Program Structure
The Housing Authority of the County of Riverside (Housing Authority) administers the HPRP program on behalf of the Riverside County Economic Development Agency and the City of Riverside. This includes all communities located within Riverside County except for the City of Moreno Valley who operates an independent HPRP program for Moreno Valley residents.

Accessing HPRP Services – 211
The Housing Authority has utilized a centralized intake model of service delivery. Households seeking HPRP assistance contact 211 to receive general HPRP information and to be pre-screened for the HPRP program. Callers who do not meet the pre-screening requirements are directed to other community resources offered through the 211 system. Eligible 211 callers are transferred to a Housing Authority representative who provides additional guidance on the HPRP application process and forms. Applicants who meet the minimum qualifications are scheduled an assessment appointment and evaluated by a HPRP Housing Specialist.

Minimum Requirements for All Program Participants
In order to receive financial assistance or services funded by HPRP, individuals and families—whether homeless or housed—must at least meet the following minimum requirements:

1. The household must be at or below 50 percent of Area Median Income (AMI). Income limits are available on HUD’s web site at: http://www.huduser.org/DATASETS/il.html. Per HUD’s guidance, the Housing Authority will utilize Section 8 income eligibility standards for HPRP.

2. The household must be either homeless or at risk of losing its housing and meet both of the following circumstances:
   a. No appropriate subsequent housing options have been identified; AND
   b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing (see amendment six for the policy of the treatment of assets).

3. Applicant must be a U.S. citizen or qualified non-citizen (legal permanent resident).

4. The household must meet local residency requirements at application:
   a. Residing in the City of Riverside or eligible city/unincorporated area within Riverside County (City of Moreno Valley is not eligible);
   b. Homeless (per HUD’s HPRP definition of homelessness) and lived/worked in an eligible area of Riverside County/City prior to becoming homeless;
   c. HPRP assisted unit must be located within the City of Riverside or eligible city/unincorporated area within the County of Riverside (units located within the incorporated boundaries of Moreno Valley are not eligible).

5. Any individual or family provided with financial assistance through HPRP must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.

6. Any individual or family receiving medium-term assistance (assistance beyond three months) must be evaluated and recertified as eligible every three months.
Rapid Re-Housing/Homeless Status—Minimum Requirements
Rapid Re-Housing assistance is available for persons who meet HUD’s definition of homelessness as described in the Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009. To meet HPRP homeless requirements, a household’s housing status at application must be one of the following:

1. Sleeping in an emergency shelter that is recognized by the Continuum of Care (listed on the Continuum of Care’s Housing Inventory Chart);
2. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
3. 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 (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
4. Graduating from, or timing out of a transitional housing program that serves exclusively homeless persons and is recognized by the Continuum of Care (listed on Housing Inventory Chart); or
5. Victims of domestic violence.

HUD requires HPRP program administrators to target prevention assistance to those individuals and families at the greatest risk of becoming homeless. HPRP case managers are required to ask the defining question of:

“Would this individual or family be homeless but for this assistance?”

Homelessness Prevention Target Population—Minimum Requirements
The HPRP program also assists individuals and households at “imminent” risk of homelessness. To assist in the assessment of the household’s risk of homelessness, HUD has encouraged HPRP program administrators to identify specific risk factors that are associated with homelessness within the local community. The following risk factors have been identified for purposes of administering the Riverside County and City of Riverside’s HPRP programs. In addition to the overall minimum requirements, prevention program participants must meet at least one of the high risk factors (listed below) or have two or more of the moderate risk factors (listed below) in order to qualify for prevention assistance through HPRP.

Prevention—High Risk Factors
1. Prior recent history (within last 24 months) of homelessness (as defined above);
2. Extremely low income (less than 30 percent of Area Median Income);
3. Sudden and significant loss of income;
4. Residency in housing that has been condemned by housing officials and is no longer meant for human habitation.

Prevention—Moderate Risk Factors
1. Sudden and significant increase in utility costs;
2. Mental health and substance abuse issues;
3. Physical disabilities and other chronic health issues, including HIV/AIDS;
4. Severe housing cost burden (greater than 60 percent of income for housing costs);
5. Prior history of homelessness;
6. Young head of household (under 25 with children or pregnant);
7. Current or past involvement with child welfare, including foster care;
8. Pending foreclosure of rental housing;
9. High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
10. Large family with four or more minor children;
11. Past institutional care (prison, treatment facility, hospital);
12. Recent eviction (within the last 60 days and doubled up with family/friends);
13. Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities;

Assisting Homeowners
HPRP funds may not be used as mortgage assistance; however in some cases low-income homeowners at imminent risk of homelessness due to foreclosure may qualify for HPRP homeless prevention assistance. Homeowners in this situation must meet all HPRP eligibility requirements including risk factors.

Housing Assessment
HPRP applicants are required by HUD to have an initial consultation with a case manager. All applicants who meet the basic program eligibility and documentation requirements will be scheduled for an assessment appointment. The purpose of this assessment appointment to determine the financial resources and support networks available to the household and to determine if the household is appropriate for HPRP services. The Housing Authority utilizes a housing assessment tool provided by the National Alliance to End Homelessness to assess each household. Factors that are used to evaluate a household’s appropriateness for HPRP services are:

1. Income sufficient enough to meet rental obligations;
2. Prior employment history;
3. Prior housing history;
4. Length of homelessness;
5. Potential to obtain stable source of income within the next 90 days; and
6. Supportive services provided by other agencies that can assist with self-sufficiency efforts.

Assisting Chronic or Multiple-Problem Individuals or Families
HUD designed the HPRP program for individuals and families who can achieve housing stability within a short period of time. Chronically homeless persons or individuals and families with substantial barriers to housing stability are not a good fit for the HPRP program. Such cases may include individuals/families with no income, extremely low income (less than 15% AMI), no prior history of independent housing, and/or prolonged periods of homelessness. Individuals and families who are identified as having substantial housing barriers will be referred to other housing programs within the local Continuum of Care.
**Documentation Requirements**

The HPRP program is a federally funded program created by the American Recovery and Reinvestment Act of 2009 (ARRA). As an ARRA funded program, HPRP is subject to stringent documentation requirements. In addition to meeting program eligibility requirements, program participants must provide current documentation of identity, citizenship, income, assets, housing status, and risk factors. The following list highlights the most pertinent documents which are required.

1. Identification cards for all adult household members.
2. Social security cards and birth certificates for all household members. Birth certificates are absolutely required for all adults who do not have an ID and social security card. Birth certificates are required for all minor children.
3. Verification of current income dated within 30 days of application.
4. Verification of all non-exempt assets including bank statements dated within 30 days of application.
5. Documentation of any relevant risk factors.
6. Verification of homelessness dated within 30 days of application.
   a. Verification must be submitted on agency letterhead and include entry date, length of stay, and anticipated exit date. Emergency shelter and transitional housing programs must serve exclusively homeless individuals/families and must be recognized by the local Continuum of Care through the Continuum’s annual Housing Inventory Chart.
   b. Only Continuum of Care recognized homeless outreach teams can certify street homelessness such as Riverside Homeless Outreach Team, Department of Mental Health outreach team, Operation Safehouse, U.S. VETs, Lutheran Social Services, and Loma Linda VA Medical Center outreach staff.
   c. Self-certification of homelessness will only be accepted as a last resort and must be corroborated by other public agencies such as law enforcement, the Department of Public Social Services, EFSP recognized soup kitchen/food pantry, medical provider, Veterans Services, Department of Mental Health, Public Health, HIV/AIDS provider, etc.
7. Verification that household is facing the loss of rental housing within the next two weeks (i.e. eviction paperwork, Three Day Pay or Quit, foreclosure paperwork indicating vacate date, etc.).
8. Executed lease agreement which identifies tenant, landlord, property address, term of lease, effective date of lease, monthly rental amount, and security deposit. Lease agreements must already be in place if applicant is requesting assistance with rental arrears.
9. If approved for HPRP financial assistance, the landlord must complete a W-9 form which meets IRS standards and provide verification of ownership or capacity to accept payments on behalf of the legal owner. This documentation must meet Riverside County and IRS standards.
Locally Enacted HPRP Policies
HUD has granted considerable discretion to local communities to design a HRPP program which meets the needs of the local community. In addition to the risk factors noted above, the following local policies have been enacted.

1. Limits on assistance – HPRP assistance has been limited to the following:
   - Rapid Re-Housing participants are limited to twelve months or $15,000 in assistance whichever occurs first;
   - Homelessness Prevention participants are limited to six months or $5,000 in assistance whichever occurs first.

2. As required by HUD regulations, the Housing Authority has established a HPRP Asset Policy with a $3,500 maximum allowed in liquid assets. (see policy for more specific information).

3. Program participants are prohibited from renting a unit from a relative (related by blood or marriage to any household member) including a relative of minor children residing in the home. Additionally, the owner of the property may not reside in HPRP assisted unit. This restriction applies to rooms for rent in private residences.

4. HPRP financial assistance will only be utilized outside of the jurisdiction (City of Riverside or eligible area within the County of Riverside) for households who require a reasonable accommodation to make the program accessible to a household member with a disability or for domestic violence victims who have a compelling reason to receive assistance outside of the jurisdiction.

5. HPRP applications in which material information is omitted, inaccurate, untruthful or inconsistent with information provided to other public agencies such as the Department of Public Social Services, Veterans Services, or other such agencies will be denied and/or services immediately terminated. HPRP financial assistance that is obtained through fraudulent, incomplete, or untruth information must be repaid by the HPRP applicant.

6. The HPRP program will run a criminal background on all applicants and deny assistance to any household which contains a member who is a registered sex offender.

7. Effective May 1, 2011, households residing in a “doubled-up” situation will be restricted to security deposit assistance only.