

HPRP IPR News and Updates

Help Desk Hours

The **HUD Virtual Help Desk** will be open to answer urgent e-snaps questions about submitting the Initial Performance Report (IPR) for HPRP until 5 p.m. EDT on Saturday, October 10, 2009. HUD will only be responding to questions from grantees that are directly related to problems with submitting the IPR in e-snaps. All other questions, including questions that are addressed in the e-snaps guidance posted on the HRE, and questions submitted after 5 p.m. EDT on Saturday will not be answered until a later date based on the order in which they are received.

For extremely urgent technical questions, such as password resets, system errors, or other problems preventing grantees from being able to submit the IPR in e-snaps, grantees may call the HUD-CPD Technical Support Line at **1-877-698-4589**. Please note that the persons staffing this line will not be able to provide answers to any policy questions, interpreting e-snaps QPR Instructions, or assisting grantees with completing the forms in e-snaps.

Reminders:

- Grantees must submit the “Preliminary” IPR by October 10th. Grantees have until November 5, 2009, to submit a “Final” IPR in e-snaps. For the Final IPR submission, grantees may correct any errors found in the Preliminary submission, submit more complete or accurate data, etc. HUD will provide additional information on the Final APR submission later this month.
- Grantees should carefully review the e-snaps guidance on the HRE at <http://hudhre.info/documents/HPRPQPResnapsTraining.pdf> before submitting any questions to the Virtual Help Desk.
- All questions on federalreporting.gov should be directed to OMB’s help desk at <https://www.federalreporting.gov/federalreporting/help.do>.

Grantees must submit only one IPR in e-snaps

It is the responsibility of the grantee to report in e-snaps. The grantee must only submit one IPR, which includes information received from or related to subgrantees (grantees must not submit one IPR for each subgrantee).

Clarification on IPR/QPR Instructions

The Instructions for the IPR/QPR posted on HUDHRE (http://www.hudhre.info/documents/QPR_Instructions.pdf) note that the total rows for

Financial Assistance, Housing Relocation & Stabilization Services, and Total Served are automatically calculated and therefore represent duplicated counts of persons/households served (to the extent a person/household is included in multiple service cells). HUD is aware that projected totals may be inflated for this reason and recognizes that actual persons/households served may be less than projected, per the table in e-snaps, as a result.

Subgrantee/Vendor Definitions

Q: For the purposes of reporting on HPRP in e-snaps and in federalreporting.gov, what is the difference between a subgrantee and a vendor?

A: For purposes of reporting on HPRP:

- A **grantee** for HPRP is the legal entity to which the HPRP grant is awarded and that is accountable for the use of grant funds; grantee and recipient are synonymous. Each grantee is responsible for ensuring that all activities carried out under its grant comply with all requirements of the Notice, regardless of whether those activities are carried out by the grantee's subgrantee(s), vendor(s)/contractor(s), or its own employees.
- A **subgrantee/sub-recipient** for HPRP is a private nonprofit organization or unit of general purpose local government (or a public housing agency or other special purpose local government that has received a waiver from HUD to be a subgrantee of a metropolitan city or urban county) which receives financial assistance through the HPRP grantee or subgrantee to carry out any portion of the HPRP program but does not include an individual that is a beneficiary the HPRP program. Additionally, the terms and conditions of the Federal award are carried forward to the subgrantee. It is possible that a subgrantee for one award may also be a primary grantee of another Federal award provided directly from the Federal Government.

Under this Guidance, subgrantees that receive all or a portion of Recovery funding from a grantee may be delegated the responsibility by the grantee to report information into the reporting system at www.FederalReporting.gov. OMB guidance does not provide for such a delegation to vendors.

Each subgrantee is responsible for ensuring that all activities carried out under its subgrant comply with the requirements of the Notice, whether those activities are carried out by the employees of the subgrantee or by any vendor(s)/contractor(s) of the subgrantee.

- A **vendor** is defined as a dealer, distributor, merchant, or other seller providing a grantee or subgrantee with generally required goods or services that grantees or subgrantees purchase that are required for the conduct of a Federal program (i.e.,

a vendor is a contractor selected by the grantee or subgrantee pursuant to the procurement requirements in 24 CFR part 84 or 85 to provide goods or services for HPRP). Vendors are not subject to the terms and conditions of the HPRP grant agreement; they are subject to the terms and conditions of the contract between the grantee or subgrantee and the vendor.