HPRP Quarterly Reporting Update
March 30, 2012

Reminder: The Q11 HPRP Quarterly Performance Report (QPR) and the quarterly performance report in FederalReporting.gov will be available in *e-snaps* beginning Monday, April 2, 2012. The Q11 QPR and the FederalReporting.gov quarterly report are both due by **Saturday, April 14, 2012**, for reporting on the period from January 1 – March 31, 2012.

HPRP grantees are required to complete both of these reports (unless you are one of the few grantees whose program has ended and HUD has notified you that you do not need to report). Grantees submitting reports after the respective due date will be considered late and may be subject to sanctions by HUD.

Please Remember:

- 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 you believe that you are done with your quarterly reports, please include a note in the "Comments" box on the Expenditures page in *e-snaps*. Note that all HPRP grantees who assisted program participants and expended HPRP funds after October 1, 2011 will need to complete a Year 3 APR. Instructions on this are forthcoming and will be announced via the HPRP listserv.

- HUD **_strongly recommends_** that you submit your report by Friday, April 13th. There will be limited help desk availability on Saturday, April 14th. Also, OMB has informed HUD that there will not be telephone operators on duty at the FederalReporting.gov call center Saturday, April 14. However, staff will be monitoring email requests for help. Grantees should email support@federalreporting.gov.

- Resources, guidance documents, and webinars on HPRP reporting are available on the Homelessness Resource Exchange (HRE) at 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. There are instructions in the *e-snaps* Training Guide on the HRE on how to create and account and how to gain access for new users. ***Do NOT wait until the day the report is due to do this.*** HPRP Grantees who are not able to submit on time because they didn't request access in a timely manner will be considered late and will be subject to sanctions.

- **HPRP Reporting Tips:**

  - 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.** This means 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 Q11.**** 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 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 does find an error that needs to be corrected.

- **Tips for FederalReporting.gov:**

  - **Some grantees have accidentally submitted a Draft report as their submission; grantees that only submit a draft are counted as non-compliant with the reporting requirement.** 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 make sure that you have submitted your report properly.

  - **Make sure you submit your 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. A good way to avoid making this mistake is to use 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 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:

    - Consider if the general public could discern the award's purpose and activities (or is the language misleading – if so, it needs to be revised).

- Language should be thorough and transparent.
- Spell out all abbreviations or acronyms.

Questions?

- As always, please submit all questions related to *e-snaps* QPRs to the HUD Virtual Help Desk at 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, usually within a day or two. At the same time, please 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.