

HPRP Quarterly and Annual Performance Reports – Deadlines and Updates

All grantees are required to submit a Quarterly Performance Report (QPR) in *e-snaps* and a quarterly report in FederalReporting.gov at the end of each quarter of the fiscal year, and an Annual Performance Report (APR) in *e-snaps* for their HPRP program at the end of each fiscal year. As the first year of HPRP comes to a close, grantees need to start preparing to submit their APRs in *e-snaps*.

Note: The APR does **not** replace the quarterly report submission requirements.

Quarterly Reports:

- Quarterly reporting starts tomorrow! Both FederalReporting.gov and *e-snaps* will be open on **October 1, 2010** for reporting on the period from 7/1/10 to 9/30/10. **All grantees must submit both reports by midnight on October 10th.**
- When starting your report in FederalReporting.gov, be sure to click the “Copy Forward” button so that the data you entered in prior quarters is brought forward to the current report. This reduces the potential for errors.
- HUD is reviewing the narrative portion of the reports submitted in FederalReporting.gov closely, in accordance with new transparency guidance issued by the White House Office of Management and Budget (OMB). Please make sure that your narrative submissions are complete, specific, clear, and understandable to the general public. See the full guidance on the White House web site here (guidance on narratives starts on page 8): <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m-10-34.pdf>
- Updated instructions for completing the 5th quarterly (Q5) QPR in *e-snaps* and a “Q5 Update” document are both attached and will be posted on the HUD Homelessness Resource Exchange at www.hudhre.info/hprp on October 1.
- All grantees are required to submit reports this quarter. As some grantees begin to spend all of their HPRP allocation, HUD will be issuing guidance on grant closeout and reporting for the next quarter.
- The HUD Virtual Help Desk will be available on a very limited basis on Saturday, October 9th and Sunday, October 10th, to answer urgent technical assistance questions about *e-snaps*. The assistance available during this time will be limited to issues such as password resets, system errors, or other technical problems preventing grantees from being able to submit the QPR. All other questions, including policy questions and help with error messages on QPR screens, will not be answered until the following week based on the order in which they are received. Please also note that Monday, October 11 is a Federal holiday (Columbus Day) and the help desk will not be staffed at all. **Do not** wait until the deadline to submit substantive questions to the help desk.

- For questions about FederalReporting.gov, please contact the FederalReporting help desk at www.federalreporting.gov by phone, email, or online chat. The HUD Reporting help line is also available at 1-800-998-9999. For questions about *e-snaps*, send questions to the HUD Virtual Help Desk on the HRE, at www.hudhre.info/hprp.

Annual Reports:

- The HPRP APR will be “live” in *e-snaps* on **October 8, 2010**.
- **The deadline for the HPRP APR has been extended to January 7, 2011.** The original deadline for the HPRP APR was November 30, 2010, but it has been extended to allow time for HMIS programming and training of staff responsible for collecting data for the HPRP APR. Please note that there is no “Preliminary” and “Final” option for the HPRP APR. HUD strongly encourages grantees to use the extra time to become familiar with the questions and work with the HMIS lead in your community to ensure that the data that you collect is accurate and complete. Once a report is submitted, grantees cannot go back in and change data in it.
- For the Year 1 APR, grantees are reporting on persons served and uses of funds **from the time of the grant agreement through September 30, 2010**.
- HUD and TA provider staff are developing HPRP APR guidance material and there will be multiple training opportunities. Similar to the HPRP QPR, HUD is preparing online instructions and a training guide, HPRP APR webinars, and an HPRP APR e-learning module posted to HUD’s Homelessness Resource Exchange. **The HPRP APR webinars are scheduled for Thursday, October 14th at 3:30 p.m. ET and Tuesday, October 19th at 11 a.m. ET.** Please mark your calendars. Registration will be available soon via the training calendar on the HRE.