



HOUSING-RELATED PARKS PROGRAM ANNUAL PROGRESS REPORT

Program Year: 2013 2014 2015 2016

Contractor _____ Contract No.: _____-HRPP -_____

Address _____

Contact Name _____ Title _____

Phone _____ E-mail _____

Change in Contact Information? Yes No

Contract Start Date (date signed by HCD) _____ Contract Expiration Date _____

Reporting Period: January 1 to December 31 (due January 30th) Year _____

A. Please list all projects as outlined in Exhibit A (Scope of Work) of the Standard Agreement and provide details of the project status and anticipated completion dates. (Attach additional sheet of paper if necessary.)

Activity per Scope of Work (Exhibit A of Standard Agreement)	Status (i.e. pending council approval, out for bid)	Anticipated Completion Date

B. Please discuss in detail any issues affecting the timely implementation of activities outlined in Exhibit A (Scope of Work) of the Standard Agreement:

Please note: If for reasons beyond the control of the Contractor, the project must be modified or substituted, please be aware that all project changes must be pre-approved in writing by the Department prior to requesting funds.

C. Summary of Requested Funds:

Amount of Grant	Total Requested to Date	Balance

If no draws to date, please explain and indicate when you anticipate requesting funds (if not explained in Section B above):

D. Contractor Certification:

I certify to the best of my knowledge that this report is true and accurate, that the reported dollar amounts agree with the official accounting records, and that all disbursements have been made for the purposes and conditions of this grant pursuant to the Standard Agreement.

Name _____ Title _____

Signature _____ Date _____

For HCD Use Only	
Program Representative _____	Approval Date _____
Program Manager _____	Approval Date _____

HOUSING-RELATED PARKS PROGRAM ANNUAL PROGRESS REPORT INSTRUCTIONS

Housing-Related Parks Program (HRPP) grantees are required to submit reports to the Department on the expenditure of funds received through HRPP on an annual basis. Reports must be received by the Department no later than 30 days after the end of each reporting period (December 31st) during the term of the Standard Agreement.

Please Note: If all HRP Program funds have been requested from the Department, the Contractor must submit the Final Closeout report within 60 days of the date funds are fully expended. If this date corresponds with the required Annual report due dates outlined above, the jurisdiction may submit the Final Closeout report in lieu of the Annual Report.

Annual Reports can be submitted to the Department at the following address:

Department of Housing & Community Development
Division of Housing Policy Development
Attn: Housing-Related Parks Program Staff
2020 West El Camino Avenue, Suite 500
Sacramento, California 95833
Fax (916) 263-7453
Housing_Parks@hcd.ca.gov