

HPRP Annual and Quarterly Reporting Update

September 30, 2011

Reminder: The Q9 HPRP Quarterly Performance Report (QPR), the Year 2 HPRP Annual Performance Report (APR), and the quarterly performance report in FederalReporting.gov will all be available tomorrow, October 1, 2011.

- **Quarterly Reports:** Q9 QPR and the FederalReporting.gov quarterly report are both due by **Friday, October 14, 2011**, for reporting on the period from July 1 – September 30, 2011.
- **Annual Report:** The Year 2 HPRP APR is due in *e-snaps* by **November 30, 2011**, for reporting on the period from October 1, 2010 – September 30, 2011.

HPRP grantees are required to complete all three 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.

Important Updates:

- 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 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 system:**
 - 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.
 - CoC *e-snaps* users have been experiencing severe system delays with the CoC APR and the CoC NOFA Exhibits. These issues are specific to these projects in *e-snaps* and should not impact the HPRP Q9 QPR or the Year 2 HPRP APR, but HUD will send a message out via this listserv if it becomes an issue for HPRP grantees.

- 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 QPRs and APRs:**
 - 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 who 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 Q9 QPR and 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.

- **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 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 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.