

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Instructions for Quarterly Performance Reports UPDATED SEPTEMBER 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 quarterly reporting period began on October 1, 2009. Prior versions of these instructions covered the QPR and the Initial Performance Report (IPR). These updated instructions do not include the IPR because it is no longer required.

This document provides an overview of the definitions, general reporting requirements, and filing requirements for the QPR. It also provides specific information for reporting on the 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)*, which is no longer required.
- 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. ****Note- HUD has extended the submission deadline for the Year 1 HPRP APR to January 7, 2011.**

HUD further specified reporting requirements for the QPR in the 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 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. QPR Data Elements

The data elements for the 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 QPR data that will be reported to HUD via *e-snaps*:

- Grantee Information
- Persons and Households Served
- Housing Outcomes of Persons Served
- Expenditures by Activity
- Grant Allocation
- Certifications

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 QPR. Grantees will then enter this information into *e-snaps*.

Grantees will use other sources to get data for the other QPR sections, such as internal financial systems or IDIS for data elements in the "Expenditures" 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 QPR:

Preliminary vs Final report status in *e-snaps*: Grantees will see all of their previous QPR submissions, as well as a new orange folder called "HPRP Q5 Performance Report (Preliminary)", when *e-snaps* opens for reporting. Grantees must complete and submit this preliminary report by the deadline communicated by HUD. Users can save and exit this report as many times as needed before submitting it to HUD. When the report is complete, users must

click the “submit” button on the “Summary” screen, for *e-snaps* to accept the report. If the submit button is “grayed out,” this means required data is missing. To determine what data is missing or incomplete, users should refer to the “Summary” table at the end of the report. If the report has already been submitted, the submit button will be grayed out and a message will appear underneath it stating, “This e.form has been submitted.” No further action is required to submit this report.

Once the preliminary report is successfully submitted, the report is locked – grantees cannot go back into the report to edit data. However, it is possible to change or update data once the report has been submitted (see data review period below). On the “Submissions” screen, users will see that a new orange folder has appeared, called “HPRP Q5 Performance Report (Final)”. All the data from the preliminary report has populated this final report. To make a change to the preliminary submission, users should go into this final report, make the needed corrections, and click the “Submit” button again to send the information to HUD. As with the preliminary report, users can save and exit the final report as many times as needed before submitting it to HUD, but once the final report is submitted, it is locked. Grantees needing additional access to the report must contact HUD via the Virtual Help Desk.

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.

Quarter (Q) and Grant to Date (GTD): 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).

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. State grantees whose subgrantees are using different HMIS solutions are not expected to unduplicate at the state level and may also provide duplicate program performance data.

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 that only provide outreach and engagement as an initial step prior to referring potentially eligible persons to other HPRP providers (e.g. homelessness prevention hotlines or 211 call centers) are not subject to the HMIS data collection and reporting requirements due to the limited nature of the client contact. HUD recognizes that some participants receiving outreach may not be included in the QPR.

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.

Update on reporting persons and households screened for HPRP eligibility:

In an effort to allow grantees to report on all persons and households touched by HPRP funds, HUD has provided guidance to many grantees using HPRP funds to pay for eligibility screening to report those persons and households screened under either case management or outreach and engagement. Grantees may choose which category under which to report this screening activity; HUD asks for consistency from quarter to quarter. HUD recognizes this may result in some ineligible persons and households being reported on the Persons and Households served chart. It is important to recognize that while these ineligible persons and households can be reported to HUD on either the case management or outreach and engagement activity line, they should NOT be reported on the “Total Served” row at the top of the chart. This number is meant to show how many eligible persons and households were served with HPRP funds.

VI. Pro-Ration Exception

In some cases it may make sense for a grantee to pro-rate program performance data, particularly 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.

Questions on pro-rating data in *e-snaps* should be sent to the Virtual Help Desk at: www.hudhre.info.

VII. Filing Requirements

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

Quarterly Performance Reports are due within 10 days after the end of each federal fiscal quarter. Grantees will have up to 20 additional 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
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	N/A	Due 60 days after end of each federal fiscal year (November 30) ¹

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. Please note, grantees only completed the Grantee Information screen once when they originally set up the HPRP Project in *e-snaps*. Several fields in this section cannot be changed once it has been submitted- these fields

¹ Note that HUD has extended the submission deadline for the Year 1 HPRP APR to January 7, 2011.

are marked below with an *. Grantees needing to make a change to the fields marked with an * must request HUD make the change. This must be done via the Virtual Help Desk on the HUDHRE at: www.hudhre.info.

Grantee Information
<p>Grantee Information</p> <ul style="list-style-type: none">• Grantee State*• Grantee Name*• Name of Organization or Department Administering Funds*• Organizational DUNS#, Grant Number, Grant Amount*: select the appropriate option from the dropdown menu.• Identify the Field Office*• Identify CoC(s) in which the grantee and/or subgrantee(s) will provide HPRP assistance*• Contact name, title and address: enter the contact information for the grantee representative who can answer questions about this report.• OPTIONAL- HPRP Secondary Contact: While this field is optional, HUD encourages grantees to enter the contact information for second grantee representative who can answer questions about the report in the event the other contact person is unavailable.
<p>Report Period and Status – Please note- as of Quarter 3, this section is auto populated for each quarter.</p>

Program Performance

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. Grantees must enter data in every field in order to submit. If the field is not applicable please enter 0. Also note, each cell in this table should contain an unduplicated count.²
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.

Unduplicated counts: 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. For example if a household received two instances of utility payment assistance, the household would be counted one time under homeless prevention. A household receiving multiple instances of rental assistance during the same quarter would also be counted one time.

It is possible a person/household is 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 columns for each type of assistance received.

² HUD recognizes in some cases where sub grantees are using different HMIS or data collection system, there may be some duplication. In these cases, grantees are not expected to unduplicate counts aggregated from several HMISs.

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 being counted in 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 unduplicated 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.

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 (unduplicated):**

- 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, this total 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, this total row will not necessarily 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.**

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 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.

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 internal financial systems or other accounting means, as determined by the grantee. Note this table is not intended to reflect IDIS draws or pending draws for the quarter because there is generally a processing period between incurring costs and drawing down funds in IDIS. This table is intended to provide HUD with timely information on HPRP expenditures on a quarterly basis. If a grantee reports participants served in the Persons and Households Served table, there should be expenditures reported in the Expenditures by Activity table to reflect the services those participants received.
3. *E-snaps* auto calculates the total expenditures for Financial Assistance and Housing Relocation & Stabilization Services.

OPTIONAL- Grant Allocation

Beginning in quarter 3, this chart is optional. Grantees who have re-allocated HPRP funds should complete and updated Grant Allocation chart and submit it with the QPR. If the allocation remains the same, there is no need to complete this chart.

1. List HPRP allocations by total awarded to subgrantees/contractors and total retained by the grantee and by eligible HPRP activities. 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.

Grantee Certification**Grantee Certification**

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