

HPRP Year 2 APR – Updated Guidance and Upcoming Webinar

September 8, 2011

Audience: HPRP grantees, subgrantees, and data collection and/or HMIS staff.

Purpose: This message provides updates on the Year 2 HPRP APR and announces the release of an updated HPRP APR Guidebook and an upcoming HPRP APR webinar.

The reporting period for the Year 2 HPRP APR will end on September 30, 2011. The HPRP Notice requires all HPRP grantees to complete and submit in *e-snaps* an HPRP Annual Performance Report (APR) by November 30, 2011. Please remember that ONLY the HPRP grantee should complete and submit the HPRP APR in *e-snaps*. HPRP subgrantees should provide necessary data to the grantee for inclusion in the APR at the request of the grantee, but must NOT complete the APR in *e-snaps*.

Upcoming reporting dates for HPRP Grantees:

A document outlining the HPRP Reporting Periods and Deadlines can be found at:

http://www.hudhre.info/documents/HPRP_ReportingDeadlines.pdf

October 10, 2011 Quarter 9 HPRP Quarterly Performance Report (QPR) due in *e-snaps*. The Q9 QPR covers the reporting period of July 1, 2011- September 30, 2011. The Q9 QPR will open in *e-snaps* on October 1, 2011.

Quarterly report due in FederalReporting.gov. This report covers the reporting period of July 1, 2011- September 30, 2011. The Year 2 HPRP APR will open in *e-snaps* on October 1, 2011.

November 30, 2011 Year 2 HPRP Annual Performance Report (APR) due in *e-snaps*. The Year 2 HPRP APR covers the reporting period of October 1, 2010 – September 30, 2011.

****Please note that grantees MUST complete both a Q9 QPR and the Year 2 HPRP APR in *e-snaps* by the deadlines indicated above.**

HUD recognizes that some grantees are beginning to wrap up programs and are ending service to clients as HPRP draws to a close. Grantees with clients active in their HPRP program during the reporting periods listed above are responsible for completing and submitting both a QPR and an APR for that time period, even if the HPRP program has recently ended. If you have any questions about which reports are required as you wind your grants down, please submit a question on the virtual help desk at www.hudhre.info. Be sure to select "HPRP" as the topic area.

Year 2 HPRP APR Webinar:

Audience: HPRP grantees, subgrantees, and any staff involved with data collection of preparation of HPRP reports.

On September 20th and 22nd, 2011 from 3 - 4pm (EDT), HUD will host a webinar reviewing certain aspects of the Year 2 HPRP APR. The webinar will:

- Review the process for submitting the HPRP APR in *e-snaps*,
- Explain a newly-added question 5c, and
- Discuss common challenges experienced during the Year 1 HPRP APR submission period and how grantees can address these challenges.

These upcoming webinars will NOT include a question-by-question discussion of the HPRP APR. HPRP staff who are new to the reporting process are encouraged to review the archived HPRP APR webinar that HUD hosted in December 2010. That webinar gives a very detailed overview of each question on the HPRP APR. The Year 1 HPRP APR overview webinar can be found at:

http://www.hudhre.info/hprp/index.cfm?do=viewHPRP_APRWebinar

To register for one of the upcoming webinars, please click on a link below (each webinar will contain the same content so you need only register for one):

9/20 at 3 p.m. EDT: HPRP APR: Year 2 – Registration Link:

<https://www1.gotomeeting.com/register/981103272>

9/22 at 3 p.m. EDT: HPRP APR: Year 2 – Registration Link:

<https://www1.gotomeeting.com/register/279205200>

Please note, participants must pre-register for the webinar. HUD encourages early registration as many of these webinars reach maximum capacity. Grantees that cannot participate in the webinars will be able to view a recorded version of the webinar once it is posted to the HRE after September 22, 2011.

***e-snaps* HPRP APR Guidebook Updated:**

HUD has updated the HPRP APR Guidebook and posted it to the HRE at:

http://www.hudhre.info/documents/HPRP_esnapsAPRGuidebook.pdf

The Guidebook was updated to reflect the addition of question 5c and to provide additional clarification for some questions that grantees had difficulty with during the Year 1 HPRP APR. HUD encourages all grantees and staff involved with HPRP reporting to read this guidebook **prior to** completing and submitting the Year 2 HPRP APR in *e-snaps*.