

**Attachment C**  
**Homelessness Prevention & Rapid Re-Housing**  
**Program (HPRP)**  
**Annual Performance Report:**  
**Data Elements, Response Categories, and**  
**Justification**

**HPRP Annual Performance Report Questions:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
<b>Section 1: Grantee Information</b>			
1	Grantee Name	Grantee/Recipient name	OMB-required ARRA-Performance Progress Report question.
2	Grantee Location	Address, City, County, State Postal Code, Zip Code, Congressional District	OMB-required ARRA-Performance Progress Report question.
3	Recipient DUNS Number	DUNS number	OMB-required ARRA-Performance Progress Report question.
4	Grant Award Number	Grant Award Number	OMB-required ARRA-Performance Progress Report question.
5	Grantee Type	Select: State, County, City, Territory	OMB-required ARRA-Performance Progress Report question.
6	Grantee Contact Information	Contact Name Title Address Phone Number Fax Number Email Address	Allows HUD to identify primary grantee contact responsible for information contained in the report.
7	Authorizing Information	Name of Authorized Grantee Official Title/Position	Allows HUD to identify the authorizing official representing the grantee.
8	Amount of Contract or Award	Current Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
9	Grantee Information	CoC Number Grantee Identifier Program Identifier Period Covered by this Report Administrative Address	Allows HUD to monitor and verify the type of grant, type of populations served, dates of operation, and basic project information per the Grant Agreement.
10	HMIS Data Quality	Universal Data Elements Program-Specific Data Elements	Allows HUD to monitor and verify conformance with HMIS data coverage requirement in Grant Agreement.
<b>Section 2: Subgrantee or Subcontract Award Information</b> (Provide requested information for each subawardee or subcontract for which \$25,000 or more of recovery funds were obligated or expended.)			
11	Subgrantees/Subcontracts	Total Number of Subgrantees and Total Number of Subcontractors in each operating/fiscal year, number of subgrantees serving clients directly	
12	Subgrantee Awards and Total by Eligible Activity (Grant Allocations)	List of all subgrantees and award amounts by Homelessness Prevention or Homeless Assistance (rapid rehousing) and by eligible activity (Financial Assistance, Housing Relocation & Stabilization, Data Collection and Evaluation, and	Allows HUD (or grantee if subgrantee report) to verify basic project information per the Grant Agreement.

		Administration), list amount of funds retained by grantee by eligible activity	
13	Subgrantee or Subcontract DUNS Number	DUNS number	OMB-required ARRA-Performance Progress Report question.
14	Subgrantee or Subcontract Name	Subgrantee/Subcontractor name	OMB-required ARRA-Performance Progress Report question.
15	Subgrantee or Subcontract Location	City, State, Zip Code,	OMB-required ARRA-Performance Progress Report question.
16	Subgrantee or Subcontract Type	Select primary category from the list of categories provided	OMB-required ARRA-Performance Progress Report question.
17	Amount of Contract or Award	Current Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
18	Amount of Contract or Award	Ultimate Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
19	Award Date	(Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
<b>Section 3: Program Outputs</b>			
20	Persons Served During the Operating Year by Household Type	The total number of persons served during the operating year (a)	Allows HUD to monitor and verify conformance with projected persons to be served by household type in Grant Agreement.
21	Households Served During the Operating Year	Total number of households served at any time during the operating year	Allows HUD to monitor and verify conformance with projected households served in Grant Agreement.
22	Persons Served by Victim Service Providers by Household Type During the Operating Year	Total number of persons served by household type at any time during the operating year by victim service providers	Allows HUD to monitor the number of persons served by victim service providers
23	Housing Status at Entry	Literally homeless Housed and at imminent risk of losing housing Housed and at-risk of losing housing Stably housed	Allows HUD to monitor the number of persons serviced by Homelessness Prevention or Homeless Assistance (based on housing status at entry) per HPRP first Quarterly Performance Report Supplement.
24	Persons and Households Served by Housing Status at Entry and by Eligible Service Activities	Number of unduplicated persons and households served during the quarter and cumulatively since grant execution (unduplicated at subgrantee level) by Homelessness Prevention or Homeless Assistance, as determined by Housing Status at Entry and Service Type:  Financial Assistance: o Rental assistance o Security and utility deposits o Utility payments	Allows HUD to monitor and verify conformance with projected persons and households to be served by Homelessness Prevention or Homeless Assistance (based on housing status at entry) per HPRP first Quarterly Performance Report Supplement.

		<ul style="list-style-type: none"> <li>o Moving cost assistance</li> <li>o Motel &amp; hotel vouchers</li> </ul> <p>Housing Relocation &amp; Stabilization Services:</p> <ul style="list-style-type: none"> <li>o Case management</li> <li>o Outreach &amp; engagement</li> <li>o Housing search &amp; placement</li> <li>o Legal services</li> <li>o Credit repair</li> </ul>	
<b>Section 4: Client Characteristics</b>			
<b>4.1 Client Characteristics by Household Type (Total Persons, Persons in Households With Children, Persons in Households Without Children)</b>			
25	Gender (All Persons)	Gender of adults Gender of children Gender of persons missing age information	Allows HUD to monitor gender characteristics of clients served as a factor in understanding the client population served.
26	Age (All Persons)	Age Ranges	Allows HUD to monitor age characteristics of clients served as a factor in understanding the client population served.
27	Ethnicity and Race (All Persons)	Ethnicity Race (cross-tabulated with Ethnicity)	Allows HUD to monitor ethnicity and racial characteristics of clients served as factors in understanding the client population served.
28	Residence Prior to Program Entry (All Persons)	Homeless Situations Institutional Settings Other Locations	Allows HUD to monitor and verify residence prior to program entry of clients served as a factor in understanding the client population served and to verify conformance with client eligibility requirements in Grant Agreement.
29	Veteran Status (Adults Only)	Veteran status	Allows HUD to monitor veteran status of clients served as a factor in understanding the client population served.
<b>4.2 Client Characteristics by Exit Status (Total Persons, Persons Who Exited Program During Year, Persons who Remained in Program at End of Year)</b>			
30	Client Monthly Cash-Income Amount by Entry and Exit Status (All Leavers Only)	Client monthly cash-income amount at program entry Client monthly cash-income amount at program exit	Allows HUD to monitor entry and exit monthly cash-income amounts received by clients who left the program as a factor in understanding the client population served and as an indicator of project performance.
31	Client Monthly Cash-Income Amount by Entry and Latest Status (All Stayers Only)	Client monthly cash-income amount at program entry Client monthly cash-income amount at most recent client assessment	Allows HUD to monitor entry and most recently assessed monthly cash-income amounts received by clients who remained in the program as a factor in understanding the client population served and as an indicator of project performance.
32	Client Cash Income Sources by Exit Status (All Persons)	Number of cash-income sources Types of cash-income sources	Allows HUD to monitor type and number of cash-income sources for clients who left the program and clients who stayed in the

			program as factors in understanding the client population served and as indicators of project performance.
33	Client Non-Cash Benefits by Exit Status (All Persons)	Number of non-cash income benefits Types of non-cash income benefits	Allows HUD to monitor type and number of non-cash benefits received by clients who left the program and clients who stayed in the program as factors in understanding the client population served and as indicators of project performance.
34	Length of Participation by Exit Status (All Persons)	Length of participation ranges Average and Median length of participation (in days)	Allows HUD to monitor length of participation by exit status for HPRP program participants.
35	Housing Status by Entry and Exit (All Leavers Only)	Housing status at entry Housing status at exit	Allows HUD to monitor housing status at entry and exit of clients who left the program as a factor in understanding the client population served and as an indicator of project performance.
36	Destination by Household Type and Length of Stay (All Leavers Only)	Permanent destinations Temporary destinations Institutional destinations Other destinations	Allows HUD to monitor destination of clients who left the program by household type as a factor in understanding the client population served and as an indicator of project performance.
<b>Section 5. Financial Information</b>			
37a	Expenditure Information for the Homeless Prevention and Rapid Re-housing Program	Expenditures during the year and cumulatively since grant execution by Homelessness Prevention or Homeless Assistance (as determined by Homeless Status at Entry) and by Eligible Activity:  Financial Assistance: o Rental Assistance o Security and utility deposits o Utility payments o Moving cost assistance o Motel & hotel vouchers  Housing Relocation & Stabilization Services: o Case management o Outreach & engagement o Housing search & placement o Legal services Credit repair  Data Collection and Evaluation  Administrative Costs	Allows HUD to monitor and verify grantee expenditure of HPRP funds for eligible activities per Grant Agreement and Initial Performance Report.
37b	HPRP Average Expenditures Per Household (All Households)	Expenditures during the year and cumulatively since grant execution by Homelessness	Allows HUD to monitor and verify grantee expenditure of HPRP funds for eligible activities per

		<p>Prevention or Homeless Assistance (as determined by Homeless Status at Entry) and by Service Type:</p> <p>Financial Assistance:</p> <ul style="list-style-type: none"> <li>o Rental Assistance</li> <li>o Security and utility deposits</li> <li>o Utility payments</li> <li>o Moving cost assistance</li> <li>o Motel &amp; hotel vouchers</li> </ul>	Grant Agreement and Initial Performance Report
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**Section 6: Program Performance**

38	Primary Performance Measures	<p>The percentage of homeless prevention program participants who remained in permanent housing (subsidized or unsubsidized) after exiting the program</p> <p>The percentage of homeless assistance program participants who moved to permanent housing (subsidized or unsubsidized) after exiting the program</p> <p><i>Choose one of the following:</i></p> <ul style="list-style-type: none"> <li>o The percentage of persons age 18 or older who increased their total income (from all sources) as of the end of the operating year or program exit who participated longer than 90 days.</li> <li>o The percentage of persons age 18 through 62 who increased their earned income as of the end of the operating year or program exit who participated longer than 90 days.</li> </ul>	Allows HUD to monitor and verify client change with respect to housing stability and income as indicators of project performance
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**Section 7: Narrative**

39	Explanation of Variance(s) Between Planned and Actual Performance	Explain any percentage-point difference of 10% or greater between the benchmarks and actual results for each measure reported on in question 38 For example describe any problems or issues during the operating year that may have affected your performance.	Allows HUD to monitor variance(s) between planned and actual performance.
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40	Significant Program Accomplishments	Describe any significant accomplishments achieved by your program during the operating year.	.Allows HUD to monitor additional significant program accomplishments as a factor in understanding overall project performance.
41	Program Description	<p>Describe the following elements of the HPRP program design and implementation:</p> <ul style="list-style-type: none"> <li>- Homelessness Prevention</li> <li>- Rapid Re-Housing</li> <li>- Selection of Subgrantees</li> <li>- Collaboration with Continuum of Care</li> <li>- Collaboration with other ARRA programs</li> <li>- Barriers to and challenges with effective implementation</li> <li>- Grantee's process for oversight and monitoring of subgrantees/contractors</li> </ul>	
44	Additional Comments (Optional)	Provide any additional comments on other areas of the Progress Report that need explanation, such as differences in anticipated and actual program outputs, bed utilization, etc.	Allows HUD to review additional grantee comments and explanations regarding one or more APR responses.