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



HPRP Quarterly Reporting



Sponsored by:

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

Presenters

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- Tom Albanese, Abt Associates
- Toni Gallo, ICF
- Resource Advisor: Kristy Greenwalt, ICF

Purpose

- Overview
- FederalReporting.gov
- e-snaps
 - Purpose and Deadlines
 - Components of QPR
 - Navigating through *e-snaps*
 - Submitting a QPR
 - Making changes to a QPR
- Available resources

Webinar Format

- Call will last approximately an hour and a half.
- Presenters will walk through presentation material.
- Call audience members are "muted" due to the high number of participants.
 Call will be recorded.

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Submitting questions in the webinar

- Audience members who would like to pose a question can do so through the "questions" function found in the "GoToWebinar" toolbar.
- Questions will be responded to directly by HPRP resource advisors standing by.
- We will only be able to answer some questions. If you have a question, please submit it to HUD's Virtual Help Desk at <u>http://hudhre.info/HPRP/</u>

Webinar Materials & Evaluation

 Materials referenced during this webinar can be found on HUD's Homelessness Resource Exchange at <u>http://hudhre.info/HPRP/</u>

Evaluation questions to measure the effectiveness of this call will be emailed out following the call to all participants.

HPRP Reporting Overview

HPRP grantees are required to report in 2 systems:

FederalReporting.gov
 e-snaps

Only HPRP grantees should file in both systems, not subgrantees!

Other Systems

HMIS:

- Client-level data
- Use to complete e-snaps
- IDIS:
 - Use for funding draw-downs only
 - No reporting for HPRP
 - Guidance is posted on HRE
- RAMPS:
 - Not required for HPRP grantees

Quarterly Reporting Deadlines

FederalReporting.gov, due 4/10/10 – Submit report April 1-10, 2010 - Corrections until April 21, 2010 – HUD comment period until April 29, 2009 *e-snaps*, due 4/10/10 – Submit report January 1-10, 2010 - Corrections until May 5, 2010

HPRP Reporting Overview

Both reports are due *every quarter*

- All grantees have the same deadlines: January 10, April 10, July 10, Oct. 10.
- All grantees must report
- Grantees who miss reporting deadlines twice will be subject to sanctions

FederalReporting.gov

🏉 Hom	e Page - FederalReporting.gov - Windo	ws Internet Explorer		_ 6
06	+ Https://www.federalreporting.gov/fe	deralreporting/login.do?logoff=	Google Search	
File E	dit View Favorites Tools Help		All and a second se	Lin
🚖 🏟	😪 Home Page - FederalReporting.gov		🟠 🔹 🗟 🔹 🔂 Page 🕶 🌘	🐊 Tools
		eporting.gov	Text A* A ⁻ A	
	Log In User ID Password Login Login Login Not Registered? Register Now	Downloads page of FederalRep FederalReporting.gov Recip available on Downloads Pa FederalReporting.gov Servic During January, the Service De Friday. The Service Desk will b open on Saturday January 2 ar	Messages mars now available on YouTube. Go to the Webinars section on the iorting.gov for links to these instructional videos. ient Reporting Data Dictionary and System User Guide now ge. Go to the Downloads page to access these important documents. ce Desk is ready to help with registration or reporting questions. sk will be available from 7 a.m. through 9 p.m. (ET) Monday through e closed on New Year's Day, January 1, 2010. The Service Desk will be id 9, 2010 from 9 a.m. through 5 p.m. to provide user support. D Tips for FederalReporting.gov	
	Download Templates Microsoft Excel XML Schema LIVE HELP Click Here To Chat Send	Reporting The next Reporting Period begins Registration for all Federal Agenc must register to submit or review a re If you are registering as a Federal	ies and Prime Recipients and Sub Recipients is ongoing. You	

Recovery Act Reporting FederalReporting.gov

- Section 1512 of the Recovery Act requires quarterly reporting on jobs, expenditures, and activities
- Grantees complete reports on FederalReporting.gov, operated by OMB on behalf of the Recovery Accountability and Transparency Board (RATB)
- The collected data is available for public viewing at <u>www.recovery.gov</u>

Recovery Act Reporting FederalReporting.gov

Why is it important? - Precedent-setting level of transparency Public responsibility What does HUD do with this data? Evaluate effectiveness of the program What is the White House doing with this data? Place-based reporting

FederalReporting.gov: HUD's Priorities

HUD's 3 top priorities:

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- 1) Improved accuracy in job counting: Improved guidance found at <u>www.hud.gov/recovery/reporting</u>
- 2) Correction of erroneous Award ID #'s and Award Types: Recipients who mistakenly entered an incorrect Award ID or reported as a "Contract" rather than as a "Grant" need to submit a new report with the corrected information
- 3) Achieving 100% compliance: HUD is working with grantees who were unable to successfully report in January to address any continuing barriers

FederalReporting.gov: Tips

- Make sure to renew Central Contractor Registration, in advance (expires after one year)
- When reporting in a new quarter, be sure to use the "Carry Forward" feature.
 - Avoids repetitive entry of fields that do not change in each quarter
 - Allows the system to link your existing reports to your new report

FederalReporting.gov: Common Errors

- Award numbers need to be in the following format: S09-DY-12-3456
- Award type select G for grantee (not contractor)
- Final Project Indicator select "no" until no longer expending HPRP funds
- Amount and Number of Sub-Awards to Individuals
 must be zero for HPRP

Polling Question

Does HUD need to provide more specific information about completing FederalReporting.gov for HPRP?

Yes or No

e-snaps QPR/IPR System

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e-snaps: Purpose for HPRP

For HUD to gather data on performance of grants, ensure compliance, and evaluate progress of grants

For HUD to gather data for reporting on HPRP national performance measures

Accomplished through:

- Initial Performance Report (IPR)
- Quarterly Performance Report (QPR)
- Annual Performance Report (APR) not discussed in this training

e-snaps: General QPR Information

- Initial Performance Report (IPR) in Oct 2009 and Jan 2010; will not be collected again
- Grantees must collect information from subgrantees to complete QPR
- Use HMIS (or comparable system)
- Grantees enter this information into *e-snaps*

Filing Requirements & Schedule

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
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) Dates for QPR 2 were extended	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

e-snaps: QPR Components

Grantee Information
 Report Period and Status
 Program Performance

 Persons/Households Served
 Housing Outcomes – Prevention
 Housing Outcomes – Homeless Assistance

e-snaps: QPR Components (cont'd)

 HPRP Expenditures by Activity
 Both Homelessness Prevention & Homeless Assistance (Rapid Re-housing)

- 4 activity types:
 - financial assistance
 - housing relocation & stabilization services
 - data collection & evaluation
 - administration

e-snaps: QPR Components (cont'd)

Grant Allocation (optional)

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- Substantial changes determined by community in Consolidated Plan
- Authorizing Information and Certification
 - Must be completed, or you can't submit your QPR!
- Submission Summary

e-snaps: Log-in Page www.hud.gov/esnaps

Front Office

Front Office Portal

Contact Us

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Welcome to e-snaps

Welcome to e-snaps! E-snaps is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition.

E-snaps is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Homeless Assistance funding round. The information collected in the application form will only be collected for specific funding competitions.

Navigating through *e-snaps:* Applicants

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In e-snaps, the Grantee is called the Applicant, even though you are not applying for anything

You were to create only one Applicant, when completing the IPR (usually the name of the grantee)

Do not create a new Applicant – doing so will make submission of your Q3 much more difficult!

Navigating through *e-snaps:* Projects

- In e-snaps, the term *Project* refers to the reporting function
- Each Project is linked to one Applicant
- You were to create only one Project, when completing the IPR
- This one Project contains all of your QPRs: Q1 ("HPRP Application"), Q2, Q3, etc.

Navigating through *e-snaps*

- Do <u>not</u> go to the Funding Opportunity screen
- Do <u>not</u> select a new Funding Opportunity
- Do <u>not</u> create a new applicant or project!

Navigating through *e-snaps:* Accessing your Q3 QPR

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HUD Test	Instructions [S	how]					
Front Office Portal	[Hide Filters]	Clear Filters]					
			Subm	issions Filters			
Search Funding Opportunities			Applicant Project Na	· · · · · · · · · · · · · · · · · · ·			
Profile			Date Submit			23	
			Project Sta	tus: Open Projects 💙			
			Cubmission Vans		·		
My Profile			Submission Vers	ion: Latest Version 💙			
My Profile Change Password			Submission Vers	ion: Latest Version 💌			
Change Password			Submission Vers	Latest Version			
Change Password				Latest Version			
Change Password Vorkspace Applicants	Project Name	Project Number		Filter	Start Date	End Date	Date Submittee
Change Password Workspace Applicants			Si	Filter		End Date Dec 1, 2012	
Change Password Workspace Applicants Funding Opportunity	Name	Number	Step Name	Filter Jbmissions Funding Opportunity Name	Date Sep 30,		Submitted

Navigating through *e-snaps:* Inside the QPR

- Use left menu bar
- Do <u>not</u> use your web browser's back button
- Detailed Instructions
- On-Screen Instructions
- Asterisks

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Navigation Instructions

🦺 dlilley	Housing Outcomes of Pe	rsons Served with He	omeless /	Assistance				
HPRP Reporting	In the cells below, enter the number of persons who resided in each of the destinations provided after HPRP Homeless Assistance ended, in the current quarter and the total for the grant to date.							
Template QPR Instructions	* Housing O	utcomes (All Leaver	s Only)					
HPRP Quarterly Performance Report		Homeless A	ssistance	2				
HPRP Reporting			Quarter					
Grantee Type Grantee State	Destination	Persons	<u>%</u>	<u>% of Total</u>	<u>Person</u>			
Grantee Information	Permanent Destinations							
Report Period and Status Persons and Households Served	Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)							
Housing Outcomes	Rental by client, no housing subsidy							
Homelessness Prevention	Rental by client, VASH housing subsidy							

Additional Users in *e-snaps*

If the person who submits QPRs in esnaps changes:

- New person must create a user profile
- Organization must submit letter through Help Desk notifying HUD of change
- HUD will provide access to new user and contact you

e-snaps: Tips for Submission

On charts, total all fields

- *e-snaps* does not auto-calculate totals on Persons and Households Served & Expenditures screens
- Check your totals horizontally and vertically
 - If there are mistakes, *e-snaps* will consider the form as incomplete and not allow you to submit

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e-snaps Example Page: Persons and Households Served e.For

					Person	is and Hou	seholds	Served				
		househol Assistan under "To	lds served ce (Rapid	with HPR Re-Housir d by Activ	P Homeles ig) in the c ity (#)," e	sness Pre current qu	vention /	ted numbe Assistance for the gra	and HPRP	Homeles e. In the r	ows	
					Г	* Total !	Served					
		Homeles	sness Pre	vention		Homeless	Assistan	ice		TOTAL		
	Persons		Hshlds		Persons		Hshlds		Persons		Hshlds	
Total Served	Quarter	<u>Grant to</u> <u>Date</u>	Quarter	<u>Grant to</u> Date	Quarter	Grant to Date	Quarter	Grant to Date	Quarter	Grant to Date	Quarter	Grai Da
Total Served												
					* Tota	al Served I	by Activit	y (#)				
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Activities	Quarter	Grant to Date	Quarter	Grant to Date		Grant to Date		Grant to Date		Grant to Date	Quarter	Gran Da
Financial								1				
Assistance												
Rental assistance	-											
Security and utility deposits												
Utility	[_
payments Moving cost	<u> </u>	1										_
assistance Motel & hotel						, 				I		
vouchers												
Total-Financial Assistance												
Housing Relocation & Stabilization												
Services												
Case management												
Outreach and engagement												
Housing search		1										
and placement Legal services							·					<u> </u>
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Total-Housing			10 .			1		0			k	
Relocation & Stabilization Services												
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			Save				100000		AE75V			

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e-snaps: Housing Outcomes of Persons Served with Homeless Assistance Housing Outcomes of Persons Served with Homeless Assistance

e.Forms

e.Form Preview HPRP Quarterly Performance Report

In the cells below, enter the number of persons who resided in each of the destinations provided after HPRP Homeless Assistance ended, in the current quarter and the total for the grant to date. [show]

* Housing Outcomes (All Leavers Only)

Destination	Persons	Quarter <u>%</u>	% of Total	<u>Persons</u>	Grant to Date <u>%</u>	% of To
Permanent Destinations						
Permanent supportive housing for formery nomeless persons (such as SHP, S+C, or SRO Mod Rehab)		0.00%	0.00%		0.00%	0.00%
Rental by client, no housing subsidy	1	000%	0.00%		0.00%	0.00%
Rental by client, VASH housing subsidy		000%	0.00%		0.00%	0.00%
Rental by client, other (non-VASH) nousing subsidy		000%	0.00%		0.00%	0.00%
Dwned by client, no housing subsidy		000%	0.00%		0.00%	0.00%
Dwned by client, with housing subsidy		000%	0.00%		0.00%	0.00%
Staying or living with family, permanent [000%	0.00%		0.00%	0.00%
Staying or living with friend, permanent [000%	0.00%		0.00%	0.00%
Fotal Persons Leaving for Permanent Destinations	0	000%	33.36%	0	0.00%	30.459
remporary Destinations						
Emergency shelter, including hotel or motel paid for with emergency shelter voucher		000%	0.00%		0.00%	0.00%
Fransitional housing for homeless persons (including homeless youth)		000%	0.00%		0.00%	0.00%
Staying or living with family, temporary [000%	0.00%		0.00%	0.00%
Staying or living with friend, temporary enure		000%	0.00%		0.00%	0.00%
Hotel or motel paid for without emergency shelter voucher		000%	0.00%		0.00%	0.00%
Place not meant for human habitation		000%	0.00%		0.00%	0.00%
Safe Haven		000%	0.00%		0.00%	0.00%
Total Persons Leaving for Temporary Destinations	0	000%	29.19%	0	0.00%	30.459
institutional Destinations						
Psychiatric hospital or other psychiatric acliity		000%	0.00%		0.00%	0.00%
Substance abuse treatment facility or detox center		000%	0.00%		0.00%	0.00%
Hospital (non-psychiatric)		000%	0.00%		0.00%	0.00%
ail, prison or juvenile detention facility		000%	0.00%		0.00%	0.00%
Foster care home or foster care group nome		000%	0.00%		0.00%	0.00%
Total Persons Leaving for Institutional Destinations	0	000%	20.85%	0	0.00%	21.75%
Miscellaneous						
Other Destinations		000%	0.00%		0.00%	0.00%
Deceased		000%	0.00%		0.00%	0.00%
Don't know / refused		000%	0.00%		0.00%	0.00%
Missing this information		000%	0.00%		0.00%	0.00%
Total for Miscellaneous	0	000%	0.00%	0	0.00%	0.00%
TOTAL PERSONS WHO LEFT THE PROGRAM	0		83.40%	0		82.65%
Save		& Back			lext	
Bac	k		Next	1		

Submission Summary Screen

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	Summary					
porting	Part	Last Updated				
	HPRP Reporting					
	Grantee State	No Input Required				
v	Grantee Information	Please Complete				
Report	Report Period and Status	Please Complete				
	Persons and Households Served	Please Complete				
]	Housing Outcomes Homelessness Prevention	10/29/2009				
	Housing Outcomes Homeless Assistance	Please Complete				
n Status	Expenditures by Activity	Please Complete				
nolds	Grant Allocation	Please Complete				
	Subgrantee/Contractor List Attachment	Please Complete				
	Projected Persons and Households to be Served	Please Complete				
	Homelessness Prevention Risk Factors	Please Complete				
	Data Collection Plan	Please Complete				
nce	Authorizing Information and Certification	Please Complete				
tivity	Autonzing Information and Certification	Please complete				
tor						
nd	Back	Next				
d ved	Dack	IIGAL				
	Export to PDF					
	Get PDF Viewer					
	Submit	1				
ation	Submit					

Submitting the QPR-CLICK SUBMIT

Your QPR is not submitted until you select "Submit" on the "Submission Summary" page

You can always go in and edit your report until you have selected the "Submit" button

Saving is not the same as submitting

Submission Summary Screen

Summary	
Part	Last Updated
HPRP Reporting	No. Towards Download
Grantee State	No Input Required
Grantee Information	12/11/2009
Report Period and Status	12/11/2009
Persons and Households Served	12/11/2009
Housing Outcomes Homelessness Prevention	12/11/2009
Housing Outcomes Homeless Assistance	12/11/2009
Expenditures by Activity	12/11/2009
Grant Allocation	12/11/2009
Subgrantee/Contractor List Attachment	12/11/2009
Authorizing Information and Certification	12/11/2009



Navigating through *e-snaps:* Preliminary QPRs

- To prepare a preliminary QPR, select the orange folder: "HPRP Q3 Performance Report (Preliminary)"
- April 1-10: Click "Submit" to submit it to HUD

Navigating through *e-snaps:* Final QPRs

April 11 – May 5:

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- If no changes necessary, you DO NOT NEED TO DO ANYTHING – do not go into Final Report!
- To edit a Preliminary QPR:
 - Go to "Submissions" screen
 - Click on orange folder labeled "HPRP Q3 Performance Report (Final)"
- Once you submit Final QPR, you cannot edit it again

Selecting the Correct Report: Final QPR

P			Applicant Submissions		
	Project Name Project Number	Applicant Project Name 🕇	Funding Opportunity Name Step Name	Submission Status	Date Submitted
	HPRP Reporting HPRP_017619	HPRP Reporting	HPRP Reporting HPRP Application (Preliminary) FY2009	Complete	Jan 6, 2010 4:31:33 PM
	HPRP Reporting HPRP_017619	HPRP Reporting	HPRP Reporting HPRP Application (Final) FY2009	In progress	
	HPRP Reporting HPRP_017619	HPRP Reporting	HPRP Reporting HPRP Q2 Performance Report (Preliminary)	Complete	Feb 19, 2010 3:35:26 PM
	HPRP Reporting HPRP_017619	HPRP Reporting	HPRP Reporting HPRP Q2 Performance Report (Final)	In progress	
			1		
			Back to Applicants List		

Available Resources on QPR/APR and *e-snaps*

HPRP Data Collection and Reporting page, QPR/APR and *e-snaps* link on HUD HRE

- *e-snaps* Training Guide: HPRP QPR
- Instructions on Initial and Quarterly Performance Reports
- Supplemental Guidance Avoiding Common Errors in *e-snaps* for HPRP
- 2009 HPRP Regional Training: Reporting Requirements

For Additional Information

Sign up for HPRP listserv on the HRE

Review FAQs on HUD HRE

Submit questions to Help Desk on HUD HRE

Save the Date

HUD Conference on Homelessness

September 14-17 - Denver September 27-30 - Atlanta

> Covering topics on: HPRP HEARTH HMIS

Additional Trainings

HPRP Eligibility Determination and Documentation:

– Thursday, March 25th at 11am ET

HPRP Reporting:
 – Wednesday, March 31st at 11am ET

Questions? HUD Virtual Help Desk www.HUDHRE.info