

**DATA COLLECTION AND REPORTING
FOR HUD'S HOMELESS PROGRAMS:**

**HOMELESSNESS PREVENTION AND
RAPID RE-HOUSING PROGRAM (HPRP)
QUARTERLY AND ANNUAL PERFORMANCE
REPORTING**

**OMB PAPERWORK REDUCTION ACT
SUBMISSION**

OCTOBER 2009

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Part A Justification

A1 Need and Legal Basis

Why is this information necessary? Identify any legal or administrative requirements that necessitate the collection.

This request is for clearance of data collection and reporting to enable the U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development (CPD) to monitor grantees that receive funding through the Homeless Prevention and Rapid Re-Housing Program (HPRP). The need and legal basis for these reporting requirements are presented below.

Quarterly and Annual Performance Reports for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The American Recovery and Reinvestment Act of 2009 (the Recovery Act) established the Homelessness Prevention Fund, now called the Homelessness Prevention and Rapid Re-Housing Program (HPRP), to provide homelessness prevention assistance to at-risk households and rapid re-housing assistance to households that are literally homeless. Section 1512 of the Recovery Act requires that all grantees collect data on the use of HPRP funds. In addition, the Act specifically required HPRP grantees to report client-level data, such as demographic characteristics, in a local Homeless Management Information System (HMIS) or comparable database. (See Attachment A.)

HUD outlined the basic requirements for reporting on the HPRP program in its Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009 [Docket No. FR-5309-N-1, March 19, 2009]. (See Supplemental Information.) The Notice indicates that each grantee must prepare and submit the following aggregate reports to HUD:

- An Initial Performance Report, which covers the period between the grant agreement execution date and September 30, 2009, and which will serve as the ***first Quarterly Performance Report and Supplement***;
- Ongoing ***Quarterly Performance Reports***, which will include many of the same items as the first report, and will be due within 10 days of the end of each quarter for the period of program operations; and
- An ***Annual Performance Report*** to be submitted within 60 days of the end of each federal fiscal year.

The information that is requested in these reports will enable HUD to monitor spending and program activity, identify who is being served and what services are being provided, and assess program effectiveness.

On June 16, 2009, HUD received Emergency Clearance from OMB for *quarterly* data collection activities for the Homelessness Prevention and Rapid Re-Housing Program. This revision request is for the full three-year clearance of the HPRP Quarterly Reports *and* the HPRP Annual Performance Report.

HPRP and Homeless Management Information Systems (HMIS)

An HMIS is an electronic data collection system that stores person-level information about homeless persons who access a community's homeless service system. In addition to being a program management tool, HMIS can generate program or aggregate system-wide reports that are used to inform funders about progress and performance. Over the past decade, HUD has supported the development of local HMIS by funding their development and implementation, by providing technical assistance, and by developing national data standards that enable the collection of standardized information on the characteristics, service patterns and service needs of homeless persons within a jurisdiction and across jurisdictions. These standards are described in HUD's Homeless Management Information Systems (HMIS) Data Standards, which received OMB Clearance with the Emergency Package on June 16, 2009. In addition to supporting HPRP data collection, the standards support data collection for HUD's Annual Performance Report for Homeless Assistance Programs and the Annual Homeless Assessment Report.

In conjunction with the addition of HUD's annual reporting requirements for the HPRP program, HUD is revising the data elements. Proposed revised data standards are provided as a supplement to this OMB package.

A2 Information Users

How is the information collected and how is the information to be used?

HPRP Quarterly Performance Reports (QPR)

Information for the Quarterly Performance Reports (QPR) will be collected by HPRP subgrantees and recorded in a Homeless Management Information System (HMIS) or comparable system. Subgrantees will submit their data electronically to grantees on a regular basis. Each grantee will aggregate subgrantee information and prepare and submit the Quarterly Performance Report to HUD.

An initial Quarterly Performance Report and Supplement (that provides one-time information on the planned allocation of resources by subgrantee, projected program outputs, plans for targeting homelessness prevention funds, and plans for data collection and reporting) is due in October 2009 covering the period July 1, 2009 through September 30, 2009. The initial report must also be submitted any time information changes in the resource allocation to subgrantees. Ongoing Quarterly Performance Reports are due beginning in January 2010 (covering the period October 1, 2009 through December 31, 2009), as required by the Recovery Act. All Quarterly Reports must be submitted within 10 days after the end of each fiscal quarter in which HPRP funds are expended.

Item-by-Item Justification for HPRP Quarterly Performance Reports

Attachment B lists each data element required for the Quarterly Performance Reports along with the justification for including the data element. This is followed by a list of supplemental data elements required for the first Quarterly Report. All reporting items required by the Office of Management and Budget for Recovery Act grantees (OMB Approval Number 0970-0334) are included in Attachment B along with items that HUD has identified as necessary for program monitoring.

The general topics covered in the Quarterly Performance Reports for HPRP include:

OMB-required ARRA-Performance Progress Report Items

- **Report Authorizing Information**—Report items include grantee name and contact information, grantee identifiers, reporting period, and certifications.
- **Section 1: Award Recipient Information**—Report items include name of project or activity, total amount of funding, and amount of funds obligated or expended.
- **Section 2: Project/Activity Information**—Report items include description and status of project/activity, and number of jobs retained and created.
- **Section 3: Subawardee of Subcontract Award Information**—Report items include subgrantee name and contact information, amount of award, and award date.
- **Section 4: Subawardee of Subcontract Award Information – Aggregate Report**—Number of subcontracts and subawards that are less than and greater than \$25,000.

HPRP Quarterly Performance Report Data Elements (These items are included in HUD's revised Homeless Management System Data Standards)

- **Section 5: Grantee Information**—Contact information for individuals completing the report, name of grantee authorizing official, and project identifying information.

- **Section 6: Program Performance**—Number of persons and households served by housing status at entry and by services received, and housing outcomes of persons served.
- **Section 7: Financial Information**—Expenditures by broad eligible activities and by eligible service activities.

**HPRP Quarterly Performance Report SUPPLEMENT Data Elements
(This information is required for the initial Quarterly Performance Report.)**

- **Section 8: Grant Allocation**—List of all subgrantees, award amounts, and associated eligible activities.
- **Section 9: Projected Program Outputs**—Projected number of persons and households to be served by housing status and eligible service activities.
- **Section 10: Homeless Prevention Targeting**—Factors to be used to prioritize homeless prevention assistance.
- **Section 11: HMIS**—Plan for entering data on households served into HMIS or alternate data system.

HPRP Annual Performance Report (APR)

The HPRP Annual Performance Report (APR) is designed to mirror a revised Annual Performance Report that is being developed for recipients of Continuum of Care homeless assistance program funds. Currently, the Department requires that all homeless assistance programs (including the Supportive Housing Program (SHP), the Shelter Plus Care (S+C) Program, and the Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO)) complete an Annual Progress Report approved under OMB Control Number 2506-0145.

A separate OMB Data Collection Request has been prepared to request revisions to reporting requirements for HUD' homeless assistance programs. The report is being renamed the Annual Performance Report for homeless assistance programs. The HPRP Annual Performance Report and the Annual Performance Report for homeless assistance programs both utilize the data elements contained in the HMIS Data Standards.

An Annual Performance Report for HPRP programs must be submitted for each operating year in which HUD funding is provided. A separate report must be submitted for each HUD HPRP grant received. All grantees are required to collect data and prepare annual reports as a condition of funding.

Item-by-Item Justification for HPRP Annual Reports

Detailed justification of each data element requested in the HPRP Performance Reports is contained in Attachment C. In general, the Annual Performance Report requirements for HPRP include:

1. **Grantee Information**—basic information about the grantee and subgrantees and the extent to which data on clients served are entered into the community Homeless Management Information System.

2. **Subawardee of Subcontract Award Information**—Report items include subgrantee name and contact information, amount of award, and award date.
- 3.
4. **Outputs**—counts of persons and households served.
5. **Client Characteristics**—information about all clients served in a project by household type and exit status.
6. **Financial Information**—information about project funding and expenditure and matching amounts.
7. **Program Performance**—information on performance measures by program type.
8. **Narrative**—descriptive information about accomplishments.

Report Submission

All HPRP Performance Reports will be submitted to HUD electronically via *e-snaps*. The data are used by HUD to assess the performance of individual grantees and to determine grantee compliance with funding requirements, including use of HUD funds for approved purposes. Performance Reports will also be aggregated by program type to provide information on overall program performance and outcomes to HUD staff, other federal agencies, the Congress, and the Office of Management and Budget.

A3 Improved Information Technologies

Describe whether, and to what extent, the collection of information is automated (item 13b1 of OMB form 83-i). If it is not automated, explain why not. Also describe any other efforts to reduce burden.

HUD is implementing a major improvement in information technologies at this time. Performance Reports will be submitted via a web-based reporting tool integrated into HUD's *e-snaps* system. In order to increase the accuracy of the data and reduce burden on grantees and subgrantees, the system will have the following capabilities:

1. **Some Performance Report information will be pre-filled.** Portions of the Performance Report will be pre-filled with information from grantee information submitted to HUD.
2. **Built-in data quality checks.** The *e-snaps* system will check for data consistency and accuracy as grantees and/or subgrantees complete the Quarterly and Annual Performance Reports and will identify potential data issues for the user prior to submission.

3. **Multiple reporting modules.** The web-based Performance Report will contain reporting modules that are specific to each type of grant and program component. Upon entering information about a program's type, the web-based Performance Report will display the questions that apply to that type only.
4. **Use of pick-lists or drop-down menus.** The Performance Report will contain drop-down menus where applicable to facilitate reporting and improve data quality.
5. **Automated calculations.** Rows or columns shaded in grey will be automatically calculated and thus do not require data entry or manual calculations.
6. **Other key features include:**
 - Secure data entry (128 bit encryption).
 - User login, save/review, and submit—including user registration with authorizing grantee official verification; data entry, review, edit prior to final submission; and data submission date/time stamp.
 - Electronic signature/approval by authorizing grantee and sponsor officials.
 - Navigation to access different sections/tables sequentially or non-sequentially.
 - Help/look-up features—including highlight text linked to Performance Report instructions, definitions, or the HMIS Data Standards; a link to the full Performance Report instructions; and integrated Help Desk support.
 - Integrated method for HUD review and approval—including interactive messaging with grantee contact to address questions/corrections; and HUD review and approval date/time stamp with grantee notification.

A4 Duplication of Similar Information

Is this information collected elsewhere? If so, why cannot any similar information already available be used or modified?

This information is not collected elsewhere.

Quarterly reports are required for Recovery Act programs, including HPRP. HUD has designed a Quarterly Performance Report that will capture all data elements specified by OMB as well as a small number of additional data elements that will assist HUD in effective oversight of program dollars. In an initial Quarterly Performance Report for HPRP Programs, grantees will be asked for one-time information about their plans for deploying HPRP funds, projected beneficiaries, and plans for complying with data collection requirements.

The Annual Performance Report for the HPRP is the only annual report that HUD requires grantees to submit in order for HUD to monitor project progress.

A5 Small Businesses

Does the collection of information impact small businesses or other small entities (item 5 of OMB form 83-i)? Describe any methods used to minimize burden.

No small businesses are involved as respondents to this data collection effort. HUD's Performance Reports are completed by grantees (local or state governments) receiving HUD HPRP funding.

A6 Less Frequent Data Collection

Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The Recovery Act requires that HPRP grantees collect and submit limited data *at least quarterly* on progress and performance. Less frequent data collection is not permitted under this program.

A7 Special Circumstances

The proposed data collection activities are consistent with the guidelines set forth in 5 CFR 1320.6 (Controlling Paperwork Burden on the Public—General Information Collection Guidelines). There are no special circumstances that require deviation from these guidelines.

A8 Federal Register Notice/Outside Consultation

Identify the date and page number of the Federal Register notice (and provide a copy) soliciting comments on the information. Summarize public comments and describe actions taken by the agency in response to these comments. Describe all efforts to consult with persons outside the agency.

In accordance with the Paperwork Reduction Act of 1995, the Department of Housing and Urban Development published a notice in the Federal Register in July 24, 2009 (72 FR 3675) announcing the agency's intention to request an OMB review of data collection activities for the Homelessness Prevention and Rapid Re-Housing Program. The notice provided a 60-day period for public comments. A copy of the Notice is in Attachment D.

The Department received 43 distinct responses representing 286 distinct comments. The comments referred to this supporting statement as well as the Draft Homeless Management Information Systems Data Standards. A table of comments and responses can be found in Attachment E.

HUD conducted focus groups and interviews with HPRP stakeholders during February 2009 in order to obtain input on the design of the HPRP program and reporting requirements. A list of organizations and individuals who participated in these meetings is presented in Exhibit A-1.

Exhibit A-1: Homelessness Prevention Interview and Focus Group Participants

Professional Industry Groups			
1	Colleen	Moore	Council of State and Community Development Agencies
2	Linda	Thompson	Council of State and Community Development Agencies (with representatives from IL, SC, OH, UT, VA, FL, and GA)
3	Eugene	Lowe	US Conference of Mayors
4	Vicki	Watson	National Community Development Association (with representatives from Irving, TX; Quincy, MA; Orlando, FL; Boston, MA; and Birmingham, AL)
5	Mike	Wallace	National League of Cities
6	Daria	Daniel	National Association of Counties
7	Marilyna	Sanz	National Association of Counties
8	Jacqueline	Byers	National Association of Counties
9	Joe	Belden	National Housing Council
10	Theresa	Singleton	National Housing Council
Advocacy Groups			
11	Norm	Suchar	National Alliance to End Homelessness
12	Jamie	Burden	National Alliance to End Homelessness
13	Nan	Roman	National Alliance to End Homelessness
14	Carol	Walter	CT Coalition to End Homelessness
15	Charlene	Faherty	Corporation for Supportive Housing
16	Cheryl	Beversdorf	National Coalition for Homeless Veterans
17	Nancy	Bernstein	National AIDS Housing Coalition
Advocacy Groups (continued)			
18	Jonathan	Sherwood	AIDS Housing Corporation
19	Jeremy	Rosen	National Policy and Advocacy Council on Homelessness
20	Laurel	Weir	National Law Center on Poverty and Homelessness
Researchers			
21	Marti	Burt	Urban Institute
22	Mary	Cunningham	Urban Institute
23	Dennis	Culhane	University of Pennsylvania
24	Marybeth	Shinn	New York University
Communities/Prevention Program Providers			
25	Marge	Wherley	Hennepin County, MN
26	Ellen	Howard-Cooper	New York City
27	Jay	Bainbridge	New York City

28	Jennifer	Yeaw	New York City
29	Jaclyn	Moore	New York City
30	Sara	Zuiderveen	New York City
31	Richard	Glickstein	New York City Human Resources Administration
32	Melissa	Mowery	New York City HomeBase provider
33	Renee	Fuller	New York City HomeBase provider
34	Rob	Hess	New York City
35	Suzanne	Wagner	Center for Urban Community Services - Housing Resource Center (NYC)
36	Becky	Hammond	Pickaway County, OH Community Action Agency
37	Keith	McCormish	Public Service Consulting
38	Nick	McCormish	Public Service Consulting
39	Kerry	Shaw	Osteopathic Heritage Foundation
40	Diane	Pfaff	The Alcohol, Drug Addiction and Mental Health Services Board Serving Athens, Hocking, and Vinton Counties (OH)
41	Barbara	Poppe	Community Shelter Board (OH)
42	Debbie	Tegtmeyer	Licking County, OH Coalition for the Homeless
43	Sherry	Allen	Licking County, OH Coalition for the Homeless
44	Kevin	Gillespie	Transitional Youth and Direct Housing Project of Athens and Hocking Counties (OH)
45	Tina	Patterson	The Other Place (Dayton, OH)
46	Betsy	Benito	City of Chicago Department of Family and Support Services
47	Nancy	Radner	Chicago Alliance to End Homelessness
48	Nonie	Brennan	The Emergency Fund (Chicago)
49	Marty	Evanson	WI Department of Commerce
50	Adam	Smith	WI Department of Commerce
51	Stephanie	Karpinsky	WI Department of Commerce
52	Darlene	Mathews	Community Partnership for the Prevention of Homelessness (DC)
53	Sue	Marshall	Community Partnership for the Prevention of Homelessness (DC)
54	Kay	Moshier	United Way of Lancaster County (PA)
55	Beth	Stokes	Hamilton Family Center (San Francisco)

A9 Payment/Gift to Respondents

Explain any payments or gifts to respondents, other than remuneration of contractors or grantees.

HUD does not provide remuneration to grantees for completion and submission of Quarterly and Annual Performance Reports.

A10 Confidentiality

Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy.

The Quarterly and Annual Performance Reports contain only aggregated data on persons receiving homeless prevention and rapid re-housing services. These reports do not contain any protected personal information.

A11 Sensitive Questions

Justify any questions of a sensitive nature, such as sexual, religious beliefs, and other matters that are commonly considered private.

The Quarterly and Annual Performance Reports do not include questions of a sensitive nature for HUD grantees or subgrantees.

A12 Burden Estimate (Total Hours and Wages)

Estimate public burden: number of respondents, frequency of response, annual hour burden. Explain how the burden was estimated.

The exhibits below demonstrate how the public burden for the HPRP Quarterly and Annual Reports was calculated. The total burden for data collection for both reports over a one year period is estimated at 261,072 hours. This is an increase of 147,420 hours over the previously approved OMB package (OMB Control Number 2506-0186), to reflect the addition of the HPRP Annual Performance Report.

Exhibits A-2 and A-3 provide information on the estimated time and expenditures required to compile data and complete the Quarterly Performance Reports. Total burden for data collection for one year for the Quarterly Performance Reports is estimated at 113,652 hours. The average annual burden for a single HPRP grantee (inclusive of their subgrantees) to compile and submit data for the Quarterly Performance Reports is 210 hours at a cost of \$6,684.30.

**Exhibit A-2: Estimated Annual Burden Hours
for Quarterly Performance Reports for the HPRP Program**

A	B	C	D	E	F
Recipient Category	Number of Respondents	Total Number of Quarterly Reports Required per Year	Grantee or Subgrantee Burden per Report (Minutes)	Total Burden (Minutes)	Total Burden (Hours)
		B*4		C*D	E/60
HPRP State and Local Government Grantees	540	2,160	3,157*	6,819,120	113,652

*Includes time for subgrantees to collect and report data to the grantees.

**Exhibit A-3: Estimated Annualized Cost Per Grantee Respondent
for Quarterly Performance Reporting**

A	B	C	D
Recipient Category	Total Burden Hours Per Grantee for Four Quarterly Reports	Hourly Wage Rate*	Total Respondent Costs

			B*C
HPRP State and Local Government Grantees	210	\$31.83	\$6,684.30

*Hourly wage rates are based on the 2007 Occupational Employment and Wages published by the Department of Labor (5/9/08). The hourly wage rate in Exhibit 3 represents the average of “Business Operations Specialists, All Others” (\$29.88/hr) and “Data Base Administrators” (\$33.78), assuming an equal proportion of hours required to complete the Performance Report per occupational type.

Exhibits A-4 and A-5 provide information on the estimated time and expenses necessary to compile data and complete the revised Annual Performance Reports for all HPRP for a one-year period. Total burden for data collection for one year for the Annual Performance Reports is estimated at 147,420 hours. The average annual burden for HPRP grantees (and their subgrantees) to compile and submit data for the Annual Performance Reports is 273 hours at a cost of \$8,689.59.

Exhibit A-4: Estimated Annual Burden Hours for Annual Performance Reports for the HPRP Program

A	B	C	D	E
Recipient Category	Total Number of Annual Reports	Grantee or Sub-grantee Burden per Annual Report (Minutes)	Total Burden (Minutes)	Total Burden (Hours)
			B*C	D/60
HPRP State and Local Government Grantees	540	16,380*	8,845,200	147,420

* Includes time for subgrantees to collect and report data to the grantees.

Exhibit A-5: Estimated Annualized Cost Per Respondent for Annual Performance Reporting

A	B	C	D
Recipient Category	Total Burden Hours per Annual Report	Hourly Wage Rate*	Total Respondent Costs
			B*C
HPRP State and Local Government Grantees	273	\$31.83	\$8,689.59

*Hourly wage rates are based on the 2007 Occupational Employment and Wages published by the Department of Labor (5/9/08). The hourly wage rates in Exhibit 2 represent the average of “Business Operations Specialists, All Others” (\$29.88/hr) and “Data Base Administrators” (\$33.78), assuming an equal proportion of hours required to complete the Performance Report per occupational type.

A13 Capital Costs

Estimate the annual capital cost to respondents or recordkeepers.

There are no capital costs for respondents beyond customary or usual business practices or that are not otherwise required to achieve regulatory compliance not associated with the collection of information for purposes of completing the HPRP Quarterly and HPRP Annual Performance Reports.

A14 Cost to the Federal Government

Estimate annualized costs to the Federal government.

The federal costs associated with the HPRP Quarterly and Annual Performance Reports are accounted for as part of overall program oversight and management. It is not possible to separate out any specific costs attributed to the data collection effort that are borne by the government.

A15 Program or Burden Changes

Explain any program changes or adjustments in burden.

An OMB request for emergency clearance of HPRP quarterly reporting was approved on June 16, 2009. This revision request is for the full three-year clearance of the HPRP Quarterly Reports *and* the HPRP Annual Performance Report. The addition of the Annual Performance Report results in an increase in burden of 147,420 hours per year.

A16 Publication and Tabulation Dates

If the information will be published, outline plans for tabulation and publication.

HPRP Quarterly and HPRP Annual Performance Report data will be entered and stored in the *e-snaps* system. HUD staff will review and assess each HPRP Performance Report to determine compliance with HUD regulations and grantee agreements. Aggregated data from the Performance Reports will be used to report to Congress, OMB, and other stakeholders on program performance on an as requested basis.

A17 Expiration Date

Explain any request to not display the expiration date.

The OMB expiration date will be displayed on all data collection instruments. No exceptions are requested.

A18 Certification Statement

Explain each exception to the certification statement identified in item 19.

There are no exceptions to the certification.

Part B: Statistical Methods

Since all grantees are required to complete Annual and Quarterly Performance Report, there are no statistical methods used or required for this information collection.

Attachment B

Homelessness Prevention & Rapid Re-Housing Program (HPRP)

Quarterly Performance Report and Supplement: Data Elements, Response Categories, and Justification

HPRP Quarterly Performance Report: Data Elements, Response Categories and Justification			
OMB ARRA Performance Progress Report Data Elements			
Report Authorizing Information			
1	Federal Grant/Award Number Assigned by Federal Agency	Federal grant or other identifying number	OMB-required ARRA-Performance Progress Report question.
2	a. DUNS Number b. EIN/TIN c. CFDA	DUNS, EIN, TIN, CFDA numbers	OMB-required ARRA-Performance Progress Report question.
3	Recipient Organization	Name and complete address including zip code	OMB-required ARRA-Performance Progress Report question.
4	Grantee Type	Select: State, County, City, Territory	OMB-required ARRA-Performance Progress Report question.
5	Project/Grant Period	Start Date (Month, Day, Year) End Date (Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
6	Reporting Period End Date	(Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
7	Is this the final report for the project/grant period?	Yes/No	OMB-required ARRA-Performance Progress Report question.
8	Report Frequency	Annual, quarterly, semi-annual, other (if other, describe)	OMB-required ARRA-Performance Progress Report question.
9	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal Agency	OMB-required ARRA-Performance Progress Report question.
10	Certification	a. Typed or Printed Name and Title of Authorized Certifying Official b. Signature of Authorized Certifying Official c. Telephone d. Email Address e. Date Report Submitted	OMB-required ARRA-Performance Progress Report question.
Section 1: Award Recipient Information (Provide requested information for each project or activity for which recovery funds were expended or obligated.)			
11	Name of Project or Activity	Name of project or activity	OMB-required ARRA-Performance Progress Report question.
Section 2: Subawardee or Subcontract Award Information (Provide requested information for each subawardee or subcontract for which \$25,000 or more of recovery funds were obligated or expended.)			
12	Recipient DUNS Number	DUNS number	OMB-required ARRA-Performance Progress Report question.
13	Subgrantee Name	Subgrantee name	OMB-required ARRA-Performance Progress Report question.
14	Subgrantee Location	City, State	OMB-required ARRA-Performance Progress Report question.
15	Subgrantee Type	Is the subgrantee a VAWA/DV provider?	OMB-required ARRA-Performance Progress Report question.

HPRP Quarterly Performance Report: Data Elements, Response Categories and Justification			
16	Amount of Subgrantee/Contract or Award	Current Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
17	Award Date	(Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
HPRP Quarterly Performance Report Data Elements*			
Section 3: Grantee Information			
18	Contact Information	Project Name Grantee (or Subgrantee) Grantee (or Subgrantee) Contact Name Title Address Phone Number Fax Number Email Address	Allows HUD (or grantee if subgrantee report) to identify primary grantee contact responsible for information contained in the report.
19	Authorizing Information	Name of Authorized Grantee (or Subgrantee) Official Title/Position	Allows HUD (or grantee if subgrantee report) to identify the authorizing official representing the grantee or subgrantee organizations.
20	Project Information	CoC Number Grantee Identifier Program Identifier Quarterly Period Covered by this Report Administrative Address	Allows HUD (or grantee if subgrantee report) to monitor and verify basic project information per the Grant Agreement.
Section 4: Program Performance			
21	Persons and Households Served by Housing Status at Entry and 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 Short-term rental assistance o Medium-term rental assistance o Security deposits (including total with VASH voucher at exit) o Utility deposits o Utility payments o Moving cost assistance o Motel & hotel vouchers Housing Relocation & Stabilization Services: o Case management o Outreach & engagement	Allows HUD (or grantee if subgrantee report) 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.

HPRP Quarterly Performance Report: Data Elements, Response Categories and Justification			
		<ul style="list-style-type: none"> o Housing search & placement o Legal services o Credit repair 	
22	Housing Outcomes of Persons Served (All Leavers Only)	Total number of unduplicated persons served during the quarter by Destination at exit	Allows HUD (or grantee if subgrantee report) to monitor destination of persons served who left the program as a factor in understanding the client population served and as an indicator of project performance.
Section 5: Financial Information			
23	HPRP Expenditures by Eligible Activity	Expenditures during the quarter and cumulatively since grant execution by activity (Financial Assistance, Housing Relocation & Stabilization Services, Data Collection & Evaluation, and Administration).	Allows HUD (or grantee if subgrantee report) to monitor grantee expenditure of HPRP funds for eligible service activities.
24	HPRP Expenditures by Eligible Service Activities	<p>Expenditures during the quarter and cumulatively since grant execution by Homelessness 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"> o Rental Assistance o Security and utility deposits o Utility payments o Moving cost assistance o Motel & hotel vouchers <p>Housing Relocation & Stabilization Services:</p> <ul style="list-style-type: none"> o Case management o Outreach & engagement o Housing search & placement o Legal services o Credit repair 	Allows HUD (or grantee if subgrantee report) to monitor and verify grantee expenditure of HPRP funds for eligible activities per Grant Agreement and Initial Performance Report.
<p>* Supplemental elements to those required in ARRA-Performance Progress Report (SF-PPR-Recovery) Note: ARRA Progress Report elements may not be applicable to all HPRP funded applicants.</p>			

HPRP Initial Performance Report Revisions: Data Elements, Response Categories and Justification

Q #	Title of Question	Response Categories	Justification
Section 6: Grant Allocation			
25	Are HPRP funds being used for "maintenance of effort" (MOE) due to	Yes/No If yes, % HPRP for MOE.	Allows HUD (or grantee if subgrantee report) to monitor

HPRP Initial Performance Report Revisions: Data Elements, Response Categories and Justification

Q #	Title of Question	Response Categories	Justification
	loss of other federal, state or local funding? If yes, what percent of HPRP funding is being used for MOE purposes?		use of HPRP funds for MOE purposes.
26	Subgrantee Awards and Total by Eligible Activity	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 Administration)	Allows HUD (or grantee if subgrantee report) to verify basic project information per the Grant Agreement.
Section 7: Projected Program Outputs			
27	Projected Persons and Households to be Served During the Grant Period by Homeless Status at Entry and Eligible Service Activities	<p>Total projected number of unduplicated persons to be served during the grant period (unduplicated at subgrantee level) by Homelessness 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"> o Short-term rental assistance o Medium-term rental assistance o Security deposits o Utility deposits o Utility payments o Moving cost assistance o Motel & hotel vouchers <p>Housing Relocation & Stabilization Services:</p> <ul style="list-style-type: none"> o Case management o Outreach & engagement o Housing search & placement o Legal services o Credit repair 	Allows HUD (or grantee if subgrantee report) to monitor projected persons to be served by Homelessness Prevention or Homeless Assistance (based on homeless status at entry).
Section 8: Homeless Prevention Targeting			
28	For Homelessness Prevention activities, in addition to HPRP eligibility requirements, are there other risk factors that will be used to determine eligibility and/or prioritization for homelessness prevention assistance? If yes, please identify and provide a brief rationale.	Yes/No If yes, brief narrative	Allows HUD (or grantee if subgrantee report) to monitor grantee client targeting criteria for eligible activities.
Section 9: HMIS			
29	Describe the plan for entering data on	Brief narrative	Allows HUD (or grantee if

HPRP Initial Performance Report Revisions: Data Elements, Response Categories and Justification

Q #	Title of Question	Response Categories	Justification
	households served into the HMIS(s) operating in the entitlement jurisdiction (or the CoC(s) where subgrantee will provide services).		subgrantee report) to monitor plan for entering data into HMIS.
30	If no HMIS is operating in a CoC where an HPFP subgrantee will provide services, describe the plan to ensure data is collected in a comparable data system.	Brief narrative	Allows HUD (or grantee if subgrantee report) to monitor plan for entering data into HMIS.

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**

Q #	Title of Question	Response Categories	Justification
Section 1: Grantee Information			
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.
Section 2: Subgrantee or Subcontract Award Information (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	Allows HUD (or grantee if subgrantee report) to verify basic project information per the Grant Agreement.

		and Evaluation, and 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.
Section 3: Program Outputs			
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	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"> o Utility payments o Moving cost assistance o Motel & hotel vouchers <p>Housing Relocation & Stabilization Services:</p> <ul style="list-style-type: none"> o Case management o Outreach & engagement o Housing search & placement o Legal services o Credit repair 	
Section 4: Client Characteristics			
4.1 Client Characteristics by Household Type (Total Persons, Persons in Households With Children, Persons in Households Without Children)			
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.
4.2 Client Characteristics by Exit Status (Total Persons, Persons Who Exited Program During Year, Persons who Remained in Program at End of Year)			
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.
Section 5. Financial Information			
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 Prevention or Homeless	Allows HUD to monitor and verify grantee expenditure of HPRP funds for eligible activities per Grant Agreement and Initial

		<p>Assistance (as determined by Homeless Status at Entry) and by Service Type:</p> <p>Financial Assistance:</p> <ul style="list-style-type: none"> o Rental Assistance o Security and utility deposits o Utility payments o Moving cost assistance o Motel & hotel vouchers 	Performance Report
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"> 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. 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. 	Allows HUD to monitor and verify client change with respect to housing stability and income as indicators of project performance
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.
40	Significant Program	Describe any significant	.Allows HUD to monitor additional

	Accomplishments	accomplishments achieved by your program during the operating year.	significant program accomplishments as a factor in understanding overall project performance.
41	Program Description	Describe the following elements of the HPRP program design and implementation: <ul style="list-style-type: none"> - Homelessness Prevention - Rapid Re-Housing - Selection of Subgrantees - Collaboration with Continuum of Care - Collaboration with other ARRA programs - Barriers to and challenges with effective implementation - Grantee's process for oversight and monitoring of subgrantees/contractors 	
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.