# Homelessness Prevention and Rapid Re-Housing Program (HPRP)

## Instructions for Initial and Quarterly Performance Reports (IPR/QPR)

## 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. The first report is called the Initial Performance Report (IPR) since it requires more information than subsequent QPRs.

This document provides an overview of the definitions, general reporting requirements, and filing requirements for the IPR and QPR. It also provides specific information for reporting on the IPR and QPR questions. Subgrantees should use these instructions to ensure consistency and accuracy when completing the two reports.

## II. Basic Reporting Requirements

- An ***Initial Performance Report (IPR),*** covering the period between the grant agreement execution date and September 30, 2009. The grant agreement execution date is the date HCD and the subgrantee have both signed the grant agreement and when the subgrantee can begin expending funds. The IPR was due October 5, 2009. It includes information for the first Quarterly Performance Report as well as one-time, supplemental information regarding subgrantee use of HPRP funds and implementation plans.

*****NOTE:**
*HCD would like to thank all HPRP subgrantees who submitted complete Initial Performance Reports on time for the first quarterly reporting period for HPRP (ending September 30, 2009). Unfortunately, due to data quality issues with the IPR submissions, HCD does not feel confident that the first quarter data is adequate to set the baseline for future reporting.*

*When the IPR was due, many subgrantees were just beginning their HPRP programs. These subgrantees were unable to submit complete information in the IPR. Subgrantees are required to complete the IPR forms again and submit them with the next Quarterly Performance Report (QPR), due January 5, 2010.*

*HCD will not collect IPR data again after the second quarter.*

- ***Quarterly Performance Reports (QPRs),*** due within 5 days after the end of each quarter for the period of program operations. This report will be emailed to each contractor individually since that there is a specific file name relating to their contract number.

- ***Annual Performance Report (APR),*** due within 30 days after the end of each federal fiscal year. Subgrantees must report an unduplicated count of persons and households served with HPRP funds when all program performance data is entered into the same HMIS (or comparable database).

## III. IPR and QPR Data Elements

The following outlines IPR and QPR data elements that will be reported to HCD by email:

**QPR Data Elements (also reported in IPR)**

Section 1: Subgrantee Information and Certification

Table 1A: Subgrantee HPRP Program Information

Grantee Certification

Section 2: Program Performance

Table 2A: Number of Persons and Households Served

Table 2B: Housing Outcomes of Persons Served

Section 3: Financial Information

**IPR Data Elements**

Section 4: ***N/A**

Section 5: Projected Program Outputs

Section 6: Homelessness Prevention Targeting

Section 7: Data Collection

## IV. Definitions

The following terms are used in the IPR and QPR:

**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, unit of general local government, or Public Housing Agency (with HUD approved waiver) 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. 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. Subgrantees 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.

## V. Reporting Persons/Households Served

Subgrantees 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). An HMIS software application should be able to generate a single QPR response for questions involving participant data and unduplicated persons and households across all HPRP-funded programs using the common Grantee Identifier entered in HMIS (Program Descriptor Data Element 2.13).

## VI. Pro-Ration Exception

A subgrantee may only pro-rate program performance data if it is also a subgrantee to another HPRP grantee and it uses both subgrant’s for the same HPRP eligible activity. In this case, the subgrantee 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 subgrantee 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.

## VII. Filing Requirements

**HPRP subgrantees must submit the IPR and each QPR to HCD within 5 days after the end of each quarter using the HPRP IPR and QPR report.** Subgrantees are responsible for submitting the IPR and QPRs to HCD; therefore, they are also responsible for collecting and aggregating information from partner agencies. Partner agencies must submit their data to subgrantees on a quarterly basis to allow subgrantees to complete the IPR and QPRs, ina  timely manner

The IPR was due by October 5, 2009 for the period July 1, 2009 (or date of grant execution, if later), through September 30, 2009. Subsequent QPRs are due within 5 days after the end of each federal fiscal quarter. However, subgrantees will have up to an additional 10 business days to submit a final QPR to correct errors or omissions submitted in the preliminary report. Subgrantees must adhere to the following reporting schedule:

| Report Type | Quarterly 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 5, 2009 | October 15, 2009 |
| Quarterly Performance Reports (Revised IPR due with January 5, 2010 QPR) | October 1 to December 31<br>January 1 to March 31<br>April 1 to June 30<br>July 1 to September 30 | Due 5 days after end of each quarter (January 5, April 5, July 5, October 5) | Due 10 days after the Preliminary Due Date, as applicable. (January 15, April 15, July 15, October 15) |
| Annual Performance Reports (APR) | October 1 to September 30 | Due 30 days after end of each federal fiscal year (October 30) | N/A |

## VIII. Instructions for QPR Questions

The following instructions should be used when preparing the QPR or the IPR.

## Section 1: Subgrantee Information and Certification

**Table 1A: Subgrantee Information**

1. **Subgrantee name:** enter the name of the subgrantee.
2. **Subgrantee identifier:** enter the HCD assigned HPRP grant number.
3. **Contact name, title and address:** enter the contact information for the subgrantee representative who can answer questions about this report.
4. **Administrative address:** enter the administrative address of the authorized official, if different from contact address.
5. **Quarterly period covered by this report:** select the quarterly period covered by this report.
6. **CoC number(s):** select the CoC(s) in which the subgrantee and/or its partners operate HPRP.

**Grantee Certification**

1. Enter the name and title/position of grantee representative with authority to submit the IPR/QPR.

2. **Certification:** before submitting the IPR or QPR, the authorized official must certify that the information contained in the IPR or QPR is true and accurate by checking the appropriate box. The IPR or QPR cannot be submitted unless the authorized official completes the certification.

## Section 2: Program Performance

**Table 2A:**

**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.**

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. Do not report persons/households for whom this information has not been collected.

The Q period represents distinct program participants served within the quarter. The GTD period represents distinct program participants served since grant execution (the date HCD and the subgrantee have both signed the grant agreement and the grantee can begin expending funds).

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 the multiple instances of the same type of assistance (e.g. two instances of utility payment assistance). However, a person/household may be 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 for each type of assistance received.

**1. Total Persons and Households Served (Section 2A, #1)**

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:** Subgrantees should report persons/households whose Housing Status at entry is <u>*other than*</u> 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:** Subgrantees 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. **Total columns:** Subgrantees should report the total distinct 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.

**2. Total Persons and Households Served by Service Provided (Section 2A, #2)**

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:** Subgrantees 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:** Subgrantees 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 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 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.

2. **Service rows:**
   a. **Financial Assistance:** Subgrantees 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 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 for each type of assistance received.

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, the row will not necessary equal the sum of persons/households reported in each of the separate service types.

b. **Housing Relocation and Stabilization Services:** Subgrantees 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:** Subgrantees 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, the row will not necessary equal the sum of persons/households reported in each of the separate service types.

3. **Total columns:** Subgrantees 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 columns will not necessarily equal the sum of persons/households reported in the separate service types under Homelessness Prevention and Homeless Assistance.

**Table 2B: 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 were provided one or more HPRP-funded services and who exited during the quarter (Q) or who exited cumulatively since grant execution (GTD or "grant-to-date"), grouped by permanent, temporary, institutional, and other destinations.**

2. **Data used -**Data should be based on all distinct (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.
   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. 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.

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.

## Section 3: Financial Information

**HPRP Expenditures**

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.**

2. Subgrantees may report expenses for HPRP services (Financial Assistance and Housing Relocation and Stabilization) between Homelessness Prevention and Homeless Assistance (Rapid Re-housing) based on HMIS data or by other accounting means.

3. Total expenditures for Financial Assistance and Housing Relocation & Stabilization Services, and the sum total of all expenses are automatically calculated.

# Instructions for IPR Questions

The following instructions should be used when responding to IPR questions (Section 4 is not applicable).

## IPR Section 5: Projected Program Outputs

**Projected Persons and Households to be Served**

1. **Identify the number of persons (adults and children) and households who are projected to be served during the three year grant period based on the amount of funding that has been obligated for each service type by activity (Homelessness Prevention and Homeless Assistance).**

2. Subgrantees should complete this question based on the total number of persons and households projected to be served across all partners.

3. **Homelessness Prevention and Homeless Assistance columns:** Homeless Status at program entry determines if a person/household is projected under the Homelessness Prevention or Homeless Assistance service category. Projected persons/households who are anticipated to have a Homeless Status at entry of literally homeless should be included under Homeless Assistance services. Projected persons/households who are anticipated to have a Homeless Status at entry that is not literally homeless should be included under Homelessness Prevention services.

4. **Service rows:** Subgrantees should report the number of persons/households who are projected to receive each type of HPRP service during the grant period. For example, a person or household might receive rental assistance for two months, two utility assistance payments, and case management. The person/household would be included once under each service type for a given column. For either Homelessness Prevention or Homeless Assistance, report persons/households to be served only once per service type even if they are projected to receive multiple payments or instances of assistance during the grant period for the same type of assistance (e.g., two utility payments) during one or more program enrollments.

5. **Total-Financial Assistance row:** Subgrantees should report the total number of persons/households who are projected to receive any type of Financial Assistance during the grant period. Count each person/household only once, even if they are projected to be provided multiple types of financial assistance during the grant period. Since a person or household can be provided multiple financial assistance types (e.g., rental assistance and utility payments), the row will not necessary equal the sum of persons/households included in the separate service types.

6. **Total-Housing Relocation & Stabilization Services row:** Subgrantees should report the total number of persons/households who are projected to receive any type of Housing Relocation & Stabilization Service during the grant period. Count each person/household only once, even if they are projected to be provided multiple types of services during the grant period. Since a person or household can be provided multiple service types (e.g., outreach and engagement and case management), the row will not necessary equal the sum of persons/households included in the separate service types.

7. **Total Served row:** Subgrantees should report the total number of persons/households who are projected to receive any type of HPRP service during the grant period. Count each person/household only once, even if they are projected to be provided multiple types of Financial Assistance and/or Housing Relocation and Stabilization Services during the grant period. Since a person or household can be provided multiple HPRP services, the row will not necessary equal the sum of persons/households included in the separate service types.

8. **Total columns:** Subgrantees should report the total number of persons/households that are projected to receive each type of service. Count each person/household only once, even if they are projected to be provided services under both the Homelessness Prevention and Homeless Assistance columns for the same type of service, per instructions above. Since a person or household can be provided both Homelessness Prevention and Homeless Assistance for the same type of service (e.g. rental assistance), the Total columns will not necessarily equal the sum of persons/households included in the separate service types under Homelessness Prevention and Homeless Assistance

***NOTE:**

*Per HUD, the total rows for Financial Assistance, Housing Relocation & Stabilization Services, and Total Served are automatically calculated and therefore represent duplicated counts of persons/households served (to the extent a person/household is included in multiple service cells). HUD is aware that projected totals will therefore be inflated, and recognizes that actual persons/households served may be less than projected.*

## IPR Section 6: Homelessness Prevention Targeting

**1.** Indicate if, in addition to HPRP eligibility requirements, there other risk factors that will be used by one or more partners to determine eligibility and/or prioritization for homelessness prevention assistance.

**2.** If “Yes”, identify the criteria to be used and provide a brief description and rationale, including how the criteria will be used (e.g., if limited to only certain types of HPRP assistance or applied across all partners and types of assistance, etc.) and the basis on which they were chosen.

## IPR Section 7: Data Collection

1. Indicate whether program participant data will be entered (or uploaded at least quarterly, per exception 3 below) into a single HMIS in order to generate unduplicated data for QPR questions 3 & 4.
2. If “Yes”, briefly describe the HMIS to be used and the plan to ensure data quality (completeness and accuracy).
3. If “No”, briefly describe the HMIS(s) and/or other comparable client-level database(s) (per exceptions 1, 2 and 4 below) that will be used by one or more partners and the plan to ensure data quality (completeness and accuracy).

***__NOTE:__

In order to be considered a comparable client-level database, it must comply with HUD’s HMIS Data and Technical Standards. The use of a comparable database is allowable under the following circumstances: **(1)** The subgrantees jurisdiction is not located within a CoC; **(2)** The CoC does not have an HMIS; **(3)** The subgrantee and/or partners have a long-standing, client-level legacy data collection system that meets requirements established in the HMIS Data and Technical Standards and will integrate data with HMIS data periodically; or (**4)** The subgrantee is a victim services provider (e.g. organization's primary mission is serving victims of domestic violence/sexual assault/date rape/stalking) and will establish a comparable client-level database internally to its organization (e.g. no identifying data shared with the HMIS) and will provide only aggregate data to the grantee as required. The HMIS administering agency, as an agent of the CoC, determines if an alternative database meets the standards for a comparable client-level database, including compliance with the HMIS Data and Technical Standards.