

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 1540-11-03 LGL 2011-0024
TITLE HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM BENEFICIARY ASSETS EFFECTIVE DATE: June 22, 2011 REVISION DAT: N/A	

1.0 GENERAL

- 1.1 The "Homeless Prevention and Rapid Re-Housing Program" (HPRP) under Title XII of the American Recovery and Reinvestment Act of 2009 is designed to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.

The purpose of this policy is to establish guidelines for the treatment of personal assets when considering the eligibility of a potential HPRP beneficiary.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to the Human Services Department.

3.0 REFERENCES

City of Spokane Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Housing and Urban Development Consolidated Submissions for Community Planning and Development Programs (24 CFR 91)

Homeless Prevention and Rapid Re-Housing Program (HPRP) pursuant to the provisions under the Homeless Prevention Fund heading Division A, Title XII

of the American Recovery and Reinvestment Act of 2009, Public Law 111-5, 123 Stat. 115 (February 17, 2009) (Recovery Act).

4.0 DEFINITIONS

Terms are defined as listed in 24 CFR part 91— Housing and Urban Development Consolidated Submissions for Community Planning and Development Programs, in addition to the following:

- 4.1 Agency – A non-profit organization making application for HPRP funds.
- 4.2 Cash Assets - Any amount of readily accessible cash located in checking or savings accounts, safety deposit box, at home or anywhere else.
- 4.3 Department/Grantee – The City of Spokane Human Services Department.
- 4.4 Grantor – The U.S. Department of Housing and Urban Development (HUD)
- 4.5 Homeless *but for* - HPRP is focused on housing for homeless and at-risk households. It will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless *but for* this assistance.
 - 4.5.1 No appropriate subsequent housing options have been identified
 - 4.5.2 The household lacks the financial resources to obtain immediate housing or remain in its existing housing
 - 4.5.3 The household lacks support networks needed to obtain immediate housing or remain in its existing housing.
- 4.6 Landlord – The owner, lessor, or sublessor of the dwelling unit or the property of which it is a part, and in addition means any person designated as representative of the landlord.
- 4.7 Prevention Eligible Person – Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention)
- 4.8 Rapid Re-Housing Eligible Household – A household currently experiencing homelessness (living in emergency shelter or on the street) and needs temporary assistance in order to obtain housing and retain it.

4.9 Recipient – An eligible person or family who has been selected to participate in HPRP.

5.0 POLICY

5.1 To qualify for HPRP assistance, each applying household must disclose all personal assets (cash and noncash).

5.2 Failure to truthfully disclose personal assets will disqualify a household from receiving HPRP assistance.

6.0 PROCEDURE

6.1 Any household with a combined total list of cash assets in excess of five thousand dollars (\$5,000.00) will be required to contribute ten-percent (10%) of its total cash assets to qualify for homeless prevention or rapid re-housing assistance.

6.2 Clients with assets exceeding twenty thousand dollars (\$20,000.00) (excluding early withdrawal penalties) in stocks, bonds, money markets, trusts, lump sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements and other claims not listed, will be required to contribute ten-percent (10%) of their total assets toward housing stability if qualified.

6.3 A ten-percent (10%) contribution is required during each recertification (every three (3) months), if the applicant qualifies.

6.4 During each recertification for qualification in the HPRP program, the applicant will be required to disclose his/her personal assets (cash and noncash) as part of the recertification process.

7.0 RESPONSIBILITIES

Human Services Director or designee is responsible for the administration of this policy.

8.0 APPENDICES

None

APPROVED BY:

B. Beum
City Attorney (Asst)

5-31-11
Date

Jerri Allard
Director - Human Services

6/7/11
Date