

DESCRIPTION OF INFORMATION COLLECTION: This is a new information collection request. The Department of Housing and Urban Development is seeking emergency review of the Paperwork Reduction Act requirements associated with HUD's Homelessness Prevention Study. This information collection request includes a survey instrument that will be administered to a nationally-representative sample of Homelessness Prevention and Rapid Re-housing Program (HPRP) grantees, as well as the site visit interview guide that will serve as the protocol for 15-18 site visits to be conducted to select HPRP grantees.

OMB CONTROL NUMBER: XXXX-pending

AGENCY FORM NUMBERS: None

MEMBERS OF AFFECTED PUBLIC: HPRP grantees who agree to participate in the evaluation.

Estimation of the total numbers of hours needed to prepare the information collection including number of respondents, frequency of responses, and hours of responses: The estimated number of respondents to the survey instrument is 500 HPRP grantees and subgrantees; the frequency of response is once; and the total reporting burden will be approximately 150 hours. The estimated number of respondents who will participate in the site visit is approximately 124 individuals; the frequency of the response is once; and the total reporting burden will be approximately 93 hours.

AUTHORITY: The Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35, as amended.

Dated: _February 15, 2011_

Colette Pollard

Reports Management Officer, Office of the Chief Information Officer