

HPRP Annual Performance Report (APR) Reminder

HPRP Grantees- This is a reminder that the Year 2 HPRP Annual Performance Report (APR) is currently open in the *e-snaps* system and the deadline for submitting your report is *November 30, 2011*.

Grantees submitting reports after the November 30, 2011 due date will be considered late and may be subject to sanctions by HUD.

Reminders:

- The Year 2 HPRP APR is for reporting on the period from October 1, 2010 – September 30, 2011.
- Please remember that ONLY the HPRP grantee should complete and submit the Year 2 HPRP APR in *e-snaps*. HPRP subgrantees should provide necessary data to the grantee for inclusion in the APR at the request of the grantee, but must NOT complete the APR in *e-snaps*.

Important Updates:

- Resources, guidance documents, and webinars on HPRP reporting are available on the Homelessness Resource Exchange (HRE) at <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 reports.
- The Year 2 HPRP APR had been updated to include a new question – 5c. Please refer to the [e-snaps HPRP APR Guidebook](#), recently updated on the HRE, for more information about this new question.
- ***e-snaps:***
 - Grantees who can able to see all reports in the HPRP Reporting project, but cannot “see” their HPRP APR in their HPRP Reporting project in *e-snaps* should be sure they are looking on both pages in the HPRP Reporting project. If the Year 2 HPRP APR is not on either page, please click on “Clear Filters” at the top left-hand of the screen. If you still cannot see your HPRP APR, please submit a question on the help desk.
 - When opening the Year 2 HPRP APR for the first time, grantees may experience a 3-5 minute delay. This is due to the system pulling forward data from previous reports and should only impact the first question in the HPRP APR. Once the report is open,

grantees should not experience a long delay in moving between questions in the 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 an 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.
- **Tips for APRs:**
 - Remember, Grant-to-Date always refers to the cumulative, unduplicated 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 year and add it to the existing GTD number. Grantees who do this will have a greatly inflated GTD number and will cause HPRP data to be skewed. **If you have been reporting GTD incorrectly, report corrected GTD numbers in the Year 2 APR.** 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.

Questions?

- As always, please submit all questions related to *e-snaps* QPRs to the HUD Virtual Help Desk at <http://www.hudhre.info/>. **Make sure you select "HPRP" (not "APR") as the "Program/System"**. The Help Desk staff are 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 we work 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 when submitting your question to the Help Desk.