

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE

1800 Third Street, Suite 390
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HCD HPRP Notice

Subject: Requests for budget sheets, Draw Downs, and Certificates of Insurance.	Notice #: 09-03
	Date Issued: 10/8/09
References: Homelessness Prevention and Rapid Re-Housing Program (HPRP)	Supersedes: N/A

To: All HPRP Subgrantees:

- All HPRP subgrantees need to email their HCD Representative their Excel spreadsheet of all HPRP budget pages submitted with their application, no later than 5:00 pm, Monday, October 12th. The budget consists of the HPRP Budget Activities Lead Sheet (Page 7), and the HPRP Proposed Budget Pages 8 through 11 (or more if additional budget pages were needed to display the entire budget). Upon receipt, your HCD Representative will revise the budget, as needed, and email you a copy of the "Approved Budget." The "Approved Budget" will replace all other budgets submitted with your application.
- Your HCD Representative will be completing the first HPRP Draw Down Request (DDR) and emailing it to you. You should print the form, sign it and return the original to HCD; Attention to your HCD Representative. The Draw Down amount will be based on the First Quarter Amount stated on your "Draw Down Schedule."
- Each subgrantee is required to send a Certificate of Insurance with the California Department of Housing and Community Development listed as an additional insured. The Certificate should show your full contract number; Example: 09-HPRP-0001. Please submit the Certificate of Insurance to your HCD Representative by Thursday, October 15, 2009.

Certificates of Insurance should be sent to:

Department of Housing and Community Development (HCD)
Homelessness Prevention and Rapid Re-Housing Program (HPRP)
1800 Third Street. MS 390-4
Sacramento, CA 95811

- The only person that should be contacting HCD regarding the HPRP contract is the "Contact Person" listed in the Application. Please advise all Partner Agencies and subgrantee employees of this. Note: all HCD communications on the HPRP grant will be sent to the "Contact Person."
- Also, the preferred communication method is by email.

Thank you for your cooperation.

Sincerely,

Dan Apodaca, Manager
Homeless Operations Programs