

HPRP Initial Performance Report (IPR) Update and Training

Note: Second QPR Due January 10, 2010

IPR/QPR Submissions

HUD would like to thank all HPRP grantees who submitted complete Initial Performance Reports in *e-snaps* on time for the first quarterly reporting period for HPRP (ending September 30, 2009). Unfortunately, due to data quality issues with the IPR submissions, HUD does not feel confident that the first quarter data is adequate to set the baseline for future reporting.

When the IPR was due, many grantees were just beginning their HPRP programs. These grantees were unable to submit complete information in the IPR. In addition, *e-snaps* experienced some technical issues that prevented all grantees from being able to submit complete reports.

In consideration of the reporting burden for grantees, HUD will NOT ask grantees to re-submit or correct any errors in the previously-submitted IPR. Instead, HUD is maintaining the same fields in *e-snaps* for the second reporting period. Grantees are required to complete the IPR forms again and submit them with the next Quarterly Performance Report (QPR), due January 10, 2010.

Every grantee that completed and submitted an IPR during the first quarter will be able to view the data from that first report. Grantees may use the data to complete the IPR resubmission. HUD will not collect IPR data again after the second quarter.

HPRP Reporting Training—“Save the Date”

To get complete and accurate information from all grantees, HUD recognizes the need for additional training on the QPR. HUD staff will host three training sessions in December to review HPRP reporting requirements and the two systems grantees are required to use: **FederalReporting.gov** and *e-snaps*.

The dates and tentative times for the training sessions will be:

- Thursday, December 10th—3 p.m. EST
- Tuesday, December 15th—2 p.m. EST
- Wednesday, December 16th—2 p.m. EST

These trainings will be held via *GoToMeeting* and require advance registration. *GoToMeeting* is a web conferencing tool for online meetings via the Internet. HUD will provide further details about the training sessions via the HPRP listserv during the week of December 1. The announcement will provide further details and registration information.

Please encourage any staff responsible for HPRP reporting to sign up for the HPRP listserv. This listserv is HUD's primary method of communication for HPRP-information. Staff can go to www.hudhre.info to sign up for the listserv.

Additional Guidance

- **Common Errors:** Prior to the training sessions, HUD will send out a listserv message containing a summary of common errors with IPR completion in *e-snaps*.
- **Communication with HUD:** HUD Headquarters HPRP Desk Officers are reviewing the IPRs for errors. If a grantee's errors or omissions were extensive, the Desk Officers may communicate with the grantee's primary HPRP contact (via telephone or e-mail) to explain how to complete the IPR correctly next quarter. **Again, HUD will not ask grantees to fix or change data in the first QPR/IPR.**
- **Web Site Redesign:** HUD has redesigned the HPRP Page on the Homelessness Resource Exchange (HRE) to accommodate the growing number of resources available to help grantees more effectively implement their programs. The HPRP homepage now organizes information under four tabs: 1) HUD-Issued Guidance; 2) Data Collection and Reporting; 3) Tools and TA Resources; and 4) FAQs and Virtual Help Desk.

Additionally, the HRE has a number of new resources, including guidance and tools related to the lead-based paint requirements, as well as HPRP HMIS data collection templates. HUD is adding new resources and FAQs as they become available, so check back frequently.

If you have any questions, please submit them to the Virtual Help Desk at www.hudhre.info/hprp.