

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

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HCD HPRP Notice

Subject: HCD Webpage enhancements; Subgrantee Homepages and access to HPRP and Contacts; and Reports and Due Dates	Notice #: 09-06
	Date Issued: 12-15-09
References: Homelessness Prevention and Rapid Re-Housing Program (HPRP)	Supersedes: N/A

To: All HPRP Subgrantees

The HPRP program staff have posted additional forms and guidance on the program's ARRA/HPRP website: <http://www.hcd.ca.gov/fa/ahif/recovery.html>

New postings under "Forms" include:

- Housing Status Requirements and Templates
- Payee Data Record
- Staff Affidavit
- Rental Reasonableness Checklist
- HPRP Draw Down Request
- HPRP Detailed Expenditure Report
- Instructions for submitting the California ARRA and Accountability Tool (CAAT)
- Quarterly Performance Report Forms and Instructions

New postings under "Grant Management" include:

- HPRP Grant Eligible Expense Guide
- HUD Recovery Jobs Reporting Guide

Subgrantee Homepage enhancements

In an effort to promote access and availability of HPRP activities, all subgrantees will be required to enhance their home webpage with a direct and obvious link to their HPRP Program, which at a minimum includes: the "HPRP Program Description and Eligibility Information"; and a name(s) and contact information for clients to obtain information or start the qualification process. Costs may be charged to the Housing Relocation and Stabilization Services—Marketing. HCD will expect all Subgrantees to comply by March 31, 2010. Some Subgrantees have already been proactive and met this requirement. Thanks.

Important HPRP filing dates to remember for the following reports:

- Initial Performance Report and Quarterly Reports (IPR/QPR)
[http://www.hcd.ca.gov/fa/ahif/HCD_QPR & IPR Instructions.pdf](http://www.hcd.ca.gov/fa/ahif/HCD_QPR_&_IPR_Instructions.pdf)
- California Accountability Tool reports (CAAT)
[http://www.hcd.ca.gov/fa/ahif/CAAT Reporting Instructions.pdf](http://www.hcd.ca.gov/fa/ahif/CAAT_Reporting_Instructions.pdf)
- Detailed Expenditure Reports
[http://www.hcd.ca.gov/fa/ahif/HPRP Detailed Expenditure Report.xls](http://www.hcd.ca.gov/fa/ahif/HPRP_Detailed_Expenditure_Report.xls)
- Annual Performance Reports (APR)

HPRP REPORTING REQUIREMENTS			
Report Type	Quarterly Reporting Periods	Preliminary Report Due Dates*	Final Report Due Dates**
Quarterly Performance Reports (QPR) with revised IPR due January 5, 2010 http://www.hcd.ca.gov/fa/ahif/HCD_QPR & IPR Instructions.pdf	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30, etc.	Due 5 days after end of each quarter (January 5, April 5, July 5, October 5, etc.)	Due 10 days after the Preliminary Due Date, as applicable. (January 15, April 15, July 15, October 15)
California Accountability Tool (CAAT) http://www.hcd.ca.gov/fa/ahif/CAAT Reporting Instructions.pdf	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30, etc.	Due the first day after end of the quarter at 12:00 noon (January 1, April 1, July 1, October 1, etc.)	N/A
Detailed Expenditure Reports http://www.hcd.ca.gov/fa/ahif/HPRP Detailed Expenditure Report.xls	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30, etc.	Due 30 days after quarter ends with a Draw Down Request	N/A
Annual Performance Reports (APR) (form pending HUD guidance)	October 1 to September 30	Due 30 days after end of each federal fiscal year (October 30)	N/A

* All subgrantees must submit their reports. Failure to submit may be cause for termination and/or finding.

** Period allows for corrections.

Sincerely,

Dan Apodaca

Dan Apodaca, Manager
Homeless Operations Programs