

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

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HCD HPRP Notice

Subject: Update on the Annual Performance Report (APR) for HPRP Subgrantees	Notice #: 14-10
	Date Issued: 11/29/10
References: Homelessness Prevention and Rapid Re-Housing Program (HPRP)	Supersedes: N/A

To: All HPRP Subgrantees:

APR Reporting

The HPRP APR is now available at the following link:

HPRP Annual Performance Report – http://www.hcd.ca.gov/fa/ahif/APR_SubgranteeTemplate.xlsx

Reminders:

- **The due date for the APR has been extended to the close of business on December 22nd, 2010. This date can change depending on the design or the reporting method. Please verify with your HMIS Administrator to the changes in the reporting requirements, ensuring that this deadline will be met. HCD must have your information to ensure it meets the submittal deadline into eSNAPS.**
- Data used to complete the APR must come from HMIS. HCD recognizes that grantees might not be able to begin entering data yet, as they are waiting for their reports to be programmed in HMIS. However, grantees are strongly encouraged to work with their HMIS lead to review data quality now to be prepared for the APR submission.
- Please be aware that there is no “preliminary” APR. There is only one version and once submitted, the report may not be modified or corrected. Please ensure that all data and information is accurate prior to submission.
- Method and/or 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). The HUD HPRP all data elements required to complete the HPRP APR have been available to sub-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

Sincerely,

**Dan Apodaca, Manager
Homeless Operations Programs**