

Guide for Review of HPRP Program Participants			
Name of Grantee:			
Staff Consulted:			
Project Name/Number:			
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

Instructions: This review is mandatory for all HPRP programs. This Exhibit is designed to review the eligibility documentation that the grantee or subgrantees collected and evaluated to determine whether or not the program participants meet all of the eligibility criteria upon entry in the HPRP program. HUD reviewers should:

- Request a listing of program participants (current and past), including their entry dates, from the selected programs.
- Choose randomly from this list and then request the selected program participant files to complete your review.

File selection should represent a cross-section of each homelessness prevention assistance and/or rapid re-housing assistance activity identified in the approved Consolidated Plan's Annual Action Plan HPRP Substantial Amendment, the Integrated Disbursement and Information System (IDIS) completion screens, and the Homeless Management Information System (HMIS). Additional guidance regarding File Selection and Sampling can be found in Section 8-3.C in the introductory text to this Chapter. Files selected for this review may concurrently be used to answer questions in Exhibit 8-2, "Guide for Review of HPRP-Assisted Housing," and Exhibit 8-3, "Guide for Review of HPRP Financial Assistance and Housing Relocation and Stabilization Services."

Questions:

1.

Does a review of the selected program participant files reveal adequate documentation that the individuals or families had at least one initial consultation with a case manager or other authorized representative who determined the appropriate type of assistance to meet their needs prior to being accepted into the program? [HPRP Notice – Section IV. Requirements for Funding (D) Eligible Program Participants (2) Requirements for all Program Participants (1)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

2.

<p>Does a review of the program participant files reveal adequate documentation that all individuals or families served are at or below 50 percent of the Area Median Income (AMI) upon entry into the program? [HPRP Notice – Section IV. Requirements for Funding (D). Eligible Program Participants (2) Requirements for all Program Participants (2)]</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A</p>
<p>Describe Basis for Conclusion:</p>	

3.

<p>Does a review of the program participant files reveal adequate documentation that the individuals or families were either homeless <u>or</u> at risk of losing their housing and were (1) without appropriate subsequent housing options <i>and</i> (2) without financial resources and support networks needed to obtain immediate housing or remain in its existing housing? [HPRP Notice – Section IV. Requirements for Funding (D) Eligible Program Participants (2) Requirements for all Program Participants (3)]</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A</p>
<p>Describe Basis for Conclusion:</p>	