

OEO HPRP Reporting Update – October 3, 2011

From: Wengerd, Isaac D (DHS) [<mailto:isaac.wengerd@state.mn.us>]

Sent: Monday, October 03, 2011 11:32 AM

To: #DHS_@Economic Opportunity HPRP Grantee and Sub-Grantees:

Due to changes in HUD and OMB reporting due dates, we are issuing the following reminders / updates to the normal reporting schedule for HPRP funding:

1. **ARRA 1512 Jobs Created Reporting** (*HPRP Direct Grantees* submit FTEs for entire contract incl. sub-grantees)

Simply send an email to isaac.wengerd@state.mn.us with the following information, no later than **12 noon Thursday, October 6th, 2011** (earlier responses are also appreciated)

For the period July 1, 2011 – September 30, 2011:

Report the **Number of FTEs Created/Retained under HPRP** (based on **Number of HPRP hours worked in the past quarter – not budgeted**), here:

___ FTE(s)

Collaborative (Lead) HPRP Grantees must survey their sub-grantees to determine the Jobs Created or Retained at each agency, and then aggregate and report to DHS the Total Jobs Created or Retained for the entire HPRP contract/project.

2. **HPRP Quarterly Performance Report (QPR):**

ALL Grantees and Sub-Grantees must submit the **HPRP Quarterly Performance Report** directly to isaac.wengerd@state.mn.us by **Friday, October 7th**

3. **HPRP Annual Performance Report (APR):**

ALL Grantees and Sub-Grantees must submit their **HPRP Annual Performance Report** (for the period Oct 1, 2010 – September 30, 2011) directly to isaac.wengerd@state.mn.us no later than **Monday, November 14th**