Ramping Down and Closing Out HPRP

Audience: Grantee and subgrantee program managers and planners

Purpose: As we move through the second year of HPRP, many grantees are beginning to think about how they will ramp down, or end their HPRP program. Grantees will need guidance in many areas as HPRP programs begin to wind down, so HUD is working to develop several products to assist with this process. The purpose of this listserv message is to provide preliminary information to grantees and subgrantees on the end of HPRP, announce an upcoming webinar on "Ramping Down HPRP," and to solicit feedback from grantees or subgrantees who may have innovative or unique ideas on how to transition clients from HPRP, or other closeout activities.

Closing Out HPRP

HUD is currently working to develop closeout procedures that all grantees will need to complete in order to successfully end their HPRP grant. While grantees may continue similar activities as part of the Emergency Solutions Grant Program, HPRP is a separate grant and must be closed out. HUD is planning to provide detailed HPRP closeout procedures that will outline specific steps that grantees must take in order to successfully end their HPRP grant. Grantees who end their program prior to the release of this guidance should contact their HPRP Desk Officer or Field Office and inform them that their grant has ended.

Please note the following:

- An HPRP grant is considered over (and should be closed out) when all money is spent, clients are no longer being served, and all reporting obligations are complete. Many grantees have stopped enrolling new clients in HPRP, but are continuing to serve clients currently enrolled. The grant must remain open while these clients are being served and grantees are still responsible for meeting all reporting deadlines.

- Reporting requirements:

  o Programs that end in the middle of a quarter are still required to submit a quarterly report in FederalReporting.gov and a QPR in *e-snaps* for that quarter. There will be an option in both systems for grantees to indicate that this is the last quarterly report (HUD is currently programming e-snaps, this feature is planned to be available in Q9, the October reporting period).

  o Grantees who have spent all their HPRP funds and have stopped serving any HPRP program participants as of September 30, 2011 must complete an Year 2 HPRP APR by November 30, 2011. These grantees will NOT need to complete a Year 3 HPRP APR in 2012 since no clients were served during that reporting period (October 1, 2011 – September 30, 2012).

- o The Year 2 HPRP APR will be available in *e-snaps* on October 1, 2011. Grantees who end their project before October 1, 2011 must plan to have staff available to complete and submit the APR by November 30, 2011.

- o Grantees must be sure to complete the required QPRs and APRs, and there may be questions that a grantee must answer upon grant closeout, but there will not be additional reporting required – the QPRs, the reports in FederalReporting.gov, and the APRs are the tools HUD uses to understand how HPRP funds are used.

- HPRP programs are subject to monitoring by HUD HPRP HQ and field office staff, or the HUD Office of Inspector General (OIG) even after the project has been closed out. HUD understands that all staff who worked on HPRP might no longer be available to participate in a review, but expects grantees and subgrantees to be able to provide financial documentation and client files for review.

In addition to fulfilling HUD close out requirements, grantees and subgrantees have many decisions to make when closing out or ending their HPRP program, such as:
- When will we stop accepting new clients?
- Will we have to change the amount or duration of assistance provided or staffing levels as we approach program closeout?
- How will our decisions be affected by inter-agency agreements and landlord partnerships?
- What aspects of the program can and should be transitioned to another funding source and be continued?

HUD encourages grantees to talk with subgrantees and discuss these issues NOW, not when all the money has run out. With a fast-moving program like this, it is never too early to begin planning for the end of HPRP.

"Ramping Down HPRP" Webinar

This webinar will present key issues and strategies for grantees to consider as they enter the final stages of HPRP, including:
- Planning a smooth and orderly closeout with subgrantees and for the grant overall;
- Messaging to subgrantees and program participants around the end of HPRP;
- Tapering off services and housing supports in a manner that ensure participants successfully transition off of HPRP and maintain housing; and
- Identifying HPRP-funded activities that have had the greatest impact and are a priority for continuing via other funding opportunities.

It will also include a report from a special guest—an HPRP grantee who has already thought through some of these issues in their community and is willing to share their experiences.

With the end of HPRP, grantees and subgrantees have the opportunity to consider the role of homelessness prevention and rapid re-housing in the local community. There are no simple answers to these questions, but the webinar will give participants concrete planning questions to take back to their community as the entire continuum of care prepares for change.

Dates and Registration:
There will be 2 identical sessions of this webinar, so you need only register for one.

- **Thursday, July 7th from 11 a.m. – 1 p.m. EDT**:
  https://www1.gotomeeting.com/register/790084673
  OR
- **Monday, July 11th from 2:30 p.m. – 4:30 p.m. EDT**:
  https://www1.gotomeeting.com/register/157508377

Register now using the links above to reserve your seat. You will then be emailed another link and further instructions.   Also, be sure to log on to the webinar ten minutes early to download the GoToWebinar software. Finally, note that you may listen to the webinar either through your computer's speakers or by calling into a toll number.

Note that several days after the webinars, presentation slides and recordings will be posted to the HUD HRE, on the HPRP HUD-Issued Guidance Page under Training Materials (http://www.hudhre.info/HPRP/index.cfm?do=viewHPRPIssuances#6).

HPRP Closeout Best Practices

Ideally, grantees should have been planning for the end of HPRP since the beginning of the program and HUD recognizes that many did exactly that. Grantees who have given thought to and implemented sound policies around how to end HPRP are encouraged to submit examples of this to HUD via the virtual help desk on the Homelessness Resource Exchange (www.hudhre.info). As more and more grantees begin to plan for the end of their program, real-world examples from other communities will be an invaluable resource for HUD to share.