

## HPRP Report Training – Registration Now Open

This month HUD is holding three trainings to review HPRP reporting requirements.

HPRP grantees are required to submit reports in two systems: **FederalReporting.gov** and *e-snaps*. The training will assist grantees in understanding why these systems are required, provide information on the most common reporting errors and how to avoid them, and how to complete both reports thoroughly and accurately. The attached document (appearing within this document following this message) highlights the most common errors made in *e-snaps* during the first reporting period. Please review this prior to participating in the training. HUD will also discuss key HPRP policy updates during the trainings.

The trainings will be held online via *GoToMeeting* and conference call. *GoToMeeting* is a conferencing tool for online meetings.

Advance registration is required. The same training will be held each day, so you need only sign up for one. The number of telephone lines is limited and preference will be given to HPRP grantees. Since HPRP subgrantees are not responsible for reporting on HPRP, subgrantees are not expected to participate.

To register, click the link next to the date you would like to participate:

- **HPRP Reporting Training 1:** Thursday, December 10<sup>th</sup>, 3 – 5 p.m. EST:  
<https://www1.gotomeeting.com/register/155826497>
- **HPRP Reporting Training 2:** Tuesday, December 15<sup>th</sup>, 2 – 4 p.m. EST:  
<https://www1.gotomeeting.com/register/640435913>
- **HPRP Reporting Training 3:** Wednesday, December 16<sup>th</sup>: 2 – 4 p.m. EST:  
<https://www1.gotomeeting.com/register/308716072>

Once you register, you will receive an automated confirmation email with the login and call-in information. It is recommended that you login to the meeting and conference call at least 10 minutes before it begins. There will be an opportunity for participants to submit written questions via *GoToMeeting* at the end of the training, which HUD staff will address live. We look forward to your participation.

## **HUD HPRP Initial Performance Report Submissions in *e-snaps*: Supplemental Guidance – Avoiding Common Errors**

This document provides Homelessness Prevention and Rapid Re-Housing Program (HPRP) grantees with guidance in completing the Initial Performance Report (IPR) and Quarterly Performance Reports (QPRs). Grantees are required to submit these reports in HUD's *e-snaps* system. This supplemental guidance addresses the errors most commonly made in the Initial Performance Report for the first quarter: July 1 – September 30, 2009. Please refer to this guidance and to the HUD *e-snaps* Training Guide when preparing and submitting future reports.

### Overarching Issues:

- **All report fields must be completely filled out:** Many grantees did not completely fill out the fields in various sections of the report. *Please note that there should be no blank fields.* Zeroes have meaning in these reports and HUD cannot assume a blank field means zero. Use zeroes where needed; do not leave any field blank.
- **Single grantee report:** Only the HPRP grantee should submit a single IPR/QPR for the HPRP award. Subgrantees must not submit any reports. The grantee should collect subgrantee information and consolidate that information into an IPR/QPR that represents a report on the grant as a whole.

### Guidance for Specific Screens:

- **“Persons and Households Served” Screen:** Some grantees appeared to use these fields to project total persons to be served over the course of the grant, as numbers served were very high. *The numbers reported on this screen must be the actual numbers served for the current reporting period and the grant to date.* “Persons and Households Served” is one of the national performance measures that HUD will report on to the White House. Please ensure that entries are as accurate and complete as possible. As stated above, if no persons were served, enter a zero in that field.
- **“Housing Outcomes—Homelessness Prevention; and, Housing Outcomes—Homeless Assistance” Screens:** Use these screens to report *only* on persons who have formally *exited the program*. “Housing Outcomes” is one of the national performance measures that HUD will report on to the White House. Please ensure that entries are as accurate and complete as possible.
- **“Expenditures by Activity” Screen:** Several grantees reported on their total award amount in this field. This field should reflect expenditures by activity for the current reporting period (and grant to date) only. HPRP expenditure data is crucial for tracking the uses of HPRP funds, so please ensure that entries are as accurate and complete as possible. As stated above, if no funds were expended, enter zeroes in the fields.

- **“HPRP Subgrantee/Contractor List” Attachment:**
  - Use the correct form to report subgrantees. It is located on the left menu bar within *e-snaps*. It is an Excel spreadsheet, and has a column to indicate if a subgrantee is a VAWA provider. All grantees will need to resubmit this attachment, using the proper form, for the January 2010 IPR/QPR. If a grantee submitted it correctly, they must upload the document again.
  - The total of the HPRP subgrant or contract award amounts listed in this attachment must equal the total “Amount of HPRP Funds Awarded to Subgrantee(s)/Contractor(s)” in the Grant Allocation table.
  - Transfer of funds or authority within the same unit of general local government is not a subgrant for the purposes of HPRP. *For example:* a City Department of Community Development is a grantee and subsequently executed an agreement with the City Department of Social Services (DSS) to administer the HPRP funds. The DSS then subgranted to non-profit organizations to carry out HPRP activities. The grantee should list the non-profit organizations in the Subgrantee(s)/Contractor(s) List attachment. Agencies that are part of the local unit of government (e.g. DSS) should not be listed as subgrantees, even if they are carrying out HPRP activities directly, since they represent the same unit of local government as the grantee.
  - Subgrants to public housing agencies from metropolitan cities and urban counties are not allowed without a waiver from HUD. State HPRP grantees may not subgrant to a public housing agency in any situation. Grantees that reported a subgrant to a PHA and did not receive a waiver must contact their local HUD field office immediately.
  
- **“Grant Allocation” Screen:**
  - All HPRP clients must be assessed for eligibility. If HPRP funds are used to complete the client assessments, then, Housing Relocation and Stabilization Services is the appropriate activity category. Therefore, grantees must an allocation for Housing Relocation and Stabilization Services on the Grant Allocation chart.
  - The total of the subgrantee awards listed in the “Subgrantee/Subcontractor List” attachment must equal the total “Amount of HPRP Funds awarded to Subgrantee(s)/Contractor(s)” in the Grant Allocation table.
  - The grand total of the Grant Allocations table must equal the total award amount. The Grant Allocation table is where grantees show how all of their HPRP funds will be spent. Grantees must allocate the full amount of their award.
  - In compliance with the HPRP Notice, grantees must enter a reasonable amount of Administration funds to be shared with their subgrantees.
  
- **“Projected Persons and Households to be Served (IPR Only)” Screen:** Enter both the number of persons and the number of households expected to be served with HPRP funds for the term of the HPRP grant, not one or the other. As stated above, if no persons or households are expected to be served in any given activity category, enter a zero in that field.