



**STATE OF NEVADA
DEPARTMENT OF BUSINESS & INDUSTRY**

HOUSING DIVISION

**HOMELESS PREVENTION AND RAPID RE-
HOUSING PROGRAM**

**POLICIES AND PROCEDURES
MANUAL**

Northern Office

1535 Old Hot Springs Road, Ste 50
Carson City, Nevada 89706
Tel.: (775) 687-2040 or (800) 227-4960
Fax: (775) 687-4040

Southern Office

7220 Bermuda Road, Ste B
Las Vegas, Nevada 89119
Tel.: (702) 486-7220
Fax: (702) 786-7227

www.nvhousing.state.nv.us

Charles Horsey
Administrator

Jim Gibbons
Governor

Table of Contents

SECTION I: GENERAL INFORMATION	<u>PAGE</u>
1. Purpose.....	4
2. Program Description.....	5
2.1 HPRP Program.....	5
2.2 Program Clientele.....	6
2.3 Grant Amounts and Limitations.....	7
2.4 Local Match Requirements.....	7
2.5 Reallocation and Recapture.....	7
2.6 Eligible Entities.....	7
2.7 Eligibility Requirements for all Activities.....	8
2.8 Eligible Activities.....	9
2.9 Ineligible and Prohibited Activities.....	10
2.10 Client Eligibility.....	10
2.11 Performance.....	11
2.12 Habitability Standards.....	11
2.13 Lead-Based Paint.....	12
2.14 Homeless Management and Information System (HMIS).....	13
2.15 Lead-Based Paint.....	12
2.16 Environmental Review.....	14
2.17 Homeless Definitions.....	14
2.18 Grievance Procedures.....	14
2.19 Client Confidentiality.....	14
2.20 Client Asset Policy.....	14
3. Requirements (Other).....	15
3.1 Confidentiality.....	15
3.2 Termination of Housing Assistance/Discharge Planning.....	15
3.3 Reporting.....	16
3.4 Non-Discrimination and Equal Opportunity	16
3.5 Recordkeeping.....	17
3.6 Sanctions.....	17
3.7 Monitoring.....	17
3.8 Affirmatively Furthering Fair Housing.....	17
3.9 Lead-Based Paint Requirements.....	18
3.10 Uniform Administrative Requirements.....	18
3.11 Equal Participation of Religious Organizations.....	18
3.12 Lobbying and Disclosure Requirements.....	19
3.13 Drug-Free Workplace Requirements.....	19
3.14 Policies and Procedures Manual.....	19
4. Financial Management Standards.....	19
4.1 OMB Circulars.....	19
4.2 Audits.....	20
 SECTION II: GRANT ADMINISTRATION	
1. Monitoring.....	20

1.1	Monitoring/Site Visits.....	20
1.2	Financial Monitoring.....	21
1.3	Programmatic Monitoring.....	21
2.	Reporting Requirements.....	22
2.1	Quarterly Reporting Information.....	22
2.2	Annual Reports.....	22
3.	Financial Management Procedures.....	23
3.1	Method of Payments.....	23
3.2	Procurement Procedures.....	23
3.3	Reallocation.....	24
3.4	Contracting/Subcontracting.....	24
3.5	Amendments.....	24
3.6	Budget Changes.....	25
4.	Special Terms and Conditions.....	25
4.1	Record Keeping.....	25
4.2	Sanctions.....	25
5.	Contracts/Agreements.....	26
5.1.	HPRP Notice of Sub grantee Award Agreement.....	26
SECTION III: REFERENCE INFORMATION.....		27
	Definitions.....	28
	Appendices.....	32
A.	HPRP Reporting Forms/Links	
B.	Sample Program Forms/Links	
C.	HPRP Regulations	
D.	Homeless Management Information System Data Standards	
E.	24 CFR Part 35 Lead-Based Paint Regulations	
F.	Links to: A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profits/24 CFR Part 85 Administrative Requirements for Grant and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments/ OMB Circulars A-87,A-122	
	Attachments.....	49
A.	HPRP Program Guidelines	

SECTION I: GENERAL INFORMATION

1. PURPOSE

The Homeless Prevention and Rapid Re-Housing Program Policies and Procedures Handbook (Handbook) serves as a guide to units of local government and private non-profit organizations that received funds and participate in the State-administered Homeless Prevention and Rapid Re-Housing Program. This Manual describes the HPRP Program and outlines the State of Nevada's policies and procedures for administering the program. **This handbook does not replace the regulations contained in HPRP Regulations created with the American Recovery and Reinvestment Acts, or any other applicable Federal, State and local laws, ordinances and regulations pertaining to the Homeless Prevention and Rapid Re-Housing Program.** It simply highlights and emphasizes grant requirements. Subgrantees must always refer to the regulations and the grant agreement in determining what is allowable under HPRP.

The Homeless Prevention and Rapid Re-Housing Program is administered by the Nevada Housing Division. The Administrator is Charles L. Horsey. The Deputy Administrator is Conrad Frederickson. The HPRP Grants Manager is Soni Bigler. Questions pertaining to the administration of the program may be directed to Soni Bigler, who may be contacted as follows:

**State of Nevada
Housing Division
1535 Old Hot Springs Road Suite 50
Carson City NV 89706
or by calling (775) 687-2042
email: sbigler@nvhousing.state.nv.us**

2. **PROGRAM DESCRIPTION**

The Homeless Prevention and Rapid Re-Housing Program (HPRP) was created to provide homeless prevention assistance to households at risk of becoming homeless, and homeless housing assistance to persons who are living in a place not meant for human habitation and are in need of housing in rural, northern and southern Nevada. The program is designed to accomplish the following:

- to provide financial assistance and services to either prevent individuals and families from becoming homeless or to help those who are experiencing homelessness to be quickly re-housed and stabilized;
- to provide housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for this assistance;
- provide for a maximum of up to three (3) months of short-termed rental and/or utility assistance, or up to a maximum of eighteen (18) months of medium-termed rental and/or utility assistance;
- target two populations of persons facing housing instability 1) individuals and families who are currently in housing but are at risk of becoming homeless and require temporary rent or utility assistance to prevent them from becoming homeless or moving costs assistance to move to another unit; and 2) individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it; and
- to link program participants to community resources and mainstream benefits, and helping them develop a plan for future housing stability that will continue after HPRP assistance ends.

It is the intent of HPRP to provide funding for housing expenses to person(s) who are homeless or who would be homeless if not for this assistance. This program targets two populations of persons facing housing instability: persons who are still housed but are at imminent risk of becoming homeless, and persons who are already homeless.

2.1 **Program Summary**

The Homeless Prevention and Rapid Re-Housing Program (HPRP) was first enacted under the American Recovery and Reinvestment Act of 2009. The program authorized the US Department of Housing and Urban Development (HUD) to make grants to states, and units of local government to provide financial assistance and housing relocation and stabilization services to households who are either homeless, or are at risk of becoming homeless and have no other financial resources available, for up to eighteen (18) months. In addition, agencies can use funds to pay for data collection and evaluation costs to collect and report client data, and administrative costs such as accounting for use of grant funds, preparing reports for submission to the federal government, and staff salaries associated with these administrative costs. HPRP regulations require that Grantees expend sixty (60) percent of its allocation within two years

of grant execution. One hundred (100) percent of the HPRP allocation must be expended by end of the three year contract period. As a result, each agency receiving State HPRP funds must also expend no less than sixty (60) percent of its allocation within the first two (2) years, and one hundred (100) percent in three (3) year, or risk the recapture and reallocation of HPRP funds to another agency. The Division reserves the right to review agency performance each quarter in order to ensure that this requirement is met. An agency with poor performance may have funds recaptured and reallocated to agencies that have performed well.

2.2 The Program Clientele

The grant is intended to address the needs of the individuals and families who are homeless, or at risk of becoming homeless. The intent is to provide funding for housing expenses to person(s) who are homeless or who would be homeless if not for this assistance. The program targets two populations of persons facing housing instability: person who is still housed but is at imminent risk of becoming homeless, and persons who are already homeless. Clients receiving HPRP assistance cannot earn more than fifty (50) percent of area median income in the county where they reside.

The Federal government has defined “homeless” to mean:

- An individual who lacks a fixed, regular, and adequate night time residence; and
- An individual who has a primary night-time residence that is:
 1. A supervised public or privately operated shelter designed to provide temporary living accommodations (include welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 2. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 3. A public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
- This term does not include any individual imprisoned or otherwise detained under an act of Congress or a State law.

The Federal government has defined “at-risk of homeless” in the HPRP program to mean:

- An individual or family who would otherwise be homeless **but** for HPRP assistance. Additional risk factors to be considered when targeting HPRP prevention assistance may include: 1) Actual or pending eviction within 2 weeks; 2) significant sudden loss of income; and 3) 50% or more of monthly income is spent on housing

Subgrantees are required to ensure that their clients meet the prescribed HUD definition. Intake forms will be reviewed during monitoring visits to ensure compliance with these definitions.

2.3 Grant Amounts and Limitations

The one-time allocation of \$2,035,393.00 represented the Division's award for Fiscal Year 2009. In order to expedite the process, and to immediately address the needs of the homeless and the at-risk of homelessness populations, the Division requested Letters of Intent for Funding from all units of local government and nonprofit organizations that were currently addressing the problem of homelessness within their communities. Preference was given to applicants a homeless prevention or homeless assistance program was already in place. Award amounts were calculated based on a formula developed by the Division, and were awarded to State Grantees in northern and southern Nevada to supplement local HPRP allocations received by HU, with the remaining amount allocated to rural agencies that described plans for providing HPRP funds to eligible participants within their communities. Funds were also allocated to the Homeless Management Information System lead agency to supplement costs associated with implementing HPRP within the HMIS database.

Agencies receiving HPRP allocations from the Division were required to execute the Division's HPRP's Sub-grantee Award Notice, which included a final budget that reflected four main spending category allocations, in order to receive funding. The four categories included: 1) Financial Assistance, 2) Housing Relocation and Stabilization, 3) Data Collection and Evaluation, and 4) Administrative Costs. Once executed, future budget changes that involve the reallocation of funds from one category to another must be approved in writing by the Division.

2.4 Local Match Requirements

The HPRP regulations waived match requirements for recipients of HPRP funds

2.5 Reallocation and Recapture

HPRP regulations require that the Division expend sixty (60) percent of its allocation within two years of grant execution. One hundred (100) percent of the HPRP allocation must be expended by the end of the three year contract period. To ensure the Division meets this requirement, each agency receiving State HPRP funds must also expend no less than sixty (60) percent of its allocation within the first two years and one hundred (100) percent in three years, or risk the recapture and reallocation of HPRP funds to another agency. The Division reserves the right to review agency performance each quarter in order to ensure that this requirement is met. An agency with poor performance may have funds recaptured and reallocated to an agency that is performing well

2.6 Eligible Entities

The following entities are eligible to submit application for funding under HPRP:

- Units of Local Government
- Private Non-Profit Organizations*

***All private nonprofit organizations applying for funding must have the prior approval of the unit of general local government in which the proposed project is to be established.**

2.7 Eligibility Requirements for All Activities

The intent of HPRP is to provide funding for housing expenses to persons who are homeless or who would be homeless if not for this assistance. This program targets two populations of persons facing housing instability: persons who are still housed but are at imminent risk of becoming homeless, and persons who are already homeless.

Sub-grantees are responsible for verifying and documenting the program participant's risk of imminent homelessness that qualifies them for receiving rental assistance, or for verifying and document a participant's actual homelessness. Income eligibility and need for assistance must be evaluated and certified at least every three (3) months for participation.

In order to receive financial assistance or services funded by HPRP, individuals and families must at least meet the minimum criteria:

- *Consultation:* Any individual or family provided with financial assistance through HPRP must have at least an initial consultation and assessment with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs. Agencies must have a process in place to refer persons ineligible for HPRP assistance to the appropriate resources or service provider that can assist them;
- *Income verification:* The household must be at or below fifty (50%) percent of Area Median Income for the County of residence. Income limits are available at HUD.gov. Agencies will complete income verification forms and submit appropriate income sources for third party verification. Completed income verifications should be placed in the client file. **Note: Participating agencies may restrict the eligibility requirements to an income limit less than 50% of AMI as long as the eligibility criteria have been made available in advance and in writing to households seeking assistance;**
- *Housing Status:* The household must be either homeless or at risk of losing its housing and meet both of the following circumstances: 1) no appropriate subsequent housing options have been identified; AND 2) the household lacks the financial resources and support networks needed to obtain immediate housing or to remain in its existing housing;

- *Staff Certification Form*: Client files must contain a signed Staff Certification form (sample available at www.hudhre.info) upon entry into the HPRP program and every three (3) months thereafter if any changes in housing status, until HPRP assistance ends. Sample of the Affidavit is included in the Manual.

2.7(a) Eligibility Requirements for Prevention Assistance

Prevention assistance may only be provided to individuals and families who would otherwise be homeless **but for** HPRP assistance. Agencies should decide what risk factors should be considered when targeting HPRP prevention assistance. Note: An eviction notice alone is not considered adequate evidence of impending homelessness since evacuation of the property may not be imminent in all cases. Additional evidence, such as case manager notes indicating jeopardy of housing status should also be included in the file.

2.7(b) Eligibility Requirements for Rapid Re-Housing Assistance

Rapid re-housing is available to persons who are homeless according to HUD's definition. Individuals and families who meet one of the following criteria, along with the minimum requirements established in Section 2.7, are eligible under the rapid re-housing portion of HPRP:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, street/sidewalks;
- Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation immediately prior to entry into the hospital or institution;
- Graduating from, or timing out of, a transitional housing program; and
- Fleeing domestic violence

The purpose of HPRP funds for rapid re-housing is to assist eligible program participants to quickly obtain and sustain stable housing. Assistance providers will need to utilize a process to assess, for all potential program participants, their level of service need, other resources available to them, and the appropriateness of their participation in the rapid re-housing assistance portion of HPRP. Program participants who require longer-term housing assistance and services that are ineligible for HPRP should be directed to programs that can provide the requisite services and financial assistance

2.8 Eligible Activities

There are four categories of eligible activities for the HPRP program: financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs. Those eligible activities are intentionally focused on housing-either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. Generally, the intent of HPRP assistance is to successfully support program participants in their journey from homelessness to long-term stability. Participants should

achieve stability either through their own means and/or through public assistance as appropriate. The Division's HPRP Program Guidelines lists all of the eligible activities allowed using HPRP funding and should be referred to as a part of this Manual.

2.9 Ineligible and Prohibited Activities

The intent of HPRP is to provide funding for housing expenses to persons who are homeless or would be homeless if not for this assistance. Therefore, financial assistance or services to pay for expenses that are available through other Recovery Act programs and/or other programs provided to a household to assist with housing activities are not eligible. Case managers should work to link program participants to these other resources as part of the client services. A detailed listing of ineligible and prohibited activities is located in the Division's HPRP Program Guidelines.

2.10 Client Eligibility

Every client served by HPRP funds must qualify for assistance according to HUD standards. Sub-recipient service providers are responsible to determine this eligibility status, for both homeless clients and those at risk of homelessness. This documentation may come from either the participant or a third party information source and is typically obtained at intake, entry, or referral by another service provider. A copy of the documentation must be kept in the client file and made available to the Division or HUD for monitoring or risk analysis purposes.

In addition to the items reflected below, client files must contain the following:

- Evidence that the staff have visually inspected all pre-1978 homes where the family includes a child under 6 years of age and a copy of the Lead Based Paint Disclosure Notice available at HUD's website;
- An HPRP Habitability Standards Certification;
- A Staff Affidavit signed by case manager assigned to the client;
- Verification of Income;
- Verification of housing status;
- Documentation that client status has been reviewed upon program intake and every 3 months thereafter by a Case Manager;
- Rent Reasonableness Checklist and Certification;
- Copies of payments made to landlord, utility companies, etc. and not to the client directly; and
- Other items reflected in HUD regulation, the Division's Program Guidelines manual, and other emails/Program Bulletin's provided by the Division throughout the grant period.

The documentation of homelessness, via a homeless certification or other recognized documentation is all that is necessary for clients to receive Rapid Re-Housing assistance, but Homeless Prevention assistance requires more information as follows:

- a) Rental Assistance: If funds are to be provided for homeless prevention assistance, the files must include evidence that the client's housing is in immediate jeopardy. If it is a family eviction, then the file must contain a family statement describing the reason for eviction, signed and dated by the family member. An eviction notice alone is not adequate evidence that a clients housing status is in immediate jeopardy;
- b) Utility Assistance: If funds are to be provided for utility assistance, the files must include a copy of the Notice of Termination from the utility provider, or some other documentation that termination of the utility is imminent and will immediately jeopardize their housing status.
- c) First Month's Rent or Utility/Security Deposit: If funds are to be provided for first month's rent and/or utility and security deposits, the files must include proof of payment to the landlord, and should include a request for the security and/or utility deposit be returned to the agency directly and not the client.
- d) Supporting documentation pertaining to other types of assistance provided (moving costs, legal assistance, etc.)

2.11 Performance

The grant period for the HPRP Program is 36 months. Regulations require that sixty (60%) percent of the grant allocation be expended within two years, and 100 (100%) percent expended in three years. If it is determined by the Division that an agency will not expend the funds within the required time period, funds may be recaptured and reallocated to another agency. The Division reserves the right to recapture HPRP funds under the following circumstances:

- a) When subgrantees do not meet the performance requirements of the approved project;
- b) When sub grantees are unable to meet the deadline requirements as outlined in HPRP regulations;
- c) When sub grantees without appropriate justification have failed to implement the project as set forth in their approved HPRP grant application; and/or
- d) When sub grantees fail to provide required data needed for mandated Quarterly Reports to HUD and OMB.

Applicants may be required to submit a timetable outlining the tasks required for the accomplishment of project goals. The timetable submitted will be used to monitor project performance.

2.12 Habitability Standards

All housing assisted under the HPRP program must provide safe and sanitary housing that is in compliance with the habitability standards outlined in the federal HPRP regulations. These standards apply when a program participant is receiving financial assistance and are moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of HPRP assistance. Housing inspections do not apply to persons served with HPRP prevention assistance in a unit in which the program participants are already residing. Note: Housing that is occupied by families with children under the age of 6 and that was constructed before 1978-whether served with prevention or re-housing assistance-must also comply with Lead Based Paint inspection requirements (Section 2.13) per the Lead Based Paint Poisoning Prevention Act.

The habitability standards are different from the Housing Quality Standards (HQS) used for other HUD programs. Because the HQS criteria are more stringent than the habitability standards, a grantee could use either standard. In contrast to HQS Inspections, the habitability standards do not require a certified inspector. As such, HPRP program staff could conduct the inspections, using a form such as one available in the HPRP Program Guidelines manual and on HUD's website.

2.13 Lead-Based Paint

The HPRP program requires Grantees and their sub recipients to comply with the Lead-Based Paint Poisoning Prevention Act and implementing regulations at 24 CFR 35, as described in the Notice of Allocations, Application Procedures, and Requirements for HPRP Grantees under the American Recovery and Reinvestment Act of 2009. The lead-based paint requirement is linked to *any* form of financial assistance funded by HPRP, and are triggered when financial assistance is offered under either the Homeless Prevention or Rapid Re-Housing program models.

Lead-Based Paint assessments must be completed on housing units for families with children six (6) years of age or younger who are living in, or will move into, units constructed prior to 1978. It is important to note that these lead-based paint inspections must be done whether or not the family will *retain* their existing housing, or *move* in to a new rental housing unit. The inspections must be completed prior to the payment of any financial assistance, which include rental assistance, utilities assistance, utility/security deposits, and rental/utility arrears.

The lead-based paint visual assessment must be conducted by a person what has completed the HUD Certified Visual Assessor training located at: <http://hud.gov/offices/lead/training/visualassessment/h00101.htm>. Evidence that staff have successfully completed this training must be maintained in HPRP files for review during site visits.

The purpose of the visual assessment is to determine the level of risk of lead-based paint hazards in a unit as compared to national standards that have been

deemed to pose little or no risk (de minimis) to cause health concerns. The de minimis standards are further defined in the HPRP guidance entitled “Understanding the Lead-Based Paint Requirements: Guidance for HPRP Grantees located on the www.hudhre.info website. It includes protocols to follow when the visual assessment identifies hazards that exceed the de minimis standards, the treatment of situations when children have known elevated blood lead levels, requirements for on-going lead-based paint monitoring, and the responsibilities of the landlords/property managers pertaining to disclosure, remediation, and on-going lead-based paint maintenance in assisted units.

Along with conducting inspections, eligible HPRP families must be provided with the HUD lead-based paint disclosure form and a copy of the pamphlet “Protect Your Family from Lead in the Home” by the landlord/property manager. Sub recipient staff must ensure that this documentation is being maintained in the tenant files by the landlord/property manager.

HUD has developed several templates for use by sub recipients and landlords/property managers to document and manage the lead-based paint assessment process. These documents can be found at <http://hudhre.info/hprp/index.cfm?do=viewHPRPTools>. HUD has also posted Frequently Asked Questions which can be found at: <http://hudhre.info/index.cfm?do=viewFaqByTopic&topicid=102#a127>.

2.14 Homeless Management and Information System (HMIS)

HPRP data collection and reporting shall be conducted through the local Continuum of Care Homeless Management Information System (HMIS) database or a comparable database for victims of domestic violence and clients receiving confidential legal services. Each agency shall be responsible for collection and entering client data, on time and in compliance with the HPRP data standards and applicable Division’s reporting requirements.

Agencies shall contact the HMIS lead agency to schedule staff training on the HPRP-related HMIS screens, obtain and utilize appropriate HMIS client confidentiality agreements, train on quarterly reporting requirements (QPR), ensure that data quality standards are being met, and to allow for coordination of benefits to avoid duplication of services. Agencies shall implement HMIS protocols to ensure that data is shared with other HPRP providers, given appropriate agreements and with client’s permission, to promote coordinated planning and service delivery. Executive Directors and Agency Head’s shall utilize data quality, housing utilization, and other pertinent HMIS reports to ensure that data collected and reported is accurate, complete, and meets the standards required by regulation and the Division.

Agencies must comply if asked to participate in a HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs to the agency of participating in HUD research and evaluation of the program.

2.15 Environmental Review

As per HPRP regulations under the American Recovery and Reinvestment Act of 2009, HPRP funded activities are considered categorically excluded not subject to requirements of the Environmental Review Policy Act of 1969 and are not subject to environmental review under the related laws and authorities.

2.16 Homeless Definitions

Homeless individuals and families must meet the definition of homeless as defined in Section 2.7(b) of this Manual.

2.17 Grievance Procedure

Each sub grantee is required to establish a formal process, in writing and available to potential clients, that includes necessary steps needed to challenge an agency's decision to deny HPRP assistance. The procedure should contact information at the local agency, Division if funds were allocated from the State, and the HUD contact in San Francisco.

2.18 Termination of Assistance

Each subgrantee is required to establish a formal process for the termination of assistance to a client. This process must recognize the rights of the individuals affected to a hearing.

2.19 Client Confidentiality

Each subgrantee must develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided with assistance, including victims of domestic violence and clients receiving legal services assistance. Furthermore, the address or location of any shelter for victims of domestic violence assisted under HPRP will be anonymous except upon written authorization from the person or persons responsible for the operation of the shelter for this information to be made public.

2.20 Asset Policy

HUD requires the Division to determine whether an applicant household is required to spend down its assets and, if so, by how much, for the purpose of determining eligibility and the type and level of HPRP assistance. Grantees may establish a separate policy for each local Continuum of Care; however the policy must be uniform across all sub-grantees within local Continua.

To simplify the process for recipients of HPRP funds from more than one HPRP Grantee, the Division will not require clients to spend down any assets before receiving assistance. However, sub-grantees will be allowed to implement a more restrictive policy as long as it is included in the agency's HPRP Policies and Procedures Manual, and it follows other HPRP Grantee rules within a local Continuum. HPRP regulations do not require agencies to include the assets of

clients when determining total gross income of a household. However, as is required for household income and housing status, documentation of assets should be obtained and included as part of the client file.

2.21 Financial Standards

According to OMB Circular A-133, only applicants who expended more than \$500,000.00 in Federal funds during one year must comply with Federal audit standards. If the organization does not fall under this requirement, an Independent Financial Audit by a Certified Public Accountant is required in lieu of the Single Audit. These audits must be kept current and submitted to the Division within 60 days of receipt from the auditing agency throughout the grant award period.

If the audit report contains questioned costs, management findings or recommendations(s) for improvement of internal controls, this documentation shall be submitted to the Division showing that audit problems were resolved. The audit must have been completed within the previous twelve months to the date of the application submission.

The recipient shall be expected to maintain complete and accurate records justifying all actual and accrued expenditure of funds. A clear audit trail to points of origin must be available at all times.

Note: if an agency is required to complete an A-133 audit as a requirement of a different funding source, the Division requires that a copy be provided within 60 days of receipt of the audit in lieu of the normally required Independent Financial Audit.

3. REQUIREMENTS-OTHER

The HPRP Program is administered in compliance with all the laws related to non-discrimination and equal opportunity. Each subgrantee must refer to the regulation and grant agreement for the applicable requirements.

3.1 Confidentiality

Each HPRP agency must develop and implement procedures to ensure the confidentiality of records pertaining to any individual or family provided with assistance.

3.2 Termination of Housing Assistance/Discharge Planning

The agency may terminate assistance to a program participant who violates program requirements. Agencies may resume assistance to a program participant whose assistance was previously terminated. In terminating assistance to a program participant, the agency must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. The process, at a minimum, should consist of:

- Written notice to the program participant containing a clear statement of the reasons for termination;
- A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- Prompt written notice of the final decision to the program participant.

Agencies must also make every effort to ensure that clients discharged from HPRP assistance, either due to termination due to violation of program requirements or because a program participant has reached the maximum number of months that they are eligible for assistance, are not discharged into the streets or into an unstable housing situation.

3.3 Reporting

Agencies are required to submit, at least quarterly, data on clients served, funds expended, and data on clients exiting the HPRP program, to the Division. In addition, agencies are required to submit, no later than the end of each quarter, Request for Reimbursement that includes a copy of the HMIS QPR report. This will document that clients served with HPRP funds are being entered into HMIS, as required by regulations. Domestic violence shelters, and agencies providing confidential legal services, are waived from using HMIS but must track client information in a comparable database approved by the Division.

3.4 Non-Discrimination and Equal Opportunity

Agencies must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). In addition, agencies 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 sub grantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title IV of the Civil Rights Act of 1964. This may mean providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the jurisdiction and that limited English proficient person have meaningful access to HPRP assistance.

In addition, all notices and communications shall be provided in a manner that is effective for persons with hearing, visual, and other communication related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.6. If the procedures that the agency intends to use to make known the availability of rental assistance and services are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for such rental assistance and services, the agency must establish additional procedures that will ensure that such persons are made aware of the rental assistance and services.

3.5 Recordkeeping

Agencies are expected to maintain program records for a minimum of four (4) years after the final expenditure under the HPRP contract.

3.6 Sanctions

If an agency materially fails to comply with the terms and conditions of their contract, the Division may take appropriate action, which may result in sanction, suspension or termination of both the agreement and recovery of the funds awarded, and any other remedies available by law.

If the Division determines that, after following appropriate procedures, the agency is not complying with the requirements of their contract or of other applicable state and federal laws, the Division will issue a warning letter that further failure to comply with such requirements will result in a more serious sanction of either:

- Directing the agency to cease incurring costs with HPRP funds; or
- Requiring that some or all of the grant amounts be remitted to the Divisions

3.7 Monitoring

The Division is responsible for ensuring that the program requirements established by the HUD notice and any subsequent guidance are met. The Division will follow the monitoring procedures it established in its substantial amendment and management plan submitted for HPRP, and will have staff that will have responsibility for continuous monitoring of all HPRP agency activities. This will be accomplished with site visits to agencies and monthly review of all grant activities and reports. Monitoring of agencies may be conducted by the Division, local HUD Office of Community Planning and Development, HUD's Office of Special Needs Assistance Programs, HUD's Office of Inspector General, HUD's Office of Fair Housing and Equal Opportunity, or another authorized state or federal agency to determine agency compliance with the requirements of this program.

Agencies are expected to make available all client files, and any financial and program records for periodic review on a schedule to be established by the Division. In addition, agencies will maintain client files in compliance with any standards set by the Division.

3.8 Affirmatively Furthering Fair Housing

Under Section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Agencies will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Examples of affirmatively furthering fair housing include (1) marketing the program to all

eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate application and service delivery accessible to persons with disabilities; (3) providing fair housing counseling service or referrals to fair housing agencies; (4) informing participants how to file a housing discrimination complaint, including providing the toll-free number for the local Fair Housing Office; and (5) recruiting landlords and service providers in areas that expand housing choice to program participants.

3.9 Lead-Based Paint Requirements

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 e seq) as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq) and implementing regulations at 24 CFR 35, subparts A, B, M and R shall apply to housing occupied by families receiving assistance through HPRP. Agency staff must complete the Lead-Based Paint Visual Assessment Training, and provide a copy of the Lead-Based Disclosure Form, available at: <http://hudhre.info/hprp/index.cfm?do=viewHPRPTools> to all clients receiving assistance. A copy of the Disclosure Form must also be placed in client files.

3.10 Uniform Administrative Requirements

Non-profit agencies shall be subject to the requirements of 24 CFR part 84.

3.11 Equal Participation of Religious Organizations

Agencies that are religious or faith-based are eligible, on the same basis as any other organization, to participate in HPRP. Neither the federal government nor a grantee shall discriminate against an organization on the basis of the organization's religious character or affiliation. Agencies that are directly funded under HPRP may not engage in inherently religious activities, such as worship or religious instruction, as part of the programs or services funded under HPRP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HPRP, and participation must be voluntary for the program participants. A religious organization that participates in HPRP will retain its independence from federal, state and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct HPRP funds to support any inherently religious activities, such as worship and religious instruction. Among other things, faith-based organizations may use space in their facilities to provide HPRP-funded services, without removing religious art, icons, scriptures or other religious symbols. In addition, a HPRP-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents. Agencies that participate in the HPRP program shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

3.12 Lobbying and Disclosure Requirements

The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990 (31 U.S. C. 1352-the Byrd Amendment), and implementing regulations at 24 CFR part 87, apply to HPRP. Applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities" any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts.

3.13 Drug-Free Workplace Requirements

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21 apply to HPRP.

3.14 Policies and Procedures Manual

Agencies receiving State HPRP funds are responsible for creating a Policies and Procedures Manual which includes eligibility requirements for clients to receive assistance, grievance procedures if a client is denied services, and discharge protocols once a client's assistance has been terminated. Grievance procedures should include the name and contact information at the agency level, the City Manager/County Manager/Board of Director's level, the Housing Division level, and the name and contact information for the U.S. Department of Housing and Urban Development, San Francisco Office.

4. FINANCIAL MANAGEMENT STANDARDS REQUIREMENTS

Subgrantees are responsible for ensuring that the HPRP grant amounts are administered in accordance with the requirements of this part and other applicable laws. The Division is responsible for ensuring that the subgrantees carry out the HPRP projects in compliance with all applicable Federal and State requirements.

4.1 OMB Circulars

The policies, guidelines, and requirements of 24 CFR Part 85, OMB Circular No. A-87, and OMB Circular A-133, as they relate to the acceptance and use of HPRP grant amounts by States and units of general local government, and 24 CFR Part 84, OMB Nos. A-133 and A-122 as they relate to the acceptance and use of HPRP funds by private nonprofit organizations will be applicable.

4.2 Audits

The financial management system used by the subgrantee must provide for audits in accordance with OMB Circular A-133, Subpart B, if applicable. Subgrantees that expend \$500,000 or more in a year of Federal funds shall have

a single or program-specific audit for that year. Entities that expend less than \$500,000 are exempt from federal requirements for that year, but the Division requires that an Independent Financial Audit by a Certified Public Accountant be conducted in lieu of the Single Audit. These audits must be kept current and submitted to the Division within 60 days of completion as long as HPRP funds are being received.

If an agency is required to conduct an OMB Circular A-133 Single Audit for another funding source, a copy of the audit shall be provided to the Division in lieu of normally required Audited Financial Statement.

SECTION II: GRANT ADMINISTRATION

1.0 MONITORING

1.1. Monitoring /Site Visits:

The Division, as administrator of the HPRP program, is required to monitor recipients for compliance with HPRP regulations. Using HPRP guidelines and the CPD Monitoring Handbook for other HUD-funded programs, the Division has developed a process including these components:

- a) Application Process: Some documents and budget issues necessary for compliance were required at the time of application for funding and are reviewed as part of the desk review;
- b) Contractual Agreement: The Division incorporates into the HPPR award letter many of the policy issues that are areas of concern to HUD and the Division. These agreements, signed by authorized agency personnel, represent their willingness to comply with these issues. Concern with non-compliance of written policy are addressed by Division staff throughout the grant period;
- c) Draw Process: Draw processes for reimbursement of funds have been created to include various areas of compliance required by HUD. Draw reports will be reviewed for eligible costs prior to the actual request of funds from HUD;
- d) Risk Analysis: A desk audit is the first step of monitoring recipients each year. Compliance issues considered on this assessment will be combined with any non-compliance or outstanding problems noted during the year from HPRP and other programs funded by the Division, and will be used to determine whether an on-site visit will be necessary;
- e) On-Site Review: On-site visits for certain aspects of compliance-such as verification of client eligibility, equipment inventory, review of client files and accounting records that cannot be monitored by other components of the grant process will be conducted as scheduling allows.

Note: Dissemination of program requirements is an important monitoring technique. Project sponsors who read and follow instructions that come through various components listed above during the grant period are **unlikely** to develop areas of non-compliance in their program implementation. Since forms and instructions provided by the Division incorporate vital components of successful program compliance, recipients should use them advantageously.

Sanctions for non compliance may include, but are not limited to:

- A warning letter regarding further sanctions for continued non-compliance;
- Conditioning a future grant award(s);
- Directives to stop incurring certain costs;
- Retraction of remaining grant funds;
- Requirement to repay certain grant amounts spent ineligibly;
- Reducing the level of funds a grantee may otherwise be entitled to; and
- Electing not to provide future funds until appropriate actions are taken to ensure compliance.

These sanctions are taken from HUD's Operating Instruction and Policy Guide for the Emergency Shelter Grant Program and are being incorporated as part of the HPRP Policies and Procedures Manual.

1.2 Financial Monitoring

The Division is required to review the performance of sub-grantees which receive HPRP funds through the Division. Monitoring visits are made to (1) review the financial records of the subgrantee, and (2) to offer technical assistance. Financial monitoring will be conducted by the Division. Subgrantees should make available all accounting records applicable to the grant being reviewed. Verification of resources (i.e., bank statements, canceled checks, review of financial statements), a review of financial protocols, as well as evidence of any sub-contracts awarded and paid by the sub-recipient, are among the types of documentation to be made accessible for review. The Division's Financial Auditor will make available a checklist of items to be reviewed in advance of the site visit.

1.3 Programmatic Monitoring

Subgrantees should expect to be monitored by a representative(s) of the Division for the purpose of reviewing the programmatic accomplishments of the activities funded under HPRP. Site visits should be made to each project site/subgrantee as time allows, but at least once during the award period in which the sub-recipient has received HPRP funds. The Division representative reviewing the accomplishments of the project will assess actual progress measured against the approved objectives, budget, and timetable proposed by the subgrantee.

The purpose of the programmatic review is to (1) evaluate program management in compliance with the application submitted to the Division, (2) assess the

accomplishments of the program and (3) to offer technical assistance where required. Items reviewed during the scheduled programmatic site visit include: financial management system, record keeping system (including all financial, contractual, progress reports, and client complaint data), a sampling of client files and client eligibility criteria, as well as the current budget and amendments. Programmatic monitoring visits will be scheduled in advance, and will be conducted by the HPRP Program Manager.

2. REPORTING REQUIREMENTS

Once funded, recipients must be prepared to submit reports, at least quarterly (QPR), pertaining to objectives met during the grant, details about the persons assisted, jobs created and retained, and grant expenditures. The Division may also require recipients to provide information on the progress of the grant administration, and successful achievements using HPRP funds. Additionally, annually grantees will be required to submit a status report on beneficiaries as required by HUD (APR). Reports will include unduplicated numbers of clients served with HPRP funds and are subject to change, based on the reporting requirements of HUD.

2.1 Quarterly Reporting Information

Each sub-recipient will be required to submit a HUD Report of Clients Served with HPRP funds every quarter. The report is due by the 4th day of the month following the end of each quarter, and is to include a QPR report from the HMIS database reflecting unduplicated clients served for the period reported. Domestic violence and legal services agencies will be required to provide similar reporting data from a comparable database.

Additionally, sub-recipients shall submit a quarterly Federal Reporting Template Report reflecting funds expended during the quarter, agency DUNS number, and agency address information.

Finally, agencies shall report the number of jobs created and/or retained using HPRP funds each quarter. This calculation shall include Full Time Equivalent (FTE) for agency staff paid with HPRP funds.

2.2 Annual Reports

Each sub-recipient is required to submit an Annual Report of Clients Served within 30 days after the end of each grant year and at close-out of the grant period. Report criteria to be provided by agencies will be shared by the Division once it is received from HUD. Included with the report shall be a copy of the Annual Program Report (APR) available in HMIS. Domestic violence and legal services agencies will be required to provide similar reporting data from a comparable database.

Sub grantees are also required to submit the Exhibit J-Recipient Close out Report once funds have been completely expended and the grant is closed.

3. FINANCIAL MANAGEMENT PROCEDURES

3.1 Method of Payment

Payments under the HPRP Program will follow a cost reimbursement procedure. That is, subgrantees shall be reimbursed only for costs that have been incurred and are collaborated with a draw request form. Payments will be made to a sub receipt only after an executed Draw Reimbursement Request has been received by the Division.

Sub grantees will be required to submit a draw request form at least quarterly. All reimbursement requests must be submitted to the Division and be signed by an authorized person designated on the Division's Request for Funds Authorization form. All requests for payments should be submitted directly to the Division, utilizing the HPRP Request for Reimbursement Form (Exh. A). Subgrantees should note that reimbursement requests are honored within 30 days. Reimbursement might take longer in cases where the subgrantee fails to submit appropriate documentation, or when the amount being requested does not reflect the actual budget, or exceeds one or more of the regulatory caps stipulated. In order to avoid any such delays subgrantees are required to carefully complete their requests prior to submission. When in doubt, contact the Division for assistance.

The draw form must separate financial assistance and housing relocation and stabilization services provided to homeless clients from clients receiving homeless prevention assistance, allowing the Division to accurately report to HUD data on homeless prevention separate from data on homeless clients receiving rapid re-housing assistance. ***Draw Reimbursement Requests must also include a copy of the HMIS QPR report reflecting a summary of clients served during the period of time that funds are being requested for reimbursement. HUD requires that the Division certify each quarter that client information is being entered into a local HMIS database, so evidence that this is being accomplished is required prior to receiving reimbursement from the HPRP grant.***

3.2 Procurement Procedures

Sub recipients must comply with the terms and conditions of both the Federal and State procurement codes in the acquisition of equipment, services, supplies and the awarding of any subcontracts. Failure to comply with procurement procedures shall result in disallowance of the cost incurred.

24 CFR 84 and 24 CFR 85 provides regulations that govern the procurement of supplies, equipment, construction and services for local governments and non-profits to ensure that they are obtained economically and competitively. Agencies shall become familiar with regulations to ensure compliance with applicable terms and conditions.

Where units of general local government distribute its HPRP funds to eligible nonprofit agencies, the unit of general local government is responsible for ensuring that its respective recipient carries out its HPRP program in compliance with all requirements that apply to its program.

Recipients must also follow guidelines for equipment/inventory record keeping. Federal regulations regarding property controls are for the purpose of tracking assets purchased with grant funds to ensure that they are properly maintained, secure and are being used for authorized purposes only. The Division is required to do a periodic physical inventory on these items to verify their existence, current utilization and continued need. For this reason, recipients using HPRP funds to purchase furnishings, vehicles or equipment for a project should keep accurate records, including the following:

- A complete description of the item purchased;
- A serial or other identification number;
- The source of funds and grant contract number;
- The acquisition date; and
- The cost of the item

An Equipment Inventory form (Exhibit H) is to be completed and submitted with other Annual Reports.

3.3 Reallocation

The Division reserves the right to recapture and reallocate HPRP funds as provided for in the federal regulations governing the program in order to ensure that the funds provide the maximum benefit to the State's homeless and at-risk of homelessness population. Funding (grant award) recapture and reallocations will be made on the basis of the Division's determination of the best use of available funds.

3.4 Contracting/Subcontracting

The use of debarred, suspended, or ineligible contractors in association with HPRP project activities is prohibited. The provisions of 24 CFR Part 24 relating to the employment, engagement of services, awarding of contracts, or funding of any contractors or subcontractors during any period of debarment, suspension, or placement in ineligibility status apply and are enforceable under the HPRP Program.

3.5 Amendments

Any proposed changes which would affect the scope of the activities as described in the application and reflected in the Notice of Agency Award Letter must be approved in writing by the Division. Modifications or changes will not be approved by the Division if it is determined that the change substantially modifies the State's approved application as reflected in the Substantial Amendment to HUD that was submitted by the Division for HPRP funding.

3.6 Budget Changes

Any changes in the subgrantees' budget of any line item must be approved, in writing, by the Division prior to any expenditure. Subgrantees must submit a written explanation of the proposed budget change. If the request involves the transfer of funds from Activity to another, an amended Award Letter will be forwarded to the recipient for execution.

4. SPECIAL TERMS AND CONDITIONS

For successful applicants (sub recipients), the Division reserves the right to specify special grant terms and conditions of the grant agreement, consistent with the Federal regulations governing the HPRP Program. The Division further reserves the right to establish the amount of the grant award. Grant related expenses may be incurred only after all grant conditions have been adequately met and the grant award document (agreement) executed.

4.1 Record keeping

Each grant recipient must ensure that reports and other records associated with the HPRP Program are maintained for four years after close of grant, or until any litigation, claim or audit inquiry has been resolved.

4.2 Sanctions

If the Division determines that a sub grantee is not complying with the requirements of the Program or other applicable Federal laws, the Division must take appropriate actions, which may include, as appropriate:

1. Issue a warning letter that further failure to comply with such requirement will result in a more serious sanction;
2. Condition a future grant;
3. Direct the subgrantee to stop the incurring of costs with HPRP grant amounts;
4. Require that some or all of the grant amounts be remitted to HUD;
5. Reduce the level of funds the subgrantee was originally awarded/or would otherwise be eligible to receive; or
6. Elect not to provide any future grant funds to the subgrantee until appropriate actions are taken to ensure compliance.

Any grant amounts that become available to the Division as a result of a sanction under this section must, at the option of the Division, be made available (as soon as practicable) to other units of general local governments or non-profits located in the State for use within the time period specified (the original grant period), or to HUD for reallocation.

5. CONTRACTS/AGREEMENTS

5.1 Notice of Sub grantee Award Agreement

The HPRP Award represents a binding agreement between the Division and the designated unit of general local government, or private non profit organization, regarding use, terms and conditions of funds provided under the Program. In addition, the Grant Award lists such information as the Subgrantee's name, grant number, agency address, the amount of the HPRP award, total program budget amounts, and total award, including other funding sources, that will be used to provide HPRP services. Additionally, the grant award date, the grant period, and any Amendment information, if applicable, are also reflected.

SECTION III: REFERENCE INFORMATION:

1. Definitions

All definitions pertaining to the Homeless Prevention and Rapid Re-Housing Program are contained in HPRP regulations, funded through the American Recovery and Reinvestment Act of 2009, which is included as an Appendix A of this handbook.

2. Appendices:

- ◆ Definitions
- ◆ HPRP Reporting Forms
- ◆ HPRP Regulations
- ◆ 24 CFR Part 35 Lead-Based Paint Regulations
- ◆ Recommended forms

DEFINITIONS

APR- The Annual Progress Report due to HUD at the end of each grant year.

ARRA- The American Recovery and Reinvestment Act of 2009.

Administrative Cost- Eligible costs associated with the accounting for use of HPRP funds, preparing reports for submission to the Division, and grantee and sub-grantee staff salaries associated with administrative costs.

Applicant – Any unit of general local government or public or private non-profit organization submitting the necessary paperwork to be considered for funding as an HPRP service provider.

Annual Progress Report – A yearly progress report required by HUD reflecting annual data this is due at the end of each year that a grant agreement is active.

Audit Trail – A complete record of expenditures including all requests for purchases, who and how the purchase was approved, source of funds used for the expense, date of acquisition, and costs.

Authorized Signatures – The signature of an executive officer, agency director, or other responsible employee designated by a recipient agency as an “Authorized Person” on the Request for Funds Authorization form.

Case Management – A Housing Relocation and Stabilization activity consisting with the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants. Agencies are expected to include a component of services and activities which may include: counseling, developing, securing, and coordinating services; monitoring and evaluating program participants’ progress towards goals, assuring that program participant’s rights are protected; developing individualized housing and service plans, including a path to permanent housing stability once the participant is no longer receiving HPRP financial assistance.

DUNS Number – A Data Universal Numbering System number obtained from Dun and Bradstreet. It is a proprietary means of identifying business entities on a location-specific basis, consisting of a unique nine digit number assigned to an agency for each physical location of the business.

Data Collection and Evaluation – An eligible HPRP activity that includes the collection and entering of client data in compliance with the HPRP data standards and the Division’s reporting requirements. Data collected is entered into the Homeless Management Information System Database (HMIS) and reported to the Division via a QPR.

Disabling Condition – Defined by HUD as a “diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including co-occurrence of two or more of these conditions” A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.

Division – The State of Nevada Housing Division, administrator of the HPRP funds to the State of Nevada for the U.S. Department of Housing and Urban Development.

Eligible Activity – An activity provided under the HPRP program to clients who have met certain criteria as defined in the HPRP regulations and the agency providing service.

Emergency Shelter – Any facility the **primary purpose** of which is to provide temporary shelter on a first-come, first-served basis for the homeless, where clients must leave in the morning and there is no guaranteed bed for the next night, or other **short-term** transitional shelter (less than 6 months).

FTE- Full Time Equivalent used for reporting jobs created and/or retained at the grantee and sub grantee level as a result of the HPRP program.

Families – One or more adults with dependent children under the age of 18, or with dependant adults.

FederalReporting.gov – The report that is due to the Office of Management and Budget (OMB) each quarter reflecting the financial status of the HPRP program.

Financial Assistance – An eligible activity funded through the HPRP program that provides housing assistance via rental, utility, security/utility deposit, or moving costs, assistance, for up to 18 months.

Grantee – The direct recipient of grant funds. In the HPRP program, the Division is the “grantee” responsible to HUD for proper execution of the grant program through sub-contracted providers of homeless services within the State.

Homeless – Defined in 42 U.S.C. 11302, hereby included by reference. The definition, in summary, includes families and individuals living in places not meant for human habitation or in an emergency shelter (or who would be without HUD’s homeless assistance programs), and who do not have the resources or support needed to obtain housing. For the HPRP program, clients receiving HPRP assistance would either be homeless, or be at risk of becoming homeless, but for the HPRP assistance.

Homeless Management Information System (HMIS) – HUD has required the implementation and operation of management information systems for the purpose of collecting unduplicated counts of homeless and at-risk of homeless clients assisted with HPRP funds. HPRP data standards are collected and entered into the HMIS database to track services and assistance provided to eligible clients. Sub-recipients of HPRP funds are required to participate and report in the HMIS system.

Homeless Prevention – An eligible activity that provides financial assistance to eligible clients at risk of becoming homeless. Assistance may be provided in the form of: rental, utility, security and utility deposits. Primarily, rental assistance when eviction is imminent, utility assistance when services are being terminated, and 1st month’s rent, security or utility deposits for obtaining permanent housing. For the HPRP program, clients receiving HPRP assistance would either be homeless, or at risk of becoming homeless, but for the HPRP assistance.

Housing Standards – Housing assisted under the HPRP program must provide safe and sanitary housing that it in compliance the certain habitability standards.

HUD – The U.S. Department of Housing and Urban Development.

Income Limit- Households receiving HPRP assistance must be at or below 50% of Area Median Income for the County of residence. Note: Service providers may restrict the income limits of clients receiving assistance to less than 50% AMI as long as the eligibility criteria is made available in advance and in writing to households seeking assistance. Verification of income eligibility must be obtained and maintained in the client file.

Ineligible and Prohibited Activities- Specific activities not allowed using HPRP funds as identified in the program regulations and the Division’s Program Guidelines Manual.

Internal Controls – The combination of policies, procedures, personnel, defined responsibilities, and records that allow an organization to maintain adequate oversight and control of its finances.

Lead-Based Paint Poisoning Prevention Act of 1973 – Regulation enacted to help prevent lead-poisoning in young children and pregnant women. The Act, and its applicable Lead Safe Housing Rule regulations found at 24 CFR 35, Parts A, B, M, and R, provide guidance to ensure that a home constructed prior to 1978 is safe for occupancy and does not contain lead-based paint, known to be especially harmful to young children and pregnant women. Includes requirements to notify a household with young children and pregnant women that the home constructed prior to 1978 may contain lead contaminants, along with a guide on how to inspect a unit to ensure compliance with the Rule.

Local Government – A political subdivision of the State of Nevada, including, without limitation, a city, county, irrigation district, water district or water conservancy district.

Medium-term assistance - Financial assistance that is provided for from 3-18 months.

Private Non-Profit Organization – A secular or religious organization described in Section 501(c) of the Internal Revenue Code of 1954 which is (a) exempt from taxation under Subtitle A, Title 26 of the Code, (b) has an accounting system and voluntary board, and (c) practices nondiscrimination in the provision of assistance.

QPR- The Quarterly Progress Report that is due to HUD by the 10th of the month following the end of each quarter.

Recertification – HPRP regulations require that a program participants’ eligibility to receive HPRP assistance be re-certified upon entry into the program and every three (3) months thereafter.

Rent Reasonableness – Agencies providing rental assistance must determine that the rent charged to the client is reasonable. Rent reasonableness is determined on a case-by-case basis, and providers must conduct a rent analysis for three comparable unassisted units and document the basis the rent reasonableness determination.

Risk Assessment/Risk Factors – Regulations require that households receiving HPRP assistance meet minimum eligibility conditions, as identified in program regulations, in order to receive financial assistance. HUD encourages agencies providing assistance to consider more restrictive factors when designing local programs and when determining a household's level of need for receiving assistance, by identifying certain risk factors and eligibility criteria over and above the minimum standards required in the regulations. These criteria must be made available in advance and in writing to households seeking HPRP assistance. The Division allows providers receiving State HPRP to develop more restrictive eligibility criteria as needed to help meet the needs of a local community.

Service Provider – Any entity that is successfully involved in providing needed services to Nevada's homeless. For the purpose of the ESG program, any entity that has successfully applied for grant funds and has been awarded a portion of the Division's Emergency Shelter Grant funds with which to support planned services to Nevada's homeless.

Short-term assistance – Financial assistance that is provided for 1-3 months.

Staff Affidavit – An affidavit that serves as documentation that the HPRP-assisted household meets all eligibility criteria for HPRP assistance, signed by staff person(s) who determined HPRP eligibility. Once signed the affidavit is placed in the client file.

State – State of Nevada

Sub grantee/Sub recipient- A recipient of State HPRP funds, usually a local jurisdiction or non-profit, assigned the task of carrying out the activities of the HPRP program on behalf of the Division.

Transitional Housing – For the purposes of HPRP assistance, housing that extends past the "3 days to 3 months" reasonable period for temporary housing (emergency shelter). HUD defines transitional housing as having the "purpose of moving homeless individuals and families to permanent housing within 24 months". Homeless clients exiting transitional housing are eligible for HPRP assistance.

Vendor- A dealer, distributor, merchant, or other seller providing the Division or sub grantee/sub recipient with generally required goods or services that have been purchased by the grantee/sub grantee for the conduct of the HPRP program. Vendors are not subject to the terms and conditions of the HPRP grant agreement, but are subject to the terms and conditions of the contract between the grantee/sub grantee and vendor.

APPENDIX A

HPRP REPORTING FORMS/LINKS

HUD QPR DATA ELEMENTS

<http://www.hudhre.info/documents/HPRPDataElements.pdf>

FEDERAL REPORTING REQUIREMENTS

<http://www.hudhre.info/documents/RecipientReportingDataModelv3.pdf>

HUD'S JOB COUNTING CLARIFICATION

http://www.hud.gov/offices/lead/arra/HUD_Job_Counting_Clarification_Examples.pdf

**ARRA FORM 1
NEVADA HOUSING DIVISION
2010 ARRA SUBGRANTEE QUARTERLY REPORT
JOBS CREATED/RETAINED SUMMARY*****

REPORTING AGENCY:

PREPARED BY:

REPORT PERIOD:

DATE:	FTE HOURS MONTH (1)	FTE HOURS MONTH (2)	FTE HOURS MONTH (3)	TOTAL HOURS QUARTER TO DATE**
-------	------------------------	------------------------	------------------------	-------------------------------------

- *JOBS CREATED-SUBGRANTEE
- *JOBS CREATED-CONTRACTORS
- *JOBS RETAINED-SUBGRANTEE
- *JOBS RETAINED-CONTRACTORS

TRAINING HOURS-HPRP
STAFF

1

*Jobs must be reported using full time equivalents=

Full time hours per year = 2080 hours. FTE per quarter
for full time staff = 520 hours

Total ARRA Hours Worked
Total Hours in a Full-Time Schedule

--	--	--	--

¹These are hours trained by HPRP staff at HUD or other certified training facility

Facility where training occurred _____

Job Description of Staff Paid via HPRP funds

****FTE Quarterly Totals**

Number Created	Number Retained

***Complete form if any portion of staff salary was paid using HPRP funds. Included: case manager, staff person to submit billings, etc. if salary was charged to HPRP grant

APPENDIX B

SAMPLE PROGRAM FORMS/LINKS

STAFF AFFIDAVIT
VERIFICATION OF INCOME
SELF-DECLARATION OF INCOME
HOMELESS CERTIFICATION
SELF-DECLARATION OF HOUSING STATUS
RENT REASONABLENESS CHECKLIST
HOUSING HABITABILITY STANDARDS INSPECTION CHECKLIST
MISC

Case Management Description-HPRP
http://www.hudhre.info/documents/HPRP_CaseManagement.pdf

HPRP Income Verification Template
http://www.hudhre.info/documents/HPRP_IncomeVerificationTemplate.doc

HPRP Income Self-Declaration Template
http://www.hudhre.info/documents/HPRP_IncomeDeclarationTemplate.doc

HPRP Homeless Certification Template
http://www.hudhre.info/documents/HPRP_HomelessCertificationTemplate.doc

HPRP Housing Status Template
http://www.hudhre.info/documents/HPRP_HousingStatusTemplate.doc

HPRP Centralized Intake Sample
http://www.hudhre.info/documents/HPRP_CentralizedIntake.pdf

HPRP Unit Inspection Fact Sheet
http://www.hudhre.info/documents/HPRP_InspectionFactSheet.pdf

HPRP Housing Habitability Standards Checklist
<http://www.hudhre.info/documents/HabitStandardsChecklist.doc>

HPRP Staff Affidavit
http://www.hudhre.info/documents/HPRP_StaffAffidavit.pdf

Housing Division Draw Forms (follows)

Homeless Prevention and Rapid Re-Housing Program Salary Coversheet

Provider Name: _____

A	B	C	D	E	F	G
<i>Staff Person's Name</i>	Pay Period Covered by this Request for Funds (Attach time sheets)	Actual Hours Worked on HPRP Related Activities (must be identified on time sheet)	Hourly Billing Rate	Total Amount Billed to HPRP	Total Billed to Financial Assistance	Total Billed to Housing Relocation
					See 'F' and 'G' on notes below Must equal total reflected in Column E	
(a) Totals						

- A. List the name of the Employee(s) supported by this grant as submitted during the initial application. Changes mid-grant-period must be approved by the Division.
- B. This pay period must match the dates on the Employee Time Sheets attached to this form at the time of submission with a draw request.
- C. This number must correspond with ACTUAL HOURS listed on attached time sheets that are identified as or tagged for HPRP. **A percentage (%) of total hours worked will not be accepted.**
- D. This rate is pre-determined during in the initial application and cannot be changed. Rate increases must be documented and approved by the Division.
- E. This figure **MUST BE THE RESULT** of multiplying the Actual Hours Worked (column C) by the Hourly Billing Rate (column D).
- F. AND G. When one person submits hours in both spending categories, "Financial Assistance" and "Housing Relocation", the figure in column E may be split between F and G for budget and reimbursement purposes.

ALL SALARY INFORMATION SHOULD BE ON ONE FORM, ONE LINE PER EMPLOYEE. INCLUDE THE DIVISION'S TIME SHEET FORM OR OTHER ACCEPTABLE TIME SHEET RECORD FOR EACH EMPLOYEE LISTED ABOVE.

CERTIFICATION: I certify that the above data is correct based on the official accounting system and records of this Service Provider, and the expenditures shown have been made for the purposes stated, and are in accordance with the contract terms and conditions. I further certify that the funds requested are for the value of services performed during the actual hours listed and have not been previously billed to the Division or to any other grant program.

Authorized Signature of Grantee

Date

Nevada Housing Division Time Sheet for Grant Funds							
Agency Name:							
Pay Period:							
Employee Name:							
Position/Title:							
ACTIVITY	MON	TUE	WED	THU	FRI	WEEKLY TOTALS	
						REGULAR	OVERTIME
Financial Assistance							
Salary of Staff to process payments to landlord/utility							
Other:							
Housing Relocation and Stabilization							
Case Manager							
Outreach and Engagement							
Housing Search and Placement							
Other:							
Data Collection and Evaluation							
Salary of Staff for Data Collection & Entry into HMIS							
Other:							
Administrative Salaries							
Staff time for Program Reporting							
Staff time for Accounting of Grant Funds							
Other:							
TOTALS							
TOTAL HOURS CHARGED TO HPRP (Report On Exh. A(1) and Submit with Exh. B)							

Employee: _____
Signature Date

Supervisor: _____
Signature Date

DEPARTMENT OF BUSINESS AND INDUSTRY
HOUSING DIVISION

HOMELESS PREVENTION AND RAPID RE-HOUSING REQUEST FOR FUNDS

<p>Contact Name: _____</p> <p>Reporting Agency Name and Address: _____</p> <p>_____</p> <p>_____</p> <p>Recipient Name (if different from Reporting Agency): _____</p> <p>Reporting Period: _____</p>	<p>1. Prior Month/Quarterly Balance of \$ _____ Allocation:</p> <p>2. Amount Requested This Period: _____ (Same as Total Expenditures*) \$</p> <p>3. Balance of Allocation: _____ \$</p> <div style="border: 2px dashed black; padding: 5px; margin-top: 10px;"> <p>FOR DIVISION USE ONLY:</p> <p>Activity Number(s): _____</p> <p>Voucher Number(s): _____</p> <p>Date of Draw in IDIS: _____</p> <p>Division Approval: _____</p> </div>
---	--

RECAP OF EXPENDITURES

FINANCIAL ASSISTANCE (Section A)	AMOUNT	HOUSING RELOCATION AND STABILIZATION (Section B)	AMOUNT
Rental Assistance (Long Term):	\$ _____	Case Manager Salaries	\$ _____
Rental Assistance (Short Term):	\$ _____	Outreach/Engagement Salaries	\$ _____
Rental Arrears:	\$ _____	Credit Repair Salaries	\$ _____
Security Deposit:	\$ _____	Housing Search and Placement	\$ _____
Utility Deposit:	\$ _____	Legal Assistance Salaries	\$ _____
Utility Assistance (Short Term)	\$ _____	Other: _____	\$ _____
Utility Assistance (Long Term)	\$ _____	TOTAL:	\$ _____
Motel/Hotel Vouchers:	\$ _____	Data Collection and Evaluation (Section C)	
Staff Salaries to process payments to vendors (Must report on Exh. A(1) & A(2))	\$ _____	Data collection and input to HMIS Salaries	\$ _____
TOTAL:	\$ _____	Must reflect on Exh. A(1) and A(2)	\$ _____
		TOTAL:	\$ _____
ADMINISTRATIVE COSTS (Section D)	AMOUNT	TOTAL ALL SECTIONS	
TYPE		FINANCIAL ASSISTANCE	AMOUNT
Reporting	\$ _____	(Total Section A)	\$ _____
Accounting of Grant Funds	\$ _____	RELOCATION/STABILIZATION	\$ _____
Staff Training	\$ _____	(Total Section. B)	\$ _____
Other	\$ _____	DATA COLLECTION	\$ _____
		(Total Section C)	\$ _____
		ADMINISTRATIVE	\$ _____
		(Total Section D)	\$ _____
		GRAND TOTAL (Equals line 2 above)	\$ _____

I certify that the data reported above is correct and spending is in accordance with the approved grant award. I also certify that the amounts requested are not in excess of current needs. I have attached all supporting documentation, including payroll information, as required by HPRP regulation.

Authorized Signature

Title

Date

RENT REASONABLENESS CHECKLIST AND CERTIFICATION

If a rental unit is above the fair market rent standard, agencies are required to complete the rent reasonableness certification before financial assistance is provided to a participant. Rent reasonableness is determined on a case-by-case basis. Agencies must conduct a rent analysis for three (3) comparable unassisted units and document the basis for their rent reasonableness determinations. Key components of a comparability analysis include:

- *Size*: Only units of comparable size (both in terms of number of bedrooms and square footage) should be used.
- *Housing Condition*: Only units in similar condition should be compared.
- *Location in Community/Accessibility*: In many markets location is the key determinant of housing price (i.e., good/safe neighborhood, close to schools/bus routes, etc.).
- *Rent for Unit*: Amount of rent being charged by owner
- *Utilities Included*: Consider the type and fuel source of utilities.
- *Amenities*: Consider such amenities as garage, appliances and lot size. Comparable rents can be checked by using a market study, by reviewing comparable units advertised for rent, or with a note from the property owner verifying the comparability of charged rents to other units owned (for example, the landlord would document the rents paid in other units).

RENT REASONABLENESS CHECKLIST AND CERTIFICATION

	Proposed Unit	UNIT #1	UNIT #2	UNIT #3
ADDRESS				
NUMBER OF BEDROOMS				
SQUARE FEET				
TYPE OF UNIT/CONSTRUCTION				
HOUSING CONDITION				
LOCATION/ACCESSIBILITY				
AMENITIES UNIT: SITE: NEIGHBORHOOD:				
AGE IN YEARS				
UTILITIES (TYPE)				
UNIT RENT UTILITY ALLOWANCE GROSS RENT				
HANDICAP ACCESSIBLE?				

CERTIFICATION:

A. COMPLIANCE WITH PAYMENT STANDARD

 PROPOSED CONTRACT RENT+ UTILITY ALLOWANCE = PROPOSED GROSS RENT

APPROVED RENT DOES NOT EXCEED APPLICABLE PAYMENT STANDARD OF
 \$ _____.

B. RENT REASONABLENESS

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit is is not reasonable.

NAME:	SIGNATURE:	DATE:
--------------	-------------------	--------------

APPENDIX C

HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM REGULATIONS

HPRP Regulations Link

http://www.hudhre.info/documents/HPRP_NoticeRedline_6_08_09.pdf

Purpose

The purpose of this Information Bulletin is to provide you with guidance regarding the Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds to assist individuals and families who are homeless or at risk of becoming homeless.

General Information

As you are aware, President Obama signed the America Recovery and Reinvestment Act of 2009 on February 17, 2009, which includes a \$1.5 billion allocation nationally for a Homelessness Prevention fund. To further President Obama's vision to protect those in greatest needs and through the allocation of the aforementioned funds, the HPRP was created. The HPRP Notice was published in the Federal Register on March 19, 2009. The primary objectives of the program are to prevent individuals and families from becoming homeless, as defined by section 103 of the McKinney-Vento Homeless Assistance Act, and to help those who are experiencing homelessness to be re-housed quickly. The HPRP funds will be distributed to States, metropolitan cities, and urban counties according to the current Emergency Shelter Grant formula allocation, although this is a separate program. For a complete list of eligible grantees served by the San Francisco Regional Office, please see Appendix A. This list is also available at: <http://www.hud.gov/recovery/homlesspreventrecov.xls>.

Program Funding Eligibility

With the aim of rapidly transitioning individuals who are still housed but at risk of becoming homeless and persons who are already homeless, either through their own means or through public assistance, the HPRP program has four categories of eligible activities, specifically: (1) financial assistance; (2) housing relocation and stabilization services; (3) data collection and evaluation, and (4) administrative costs, up to 5%. In general the funds can be provided to the target populations for a variety of assistance, including: short-term (a period of 3 months) or medium-term rental assistance (over a period of 4 to 18 months), housing stabilization services, security or utility deposits, utility payments, moving cost assistance, case management, legal services, credit repair, and other housing placement services. Details of eligible activities, ineligible activities, eligible program participants, reporting requirement, and other requirements for HPRP funding can be found under Section IV of the HPRP Notice (available at: <http://www.hudhre.info/index.cfm?do=viewHPRP>).

Award Process

While HPRP is focused on housing for homeless and at-risk households, it is important to note that it is not a mortgage assistance program. In order to receive HPRP funds, eligible grantees must submit a substantial amendment to their 2008 Annual Action Plan using the form HUD-40119. The substantial amendment and other required documents

must be received by HUD within 60 days of the publication of the HPRP Notice in the Federal Register, or **May 18, 2009**. Additionally, grantees are advised to follow their citizen participation plan in accordance with 24 CFR Part 91, with the caveat that the minimum time period for citizens to comment on the substantial amendment shall be reduced to 12 days. Furthermore, HUD will not require grantees to establish a second public comment period with respect to the process of selecting sub grantees. Nevertheless, if a grantee has this requirement in place locally, the public comment period may be shortened to 3 days.

Each grantee must provide HUD with two hard copies of the completed substantial amendment, along with the required SF-424 form and certifications. One hard copy of the amendment must be sent to HUD Headquarters in Washington, DC (see the Notice for mailing instructions), and the other to the appropriate HUD Field Office. HUD will approve or disapprove the substantial amendment by July 2, 2009. Grantees that have had their substantial amendment disapproved must revise and resubmit the amendment within 15 days after HUD issues the first notification of its disapproval. HUD will approve and disapprove the revised substantial amendment within 15 days of the receipt of the resubmission. For complete information regarding award process requirements, including responsibility for grant administration and timeliness standards please refer to Section V of the Notice.

The goals of providing homelessness prevention assistance to households that would otherwise become homeless and of providing assistance to rapidly re-house already homeless individuals and families are of significant importance in the current economic time. The plight of these individuals and families affect communities at large and require cooperation among agencies from both the government and non-profit sectors.

Further Information:

- Details of the Homelessness Prevention and Rapid Re-Housing Program are described in the Federal Register notice Docket Number. FR-5307-N-01.
- Please check HUD's Homelessness Prevention and Rapid Re-Housing Program website, accessible through: <http://www.hudhre.info/index.cfm?do=viewHPRP> regularly for updates. Your CPD Representative will provide you with more information as it becomes available.

APPENDIX D

HOMELESS MANAGEMENT INFORMATION SYSTEM HPRP DATA STANDARDS

HMIS HPRP Data Standards

<http://www.hudhre.info/HPRP/index.cfm?do=viewHPRPData#2>

Link to State of Nevada HMIS
<http://miner-hmis.com/>

APPENDIX E

LEAD-BASED PAINT REGULATIONS/LINKS

HPRP Lead-Based Paint Requirements

http://www.hudhre.info/documents/HPRP_LeadPaintGuidance.pdf

Lead Screening Worksheet

http://www.hudhre.info/documents/HPRP_LeadScreen.doc

Instructions for Residents Receiving Assistance

http://www.hudhre.info/documents/HPRP_LeadPaintResidentInstrux.doc

Instructions for Property Owners with Tenants Receiving Assistance

http://www.hudhre.info/documents/HPRP_LeadPaintOwnerInstrux.doc

Property Owner Certification Form

http://www.hudhre.info/documents/HPRP_LeadPaintOwnerCert.doc

Lead-Based Paint Document Checklist

http://www.hudhre.info/documents/HPRP_LeadPaintChecklist.doc

Sample Lead-Based Paint Disclosure Form

http://www.epa.gov/lead/pubs/lesr_eng.pdf

Healthy Homes and Lead Hazard Control

<http://www.hud.gov/offices/lead/>

Residential Lead-Based Paint Hazard Reduction Act

http://www.hud.gov/offices/lead/library/lead/Title_X.pdf

24 CFR Part 35

http://www.hud.gov/offices/lead/library/lead/24_CFRPART_35.pdf

Lead Safe Housing Rule

<http://www.hud.gov/offices/lead/enforcement/lshr.cfm>

Lead-Based Paint Visual Assessment Course

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
(SAMPLE)

WARNING: WATCH OUT FOR LEAD-BASED PAINT POISONING!!!!

Notice to tenants of housing constructed before 1978. This building was constructed before 1978. There is a possibility that it may contain lead-based paint. Please read the following information concerning lead-based paint poisoning.

The interiors of older apartments and housing often have layers of lead-based paint on the walls, ceilings, windowsills and doorframes. Lead-based primers may also have been used on outside porches, railings, garages, etc. When the paint chips, flakes or peels off, there may be a real danger for babies and young children.

Children may eat paint-chips or chew on painted railings, windowsills or other items when parents are not around. Children can also ingest lead if they do not specifically eat paint-chips. For example, when children play in an area where there is loose paint or dust particles containing lead, they may get these particles on their hands, put their hands into their mouths, and ingest a dangerous amount of lead.

Has your child been specially cranky or irritable? Is your child unwilling to play? Those may be signs of lead poisoning, although many times there are no symptoms at all. Lead poisoning can eventually cause mental retardation, blindness and even death.

If you suspect that your child has eaten chips of paint or someone told you this, you should take your child to the doctor or clinic for testing. If the test shows that your child has an elevated blood lead level, treatment is available. Contact your doctor or local health department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible.

Inform other family members and babysitters of the danger of lead poisoning. You can safeguard your child from lead poisoning by preventing him/her from eating paint that may contain lead.

Look at your walls, ceiling, doorframes, and windowsills. Are there places where the paint is peeling, flaking or chipping? If so, there are some things you can do immediately to protect your child, including:

1. Cover all furniture and appliances
2. Get a broom or stiff brush and remove all loose pieces of paint from walls, woodwork and ceilings
3. Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trashcan. **DO NOT BURN THEM!!**
4. Do not leave paint chips on the floor. Damp mop floors and around the work area to remove all dust and paint particles. Keeping the floor clear of paint chips, dust and dirt each room **EVERY DAY** is very important
5. Do not allow loose paint to remain within your child's reach since children may pick up loose paint off the lower part of walls

If your child has an elevated blood level:

If your child is tested and the test confirms a concentration of lead in whole blood equivalent to 25 ug/dl or greater, you should present test evidence to your management office or the landlord immediately.

You should cooperate with the management office or landlord's efforts to repair any deficiencies and keep your unit in good shape. When lead-based paint is removed by scraping, a hazardous dust is created which can enter the body either by breathing or by swallowing the dust. The use of heat or paint removers could create a vapor or fume which may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises.

Remember that you, as a parent or guardian, play a major role in the prevention of lead poisoning. Your actions and awareness about the lead problem can make a big difference.

Signatures:

Head of Household

Date: _____

Manager/Landlord

Date: _____

APPENDIX F

A-110

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND
AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS
AND OTHER NON-PROFIT ORGANIZATIONS

<http://www.whitehouse.gov/omb/rewrite/circulars/a110/a110.html>

A-122 COST PRINCIPLES FOR NON-PROFITS

http://www.whitehouse.gov/omb/circulars_a122_2004/

24 CFR PART 85

ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE
AGREEMENTS TO STATE, LOCAL AND FEDERALLY RECOGNIZED INDIAN
TRIBAL GOVERNMENTS

http://www.hud.gov/offices/lead/library/lead/24_CFRPART_85.pdf

OMB A-87 COST PRINCIPLES STATES, LOCAL AND INDIAN TRIBAL
GOVERNMENTS

http://www.hud.gov/offices/lead/library/grants/OMBCircular_A87_2004.pdf

ATTACHMENT A

HOUSING DIVISION HPRP PROGRAM GUIDELINES LINK

<http://www.nvhousing.state.nv.us/pr/HPRP%20Program%20Guidelines-PDF.pdf>