REMINDER: HPRP Quarterly Reports Due January 14, 2012

January 10, 2011

This is a reminder that HPRP grantees must submit quarterly reports in **both** FederalReporting.gov and *e-snaps* by midnight, January 14, 2012, for program participants served and funds spent during Q10: October 1, 2011 through December 31, 2011.

Grantees who submit reports after January 14th will be considered late and may face sanctions by HUD. Please note that January 14th is a Saturday so HUD encourages grantees to submit prior to that day, as there will be limited help desk support on that final day.

Reminders:

- If you are new to HPRP reporting, please refer to the QPR guidance documents on the HPRP section of www.hudhre.info for information on how to create a login in *e-snaps* and how to access your community's HPRP Reporting project. ***DO NOT wait until the day the report is due to do this; HUD may not be able to link you to the report at the last minute and the report will be considered late. Not having access to the QPR is not an excusable reason for late submissions.***

- If you believe you do NOT have to complete a Q10 QPR because you completed your HPRP program prior to October 1, 2011, and if you have not already been contacted by a HUD Headquarters representative, please submit a question to the help desk letting HUD know that you believe you are done. You will receive a response back indicating whether you have to report for Q10. Grantees no longer have to report when:

    1. All funds are expended and drawn down from IDIS;

    2. A program has stopped providing assistance to new and existing program participants, and all clients have been exited from the program in HMIS;

    3. The Expenditures by Activity chart in e-snaps completely reports on all grant funds expended (i.e. the amount in the "Total Grant-to-Date" cell on the Expenditures by Activity chart equals the total grant allocation); and

    4. The grantee has checked the "Final" box in FederalReporting.gov.

Questions?

Please submit all questions related to e-snaps QPRs and APRs to the HUD Virtual Help Desk at http://hudhre.info/helpdesk. Please be sure to select "HPRP" as the topic area for the question, and if you have a question about an error message in *e-snaps*, please attach a screen shot of the error message (not a PDF of the data without the error message, please) 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.