



pennsylvania

DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

HPRP Subrecipient Webinar
Open Forum

May/June 2010

HPRP Subrecipient Open Forum

Logistics for the Webinar

- Phones – Please mute your line until forum is open or you have a question
- Questions- After each topic Also time will be given at the end for open discussion among all participants on all HPRP topics.
- Please be courteous to other participants and only ask one question at a time, allowing for others to ask questions.
- Feel free to add your experiences on a topic or question. You may have further input on that topic that will assist another grantee.

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Resources

www.hudhre.info/HPRP

HUD Issued Guidance
Data Collection and Reporting
Tools and Technical Assistance Resources
FAQs and Resources

Resources

www.hudhre.info/HPRP

What Type of Documents:

- [Procurement, Subgrantee Selection, and Monitoring](#)
- [Program Planning and Design](#)
- [Client Intake, Assessment, and Case Management](#)
- [Housing Search and Housing Inspections](#)
- [Interagency Collaboration](#)
- [Case Studies of Existing Prevention and Re-Housing Programs](#)

Questions - Discussion?

Most Commonly Asked Questions

The County is “passing through” all the grant funds to our vendor so we don’t have any responsibility for the program?

Wrong - The County is the grantee and is the entity that has the contract with the state to carry out all portions of the program according to the regulations. If repayment must be made due to non-compliance it will be the grantee that the state will request it from.

Most Commonly Asked Questions

How do we get started?

The County must establish the following procedures and who will administer them.

IDIS Environmental Review Contracting Monitoring

Questions - Discussion?

Most Commonly Asked Questions

Environmental Review???????

An Environmental review must be completed for your program prior to entering into any contracts or incurring any costs. Generally all activities under the HPRP program will fall into the Categorical Exclusion not subject to 24 CFR Part 58.5. This still means a review needs to be completed, paperwork in the file and an Exemption form completed and mailed into Christine Howe at DCED. DCED will not return this form signed, so a copy should be placed in your program file. The date of this form must be before the date of any contract or expenditure.

Questions - Discussion?

What type of Documentation do we need for our files?

- Program Files – (examples)
 - Contract with the State
 - Contract with Vendors
 - Agreements with other Agencies
 - Procedures –
 - Procurement
 - Invoicing and Payment
 - Statement of Assurances
 - Environmental Review Records
 - Financial Files
 - Property Records
 - Monitoring Records
 - Leverage Documentation
 - Close Out

What type of Documentation do we need for our files?

Client Files – (examples)

Intake Documentation

Staff Certification Form

Counseling Documentation

Housing Inspection

Habitability

Lead Based Paint

Recertification Documentation

Expenditure Documentation

Timesheets

Services Provided

Do we have to do any intake and if so what documentation is necessary?

Yes, Intake is the most important part of the HPRP process. Here are the areas you must be getting documentation for:

Initial Consultation & Eligibility Determination

Income – at or below 50% AMI

Housing Status – Homeless or At Risk of Losing its Housing

AND

Intake continued:

AND

MUST meet the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
- c. The household lacks support networks needed to obtain immediate housing or remain in its existing housing.

A template of a intake form with the necessary information can be found on hudhre.info

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Eligibility Determination and Documentation Guidance

U.S. Department of Housing and Urban
Development

Revised: March 17, 2010



Don't Forget the:

Staff Certification of Eligibility for HPRP Assistance

Must be in each client's file

Must use the HUD-specific form (including the HUD logo)

New form as of May 2, 2010

Can download from www.hudhre.info

Supervisor must sign also.

Questions - Discussion?

What Housing Inspections must we do, when and by whom?

There are two types of housing inspections which must be completed, where applicable, on any unit where a client receiving HPRP Financial Assistance resides.:

Habitability

Lead Based Paint

Habitability Standards:

The standards for housing unit inspections are the housing habitability standards described in Appendix C of the Notice. *These standards apply only when a program participant is receiving financial assistance and moving into a new unit.* They do NOT apply to persons receiving services only. They also do not apply to persons served with HPRP prevention assistance in a unit in which the program participants were already residing.

Note that the habitability standards are different from the Housing Quality Standards (HQS) used for other HUD programs.

Habitability Standards (continued)

In contrast to HQS inspections, the *habitability standards do not require a certified inspector*. For example, HPRP project staff or staff from or hired by an agency of the grantee's local government can conduct the inspection. In addition, if a program participant is moving in to a unit and using another subsidy program that requires an inspection, staff from the other program may conduct the inspection, as long as they follow the minimum habitability standards required by HPRP.

Inspections must be conducted upon initial occupancy and then on an **annual basis** for the term of HPRP assistance.

Lead Based Paint Inspections:

The Lead-Based Paint inspections requirements are more stringent than the habitability standards. A lead-based paint visual assessment must be completed for all units that meet the three following conditions:

- The household living in the unit is being assisted with HPRP financial assistance (rent assistance, utility assistance, utility/security deposits, or arrears).
- The unit was constructed prior to 1978.
- A child under the age of six is or will be living in the unit.

Under HPRP, the lead requirements apply regardless of whether a household is remaining in an existing unit or moving to a new unit. The visual assessment must be completed prior to HPRP assistance being provided, and **annually** thereafter.

Detailed guidance on the Lead-Based Paint requirements and sample tools are available at:

<http://hudhre.info/HPRP/index.cfm?do=viewHPRPTools>

Questions - Discussion?

What kind of reporting is expected for the program?

Besides the files and documentation already described under the Documentation and Intake portion of this presentation, there is also required reporting to DCED on a quarterly basis. There has been numerous CD&H Alerts on this issue and more stringent enforcement of compliance will be forth coming from DCED.

HMIS

Section 1512 Spreadsheet

Reporting (continued):

The Commonwealth of Pennsylvania has established a statewide data management information system called Central Access to Recovery Data System (CARDS) which collects data on all State-Administered ARRA funds awarded to DCED, DPW, DEP, DOT, etc.

Information in CARDS is collected from all State Agencies on a quarterly basis and uploaded into the Federal tracking system, eSnaps, and then tracked by the Office of the Attorney General. Information collected from HMIS, Tablesells, and Section 1512 Spreadsheets are used by CARDS to show progress and success of the HPRP Program in the state of PA.

Reporting (continued);

HMIS - ARRA requires Subgrantees (Subrecipients) to utilize a Homeless Management Information System (HMIS) or comparable database for data collection to report Program Performance data

Subrecipients must report client-level data into their Continuum of Care (CoC's) HMIS or comparable database. The state provides a Balance of State HMIS for the subrecipients of state funding who do not have their own system.

If a Subrecipient is utilizing a comparable database, it must conform with HUD HMIS Data and Technical Standards and have the capacity to meet HPRP reporting requirements

Reporting (continued):

Some of the Balance of State subrecipients' information for CARDS will be drawn off of the HMIS records. It is recommended that these records are kept current with the amount of expenditures drawn down. The grantee is still responsible for submission of the 1512 Spreadsheets which contain other reports still due quarterly such as contractor, job creation and MBE/WBE forms.

Federal Entitlements with State-Administered HPRP grants awarded by DCED must collect and aggregate information on HPRP-funded activities conducted by all Vendors (Subcontractors). These documents are known as Tablesells and must be turned in quarterly, as well as the 1512 spreadsheet.

Reporting (continued):

All DCED Subrecipients who will subcontract with Vendors providing HPRP-funded services to victims of Domestic Violence must maintain a separate database which conforms to HUD HMIS Data and Technical Standards in order to collect client-level data on all clients served with HPRP funding (see HUDHRE.info for information on these federally-mandated standards) Those grantees providing legal services using HPRP funds have the option to include it on the PAHMIS system or submit the Tabelshells. Both must still submit the 1512 Spreadsheet on a quarterly basis.

Reporting (continued) :

DCED provides training on the Balance of State HMIS system and the Tablesell process for Agency Managers, and Intake/Case Managers. These training s can be done in person or via the web. Please contact Karen Overly-Smith karensmith@state.pa.us for the most current schedule for these trainings.

Reporting (continued):

Section 1512 of the American Reinvestment and Recovery Act (ARRA) **requires that all grantees submit Quarterly Reports (QPRs) on grant funds received.**

When completing this spreadsheet quarterly, make sure you complete each tab, even if there has been “No Activity”. The Tabs are:

- Subrecipient Information
- Subrecipient Certification
- Subrecipient Vendors
- Job Count
- MBE/WBE

The schedule for submission of the Tables is by the second of the month following the end of the quarter. End of the quarter months are March, June, September and December

Questions - Discussion?

DCED monitors all of their Federal grants during the course of the program, is that true for HPRP?

DCED will conduct on-site monitoring using the CPD Monitoring handbook 6509.2 as a guide, as is done with ESG or CDBG and other CPD programs. HUD is currently developing specific monitoring procedures for HPRP. DCED will also conduct desk (off-site) monitoring, and will be examining grantee draws and financial reporting in IDIS to evaluate rates of spending and to ensure that the grantees are drawing HPRP funds for eligible activities.

Monitoring (continued):

In addition it is the responsibility of the grantee to establish a procedure of monitoring its own vendors for compliance to the programs regulations and expenditure of funds. These files will be reviewed as part of the DCED monitoring.

Other Federal and State agencies may request to monitor the HPRP Program. It is recommended that all files are maintained in in a timely manner and in accordance with the program's regulations.

Questions - Discussion?

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WHO YOU GONNA CALL.....



Grant Managers

- **Anthony Gabriel (717)214-8206 (agabriel@state.pa.us)**
Adams, Bedford, Clearfield, Dauphin, Franklin, Huntingdon, Monroe, Perry, Pike, Wyoming, and Philadelphia
- **Ernie Kannengiesser (570) 963-4572 (ekannengie@state.pa.us)**
Bucks, Delaware, Lackawanna, Luzerne, Montgomery, Sullivan, Susquehanna, Tioga, Wayne
- **Bill Snyder (717) 346-7092 (wsnyder@state.pa.us)**
Armstrong, Butler, Cambria, Cumberland, Fayette, Greene, Indiana, Somerset, Washington

Grant Managers (con't)

- **Kimberly Weigand (717) 214-5310**
(kweigand@state.pa.us)
Berks, Crawford, Centre, Clinton, Erie, Lawrence, Mifflin, Union, York
- **Beverly Hutzel (717) 720-7412** **(bhutzel@state.pa.us)**
Carbon, Columbia, Juniata, Lehigh, Lycoming, Montour, Northampton, Northumberland
- **Mike Carpenter (717) 720-7471** **(micarpente@state.pa.us)**
Allegheny, Cameron, Chester, Forest, Fulton, Lancaster, Lebanon, McKean, Potter, Schuylkill, Warren, Westmoreland
- **MJ Smith (717) 720-7404** **(majsmith@state.pa.us)**
Beaver, Blair, Elk, Jefferson, Mercer, Philadelphia

Program Managers

- IDIS – Kristina Powell – (717) 720-7349 krpowell@state.pa.us
- Environmental Reviews – Christine Howell (717) 720-7406
chrhowe@state.pa.us
- HMIS – Mark Sweetheimer – (717) 214-5326 masweeth@state.pa.us
Kristine Aldridge – (717) 720 – 7375 kaldridg@state.pa.us
- HMIS Training – Karen Overly-Smith - (717) 214-5340
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- 1512 Reporting – Crystal Stauffer – (717) 720-7405
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- Mark Finfrock – (717) 720-7350
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Open Forum

