

DEPARTMENT OF PUBLIC SOCIAL SERVICES ADMINISTRATIVE DIRECTIVE



NUMBER	DATE
4821 Supp II	

SUBJECT: HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

REFERENCE: AD 4821, dated 12/02/09; AD 4821 Supp I, dated 05/20/10

CANCELS: NONE

CANCEL DATE: June 30, 2012 **FILE IN:** NONE

SPECIAL ATTENTION: REPORT REQUIRED [] YES [X] NO
[X] CalWORKs SURVEY REQUIRED [] YES [X] NO

I. PURPOSE/BACKGROUND

The purpose of this Administrative Directive (AD) is to introduce changes to the HPRP Income Guidelines.

On May 28, 2010, the Community Development Commission (CDC) released the revised Income Limits for HPRP. Per CDC, all County departments administering activities under HPRP must use the new 2010 income limits to determine eligibility.

All other policies and procedures contained in AD 4821, dated 12/02/09, and AD 4821, Supp I, dated 05/20/10, must continue to be followed.

District Directors must ensure that this AD is reviewed with all appropriate staff.

II. KEY POINTS

- Applicants must be at or below 50% of the Annual Area Median Income (AMI) to qualify for HPRP. (See attached HPRP TEMP 2, Annual Area Median Income Limits.)
- Effective immediately, all staff screening families for HPRP eligibility must use the new 2010 income limits on the revised HPRP TEMP 2.

POLICY AND PROCEDURES

A. HPRP Pre-Screening Requirements

Part of the eligibility requirements for HPRP is that applicants must be at or below 50% of the AMI. To determine if applicants meet this requirement, all staff pre-screening and/or determining HPRP eligibility must refer to the new 2010 Income Limits shown on HPRP TEMP 2.

B. Rent Reasonableness

Rent reasonableness must be verified for all HPRP programs (Eviction Prevention [EP], Rapid Re-Housing Assistance [RRHA], and Housing Subsidy [HS]) to ensure that the rent amount being charged is reasonable in relation to the rents being charged in the same area and for a similar unit. Rent reasonableness must be verified by performing rent comparisons for the rent amount the applicant is paying (for EP and/or HS) or will be paying (for RRHA and/or HS). Comparable rents can be checked by using the RentComp Tool available via the Los Angeles County Housing Resource Center website below (refer to AD 4821, dated 12/2/09, Attachment FF for instructions).

The HPRP EW must:

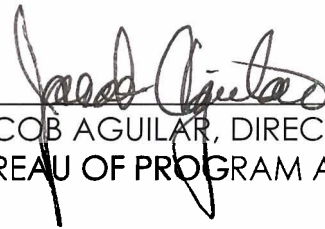
- Log-on to <http://housing.lacounty.gov>
- Enter UserName: **dpss@lahprp.org**
- Enter Password: **rentcomp**
- Complete the rent comparisons (refer to Attachment FF in AD 4821, dated 12/2/09).
- File a copy of the rent comparisons in the HPRP case folder.

NOTE: If the rent comparables are lower than the applicant's rent/proposed rent amount, the HPRP application cannot be approved.

IV. LEADER PROCEDURE

No LEADER action is required for this change.

Questions regarding this release may be directed by Administrative staff to the CalWORKs Program Section at (562) 908-6336.



JACOB AGUILAR, DIRECTOR
BUREAU OF PROGRAM AND POLICY

CLEARANCE/APPROVAL:
 BAS BPP BSO BWS BCTS

PA:CL
JS:da

Attachment