

## HPRP Quarterly Reporting Updates and Reminders FederalReporting.gov and *e-snaps*

The next HPRP quarterly reporting period starts this week. FederalReporting.gov and *e-snaps* will both open for quarterly reporting on April 1, 2011 for reporting on the grant period from January 1, 2011 – March 31, 2011. The statutory deadline for submitting your report is April 10th, 2011. Note that both FederalReporting.gov and *e-snaps* will remain open for reporting until April 14th at midnight ET, and reports will not be flagged as late.

### Reporting Enforcement:

- Timely reporting is critical! Late reporters are an indication to HUD that there could be problems with the administration of the grant, and HUD plans to monitor programs that have reported late multiple times.
- If the primary reporting contact will not be available to complete and submit the report by the deadline, make sure that another staff person is designated to complete and submit the report. If the other staff person does not already have access to *e-snaps*, the primary contact can add other users (see the Q5 Update ([http://www.hudhre.info/documents/HPRP\\_ReportingUpdate.pdf](http://www.hudhre.info/documents/HPRP_ReportingUpdate.pdf)) document on the Homelessness Resource Exchange (<http://www.hudhre.info/hprp>)). However, if that person has left the organization, the grantee will need to request access from HUD. This request must be made via the virtual help desk. DO NOT wait until the last minute to do this, as it can take several days to complete the process.

### Q7 QPRs in *e-snaps*:

- The *e-snaps* system will open on April 1<sup>st</sup>, for reporting on the grant period from January 1, 2011 – March 31, 2011.
- In reviewing the Year 1 HPRP APR, HUD has identified an issue with how some grantees are reporting Grant to Date (GTD) numbers in the QPR. Please note that grantees MUST report an unduplicated number under the GTD column. This means grantees should NOT simply take the number of persons served from each quarter 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, please report correct GTD numbers in the Q7 QPR.\*\*** 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.
- Remember that 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.

- 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.
- With 7 quarters of preliminary and final QPRs in *e-snaps*, it can be tricky to find the current quarter on the Submissions page. Unfortunately, the *e-snaps* system cannot hide past quarters, so please take an extra moment to ensure that the correct QPR is completed and submitted. A tip for quickly finding the current QPR: click the words “Step Name” to sort the items in alphabetical order, and you will be able to see the current QPR at the bottom of the list (see screenshot below).

The screenshot shows the 'Submissions Filters' section at the top with the following settings: Applicant Project Name: HPRP Reporting, Date Submitted: On, Project Status: Open Projects, and Submission Version: Latest Version. Below this is a 'Filter' button. The main table is titled 'Submissions' and has columns for Project Name, Project Number, Step Name, Funding Opportunity Name, Start Date, and End Date. The 'Step Name' column is circled in red and contains the following entries from top to bottom: HPRP Application (Final) FY2009, HPRP Application (Preliminary) FY2009, HPRP APR - Year 1, HPRP Q2 Performance Report (Final), HPRP Q2 Performance Report (Preliminary), HPRP Q3 Performance Report (Final), HPRP Q3 Performance Report (Preliminary), HPRP Q4 Performance Report (Final), HPRP Q4 Performance Report (Preliminary), HPRP Q5 Performance Report (Final), HPRP Q5 Performance Report (Preliminary), and NOT FOR GRANTEE USE-HUD USE ONLY.

Project Name	Project Number	Step Name	Funding Opportunity Name	Start Date	End Date
HPRP Reporting	HPRP_011902	HPRP Application (Final) FY2009	HPRP Reporting	Sep 30, 2009	Dec 31, 2009
HPRP Reporting	HPRP_011902	HPRP Application (Preliminary) FY2009	HPRP Reporting	Sep 30, 2009	Mar 2, 2010
HPRP Reporting	HPRP_011902	HPRP APR - Year 1	HPRP Reporting	Sep 30, 2009	Dec 1, 2012
HPRP Reporting	HPRP_011902	HPRP Q2 Performance Report (Final)	HPRP Reporting	Sep 30, 2009	Apr 2, 2010
HPRP Reporting	HPRP_011902	HPRP Q2 Performance Report (Preliminary)	HPRP Reporting	Sep 30, 2009	Mar 2, 2010
HPRP Reporting	HPRP_011902	HPRP Q3 Performance Report (Final)	HPRP Reporting	Sep 30, 2009	May 19, 2010
HPRP Reporting	HPRP_011902	HPRP Q3 Performance Report (Preliminary)	HPRP Reporting	Sep 30, 2009	May 19, 2010
HPRP Reporting	HPRP_011902	HPRP Q4 Performance Report (Final)	HPRP Reporting	Sep 30, 2009	Oct 2, 2010
HPRP Reporting	HPRP_011902	HPRP Q4 Performance Report (Preliminary)	HPRP Reporting	Sep 30, 2009	Aug 18, 2010
HPRP Reporting	HPRP_011902	HPRP Q5 Performance Report (Final)	HPRP Reporting	Sep 30, 2009	Nov 15, 2010
HPRP Reporting	HPRP_011902	HPRP Q5 Performance Report (Preliminary)	HPRP Reporting	Sep 30, 2009	Nov 15, 2010
HPRP Reporting	HPRP_011902	NOT FOR GRANTEE USE-HUD USE ONLY	HPRP Reporting	Sep 30, 2009	Oct 1, 2010

### FederalReporting.gov Quarterly Reports:

- The FederalReporting.gov system will open on April 1<sup>st</sup>, for reporting on the grant period from January 1, 2011 – March 31, 2011.
- 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.
- Here are some *examples* of acceptable narratives for HPRP (grantees do not need to use these exactly):
  - Award Description: Funds provided to assist families and individuals who are homeless or at risk of becoming homeless.

- Project Description: Homeless Persons/Households were provided with rental payments, utility payments, and case management. Program served 120 households this quarter.

### Questions?

- As always, please submit all questions related to QPRs in *e-snaps* to the HUD Virtual Help Desk. The Help Desk staff are prioritizing reporting-related questions during the reporting periods—especially near the deadlines—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](http://www.federalreporting.gov).