



HPRP REPORTING UPDATES



QUARTER 5 (July 1 – September 30, 2010)

The end of the fifth quarter of HPRP is quickly approaching. The quarter ends on September 30, 2010 and both FederalReporting.gov and *e-snaps* will be open for Q5 report completion and submission beginning October 1, 2010. **Both reports must be submitted by midnight October 10, 2010.** Grantees must ensure their reports are completed and submitted in BOTH *e-snaps* and FederalReporting.gov by October 10th. Also note the report is due on October 10th even though this is a Sunday. The *e-snaps* system will be open on October 10th, but grantees are encouraged to submit their report prior to the 10th if possible.

This document provides guidance on some frequently asked questions about completing and submitting quarterly reports in both FederalReporting.gov and *e-snaps*. This document also highlights the differences between the HPRP 1st Annual Performance Report (APR) and the Q5 Quarterly Performance Report (QPR). Please review this document and pass on to other staff involved with HPRP reporting. Grantees with technical issues or questions not addressed in this document should review additional reporting guidance available on the HRE. All technical questions must be submitted via the virtual help desk on the HRE at: www.hudhre.info.

Federal Reporting.gov

- **FederalReporting.gov FINAL report status:** Please remember that a “FINAL” report status in FederalReporting.gov has different meaning in FederalReporting.gov and in *e-snaps*. In FederalReporting.gov, final status is based on status of the project (i.e., is the last quarterly report for this program?). In *e-snaps*, final status is based on status of the report (i.e., final version of the QPR). Additional detail on preliminary vs. final in *e-snaps* is provided below.
- **Central Contractor Registration (CCR) renewal-** CCR registration is only valid for one year at a time and you must have an ACTIVE CCR registration to complete and submit a report in FederalReporting.gov. Grantees are encouraged to check to see when their CCR expires and be sure it is renewed in plenty of time to submit quarterly reports. Additional information on the CCR process can be found at: www.ccr.gov. Grantees not able to submit a Q5 report in FederalReporting.gov on time due to an expired CCR will be considered late and will receive a letter from HUD.

e-snaps

- **Differences between the Annual Performance Report and Quarterly Performance Report:** The Q5 QPR will be open in e-snaps for completion and submission starting October 1, 2010. The HPRP APR will be open in e-snaps for completion and submission starting October 8, 2010. Please note that the HPRP APR is distinct from the Q5 QPR in a number of ways:
 1. Reporting Periods:
 - a. The Q5 QPR reporting period is from July 1, 2010 – September 30, 2010.
 - b. The Year 1 HPRP APR reporting period will be from the date HUD signed your HPRP grant agreement through September 30, 2010. All grantees must follow this cycle—it is NOT a rolling due date (or reporting period) based on when your grant began.
 2. Report submission deadlines:
 - a. The Q5 QPR is due within 10 days of the end of each quarter (October 10, 2010).
 - b. The APR is due within 60 days of the end of the Federal Fiscal Year (November 30, 2010). For the Year 1 HPRP APR, HUD has extended to deadline to January 7, 2011.
 3. Report submission procedures:
 - a. The Q5 QPR submitted on October 10, 2010 is the preliminary report. From October 11th through November 5th, HPRP Desk Officers will review each QPR submitted in *e-snaps* and contact grantees if additional information and/or corrections are needed. In cases where the grantee must edit or change data, either because edits were identified by HPRP Desk Officers during their review process or by the grantee, edits can be submitted in the final report for the quarterly reporting period. Final reports must be submitted by November 5, 2010. For additional details regarding the process of editing and submitting the preliminary and final reports, please refer to the HPRP FAQs related to [Reporting Aggregate Data \(e-snaps, QPR/APR, FederalReporting.gov, IDIS\)](#) posted on the HRE.
 - b. The HPRP APR submission process does not have a preliminary and/or final report. Once the report is submitted in e-snaps grantees will not be able to edit or make changes to the report.
 4. Report data elements, vendor specifications and templates
 - a. The pertinent QPR documents posted on the HRE include: the [QPR Data Elements](#), [HMIS Programming Instructions for QPR](#) (also known as vendor specifications) and the [QPR Questions Template](#).
 - b. Similarly, templates and vendor specifications related to the HPRP APR posted on the HRE include: the [HMIS Programming Instructions for the APR](#) and the [HPRP APR Questions Template](#) (revised September 28, 2010). While HUD and TA provider staff are currently working on finalizing the HPRP APR in *e-snaps*, note that all data elements required to complete the HPRP APR have been available to grantees and HMIS vendors since June 2009. This information is available online at: http://www.hudhre.info/documents/HPRP_ReportingSlides.pdf and http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf

Below is a chart highlighting distinctions between the HPRP QPR and the APR Reporting Periods, Submission Procedures and Deadlines:


Report Type	Reporting Periods	Preliminary Report Due Dates	Final Report Due Dates
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 Dates, as applicable. (February 5, May 5, August 5, November 5)
Annual Performance Reports (APR)	October 1 to September 30	N/A	Due 60 days after end of each federal fiscal year (November 30)

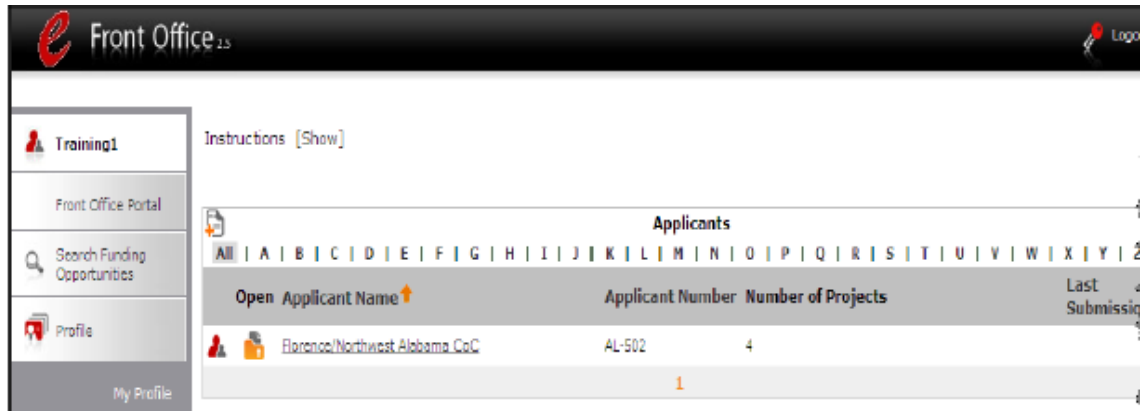
Note that HUD and TA provider staff are developing HPRP APR guidance material and there will be multiple training opportunities. Similar to the HPRP QPR, there will be an online training guide, HPRP APR webinars, and an HPRP APR e-learning module posted to HUD’s Homelessness Resource Exchange. **The HPRP APR webinars are scheduled for Thursday, October 14th at 3:30 p.m. ET and Tuesday, October 19th at 11 a.m. ET.** Please mark your calendars. More information will be forthcoming about these webinars and training documents.


- **Providing additional staff access to HPRP Reporting in e-snaps:** While HUD requires notification for changes to the Authorizing Official or the HPRP contact person identified in the Substantial Amendment, HUD is revising the process for adding new users. As long as a pre-existing user has access to the grantee’s e-snaps applicant profile, grantees have the ability to add new users to their e-snaps profile directly –without submitting a formal letter to HUD.

Going forward, grantees should use the following procedures to add new users to their e-snaps applicant profile.

A word of caution, while there is no limit to the number of users a grantee can have in e-snaps, HUD recommends linking only 2 or 3 users to the HPRP report, as providing more users with access can lead to reporting errors and a decrease in data reliability. Additionally, users added to a profile for the purpose of submitting the QPR will also have access to any other forms that you create under that applicant profile in e-snaps.

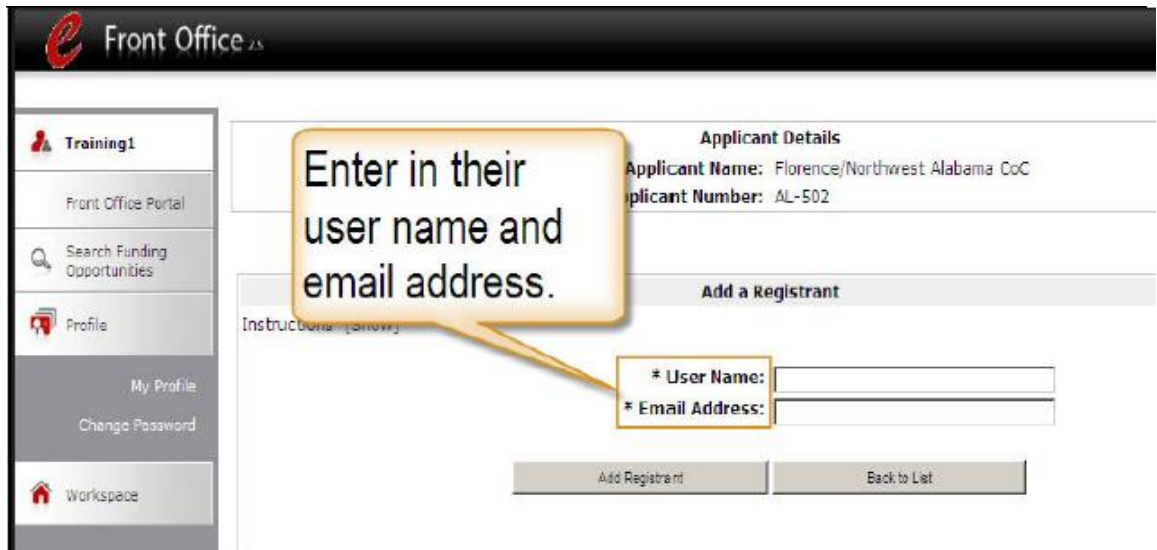
1. Have the new user set up their *e-snaps* account per the following directions:
 - a. Go to <http://hud.gov/esnaps> and click on “**Create Profile;**” and
 - b. Fill in appropriate information. (*Remember when creating a username, password, and security question that *e-snaps* is case sensitive.)
 - c. Provide the user name and email address used to register the account to the pre-existing user who will link the new user the organization’s applicant profile.
2. Associate the new user with your organization’s applicant profile:
 - a. Select “**Applicants**” under the “Workspace” section on the left menu bar.
 - b. Select the “**Registrant List**” icon () to the left of Applicant Name.




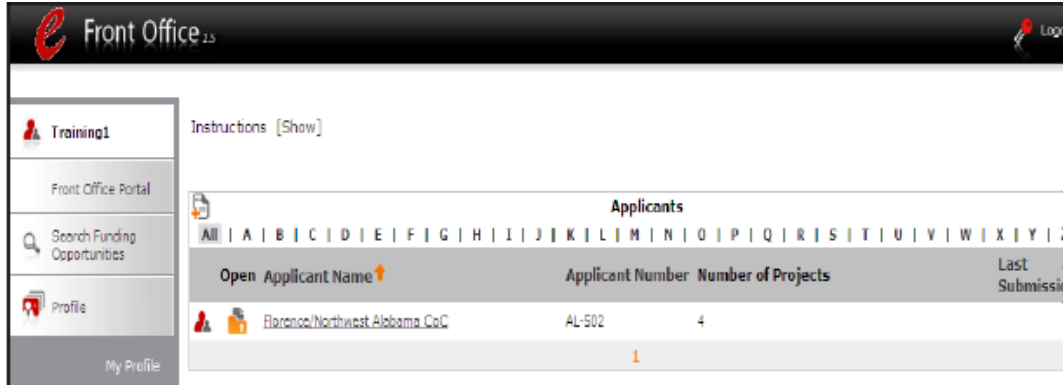
- c. On the “**Registrants**” page, select the “**Add registrant/user**” icon () to advance to the “Add a Registrant” page.




- d. **On the “Add a Registrant” page, enter the username and e-mail address of the user who you would like to give access to your organization’s applicant profile in *e-snaps*.** (Remember, this username must have already been created by the user.) The fields with the asterisk (*) are mandatory. After the required information is entered, select the “Add Registrant” button. The registrant/user is now added to the “Registrants” page.



- e. Finally, select the **“Back to List”** button and you will see that the user has been added to the list of registrants. The user has now been added to, or associated with, the applicant in *e-snaps*.
3. To delete an old user that does not need to access *e-snaps*, refer to the following steps:
 - a. Log in to *e-snaps*
 - b. Select **“Applicants”** under the **“Workspace”** section on the left menu bar in *e-snaps*. This screen will then list your applicant organization.
 - c. Select the **“Registrant List”** icon () to the left of Applicant Name.



- d. Now, select the “Remove this Registrant” icon () to remove, or dissociate, the user from the profile.



Please note, the process above refers to adding a user to an organization’s e-snaps profile so that the person can access the HPRP Report on behalf of a grantee. In cases where the HPRP Authorized Official or HPRP Contact has changed, contact your HPRP Desk Officer to update HUD records.

Also, in cases where the sole user with access to the grantee’s *e-snaps* profile is no longer available to associate the new user with the applicant profile, the Authorizing Official or the HPRP contact person must contact HUD as follows:

1. HPRP grantee must draft a formal letter, on official letterhead, notifying HUD of changes to the Authorizing Official or the HPRP contact person. This letter should be signed by the existing authorizing official OR the HPRP contact person as identified in the Substantial Amendment.
2. The letter must include: the name of the HPRP grantee, the Authorizing Official or HPRP contact person’s name, *e-snaps* id (if they already have one), and email address.
3. The letter should be submitted to HUD via the virtual help desk.

These requests can be submitted at any time. Grantees who know now they need to update their Authorizing Official or HPRP contact person’s information in *e-snaps* are encouraged to submit the request as soon as possible. There is a short turn-around with these requests on the help desk, but HUD anticipates many will come in at the end of the reporting period so the turn-around may be a bit longer then. ***A delay in granting staff access to e-snaps does not excuse a grantee from submitting the QPR on time.***

- **Updated e-snaps instructions and e-snaps training guide:** HUD has made minor changes to *e-snaps* in an effort to provide additional guidance and clarification to grantees. There have been no changes in the data grantees are required to collect for the QPR. Rather the following clarifications have been added to instructions in e-snaps:

1. On the Total Persons and Households Served formlet, the following note was added to the instructions:

Note: Eligibility determination for HPRP is either a Case Management or Outreach and Engagement activity. If HPRP funds were used for eligibility determination, these persons and households must be reported under the appropriate activity below.

Both eligible and ineligible persons and households should be reported in this section if HPRP funds were used to pay for the determination. Please note, however, in the “Total Served” row at the top of this screen, report only persons and households who were determined to be eligible and received financial assistance or housing relocation and stabilization services with HPRP funds. Do not include persons and households who were determined to be in eligible in the “Total Served” row. HUD recognizes this will lead to higher numbers in Case Management or Outreach and Engagement for some grantees.

2. In the both the Total Persons and Households Served and the Housing Outcomes of Persons Served formlets, a comment box has been added. These boxes are option and provide grantees with space to provide clarifying comments and explanations.

Note that updated instructions and an updated training guide will be posted to the HRE by October 1, 2010. Grantees are encouraged to review this updated guidance prior to completing the Q5 QPR in *e-snaps*.