

## 0 Grantee State

**Instructions:**

The State identified in the "Selected Items" menu has been pre-populated. This screen is read-only. Please contact HUD if there is an error.

**In which state is the grantee located?** California  
**(for multiple state selections hold CTRL+Key)**

# 1 Grantee Information

**Grantee Name** Lancaster CA  
**Name of Organization or Department Administering Funds** City of Lancaster  
**Organizational DUNS#** 151324167  
**Grant Number** S09-MY-06-0558  
**Grant Amount** \$564,646  
**Identify the Field Office** Los Angeles  
**Identify CoC(s) in which the grantee and/or subgrantee(s) will provide HPRP assistance.** CA-600 - Los Angeles City & County CoC

## HPRP Contact Name

**Prefix** Mr.

**First Name** Christopher

**Middle Name**

**Last Name** Shaver

**Suffix**

**Title** HPRP Administrator

## HPRP Contact Address

**Street Address 1** 44933 North Fern avenue

**Street Address 2**

**City** Lancaster

**State** California

**ZIP Code** 93534

**Phone Number** 661-723-6233  
**Format: 123-456-7890**

**Extension**

**Fax Number**  
**Format: 123-456-7890**

**Email Address** cshaver@colra.org

**Confirm Email Address** cshaver@colra.org

**HPRP Secondary Contact Name**

**Prefix**

**First Name**

**Middle Name**

**Last Name**

**Suffix**

**Title**

**HPRP Secondary Contact Address**

**Street Address 1**

**Street Address 2**

**City**

**State**

**ZIP Code**

**Phone Number**

**Format: 123-456-7890**

**Extension**

**Fax Number**

**Format: 123-456-7890**

**Email Address**

**Confirm Email Address**

## 2 Report Period and Status

**Reporting Period for this Performance Report:** 07/01/09 - 09/30/10

**Report Type:** APR

### 3 Subgrantee Information

#### Instructions

Complete this table for all subgrantees and contractors receiving HPRP funds.

- Please complete it for all "first-tier" subgrantees only. That is, subgrantees of subgrantees or vendors hired by a subgrantee do not need to be reported on this screen.
- If a metropolitan city or urban county did not subgrant or subcontract a portion of HPRP funds, simply enter the total amount of the grant in the row labeled "Funds Retained by Grantee."
- Please note that Section I.B. of the HPRP Notice defines subgrantees as any private non-profit organization or unit of general local government to which a grantee provides funds to carry out the eligible activities under the grant and which is accountable to the grantee for the use of the funds provided. An agency of the grantee is not a separate unit of general local government to which the grantee can provide HPRP funds; rather, it is a representative of the grantee itself.

**Subtotal of Subawards: \$50,750**

**Funds Retained by Grantee: \$513,896**

**Total Grant Allocation: \$564,646**

**Total Grant Amount: \$564,646**

Subgrantee or Contractor Name	City	State	Zip Code	DUNS Number	Is subgrantee a VAWA-DV provider? (Y/N)	HPRP Subgrant or Contract Award Amount
Antelope Valley D...	Lancaster	California	93534	953582588	Yes	\$50,750

## Subgrantee Information - Detail

**Subgrantee or Contractor Name** Antelope Valley Domestic Violence Council

**City** Lancaster

**State** California

**Zip Code** 93534

**DUNS Number** 953582588

DUNS number must be 9 or 13 numeric characters.  
Do NOT enter the dash (-) character if present.

**Is subgrantee a VAWA-DV provider? (Y/N)** Yes

**HPRP Subgrant or Contract Award Amount** \$50,750

## 4 Combined HMIS and Comparable Database Data Quality

**Instructions:**

Report the number of clients served during this reporting period, as well as the number of adults served, unaccompanied youth served, and total clients leaving during the reporting period. Then report the number of clients with "Don't Know" or "Refused" recorded for each of the required HMIS data elements in the table below. Similarly, report the number of clients with missing data for each of the required data elements. Each record corresponds to one client served.

Data quality is based on the latest date of service for each client in the reporting period. The information entered in this screen should represent the quality of HMIS data, as well as data collected in a comparable database. If multiple databases are used across a grant, data should be merged for reporting purposes.

**Total number of records for all clients:** 110  
**Total number of records for Adults Only:** 47  
**Total number of records for Unaccompanied Youth:** 0  
**Total number of records for Leavers:** 17

### Combined HMIS and Comparable Database Data Quality

Data Element	Don't Know or Refused	Missing Data
First Name	0	0
Last Name	0	0
SSN	1	0
Date of Birth	1	0
Race	0	0
Ethnicity	0	0
Gender	0	0
Veteran Status	0	0
Residence Prior to Entry	0	0
Zip of Last Permanent Address	0	0
Housing Status (at entry)	0	0
Income (at entry)	0	2
Income (at exit)	0	0
Non-Cash Benefits (at entry)	0	110
Non-Cash Benefits (at exit)	0	17

Destination	4	0
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## 5a Persons Served by Household Type - Homelessness Prevention

**Instructions:**

Report the unduplicated count of all persons who were served in an HPRP program for homelessness prevention during the reporting period. "Served" means that the person had an HPRP program entry or exit date within the reporting period and at least one HPRP service activity (e.g., financial assistance and/or housing relocation and stabilization service).

Each person should be counted in the household type associated with his or her last "homelessness prevention" stay of the reporting period. Age should be calculated based on entry date closest to the end of the reporting period; or if persons were in the program during the previous reporting period, then age should be calculated for the first day of the reporting period.

The household types include:

- a) Households without Children - include single adult persons, or adults with adult companions that have never had a child in their household.
- b) Households with Children and Adults - include any household with at least one adult and one child present regardless of whether the child(ren) is present for the full program stay.
- c) Households with Only Children - include any household where all persons are younger than age 18.
- d) Unknown Type - If age is missing for a member of a household, it is only possible to determine the person's household type if the household already includes at least one adult and one child. Otherwise, these persons should be recorded under unknown household type.

### Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	36	3	33		0
Children	51		51	0	0
Don't Know/Refused	0	0	0	0	0
Missing Information	0	0	0	0	0
<b>Total</b>	<b>87</b>	<b>3</b>	<b>84</b>	<b>0</b>	<b>0</b>

## 5b Persons Served by Household Type - Homeless Assistance

**Instructions:**

Report the unduplicated count of all persons who were served in an HPRP program for homeless assistance during the reporting period. "Served" means that the person had an HPRP program entry or exit date within the reporting period and at least one HPRP service activity (e.g., financial assistance and/or housing relocation and stabilization service).

Each person should be counted in the household type associated with his or her last "homeless assistance" stay of the reporting period. Age should be calculated based on entry date closest to the end of the reporting period; or if persons were in the program during the previous reporting period, then age should be calculated for the first day of the reporting period.

The household types include:

- a) Households without Children - include single adult persons, or adults with adult companions that have never had a child in their household.
- b) Households with Children and Adults - include any household with at least one adult and one child present regardless of whether the child(ren) is present for the full program stay.
- c) Households with Only Children - include any household where all persons are younger than age 18.
- d) Unknown Type - If age is missing for a member of a household, it is only possible to determine the person's household type if the household already includes at least one adult and one child. Otherwise, these persons should be recorded under unknown household type.

### Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	11	2	9		0
Children	12		12	0	0
Don't know/Refused	0	0	0	0	0
Missing Information	0	0	0	0	0
<b>Total</b>	23	2	21	0	0

## 6 Households Served

### Instructions:

Report the unduplicated count of all households who were served in an HPRP program during the reporting period. "Served" means that the household members had an HPRP program entry or exit date within the reporting period and at least one HPRP service activity (e.g., financial assistance and/or housing relocation and stabilization service).

The type of household is determined based on the type of persons in the household, considering all program stays within the reporting period.

a) Households without Children - include single adult persons, or adults with adult companions that have never had a child in their household.

b) Households with Children and Adults - include a person in any household with at least one adult and one child present regardless of whether the child(ren) is present for the full program stay. (Rule - If ever a child in the household, always a household with children).

c) Households with Only Children - include a person in any household where all persons are younger than age 18.

d) Unknown Type - If age is missing for a member of a household, it is only possible to determine the person's household type if the household already includes at least one adult and one child. Otherwise, these persons should be recorded under unknown household type.

### Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Households	35	5	30	0	0

## 7 Housing Status at Entry

**Instructions:**

Report the number of persons in each housing status category at program entry, recorded by the type of household in which each adult was served. Report all persons served in the program during the reporting period. If a client entered a program more than once during the reporting period, the housing status at entry should be determined based on the status at the last program entry prior to the end of the reporting period.

### Number of Persons in Households

Housing Status at Entry	Total	%	Without Children	%	With Children and Adults	%	With Only children	%	Unknown Household Type	%
Literally homeless	23	21%	2	40%	21	20%	0	0%	0	0%
Imminently losing housing	79	72%	2	40%	77	73%	0	0%	0	0%
Unstably housed	8	7%	1	20%	7	7%	0	0%	0	0%
Stably housed	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Total number of persons</b>	<b>110</b>	<b>100%</b>	<b>5</b>	<b>100%</b>	<b>105</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**   
 Click save to update form.

## 8a Persons and Households Served with Homelessness Prevention by Service Activity

**Instructions:**

Report the number of persons (adults and children) and households served during the year and cumulatively since grant execution (GTD or "grant-to-date") with Homelessness Prevention (as determined by client Housing Status at HPRP program entry). Only persons who were entered in an HPRP program and received financial assistance or housing relocation and stabilization services during the reporting period should be reported in the "reporting period" columns.

Note: Persons can be counted in Homelessness Prevention, even if they also received Homeless Assistance during the year, as long as they had two or more distinct program episodes with a housing status of "literally homeless" at one entry (Homeless Assistance) and a housing status of "imminently losing housing, unstably housed, or stably housed" at another (Homelessness Prevention).

For the "reporting period" columns, the total rows should reflect the total unduplicated number of persons who received HPRP assistance during the reporting period (separately reported for Financial Assistance, Housing Relocation & Stabilization Services, and Unduplicated across both) while entered in an HPRP program, a subset of those reported in screen 5. For the "grant-to-date" columns, the total rows should reflect the total unduplicated number of persons who have received HPRP assistance since the inception of the grant through the end of reporting period associated with this APR.

### Homelessness Prevention

Activities	Persons Rptg. Period	Persons GTD	Households Rptg. Period	Households GTD
<b>Financial Assistance</b>				
Rental assistance	86	86	26	26
Security / utility deposits	14	14	5	5
Utility payments	32	32	10	10
Moving cost assistance	0	0	0	0
Motel & hotel vouchers	0	0	0	0
<b>Total Served with Financial Assistance</b>	<b>87</b>	<b>87</b>	<b>27</b>	<b>27</b>
<b>Housing Relocation &amp; Stabilization Services</b>				
Case management	87	87	27	27
Outreach and engagement	0	0	0	0
Housing search and placement	0	0	0	0
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Legal services	0	0
Credit repair	0	0
<b>Total Served with Housing Relocation &amp; Stabilization Services</b>	87	87
<b>Total Served</b>	87	87

0	0
0	0
27	27
27	27

## 8b Persons and Households Served with Homeless Assistance by Service Activity

**Instructions:**

Report the number of persons (adults and children) and households served during the year and cumulatively since grant execution (GTD or "grant-to-date") with Homeless Assistance (as determined by client Housing Status at HPRP program entry). Only persons who were entered in an HPRP program and received financial assistance or housing relocation and stabilization services during the reporting period should be reported in the "reporting period" columns.

Note: Persons can be counted in Homelessness Prevention, even if they also received Homeless Assistance during the year, as long as they had two or more distinct program episodes with a housing status of "literally homeless" at one entry (Homeless Assistance) and a housing status of "imminently losing housing, unstably housed, or stably housed" at another (Homelessness Prevention).

For the "reporting period" columns, the total rows should reflect the total unduplicated number of persons who received HPRP assistance during the reporting period (separately reported for Financial Assistance, Housing Relocation & Stabilization Services, and Unduplicated across both) while entered in an HPRP program, a subset of those reported in screen 5. For the "grant-to-date" columns, the total rows should reflect the total unduplicated number of persons who have received HPRP assistance since the inception of the grant through the end of reporting period associated with this APR.

### Homeless Assistance

Activities	Persons Rptg. Period	Persons GTD	Households Rptg. Period	Households GTD
<b>Financial Assistance</b>				
Rental assistance	21	21	6	6
Security / utility deposits	13	13	5	5
Utility payments	5	5	1	1
Moving cost assistance	0	0	0	0
Motel & hotel vouchers	0	0	0	0
<b>Total Served with Financial Assistance</b>	<b>22</b>	<b>22</b>	<b>7</b>	<b>7</b>
<b>Housing Relocation &amp; Stabilization Services</b>				
Case management	23	23	8	8
Outreach and engagement	0	0	0	0
Housing search and placement	0	0	0	0
Legal services	0	0	0	0

Credit repair	0	0
Total Served with Housing Relocation & Stabilization Services	23	23
Total Served	23	23

0	0
8	8
8	8



## 8c Persons and Households Served in Total by Service Activity

**Instructions:**

Report the number of persons (adults and children) and households served during the year and cumulatively since grant execution (GTD or "grant-to-date") with HPRP assistance (either Homelessness Prevention, Homeless Assistance, or both). Only persons who were active in an HPRP program and received financial assistance or housing relocation and stabilization services during the reporting period should be reported in the "reporting period" columns.

For the "reporting period" columns, the total rows should reflect the total unduplicated number of persons who received HPRP assistance during the reporting period (separately reported for Financial Assistance, Housing Relocation & Stabilization Services, and Unduplicated across both) while entered in an HPRP program, a subset of those reported in screen 5. For the "grant-to-date" columns, the total rows should reflect the total unduplicated number of persons who have received HPRP assistance since the inception of the grant through the end of reporting period associated with this APR.

### Total Persons and Households Served with Homelessness Prevention and Rapid Re-housing Assistance

Activities	Persons Rptg. Period	Persons GTD	Households Rptg. Period	Households GTD
<b>Financial Assistance</b>				
Rental assistance	107	107	32	32
Security / utility deposits	27	27	10	10
Utility payments	37	37	11	11
Moving cost assistance	0	0	0	0
Motel & hotel vouchers	0	0	0	0
<b>Total Served with Financial Assistance</b>	<b>109</b>	<b>109</b>	<b>34</b>	<b>34</b>
<b>Housing Relocation &amp; Stabilization Services</b>				
Case management	110	110	35	35
Outreach and engagement	0	0	0	0
Housing search and placement	0	0	0	0
Legal services	0	0	0	0
Credit repair	0	0	0	0
<b>Total Served with Housing Relocation &amp; Stabilization Services</b>	<b>110</b>	<b>110</b>	<b>35</b>	<b>35</b>

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Total Served	110	110	35	35
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## 9a Gender - Adults

**Instructions:**

Report the number of adults in each gender response category, recorded by the type of household in which each adult was last served.

### Gender of Adults: Number of Adults in Households

	Total	%	Without Children	%	With Children and Adults	%	Unknown Household Type	%
<b>Male</b>	13	28%	3	60%	10	24%	0	0%
<b>Female</b>	34	72%	2	40%	32	76%	0	0%
<b>Transgendered</b>	0	0%	0	0%	0	0%	0	0%
<b>Other</b>	0	0%	0	0%	0	0%	0	0%
<b>Don't Know/Refused</b>	0	0%	0	0%	0	0%	0	0%
<b>Information Missing</b>	0	0%	0	0%	0	0%	0	0%
<b>Subtotal</b>	47	100%	5	100%	42	100%	0	0%

**Show/Hide Percentages**  X  
 Click save to update form.

## 9b Gender - Children

**Instructions:**

Report the number of children in each gender response category, recorded by the type of household in which each child was last served.

### Gender of Children: Number of Persons in Households

	Total	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
<b>Male</b>	32	51%	32	51%	0	0%	0	0%
<b>Female</b>	31	49%	31	49%	0	0%	0	0%
<b>Transgendered</b>	0	0%	0	0%	0	0%	0	0%
<b>Other</b>	0	0%	0	0%	0	0%	0	0%
<b>Don't Know/Refused</b>	0	0%	0	0%	0	0%	0	0%
<b>Information Missing</b>	0	0%	0	0%	0	0%	0	0%
<b>Subtotal</b>	63	100%	63	100%	0	0%	0	0%

**Show/Hide Percentages**  X  
 Click save to update form.

## 9c Gender - Missing Age

**Instructions:**

Report the number of persons missing age data in each gender response category, recorded by the type of household in which each person was last served. Note that the "Total" row automatically sums the subtotal rows in screens 9a, 9b, and 9c.

### Gender of Persons Missing Age Information: Number of Persons in Households

	Total	%	Without Children	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
Male	0	0%	0	0%	0	0%	0	0%	0	0%
Female	0	0%	0	0%	0	0%	0	0%	0	0%
Transgendered	0	0%	0	0%	0	0%	0	0%	0	0%
Other	0	0%	0	0%	0	0%	0	0%	0	0%
Don't Know/Refused	0	0%	0	0%	0	0%	0	0%	0	0%
Information Missing	0	0%	0	0%	0	0%	0	0%	0	0%
Subtotal	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Total</b>	110	100%	5	5%	105	95%	0	0%	0	0%

**Show/Hide Percentages**  X  
 Click save to update form.

# 10 Age

## Instructions:

Report the number of persons who received HPRP assistance as either a single participant or part of a household, in each age category. Age should be calculated based on age at program entry (of the last program stay during the reporting period) or age on the first date of the reporting period, whichever is later.

### Age: Number Of Persons in Households

	Total	%	Without Children	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
Under 5	9	8%			9	9%	0	0%	0	0%
5 - 12	32	29%			32	30%	0	0%	0	0%
13 - 17	22	20%			22	21%	0	0%	0	0%
18 - 24	5	5%	0	0%	5	5%			0	0%
25 - 34	12	11%	0	0%	12	11%			0	0%
35 - 44	18	16%	1	20%	17	16%			0	0%
45 - 54	9	8%	3	60%	6	6%			0	0%
55 - 61	3	3%	1	20%	2	2%			0	0%
62+	0	0%	0	0%	0	0%			0	0%
Don't Know/Refused	0	0%	0	0%	0	0%	0	0%	0	0%
Information Missing	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Total</b>	<b>110</b>	<b>100%</b>	<b>5</b>	<b>100%</b>	<b>105</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**  
**Click save to update form.**
 X

# 11a Ethnicity

**Instructions:**

Report the number of persons in each ethnicity category, recorded by the type of household in which each person was last served.

**Ethnicity: Number of Persons in Households**

	Total	%	Without Children	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
Non-Hispanic/non-Latino	81	74 %	5	10 0%	76	72 %	0	0%	0	0%
Hispanic/Latino	29	26 %	0	0%	29	28 %	0	0%	0	0%
Don't Know/Refused	0	0%	0	0%	0	0%	0	0%	0	0%
Information Missing	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Total</b>	<b>110</b>	<b>10 0%</b>	<b>5</b>	<b>10 0%</b>	<b>105</b>	<b>10 0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**  X  
 Click save to update form.

## 11b Race

**Instructions:**

Report the number of persons in each race category, recorded by the type of household in which each person was last served.

**Race: Number of Persons in Households**

	Total	%	Without Children	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
White/Caucasian	65	61%	3	60%	62	61%	0	0%	0	0%
Black or African-American	42	39%	2	40%	40	39%	0	0%	0	0%
Asian	0	0%	0	0%	0	0%	0	0%	0	0%
American Indian or Alaska Native	0	0%	0	0%	0	0%	0	0%	0	0%
Native Hawaiian or Other Pacific Islander	0	0%	0	0%	0	0%	0	0%	0	0%
Multiple Races	0	0%	0	0%	0	0%	0	0%	0	0%
Don't Know/Refused	0	0%	0	0%	0	0%	0	0%	0	0%
Information Missing	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Total</b>	<b>107</b>	<b>100 %</b>	<b>5</b>	<b>100 %</b>	<b>102</b>	<b>100 %</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**  X  
 Click save to update form.



## 12 Persons Served by Victim Services Providers

**Instructions:**

Report the number of persons served in an HPRP program operated by a victim service provider during the reporting year. Persons in households should be reported separately based on the household type in which they were last assisted. The number of persons reported in this table should be a subset of those reported in Question 5.

### Persons Served by Victim Service Providers: Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Number of Persons	0	0	0	0	0

## 13a Residence Prior to Program Entry - Homeless Situations

**Instructions:**

This is one of three tables on prior residence: homeless living situations, institutional settings, and other locations. Report the number of adults and unaccompanied youth who stayed in each of the homeless living situations listed below on the night before their most recent program entry.

Note that the percentages calculated for each row reflect the percentage of all adults and unaccompanied youth served, not the percentage of persons counted in this table.

**Residence Prior to Program Entry - Homeless Situations: Number of Adults and Unaccompanied Youth in Households**

	Total	%	Without Children	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
Emergency Shelter	1	100%	1	100%	0	0%	0	0%	0	0%
Transitional housing for homeless persons	0	0%	0	0%	0	0%	0	0%	0	0%
Place not meant for human habitation	0	0%	0	0%	0	0%	0	0%	0	0%
Safe Haven	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Subtotal</b>	<b>1</b>	<b>100%</b>	<b>1</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**  
 Click save to update form.

## 13b Residence Prior to Program Entry - Institutional Settings

**Instructions:**

This is one of three tables on prior residence: homeless living situations, institutional settings, and other locations. Report the number of adults and unaccompanied youth who stayed in each of the institutional settings listed below on the night before their most recent program entry.

Note that the percentages calculated for each row reflect the percentage of all adults and unaccompanied youth served, not the percentage of persons counted in this table.

### Residence Prior to Program Entry - Institutional Settings: Number of Adults and Unaccompanied Youth in Households

	Total	%	Without Children	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
Psychiatric Facility	0	0%	0	0%	0	0%	0	0%	0	0%
Substance Abuse or Detox Center	0	0%	0	0%	0	0%	0	0%	0	0%
Hospital (Non-Psychiatric)	0	0%	0	0%	0	0%	0	0%	0	0%
Jail, prison, or juvenile detention facility	0	0%	0	0%	0	0%	0	0%	0	0%
Foster Care	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Subtotal</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**  X  
 Click save to update form.

## 13c Residence Prior to Program Entry - Other Locations

**Instructions:**

This is one of three tables on prior residence: homeless living situations, institutional settings, and other locations. Report the number of adults and unaccompanied youth who stayed in each of the other locations listed below on the night before their most recent program entry.

Note that the percentages calculated for each row reflect the percentage of all adults and unaccompanied youth served, not the percentage of persons counted in this table.

### Residence Prior to Program Entry - Other Locations: Number of Adults and Unaccompanied Youth in Households

	Total	%	Without Children	%	With Children and Adults	%	With Only Children	%	Unknown Household Type	%
Permanent Housing for Homeless	0	0%	0	0%	0	0%	0	0%	0	0%
Owned by Client, no Subsidy	0	0%	0	0%	0	0%	0	0%	0	0%
Owned by Client, with Subsidy	0	0%	0	0%	0	0%	0	0%	0	0%
Rental by Client, no Subsidy	39	85%	3	75%	36	86%	0	0%	0	0%
Rental by Client, with VASH Subsidy	0	0%	0	0%	0	0%	0	0%	0	0%
Rental by Client with Other Subsidy	0	0%	0	0%	0	0%	0	0%	0	0%
Hotel/Motel, Paid by Client	0	0%	0	0%	0	0%	0	0%	0	0%
Staying or Living with Family	2	4%	1	25%	1	2%	0	0%	0	0%
Staying or Living with Friend(s)	5	11%	0	0%	5	12%	0	0%	0	0%
Other	0	0%	0	0%	0	0%	0	0%	0	0%
Don't Know/Refused	0	0%	0	0%	0	0%	0	0%	0	0%
Information Missing	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Subtotal</b>	<b>46</b>	<b>100%</b>	<b>4</b>	<b>100%</b>	<b>42</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Total for all clients 13a, 13b and 13c</b>	<b>47</b>	<b>67%</b>	<b>5</b>	<b>67%</b>	<b>42</b>	<b>33%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**  
 Click save to update form.

# 14 Veteran Status

**Instructions:**

Report the number of adults in each Veteran status category who received HPRP assistance during reporting period.

**Veteran Status - Number of Adults by Household Type.**

	Total	%	Without Children	%	With Children and Adults	%	Unknown Household Type	%
Veteran	2	4%	1	20%	1	2%	0	0%
Not a Veteran	45	96%	4	80%	41	98%	0	0%
Don't Know/Refused	0	0%	0	0%	0	0%	0	0%
Missing this Information	0	0%	0	0%	0	0%	0	0%
<b>Total</b>	<b>47</b>	<b>100%</b>	<b>5</b>	<b>100%</b>	<b>42</b>	<b>100%</b>	<b>0</b>	<b>0%</b>

**Show/Hide Percentages**  X  
**Click save to update form.**

## 15 Client Monthly Cash Income Amount - Adult Leavers

### Instructions:

Report the number of adult leavers in each income category.

Income at entry - Count each adult in the row that corresponds with the amount of income each person had at the first entry of the operating year or annual assessment nearest the first day of the operating year, whichever is later.

Income at exit - Count each adult in the row that corresponds with the amount of income each person had at exit.

Less/Same/More/Unknown Income - Count each adult in the row that corresponds with the amount of income each person had at entry and in the column that corresponds to whether the person's income at exit was less, the same, or more than income at entry. Record the person in the unknown column if income at exit is missing.

Average Change - In each row, calculate the average change in income between entry and exit for the people counted in that row in the "Income at Entry" column. (e.g., report the average change (\$) in income for the people who had no income at entry.) Calculate the average for all clients and report in the total row.

Leavers - The term "leaver" refers to persons who exited and were not in the program on the last day of the reporting period.

### Client Monthly Cash Income Amount: Number of Adult Leavers

Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income at Exit	Average Change(\$) Monthly Income per Adult
No income	2	2		2	0	0	0
\$1 - \$150	0	0	0	0	0	0	0
\$151 - \$250	0	0	0	0	0	0	0
\$251 - \$500	0	0	0	0	0	0	0
\$501 - \$750	0	0	0	0	0	0	0
\$751 - \$1000	3	3	0	3	0	0	0

\$1,001 - \$1,250	1	1	0	1	0	0	0
\$1,251 - \$1,500	2	2	0	2	0	0	0
\$1,501 - \$1,750	1	1	0	1	0	0	0
\$1,751 - \$2,000	1	1	0	1	0	0	0
\$2,001 +	0	0	0	0	0	0	0
Don't Know/Refused	0	0				0	0
Missing/No Follow-up	0	0				0	0
<b>Total</b>	10	10	0	10	0	0	0

## 16 Cash Income Sources - Leavers

### Instructions:

Report the number of Leavers who have each of the following income sources, based on the income assessment conducted at program exit. Record information separately for adults, children, and persons whose age is unknown.

Leavers - The term "leaver" refers to persons who exited and were not in the program on the last day of the reporting period.

### Cash Income Sources by Number of Leavers

	Total	Adults	Children	Age Unknown
Earned Income	3	3	0	0
Unemployment Insurance	2	2	0	0
SSI	0	0	0	0
SSDI	2	2	0	0
Veteran's Disability	0	0	0	0
Private Disability Insurance	0	0	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	0	0	0	0
General Assistance	0	0	0	0
Retirement (Social Security)	0	0	0	0
Veteran's Pension	0	0	0	0
Pension from Former Job	0	0	0	0
Child Support	0	0	0	0
Alimony (Spousal Support)	0	0	0	0
Other Source	1	1	0	0



## 17 Non-Cash Benefit Sources - Leavers

### Instructions:

Report the number of Leavers with each non-cash benefit source, based on the income assessment conducted at program exit. Record information separately for adults, children, and persons whose age is unknown.

Leavers - The term "leaver" refers to persons who exited and were not in the program on the last day of the reporting period.

### Non-Cash Benefit Sources by Number of Leavers

	Total	Adults	Children	Age Unknown
Supplemental Nutritional Assistance Program	0	0	0	0
MEDICAID Health Insurance	0	0	0	0
MEDICARE Health Insurance	0	0	0	0
State Children's Health Insurance	0	0	0	0
WIC	0	0	0	0
VA Medical Services	0	0	0	0
TANF Child Care Services	0	0	0	0
TANF Transportation Services	0	0	0	0
Other TANF-Funded Services	0	0	0	0
Temporary Rental Assistance	0	0	0	0
Section 8, Public Housing, Rental Assistance	0	0	0	0
Other Source	0	0	0	0

## 18 Length of Participation by Homelessness Prevention and Homeless Assistance (Leavers Only)

**Instructions:**

Report the number of persons in each participation length category, recorded separately for Homelessness Prevention and Homeless Assistance. Length of participation should be based on program entry to exit (or the end of the reporting period, whichever is first) of their most recent program enrollment, including days stayed in the program prior to the start of the reporting period.

Also report the average and median length of participation of all persons in Homelessness Prevention and all persons in Homeless Assistance.

### Length of Participation: Number of Leavers

	Total	%	Homelessness Prevention	%	Homeless Assistance	%
Less than 30 days	7	41%	6	46%	1	25%
31 to 60 days	0	0%	0	0%	0	0%
61 to 180 days	3	18%	0	0%	3	75%
181 to 365 Days	7	41%	7	54%	0	0%
366 to 730 Days (1-2 Yrs)	0	0%	0	0%	0	0%
731 to 1095 Days (2-3 Yrs)	0	0%	0	0%	0	0%
More than 3 Yrs (may indicate data quality issue)	0	0%	0	0%	0	0%
Information Missing	0	0%	0	0%	0	0%
<b>Total</b>	<b>17</b>	<b>100%</b>	<b>13</b>	<b>100%</b>	<b>4</b>	<b>100%</b>

**Show/Hide Percentages**  **Click save to update form.**

**Average and Median Length of Participation in Days**

	<b>Average Length</b>	<b>Median Length</b>
<b>Homelessness Prevention</b>	144	232
<b>Homeless Assistance</b>	82	101

## 19 Housing Status at Entry and Exit

**Instructions:**

This screen should only be completed for clients who exited and were not in the program on the last day of the reporting period. If a client is served more than once during the reporting period, housing status data should be based on the information collected during the last program entry and exit prior to the end of the reporting period. All leavers should be reported only once for the entire screen based on a combination of data recorded at entry and exit.

### Housing Status at Entry and Exit: All Leavers

	HOUSING STATUS AT EXIT					
HOUSING STATUS AT ENTRY	Literally homeless at exit	Imminently losing their housing at exit	Unstably housed and at-risk of losing their housing at exit	Stably housed at exit	Don't know/refused at exit	Missing this information at exit
Literally homeless at entry	0	0	0	1	3	0
Imminently losing their housing at entry	3	0	0	8	1	0
Unstably housed and at-risk of losing their housing at entry	0	0	0	1	0	0
Stably housed at entry	0	0	0	0	0	0
<b>Total number of persons</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>4</b>	<b>0</b>

## 20a1 Destination for Leavers with Length of Stay Greater than 90 Days - Homelessness Prevention

**Instructions:**

Report the number of Leavers who exited to each destination type from Homelessness Prevention. Record only the persons who participated in the program more than 90 days, based on the type of household in which they were served.

### Number of Leavers in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>					
Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing Subsidy	3	0	3	0	0
Rental by client, VASH Subsidy	0	0	0	0	0
Rental by Client, other ongoing Subsidy	0	0	0	0	0
PSH for Homeless Persons	0	0	0	0	0
Living With Family, Permanent Tenure	0	0	0	0	0
Living With Friends, Permanent Tenure	0	0	0	0	0
<b>Subtotal</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Temporary Destinations</b>					
Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	0	0	0	0	0
Staying With Family, Temporary Tenure	3	0	3	0	0
Staying With Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant For Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Institutional Settings</b>					
Foster Care	0	0	0	0	0

Psychiatric Facility	0	0	0	0	0
Substance Abuse or Detox Facility	0	0	0	0	0
Hospital (Non-Psychiatric)	0	0	0	0	0
Jail or Prison	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Destinations</b>					
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Don't Know/Refused	1	1	0	0	0
Information Missing	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>

## 20a2 Destination for Leavers with Length of Stay 90 Days or Less - Homelessness Prevention

**Instructions:**

Report the number of Leavers who exited to each destination type from Homelessness Prevention. Record only the persons who participated in the program 90 days or less, based on the type of household in which they were served.

### Number of Leavers in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>					
Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing Subsidy	6	1	5	0	0
Rental by Client, VASH Subsidy	0	0	0	0	0
Rental by Client, other ongoing Subsidy	0	0	0	0	0
PSH for Homeless Persons	0	0	0	0	0
Living With Family, Permanent Tenure	0	0	0	0	0
Living With Friends, Permanent Tenure	0	0	0	0	0
<b>Subtotal</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>Temporary Destinations</b>					
Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	0	0	0	0	0
Staying With Family, Temporary Tenure	0	0	0	0	0
Staying With Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant For Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Institutional Settings</b>					
Foster Care	0	0	0	0	0
Psychiatric Facility	0	0	0	0	0

<b>Substance Abuse or Detox Facility</b>	0	0	0	0	0
<b>Hospital (Non-Psychiatric)</b>	0	0	0	0	0
<b>Jail or Prison</b>	0	0	0	0	0
<b>Subtotal</b>	0	0	0	0	0
<b>Other Destinations</b>					
<b>Deceased</b>	0	0	0	0	0
<b>Other</b>	0	0	0	0	0
<b>Don't Know/Refused</b>	0	0	0	0	0
<b>Information Missing</b>	0	0	0	0	0
<b>Total</b>	6	1	5	0	0



## 20b1 Destination for Leavers with Length of Stay Greater than 90 Days - Homeless Assistance

**Instructions:**

Report the number of Leavers who exited to each destination type from Homeless Assistance. Record only the persons who participated in the program more than 90 days, based on the type of household in which they were served.

### Number of Leavers in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destination</b>					
Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing Subsidy	0	0	0	0	0
Rental by Client, VASH Subsidy	0	0	0	0	0
Rental by Client, other ongoing Subsidy	0	0	0	0	0
PSH for Homeless Persons	0	0	0	0	0
Living With Family, Permanent Tenure	0	0	0	0	0
Living With Friends, Permanent Tenure	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary Destinations</b>					
Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	0	0	0	0	0
Staying With Family, Temporary Tenure	0	0	0	0	0
Staying With Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant For Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Institutional Settings</b>					
Foster Care	0	0	0	0	0

Psychiatric Facility	0	0	0	0	0
Substance Abuse or Detox Facility	0	0	0	0	0
Hospital (non-Psychiatric)	0	0	0	0	0
Jail or Prison	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Destinations</b>					
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Don't Know/Refused	3	0	3	0	0
Information Missing	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>

## 20b2 Destination for Leavers with Length of Stay 90 Days or Less - Homeless Assistance

**Instructions:**

Report the number of Leavers who exited to each destination type from Homeless Assistance. Record only the persons who participated in the program 90 days or less, based on the type of household in which they were served.

### Number of Leavers in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destination</b>					
Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing Subsidy	1	1	0	0	0
Rental by Client, VASH Subsidy	0	0	0	0	0
Rental by Client, other ongoing Subsidy	0	0	0	0	0
PSH for Homeless Persons	0	0	0	0	0
Living With Family, Permanent Tenure	0	0	0	0	0
Living With Friends, Permanent Tenure	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary Destinations</b>					
Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	0	0	0	0	0
Staying With Family, Temporary Tenure	0	0	0	0	0
Staying With Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant For Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Intitutional Settings</b>					
Foster Care	0	0	0	0	0
Psychiatric Facility	0	0	0	0	0

<b>Substance Abuse or Detox Facility</b>	0	0	0	0	0
<b>Hospital (non-Psychiatric)</b>	0	0	0	0	0
<b>Jail or Prison</b>	0	0	0	0	0
<b>Subtotal</b>	0	0	0	0	0
<b>Other Destinations</b>					
<b>Deceased</b>	0	0	0	0	0
<b>Other</b>	0	0	0	0	0
<b>Don't Know/Refused</b>	0	0	0	0	0
<b>Information Missing</b>	0	0	0	0	0
<b>Total</b>	1	1	0	0	0

## 21 Financial Information

**Instructions:**

Enter the amount of HPRP grant funds expended for Financial Assistance and Housing Relocation & Stabilization Services during the reporting period. Also enter the cumulative value expended for each activity type since the grant inception.

### Financial Information: Financial Assistance and Housing Relocation & Stabilization Services

Expenditure	Homelessness	Prevention	Homeless	Assistance	Total	Total
	Reporting Period	Grant to Date	Reporting Period	Grant to Date	Reporting Period	Grant to Date

<b>Financial assistance</b>
-----------------------------

Rental assistance	55,431	55,431	5,381	5,381	60,812	60,812
Security and utility deposits	6,331	6,331	4,898	4,898	11,229	11,229
Utility payments	2,566	2,566	0	0	2,566	2,566
Moving cost assistance	0	0	0	0	0	0
Motel & hotel vouchers	0	0	0	0	0	0
Other costs attributable to providing Financial Assistance	0	0	0	0	0	0
<b>Total Financial Assistance</b>	<b>64,328</b>	<b>64,328</b>	<b>10,279</b>	<b>10,279</b>	<b>74,607</b>	<b>74,607</b>

<b>Housing Relocation &amp; Stabilization Services</b>
--

Case Management	0	0	0	0	0	0
Outreach and engagement	0	0	0	0	0	0
Housing search & placement	0	0	0	0	0	0
Legal services	0	0	0	0	0	0
Credit repair	0	0	0	0	0	0
Other costs attributable to providing Housing Relocation & Stabilization Services	0	0	0	0	0	0
<b>Total Housing Relocation &amp; Stabilization Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Data Collection &amp; Evaluation</b>					1,503	1,503
<b>Total Administration</b>					4,036	4,036
<b>TOTAL</b>	<b>64,328</b>	<b>64,328</b>	<b>10,279</b>	<b>10,279</b>	<b>80,146</b>	<b>80,146</b>

## 22 Significant Program Accomplishments

**OPTIONAL: Please describe any significant accomplishments achieved by your program during the operating year.**

**Maximum Characters: 2000**

The City of Lancaster assisted 110 persons and 35 households with HPRP assistance in the form of rental assistance, security deposits, rental arrears, and utility arrears. Concentrated outreach efforts through property management companies and rental property owners, social service providers and faith-based organizations have proven successful to date.

The majority of participants receive rental assistance for a period of one-month to eighteen months. Rental assistance provided through HPRP has allowed 17 persons to stabilize their housing and successfully exit the program. Job search assistance and regular case management are other contributing factors that lends to the success of persons exiting the program.

The City and Access Center work closely together to ensure that each HPRP participant receives adequate assistance and resources to help them become successful. Clients are always encouraged to report possible issues or barriers to stabilized housing in order to allow staff to respond and provide the proper assistance. Working relationships with the landlords has helped to prevent and stave off eviction proceedings and keep the tenant in housing. Faith based organizations and social service provider referrals have helped get families off the street and into housing.

The City continues to strengthen relationships with community organizations and property managers in order to build upon the successes of the program. In order for HPRP to be successful, all parties involved including the participants must work together and keep communication open.

## 23 Program Description

**Describe the following elements of the HPRP program design and implementation:**

### **Homelessness Prevention**

Maximum Characters: 2000

The intent of the City of Lancaster's Homelessness Prevention is to provide housing stabilization by providing temporary financial assistance and/or services to individuals and families as a bridge to gain long-term stability. The City of Lancaster's main focus is geared toward preventing persons in greatest need from losing their housing. Moving quickly to stabilize the household and restore a sense of dignity and peace of mind in these trying times is one of the City's main goals through the HPRP program. Rental assistance is the primary means of assistance provided to each participant. The majority of the persons eligible for HPRP assistance are facing eviction and have no other means of support or resources.

This portion of the HPRP program is designed to provide assistance to eligible participants in an expedient manner. The initial phase involves telephonic pre-screening to ensure that no like assistance is being received and that the applicant is a resident of Lancaster. Eligible applicants are then scheduled for an in-person appointment and receive an overview of the program and eligibility criteria.

The purpose of Homelessness Prevention is to provide assistance to individuals and families who would otherwise become homeless if it were not for HPRP funds. The funding is designed to serve as a short-term means for those in imminent danger of becoming homeless. All funding will benefit individuals and families whose incomes are equal to or less than 50% of the area median income and who lack the financial resources and support networks needed to remain in their existing housing.

The model that the City of Lancaster is using for organizing and delivering homelessness prevention is based on the "Centralized, Single Function". The Access Center will serve as the initial in-take and assessment. The Access Center will monitor and perform follow-up of the individuals and families in permanent housing to assure success of long-term stability.

### **Rapid Re-Housing**

Maximum Characters: 2000

The City's Rapid Re-Housing element of the HPRP program is designed to work with people who are already homeless to help them quickly move into rental housing. Rapid Re-housing programs tend to be short-term and involve housing location, financial assistance, and an offer of case management. When serving people with significant disabilities or with very limited income capacity, Rapid Re-housing programs must coordinate with other community resources to ensure that participants are linked to ongoing assistance, such as housing vouchers, intensive case management, or assertive community treatment. Housing locators identify affordable housing and encourage landlords to rent to people who are homeless or at risk of homelessness. They also help negotiate reasonable rents and lease terms and work to address credit issues with a potential tenant.

Rental assistance is provided for 1-18 months depending on the needs of the household. Rental assistance may be deep (tenant contributes no more than 30 percent of income for rent) or shallow (subsidy pays for a smaller portion of the rent). Rental assistance should target people who will likely not be able to move quickly into permanent housing without it.

Case Managers work with people to ensure that their housing situation is stable and that they access the benefits and services they need. Case managers also help mediate disputes between tenants and landlords. Case managers should refer participants to other community providers that can better address other service or self-sufficiency needs.

### **Collaboration with Continuum of Care**

Maximum Characters: 2000

Collaboration and coordination with Continuum of Care providers is accomplished through program referrals and open communication of all affected entities. The City works closely with the Homeless Solutions Access Center, who, in turn, works directly with the Continuum of Care lead for the region, Los Angeles Homeless Service Authority. Each agency within the Continuum maintains open communication and referrals to each jurisdiction in order to render HPRP assistance to eligible applicants.

### **Collaboration with other ARRA programs**

Maximum Characters: 2000

The City does not have any other ARRA programs where there is a direct or indirect collaboration.

### **Barriers to and challenges with effective implementation**

Maximum Characters: 2000



The City of Lancaster's HPRP program faces a number of barriers and challenges that are directly related to applicants. Outreach efforts and program education continues in order to expand the program and increase the number of clients. To this effort, the City's HPRP program is generating a large number of calls on a monthly basis. During the reporting period from October 1, 2009, to September 30, 2010, the City has telephonically screened over 1,231 applicants. Out of the 1,231 applicants only 110 persons, 35 households, have received assistance.

The primary impediment to the program is due to the number of persons who are already receiving like assistance and the number of persons who set appointments and then fail to show up for the appointments.

In the month of June, the City received over 164 calls from persons inquiring about the program. Out of the 164 calls there were only 15 eligible applicants, as the remainder were already receiving like assistance in the form of Housing Choice Vouchers or Cal Works. All other months contain similar results in terms of interested parties. In order to address the issue and increase the HPRP client base, the City considered employing a part time receptionist and appointment scheduler to make follow-up calls in order to ascertain and prevent the high number of no shows. However, an additional challenge to adding staff is due to the limited amount of funds that may be used for administrative expenses.

Eligibility criteria set forth by the City of Lancaster has been redefined in order to increase the number of eligible applicants. Residency requirements have been reduced from 6-months to 3-months. The number of persons meeting the regulatory HPRP eligibility for assistance remains well under the projected number of persons in need, as first reported by local social service providers. Therefore, expenditures remain below targeted goals due to the actual number of eligible applicants entering the program.

**Grantee's process for oversight and monitoring of sub-grantees/contractors**

Maximum Characters: 2000

Subrecipients are required to submit, at least quarterly, data on clients served, funds expended, and data on clients exiting the HPRP program, to City staff. In addition, subrecipients are required to submit, no later than the first of each month, Request for Reimbursement. This will document that clients served with HPRP funds are being entered into HMIS, as required by regulations.

Subrecipients are expected to maintain program records for a minimum of five (5) years after the final expenditure under the HPRP contract.

If an agency materially fails to comply with the terms and conditions of their contract, the City of Lancaster 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.

The City of Lancaster's Department of Housing and Neighborhood Revitalization is responsible for ensuring that the program requirements established by the HUD notice and any subsequent guidance are met. The Department 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 subrecipient activities. This will be accomplished with site visits to subrecipients on a bi-annual basis and monthly review of all grant activities and reports.

The Department, 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 Department has developed a process based upon HUD guidance.

The Department is required to review the performance of sub-grantees which receive HPRP funds through the Department. Monitoring visits are made to (1) review the financial records of the subgrantee, and (2) to offer technical assistance.

## 24 Additional Comments

**OPTIONAL:** You may use this space to provide any additional comments on areas of the APR that need explanations.

Maximum Characters: 2000

## 25 Submission Certification

### HPRP Homeless Management Information System (HMIS) Data Certification

As stated in the HPRP Notice, "The Recovery Act requires HPRP grantees to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) or a comparable database." The Notice further states, "HPRP grantees and subgrantees providing financial assistance and services directly will use the HMIS in the applicable Continuum of Care to collect data and report on outputs and outcomes as required by HUD."

The purpose of this screen is to certify to HUD that grantees are compliant with the HPRP Notice. The grantee should work with the HMIS Lead to certify all information contained in this HPRP APR was generated by an HMIS or a comparable database, where appropriate.

Please complete the following:

All of the data on persons and households served in this APR was pulled from an HMIS Yes

Some of the data on persons and households served in this APR was pulled from an HMIS No

OR

None of the data on persons and households served in this APR was pulled from an HMIS No

If all data contained in the HPRP APR was NOT pulled from an HMIS, please explain why below:

(Reasons may include DV agencies using a comparable database, etc.)

Maximum 2000 characters

The Name of the Authorized Grantee Official should be the same as submitted in the HPRP Substantial Amendment, unless there has been a change.

Name of Authorized Grantee Official Mark V. Bozigian

Title/Position City Manager

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001,1010,1012;31 USC 3729,3802).

**Check for Certification**

## Submission Summary

Part	Last Updated
<b>0 Grantee State</b>	01/11/2011
<b>1 Grantee Info</b>	01/11/2011
<b>2 Report Period</b>	01/11/2011
<b>3 Subgrantee Information</b>	01/14/2011
<b>4 HMIS Data Quality</b>	01/14/2011
<b>5a Persons Served - Homeless Prev.</b>	01/14/2011
<b>5b Persons Served - Homeless Asst.</b>	01/14/2011
<b>6 Households Served</b>	01/14/2011
<b>7 Housing Status @ Entry</b>	01/14/2011
<b>8a Persons and Households Served... Homeless Prev.</b>	01/14/2011
<b>8b Persons and Households Served... Homeless Asst.</b>	01/14/2011
<b>8c Persons and Households Served... Total</b>	01/14/2011
<b>9a Gender - Adults</b>	01/14/2011
<b>9b Gender - Children</b>	01/14/2011
<b>9c Gender - Missing Age</b>	01/14/2011
<b>10 Age</b>	01/14/2011
<b>11a Ethnicity</b>	01/14/2011
<b>11b Race</b>	01/14/2011
<b>12 DV Clients</b>	01/14/2011
<b>13a Prior Residence - Homeless</b>	01/14/2011
<b>13b Prior Residence - Institutional</b>	01/14/2011
<b>13c Prior Residence - Other</b>	01/14/2011
<b>14 Veteran Status</b>	01/14/2011
<b>15 Cash Income - Amount</b>	01/14/2011
<b>16 Cash Income - Sources</b>	01/14/2011

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<b>17 Non-Cash Benefit - Source</b>	01/14/2011
<b>18 Participation Length</b>	01/14/2011
<b>19 Housing Status@Entry&amp;Exit</b>	01/14/2011
<b>20a1 Dest. &gt;90days - Hmls Prev</b>	01/14/2011
<b>20a2 Dest. &lt;=90days - Hmls Prev</b>	01/14/2011
<b>20b1 Dest. &gt;90 days - Hmls Asst</b>	01/14/2011
<b>20b2 Dest. &lt;=90 days - Hmls Asst</b>	01/14/2011
<b>21 Financial Info</b>	01/14/2011
<b>22 Prog Accomplishments</b>	No Input Required
<b>23 Prog Description</b>	01/19/2011
<b>24 Addtl Comments</b>	No Input Required
<b>25 Submission Certification</b>	01/19/2011