

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

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HCD HPRP Notice

Subject: HPRP Subgrantee Instructions on first Draw Down Request	Notice #: 1 Date Issued: 9-28-09
References: Homelessness Prevention and Rapid Re-Housing Program (HPRP)	Supersedes: n/a
<p>To: All HPRP Subgrantees</p> <p>From: Dan Apodaca, HPRP Program Manager</p> <p>Congratulations on receiving your HPRP award.</p> <p>Your assigned HCD Representative will be contacting you within the next 7 days to advise you on the status of your contract; the "Approved Budget"; the "Approved Draw Down Schedule"; and first Draw Down Request.</p> <ul style="list-style-type: none"> Do not prepare and submit the <u>first</u> Draw Down Request (DDR) for the HPRP contract, as your HCD Representative will be completing it for your signature and prompt return. Subsequent DDRs will be submitted by the subgrantee using the DDR form provided by HCD which will be posted on our program website: Once your Standard Agreement has been executed, your HCD Representative will be sending you the "approved" Budget Sheets and "approved" Draw Down Schedule. You will need to submit a current certificate of insurance starting with the first DDR and subsequent DDRs. Refer to Exhibit C, Page 5, Section C in your Standard Agreement for Insurance requirements. <p>Sincerely,</p> <p>Dan Apodaca, HPRP Program Manager</p>	