

HPRP QPR Update: QPR Data Review and Comment Period through February 5, 2011

HUD staff are currently reviewing all HPRP Q6 Quarterly Performance Reports submitted in *e-snaps* (for the period from October 1 – December 31, 2010). As in previous quarters, grantees have the opportunity to edit the Q6 data submitted in the Preliminary QPR in *e-snaps* by editing and submitting the “HPRP Q6 Performance Report (Final)”. During this review and comment period, HUD staff will be sending emails to notify grantees where there are questions about or potential errors identified on their reports.

Grantees who know **now** that they need to make changes in their QPR should email their HPRP Desk Officer at HUD Headquarters to let them know changes are needed. Your Desk Officer will respond back to you and let you know if they have any questions about your report. If you need to make changes, **DO NOT** submit the final report without emailing your Desk Officer first.

Grantees must have all final reports submitted by Saturday, February 5, 2011. Remember, if you do not need to make changes to your QPR and you do not receive any comments or questions from HUD, you do not need to do anything. Please also note that the HUD Virtual Help Desk will not be responding to questions on Saturday, the 5th.

If you are not sure how to make edits/changes to your QPR, follow the instructions below:

- Log into *e-snaps*; go to the Submissions screen
- Click on the orange folder next to “HPRP Q6 Performance Report (Final)”
- You will see that the Final report is pre-populated with data submitted in the preliminary report
- Make any edits or changes you need to make
- Review the QPR (tip: you can export it to pdf, then review and save the PDF)
- **BE SURE TO CLICK THE SUBMIT BUTTON** to submit the Final QPR to HUD!

Remember, once the FINAL is submitted, you cannot go in and make additional changes. Please review your report prior to submitting it.

Also, if you have other questions about using *e-snaps*, please see the resources available on the HUD Homelessness Resource Exchange at www.hudhre.info/hprp.