

## HPRP Closeout Notice Released

July 6, 2012

HUD will release the [HPRP Closeout Notice](#) this week on HUDClips. **The Notice is for closing out HPRP grants only**—it does **NOT** apply to the Homeless Assistance Grants administered through the Office of Special Needs Assistance (SNAPS) or to other Recovery Act programs. The HPRP Closeout Notice provides procedural instructions for HUD CPD Field Offices and HPRP grantees on the closeout process for HPRP grants authorized under the American Recovery and Reinvestment Act of 2009 (Recovery Act).

### Overview

**HUD will only close out a grant after its 3-year expenditure date.**

**Each grantee has until 90 days after the 3-year expenditure date of its grant to draw down all remaining funds from IDIS to cover expenses incurred *before* the grant expiration.**

**Any unspent funds will be recaptured by HUD and any improperly spent funds must be returned to HUD via check or wire transfer.**

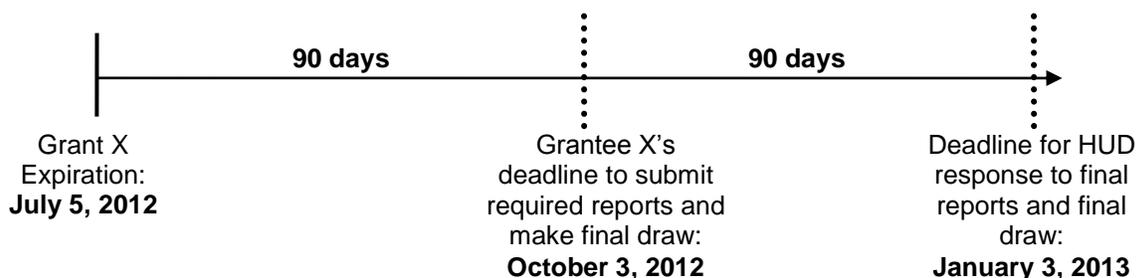
### Each grantee must perform the following procedures in order to close out its grant:

- Expend 100 percent of its funds for eligible HPRP activities.
- Draw all remaining funds from IDIS and mark program as ***complete*** in IDIS.
- Update all HPRP participant records and exit them from the program in HMIS.
- Resolve all monitoring and audit findings.
- Submit final annual and quarterly reports through [FederalReporting.gov](http://FederalReporting.gov) and *e-snaps*.
- For any draws completed after the 3-year expenditure date, grantees must submit a record of the costs covered to [HPRPreporting@hud.gov](mailto:HPRPreporting@hud.gov). Dollar amount, description, and date incurred must be included for each item.

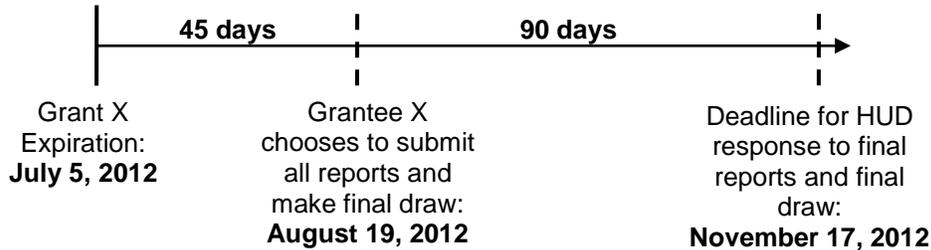
The following graphic outlines the important milestones grantees should be aware of as HPRP comes to an end:

| Grant Expiration: 3 years from grant agreement | 90 days after grant expiration   | 90 days after final report submission and final IDIS draw  |
|--|--|--|
| All eligible costs have been incurred.         | All required reports have been entered into <i>e-snaps</i> and FederalReporting.gov. | HUD has reviewed required reports and will notify grantees of allowable cost adjustments, if applicable. |
| All data has been entered into HMIS.           | Last funds have been drawn from IDIS and project marked as <b>complete</b> .         | HUD will recapture excess funds to be returned to HUD.   |
|  | All audit and monitoring findings have been resolved.                                | HUD will reimburse grantee if an upward adjustment in allowable costs has been made.                     |
|  |  | Grantee will return to HUD any funds identified in a downward adjustment of allowable costs.             |

**Example HPRP Closeout Timeline:**



**Example HPRP Closeout Timeline for grantee who submits all final reports prior to the 90-day deadline to submit:**



**FAQs:**

**Q: How can I complete and pay for preparation of the Year 3 APR, if I submit it after my 3-year HPRP grant end date (after which point I can no longer incur HPRP costs)?**

**A:** First, HUD has made the Year 3 APR available early, so that grantees may use HPRP funds to begin preparing their HMIS and Year 3 APR before it is due, and incur these costs/pay for them with HPRP funds. In addition, there are certain activities HPRP grantees should be doing now to improve data quality and ease completion of the final reports, such as running error reports to check data, etc.

HUD recognizes that many grantees will be serving program participants and spending funds up to the end of the 3-year date. These grantees will need to complete the final QPR and Year 3 APR after the point at which they may no longer incur HPRP costs.

For grantees who already have fixed-price contracts or agreements with their HMIS provider to perform final “Data Collection and Evaluation” activities to use HMIS to submit the final required QPR and APR, HUD will allow payment of final invoices if they are submitted to grantee prior to the end of the grant period (three years from the date HUD signed the HPRP grant agreement).

Please note: grantees may **NOT** pay for HPRP grantee or subgrantee staff time for preparing and submitting HPRP reports after the 3-year date.

**Q: Can I pay for a program participant's rent in advance, even if it is after the end of the 3-year grant expiration date?**

**A:** An HPRP grantee or subgrantee may pay for one month of a program participant's rent when the rent payment date falls within the 3-year deadline and the end of the month is after the deadline, and may not pay more than one month's rent at that time. For example, if a grantee's 3-year deadline is July 15, and a grantee normally pays rent beginning July 1, a grantee or subgrantee may pay July rent for program participants, because the cost is incurred on the day rent is due (July 1). However, the grantee or subgrantee may **NOT** pay for any costs for program participants incurred beyond the 3-year deadline, and therefore they may not pay rent for August, September, or any month after that.

**Q: Can I serve HPRP program participants with ESG?**

**A:** For those program participants who, at the last recertification before HPRP ends, are not going to be able to remain stably housed without assistance, ESG funds may be used to help them after HPRP funds are no longer available.

If that is the case, they must meet one of the seven criteria listed in category one of the at-risk of homelessness definition at 24 CFR 576.2. A complete eligibility/intake assessment must be conducted and includes having an income below 30 percent AMI and lacking the resources and support networks to prevent them from going into an emergency shelter or one of the places listed in paragraph one of the Final Rule of the Definition of Homeless. If they are eligible for ESG, you will need to exit them out of HPRP (including exiting them out in HMIS). Since they are already in housing, they would not qualify for rapid re-housing assistance, it would be categorized as homelessness prevention.

**Questions?**

Please submit all questions related to *e-snaps* QPRs and APRs to the HUD Virtual Help Desk at <http://hudhre.info/helpdesk>. Please be sure to select “HPRP” as the topic area for the question, and if you have a question about an error message in *e-snaps*, please attach a screen shot of the error message (not a PDF of the data without the error message, please) to the question submitted on the Help Desk. For questions about FederalReporting.gov, please contact that help desk at 1-877-508-7386 or [www.federalreporting.gov](http://www.federalreporting.gov).