HPRP Reporting Requirements

- Training Overview:
  - General Reporting Requirements
  - Key Definitions
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  - 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

- 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

- 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

- 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)
Key Definitions

- Grantee
- Subgrantee
- Program participant ("person served")
- Household ("household served")
- Program enrollment
- Program performance data
- Victim Service Provider
Required HMIS Data Elements for HPRP Reporting

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

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Reporting Periods</th>
<th>Preliminary Report Due Dates</th>
<th>Final Report Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Performance Report (Standard QPR and supplemental questions)</td>
<td>Date of Grant Agreement execution through 9/30/09</td>
<td>October 10, 2009</td>
<td>November 5, 2009</td>
</tr>
<tr>
<td>Quarterly Performance Reports (QPR)</td>
<td>October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30</td>
<td>Due 10 days after end of each quarter (January 10, April 10, July 10, October 10)</td>
<td>Due the 5th of the month following the Preliminary Due Date, as applicable. (February 5, May 5, August 5, November 5)</td>
</tr>
<tr>
<td>Annual Performance Reports (APR)</td>
<td>October 1 to September 30</td>
<td>Due 60 days after end of each federal fiscal year (November 30)</td>
<td>N/A</td>
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</tbody>
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QPR Components

- 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.)

- 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

- 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
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](http://www.hcd.ca.gov/fa/ahif/recovery.html)

- **Technical Assistance**
  - Contact your HCD Representative
Questions?