



Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Instructions for Submitting the California ARRA and Accountability Tool (CAAT)

I. Overview

The American Recovery and Reinvestment Act of 2009 (the Recovery Act) established the Homelessness Prevention Fund, later renamed the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The program assists households at risk of homelessness and households that are literally homeless. The reports main function is to report the number of jobs created and retained.

II. Filing Requirements

HPRP subgrantees must submit their data through the online CAAT that is provided via an emailed web link from HCD. Subgrantees are responsible for submitting the CAAT data to HCD; therefore, are also responsible for collecting and aggregating information from their partner agencies. Partners must submit their data to subgrantees on a quarterly basis to allow subgrantees to complete the CAAT.

The first CAAT will be due by January 1, 2010 at 12:00 noon for the period October 1, 2009 through December 31, 2009. Subsequent CAAT reports are due on the first day at noon after the end of each federal fiscal quarter. Subgrantees must adhere to the following reporting schedule:

Quarterly Reporting Periods	Report Due Dates
Date of Grant Agreement execution through 12/31/09	January 1, 2009, noon
January 1 to March 31, April 1 to June 30, July 1 to September 30, Etc.	April 1, 12:00 noon, July 1, 12:00 noon, October 1, 12:00 noon, Etc.

III. Instructions for CAAT Questions

The following instructions should be used when submitting the CAAT:

1. **HPRP Grant Number:** Enter the HCD assigned HPRP grant number.
2. **Quarter Ending:** Select the quarterly period covered by this report.
3. **Quarterly Jobs created and retained:** Enter the number of jobs created and retained.
4. **Narrative Description:** Provide a narrative description of the quarterly employment impact of the Recovery Act.

Please submit this form only once per quarter. If you have any questions or problems please contact:

Justin Jeremiah, HPRP Representative
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 Phone: 916-323-2178

Example

California ARRA and Accountability Tool (CAAT)

-This form should only be submitted once per quarter.

Please estimate of the number of jobs created and jobs retained. This estimate shall include any new positions created and any new positions that were retained to support or carry out Recovery Act projects, activities or federally awarded contracts managed directly by the sub-recipient and vendors. The number shall be expressed as "full-time equivalent" (FTE) jobs, calculated for the total number of hours worked and funded by the Recovery Act within reporting quarter divided by the quarterly hours in a full-time schedule, as defined by the recipient or contractor.

Definitions of jobs considered to be created or retained:

- a. A job created is a new position created and filled, or an existing unfilled position that is filled, that is funded by the Recovery Act;
- b. A job retained is an existing position that is now funded by the Recovery Act.

Using the definitions above, recipients must estimate the total number of jobs that were funded in the quarter by the Recovery Act. A funded job is defined as one in which the wages or salaries are either paid for or will be reimbursed with Recovery Act funding.

Option 1: HPRP funded hours are tracked and FTE is calculated using the following formula: $\text{HPRP funded hours worked} / 520 = \text{hours in a full time schedule}$. Example: $1,200 \text{ hours worked} / 520 = 2.31 \text{ FTE}$

Option 2: HPRP funded hours are tracked and FTE is calculated using the same formula as option 1, but a different denominator for hours in a full time schedule is used. Example: $1,200 \text{ hours worked} / 432 = 2.78 \text{ FTE}$

*Required

HPRP Grant Number *

Enter the HCD assigned HPRP grant number (09-HPRP-XXXX)

Quarter Ending *

Select the quarterly period covered by this report

Quarterly Jobs created and retained *

Enter the number of jobs created and retained

Provide a narrative description of the quarterly employment impact of the Recovery Act. *

This includes the impact on the workforces of sub-recipients and vendors. At a minimum provide a brief description of the types of jobs created and retained. The description may rely on job titles, broader labor categories or the existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.