

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

1800 Third Street, Suite 390-5
P. O. Box 952054
Sacramento, CA 95811
(916) 322-1560
FAX (916) 327-6660



HCD HPRP Notice

Subject: HPRP Closeout Procedures and Deadlines	Notice#: 30-12
	Date Issued: 8-16-12
	Supersedes: None
References: Homelessness Prevention and Rapid Re-Housing Program (HPRP)	

To: All HPRP Sub-Grantees:

The purpose of this notice is to provide guidance and procedural instructions on the closeout process for HPRP Grants authorized under the American Recovery and Reinvestment Act of 2009 and, in particular, the Standard Agreement executed between your agency and the Department of Housing and Community Development (HCD). The U. S. Department of Housing and Urban Development (HUD) has provided guidance on this matter in its Notice CPD-12-013.

In order for HCD to meet its reporting requirements to HUD, all HPRP Sub-Grantees must submit the information requested below no later than the deadline(s) identified in red:

September 10, 2012

Final Day to Incur HPRP Expenses

September 25, 2012

Final Detailed Expenditure Report (DER)

Final Draw Down Request

Semi-Annual Certification Documentation for 100% HPRP Employees

Go to: http://www.whitehouse.gov/omb/circulars_a087_2004/#8

Certificate of Completion

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

October 5, 2012

- Quarterly Performance Report (QPR)
Go to: [HPRP HCD QPR \(Revised 3-09-2010\)](#)
- California ARRA and Accountability Tool (CAAT)
Go to: [California ARRA and Accountability Tool \(CAAT\) for 9/30/2012](#)
[Instructions for Submitting the California ARRA and Accountability Tool \(CAAT\)](#)
- Final Cost Verification Documentation

October 30, 2012

- Annual Performance Report (APR)
Go to: [APR Year 3](#)
- Interest Earned for All Sub-Grantees
Go to: <http://www.hcd.ca.gov/fa/ahif/hcdhprpnotices.html>
(Non-Profits HPRP Notice 28-12; Local Governments HPRP Notice 29-12)

In addition, please note, all information and records related to the use of HPRP funds must be retained for at least 3 years after the HPRP activities are completed.

The efforts and delivery of housing and homeless assistance services and facilities your agency has provided during the term of the HPRP Program, as well as the continued services you provide, are greatly appreciated. HCD, and the HPRP Staff, are committed to working with you throughout the HPRP Closeout Process. If you have any questions or require additional assistance, please contact me or your HPRP Program Representative listed below:

Connie Mallavia, (916) 327-8115, cmallavia@hcd.ca.gov
Janette Schaake, (916) 327-8258, jschaake@hcd.ca.gov
Justin Jeremiah, (916) 323-2178, jjeremiah@hcd.ca.gov

Tracey Withrow, HPRP Program Manager
Homeless Operations