

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



**HPRP Reporting Training
for
FederalReporting.gov
& *e-snaps***



December 2009

Sponsored by:

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

**Welcome and Introductions
from Ann Oliva, Director of SNAPs**

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Presenters:

- Susan Ziff
- Karen DeBlasio
- Caroline Fernandez
- Dave Larsen
- Jeff Little

Purpose

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- Provide grantees with information about:
 - Recovery Act Quarterly Reporting in FederalReporting.gov
 - Quarterly Performance Reporting and Initial Performance Reporting in *e-snaps*
 - Top 10 FAQs from the HUD Virtual Help Desk
 - HPRP Resources
- Answer grantee questions submitted via GoToMeeting during this meeting

Overview of HPRP Reporting

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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* !

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FederalReporting.gov



e-snaps QPR/IPR System

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Other Systems

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- 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

Reporting Deadlines

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- **FederalReporting.gov, due 1/10/10**
 - Submit report January 1-10, 2010
 - Corrections until January 21, 2010
 - HUD comment period until January 29, 2009
- ***e-snaps*, due 1/10/10**
 - Submit report January 1-10, 2010
 - Corrections until February 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, even if they have not served anyone yet
- Grantees who miss reporting deadlines ***twice*** will be subject to sanctions
- ***Only grantees*** should report!

Recovery Act Reporting

Quarterly Reporting in FederalReporting.gov

Recovery Act Reporting

FederalReporting.gov

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- Section 1512 of the Recovery Act requires 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)
- Reporting is quarterly, with reports due 10 days after the end of each quarter. Next due date: January 10th, 2010
- The collected data is available for public viewing at www.recovery.gov

Recovery Act Reporting FederalReporting.gov

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- 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

Recovery Act Reporting FederalReporting.gov

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- Over 95% of HUD's recipients successfully submitted to FederalReporting.gov in October.
- For January reports, HUD's 3 top priorities:
 - 1) **Improved accuracy in job counting:** Improved guidance found at www.hud.gov/recovery/reporting
 - 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 in January
 - 3) **Achieving 100% compliance:** HUD is working with grantees who were unable to successfully report in October to address any continuing barriers

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FederalReporting.gov Counting Jobs – Key Principles

- For updated information, check HUD's job count guidance, HUD's job count calculator, and the *revised* OMB guidance at:

www.hud.gov/recovery/reporting

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FederalReporting.gov HPRP First Quarterly Submission

- 97% of HPRP Grantees successfully submitted in FederalReporting.gov
- Half of the non-reporters tried to submit but experienced technical difficulties
- Any grantee who did not submit, or who has been informed that their submission cannot be located in FederalReporting.gov must complete an Excel version of the first quarterly report and submit it to their HPRP Desk Officer by **12/31/09**



FederalReporting.gov Common Errors: Award Numbers

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Error: Award numbers entered incorrectly or in incorrect format

Solution: Award numbers need to be both correct and in the following format (sample #):

S09-DY-12-3456

- *No spaces around dashes*
- *No lowercase letters*
- *Zeroes, not the letter 'O'*

FederalReporting.gov Common Errors: Award Type

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Error: Award type selected was for contractor and not grantee

Solution: For Award Type, you must select (G) for Grantee

If you filed as a Contractor in your first report, you must file as a Grantee from the second report onward

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FederalReporting.gov Common Errors: Identification Codes

Error: Incorrect identification codes were entered

Solution: Use the correct values, listed below:

Field	Correct Value
Funding Agency Code	8600
Awarding Agency Code	8620 or 8600
Program Source (TAS) Code	86-0193
CFDA Number	14.257

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FederalReporting.gov Common Errors: ARRA Fields

Error: Incorrect values entered

- "Total Federal Amount ARRA Funds Received/Invoiced"
- "Total Federal Amount of ARRA Expenditure"

Solution: For questions on these fields, please contact the FederalReporting.gov Help Desk

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FederalReporting.gov Common Errors: Final Project Report Indicator

Error: The Final Project Report Indicator was marked "Yes"

"Yes" will be selected for the final report for HPRP at the end of the grant period in 2012

Solution: Select "No" for this indicator

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FederalReporting.gov Common Errors: Sub-Awards to Individuals

Error: Sub-Awards to Individuals were entered for HPRP

Solution: These fields must be zero for HPRP

* Total Number of Sub Awards to Individuals

* Total Amount of Sub Awards to Individuals \$

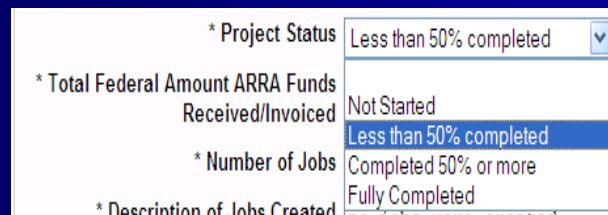
- Do not input number of subgrantees
- Do not input number of participants

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FederalReporting.gov Common Errors: Project Status

Error: Project Status “Completed 50% or more” was selected for the first quarter report

Solution: Select the proper category



The screenshot shows a dropdown menu for the 'Project Status' field. The menu is open, displaying four options: 'Not Started', 'Less than 50% completed' (which is highlighted with a blue background), 'Completed 50% or more', and 'Fully Completed'. The text '* Project Status' is visible above the dropdown, and other form fields like '* Total Federal Amount ARRA Funds Received/Invoiced', '* Number of Jobs', and '* Description of Jobs Created' are partially visible in the background.

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FederalReporting.gov Important Issue: DUNS Number

HUD expected that the DUNS numbers in FederalReporting.gov should be the same as the DUNS numbers indicated in Grantee Substantial Amendments

Contact your HPRP Desk Officer if you have concerns about the DUNS

e-snaps

Quarterly Performance Reporting/ Initial Performance Reporting

e-snaps: Purpose for HPRP

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- 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: IPR Components

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- Grant Allocation
- Subgrantee/Contractor list
- Projected Program Outcomes
 - Projected persons and households to be served during the total grant period
- Homelessness Prevention - Other Risk Factors to be Used
 - Targeting approach and activities
- Data Collection
 - Use of HMIS and/or other comparable data systems

e-snaps: QPR Components

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- Grantee Information
- Report Period and Status
- Program Performance
 - Persons/Households Served
 - Housing Outcomes – Prevention
 - Housing Outcomes – Homeless Assistance
- Expenditures by activity type

***e-snaps*: QPR/IPR Review**

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- Incomplete data submitted
- Technical issues with data from preliminary to final, vanishing fields
- HUD reviewed 100% of reports, sent guidance on addressing common errors to listserv
- HUD is sending grantee-specific emails when needed


e-snaps: January QPR/IPR Plan

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- “Re-do” the IPR—grantees have to complete IPR charts again
- Grantees will submit QPR data for October 1 – December 31 (reporting data)
- Will not autopopulate data from October
- Grantees can view their prior submission to facilitate data re-entry; text may be cut and pasted into current IPR fields

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e-snaps: Grantee Quality Review

- Create PDF of preliminary report and review carefully **before submitting**
- Ensure that the report is complete and accurate
- No need to change the report status to “Final,” this will be done automatically
- **Do not click “submit” until report is correct!**
-  Final grantee e-snaps reports will be posted on the web

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e-snaps Common Errors: Overall Issues

- **Reports were filed by subgrantees**
 - Only the **HPRP grantee** should submit a ***single*** IPR/QPR for the HPRP award—subgrantees ***must not*** submit any reports
 - Grantee must collect & compile subgrantee information and enter *consolidated* information into IPR/QPR that represents the *grant as a whole*

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e-snaps Common Errors: Overall Issues

- **All fields must be completely filled out**
 - There should be no blank fields.
 - HUD cannot assume a blank field means zero. Use zeroes where needed; do not leave any field blank

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e-snaps Common Errors: Project Set-Up Errors

- "Applicant Details" Screen:
 - "Applicant name" = grantee name.
 - "Applicant number" = HPRP grant number.
- "Create a Project" Screen:
 - For the "project name," enter "HPRP Reporting."

If your applicant details and/or project name are incorrect, please send a request to the Virtual Help Desk to have them corrected

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e-snaps Common Errors: "Persons and Households Served"

- Use actual numbers of persons and households served during current reporting period and the grant to date total
- National performance measure – HUD is reporting to OMB/White House

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e-snaps Common Errors: "Persons and Households Served" Example

Activities	Homelessness Prevention				Homeless Assistance				TOTAL			
	Persons Quarter	Grant to Date	Hshlds Quarter	Grant to Date	Persons Quarter	Grant to Date	Hshlds Quarter	Grant to Date	Persons Quarter	Grant to Date	Hshlds Quarter	Grant to Date
Financial Assistance												
Rental assistance	8	13	3	5	18	29	8	17	26	42	11	19
Security and utility deposits	1	2	1	2	16	25	6	14	17	27	7	16
Utility payments	7	0	3	4	15	24	10	14	22	32	13	18
Moving cost assistance	2	4	1	2	5	10	4	15	7	14	5	17
Motel & hotel vouchers	0	1	0	1	2	3	2	3	2	4	2	4
Total-Financial Assistance	10	14	3	5	20	30	12	19	30	44	15	24
Housing Relocation & Stabilization Services												
Case management	10	15	4	6	20	31	12	20	30	46	16	26
Outreach and engagement	7	1	1	2	13	21	5	8	20	22	6	10
Housing search and placement	3	1	1	2	18	27	8	17	21	28	9	19
Legal services	0	1	0	1	2	5	2	3	2	6	2	4
Credit repair	1	1	1	1	0	2	0	1	1	3	1	2
Total-Housing Relocation & Stabilization Services	10	15	4	6	20	31	12	20	30	46	16	26

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***e-snaps* Common Errors:**
**"Housing Outcomes—Prevention/
Housing Outcomes—Homeless Assistance"**

- Report on outcomes for persons who have ***formally exited*** the program
- National performance measure – HUD is reporting to OMB/White House

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***e-snaps* Common Errors:**
"Expenditures by Activity"

- Enter **actual incurred** expenditures by activity type for the current reporting period and grant to date only

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e-snaps Common Errors: "Subgrantee/Subcontractor List Attachment"

- Use the correct form
- The total of the subgrant/contract award amounts listed in this attachment must equal the total "Amount of Funds Awarded to Subgrantee(s)/Contractor(s)" in the Grant Allocation table
- Transfer of funds or authority within the same unit of general local government is not a subgrant for the purposes of HPRP

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e-snaps Common Errors: "Subgrantee/Subcontractor List Attachment"



This is the correct version of the form

Subgrantee or Contractor Organization Name	City	State	DUNS Number	Is subgrantee a VAWA-DV provider? (Y/N)	HPRP Subgrant or Contract Award Amount
Agency ABC	Anytown	USA	123456789	N	\$538,966
Agency XYZ	Anytown	USA	987654321	Y	\$422,117
TOTAL					\$ 961,083.00

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e-snaps Common Errors: "Subgrantee/Subcontractor List Attachment"



This is the **incorrect** version of the form

Subgrantee Organization Name	City	State	DUNS Number	HPRP Subgrant Award Amount
Agency PQR	Yourtown	USA	4561237889	\$25,407.00
TOTAL				\$ 25,407.00

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e-snaps Common Errors: "Grant Allocation"

- Many grantees allocated funds for Financial Assistance and not for Housing Relocation and Stabilization Services
- Grantees should enter an allocation for Housing Relocation and Stabilization Services

e-snaps Common Errors: "Grant Allocation"

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- The total of the subgrantee awards listed in the "Subgrantee/Subcontractor List" attachment must equal the total "Amount of HPRP Funds awarded to Subgrantee(s)/Contractor(s)" in the Grant Allocation table
- The grand totals of the grant allocation table must equal the total award amounts

e-snaps Common Errors: "Grant Allocation"

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- Grantees must share Administration funds with their subgrantees.
- Total of administration allocations must not exceed 5% of the HPRP grant amount
- Round administrative expenses down to nearest dollar

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e-snaps Common Errors: "Grant Allocation" Incorrect Example

Did the grantee meet the 9/30 deadline to award or enter into legally binding agreements with subgrantees? No

Grantee and Subgrantee/Contractor Allocations



Activity	Amount of HPRP Funds Retained by Grantee	Amount of HPRP Funds Awarded To Subgrantee(s) / Contractor(s)	Total
Financial Assistance	\$0.00	\$0.00	\$0.00
Housing Relocation and Stabilization	\$0.00	\$0.00	\$0.00
Data Collection and Evaluation	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

HPRP Grant Amount	
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e-snaps Common Errors: "Grant Allocation" Incorrect Example

Grantee and Subgrantee/Contractor Allocations



Activity	Amount of HPRP Funds Retained by Grantee	Amount of HPRP Funds Awarded To Subgrantee(s) / Contractor(s)	Total
Financial Assistance	\$800,000.00	\$1,552,270.00	\$2,352,270.00
Housing Relocation and Stabilization	\$0.00	\$273,930.00	\$273,930.00
Data Collection and Evaluation	\$0.00	\$56,477.00	\$56,477.00
Administration	\$141,194.00	\$0.00	\$141,194.00
Total	\$941,194.00	\$1,882,677.00	\$2,823,871.00

HPRP Grant Amount	\$2,823,871
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e-snaps Common Errors: "Grant Allocation" Incorrect Example

Grantee and Subgrantee/Contractor Allocations



Activity	Amount of HPRP Funds Retained by Grantee	Amount of HPRP Funds Awarded To Subgrantee(s) / Contractor s(s)	Total
Financial Assistance	\$0.00		\$0.00
Housing Relocation and Stabilization	\$0.00		\$0.00
Data Collection and Evaluation	\$0.00		\$0.00
Administration	\$266,579.00		\$266,579.00
Total	\$266,579.00	\$0.00	\$266,579.00

HPRP Grant Amount	\$13,328,942
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e-snaps Common Errors: "Grant Allocation" Correct Example

Did the grantee meet the 9/30 deadline to award or enter into legally binding agreements with subgrantees? Yes

Grantee and Subgrantee/Contractor Allocations



Activity	Amount of HPRP Funds Retained by Grantee	Amount of HPRP Funds Awarded To Subgrantee(s) / Contractor s(s)	Total
Financial Assistance	\$111,314.00	\$1,474,000.00	\$1,585,314.00
Housing Relocation and Stabilization	\$0.00	\$426,000.00	\$426,000.00
Data Collection and Evaluation	\$0.00	\$68,000.00	\$68,000.00
Administration	\$71,437.00	\$38,000.00	\$109,437.00
Total	\$182,751.00	\$2,006,000.00	\$2,188,751.00

HPRP Grant Amount	\$2,188,751
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e-snaps Common Errors: "Projected Persons and Households to be Served"

- Enter both the number of persons and the number of households expected to be served with HPRP funds for the term of the HPRP grant, not one or the other

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e-snaps Reporting Summary

- Check the Summary page to ensure you have correctly completed and ***submitted*** your report

Part	Last Updated
-- HPRP Reporting --	
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	Please Complete
Expenditures by Activity	12/11/2009
Grant Allocation	12/11/2009
Subgrantee/Contractor List Attachment	Please Complete
Authorizing Information and Certification	12/11/2009

Back Next

Export to PDF

Get PDF Viewer

Submit

e-snaps Reporting Summary

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Summary

Part	Last Updated
-- HPRP Reporting --	
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

e-snaps Reporting Summary

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Summary

Part	Last Updated
-- HPRP Reporting --	
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

This e.Form has been submitted

Top 10 FAQs from the Virtual Help Desk

(See Frequently Asked Questions section
of www.hudhre.info/hprp for more
detailed information about each FAQ
discussed here)

Important Note:

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- Grantees and subgrantees are responsible for reading and understanding all requirements in the HPRP Notice, and all applicable regulations referenced by the HPRP Notice.
- Read the HPRP Notice here:
http://www.hudhre.info/documents/HPRP_NoticeRedline_6_08_09.pdf

1. What is the "Cost Type" Rule?

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- Rule: An eligible household cannot receive assistance from HPRP and another funding source for same "cost type" during the same time period
- Purpose: Prevents "double-dipping"
- Cost types: tenant share of rent or rental subsidy, rental arrears, security deposit, utility deposit, utility payments, moving costs, hotel/motel vouchers

"Cost Type" Rule - Examples

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- An eligible household:
 - Cannot receive rental subsidy for same month from HPRP and Housing Choice Voucher
 - Cannot receive HPRP utility assistance for same week as LIHEAP, or public housing
 - Can use HPRP for security deposit and HUD-VASH for rental assistance
 - Can use HPRP to pay rental arrears in a unit receiving another subsidy
 - Can use HPRP for rental assistance and LIHEAP for utility assistance

"Cost Type" Rule - Examples

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- An eligible household:
 - Can use HPRP rental assistance in a tax credit property

However, if grantee/subgrantee owns even 1% of the property, grantee must request a "conflict of interest" waiver

2. What is required for a Conflict of Interest Waiver?

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- HPRP participants cannot be assisted in property owned by grantee/subgrantee
 - See FAQs for list of items needed in waiver request to Field Office
- Individual employee/consultant/official of grantee/subgrantee cannot gain benefit from any HPRP activity
 - See Section VII.A. of HPRP Notice
 - Exception, not a waiver

2. What is required for a Conflict of Interest Waiver?

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- **Note:** A second waiver is required for a PHA as subgrantee (with a waiver) to assist persons in units owned by the PHA

3. Can a PHA be a Subgrantee?

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- Metropolitan Cities and Urban Counties can only subgrant to a PHA with a waiver, or if the PHA is selected through free and open competition in compliance with 24 CFR Part 85.36
- States can never subgrant to PHAs
- MCs and UCs cannot subgrant state funds to PHAs

4. What is the difference between a vendor and a subgrantee?

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■ Subgrantee:

- Private non-profit or unit of general-purpose local gov't (or PHA with waiver)
- Terms/conditions of award are carried forward to subgrantee, to carry out program

■ Vendor:

- Selected via free & open procurement
- Provide a good/service purchased by the grantee, required to conduct the program
- Not subject to terms of grant agreement, but they are subject to terms of contract

5. Who is Eligible for HPRP Assistance?

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- All persons must be homeless "but for" the HPRP assistance
- There is no single indicator for eligibility: an eviction notice or utility shut-off notice alone is not sufficient documentation of eligibility
- HUD cannot determine if someone is eligible or not
- A case manager must carefully assess each individual's situation and determine eligibility based on all criteria in Notice

5. Who is Eligible for HPRP Assistance?

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- Persons being released from institutions:
 - If going to be homeless upon release and meet eligibility criteria
 - Prevention Assistance: if housed before or if homeless before and resided in institution more than 180 days
 - Rapid Re-Housing Assistance: if homeless before and resided in institution for less than 180 days

5. Who is Eligible for HPRP Assistance?

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- Sex offenders?
 - HUD has no prohibition on serving sex offenders with HPRP
 - They have to meet all eligibility criteria
- Persons who are doubled-up? Persons who are couch surfing?
 - Overcrowding and/or unstable housing are risk factors, and do not alone make someone eligible
 - Case manager must determine eligibility

5. Who is Eligible for HPRP Assistance?

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- Undocumented persons?
 - We are posting the official answer in the FAQs on www.hudhre.info/hprp
- Two unrelated persons in a household?
 - The household is evaluated as a whole – either the household is eligible or not


6. What Documentation is Required to Verify Eligibility?

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- Look at housing status and household income
- Third-party documentation is best; self-declaration as last resort
- Verification of expenses is not enough to document eligibility


7. What is the Staff Affidavit?

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- Why is it required?
 - To prevent fraud and abuse of federal funds
- What is it?
 - Certification by staff doing eligibility determination
 - Required for all assistance provided (even services only)

7. What is the Staff Affidavit?

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- Who must sign it?
 - Staff member determining eligibility and their supervisor
- How often does it have to be completed?
 - At initial eligibility determination, and every 3 months if a different staff person does re-certification
- Where is it filed?
 - Required in participant's case file

8. What are the Housing Inspection Requirements?

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- Habitability Standards Requirements
 - Not HQS, see Appendix C of Notice
 - When HPRP is used to move in to a unit
 - Tied to specific client move-in
- Lead-Based Paint Requirements
 - Visual Assessment required anytime HPRP used to assist family w/ child under 6 or pregnant woman in pre-1978 unit
 - Required for prevention and rapid re-housing assistance

9. What are the Rent Reasonableness Requirements?

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- What is it?
 - See HPRP Notice for rent reasonableness requirements and resources
- When does it apply?
 - All rental assistance, whether prevention or rapid re-housing
- Can we use FMR instead?
 - No, FMR is a different standard

9. What are the Rent Reasonableness Requirements?

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- Can HPRP pay up to the Rent Reasonable standard and the participant pays the rest?
 - No, HUD cannot pay for housing that is not rent reasonable
 - It is also likely not sustainable for the participant

10. What are the requirements for advance payments?

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- Read 24 CFR part 84.22 and part 85.21
- Cash advances must be:
 - Limited to minimum amounts needed
 - Timed with immediate cash needs of grantee/subgrantee
 - Minimize time elapsing between advance and disbursement by grantee/subgrantee

11. Indirect Costs and Fee-for-Service Alternatives

- Currently under review – guidance is being developed and will be distributed when finalized



**HPRP
Resources**

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Reporting Resources: FederalReporting.gov

- HUD Recovery Web Site:
www.hud.gov/recovery/reporting
 - Template for HPRP
 - Jobs guidance
- FederalReporting.gov help desk resources:
www.federalreporting.gov
- HUD Recovery Call Center:
 - Phone: 1-800-998-9999
 - e-mail: recovery@comcon.org

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Reporting Resources: FederalReporting.gov



77 Reporting Resources: *e-snaps*

- HUD *e-snaps* Training Guide
- *e-snaps* Instructions
- HUD Virtual Help Desk



78 HPRP Resources

- **JOIN THE HPRP LISTSERV!**
<http://www.hudhre.info/index.cfm?do=viewJoin>
- HPRP page on HUD HRE:
www.hudhre.info/hprp
 - HUD-issued guidance
 - Data Collection and Reporting
 - Tools and TA Resources
 - FAQs and Virtual Help Desk
- Recently developed materials:
 - Lead-based paint, Staff Affidavit

