

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE

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HCD HPRP Notice

Subject: New form for requesting Draw Down Schedule revision; Non-Discrimination and Equal Opportunity; Habitability Standards; and No Charging of fees for HPRP services.	Notice #: 10-09
	Date Issued: 3-22-10
References: Homelessness Prevention and Rapid Re-Housing Program (HPRP)	Supersedes: N/A

To: All HPRP Subgrantees

Draw Down Schedule Revision Request Form

<http://www.hcd.ca.gov/fa/ahif/forms.html>

Your approved Draw Down Schedule acts like a "line of credit" which sets forth controls on your draws.

If you need to make revisions to your approved Draw Down Schedule you will need to complete this form and include a justification. Revision requests will need to assess:

- cash balance at the time of submitting your Detailed Expense Report;
- current cash position at the time of the revision request; and
- significant program cash needs to ensure the delivery of program activities.

HCD will consider revisions to draw down schedules if you have less than 35% cash balance from your latest draw; and/or your program need has significantly changed due to targeted population needs.

Please keep your HCD Representative informed as you expend your funds and manage cash.

Nondiscrimination and Equal Opportunity Requirements:

Subgrantees must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). In addition, subgrantees must make known that HPRP rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about HPRP and equal access to the financial assistance and services provided under this program.

Among other things, this means that each subgrantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964.

Habitability Standards for HPRP: Refer to Appendix C of the HUD Notice

Organizations providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving.

Charging Fees is prohibited by HPRP

HUD Notice, page 21, B.3, prohibits HPRP participants from being charged fees to participate.

Sincerely,

Dan Apodaca

Dan Apodaca, Manager
Homeless Operations Programs