

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Instructions for Initial and Quarterly Performance Reports UPDATED JANUARY 2010

I. Overview

The American Recovery and Reinvestment Act of 2009 (the Recovery Act) established the Homelessness Prevention Fund, later renamed the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The program assists households at risk of homelessness and households that are literally homeless. Section 1512 of the Recovery Act requires that all grantees submit Quarterly Performance Reports (QPRs) on the grant funds received. The first report is called the Initial Performance Report (IPR) since it requires more information than subsequent QPRs.

This document provides an overview of the definitions, general reporting requirements, and filing requirements for the IPR and QPR. It also provides specific information for reporting on the IPR and QPR questions. Grantees and subgrantees (and entities providing HPRP services under contract through a subgrantee) should use these instructions to ensure consistency and accuracy when completing the two reports.

II. Basic Reporting Requirements

HUD outlined the basic requirements for reporting on HPRP in its Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009 [Docket No. FR-5309-N-1, March 19, 2009]. The HPRP Notice indicates that each grantee must prepare and submit the following reports to HUD:

- An **Initial Performance Report (IPR)**, covering the period between the grant agreement execution date and September 30, 2009. The grant agreement execution date is the date HUD and the grantee have both signed the grant agreement and when the grantee can begin expending funds. The IPR is due October 10, 2009. It includes information for the first Quarterly Performance Report as well as one-time, supplemental information regarding grantee use of HPRP funds and implementation plans. Every grantee must complete this report even if no HPRP funds have been expended and/or no program participants have been served.

Please note, for the second quarter (October-December 2009), HUD is requiring all grantees to submit IPR data again (in addition to Q2 APR data). Grantees who submitted a Q1 IPR must complete the IPR fields in the Q2 report. Grantees cannot go into a final Q1 IPR and change the data or re submit the Q1 report. For those who did NOT submit a first quarter report, the Q1 IPR is listed as the "HPRP Application" in *e-snaps*. Grantees must complete this Q1 HPRP Application in *e-snaps* before the system will create a Q2

report for the staff to access and submit. Please see Appendix A for instructions on completing the HPRP Application.

- Ongoing **Quarterly Performance Reports (QPRs)**, due within 10 days of the end of each quarter on January 10, April 10, July 10, and October 10.
- An **Annual Performance Report (APR)**, due within 60 days of the end of each federal fiscal year.

HUD further specified reporting requirements for the QPR, including the IPR, in its Notice of Submission of Proposed Information Collection to OMB; Emergency Comment Request Homelessness Prevention and Rapid Re-Housing Program (HPRP) [Docket No. FR-5281-N-34, May 8, 2009]. Grantees should use a Homeless Management and Information System (HMIS) or comparable client-level database to produce performance data for the IPR and QPR. Note that a “comparable database” is only allowable as outlined by the HPRP Notice and related policies. A grantee may use other sources to produce financial data for the reports, such as the grantees accounting system or HUD’s Integrated Disbursement and Information System (IDIS).

III. IPR and QPR Data Elements

The data elements for the IPR and QPR, approved by the Office of Management and Budget (OMB), are described in “HPRP Quarterly Performance Report: Data Elements, Response Categories and Justification” (QPR Data Elements). For a copy of this document, go to the HUD Homelessness Resource Exchange at www.HUDHRE.info/HPRP/.

The HUD required information included in the QPR Data Elements will be collected via *e-snaps*. FederalReporting.gov will collect many of the elements that were approved in the QPR Data Elements. Therefore, HUD will not require grantees to report on these data elements in *e-snaps*.

The following list outlines IPR and QPR data that will be reported to HUD via *e-snaps*:

QPR Data Elements (also reported in IPR)

Section 1: Grantee Information and Certification

Table 1A: Grantee Information

Grantee Certification

Section 2: Program Performance

Table 2A: Number of Persons and Households Served

Table 2B: Housing Outcomes of Persons Served

Section 3: Financial Information

IPR Data Elements

Section 4: Grant Allocation (including Subgrantee spreadsheet)

Section 5: Projected Program Outputs

Section 6: Homelessness Prevention Targeting

Section 7: Data Collection

The Recovery Act specifically requires HPRP grantees to report client-level data, such as demographic characteristics, in an HMIS or comparable client-level database. Grantees will therefore use HMIS to aggregate and report “Program Performance” data for the IPR and QPR. Grantees will then enter this information into *e-snaps*. Automatically calculated information, such as percentages and some totals as indicated in these instructions, will not be entered by grantees, but will instead be automatically calculated in *e-snaps* based on grantee entries.

Grantees will use other sources to get data for the other IPR and QPR sections, such as IDIS for data elements in the “Financial Information” section. Program performance data elements are based on the data collection requirements described in HUD’s HMIS Data and Technical Standards (as revised July 2009). The HMIS Data and Technical Standards include standards and instructions regarding HMIS data collection. For a copy of HUD’s HMIS Data and Technical Standards, go to the HUD Homelessness Resource Exchange at www.HUDHRE.info/HPRP.

IV. Definitions

The following terms are used in the IPR and QPR:

Grantee: The legal entity to which HUD awarded an HPRP grant and which is accountable for the use of the funds provided according to HPRP requirements.

Subgrantee: Any non-profit organization or unit of general local government to which a grantee provides funds to carry out eligible activities under the grant and which is accountable to the grantee for the use of funds provided according to HPRP requirements. For units of general local government **only**, a Public Housing Agency (PHA) may be a subgrantee *only if* a waiver is requested by the grantee and approved by HUD. An agency of the grantee is not a separate unit of general local government to which the grantee can provide HPRP funds; rather, it is a part of the grantee itself. A subgrantee may provide funds to one or more organizations to provide HPRP eligible activities.

Program Participant (i.e. “Person Served”): A person or household whose Housing Status at program entry (excluding “don’t know” and “refused”) is entered in HMIS (or a comparable data system), and who receives HPRP Financial Assistance or Housing Relocation and Stabilization Services. Note that persons who are “stably housed,” as defined in the HMIS Data and Technical Standards, are not eligible for HPRP assistance. Grantees are responsible for assuring all program participants are eligible for HPRP assistance and that program participant files include documentation of eligibility.

Household (i.e. “Household Served”): A single individual or a group of persons who together apply to an HPRP funded program for services and meet the conditions for “program participant” per above. During a report period, a new household is only counted if *all* clients applying for services together are new.

Program Enrollment: A program enrollment occurs when a Program Entry Date AND a Housing Status at program entry (excluding “don’t know” and “refused”) is entered in HMIS (or a comparable data system) for a person entering a program that provides HPRP-funded assistance (Financial Assistance, Housing Relocation and Stabilization Services).

Program Performance Data: Program performance data refers to data about persons or households served with HPRP funds.

Victim Service Provider: A nonprofit or nongovernmental organization including rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

V. Reporting Persons/Households Served

Grantees must report an unduplicated count of persons and households served with grantee HPRP funds when all program performance data is entered into the same HMIS (or comparable database). When all subgrantees use a common data system, the grantee should work with its HMIS lead agency to produce unduplicated, aggregated program performance data for the QPR. An HMIS software application should be able to generate a single QPR response for questions involving participant data and unduplicate persons and households across all HPRP-funded programs using the common Grantee Identifier entered in HMIS (Program Descriptor Data Element 2.13).

Grantees may only provide duplicated program performance data (i.e., where a person/household is served by more than one subgrantee) when subgrantees or organizations receiving HPRP funds from subgrantees use different data systems. This may occur when programs funded with HPRP operate in two or more Continuums of Care (CoCs) with distinct HMIS systems and/or when some programs use an HMIS and others use a comparable database according to HPRP requirements. An example is a victim services provider that uses a comparable database and another HPRP program that uses the local HMIS. Note: subgrantee programs that operate in more than one CoC jurisdiction are required to establish separate programs in each CoC jurisdiction’s HMIS (or separate programs within an HMIS covering multiple CoCs) in order to report on clients served in each CoC distinctly.

The QPR is intended to describe the number of people benefitting from the service, regardless of who directly participates in the service. Therefore, all members of a household should be reported as being provided an HPRP service if anyone in the household is provided the service. For example, if a household consists of an adult and a child, but only the adult participated in a

case management session, two people and one household would be reported as served under case management.

HPRP-funded programs (e.g. homelessness prevention hotlines or 211 call centers) that only provide outreach and engagement as an initial step prior to referring potentially eligible persons to other HPRP providers are not subject to the HMIS data collection and reporting requirements due to the limited nature of the client contact. HPRP-funded programs that receive referrals from such outreach and engagement providers and that assist participants with HPRP funds are subject to the data collection and reporting requirements. If the outreach and engagement provider also provides other HPRP-funded services beyond outreach and engagement they would be required to collect and report client-level data.

VI. Pro-Ration Exception

A grantee may only pro-rate program performance data if it is also a subgrantee to another HPRP grantee and it uses both its own HPRP grant and the subgrant for the same HPRP eligible activity. In this case, the grantee is permitted to provide pro-rated program performance data to the other grantee for their QPR based on the portion of the HPRP funds represented by the subgrant. Pro-rating program performance data is only permitted in this case when separate tracking of person/household data by grantee source is not possible or feasible. A subgrantee must not report all program performance data to a single grantee for all persons assisted with HPRP funds from multiple HPRP grantees.

Pro-ration approach example: A city subgrants \$500,000 to an urban county that also received \$500,000 directly from HUD. The county then awards HPRP funds (a combination of both city and county HPRP awards) to a provider that uses the funds for Financial Assistance and Housing Relocation/Stabilization. In this case, the provider may report program performance data by eligible activity to the county. The county would report to the city the pro-rated number of persons/households served, based on the proportion of city funds included in the award to the provider. The city would then report this pro-rated number in its QPR.

VII. Filing Requirements

HPRP grantees must submit the IPR and each QPR to HUD within 10 days after the end of each quarter using the HPRP IPR and QPR reporting tool in e-snaps. Instructions for submitting the HPRP IPR and QPRs through *e-snaps* are posted on the HUD Homelessness Resource Exchange at www.HUDHRE.info. Grantees are responsible for submitting the IPR and QPRs to HUD; therefore, they are also responsible for collecting and aggregating information from subgrantees. Subgrantees must submit their data to grantees on a quarterly basis to allow grantees to complete the IPR and QPRs.

The IPR is due by October 10, 2009 for the period July 1, 2009 (or date of grant execution, if later), through September 30, 2009. Subsequent QPRs are due within 10 days after the end of

each federal fiscal quarter. However, grantees will have up to an additional 20 business days to submit a final QPR to correct errors or omissions submitted in the preliminary report. Grantees must adhere to the following reporting schedule:

Report Type	Reporting Periods	Preliminary Report Due Dates	Final Report Due Dates
Initial Performance Report (Standard QPR and supplemental questions)	Date of Grant Agreement execution through 9/30/09	October 10, 2009	November 5, 2009
Quarterly Performance Reports (QPR)	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30	Due 10 days after end of each quarter (January 10, April 10, July 10, October 10)	Due the 5 th of the month following the Preliminary Due Date, as applicable. (February 5, May 5, August 5, November 5)
Annual Performance Reports (APR)	October 1 to September 30	Due 60 days after end of each federal fiscal year (November 30)	N/A

As indicated above, each QPR should include persons/households served and financial data for the period beginning on the first day of the quarter and ending on the last of the quarter. In addition to quarterly data, grantees must also report cumulative client and financial data each quarter for the grant-to-date (GTD) period. The GTD period begins on the date of HPRP grant execution by HUD (the date HUD and the grantee have both signed the HPRP grant agreement) and ends on the last day of the quarter being reported on in the QPR.

VIII. Instructions for QPR Questions

The following instructions should be used when preparing the QPR or the IPR. Grantees that did not submit a QPR for the first quarter (07/01/09 – 09/30/09) must complete an “HPRP Application (Preliminary) FY2009” in order to submit the second quarter (Q2) QPR. See Appendix A for instructions on completing the HPRP Application (Preliminary) FY2009. Please note, if you submitted the first quarter QPR you should not complete the HPRP Application (Preliminary) FY2009. For Section 2, Program Performance, HMIS vendors should refer to the companion instructions, “Programming Instructions for IPR/QPR Section 2: Program Performance” found at www.HUDHRE.info.

Section 1: Grantee and Report Information

Table 1A: Grantee Type

1. **Please select your grantee type:** select either grantee or subgrantee. Please note that this formlet is intended to confirm that the grantee is completing the report. Subgrantees cannot submit a QPR.

Table 1B: Grantee State

1. **In which state is the grantee located?:** select the name of your state from the box on the left entitled “Available Items.” Then click on the single arrow button that is pointing to the right (the second button). The state you selected will transfer to the box on the right entitled “Selected Items.”

Table 1C: Grantee Information

1. **Grantee Name:** the grant name will automatically populate with the name that was selected for the IPR and will be read only.
2. **Name of Organization or Department Administering Funds:** enter the name of the organization or department that is administering the grant funds.
3. **Organizational DUNS#, Grant Number, Grant Amount:** select the appropriate option from the dropdown menu.
4. **Identify the Field Office:** the field office will automatically populate with the office that was selected for the IPR and will be read only.
5. **Identify CoC(s) in which the grantee and/or subgrantee(s) will provide HPRP assistance:** select the CoC in which the grantee and/or subgrantee will provide HPRP assistance from the box on the left entitled “Available Items.” Then click on the single arrow button that is pointing to the right (the second button). The CoC you selected will transfer to the box on the right entitled “Selected Items.”
6. **Contact name, title and address:** enter the contact information for the grantee representative who can answer questions about this report.

Table 1D: Report Period and Status

1. **Select the Reporting Period for this Performance Report:** the reporting period will automatically populate with the applicable reporting period and will be read only.
2. **Indicate Report Type:** select the type of report that you are submitting from the dropdown menu.
3. **Indicate Performance Report Status:** select the status of the report that you are submitting from the dropdown menu. Please note that you must submit a “Preliminary” report before submitting a “Final” report. When you complete the “Final” report the data will auto-populate based on the data that was submitted in the “Preliminary” report except for the certification in the final form. The purpose of the “Preliminary” and “Final” submissions is to require each grantee to verify their data prior to submitting the “Final” report. You will not be able to amend your report after you submit the “Final” report.

Section 2: Program Performance

Table 2A: Number of Persons and Households Served

1. Report the *unduplicated* number of persons (adults and children) and households served during the quarter (Q) and cumulatively since grant execution (GTD or “grant-to-date”) by Homelessness Prevention and Homeless Assistance (Rapid Re-Housing) services (as determined by client Housing Status at entry) and by service type(s) provided. Please note that you must enter in data in every field in order to submit. If the field is not applicable please enter 0.
2. **Data used** - Data should be based on all distinct (unduplicated) persons/households who had a Housing Status reported (excluding “don’t know” and “refused”) and who were provided one or more HPRP services during the reporting period, as indicated by a record of “HPRP Financial Assistance Provided” and/or “Housing Relocation & Stabilization Services Provided” for the person/household that indicates the service was provided during the reporting period. *Only* persons/households who have *both* a Housing Status reported and a Financial Assistance Provided and/or Housing Relocation and Stabilization Services Provided record in HMIS or a comparable database are considered HPRP program participants. Do not report persons/households for whom this information has not been collected.

The Q period represents distinct program participants served within the quarter. The GTD period represents distinct program participants served since grant execution (the date HUD and the grantee have both signed the grant agreement and the grantee can begin expending funds).

Each person/household should only be counted once within each cell under the Homelessness Prevention, Homeless Assistance and Total columns for a particular reporting period, even when the program participant has received multiple instances of the same type of assistance (e.g. two instances of utility payment assistance). However, a person/household may be reported under both the Homelessness Prevention *and* Homeless Assistance columns for the same period if they had two program enrollments where their housing status categorized them as receiving Homelessness Prevention during one enrollment (i.e. Housing Status reported as something other than “literally homeless”) and Homeless Assistance during another enrollment (i.e. Housing Status reported as “literally homeless”). For example, if a person who is literally homeless during one program enrollment receives housing search services, rental assistance, and utilities assistance, and if later during the same period (Q or GTD) they are enrolled again with a Housing Status other than literally homeless and receive rental assistance, they would be counted once in each respective service category under Homeless Assistance and Homelessness Prevention, but only once in the Total for each type of assistance received.

1. Total Persons and Households Served

1. **Homelessness Prevention and Homeless Assistance columns:** The Housing Status

at program entry determines if a person/household is reported under the Homelessness Prevention or Homeless Assistance service category.

- a. **Homelessness Prevention columns:** Grantees should report persons/households whose Housing Status at entry is *other than* literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q and GTD periods.
 - b. **Homeless Assistance columns:** Grantees should report persons/households whose Housing Status at entry is literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q and GTD periods.
 - c. Persons/households who have a Housing Status at entry of “don’t know” or “refused” or for whom this data is missing should be excluded from both the Homelessness Prevention and Homeless Assistance columns.
 - d. A person/household may be reported in both Homelessness Prevention and Homeless Assistance columns during a reporting period (Q or GTD) if the person/household has two different program enrollments, is designated as literally homeless at the time of at least one program enrollment and not literally homeless at the time of at least one other program enrollment, and received one or more HPRP services (Financial Assistance, Housing Relocation and Stabilization Services) during each enrollment.
2. **Total columns:** Grantees should report the total distinct number of persons/households who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q or GTD periods. Distinct persons/households should only be counted once in the Total column, even if they are reported in both the Homeless Assistance and Homelessness Prevention columns. Persons/households that had a Housing Status at entry of “don’t know” or “refused” should be excluded from the Total column.

2. Total Persons and Households Served by Activity

1. **Homelessness Prevention and Homeless Assistance columns:** The Housing Status at program entry determines if a person/household is reported under the Homelessness Prevention or Homeless Assistance service category.
 - a. **Homelessness Prevention columns:** Grantees should report persons/households whose Housing Status at entry is *other than* literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q and GTD periods.
 - b. **Homeless Assistance columns:** Grantees should report persons/households whose Housing Status at entry is literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization service during the Q and GTD periods.
 - c. Persons/households who have a Housing Status at entry of “don’t know” or “refused” or for whom this data is missing should be excluded from both the Homelessness Prevention and Homeless Assistance columns.
 - d. A person/household should be reported in both Homelessness Prevention and Homeless Assistance columns during a reporting period (Q or GTD) if the

person/household is enrolled in HPRP multiple times and received both types of assistance during the reporting period. For example, a woman and her child receive Rapid Re-housing assistance (Homeless Assistance) in October 2009 and Homelessness Prevention assistance in June 2010. For the QPR ending June 30, 2010, the woman and child would be reported under both Homeless Assistance and Homelessness Prevention categories for the GTD period.

2. Service rows:

- a. **Financial Assistance:** Grantees should report the number of persons and households that were provided each of the following types of HPRP funded financial assistance: rental assistance, security and utility deposit, utility payments, moving cost assistance, motel and hotel vouchers.
 - i. A person/household may be provided the same type of financial assistance multiple times during a reporting period, but will only be counted one time under each type of financial assistance. For example, if a household receives utility assistance for one month, skips a month, and receives it for the third month in the quarter, this would only be counted once.
 - ii. A person/household may be provided multiple kinds of financial assistance during the reporting period – in such cases each person/household would be counted one time under each financial assistance type for the period. For example, if a household received both rental assistance and a utility assistance payment the household would be counted once for rental assistance and once for utility assistance payment.
 - iii. **Total-Financial Assistance row:** Report the total unduplicated number of persons and households who were provided any type of HPRP funded Financial Assistance during the reporting periods. Count each person/household only once, even if they were provided multiple types of financial assistance during the reporting period. Since a person or household can be reported in multiple service types, the row will not necessary equal the sum of persons/households reported in each of the separate service types.

- b. **Housing Relocation and Stabilization Services:** Grantees should report the number of persons and households that were provided each of the following types of HPRP funded services: case management, outreach and engagement, housing search and placement, legal services, and credit repair.
 - i. A person/household may be provided the same type of service multiple times during the reporting period, but will only be counted one time under each type of service. For example, if a household receives legal services for one month, skips a month, and receives it for the third month in the quarter, this would only be counted once.
 - ii. A person/household may be provided multiple services during the reporting period – in such cases each person/household would be

counted one time for each service type for the period. For example, if a household receives case management and legal services the household would be counted once for case management and once for legal services.

- iii. **Total-Housing Relocation & Stabilization Services row:** Grantees should report the total number of persons and households who were provided any type of HPRP funded Housing Relocation & Stabilization Service during the reporting periods. Count each person/household only once, even if they were provided multiple types of services during the reporting period. Since a person or household can be reported in multiple service types, the row will not necessary equal the sum of persons/households reported in each of the separate service types.
3. **Total columns:** Grantees should report the total number of persons and households that were provided each type of service. Count each person/household only once, even if they were reported under both the Homelessness Prevention and Homeless Assistance columns for the same type of service (e.g., if enrolled two or more times, per instructions above). Program participants who had a Housing Status at entry of “don’t know” or “refused” *should not* be included in the total column. The Total columns will not necessarily equal the sum of persons/households reported in the separate service types under Homelessness Prevention and Homeless Assistance.
4. **Note- the Total Persons Served by Activity may not equal the Total Persons and Households served table above. This is expected; do not “force” these totals to equal in e-snaps.**

Table 2B: Housing Outcomes of Persons Served (All Leavers Only-based on exit data)

1. **Report the *unduplicated* number and percentage of persons (adults and children) who exited during the quarter (Q) or who exited cumulatively since grant execution (GTD or “grant-to-date”) and were provided one or more HPRP-funded services under Homelessness Prevention and Homeless Assistance (Rapid Re-Housing) services (as determined by client Housing Status at entry), grouped by permanent, temporary, institutional, and other destinations. Please note that you must enter in data in *every* field in order to submit. If the field is not applicable please enter 0.**
2. **Data used -** Data should be based on all distinct (unduplicated) persons who were provided one or more HPRP services at any time during program enrollment as indicated by a record of “HPRP Financial Assistance Provided” and/or “Housing Relocation & Stabilization Services Provided” for the person and who exited (as indicated by a Program Exit Date) during the Q or GTD reporting period. Persons served may be reported in either the Homelessness Prevention or Homeless Assistance service category depending on their Housing Status at entry.
 - a. Exit data is based on the last Program Exit Date recorded for a person during the reporting period. A person with multiple program enrollments and exits (as indicated by multiple Program Entry Dates and Exit Dates) during the

reporting period should only be counted with the data reported in their *last* exit within each service category (Homelessness Prevention and Homeless Assistance). However, there may be duplication between reporting categories (Homelessness Prevention and Homeless Assistance) if a person has at least one relevant program enrollment and subsequent exit under both Homelessness Prevention and Homeless Assistance (based on Housing Status at program entry) within a report date range.

- b. If the person is still enrolled in the program as of the last day of the report period (even if previously enrolled and exited and reported in a previous HPRP QPR), no housing outcome data should be reported for that person.

The instructions below should be followed distinctly for both Homelessness Prevention and Homeless Assistance parts of Section 2: Housing Outcomes of Persons Served.

3. Quarter (Q) and Grant-to-Date (GTD) columns:

- a. Report under “#” the total number of persons who exited the program by destination type.
- b. The percentage of persons exiting by destination category (“%” column) is automatically calculated based on the following formula: the total number of persons reported exiting to a specific destination divided by the total persons reported for each destination category (permanent, temporary, institutional, other).
- c. The percentage of persons exiting by total (“% of Total” column) is automatically calculated based on the following formula: the total number of persons reported exiting to a specific destination divided by the total number of persons exiting during the quarter, and during the grant-to-date periods.

4. Total Persons Leaving for Permanent Destinations, Temporary Destinations, and Institutional Destinations rows: The total number and percentage of persons leaving for permanent destinations, temporary destinations, and institutional destinations is automatically calculated based on the sum total of persons reported in each destination category.

5. Total Persons Who Left the Program row: The total number of persons who left the program is automatically calculated based on the sum total of persons reported in each destination response category (including “deceased,” “don’t know/refused,” and “missing this information”), and should represent an unduplicated count of persons who exited the program during the quarter or grant-to-date report periods.

Section 3: Financial Information

Expenditures by Activity

1. **Report HPRP expenditures during the reporting periods by eligible HPRP activity (Financial Assistance, Housing Relocation and Stabilization Services, Data Collection and Evaluation, and Administration) and, for HPRP services, by Homelessness Prevention or Homeless Assistance and Total. Please note that**

you must enter in data in every field in order to submit. If the field is not applicable please enter 0.

2. Grantees may report expenses for HPRP services (Financial Assistance and Housing Relocation and Stabilization) between Homelessness Prevention and Homeless Assistance (Rapid Re-housing) based on HMIS data or by other accounting means, as determined by the grantee.
3. Total expenditures for Financial Assistance and Housing Relocation & Stabilization Services, and the sum total of all expenses are automatically calculated.

IPR Section 4: Grant Certification

Grantee Certification

1. Enter the name and title/position of grantee representative with authority to submit the IPR/QPR.
2. Certification: before submitting the IPR or QPR, the authorized official must certify that the information contained in the IPR or QPR is true and accurate by checking the appropriate box. The IPR or QPR cannot be submitted unless the authorized official completes the certification.

IX. Instructions for IPR Questions

The following instructions should be used when responding to IPR questions.

IPR Section 5: Grant Allocation

1. List HPRP allocations by total awarded to subgrantees/contractors and total retained by the grantee and by eligible HPRP activities. Total funds awarded to subgrantees/contractors should match the total of subgrantee/contractor awards identified on the "HPRP Subgrantee/Contractor List" (see below). Please note that you must enter in data in every field in order to submit. If the field is not applicable please enter 0.
2. The Total row and Total column are automatically calculated. Note that total HPRP funds should match the total awarded to the grantee, per the grant agreement with HUD.

IPR Section 5: Subgrantee/Contractor List Attachment

1. **HPRP Subgrantee/Contractor List:** grantees should complete the spreadsheet entitled "HPRP Subgrantee/Contractor List" and upload the spreadsheet to *e-snaps* concurrent with submission of the IPR. Grantees should include the organization name, city, state, DUNS Number, identify whether the subgrantee/contractor is a Victim Services (VAWA-DV) provider, and list the HPRP subgrant or contract award amount for each subgrantee/contractor. The list should include all "first-tier"

subgrantees only. That is, subgrantees of subgrantees or vendors hired by a subgrantee do not need to be reported on this spreadsheet. HUD will issue separate instructions to grantees related to revising and resubmitting this spreadsheet if subgrantees/contractors and/or subgrantee/contractor award amounts change.

2. Attach the HPRP Subgrantee/Contractor List by clicking on “Subgrantee Attachment”, at the left of the list.
3. The Attachment Details formlet will appear. In this formlet you will name the file and then browse for the HPRP Subgrantee/Contractor List which you previously completed and upload it.

IPR Section 6: Projected Program Outputs

Projected Persons and Households to be Served

1. **Identify the number of persons (adults and children) and households who are projected to be served during the three year grant period based on the amount of funding that has been obligated for each service type by activity (Homelessness Prevention and Homeless Assistance). Please note that you must enter in data in every field in order to submit. If the field is not applicable please enter 0.**
2. Grantees should complete this question based on the total number of persons and households projected to be served across all subgrantees.
3. **Homelessness Prevention and Homeless Assistance columns:** Homeless Status at program entry determines if a person/household is projected under the Homelessness Prevention or Homeless Assistance service category. Projected persons/households who are anticipated to have a Homeless Status at entry of literally homeless should be included under Homeless Assistance services. Projected persons/households who are anticipated to have a Homeless Status at entry that is not literally homeless should be included under Homelessness Prevention services.
4. **Service rows:** Grantees should report the number of persons/households who are projected to receive each type of HPRP service during the grant period. For example, a person or household might receive rental assistance for two months, two utility assistance payments, and case management. The person/household would be included once under each service type for a given column. For either Homelessness Prevention or Homeless Assistance, report persons/households to be served only once for each type of assistance even if they are projected to receive multiple payments or instances of assistance during the grant period for the same type of assistance (e.g., two utility payments) during one or more program enrollments.
5. **Total- Financial Assistance row [UPDATED]:** The Total-Financial Assistance row is NO LONGER automatically calculated. Grantees must enter the totals in these fields. Note that this number represents a duplicated count of persons and households who are projected to receive HPRP Financial Assistance, to the extent that persons/households are projected to receive more than one type of HPRP Financial Assistance.
6. **Total- Housing Relocation & Stabilization Services row [UPDATED]:** The Total-Housing Relocation & Stabilization Services row is NO LONGER automatically calculated. Grantees must enter the totals in these fields. Note that the calculated number represents a duplicated count of persons and households who are projected to receive HPRP Housing Relocation & Stabilization Services, to the extent that persons/households are projected to receive more than one type of HPRP Housing Relocation & Stabilization Services.
7. **Total Served row [UPDATED]:** The Total Served row is NO LONGER automatically calculated. Grantees must enter the totals in these fields. Note that this

number represents a duplicated count of persons and households who are projected to receive HPRP Financial Assistance and Housing Relocation & Stabilization Services, to the extent that persons/households are projected to receive more than one type of HPRP Financial Assistance and/or Housing Relocation & Stabilization Services.

8. **Total columns:** Grantees should report the total number of persons/households that are projected to receive each type of service. Count each person/household only once, even if they are projected to be provided services under both the Homelessness Prevention and Homeless Assistance columns for the same type of service, per instructions above. Since a person or household can be provided both Homelessness Prevention and Homeless Assistance for the same type of service (e.g. rental assistance), the Total columns will not necessarily equal the sum of persons/households included in the separate service types under Homelessness Prevention and Homeless Assistance.

IPR Section 7: Homelessness Prevention Targeting

1. Indicate if, in addition to HPRP eligibility requirements, there other risk factors that will be used by one or more subgrantees to determine eligibility and/or prioritization for homelessness prevention assistance.
2. If “Yes”, identify the criteria to be used and provide a brief description and rationale, including how the criteria will be used (e.g., if limited to only certain types of HPRP assistance or applied across all subgrantees and types of assistance, etc.) and the basis on which they were chosen.

IPR Section 8: Data Collection

1. Indicate whether program participant data will be entered (or uploaded at least quarterly, per exception 3 below) into a *single HMIS* in order to generate unduplicated data for QPR questions 3 & 4.
2. If “Yes”, briefly describe the HMIS to be used and the plan to ensure data quality (completeness and accuracy).
3. If “No”, briefly describe the HMIS(s) and/or other comparable client-level database(s) (per exceptions 1, 2 and 4 below) that will be used by one or more subgrantees and the plan to ensure data quality (completeness and accuracy).

Note: In order to be considered a comparable client-level database, it must comply with HUD’s HMIS Data and Technical Standards. The use of a comparable database is allowable under the following circumstances: **(1)** The grantee's jurisdiction is not located within a CoC; **(2)** The CoC does not have an HMIS; **(3)** The grantee and/or subgrantee has a long-standing, client-level legacy data collection system that meets requirements established in the HMIS Data and Technical Standards and will integrate data with HMIS data periodically; or **(4)** The subgrantee is a victim services provider (e.g. organization's primary mission is serving victims of domestic violence/sexual assault/date rape/stalking) and will establish a comparable client-level database internally to its organization (e.g. no identifying data shared with the HMIS or the grantee) and will provide only aggregate data to the grantee as required. *The HMIS administering agency, as an agent of the CoC, determines if an*

alternative database meets the standards for a comparable client-level database, including compliance with the HMIS Data and Technical Standards.

Appendix A: Instructions for Completing the HPRP Application

Grantees that already completed an IPR for the first quarter (07/01/09 – 09/30/09) should not complete the HPRP Application (Preliminary) FY2009. Grantees that did not submit the first quarter (07/01/09 – 09/30/09) IPR will not be able to submit a second quarter QPR (10/01/09 – 12/31/09) until the HPRP Application (Preliminary) FY2009 is completed. Grantees should complete the HPRP Application (Preliminary) FY2009 based on the data from the first quarter (07/01/09 – 09/30/09). After grantees submit the HPRP Application (Preliminary) FY2009 two new entries will appear on the Submissions page, “HPRP Application (Final) FY2009” and “HPRP Q2 Performance Report (Preliminary)” (see screenshot below). Do not complete the HPRP Application (Final) FY2009. HUD will bring forward the data from HPRP Application (Preliminary) FY2009 to populate the HPRP Q2 Performance Report (Preliminary).

The screenshot shows the 'Front Office' web application interface. On the left is a navigation sidebar with options: HUD Test, Front Office Portal, Search Funding Opportunities, Profile, My Profile, Change Password, Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The main content area displays 'Instructions [Show]' and 'Submissions Filters'. The filters include: Applicant Project Name (All Projects), Date Submitted (On), Project Status (Open Projects), and Submission Version (Latest Version). A 'Filter' button is located below the filters. Below the filters is a table titled 'Submissions' with columns: Project Name, Project Number, Step Name, Funding Opportunity Name, Start Date, End Date, and Date Submitted. The table contains three rows of example data.

Project Name	Project Number	Step Name	Funding Opportunity Name	Start Date	End Date	Date Submitted
Example 1	HPRP_019073	HPRP Q2 Performance Report (Preliminary)	HPRP Reporting	Sep 30, 2009	Dec 1, 2012	
Example 1	HPRP_019073	HPRP Application (Preliminary) FY2009	HPRP Reporting	Sep 30, 2009	Dec 1, 2012	Dec 28, 2009 11:24:49 AM
Example 1	HPRP_019073	HPRP Application (Final) FY2009	HPRP Reporting	Sep 30, 2009	Dec 1, 2012	