CoC APR Guidebook

For APRs submitted in ***Sage* on or after June 1, 2024**

Version 1.3

Updated April 2025

CONTENTS

REVISION HISTORY

Date	Change
September 2023	APR guidebook (v.1) published.
May 2024	Removed references to Program Income. Added information and instructions on the new Program Eligibility form available in the CoC Full APR. Minor edits addressing format and clarity.
July 2024	Corrections to typos in CSV Special Populations Validations
April 2025	Edits to align with Presidential Administration directives.

INTRODUCTION

HUD requires Continuum of Care (CoC) recipients to submit Annual Performance Reports (APR) within 90 days from the end of their grant operating year. HUD uses the APR to track the progress and performance of HUD-funded grants. Recipients submit their data in HUD's ***Sage* HMIS Reporting Repository**, which allows recipients to submit data from their Homeless Management Information Systems (HMIS)–or comparable databases–via a Comma Separated Value (CSV) import to eliminate the manual data entry requirement and to help recipients, CoCs, and HUD to generate accurate reports.

Grant information in ***Sage*** is populated with the grant information in *e-snaps* at the time of the award and is updated weekly with financial information from the Line of Credit Control System (LOCCS).

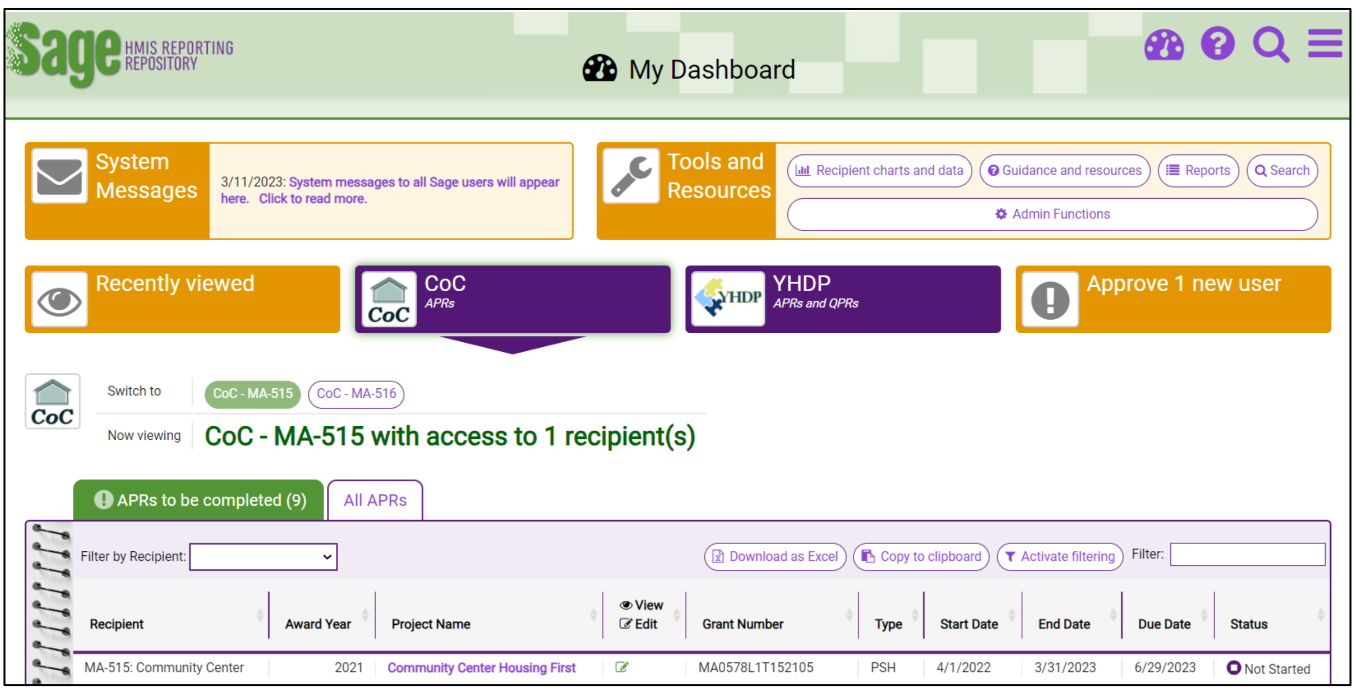
This guide supersedes other HUD-issued APR submission guidance.

USING SAGE

HUD has created a separate [Sage User Manual]() that contains all the information you need to know about how to use the ***Sage*** HMIS Reporting Repository system. The User Manual is available through either the HUD Exchange or directly in ***Sage*** by clicking on the Guidance and Resources button on the Dashboard.

Every user of ***Sage*** has a unique customized "My Dashboard" that will open at log-on. This dashboard contains the links to all the information in ***Sage*** that your user account allows you to access.

FINDING YOUR APR IN SAGE



The APR is in ***Sage*** on the recipient's dashboard. Click on the purple CoC or YHDP quick connector box and a notebook will be available with all the APRs from the CoC you are viewing that your user account allows you to access. The APRs that need to be completed are in the first tab of the notebook which indicates how many there are that need attention. The "All APRs" tab is a listing of all reports that have been filed in ***Sage*** for the recipients of the CoC that your user account associates you with.

Every APR and Quarterly Performance Report (QPR) is filed in ***Sage*** according to the CoC that gave them the funding and then the name of the recipient organization (e.g., MA-515: Community Center). Users may have access to more than one recipient if they have funding from more than one CoC or are affiliated with two recipient organizations in the same CoC. The APR will be in the notebook of the recipient with the CoC number that provided the funding. Click on the "switch to" CoC button if you need to switch CoCs.

APRs show on the APR lists the day after their operating year has ended and remain on the dashboard until the report has been approved. The APRs on the "APR to be completed" tab include those with submission status of "Not Started," "In Progress," "Rejected," or "Awaiting Directors Review." If you do not see the APR on the list under "APRs to be completed", use the "All APRs" tab to find the grant, the operating end date, and the status of the APR on that report. Dates for the APR are established in the eLOCCS system with the first draw of funding on the grant.

Submission Status:

The Submission Status date is the date on which the status was set in ***Sage***.

The following are Status Settings which define the current status of the APR:

Status	Status Definition
Accepted	The APR has been reviewed by the CPD Representative and approved by the CPD Director. All work on this APR is complete. The APR is locked and may not be changed.
Already Submitted in e-snaps	Indicates the APR was filed in e-snaps before ***Sage*** was available.
Awaiting Director Review	The CPD Representative has reviewed the APR and is recommending approval to the CPD Director.
e-snaps data received; no LOCCS data received yet	The grant information from e-snaps has been loaded into ***Sage*** for the APR but no data is being received by ***Sage*** from LOCCS. This is either because the operating year has not yet begun, or no funds have been drawn from LOCCS, or the data is not yet prepared by HUD for transfer to ***Sage***.
In Progress	The recipient has opened the APR and saved at least one form, thereby beginning the submission process.
Operating start date set in LOCCS; year not finished yet	The grant information from both e-snaps and LOCCS are transferring into ***Sage.*** The operating year, as indicated in LOCCS by the operating start date plus the term in months, has not yet ended.
Not Started	The operating year has ended, and the recipient has not begun any work on the APR in ***Sage***.
Rejected	The CPD Representative has returned the APR to the recipient because the submission was incomplete or incorrect. The APR is moved back to the "APRs to be Completed section of the dashboard and is unlocked and may be corrected.
Submitted	The recipient has completed the APR and submitted it to the Field Office. The APR is locked, and no further changes may be made to it.

Submission Dates/Operating Year:

The dates in the "You Are Viewing the Submission for" field are the dates the APR is generated for and reflect the Operating Year of the grant. The CSV APR Report must be run on this date range. Multi-year grants file an APR each year of the multi-year term. The dates are imported into ***Sage*** from the eLOCCS System and cannot be manually changed by the recipient.

Operating dates work as follows:

- For new grants without capital costs (acquisition, rehabilitation, or construction costs), operating start dates are set in eLOCCS by the recipient with the first drawdown of funding for eligible leasing, rental assistance, operating, supportive services, or HMIS costs. The date is set as the first day of the month in which the recipient or subrecipient begins incurring eligible costs. For renewals, the dates must run consecutively without overlap. For example, if the operating year of a grant is October 1, 2019, to September 30, 2020, the operating start date for the renewal of this grant is October 1, 2020.

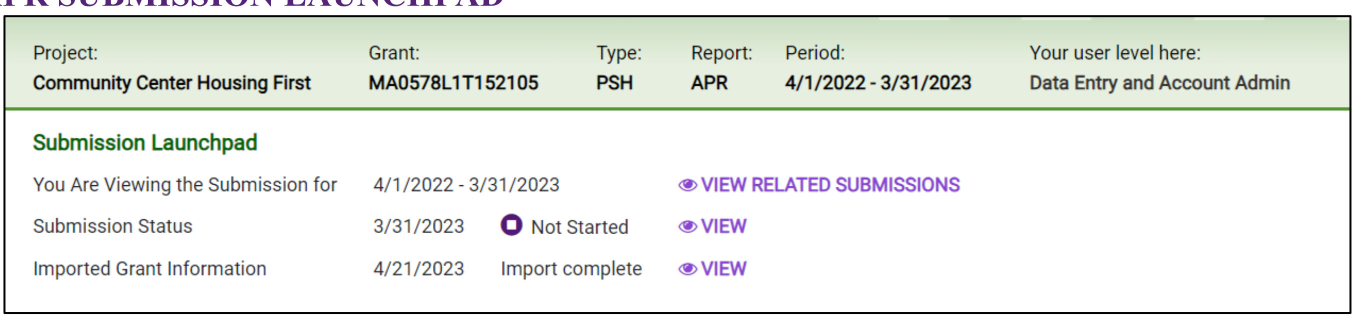
- For grants with capital costs (e.g., acquisition, rehabilitation, or construction costs), the operating start date is the first day of the month in which the recipient or subrecipient begins serving program participants and incurring eligible homeless assistance costs (e.g., supportive services, operating costs). The date is set by the recipient at the time of the first drawdown of non-capital costs (i.e., costs not associated with acquisition, rehabilitation, or construction), in eLOCCS. APRs will not be generated until after the operating start date is set. Reporting on the progress of acquisition, rehabilitation, or construction-related activities is provided directly to the field office.

- If a grant is extended under a formal agreement with HUD, the operating year is also extended. For example, if the operating year was October 1, 2019, to September 30, 2020, and the grant was extended three months, the operating year will end on December 31, 2020. If the grant is renewed, the operating start date for the renewal will then be January 1, 2021.

- The operating years for multi-year grants are consecutive based on the term of the grant following the same rules as the one-year grant dates described above.

- If the operating year on the APR in ***Sage*** is not correct, it is because the dates are not correct in eLOCCS. If the operating year needs to be corrected, the recipient must contact their HUD Field Office CPD Representative.

APR SUBMISSION LAUNCHPAD



On the top of the submission launchpad is a link to VIEW RELATED SUBMISSIONS. This link will show all other APRs in ***Sage*** in the grant series (those with the same PIN) and the status of each. The VIEW link shows the data brought into the system from e-snaps and LOCCS on this grant.

Each form on the Submission Launchpad is a required form unless the status is noted as optional. APRs for different component types require different forms. To complete a form, click on the “ADD” link, complete the information, and SAVE the form.

There are three different potential actions to use on the Submission Launchpad:

- ADD creates a new form for the first and any subsequent reviews of the same APR.
- EDIT is used to erase a mistake made in a form prior to sending it forward.
- VIEW to view a form that was previously submitted and is not available for editing.

Edits may be made to any form prior to submission to HUD, or upon return from HUD due to the rejection of the APR submission. Click on the EDIT link to reopen the form for changes or corrections. APRs that have been submitted or approved will not have the EDIT function and users are not able to EDIT the work.

COC FULL APR INSTRUCTIONS

An APR for any of the following CoC Program components: Transitional Housing, Permanent Housing, Services Only, and Supportive Housing Program or Shelter Plus Care is referred to as a "Full APR" and in general contains the same required forms. APRs with different forms are completed for CoC Planning Grants, CoC HMIS Dedicated Grants, Coordinated Entry Grants, UFA Grants, and YHDP (planning and project) Grants.

The Submission Launchpad contains the appropriate forms for the type of grant awarded. Each required form (marked missing) must be completed in order to Sign and Submit the APR to HUD.

Submission Steps	Date Last Information Recorded	Status	Work
Grant Information		Optional	ADD
Contact Information		Missing	ADD
Performance Accomplishments		Missing	ADD
CSV APR Upload		Missing	ADD
Bed and Unit Inventory and Utilization		The CSV APR must be uploaded prior to completing this form.	
Program eligibility		The CSV APR must be uploaded prior to completing this form.	
Financial Information		Missing	ADD
Additional Comments		Optional	ADD
Sign and Submit	5/14/2024	In Progress	VIEW / PRINT COMPLETE APR (you have some incomplete forms)

APR: Grant Information

The information from the grant award was ported to ***Sage*** from e-snaps. That information, including the following, is visible on the Submission Launchpad of the report and may not be changed by the user.

- Grant number
- Recipient
- CoC Number and Name
- CoC Component Type
- CoC Project Type
- Total Award Amount (from the application in e-snaps)
- Operating Year Start Date
- Operating Year End Date
- Grant Term in Months
- Grant Information Was Updated On

All information in the APR must be provided for the Operating Year as shown above.

APR: Contact Information

Component type: ALL

The **Contact Information** form identifies the person that HUD will contact regarding the APR submission if any questions or issues arise. The contact person should be familiar with both the project and the APR submission. This is also the person who will receive the email from ***Sage*** acknowledging the submission of the APR to HUD and of the action taken by HUD (e.g., approval, request to resubmit, comments).

APR: Performance Accomplishments

Component type: ALL

The recipient must describe in no more than 2,500 characters any significant accomplishments the project achieved during the reporting period. It is expected that a recipient will provide a brief narrative to describe the project as perspective for the accomplishments and then identify the accomplishments. ***Sage*** will count the characters used, including spaces and special characters.

APR: CSV APR Upload

Component type: ALL

The data submitted for the APR from HMIS or comparable database via the CSV–APR Report begins with Q4 (descriptions of APR questions and validations are found in CSV-APR Report Question Details section).

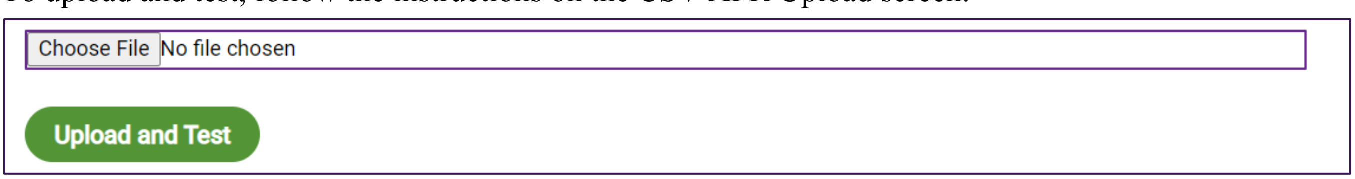
Sage will not accept manual data entries on the required statistical information. HUD expects the recipient's APR data to be generated by its HMIS or comparable database and reported via the CSV–APR Report. HUD does not accept paper submissions of APRs. HUD only accepts electronic submissions through ***Sage***.

Users must generate the CSV-APR Report from their HMIS or comparable database for the program operating year being reported on. The recipient runs the report in its HMIS and saves it to their computer. The CSV-APR Report will be in a single .ZIP file. That .ZIP file will contain the table information for each of the APR questions. It contains aggregate data (the answers required on each cell of the report) and does not transmit any client-level (or personal) data from the HMIS into ***Sage***.

All CoC CSV APR uploads must be in the current CSV APR format to reflect current data standards (Format on and after 10-1-2023 is the FY24 APR). Uploads of previous CSV APR formats will result in an error and ***Sage*** will not accept them.

Projects that are Joint Component (TH & RRH) are required to upload and submit two separate CSV-APR reports within the APR. One report is for TH and the other for RRH, both with the same operating year.

To upload and test, follow the instructions on the CSV APR Upload screen.



To upload click on "Choose File". The files on the user's computer will display. Select the CSV-APR Report file placed on the computer from the HMIS and double-click to have it display in the browser window.

Click the **Upload and Test** button. ***Sage*** will retrieve and review the file and automatically refresh and display the results of its review on the page. The information contained in the CSV on Q4a – Project Identifiers and Q5 – Report Validations are displayed. Check the display to be sure that it is for the correct project and all the clients expected are in the total number of persons.

Scroll down on the page to see the **Results** message. This will identify if the **CSV-APR has passed all validations** or if there are errors. If the CSV-APR Report has **passed all validations** click **SAVE THIS UPLOAD**. ***Sage*** will then upload all the tables into the system.

Results

Structural Error

q10a.csv: This file doesn't have the right number of rows and columns.
q10b.csv: This file doesn't have the right number of rows and columns.
q10c.csv: This file doesn't have the right number of rows and columns.

Your upload is missing rows or columns in at least one of the tables. The tables must be formatted exactly as the CoC APR and ESG CAPER HMIS Programming Specifications require. If you did not open or change the .csv import then these errors must be fixed by the person who created the report in your HMIS or comparable database. Please contact the System Administrator at the HMIS Lead Agency for assistance.

The CoC APR and ESG CAPER HMIS Programming Specifications can be found here on the HUD Exchange.

CSV uploads are modified by the HMIS vendor or comparable database provider each year for data standard changes and/or APR updates. As a result, projects that were able to create a CSV successfully last year, may not be able to do so this year. If there are errors, ***Sage*** identifies the error on the screen in red text for the user and has an informational message to help users identify the issues that are prohibiting the file from uploading. Error types include:

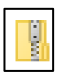
- **Wrong file:** The error indicates that the uploaded document was not the CSV APR 2024. Most often the error is because either an older version of the CoC APR CSV or the ESG Consolidated Annual Performance and Evaluation Report (CAPER) CSV file was used. The recipient should go back to the HMIS and rerun the report using the CSV APR 2024. If they cannot find the report in their system, they should contact the HMIS Lead agency or VSP using a comparable database to contact their HMIS vendor for assistance.

- **Project type error:** The project must be set-up in the HMIS system correctly. Project type identified in the HMIS and reported in Q4 must be consistent with project type identified in the Grant Information form of this APR. Project must be set up in the HMIS according to the guidance as found in the CoC Program HMIS Manual on the HUD Exchange.

- **Structural errors**: The files are required to be configured exactly as specified in the APR programming specifications. A structural error means there is a problem with the CSV export. All rows, columns, headings, and response information in the file must be configured as specified and in one or more places the configuration is not correct. The upload cannot have missing or extra files. All rows and columns of each table must be included. Percentages must be in the proper format. All data in Q4 must be complete and generated in the correct format. If the user did not open or in any way change or save the CSV file, the issue is a programming error within the CSV file structure.

  For structural errors, the user will receive a message highlighting where the issue is (e.g., Q9b) and what the issue is (e.g., this file does not have the right number of rows and columns). These are not errors the HMIS user can fix. The user must contact its HMIS Lead (or comparable database provider) to request assistance with the error.

- **Report validation errors:** The information contained in the CSV files is generated from an APR that has been programmed into the HMIS or comparable database. The programming for that report is detailed in the APR programming specifications and the report is required to be in balance. For example, if a recipient served 100 people, then it must have basic client information (age, race, etc.) or Client doesn't know/Client refused for all 100 people. ***Sage*** reviews the APR and balances each question to Q5a–the Report Validation question. If the report is not programmed correctly, the user will see the specific errors that are being generated (e.g., the total in 7a (495) must be greater than or equal to the sum of adult and child heads of households in Q5a (496)). The screen also displays the report validation table itself that was generated in the CSV-APR Report for a quick reference. By using a CSV export created by the HMIS or comparable database, reporting errors are generally the result of programming errors. These are not errors the HMIS user can fix. The user must contact its HMIS Lead (or comparable database provider) to request assistance with the error.

- **Other errors:**
    -  Zipped files - In general files downloaded from the HMIS are "zipped" and will appear with a zipper on the file and the file type identified as "Compressed (zipped)". All CSV files uploaded to ***Sage*** must be zipped. (Recipients who received an exception from HUD and are filing an exception template should not zip the template.)
    - Double zipped or password protected – ***Sage*** cannot identify what is contained in the file and describe the error if the file is double zipped or password protected (i.e., it was downloaded as a zipped file from HMIS and then zipped again by the user or a password has been put on it after download). If the file is double zipped, remove the first (original) CSV and upload only that single zipped file. If the file is password protected, download the file again from the HMIS and do not put a password on the file.

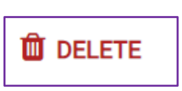
If there are errors identified on-screen ***Sage*** allows the user to email themselves and their HMIS Lead the errors generated right from the ***Sage*** results screen. The user can email multiple persons by placing a comma (,) between the email addresses. The information enables the user to accurately describe the error.

To Review the APR, the user should return to the Submission **Launchpad** and click **VIEW** on the line of the CSV-APR REPORT it intends to review.

To Print the APR, the user must save the CSV-APR upload in ***Sage***. Individual CSV uploads can be printed by clicking on VIEW/PRINT on the Submission Launchpad. Print the file to a specific printer or as a PDF. ***Sage*** also provides the option for the user to download the file to an Excel workbook.

To Save the CSV select the green SAVE THIS APR button.

To Remove the CSV select EDIT and then click DELETE next to the file name and the file will be removed.

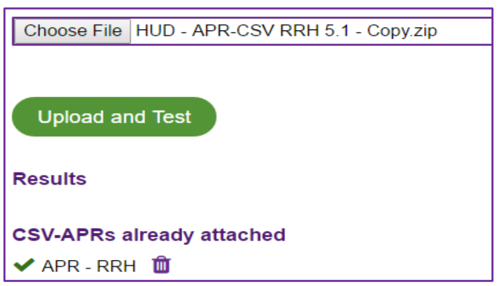


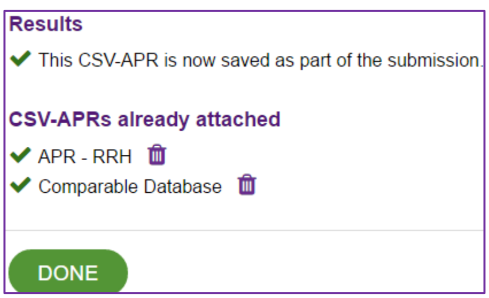
Uploading Multiple CSVs in one APR

- If the recipient has multiple subrecipients, each having an individual project in the HMIS, then the recipient should aggregate the data directly by generating the CSV indicating all the appropriate projects under the specific grant. Users should contact their HMIS Lead Agency if they need assistance creating an aggregate CSV.
- If the recipient cannot directly aggregate the data in HMIS, because one of the subrecipients is a victim service provider, then multiple uploads are allowed. Generate one CSV from the HMIS and have the victim service provider generate the other from the comparable database. If there are multiple victim service providers each subrecipient must upload a CSV-APR Report generated by their comparable database. ***Sage*** allows the recipient to upload one or more CSV-APR Reports. Name any additional files associated with this grant, for example APR-Grant Number–DV1 (2,3,4, etc.).

Follow this same process and unload multiple CSV-APR Reports to any one APR in ***Sage***.
The submission screen will now show two APRs attached.

Upload the second CSV to ***Sage*** AND if it passed all validations press Save this Upload.





When two or more CSV APRs are submitted, ***Sage*** adds the results of the two (or more) together and where necessary generates a weighted average. The VIEW/PRINT completed APR will enable the recipient to review how the CSVs are combined to make one APR Report.

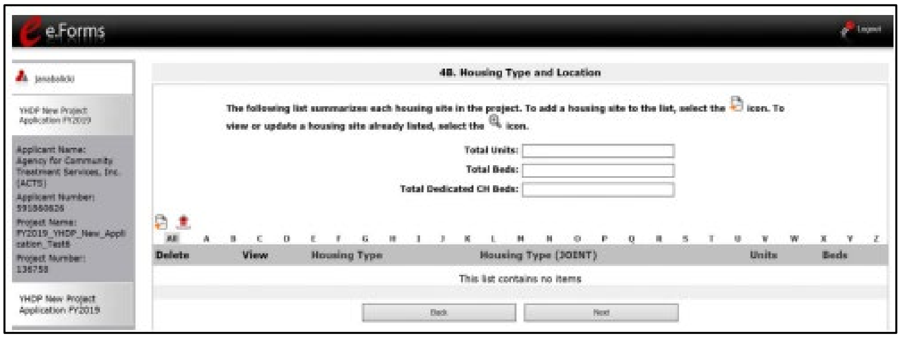
APR: Bed and Unit Utilization

Component type: PH (including PSH and RRH) and TH

The Bed and Unit Utilization form has been significantly updated and HUD is presenting the information it has within this report to calculate utilization. HUD uses the number of persons in housing to correlate with the number of beds awarded and the number of households to correlate with the number of units awarded. Then ***Sage*** calculates the average occupancy and utilization rates from the information. If the utilization rate is less than 90% HUD is asking for the recipient to provide additional information.

Project Type	Number of units funded at any Point In Time	January Households	April Households	July Households	October Households	Average Unit Utilization Rate to Date

On this form ***Sage*** shows the number of units funded at any Point-in-Time that the recipient was awarded funding to provide. (From 4B in the application in e-snaps – see below.). The recipient may contact their CPD Representative if they have questions about the number. If the recipient formally amended the grant and the number of units has changed, please submit a copy of the amendment to the Ask A Question (**AAQ) desk,** selecting ***Sage*** in Step 2. If an amendment was not issued by HUD, the beds and/or units will not be corrected in ***Sage***.



Sage brings forward into the form the number of households that were in housing in this project on the last Wednesday of January, April, July, and October (Point-in-Time identified dates) of the operating year from the APR CSV that was uploaded. (Questions 7b for persons and 8b for households).

Finally using this data ***Sage*** calculates the project's average unit utilization rate for the project year. (PIT dates (Jan+April+July+Oct)/4 = average Occupancy Rate then Number of units funded/Average Occupancy = Average Unit Utilization Rate.)

If the Average Unit Utilization Rate is less than 90% HUD asks the recipient to explain why it is less than 90% and what the project will be doing to increase the project's occupancy. There may be specific reasons why the average Occupancy Rate is low (e.g., a site-based project had a fire in a unit, a scattered site project had an exceptional number of leavers one quarter). Specific reasons, like these, should be noted in the response. However, HUD has awarded funding for the direct housing of a specific number of units that are expected to be used to house people experiencing homelessness. If the project applied for a specific number of units to be used and they are not being used, HUD wants to understand what the project is doing to increase the overall Utilization Rate of the project.

APR: Financial Information

Component type: ALL - except for grants marked -CC

It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that the financial staff of the organization have reviewed the report.

Projects where the grant number has a -CC suffix indicate the original grant had development/capital funding (acquisition, new construction, renovation). The APR is submitted to document the use requirement placed on the property for 15 or 20 years. These projects do not receive CoC funding for operating or services any longer and therefore no financial information is required, and the form is not visible for these grants.

- **Expenditures** The recipient reports on all CoC project funding expended during the operating year by budget line item, including development costs (acquisition, rehabilitation, and new construction), supportive services, HMIS, leasing, rental assistance, operating, and administration. (***Sage*** defaults to $0 for all line items, so the recipient only needs to complete the lines where funds have been expended.)
- **Match** The recipient reports the match used for the project during the operating year. Match requirements vary depending upon when the grant was awarded. Currently, match is cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements, review the NOFA/O for the year the project applied for funding. The recipient must record all cash and in-kind match expended on this project, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant. ***Sage*** will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures (minus any funds expended on leasing costs, which do not require a match).

APR: Program Eligibility

Component type: ALL

Continuum of Care-funded projects may only provide housing and services to persons who are experiencing homelessness [as defined by HUD](). **As of June 2, 2024, HUD is requiring all Full APR submissions and resubmissions in *Sage* to include the Program Eligibility form.** This form uses the information uploaded in the APR CSV from Q15: Living Situation. This data reports where all adults and heads of household resided immediately prior to project start, thereby in part identifying eligibility. The response options are divided into general groupings: Homeless Situations, Institutional Situations, Temporary Housing Situations, Permanent Housing Situations and Other.

The form will display the total number of adults and heads of household for each living situation grouping reported in the APR CSV. For those coming from non-homeless situations (transitional, temporary, permanent, and other), an explanation must be provided indicating how persons entering the project were determined eligible and documented as homeless. Sage identifies where information is required to be completed by presenting a text box in the documentation column of the form.

Living Situation	Total Persons	Response Option	Status	How was eligibility determined/documented by this project
Homeless Situation	5	All	These persons are all assumed eligible.	
Institutional Situation	4	All	These persons are eligible if they entered the institution homeless and exited within 90 days.	
Temporary Situation (Transitional Housing)	3	Transitional Housing for homeless persons	Eligibility must be explained.	
Temporary Situation (Other)	2	Other Temporary Situations including residential project without homeless criteria, hotel/motel paid for without emergency shelter voucher, host home, staying/living temporarily with family or friends.	Eligibility must be explained.	
Permanent Situation	0	Permanent Situations include rental by client with or without a housing subsidy and owned by client without housing subsidy.	Eligibility must be explained.	
Client Doesn't Know/Prefers Not to Answer	0		Eligibility must still be determined.	
Data Not Collected	2		Eligibility must still be determined.	

The table below provides information on the response requirements needed. HUD has detailed requirements for projects to document homelessness on all program participants, and those will still be monitored on all groups of people experiencing homelessness. This question is not to verify documentation on all participants, but rather to clarify eligibility of persons who enter from situations where eligibility is not obvious. For more information about how prior living situation may impact eligibility, please reference the Notice of Funding Opportunity (NOFO) under which your project was funded. Note: additional program eligibility requirements may also be set by the NOFO under which the project is funded, and Sage does not take this into consideration. Where the requirement indicates there is no response necessary for this category, HUD is assuming the program has documentation of this housing situation in the file as required and is not asking for that documentation to be communicated in Sage. The recipient should simply note the means by which they have determined the person(s) in the listed grouping are eligible. For example, under a Permanent Housing grouping where six persons are counted, an explanation might read, “2 persons eligible due to transfer from one PH project to another, and 4 persons eligible due to actively fleeing DV.” **Personally Identifiable Information (PII) should NEVER be communicated in Sage.**

Grouping	**Situation**	**Response Requirement**
Homeless Situation	Place not meant for human habitation	None – eligibility assumed
Homeless Situation	Shelter: emergency shelter, hotel/motel paid for with emergency shelter vouchers and crisis - host home	None – eligibility assumed
Homeless Situation	Safe Haven	None – eligibility assumed
Institutional Situation	Foster care/group home, medical or psychiatric hospital, jail/prison/juvenile detention, long term care, substance abuse treatment/detox facility	None – eligibility of homeless status prior to residing in the institution and not exceeding a 90-day stay is assumed.
Temporary Situation (Transitional Housing)	Transitional Housing	Explain how the project documented that all persons reported in this category were eligible for the project at entry. For example, PSH projects that accept persons entering from transitional housing must verify and document that prior to entering the transitional housing project, the person was in an emergency shelter or in a place not meant for habitation. Additionally, if the PSH project is a Dedicated or DedicatedPlus project, an explanation must be provided as to how clients entering from TH are eligible for the PSH project.

Grouping	Situation	Response Requirement
Temporary Situation (Other)	Halfway house, non-crisis host home, staying with family or friends temporarily, or for HOPWA clients, moving from one HOPWA project to HOPWA TH	Explain how the project documented that all persons reported in this category were eligible for the project at entry.
Permanent Situation	Any rental housing, homeownership situation or situation where they were staying with family or friends on a long-term (permanent) basis.	Explain how the project documented that all persons reported in this category were eligible for the project at entry.
Other	Client doesn't know, client prefers not to answer, data not collected	Though these are eligible response options for HMIS data collection, proof of eligibility must still be determined and documented. Explain how the project documented all persons in these categories.

NOTE: If you re-upload your APR CSV, or add an additional APR CSV, the Program Eligibility form will reset and delete any comments entered. You will need to **ADD** a new Program Eligibility form and complete it following replacing your APR CSV(s).

APR: Additional Comments

Component type: ALL (Optional)

The CoC recipient is expected to use this text box to inform HUD of why this report reflects information differently than what is in the grant application, or an amendment as approved by HUD. The CoC recipient must use this text box to describe any discrepancies in its APR and provide HUD any other information the recipient feels is needed for the APR review. This includes but is not limited to:

- ***Sage*** Information on fund expenditures that differ from the original application.
- Information on any project start-up issues/complications.
- Information on the eligibility of clients served if clients are identified in the CSV as coming from any place other than a literally homeless situation.

Should the HUD review find that they cannot accept the APR submission, they will "reject" the APR and send it back to the recipient's dashboard. Any explanation required by HUD to resubmit the APR should be entered in this form. Should the recipient require additional space for an explanation, they will need to email their CPD Field Office Representative directly.

APR: Sign and submit

STATUS	WORK
✔ Completed	VIEW EDIT
Missing	ADD

In order to submit the APR, all submission steps must be marked Completed. If an item is missing in the APR, the Submit button will not be active.

The grant recipient must be the entity that submits the report to HUD and the user log on proves that this condition is met. If the recipient elects someone outside of the organization to complete the APR, they are still responsible for reviewing the information and signing the report and submitting it. The recipient themselves, who drew the funding from HUD, must have their financial staff review the report prior to submission.

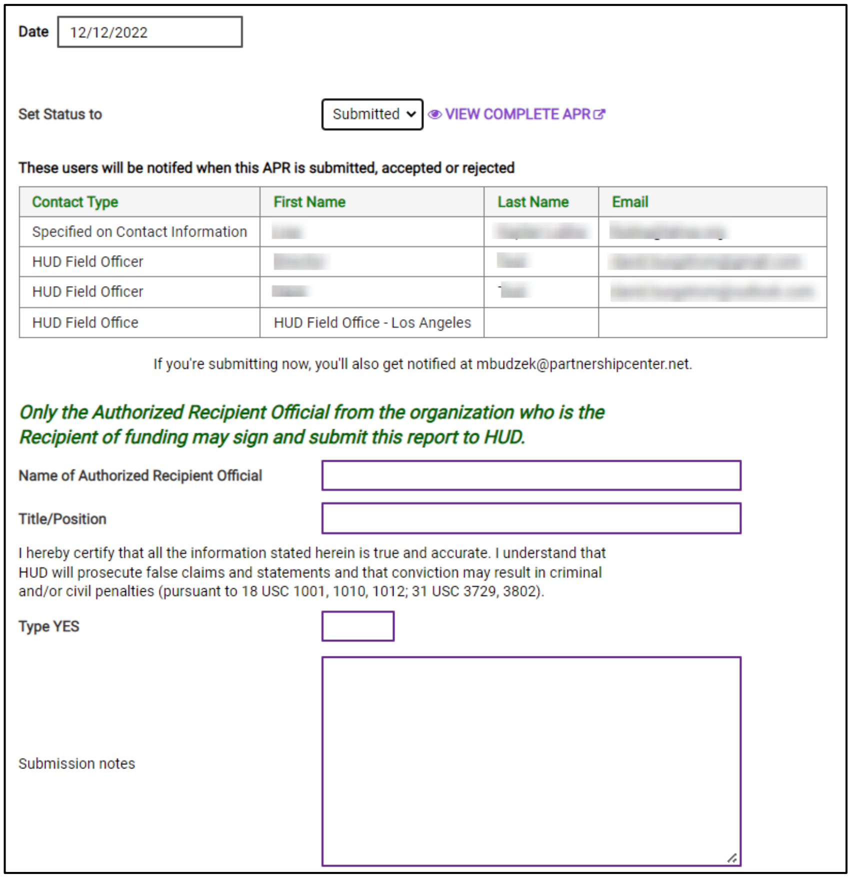
Some consolidated applicants, where there is one recipient and multiple subrecipients, have elected to have the subrecipients who are directly operating the project complete the APR. Some have restricted the submission button in ***Sage*** so that subrecipients cannot accidentally submit the form to HUD before the recipient has reviewed it. If you do not see the submit button and you are a subrecipient, contact the direct recipient to submit the APR. If you are a recipient that would like to add this functionality to your report, request to do so through the **AAQ** selecting ***Sage*** in Step 2.

Save a copy: From the Submission Launchpad click **View/Print Complete APR**. Review the information presented. The user should press the Print button, select their printer or pdf, and retain a copy of the APR for themselves.

Click 

from the Submission Launchpad

The submission screen will appear prepopulated with the date and the "status set" fixed to "submit". At the point of submission, the APR is locked. No information can be added to the report unless the CPD Representative reviewing the report rejects the submission. Please be sure all information is complete and correct prior to clicking submit.



Date 12/12/2022

Set Status to Submitted VIEW COMPLETE APR

These users will be notified when this APR is submitted, accepted or rejected

Contact Type	First Name	Last Name	Email
Specified on Contact Information	[illegible]	[illegible]	[illegible]
HUD Field Officer	[illegible]	[illegible]	[illegible]
HUD Field Officer	[illegible]	[illegible]	[illegible]
HUD Field Office	HUD Field Office - Los Angeles		

If you're submitting now, you'll also get notified at mbudzek@partnershipcenter.net.

Only the Authorized Recipient Official from the organization who is the Recipient of funding may sign and submit this report to HUD.

Name of Authorized Recipient Official

Title/Position

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).

Type YES

Submission notes

The submission date is prefilled.

Complete the **name of** the person who is the **authorized recipient official** along with their **title/position**. Please note: the authorized recipient official must be affiliated with (employed by) the recipient. Subrecipients are not authorized to submit an APR for the recipient. If a recipient has many subrecipients and would like to ensure that only the recipient can "sign and submit" the APR, please submit a request through the **AAQ**.

After reviewing the submission and reading the certification, the authorized recipient official should type **YES** in the box. Saying **YES** indicates to HUD that the person named on this form has certified that all the information in the form is true and accurate.

Information placed in the notes section will be seen by the field office. Use the box only for information related to the APR. Click **Save** to send the APR to HUD for review. The person who submitted the APR and the person listed as the APR contact person will receive an email confirming that the submission was sent to HUD for review.

HUD Review

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. reject/not approve the APR.

Sign and Submit	5/7/2018	Rejected	VIEW / PRINT COMPLETE APR RE-SUBMIT

Notes from latest status:

Eligibility issue: The APR shows two persons from other locations. No information was provided regarding the eligibility of the two persons who entered the program from other locations, please identify the location and provide information on how these clients can be eligible.

Financial Issue: The match is not the required 25%. Please verify that the 7.52% shown is all the match you have.

VIEW ALL Status Changes and Notes

The recipient will receive an email from ***Sage*** identifying the acceptance or rejection status of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be for the recipient to note the comments for future improvement.
- If the email indicates the APR was rejected, the recipient must open the Submission Launchpad for the APR and address all issues following any instructions provided. If no instructions were provided follow the procedures described below.

Resubmission following a rejection

If the APR was not accepted by the field office, then it must be corrected and resubmitted by the recipient. When the field office rejects the APR, it is returned to the recipient's dashboard in ***Sage*** in the "In Progress" section and marked Rejected.

Rejected

The recipient should open the Submission Launchpad of the APR and read the notes in bold at the bottom of the form. They have been written by the CPD Representative who reviewed the APR and are describing the errors or omissions in the submission. All errors or omissions must be addressed by the recipient before they resubmit the APR to HUD.

- For issues that require an explanation, use the Additional Comments form and respond to the reviewer's issue. Should the explanation require a lengthy narrative or supporting documents, the recipient will need to email the CPD Representative outside of ***Sage*** to provide additional information.
- For issues regarding the lack of a timely submission use the Additional Comments form to indicate to HUD what steps will be taken by the recipient to submit other APRs in a timely fashion.
- For issues about a bed, unit, or utilization issue **EDIT** the Bed and Unit Inventory form to correct the occupied or available for occupancy numbers or to add an explanation of why all beds/units are not at 100%. The field office reviews the available / occupied number of beds and units to the actual number of persons served from the CSV upload (Q7b) and households served (Q8b). If the review finds that an unacceptable number of beds/units were occupied, a brief explanation of the reason and the steps to be taken in future years to correct the issue is required in the Additional Comments form.

- For issues about client eligibility, the recipient must clearly identify how each client in question was identified as literally homeless and what documentation was retained. These issues were identified by the CPD Representative based on the client's location at project entry from Q15 Living Situation. The recipient should address in the Additional Comments form the reason and documentation on file for all persons who are identified in the CSV Upload as coming from "Other Locations." Only in cases where there was a data entry error should the data be changed. In these situations, the recipient will need to identify the client record containing the error, correct the error, and generate a new CSV APR. To upload the APR, follow the information in Step 7: CSV APR Upload.

- For issues that identify a financial information issue, consult your organization's financial staff. Review Step 4: Financial Information, then click **EDIT** on the financial information form and make all required corrections. Before resubmission, the financial information presented must be reviewed by the recipient's financial staff to ensure that it balances with their LOCCS draws. Description, comments, or notes regarding the changes made should be completed on the Additional Comments form.

The **VIEW ALL Status Changes and Notes** link below the CPD Representatives comments will open a summary of the history of the specific APR, which includes each status and the date it occurred, who did the work and the notes from that status. If the APR was rejected more than one time for the same issue, the recipient should review the APR Instructions in order to clarify the issue or may contact the Field Office directly.

HMIS APR

The HMIS APR is an APR specific for HMIS-dedicated grants. To complete an APR, follow the Submission Steps below. To start, click the **ADD** link for each submission section and add the information required for the APR. Each section will allow the user to **SAVE** information in ***Sage***. Users can also go back to the page and **EDIT** the information they entered at any time prior to the final submission to HUD. The on-screen status report indicates exactly which forms users have completed, which forms are missing information, and, at the end what users have submitted to HUD.

Submission Steps	Date Last Information Recorded	Status	Work
Grant Information	3/27/2024	Complete	VIEW
Contact Information		Missing	ADD
Implementation Information		Missing	ADD
HMIS Software Information		Missing	ADD
Staff Responsibilities		Missing	ADD
Users		Missing	ADD
Governance		Missing	ADD
System Coverage		Missing	ADD
Financial Information	5/7/2024	Completed	VIEW EDIT
Additional Comments		Optional	ADD
Sign and Submit	5/7/2024	In Progress	VIEW / PRINT COMPLETE APR (you have some incomplete forms)

HMIS APR: Grant Information

Please refer to the Grant Information instructions for the CoC Full APR. The HMIS APR does not have any grant focused information.

HMIS APR: Contact Information

Please refer to the Contact Information instructions for the CoC Full APR.

HMIS Dedicated Grant APRs also have a second set of contact information data to be completed for the person who holds the position (or responsibilities) as the **HMIS System Administrator** from the HMIS Lead Agency. This is the primary HMIS contact person whom HUD contacts that can answer HMIS-related questions.

Finally, HUD is interested in knowing who participated in answering questions in this APR. There is no right or wrong answer. Please select from the following:

1. **CoC Staff**–Collaborative Applicant or person that has administrative responsibilities for the CoC
2. **HMIS Lead Staff**–Person employed by the CoC Lead working on the HMIS Implementation
3. **HMIS System Administrator**–The HMIS Implementation system administrator
4. **Grantee/Fiscal Agent** (if different from those above)
5. **Other**–If the recipient answers **Other**, it must identify the other type of person/position who participated.

HMIS APR: Implementation Information

An HMIS implementation may be limited to one CoC or may be a combination of multiple CoCs. This form enables HUD to understand the specifics of the HMIS implementation that this grant is associated with. Identify the type of implementation by selecting one of the following responses:

Single CoC implementation–A single CoC, which has not partnered with any other CoC around HMIS data collection and has a single HMIS software into which the entire CoC's data is collected.

Multiple CoC implementation–A group of CoCs, often with bordering geographic boundaries that have elected to operate one HMIS implementation for the entire region. In this case, there is a single HMIS software system used by multiple CoCs. The implementation may share HMIS staff or each CoC may staff their portion of the implementation. If the implementation is part of a Multiple CoC implementation, then a selection box will display for the user to select all the CoCs that are part of this HMIS implementation. Users select multiple CoCs by holding down the control (Ctrl) key and selecting the names of each CoC of which they are involved.

Statewide implementation–A state that is composed of a single CoC or two or more CoCs that have elected to use a single HMIS to cover the entire state.

Other–If the recipients answer **Other**, they must fill in the answer to **If other, what?** to identify what other type of implementation it has. Other should be used where there is no single HMIS software used for the entire CoC and other methods of aggregating or warehousing data is used.

Identify whether the HMIS implementation uses a centralized or decentralized model.

1. Centralized model is one in which the HMIS lead fulfills all responsibilities for system administration; [A Single Implementation would use this model as would another type of implementation where all HMIS staffing and support are located together and provide system administration, training, and or user support to all the HMIS participants.]
2. Decentralized model is one in which local entities assist the HMIS lead in fulfilling responsibilities for system administration. [A decentralized model may have one system administrator managing the overall HMIS but is assisted by trainers, user support staff, or other professionals who are located in CoCs and respond primarily to the needs of the CoC in which they are located.]

In a narrative of no more than 2,500 characters: **Briefly describe your HMIS implementation.** Then respond to the question: "**Does your HMIS implementation provide data to a data warehouse/data integration project?"** Click **Yes** if the HMIS data is exported from the system and used in any type of warehouse or data integration project. If **Yes**, the recipient must respond to the following questions using up to 2,500 characters:

1. Briefly describe the purpose of the data warehouse.
2. Identify the entity that administers the data warehouse.
3. What HMIS data is sent to the warehouse. (i.e., what project types, what kind of elements, etc.)
4. Is the HMIS data sent with personally identifying information on clients identified or de-identified/hashed (select one).

Sage is asking if the recipient is submitting HMIS data to a warehouse or data integration project, data that is complete with any personally identifying information. For this question:

personally identifying information means–name, date of birth, race, ethnicity, or social security number in any combination that would allow the recipient warehouse manager or other user to be able to identify the client in the database; and

de-identified or hashed means–a function has been applied to the data that enables the personally identifiable data to be deliberately coded to mask the identity of the client in such a way that the warehouse manager would not be able to reconstruct an identity from the information in the database.

HMIS APR: HMIS Software Information

The HMIS Software Information form in the HMIS APR provides HUD with basic information about HMIS software products.

1. **Identify the HMIS software in use** by selecting the Vendor Software that the recipient implementation uses from the dropdown list. If the Vendor Software is not on the list, select Custom/Other and enter the vendor's name (i.e., the company or organization that develops the product) and the software product's name in the fields.
2. Answer Yes or No to: Was the software in use, identified here, the HMIS designated for use by the CoC?
   If no, explain in a narrative of no more than 2500 characters, **why the CoC has not designated the software currently in use**.
3. Select **the number of years that the implementation has used the current software**. If the implementation has grown over the years, identify the longest number of years one of the CoCs using the HMIS has used it.
4. Answer Yes or No to*:* Does the CoC have plans to change software in the next two years?
5. From the list of standard HUD reports, **identify all the reports that the HMIS is currently able to generate.** This question identifies an HMIS-generated report as a report that the software itself is creating and the recipient can see on the computer screen and print on paper or in another format. The reports include:
   - **a. LSA Table Shells**–the tables for the Longitudinal System Analysis Report (LSA)
   - **b. APR-CSV Report**–the CSV that is used to submit the CoC's Annual Performance Report (APR) to ***Sage***
   - **c. CAPER-CSV Report**–the CSV that is used to submit the CAPER into ***Sage***
   - **d. PATH Report**–the report required to be generated for the street outreach program administered by the Department of Health and Human Services (HHS): Substance Abuse and Mental Health Services Administration (SAMHSA) known as Projects for Assistance in Transition from Homelessness (PATH)
   - **e. System Performance Measures–**the report that is specified by HUD to be generated for all projects across the HMIS implementation to report on System Performance Measures
   - **f. Data Quality Report**–a report generated using the new Data Quality Framework specifications
   - **g. Project Descriptor Data Report**–a report that provides system administrators with the information collected in the system as required in the HMIS Project Descriptor Data Elements
6. Answer **Yes** or **No** to: **Is the software able to generate the most recent HMIS-CSV export?** To identify the most recent version of the HMIS-CSV go to the HMIS Data Exchange Resources published on the HUD Homelessness Data Exchange (HDX).

7. Answer **Yes** or **No** to: **Is the software able to generate the most recent HMIS-CSV export–that is hashed (e.g., for Runaway and Homeless Youth (RHY))?** A hashed export that changes personally identifying information in the client level files to hashed letters or numbers and de-identifies the data. The most recent HMIS-CSV that is hashed is the same version number as the question above.
8. Answer **Yes** or **No** to: **Does the software support automatic exiting functionality?** Automatic exit functionality enables the system to exit clients based on specific factors which should include inactivity in a project. It is generally used for night-by-night shelters and street outreach projects where clients often don't return to the shelter, as evidenced by the lack of a bed night, or can no longer be found by the outreach worker, as evidenced by the lack of contacts completed by the worker.
   If **Yes**, **identify how regularly the automatic exiting function is run in the implementation**. Choose from: Annually, Bi-annually, Quarterly, Monthly, Weekly, Before Major Reports are run (e.g., LSA, HIC, SPM), or Never.
9. Answer **Yes** or **No** to: Is the HMIS system used for Coordinated Entry?
10. **Identify who completes project set-up in the HMIS.** Project set up includes entering all the project descriptor data elements and settings as applicable for elements to be visible by different types of projects in the implementation (e.g., ensuring the contact element is in place for all street outreach projects; or that the elements are available for projects funded by RHY). Choose from: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC Staff; Recipient Agency (Grantee)–Staff; Paid consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System.
11. **Identify how often the Project Descriptor Data Elements (PDDE's) are reviewed**. Choose from: Annually, Bi-annually, Quarterly, Monthly, Weekly, Before Major Reports are run (e.g., LSA, HIC, SPM), or Never.

HMIS APR: Staff Responsibilities

The **Staff Responsibilities** form identifies the organization and person who performs on-going activities related to the HMIS implementation. The response options are the same for all the activities and include: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC Staff; Recipient Agency (Grantee)–Staff; Paid consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System.

If more than one kind of staff person works on an activity, select the person primarily responsible for its completion. If the activity is **outsourced,** identify the person who is responsible for overseeing the outsourced work. If the option **Other** is selected, a text box will display to identify the organization and staff person performing the work.

Activities include:

1. System Related
   a. Hosts the HMIS software on their server or their Cloud account server
   b. Oversees the security of the HMIS system
   c. Backs up the HMIS data
2. Report Related
   a. Runs the data quality report by project
   b. Monitors data quality
   c. Runs/produces the Longitudinal System Analysis Report (LSA) information
   d. Runs/produces the System Performance Measures (SPM)
   e. Compiles data for the Housing Inventory Count (HIC)
   f. Generates, compiles, or compares data from the HMIS for the Point-in-Time Count (PIT)

3. User Support
   a. Sets Up the Configuration and User Levels of Users in the HMIS
   b. Trains new users
   c. Provides on-going training for users
   d. Trains HMIS Lead agency staff
   e. Provides user support for HMIS software issues (via telephone, email, etc.)
   f. Provides user support for data entry issues

HMIS APR: Users

The Users form provides HUD information on the persons who directly use the HMIS system. The information in this section should be for the entire implementation.

1. Identify **how many total HMIS users there are in the implementation**. The number of users must be the unduplicated number of persons who have active logons to the HMIS as of the date on this form.
2. Answer Yes or No to: Do all users sign a User Agreement that outlines basic privacy/security policies applicable to the user?
3. Answer Yes or No to: Are all users trained in the system prior to receiving their passwords/login information into the HMIS?
4. In a narrative of no more than 2,500 characters, **briefly describe the regular training for new users and any on-going trainings.** Include in the description, an overview of the content a new user is trained on, as well as the way in which training is provided (e.g., one-on-one, remote, group, etc.).
5. Identify **how many new users were trained in the implementation this year**. The year refers to the operating year of this grant.

HMIS APR: Governance

The Governance form provides HUD with information about the governance structure for managing the HMIS implementation.

Governance

1. Answer **Yes** or **No** to: Is there a governance Charter for each CoC in the HMIS implementation area?
2. Answer **Yes** or **No** to: Do the Charter(s) establish the decision-making structure regarding the HMIS?
3. Answer **Yes** or **No** to: **Are all CoCs in the implementation represented in the decision-making structure.** If this is a single CoC implementation, select N/A–Single CoC Implementation.
4. Answer **Yes** or **No** to: Are the roles and responsibilities for decision making clearly defined and codified in documents such as by-laws or governance charter(s)?
5. In a narrative of no more than 2,500 characters, briefly describe the relationship between the CoC Board and the HMIS Lead Agency.

Standards

6. Answer **Yes** or **No** to: Has the HMIS Lead worked with all participating CoCs to develop basic technical, security, privacy, and Data Quality standards?
7. Answer **Yes** or **No** to: Is there a process in place to update the standards?
8. Select the organization and person **who is responsible for monitoring the standards to ensure they are up-to-date and enforced.** The drop-down list of options includes: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC Staff; Recipient Agency (Grantee)–Staff; Paid Consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System. If the recipient selects **Other, in** a text box it will enter the name of the organization and person who monitors and enforces the standards.
9. Type in the year the HMIS Policy/Procedure Manual was last updated.

10. Answer **Yes** or **No** to: Does the HMIS have an Agency Agreement on the use of the HMIS with all agencies who have programs on the system?
11. In a narrative of no more than 2,500 characters, **describe the timeliness standards in your implementation, how users are informed of those standards, and how they are monitored**.

HMIS APR: System Coverage

General Coverage

1. Across the HMIS implementation identify the following:

For each of the following project types: Emergency Shelter, Transitional Housing, Permanent Supportive Housing, Rapid Re-housing, and Safe Haven enter the **number of beds in the most recent Housing Inventory Chart (HIC) (minus any DV beds)** in the first column.

In the second column, again by project type, **enter the number of beds in HMIS in the most recent HIC**. ***Sage*** will automatically calculate the rate of coverage.

2. In a narrative of no more than 2,500 characters, answer: **If there is not 100% coverage in any project type, explain why and what efforts you are taking to increase the coverage rate**. If the system has 100% coverage, enter N/A.
3. Identify **how many client records are in your HMIS system**. This must be an unduplicated count of unique client records in the HMIS.
4. Answer **Yes** or **No** to: **Are there victim-service providers funded with CoC or ESG within the implementation?**

   If **Yes**, please answer the following:

   a. **Are they using a comparable database which can provide the required CSV Reports for their funding?**
   b. **What is the name(s) of the comparable software system in use by VSP?**
5. **Select the response option that best describes the participation of projects funded by each of the federal partner programs:** Choose from: Grantee(s) have funding and are entering data into HMIS, Grantee(s) have funding and are NOT entering data into HMIS, there are no grants for this in this HMIS Implementation, Some Grantee(s) are entering Data into HMIS and some are not.

Federal Partner programs include:

- HUD: CoC (Not Including VSP)
- HUD: ESG (Not Including VSP)
- HUD: HOPWA
- HHS: PATH
- HHS: RHY–Basic Center Program (BCP)
- HHS: RHY–Transitional Living Program (TLP)
- HHS: RHY–Street Outreach Program (SOP)
- HHS: RHY–Maternal Group Home (MGH)
- VA: Supportive Services for Veteran Families (SSVF)
- VA: HUD/VASH
- VA: GPD

6. Answer, in a narrative of no more than 2,500 characters, **Does the implementation have any issues with incorporating the federal partner projects into the HMIS that you want to share with HUD?**

HMIS APR: Financial Information

Funding Sources (associated with this dedicated HMIS project during the operating year)

It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, <u>recipients should be sure that all funds are drawn prior to the submission of the APR and that the financial staff of the organization have reviewed the report.</u>

Report all HMIS sources of funding relevant to the HMIS grant described in the recipients Project Application.

If this is the only HMIS dedicated grant in use within the implementation, then report all HMIS income.

If this is one of several HMIS dedicated grants used to operate the HMIS, then the income for the grant should be limited to the funding associated with this HMIS grant. For example, if there is a statewide implementation and a dedicated grant was received for HMIS from each of the CoCs within the implementation, then the income sources would only be reported as they apply to the grant for which this APR is being submitted.

Sources and dollar amounts must include, at a minimum, all monies received as match and leverage as was committed in the Project Application for this HMIS dedicated grant.

Sage defaults to $0 for all line items, so the user only needs to complete the lines where funds have been expended.

HMIS funding sources include:

- HUD: CoC Grant (Dedicated HMIS Grants Only)
- HUD: CoC Administration/Planning/UFA Funds
- HUD: CoC Project Grants- please note that recipients cannot use funds from other CoC grants to match the Dedicated HMIS Grant
- HUD: ESG (Dedicated HMIS Grant)
- HUD: HOPWA
- HHS: RHY–Through RHY Grantees
- HHS: PATH–Through PATH Grantees
- HUD: VA Grantees–Through VA Program Grantees
- Local Government
- State Government
- Private/Foundation /Fundraising
- Participation/User Fees from Projects/Agencies
- Other

Funds Expended (associated with this dedicated HMIS project during the operating year)

Report all CoC Program funds expended from this dedicated HMIS Grant during the operating year by expenditure type and amount.

Expenditure Categories include:

- Equipment (Server, Computers, Printers)
- Software (Software Fees, User Licenses, Software Support)
- Services (Training, Hosting, Programming)
- Personnel (Costs Associated with Staff)
- Space and Operations
- Administration

Enter the Match Used for this Dedicated HMIS Grant

In the third part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon the program the grant was awarded under, but generally, are cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements, review the HUD regulations for the program under which the project was funded. The recipient must record all **cash** and **in-kind match** expended on this grant, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant. ***Sage*** will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

HMIS APR: Additional Comments

Component type: ALL (Optional)

Please refer to Additional Comments instructions for the CoC Full APR.

HMIS APR: Sign and Submit

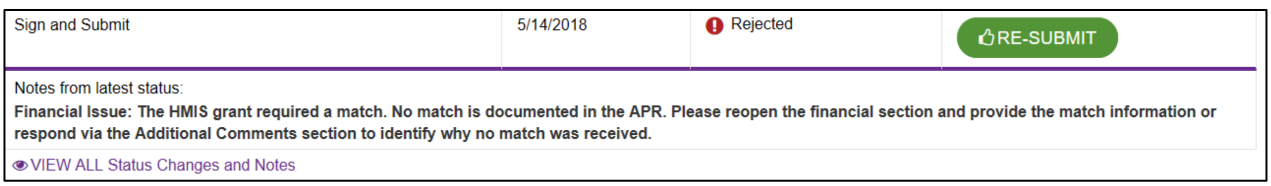
Component type: ALL

Please refer to Sign and Submit instructions for the CoC Full APR.

HUD Review

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.


Sign and Submit | 5/14/2018 | Rejected | RE-SUBMIT

Notes from latest status:

Financial Issue: The HMIS grant required a match. No match is documented in the APR. Please reopen the financial section and provide the match information or respond via the Additional Comments section to identify why no match was received.

VIEW ALL Status Changes and Notes

The recipient will receive an email from ***Sage*** identifying the acceptance or rejection of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be for the recipient to note the comments for future improvement.
- If the email indicates the APR was **rejected,** follow the guidance provided by the field office and/or the instructions in APR Resubmission.

COC PLANNING GRANT APR

Submission Steps	Date Last Information Recorded	Status	Work
Grant Information	4/22/2024	✔ Complete	VIEW
Contact Information		Missing	ADD
Planning Actions and Outcomes		Missing	ADD
Financial Information		Missing	ADD
Additional Comments		Optional	ADD
Sign and Submit	5/7/2024	In Progress	VIEW / PRINT COMPLETE APR (you have some incomplete forms)

The CoC planning grant APR is an APR filed by the CoC's Collaborative Applicant.

> Note: Youth Homeless Demonstration Projects have an APR specifically designed for YHDP. For those instructions go to the YHDP guidance located in the resource section of ***Sage***.

Planning Grant APR: Grant Information

Please refer to the Grant Information instructions for the CoC Full APR. The Planning Grant APR does not have any grant-focused information.

Planning Grant APR: Contact Information

Please refer to the Contact Information instructions for the CoC Full APR.

Planning Grant APR: Planning Actions and Outcomes

From the list of eligible expenses below check all the activities that were funded under this CoC planning grant:

- Coordination activities
- Project evaluation
- Project monitoring activities
- Participation in the Consolidated Plan
- CoC application activities
- Determining geographical area to be served by the CoC
- Developing a CoC system
- HUD compliance activities

Recipients are then required to provide a narrative response to the following questions.

- How the CoC Planning Grant funds were used
- Describe the outcomes your CoC observed because of the CoC Planning Grant

Planning Grant APR: Financial Information

Planning Grant Expenditures:
It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that the financial staff of the organization have reviewed the report.

Report on all CoC planning grant funds expended during this grant's operating year.

Sage defaults to $0 for all line items, so the user only needs to complete the lines where funds have been expended.

Match
In the second part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon the program the grant was awarded under, but generally are cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements, review the HUD regulations for the program under which the project was funded. The recipient must record all **cash** and **in-kind match** expended on this grant, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant. ***Sage*** will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

If there is a difference between funds the recipient expended and those it proposed in the application, the recipient must explain the difference in the Planning Grant APR Step 5: Additional Comments section of the APR (see below).

Planning Grant APR: Additional Comments

Component type: ALL (Optional)

Please refer to Additional Comments instructions for the CoC Full APR.

Planning Grant APR: Sign and Submit

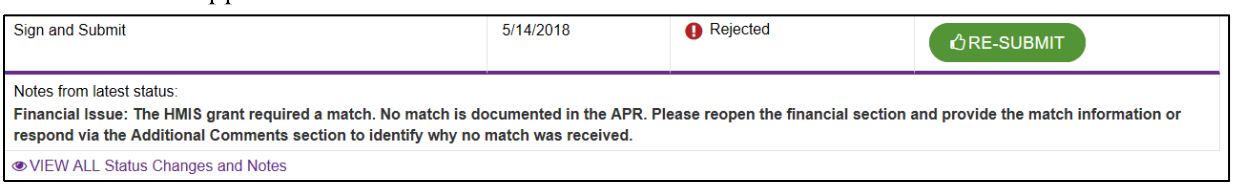
Component type: ALL

Please refer to Sign and Submit instructions for the CoC Full APR.

HUD Review

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.



The recipient will receive an email from ***Sage*** identifying the acceptance or rejection of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be for the recipient to note the comments for future improvement.
- If the email indicates the APR was **rejected,** follow the guidance provided by the field office and/or the instructions in APR Resubmission.

COORDINATED ENTRY (CE) APR

Submission Steps	Date Last Information Recorded	Status	Work
Grant Information	4/22/2024	✔ Complete	VIEW
Contact Information	5/7/2024	✔ Completed	VIEW EDIT
CE Information		Missing	ADD
CSV CE APR Upload		Missing	ADD
Financial Information		Missing	ADD
Performance Accomplishments		Missing	ADD
Additional Comments		Optional	ADD
Sign and Submit	5/7/2024	In Progress	VIEW / PRINT COMPLETE APR (you have some incomplete forms)

The Coordinated Entry (CE) APR is required for Continuum of Care Program Supportive Services Only - Coordinated Entry grants (SSO-CE). This APR is required for all CoC grants which receive SSO-CE funding, including those where the recipient is a Victim Service Provider (VSP) and is using a comparable database system.

The CE APR is significantly different from other APRs for the CoC Program and there is a separate report in the HMIS and comparable database from the regular (full) APR. The CE report is generated across all projects within a CoC where elements 4.19 Coordinated Entry Assessment and 4.20 Coordinated Entry Event elements are collected. This may include projects operated by recipients that receive funding directly from the SSO-CE grant; recipients or subrecipients of Emergency Solutions Grant (ESG) funds to carry out CE activities; or any other project where the CoC has determined it is a requirement to collect CE data elements, based on the CE system design. The CE APR will inform HUD on the entire CoC's CE system.

Please read the following instructions carefully.

1. This is a CoC system-wide report, regardless of how the CE system operates (e.g., no wrong door, single point of contact, etc.) This means that the report will always include ALL data about the CoC's CE system, regardless of how many separate CE projects exist in the HMIS or comparable database. This also means that if a CoC funds CE efforts for regions with separate grants they must still include the data for ALL regions in the APR for each grant. Likewise, the report is not to be generated on a single project, unless that project represents the service and data collection of the entire CoC.

2. This report is the CE APR report in CSV format from the HMIS or comparable database. Do not use the regular APR. All vendors have been asked to label the report in the system as the CE APR. The report must be written to the FY2024 HMIS Programming Specifications for Coordinated Entry APR. In general, the recipient agency using an HMIS will need to contact the HMIS Lead Agency to either generate the report from the HMIS or to assist them with the generation of the report.

3. Some CoCs may have YHDP CE grants and/or grants to VSPs for CE which are required to be included in the system-wide report as follows:
   a. YHDP grants – Generally the activity for YHDP is collected within the community's existing CE structure. For example, youth may be sent to the single point of entry where a youth CE specialist works with them OR the community may use a no-wrong-door approach where a youth service provider incorporates CE services within their agency or other projects. The focus of YHDP CE grants is to ensure youth receive CE services and, importantly, assistance with obtaining housing. The YHDP CE grant may provide some additional supportive services/activities targeted to youth in the CoC (housing navigation, diversion, problem-solving, etc.). If the recipient collected data in a unique project in the HMIS, they would still be required to collect elements 4.19 Coordinated Entry Assessment and 4.20 Coordinated Entry Event, and therefore the project will be included in the data that is in the CoC's single CE APR. It is expected that there is one CSV upload for the YHDP APR submission that includes all persons assisted in the entire CoC CE system.
   b. Grants administered by Victim Service Providers (VSPs) – VSPs who received an SSO: CE regular grant, a DV Bonus grant (directly from HUD or sub-awarded from the CoC) or received funding through ESG to carry out CE activities are required to collect CE data within their comparable database. In these cases, when a VSP reports on their CE grant, they will provide one CSV upload from their comparable database for the clients they assisted and another CSV file from the CoC's HMIS representing all other persons assisted in the CoC's CE system.
      1. In CoC regular APRs from CoCs with VSPs that are funded by HUD to operate CE or contribute data, the community's APR must also include the separate upload of the VSP CE APR thereby reporting on the entire system. (i.e., there is an upload of the HMIS CE APR and an upload of any HUD-funded VSPs comparable database generated CE APR).
      2. No additional or separate upload(s) is required from a non-HUD-funded VSP who is not conducting assessments or referral activities but is instead referring clients to the community's CE system.

4. The recipient is expected to upload the required CE APR CSV(s) generated for the operating year of the grant being reported on. For example, if a CoC has two SSO-CE grants, one operating from April 1 to March 31 and another operating from October 1 to September 30, the report will include the CE data for the entire CoC for those respective operating periods along with a CE APR from a HUD-funded VSP.

To complete an APR, follow the Submission Steps identified below. To start, click the **ADD** link for each submission section and add the information required for the APR. Each section will allow the user to **SAVE** information in ***Sage***. Users can also go back to the page and **EDIT** the information they entered at any time prior to the final submission to HUD. The on-screen status report shows you exactly what forms you have completed, what forms are missing information, and whether the report was submitted to HUD.

CE APR: Grant Information

See Grant Information instructions for the CoC Full APR. The CE APR does not have any grant focused information.

CE APR: Contact Information

See Contact Information instructions for the CoC Full APR.

CE APR: CE Information

The CE Information form collects data about the specific grant being reported on. Answer each question based on the population and services this grant provided. If the grant being reported on is an "expansion" grant that provided supplemental funding for the original CE grant, recipients should consider both the original and expansion grant services when selecting answers.

Population Information

Identify the population this grant primarily serves (selecting only one option)

- General population - all persons experiencing homelessness
- Only households without children (single persons or couples without children)
- Only households with children (family units)
- Only youth (households with only children OR unaccompanied persons below the age of 24, or parenting youth)
- Only victims of domestic violence (singles and/or family units)

Services Provided Information

Answer each question based on the services that were provided through this grant. For each question with options select the option that best describes what is provided for through this grant.

Are you screening/assessing persons to access crisis housing (e.g., emergency shelter, safe haven)? Select Yes or No

Are you assessing literally homeless persons for permanent housing? Select Yes or No

If the answer was Yes then select one option in each category

Persons on the streets or living in places unfit for human habitation

- Yes - Everyone on the streets we come in contact with who will participate.
- Yes - Only persons engaged by an outreach worker.
- Yes – Only persons targeted by our specific grant (victims of domestic violence or youth)
- No – This project is not providing assessments for persons living on the streets.

Persons in Shelters

- Yes – All persons in any type of shelter
- Yes - All persons in only entry/exit shelters
- Yes - All persons in only night-by-night shelters
- Yes - Only persons sheltered who have an established length of stay in shelter and/or have engaged in case management where housing is indicated in the case plan.
- Yes - Only persons who specifically request to be provided an assessment
- Yes – Only persons in a VSP or Youth Shelter
- No – This project is not providing assessments for persons living in a shelter

Persons in Transitional Housing

- Yes - All persons in transitional housing
- Yes - Only persons whose case plan specifically identifies CoC housing as an option.
- Yes - Only persons who specifically request to be provided an assessment
- No - This project is not providing assessments for persons living in transitional housing

Other Persons – Describe who other than the persons identified in a question above are being provided assessments. In no more than 2,500 characters briefly describe the persons served by this grant who were not already identified in one the of the previous responses.

Is this specific grant placing persons on priority lists? Check only one option

- Only Housing accessible through the CoC (i.e., housing developed or subsidized for persons experiencing homelessness such as CoC-RRH, PSH, SRO, ESG-RRH, HUD-VASH, SSVF, RHY or other housing/subsidies the CoC has specific access to).
- Both CoC and market housing (i.e., market rate, subsidized, Section 8, etc.)
- This grant funding does not support the placement of persons served on the priority list.

Where are the client-level data (records) on Assessments and CE events collected in the CoC?

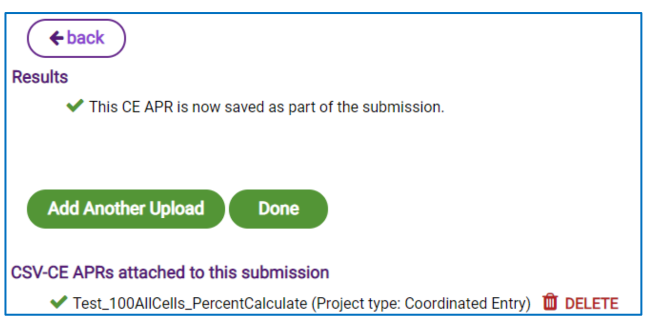
- In HMIS - in one CE project set up in the HMIS for the entire CoC
- In HMIS - in more than one CE project set up in the HMIS for the CoC (e.g., regional)
- In HMIS - at individual agencies where the agency captures assessment information as part of its project data collection.
- In a non-HMIS software system
- In a custom spreadsheet, PC-based database (excel, access, Google Docs, etc.)
- This grant serves only victims of domestic violence – therefore data is maintained outside HMIS in a comparable database system
- This grant serves only victims of domestic violence - data is maintained in another database or spreadsheet

CSV CE APR Upload

The upload for this report is **the CE-APR in the CSV format** which is generated from the HMIS system by the HMIS Lead Agency or from a comparable database system generated by a VSP.

For every APR, regardless of the grant recipient, there must be one CE APR in CSV format generated for the entire CoC area from the HMIS and uploaded to ***Sage***. If the recipient is a VSP, or the CoC has funded a VSP recipient to provide CE services, then there must be an additional CE APR CSV provided from the comparable database and uploaded to ***Sage***. CoCs who do not fund a VSP to conduct CE assessments or referrals will only have one upload.

Follow the instructions on-screen to upload. After the first CSV file is uploaded successfully you will have the option to “Add Another Upload” as seen here:



CE APR: Financial Information

It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from HUD’s Line of Credit Control System (LOCCS). Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that the financial staff of the organization have reviewed the report. Report on SSO-CE funds associated with this grant expended during this grant’s operating year on the financial information form.

Match

In the second section of the form, CoC recipients report the match committed to the grant during the operating year and is either cash or in-kind resources contributed to the grant and expended on eligible costs. *Complete the cash match and in-kind match lines with the actual value of the match for this grant.* ***Sage*** will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

CE APR: Performance Accomplishments

The recipient must describe in no more than 2,500 characters any significant accomplishments the CE project achieved during the operating year.

CE APR: Additional Comments

The CoC recipient must use this text box to describe any discrepancies in its APR and provide HUD any other information it might need as it reviews the APR. This includes but is not limited to information on fund expenditures that differ from the original application.

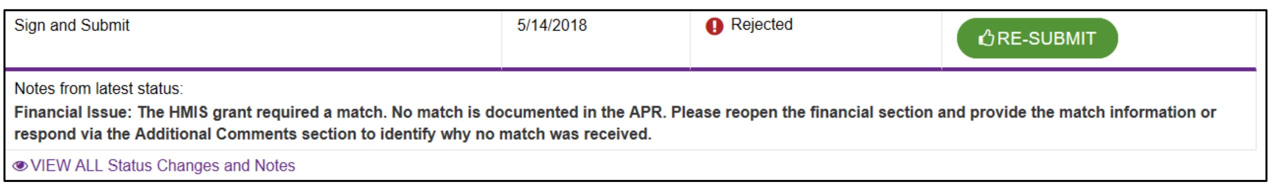
CE APR: Sign and Submit

Please refer to Sign and Submit instructions for the CoC Full APR.

HUD Review

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.



Sign and Submit	5/14/2018	Rejected	RE-SUBMIT

Notes from latest status:

Financial Issue: The HMIS grant required a match. No match is documented in the APR. Please reopen the financial section and provide the match information or respond via the Additional Comments section to identify why no match was received.

VIEW ALL Status Changes and Notes

The recipient will receive an email from ***Sage*** identifying the acceptance or rejection of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be for the recipient to note the comments for future improvement.
- If the email indicates the APR was **rejected,** follow the guidance provided by the field office and/or the instructions in APR Resubmission.

CSV-APR REPORT–QUESTION DETAILS

The client data used to report in the APR is collected in the local HMIS. Each HMIS must comply with HUD's most recent data standards, as found in the HMIS Data Manual, the HMIS Data Dictionary, and the Project Descriptor Data Elements Manual. Additionally, HMIS software follows the HMIS Standard Reporting Terminology Glossary for calculating certain concepts in HMIS (e.g., age, chronic homeless status). If the recipient believes there is an error in the data, they need to talk with their HMIS Lead about the data.

All CSV output must be formatted exactly in accordance with the CoC APR and ESG CAPER HMIS Programming Specifications. This includes percentage formats.

Q4a HMIS Information

Component type: ALL

Q4a Project Identifiers in HMIS contain the elements that are set up in the HMIS to identify the recipient's project. If multiple projects are run together to generate one CSV, the HMIS Information will be on each project in the bundle, and all will be displayed in ***Sage***. The identifiers include:

- Organization Name
- Organization ID
- Project Name
- Project ID
- HMIS Project Type (refer to CoC HMIS Program Manual for project type information)
- RRH Subtype
- Coordinated Entry Access Point
- Affiliated with a residential project
- Project IDs of affiliations
- CoC Number
- Geocode
- Victim Service Provider (yes - if victim service provider)
- HMIS Software Name and Version Number (name and version of HMIS or comparable software which generated the report)
- Report Start Date (start date selected in the HMIS/comparable software for the report)
- Report End Date (end date selected in the HMIS/comparable software for the report)
- Total Active Clients
- Total Active Households

Validation: HMIS Project Type must match the project type of the grant as identified in Q1, with the exception of project types for SSOs which may be different in accordance with the CoC HMIS Program Manual. (Details on project type set-up in HMIS are found in Program Specific HMIS Manuals: CoC Program HMIS Manual.)

Q5a Report Validations

Component type: ALL

Q5a Report Validations table's Count of Clients for DQ provides a summary of the persons served in the recipient's project and reported on in the APR. It is the reference table for all validations in the APR. For example, the total number of persons served in Q7 must match validation number 1–Total number of persons served. The validation table reports on the total number of persons by category for the period the report is generated. Beginning in FY23 a column entitled "Count of Clients" was added to provide validation for Street Outreach projects to enumerate those clients without regard to engagement status.

1. Total number of persons served
2. Number of adults (age 18 and over)
3. Number of children (under age 18)
4. Number of persons with unknown age
5. Number of leavers
6. Number of adult leavers
7. Number of adult and head of household leavers
8. Number of stayers
9. Number of adult stayers
10. Number of veterans
11. Number of chronically homeless persons
12. Number of youth under age 25
13. Number of parenting youth under age 25 with children
14. Number of adult heads of household
15. Number of child and unknown-age heads of household
16. Heads of households and adult stayers in the project 365 days or more

Validation: None.

All totals in table shells beginning with Q7 must match the numbers reflected in the relevant Q5a row.

Q6 Data Quality

Each section of the Data Quality Report must have a details mode output for users to identify the specific records included in the section that are generating errors. **All CoC projects are encouraged to run this report monthly and correct errors.** Data quality is correctable if caught in a timely fashion when the recipient may still have access to the client.

Component type: ALL

The data quality section in the APR corresponds to the HMIS Data Quality report programmed into the HMIS. This report consists of the following six tables:

1. **Q6a Data Quality: Personally, Identifiable Information (PII):** reports the unknown or missing information about each PII element as well as other data issues with some elements.
2. **Q6b Data Quality: Universal Data Elements:** reports errors based on inconsistent, or system-identified incorrect information entered in the HMIS.
3. **Q6c Data Quality: Income and Housing Data Quality:** reports errors associated with the core performance measures housing destination and income.
4. **Q6d Data Quality: Chronic Homelessness:** reports errors associated with Data Standards element 3.917 in the HMIS Data Standards.
5. **Q6e Data Quality: Timeliness:** reports on the amount of time it took to enter entry and exit records into the database.
6. **Q6f Data Quality: Inactive Records: Street Outreach and Emergency Shelter:** reports the number and percent of inactive records the project has. Communities should have policies on automatic exits for Street Outreach and Emergency Shelters so that records do not languish open in the system.

Q7 Persons Served

Component type: ALL - Extra Information for RRH and PS

Recipients report on persons served in two tables. Table 7a reports the total number of active clients by household served by the project during the operating year. Additionally, table 7a shows the total number of persons in RRH and PSH projects who were served during the operating year who moved into housing (i.e., the head of household record indicates a housing move-in date prior to the end of the report date range).

Active client is a person who received services from a specific project in a given date range. If the client has a project entry date that is before or equal to the operating year start date AND has either not exited the project or exited after the report start date they are included in the report. This is consistent with Method 1 for defining Active Clients according to the HMIS Standard Reporting Terminology Glossary.

Table 7b reports persons who have a housing move-in date and were served at a point in time which is the last Wednesday of January, April, July, and October.

Validation: Q7a Total Number of Persons Served must = Q5-1. Total number of persons served.

Q8 Households Served

Component type: ALL
Recipients report households served in two tables. Table 8a reports the total count of households served during the operating year by the project. Additionally, table 8a shows the total number of households in RRH and PSH projects that were served during the operating year who moved into housing.

Table 8b reports households who have a housing move-in date and were served at a point in time which is the last Wednesday of January, April, July, and October.

Household without children–a household composed of only adults (age 18 and older).

Household with children and adults–a household with at least one adult (age 18 and older) and one child (under age 18) present regardless of whether the child(ren) is present for the full project stay. (For the purpose of the APR, if there is ever a child in the household, the household will always be characterized as a household with children).

Households with only children–a household composed of only children (under age 18).

Validations: Q8a Number of Households Served must = Q5-14. Number of Adult Heads of Household **and** Q5-15. Number of Child & unknown Heads of Household.

Q9 Contacts and Engagements

Component type: SSO--Street Outreach Emergency Shelter- Night by Night (ES-NBN)
Recipients report on street outreach and persons connected with NBN shelters in two tables.

- Table 9a reports on the number of active clients (adults or head of households) who were contacted by street outreach workers or emergency shelter staff within the shelter and the number of contacts made with them since their project entry.
- Table 9b reports the number of persons engaged during the operating year and the rate of engagement.

Note: contacts made for persons who have open records during the operating year but whose entry date was prior to the start of the operating year are counted in this question.
The rate of engagement calculates how many contacts it took for all clients who were engaged during the reporting period to become engaged.

Q11 Age

Component type: ALL

Recipients report on the age of persons served based on several age groups. Age is reported based on the person's age at the most recent project entry (the last project stay of the reporting period) or on the first day of the reporting period, whichever is later.
Validation: Q11 Age must = Q5-1. Total number of persons served.

Q12 Race and Ethnicity

Component type: ALL
Recipients report on the race and ethnicity of the persons served. HMIS data standards allow persons to identify multiple races/ethnicities and the APR reports single and double combinations individually. Multiracial persons are reported in two categories: Multiracial with Hispanic/Latina/e/o; and Multiracial without Hispanic/Latina/e/o.
Validation: Q11 Race and Ethnicity must = Q5-1. Total number of persons served.

Q13 Physical and Mental Health Conditions

Component type: ALL
Recipients report on the conditions and disabilities of persons served in these tables during the reporting period. These conditions and disabilities include mental health disorders, alcohol use disorder, drug use disorder, chronic health conditions, HIV/AIDS, developmental disability, and physical disability. A person may have more than one condition; therefore, the tables are not unduplicated. Households (HH) with Children and Adults is updated to identify Adults in HH with Children and Adults and separately Children in HH with Children and Adults in all Q13 tables.

- 13a1, and 13b1, and 13c1 report on the number of persons with each condition and disability served by the project during the reporting period. The questions further break down disability information based on what was reported at project entry (Q13a1), project exit for leavers (Q13b1), and the most recent update for stayers (Q13c1).
- 13a2, and 13b2, and 13c2 report on the number of conditions (no conditions, 1, 2, 3, or more conditions) for each person by the same data collection stages.

A **Leaver** is a person who exited the project (one or more times) and is not active on the last day of the operating year. A **Stayer** is a person who is still enrolled in the project on the last day of the reporting period. Stayers include persons who have previously exited the project and have re-entered the project as long as they were active on the last day of the reporting period.
Validations:
- Q 13a1, 13b1, 131 none.
- Q13a2 Number of Conditions at Entry must = Q5-1. Total number of persons served.
- Q13b2 Number of Conditions at Exit must = Q5-5. Number of leavers.
- Q13c2 Number of Conditions for Stayers must = Q5-8. Number of stayers.

Q14 Domestic Violence, Sexual Assault, Dating Violence, Stalking, or Human Trafficking

Component type: ALL
Information on clients' history with domestic violence, sexual assault, dating violence, stalking, or human trafficking is reported in two separate tables. 14a reports on all adults and heads of households who indicated they were a survivor of domestic violence, sexual assault, dating violence, stalking, or human trafficking while 14b reports the time of their most recent victim experience for persons who reported experiencing domestic violence, sexual assault, dating violence, stalking or human trafficking experienced just prior to their last project entry.

Validations:

- 14a total must = Q5-14. Number of Adult Heads of Household and Q5-15. Number of Child & unknown Heads of Household.
- 14b must equal the Heads of households and adults who reported "yes" to Domestic Violence History in 14a.

Q15 Living Situation

Component type: ALL

The living situation table reports on the living situation of adults and heads of households immediately prior to entering the project. Response options are divided among four distinct categories: homeless situations, institutional situations, temporary situations, and permanent situations. The living situation prior to project entry is part of what HUD looks at to determine the eligibility of persons served.

Validation: Q15 Living Situation must = Q5-2. Number of adults + Q5-15. Number of children and unknown age Heads of Household.

Q16, 17, 18, 19 Cash Income

Component type: ALL

There are six tables that report on cash income. All of them report income from an adult's record only.

Q16 **Cash Income - Ranges** report the income in dollar amount ranges for all adults at project entry, those stayers who were required to have an annual assessment, and those clients who exited the project (leavers).

Information for Income at Latest Annual Assessment for Stayers also includes information on the number of stayers who were not required to have an annual assessment and those who were required to have one, but the assessment was not conducted or reported in HMIS within the time frame allowed for an annual assessment.

Validations:

- Q16 Cash Income Ranges -Total Adults/Income at Start (Column B) must = Q5-2. Number of adults (18 or over).
- Q16 Cash Income Ranges -Total Adults/Income at Latest Annual Assessment for Stayers (Column C) must = Q5-9. Number of Adult Stayers.
- Q16 Cash Income Ranges -Total Adults/Income at Exit for leavers (Column D) must = Q5-6. Number of Adult Leavers.

Q17 Cash Income - Sources reports on the specific sources of income that each adult received. A person may have more than one income source–therefore, the tables are not unduplicated. Reports of sources are identified at entry, annual assessment, and exit.

Validations: None

Q18 Client Cash Income Category–Earned/Other Income Category - by Start and Annual Assessment/Exit Status reports on income based on the source and breaks the information down to report persons with earned income compared to other cash income and all of the variations on that at entry, annual assessment, and exit.

Validations:

- Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at start (Column B) **must** = Q5-2. Number of adults (18 or over).
- Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at annual assessment - stayers (Column C) must = Q5-9. Number of adult Stayers.
- Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at exit - leavers (Column D) must = Q5-6. Number of adult Leavers.

Q19a Client Cash Income – Changes Over Time

Component type: ALL

Change in income is reported in tables based on the endpoint of the calculation Q19a1 reports "Start and Latest Status", and Q19a2 reports "Clients by Start and Exit". Data is also calculated to measure the increased income performance measure for adults who gained or increased income, the average gain or increase dollar amount, and the percentage of persons who accomplished this measure.

Validation: Percentages may not be greater than 100%

Q19b Disabling Conditions and Income for Adults at Exit

Component type: ALL

This question reports persons identified source of income at exit for adults with and without disabling conditions. This question enables a more discerning look at income for persons with disabling conditions in terms of both access to income and sources of income to continue to support "increased income" for populations with disabilities.

Validations: Percentages may not be greater than 100%

Q20 Non-Cash Benefits

Component type: ALL

There are two tables to report on non-cash benefits. Table 20a reports on the type of non-cash benefits received and 20b reports on how many adults had one or more sources of non-cash benefits.

Validations:

- Q20b Number of Non-Cash Benefit Sources – Total/Benefit at entry (Column B) must =Q5-2. Number of adults (age 18 or over).
- Q20b Number of Non-Cash Benefit Sources – Total/ Benefit at exit (Column D) must be less than or = Q5-6. Number of adult leavers.

Q21 Health Insurance

Component type: ALL

Recipients report on the health insurance of persons served based on their benefit information at entry, annual assessment, and exit for those who have left. The table also includes information on whether persons have one or more types of health insurance or no health insurance.

Validations: None

Q22 Length of Participation

Component type: 22a1 and 22b – ALL; Q22c and Q22e for PSH and RRH

Recipients report on the length of participation of persons served in the project in two tables. Table Q22a1 reports on the length of participation in the project for leavers and stayers and Q22b reports the average and median length of participation in days for leavers and stayers.

This question identifies the length of participation of persons served in the project based on their last episode of service/housing in the project. Participation accounts for all the days a person was in the project–even if some of those days occurred prior to the reporting period. The leavers column reports on the days from intake to the date of exit while the stayer's column reports the days from intake until the last day of the reporting period.

Validation: Total number of persons served **must** be less than or equal to Q5-1. Total number of persons served.

Q22c reports on the length of time between Project Start Date and Housing Move-in Date for persons in RRH and PSH beginning October 1, 2018.

Validation: Total number of persons served **must** = Q5-1. Total number of persons served.

Q22e reports the length of time prior to housing based on the client reported response in HMIS to the approximate date that their current episode of homelessness started.

Validation: Total number of persons served **must** = Q5-1. Total number of persons served.

Q23 Exit Destination Information

Component type: ALL

There are three tables that detail exit destination:

Q23c reports on the exit destinations for all leavers in the operating year by homeless, institutional, temporary, and permanent situations. It then enumerates the total number of people who exited to a positive housing destination.

Positive housing destination varies based on the project type and are identified in Appendix A of the APR/CAPER Programming Specifications. For Street Outreach, HUD counts a positive outcome as an exit to nearly anywhere except a place not meant for human habitation, or jail, prison, or juvenile detention facility. For all other projects, HUD's intent is to count permanent housing outcomes, so the measure only includes destination types that are considered permanent housing destinations.

Validations:

- Q23c Exit Destination - must be less than or equal to Q5-6. Number of leavers; Percentages must not be greater than 100%
- Q23d reports on the Subsidy Type of persons who were identified as exiting to a "rental by client, with ongoing housing subsidy" destination.

- Q23d Exit Destination Subsidy Type - must be less than or equal to the number of persons who exited to a "rental by client, with ongoing housing subsidy" destination.

Q23e Exit Destination Type by Race and Ethnicity uses the same four destination type groupings (homeless, institutional, temporary, and permanent) as were identified in Q23c and delineates them by Race and Ethnicity rather than household type.

Validations: Q23c Exit Destination Type by Race will be summed by ***Sage*** and must be less than or equal **to** Q5-6. Number of leavers.

CSV SPECIAL POPULATIONS

Q25 Veterans

For projects that report at least one Veteran served during the reporting period, the Veteran Subsection of the report is to be completed. All questions are the same as the general question but filtered to only report on those persons who were identified in HMIS as Veterans.

Veteran Status Questions	Related Question	Validation
Q25a: Number of Veterans	n/a	Total CH vets plus non-CH vets must equal veterans in Q5a.
Q25b: Number of Veteran Households	n/a	none
Q25d: Age - Veterans	Q11	Total Age vets must equal veterans in Q5a.
Q25i: Exit Destination - Veterans	Q23c	Total exit destination vets must be less than or equal to veterans in Q5a. Percentages may not be greater than 100%
Q25j: Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy – Veterans	Q23d	Total of subsidies must equal total exits with destination "Rental by client, with ongoing housing subsidy" in Q25i

Q26 Chronically Homeless (CH)

For projects that report at least one person identified as chronically homeless served during the reporting period, the Chronically Homeless (CH) subsection of the report is to be completed. All questions are the same as the general question but filtered to only report on those persons who were identified in HMIS as chronically homeless.

CH Status Questions	Related Question	Validation
Q26a: Number of Households w/at least one or more Chronically Homeless person	n/a	Total chronically homeless must be less than or equal to chronically homeless in Q5a.
Q26b: Number of Chronically Homeless Persons by Household	n/a	none
Q26d: Age of Chronically Homeless Persons	Q11	Total chronically homeless age must be less than or equal to chronically homeless in Q5a.
Q26e: Physical and Mental Health Conditions - Chronically Homeless Persons	Q23c	Total chronically homeless age must be less than or equal to chronically homeless in Q5a.

Chronically homeless individual–a person who:

1. Is homeless and lives in a place not meant for human habitation, a Safe Haven, or in an emergency shelter; and
2. Has been homeless and living or residing in a place not meant for human habitation, a Safe Haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
3. Has a qualifying disability.

Q27 Youth

For projects that report at least one person who is age 12 up to age 24 in a household where no one in the household is 25 or older. All questions are the same as the general question but filtered to only report on those persons who were identified as youth as of the project entry date or the report start date, whichever is later.

Youth Status Questions	Related Question	Validation
Q27a: Age of Youth	Q11	Total must equal number of youth under 25 in Q5a.
Q27b: Parenting Youth	n/a	Total parenting youth must equal number of parenting youth under 25 with children in Q5a.
Q27d: Living Situation - Youth	Q15	Total in living situation must be less than or equal to number of youth under 25 in Q5a.
Q27e: Length of Participation - Youth	Q22a1	Total in length of participation must equal number of youth under 25 in Q5a.
Q27f1: Exit Destination - Youth	Q23c	Total in exit destination must be less than or equal to number of youth under 25 in Q5a.
Q27f2: Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy	Q23d	Total of subsidies must equal total exits with destination "Rental by client, with ongoing housing subsidy" in Q27f1.
Q27g: Cash Income – Sources - Youth	Q17	none
Q27h: Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status - Youth	Q18	Total in cash income category must be less than or equal to number of youth under 25 in Q5a.
Q27i: Disabling Conditions and Income for Youth at Exit	Q19b	Percentage in Q27i cannot be greater than 100%.
Q27j: Average and Median Length of Participation in Days - Youth	Q22b	none
Q27k: Length of Time between Project Start Date and Housing Move-in Date - Youth	Q22c	Total in length of time between start and move-in must be less than or equal to number of youth under 25 in Q5a.
Q27l: Length of Time Prior to Housing - based on 3.917 Date Homelessness Started - Youth	Q22e	Total in length of time prior to housing must be equal to number of youth under 25 in Q5a.
Q27m: Education Status - Youth	N/A	Total in education status must be less than or equal to number of youth under 25 in Q5a.

This material is based upon work supported, in whole or in part, by Federal award number H-21-NP-OH-0002 awarded to The Partnership center, Ltd by the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. Neither the United States Government, nor any of its employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately-owned rights. Reference herein to any individuals, agencies, companies, products, process, services, service by trade name, trademark, manufacturer, or otherwise does not constitute or imply an endorsement, recommendation, or favoring by the author(s), contributor(s), the U.S. Government, or any agency thereof. Opinions contained herein are those of the author(s) and do not necessarily reflect the official position of, or a position that is endorsed by, HUD or any Federal agency.