

## 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?** Florida  
**(for multiple state selections hold CTRL+Key)**

# 1 Grantee Information

**Grantee Name** Polk County  
**Name of Organization or Department Administering Funds** POLK COUNTY HND  
**Organizational DUNS#** 078315959  
**Grant Number** S09-UY-12-0019  
**Grant Amount** \$1,222,920  
**Identify the Field Office** Jacksonville  
**Identify CoC(s) in which the grantee and/or subgrantee(s) will provide HPRP assistance.** FL-503 - Lakeland CoC

## HPRP Contact Name

**Prefix** Mr.  
**First Name** Gregory  
**Middle Name** D  
**Last Name** Alpers  
**Suffix**  
**Title** HND Manager

## HPRP Contact Address

**Street Address 1** 1290 Golfview Avenue Suite 167  
**Street Address 2** Drawer HS-04 PO Box 9005  
**City** Bartow  
**State** Florida  
**ZIP Code** 33831

**Phone Number** 863-534-5240  
**Format: 123-456-7890**

**Extension**

**Fax Number** 863-534-5383  
**Format: 123-456-7890**

**Email Address** gregalpers@polk-county.net

**Confirm Email Address** gregalpers@polk-county.net

**HPRP Secondary Contact Name**

**Prefix**

**First Name** Melody

**Middle Name**

**Last Name** Frederick

**Suffix**

**Title** Senior Planner

**HPRP Secondary Contact Address**

**Street Address 1**

**Street Address 2**

**City**

**State**

**ZIP Code**

**Phone Number** (863) 534-5252  
**Format: 123-456-7890**

**Extension**

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

**Email Address** melodyfrederick@polk-county.net

**Confirm Email Address** melodyfrederick@polk-county.net

## 2 Report Period and Status

**Reporting Period for this Performance Report:** 10/01/10 - 09/30/11

**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: \$0**

**Funds Retained by Grantee: \$1,222,920**

**Total Grant Allocation: \$1,222,920**

**Total Grant Amount: \$1,222,920**

Subgrantee or Contractor Name	City	State	Zip Code	DUNS Number	Is subgrantee a VAWA-DV provider? (Y/N)	HPRP Subgrant or Contract Award Amount
This list contains no items						

## 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 HPRP clients:** 598  
**Total number of records for Adults Only:** 319  
**Total number of records for Unaccompanied Youth:** 0  
**Total number of records for Leavers:** 598

### 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	17
Date of Birth	0	8
Race	0	13
Ethnicity	0	7
Gender	0	7
Veteran Status	0	3
Residence Prior to Entry	0	1
Zip of Last Permanent Address	0	1
Housing Status (at entry)	0	0
Income (at entry)	0	17
Income (at exit)	0	18
Non-Cash Benefits (at entry)	0	41
Non-Cash Benefits (at exit)	0	41

Destination	1	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	289	144	142		3
Children	238		235	3	0
Don't Know/Refused	0	0	0	0	0
Missing Information	2	0	0	0	2
<b>Total</b>	<b>529</b>	<b>144</b>	<b>377</b>	<b>3</b>	<b>5</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	29	14	14		1
Children	28		26	2	0
Don't know/Refused	0	0	0	0	0
Missing Information	6	0	0	0	6
<b>Total</b>	<b>63</b>	<b>14</b>	<b>40</b>	<b>2</b>	<b>7</b>

## 5c. Persons Served by Household Type

**Instructions:**

Report the unduplicated count of all persons who were served in an HPRP program for homeless prevention AND 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 prevention or 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
<b>Adults</b>	289	144	144		1
<b>Children</b>	238		235	3	0
<b>Don't Know/Refused</b>	0	0	0	0	0
<b>Missing Information</b>	6	0	0	0	6
<b>Total</b>	533	144	379	3	7

## 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	250	131	115	1	3

## 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	63	12	44	0	7
Imminently losing housing	369	105	259	0	5
Unstably housed	140	37	102	1	0
Stably housed	17	2	15	0	0
<b>Total number of persons</b>	<b>589</b>	<b>156</b>	<b>420</b>	<b>1</b>	<b>12</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	471	571	204	238
Security / utility deposits	59	63	21	23
Utility payments	252	272	98	106
Moving cost assistance	0	0	0	0
Motel & hotel vouchers	0	0	0	0
<b>Total Served with Financial Assistance</b>	<b>496</b>	<b>586</b>	<b>214</b>	<b>245</b>
<b>Housing Relocation &amp; Stabilization Services</b>				
Case management	531	602	227	257
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>	531	602
<b>Total Served</b>	529	610

0	0
0	0
227	257
228	259

**The Total Persons/Households Served cannot be less than the Financial Assistance Total or Housing Relocation & Stabilization Services Total.**

## 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	49	76	21	32
Security / utility deposits	26	41	10	16
Utility payments	15	32	6	12
Moving cost assistance	0	3	0	1
Motel & hotel vouchers	0	0	0	0
<b>Total Served with Financial Assistance</b>	<b>56</b>	<b>83</b>	<b>23</b>	<b>34</b>
<b>Housing Relocation &amp; Stabilization Services</b>				
Case management	61	91	24	37
Outreach and engagement	0	0	0	0
Housing search and placement	0	7	0	3
Legal services	0	0	0	0
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Credit repair	0	0
Total Served with Housing Relocation & Stabilization Services	61	91
Total Served	63	93

0	0
24	37
25	38

## 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
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<b>Financial Assistance</b>
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Rental assistance	520	647	221	266
Security / utility deposits	85	104	30	38
Utility payments	267	304	102	116
Moving cost assistance	0	3	0	1
Motel & hotel vouchers	0	0	0	0
<b>Total Served with Financial Assistance</b>	<b>552</b>	<b>669</b>	<b>233</b>	<b>275</b>

<b>Housing Relocation &amp; Stabilization Services</b>
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Case management	592	688	247	289
Outreach and engagement	0	0	0	0
Housing search and placement	0	7	0	3
Legal services	0	0	0	0
Credit repair	0	0	0	0
<b>Total Served with Housing Relocation &amp; Stabilization Services</b>	<b>592</b>	<b>688</b>	<b>247</b>	<b>289</b>

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<b>Total Served</b>	592	688	247	289
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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
Male	82	44	36	2
Female	237	112	123	2
Transgendered	0	0	0	0
Other	0	0	0	0
Don't Know/Refused	0	0	0	0
Information Missing	0	0	0	0
<b>Subtotal</b>	<b>319</b>	<b>156</b>	<b>159</b>	<b>4</b>

Show/Hide Percentages  
 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
Male	140	1	139	0
Female	131	0	131	0
Transgendered	0	0	0	0
Other	0	0	0	0
Don't Know/Refused	0	0	0	0
Information Missing	0	0	0	0
Subtotal	271	1	270	0

Show/Hide Percentages   
 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	WithChildren and Adults	With Only Children	Unknown Household Type
Male	1	0	0	0	1
Female	0	0	0	0	0
Transgendered	0	0	0	0	0
Other	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	7	0	0	0	7
Subtotal	8	0	0	0	8
<b>Total</b>	<b>598</b>	<b>156</b>	<b>160</b>	<b>270</b>	<b>12</b>

**Show/Hide Percentages**   
 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	66		65	1	0
5 - 12	136		136	0	0
13 - 17	69		69	0	0
18 - 24	55	22	33		0
25 - 34	94	34	59		1
35 - 44	86	34	50		2
45 - 54	55	42	13		0
55 - 61	22	19	2		1
62+	7	5	2		0
Don't Know/Refused	0	0	0	0	0
Information Missing	8	0	0	0	8
<b>Total</b>	<b>598</b>	<b>156</b>	<b>429</b>	<b>1</b>	<b>12</b>

Show/Hide Percentages  
 Click save to update form.

## 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	585	154	425	1	5
Hispanic/Latino	6	2	4	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	7	0	0	0	7
<b>Total</b>	<b>598</b>	<b>156</b>	<b>429</b>	<b>1</b>	<b>12</b>

**Show/Hide Percentages**  
 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	92	25	67	0	0
Black or African-American	482	129	347	1	5
Asian	0	0	0	0	0
American Indian or Alaska Native	1	0	1	0	0
Native Hawaiian or Other Pacific Islander	8	1	7	0	0
Multiple Races	2	0	2	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	13	1	5	0	7
<b>Total</b>	<b>598</b>	<b>156</b>	<b>429</b>	<b>1</b>	<b>12</b>

Show/Hide Percentages  
 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	2	0	2	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	8	3	4	0	1
Transitional housing for homeless persons	3	1	2	0	0
Place not meant for human habitation	3	3	0	0	0
Safe Haven	2	1	0	0	1
<b>Subtotal</b>	<b>16</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>2</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	1	0	1	0	0
Substance Abuse or Detox Center	1	1	0	0	0
Hospital (Non-Psychiatric)	0	0	0	0	0
Jail, prison, or juvenile detention facility	1	1	0	0	0
Foster Care	0	0	0	0	0
<b>Subtotal</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>

**Show/Hide Percentages**  
**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
Owned by Client, no Subsidy	3	2	1	0	0
Owned by Client, with Subsidy	0	0	0	0	0
Rental by Client, no Subsidy	244	123	119	0	2
Rental by Client, with VASH Subsidy	2	0	2	0	0
Rental by Client with Other Subsidy	2	0	2	0	0
Hotel/Motel, Paid by Client	2	1	1	0	0
Staying or Living with Family	33	14	19	0	0
Staying or Living with Friend(s)	11	6	5	0	0
Other	2	0	2	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	1	0	1	0	0
<b>Subtotal</b>	<b>300</b>	<b>146</b>	<b>152</b>	<b>0</b>	<b>2</b>
<b>Total for all clients 13a, 13b and 13c</b>	<b>319</b>	<b>156</b>	<b>159</b>	<b>0</b>	<b>4</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	6	6	0	0
Not a Veteran	310	149	157	4
Don't Know/Refused	0	0	0	0
Missing this Information	3	1	2	0
<b>Total</b>	<b>319</b>	<b>156</b>	<b>159</b>	<b>4</b>

**Show/Hide Percentages**  
**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	53	53		53	0	0	0
\$1 - \$150	0	0	0	0	0	0	0
\$151 - \$250	2	2	0	2	0	0	0
\$251 - \$500	15	15	0	15	0	0	0
\$501 - \$750	38	37	0	37	1	0	25
\$751 - \$1000	38	38	1	37	0	0	-4

\$1,001 - \$1,250	48	46
\$1,251 - \$1,500	30	31
\$1,501 - \$1,750	30	31
\$1,751 - \$2,000	17	17
\$2,001 +	38	38
Don't Know/Refused	0	0
Missing/No Follow-up	8	9
<b>Total</b>	<b>317</b>	<b>317</b>

0	46	1	1
0	30	0	0
0	30	0	0
0	17	0	0
0	38	0	0
			0
			8
1	305	2	9

5
0
0
0
0
0
0
0
3

## 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	115	115	0	0
Unemployment Insurance	51	50	1	0
SSI	59	46	13	0
SSDI	30	21	9	0
Veteran's Disability	0	0	0	0
Private Disability Insurance	1	1	0	0
Worker's Compensation	0	0	0	0
TANF or Equivalent	15	15	0	0
General Assistance	4	4	0	0
Retirement (Social Security)	14	14	0	0
Veteran's Pension	2	2	0	0
Pension from Former Job	3	3	0	0
Child Support	55	54	1	0
Alimony (Spousal Support)	0	0	0	0
Other Source	23	23	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	241	176	63	2
MEDICAID Health Insurance	133	55	72	6
MEDICARE Health Insurance	8	8	0	0
State Children's Health Insurance	0	0	0	0
WIC	2	2	0	0
VA Medical Services	0	0	0	0
TANF Child Care Services	4	0	4	0
TANF Transportation Services	0	0	0	0
Other TANF-Funded Services	1	0	1	0
Temporary Rental Assistance	0	0	0	0
Section 8, Public Housing, Rental Assistance	1	1	0	0
Other Source	1	1	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	344	316	28
31 to 60 days	101	90	11
61 to 180 days	146	122	24
181 to 365 Days	1	1	0
366 to 730 Days (1-2 Yrs)	0	0	0
731 to 1095 Days (2-3 Yrs)	0	0	0
More than 3 Yrs (may indicate data quality issue)	0	0	0
Information Missing	0	0	0
<b>Total</b>	<b>592</b>	<b>529</b>	<b>63</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>	32	21
<b>Homeless Assistance</b>	45	42

## 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	58	0	0	5	0	0
Imminently losing their housing at entry	0	356	0	22	0	0
Unstably housed and at-risk of losing their housing at entry	0	0	133	7	0	0
Stably housed at entry	0	0	0	17	0	0
<b>Total number of persons</b>	<b>58</b>	<b>356</b>	<b>133</b>	<b>51</b>	<b>0</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	42	16	25	0	1
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>42</b>	<b>16</b>	<b>25</b>	<b>0</b>	<b>1</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	0	0	0	0	0
Information Missing	0	0	0	0	0
<b>Total</b>	<b>42</b>	<b>16</b>	<b>25</b>	<b>0</b>	<b>1</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	486	127	352	3	4
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>486</b>	<b>127</b>	<b>352</b>	<b>3</b>	<b>4</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>	1	1	0	0	0
<b>Information Missing</b>	0	0	0	0	0
<b>Total</b>	487	128	352	3	4

## 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	14	2	12	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>14</b>	<b>2</b>	<b>12</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	0	0	0	0	0
Information Missing	0	0	0	0	0
<b>Total</b>	<b>14</b>	<b>2</b>	<b>12</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	49	12	28	2	7
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>49</b>	<b>12</b>	<b>28</b>	<b>2</b>	<b>7</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>	49	12	28	2	7

## 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.

Remember that "Grant to Date" represents the time period from the date the grant started in 2009 until September 30, 2011. Therefore, the amounts entered in the "Total Grant to Date" column should represent the total amount expended as of September 30, 2011.

### 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	392,169	558,952	116,007	139,540	508,176	698,492
Security and utility deposits	0	2,234	76,306	80,875	76,306	83,109
Utility payments	63,408	68,485	19,405	22,314	82,813	90,799
Moving cost assistance	0	0	0	145	0	145
Motel & hotel vouchers	0	0	0	0	0	0
Other costs attributable to providing Financial Assistance	32,673	32,673	0	0	32,673	32,673
<b>Total Financial Assistance</b>	<b>488,250</b>	<b>662,344</b>	<b>211,718</b>	<b>242,874</b>	<b>699,968</b>	<b>905,218</b>

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

Case Management	47,673	54,900	52,145	54,802	99,818	109,702
Outreach and engagement	0	0	7,268	41,430	7,268	41,430
Housing search & placement	0	0	2,220	2,460	2,220	2,460
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>47,673</b>	<b>54,900</b>	<b>61,633</b>	<b>98,692</b>	<b>109,306</b>	<b>153,592</b>

<b>Total Data Collection &amp; Evaluation</b>					37,790	53,270
<b>Total Administration</b>					42,471	61,146
<b>TOTAL</b>	535,923	717,244	273,351	341,566	889,535	1,173,226

## 22 Significant Program Accomplishments

**OPTIONAL:** Please describe any significant accomplishments achieved by your program during the reporting period.

**Maximum Characters: 2000**

## 23 Program Description

**Describe the following elements of the HPRP program design and implementation.  
Include any changes made since the beginning of the program.**

### **Homelessness Prevention**

Maximum Characters: 2000

### **Rapid Re-Housing**

Maximum Characters: 2000

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

Maximum Characters: 2000

Polk County Coordinated with the Homeless Coalition of Polk County for the HPRP program. The HCPC initially administered the program, but upon mutual agreement with the county agreed return administrative responsibilities to the County. This agreement occurred in October 2010. The Homeless Coalition maintains the HMIS for the HPRP program and provides assistance with quarterly and annual HPRP reports. Agencies that are members of the Homeless Coalition also provided case management services for the HPRP program.

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

Maximum Characters: 2000

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

Maximum Characters: 2000

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

Maximum Characters: 2000

Polk County administers the HPRP program and has an internal monitor that periodically reviews project files and expenditures to ensure program compliance. The Social Services quality control review of the HPRP program was conducted and completed this year. The monitor also reviews files and expenditures of sub-grantees and contractors.

## 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 one (and only one) of 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

None of the data on persons and households served in this APR was pulled from an HMIS

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** Sam Johnson  
**Title/Position** BoCC Chairman

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>	11/23/2011
<b>1 Grantee Info</b>	11/23/2011
<b>2 Report Period</b>	11/23/2011
<b>3 Subgrantee Information</b>	No Input Required
<b>4 HMIS Data Quality</b>	11/29/2011
<b>5a Persons Served - Homeless Prev.</b>	11/29/2011
<b>5b Persons Served - Homeless Asst.</b>	11/29/2011
<b>5c. Persons Served by Household Type</b>	No Input Required
<b>6 Households Served</b>	11/29/2011
<b>7 Housing Status @ Entry</b>	11/30/2011
<b>8a Persons and Households Served... Homeless Prev.</b>	11/30/2011
<b>8b Persons and Households Served... Homeless Asst.</b>	11/29/2011
<b>8c Persons and Households Served... Total</b>	11/30/2011
<b>9a Gender - Adults</b>	11/30/2011
<b>9b Gender - Children</b>	11/29/2011
<b>9c Gender - Missing Age</b>	11/29/2011
<b>10 Age</b>	11/29/2011
<b>11a Ethnicity</b>	11/29/2011
<b>11b Race</b>	11/29/2011
<b>12 DV Clients</b>	11/29/2011
<b>13a Prior Residence - Homeless</b>	11/29/2011
<b>13b Prior Residence - Institutional</b>	11/29/2011
<b>13c Prior Residence - Other</b>	11/29/2011
<b>14 Veteran Status</b>	11/29/2011
<b>15 Cash Income - Amount</b>	11/30/2011

<b>16 Cash Income - Sources</b>	11/29/2011
<b>17 Non-Cash Benefit - Source</b>	11/29/2011
<b>18 Participation Length</b>	11/29/2011
<b>19 Housing Status@Entry&amp;Exit</b>	11/29/2011
<b>20a1 Dest. &gt;90days - Hmls Prev</b>	11/29/2011
<b>20a2 Dest. &lt;=90days - Hmls Prev</b>	11/29/2011
<b>20b1 Dest. &gt;90 days - Hmls Asst</b>	11/29/2011
<b>20b2 Dest. &lt;=90 days - Hmls Asst</b>	11/29/2011
<b>21 Financial Info</b>	11/30/2011
<b>22 Prog Accomplishments</b>	No Input Required
<b>23 Prog Description</b>	11/30/2011
<b>24 Addtl Comments</b>	No Input Required
<b>25 Submission Certification</b>	11/30/2011