

## HPRP Reporting Update

June 29, 2012

The Q12 HPRP Quarterly Performance Report (QPR) in *e-snaps* and the quarterly performance report in FederalReporting.gov, for the reporting period from April 1– June 30, 2012, will be available beginning Monday, **July 2, 2012**. The **Q12 QPR** and the **FederalReporting.gov quarterly report** are both due at 11:59 PM on **Saturday, July 14, 2012**.

**HPRP grantees must complete both quarterly reports** (unless you are one of the grantees whose program has ended and HUD has notified you that you do not need to report). Grantees submitting reports after the due date will be considered non-compliant with this requirement.

\*If you believe that you do not need to submit quarterly reports for the April-June 2012 period, please submit a message to the Virtual Help Desk at [www.hudhre.info](http://www.hudhre.info) to notify HUD of your status.

All HPRP grantees that assisted program participants and expended HPRP funds after October 1, 2011 will *also* need to complete a **Year 3 APR**, which is currently available for completion in *e-snaps*.

### For Quarterly Reports:

- If you have expended all of your HPRP funds, make sure that you have reported on the uses of ALL funds and that the total amount on the “Expenditures” screen matches your grant amount.

\*If this is your last quarterly report, please include a note in the “Comments” box on the Expenditures page in *e-snaps* before you submit.

- HUD **strongly recommends** that you submit both quarterly reports by Friday, July 13th. There will be limited help desk availability on Saturday, July 14th. Also, OMB has informed HUD that there will not be telephone operators on duty at the FederalReporting.gov call center on Saturday, July 14. However, staff will be monitoring email requests for help. Grantees should email [support@federalreporting.gov](mailto:support@federalreporting.gov).

- Resources, guidance documents, and webinars on HPRP reporting are available on the Homelessness Resource Exchange (HRE) at [www.hudhre.info/hprp](http://www.hudhre.info/hprp). HUD encourages grantees and staff responsible for completing and submitting HPRP reports to review reporting guidance prior to submitting their report.
- If you are new to *e-snaps* or to reporting for HPRP and need access to your community's HPRP Reporting project in *e-snaps* to complete and submit reports, please create an account for yourself in *e-snaps* and then submit a question on the Virtual Help Desk asking to be "linked" to the relevant HPRP Reporting project. The [e-snaps Training Guide](#) on the HRE has instructions on how to create an account and how to gain access for new users. **Do NOT wait until the day the report is due to get access.** HPRP Grantees who are not able to submit on time because they did not request access in a timely manner will be considered non-compliant with this requirement.
- **Tips for HPRP:**
  - Remember, Grant-to-Date always refers to the cumulative total (of persons served, expenditures, etc.) as of the end of the reporting period, **NOT** the total as of the date you are completing the report.
  - **Grantees MUST report an unduplicated number under the Grant-to-Date (GTD) column.** Grantees should NOT simply take the number of persons served from each quarter (or year, for the APR) and add it to the existing GTD number. Grantees that do this will have a greatly inflated GTD number and will cause HPRP data to be skewed. Remember, the quarterly data reflects distinct program participants served during the quarter, and the GTD data reflects distinct program participants served since the beginning of the grant.  
  
*For detailed instructions on this issue, please reference the HPRP QPR programming instructions and the HPRP QPR instructions available on the HRE.*  
**\*\*If you have been reporting GTD incorrectly, report corrected GTD numbers in the Q12.\*\*** *If you have questions, contact your HPRP Desk Officer at HUD Headquarters or submit a question to the HUD Virtual Help Desk on the HRE.*
  - Please enter explanations in the "Comment" boxes, especially if HUD has commented on your report in the past. This will help expedite reviews and will give grantees more time to respond if HUD finds an error that needs to be corrected.
- **Tips for FederalReporting.gov:**
  - **Some grantees have accidentally submitted a Draft report as their submission, which is counted as reporting non-compliance.** If you submit a draft, you will get a confirmation email of a successful DRAFT submission—this can be confusing, so please take an extra moment to ensure that you have submitted the report properly.

- **Make sure you submit the report as a Grant, not a Contract.** If you report as a Contract, HUD will contact you and you will have to completely re-do the submission correctly by the deadline. You can avoid making this mistake by using the “carry forward” feature of FederalReporting.gov. If you reported as a Grant last quarter, the system will bring that information forward so that you can report as a Grant again this quarter.
- Remember that the information grantees provide in these reports is publicly posted on the White House Recovery.gov web site.
- Like last quarter, HUD and OMB are enforcing the quality of narratives about each grant to improve transparency and public understanding of how Recovery Act funds are being spent. **Generic narratives will NOT be accepted and grantees will be required to edit them.**

Tips for good narratives:

- Language should be thorough and transparent, clearly explaining the award’s purpose and activities to the general public.
- Revise any misleading language.
- Spell out all abbreviations and acronyms.

### Questions?

- As always, please submit all questions related to *e-snaps* QPRs to the HUD Virtual Help Desk at [www.hudhre.info](http://www.hudhre.info). **Make sure you select “HPRP” (not “APR”) as the “Program/System”.** The Help Desk staff is prioritizing reporting-related questions during the reporting periods and will seek to respond quickly. Please do note that the Help Desk receives a high volume of questions, so HUD appreciates your patience as the Department works to respond to all the questions in a thoughtful manner.
- If you have a question about an error message in *e-snaps*, please attach a screen shot of the error message 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).