

American Recovery and Reinvestment Act Homelessness Prevention and Rapid Re-housing Program



Initial Performance Report, Quarterly Performance Report and *e-snaps*

State of California Training



Sponsored by:
Office of Special Needs Assistance Programs (SNAPS)
U.S. Department of Housing & Urban Development

HPRP Reporting Requirements

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- Training Overview:
 - General Reporting Requirements
 - Key Definitions
 - HMIS Data Elements
 - Reporting Persons/Households Served
 - Pro-Ration Exception
 - Filing Requirements & Schedule
 - Quarterly Performance Report (QPR) Components
 - Initial Performance Report (IPR) Components
 - HPRP Reporting in *e-snaps*
- Instructions located at www.HUDHRE.info

Key Definitions

- Grantee (HCD)
- Subgrantee
- Program participant ("person served")
- Household ("household served")
- Program enrollment
- Program performance data
- Victim Service Provider

General Reporting Requirements

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- Recovery Act requires use of HMIS or comparable database for HPRP participant data collection
- Subgrantees providing HPRP assistance/services must report client-level data into CoC's HMIS or comparable database (unless prohibited by local, state, federal law)
- Comparable database must be consistent with HMIS Data and Technical Standards and meet HPRP reporting requirements

General Reporting Requirements

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- Grantees will use HMIS and/or data from other comparable data systems) for HPRP performance reporting.
- Grantees will then enter this information into *e-snaps*.
- All HPRP reports submitted to HUD through *e-snaps* will be posted to the recovery.gov website.
- HPRP grantees will report additional information through federalreporting.gov

General Reporting Requirements

- Grantees must prepare and submit:
 - Initial Performance Report (IPR)
 - Quarterly Performance Reports (QPR)
 - Annual Performance Reports (APR)
- Grantees must collect information from subgrantees to complete IPR and QPR
- IPR and QPR include client and financial data for quarter and grant-to-date

General Reporting Requirements

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- Grantees to submit IPR/QPR to HUD
 - For HPRP reporting, unduplicated accounting is required unless multiple data systems are used by subgrantees (or providers under contract with subgrantees, as allowed under HPRP)
- Each QPR is also cumulative (inclusive of activity from previous quarters)

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Required HMIS Data Elements for HPRP Reporting

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- Universal Data Elements – All
 - Housing Status*
- Program-Specific Data Elements – Some
 - Income and Sources
 - Non-Cash Benefits
 - Destination at Exit
 - Financial Assistance Provided*
 - Housing Relocation & Stabilization Services Provided*

*New Data Element

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 HMIS used, grantee should work with its HMIS lead agency to produce unduplicated, aggregated program performance data
- Duplicated program performance data (i.e., where a person/household is served by more than one subgrantee) allowed only when subgrantees or contract providers use *different data systems*.

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.
- Only permitted when separate tracking of person/household data by grantee source is not possible or feasible.
- Subgrantee *must not* report all program performance data to a single grantee for all persons assisted with HPRP funds from *multiple* HPRP grantees.

Filing Requirements & Schedule

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- HPRP reports must be submitted to HUD by grantees via *e-snaps* according to the following:

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

QPR Components

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- Grantee Information & Certification
 - Contact information, authorizing entity, certification
- Program Performance
 - Persons and households served, organized by Homelessness Prevention & Homeless Assistance (rapid re-housing) based on Homeless Status at program entry and by type of service provided
 - Housing outcomes of persons served organized by Homelessness Prevention & Homeless Assistance (rapid re-housing) based on Homeless Status at program entry and by type of housing destination at exit

QPR Components (cont.)

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■ Financial Information

- HPRP expenditures, organized by Homelessness Prevention & Homeless Assistance (rapid re-housing) and by eligible activity
 - financial assistance
 - housing relocation & stabilization services
 - data collection & evaluation
 - administration

IPR Components

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- Grant Allocation
 - Including Subgrantee/Contractor list
- Projected Program Outputs
 - Projected persons and households to be served during the grant period by homeless status at entry and eligible service activities
- Homelessness Prevention Targeting
 - Targeting approach and activities
- Data Collection
 - Use of HMIS and/or other comparable data systems

State of California

HCD Reporting Requirements for HPRP Subgrantees

HCD Reporting Requirements

- Initial Draw request
- Quarterly Reporting-Financial Management
 - Expense Detail
 - Budget Activity Tracking
- HUD reporting
 - Due to HCD on the 5th day after the quarter ends

HCD Reporting Requirements

- ARRA Task Force

- CAAT Reporting- jobs created and retained
- Due by noon on the 1st day following the end of the quarter

- Additional Reporting may be required

Resources

- HPRP Grant Management Workshop
 - Will be held in Sacramento on October 28, 2009
 - 10 a.m. to 1 p.m.
 - Limited to two persons per subgrantee
 - Register by sending email to alockwood@hcd.ca.gov
- Forms will be made available
 - <http://www.hcd.ca.gov/fa/ahif/recovery.html>
- Technical Assistance
 - Contact your HCD Representative

Questions?