

## **HPRP UPDATE**

### **HPRP Quarterly Reports**

#### **All HPRP Grantees are required to submit quarterly reports in both FederalReporting.gov and e-snaps**

#### **FederalReporting.gov: First Quarter Agency Review and Comment Period: October 22<sup>nd</sup> through 29<sup>th</sup>**

Beginning October 22<sup>nd</sup> and ending October 29<sup>th</sup>, 2009, all Recovery Act agencies will be participating in the Agency Review and Comment Period for reports submitted to FederalReporting.gov. For all reports submitted by October 21<sup>st</sup>, HUD will identify entries appearing to have significant errors. The staff person who submitted the report to FederalReporting.gov will receive an automatic notification of the error by e-mail from FederalReporting.gov (not HUD). However, **anyone** in the grantee's organization with access to FederalReporting.gov can log in, view the comment, and make a change to address the issue.

If HUD enters a comment on one of your award reports, please review the comment, check your entry, and correct any errors identified. If you believe your original entry is correct, simply enter a reply comment on FederalReporting.gov stating the basis for your entry. If you have any questions about this process, please contact HUD's call center at 1-800-998-9999 (Option 1).

**Note:** some errors are NOT able to be corrected at this stage, but will be noted in the email grantees receive, for future reference. For example, if the grant award number was entered incorrectly, the grantee should enter a comment with the correct award number.

For comments on the Job Creation field, please confirm that the report complies with HUD's job count guidance, which can be found at:  
[http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting/Section\\_1512\\_Resources/HUD%20Job%20Count%20Guidance.pdf](http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting/Section_1512_Resources/HUD%20Job%20Count%20Guidance.pdf).

Because FederalReporting.gov is a government-wide ARRA reporting data base, other Federal agencies will also be reviewing quarterly reports for data quality. Grantees receiving ARRA funds from more than one HUD program (CDBG, HOME, etc.) or from more than one federal agency may receive multiple emails from FederalReporting.gov regarding data quality issues. Please be sure to review each email carefully to determine which quarterly report the email pertains to.

#### ***e-snaps*: Initial Performance Report/Quarterly Performance Report Final Submission Instructions**

##### **Final IPR/QPRs due by November 5, 2009**

The Initial Performance Report (IPR), which included data for the first Quarterly Performance Report (QPR), was due to HUD on October 10, 2009. HUD is providing grantees 25 days - until November 5<sup>th</sup> - to review the preliminary report submitted and

correct any errors. This email provides guidance on how to finalize this report in *e-snaps*. HUD encourages grantees to review the report in *e-snaps* and ensure all data is correct before submitting the final report in *e-snaps*.

***Please note:***

- ***The due date for the preliminary IPR/QPR was October 10<sup>th</sup>. There is no grace period; the November 5<sup>th</sup> date is NOT an extension. If you have not yet submitted a report in e-snaps you must do so IMMEDIATELY- do not wait until November 5<sup>th</sup>.***
- ***HPRP Grantees must submit a single preliminary report and, if necessary, a single final report. Submission of final reports is not required when the preliminary report is correct. On Nov. 6<sup>th</sup>, e-snaps will convert all reports submitted to final status. their individual QPR's in e snaps.***
- ***Subgrantees must NOT submit reports in e-snaps. Any grantee or subgrantee must report, through the virtual help desk at [www.hudhre.info](http://www.hudhre.info), all instances where a subgrantee submitted a preliminary and/or final IPR/QPR for this quarter.***
- ***HUD will be contacting grantees that have not submitted their preliminary IPR/QPR or have submitted incomplete data. Grantees will have until Nov. 5<sup>th</sup> to resolve the issues and submit the final report for this quarter.***

**Instructions for submitting the final IPR/QPR:**

1. Log into e-snaps Front Office.
2. Click on Submissions.
3. To complete Final QPR, click on orange folder to the left of "HPRP Reporting (Final) FY2009" – see screen shot below.
4. The data from the preliminary QPR will populate the final QPR
5. Select appropriate field office.
6. Review the data and make changes as needed.
7. Submit the final QPR.

The screenshot shows the 'Front Office' web application. The left sidebar contains navigation links: MilesArena, Front Office Portal, Search Funding Opportunities, Profile, My Profile, Change Password, Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The main content area has a 'Submissions Filters' section with dropdown menus for Project Name (HPRP Reporting), Date Submitted (On), Project Status (Open Projects), and Submission Version (Latest Version). Below the filters is a 'Filter' button. A table titled 'Submissions' displays the following data:

Project Name	Project Number	Step Name	Funding Opportunity Name	Start Date	End Date	Date Submitted
"HPRP Reporting"	HPRP_013326	HPRP Application (Final) FY2009	HPRP Reporting	Sep 30, 2009	Dec 1, 2012	
"HPRP Reporting"	HPRP_013326	HPRP Application (Preliminary) FY2009	HPRP Reporting	Sep 30, 2009	Dec 1, 2012	Oct 9, 2009 5:01:37 PM

The bottom of the page features a red banner with the 'Grantium' logo and a Windows taskbar with 'Done' and 'Local intranet' icons.

## Staff Affidavit

The attached Staff Affidavit is a new requirement for all households determined to be eligible for HPRP assistance. The Staff Affidavit documents that the HPRP household meets all eligibility criteria for HPRP assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of HPRP assistance. The Staff Affidavit must be completed and signed by the person determining eligibility and his or her supervisor for all households determined eligible on or after November 1, 2009. A new Staff Affidavit is only required if a different staff person re-determines eligibility at a later date. For example, an intake worker makes the initial determination of eligibility on November 15<sup>th</sup> so the Affidavit is signed by the intake worker and his/her supervisor. On Feb. 12<sup>th</sup>, the household's eligibility is re-certified by a case manager (not the same person as the intake worker). A new Staff Affidavit, signed by the case manager and his/her supervisor, is required.

The Staff Affidavit as attached to this message and posted on HUD HRE is a required form that must be maintained in each HPRP participant's file and is subject to review by HUD.