# HPRP Quarter 2 Reporting Update

This email contains updated guidance for the second HPRP quarterly report covering the period of October 1, 2009 through December 31, 2009.  The following includes updates to the reporting guidance previously issued:

1.  *FederalReporting.gov and e-snaps resources*- As stated in the recent HPRP Reporting Trainings-  All HPRP grantees must submit a quarterly report in *both* FederalReporting.gov and in *e-snaps*. HUD encourages grantees and all those responsible for completing HPRP quarterly reports to refer to the following websites for guidance and additional resources:
    - The HUD Homelessness Resource Exchange (HRE) at: www.hudhre.info
    - OMB's Federal Reporting website at: www.FederalReporting.gov
    - For questions on completing the second quarter report in FederalReporting.gov, please contact the HUD Recovery Call Center at: 1-800-998-9999 or via email: recovery@comcon.org .
    - For questions on completing the second quarter report in e-snaps, please submit a question via the Virtual Help Desk at:  www.hudhre.info Reporting questions are given first priority and are answered in a timely manner.

2.  *Second Quarter Report deadline extended*- The deadline for reporting in both FederalReporting.gov and in *e-snaps* has been extended to January 15, 2010. Reports must be submitted in both systems by midnight, January 15th.  Grantees who submit either report after January 15, 2010, will receive a letter from HUD documenting the late submission.

3.  *Updated submission guidance for e-snaps*-

    - Grantees who did not submit in *e-snaps* for quarter 1 must complete and submit the "HPRP Application Q1" report in e-snaps before the system will create a HPRP Q2 report.  Detailed instructions on this are included in the updated IPR/QPR instructions being posted on the HRE early next week.
    - All other grantees must complete the HPRP Q2 report, which includes data fields from the Q1 Initial Performance Report (IPR).  This provides an opportunity for grantees to correct or complete Q1 IPR data.  Please note, grantees will be able to view the final Q1 report but will not be able to go in and make changes to that report.  All updated Q1 information should be included in the Q2 report.  Updated guidance on submitting *e-snaps* quarterly reports will be posted on the HRE early next week.

4.  *Grantees with incorrect grant numbers in FederalReporting.gov*- HPRP Desk Officers contacted many grantees after the first quarter reporting period to address issues with incorrect grant numbers in FederalReporting.gov.  At that time,

OMB's guidance was that grantees could not change the grant number, but they would have to submit a new report with the correct grant number. Updated guidance from OMB reflects a change to this- there is now a way grantees can correct an incorrect grant number in FederalReporting.gov. The instructions are as follows:

> Users who submitted incorrect award IDs will **not** need to submit a completely new report. Instead, they should "copy forward" their old report, click the "Change Business Key" button, correct the award ID, and then update the other report fields. Note that users who submitted with the incorrect award type (contract instead of grant) will still need to start a new report to fix the award type. Grantees with questions on making this correction should call 1-800-998-9999 or email recovery@comcon.org.

5. *New Jobs Counting Guidance-* On December 18th OMB issued updated guidance on counting jobs retained, created, or related to ARRA funds. This updated guidance can be found at: http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf. The HUD Recovery Act Team also issued guidance specific to HUD grantees. This HUD-specific guidance can be found at:
http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting/Section_1512_Resources/HUDJobCountGuidance.pdf. Please note there have been changes in the way OMB is instructing grantees to calculate ARRA-funded jobs; it is important grantees read both these guidance documents prior to completing and submitting the second quarter HPRP report in FederalReporting.gov.

These job count numbers are extremely high profile and will be monitored in detail by HPRP Desk Officers, HUD Recovery Act Team staff, and OMB and other White House staff. It is imperative grantees report accurately on all jobs associated with HPRP funds. **Grantees should recognize that while HPRP programs are not expected to create the same number of jobs as other ARRA-funded programs, it is important** This count should include all jobs associated with administering HPRP funds, NOT jobs secured by HPRP clients. Grantees should have a procedure in place to collect this job count information from sub grantees and this should be documented. HUD will review this documentation during on-site or remote monitoring visits.