HUD Reporting Template
CoC HMIS Dedicated Grant Annual Performance Report
Use beginning October 1, 2025

The HUD Reporting Template is a paper version of what is onscreen in the ***Sage HMIS Reporting Repository***. There is not a CSV Upload with a Planning Grant Report. All information is entered by the recipient.

Grant Information

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

Contact Information
Grant Contact Information

Prefix	--select--
First Name	
Middle Name	
Last Name	
Suffix	
Organization	
Department	
Title	
Street Address 1	
Street Address 2	
City	
State / Territory	--select--
ZIP Code	
E-mail Address	
Confirm E-mail Address	
Phone Number	
Extension	
Fax Number	

Contact Information for HMIS System Administrator from Lead Agency

Prefix	--select--
First Name	
Middle Name	
Last Name	
Suffix	
Organization	
Department	
Title	
Street Address 1	
Street Address 2	
City	
State / Territory	--select--
ZIP Code	
E-mail Address	
Confirm E-mail Address	
Phone Number	
Extension	
Fax Number	

APR Participation

Check all those participating in answering the APR questions:	--select all that apply— • CoC Staff • HMIS Lead Staff • HMIS System Administrator • Grantee/Fiscal Agent • Other – if other, who?

Implementation Information

Identify the type of implementation this grant is a part of	--select one— • Single CoC Implementation • Multiple CoC Implementation • Statewide Implementation • Other – if other, what?
If Multiple CoC Implementation, select the CoCs that are part of this HMIS implementation	--select all that apply— • List of all CoCs provided to select from
Does the HMIS implementation use a centralized model (in which the HMIS Lead fulfills all responsibilities for system administration) or a decentralized model (in which local entities assist the HMIS Lead in fulfilling responsibilities for system administration)?	--select one— • Centralized • Decentralized
Briefly describe the HMIS implementation	--narrative, maximum 2,500 characters--
Does the HMIS implementation provide data to a data warehouse/data integration project?	--select one— • Yes • No
If yes, briefly describe the purpose of the data warehouse	--narrative, maximum 2,500 characters--
If yes, identify the entity that administers the data warehouse	--narrative, maximum 2,500 characters--
If yes, what HMIS data is sent to the warehouse (i.e., what project types, what kind of elements, etc.)?	--narrative, maximum 2,500 characters--
If yes, is the HMIS data sent with personally identifying information on clients identified or de-identified/hashed?	--select one— • Identified • De-identified/hashed

HMIS Software Information

Identify the HMIS software in use:	--select one— • Adsystech – Adaptive Enterprise Case Management • All Things Homeless – HITS • Bell Data Systems – Client Services Network • Bitfocus – Clarity Human Services HMIS • WellSky (Mediware) – ServicePoint • CaseWorthy – HMIS • Coelho Consulting – CARES • Digital Gnomes – MAACLink • Eccovia Solutions – ClientTrack • Foothold Technology – AWARDS • Simon Solutions – Charity Tracker • Social Solutions – Efforts to Outcomes (ETO); Apricot • Custom/Other – If Custom/Other, vendor and software name
Was the software in use, identified here, the HMIS solution designated for use by the CoC?	--select one— • Yes • No – If no, why?
How many years has the implementation used the current software?	--select one— • Scale from 1-20
Does the CoC have plans to change software in the next two years?	--select one— • Yes • No
Identify all reports the software currently generates	• --select all that apply— • LSA Table Shells • APR – CSV Report (as used for Transitional Housing, Permanent Housing and Services Only) • CAPER – CSV Report • PATH Report • System Performance Measures • Data Quality Report • Project Descriptor Data Report
Is the software able to generate the most recent HMIS-CSV export?	--select one— • Yes • No
Is the software able to generate the most recent HMIS-CSV export – that is hashed (e.g., for RHY)?	--select one— • Yes • No
Does the software support automatic exiting functionality (e.g., for night-by-night shelters and/or street outreach)?	--select one— • Yes • No
If yes, how often is it run?	--select one— • Annually • Bi-Annually • Quarterly • Monthly • Weekly • Before Major Reports (AHAR, HIC, SPM) • Never

Is the HMIS system used for Coordinated Entry?	--select one— • Yes • No
Who completes project set up, including entering all Project Descriptor Data Elements (PDDE), in the HMIS?	--select one— • 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 – If other, who? • Not Done in Our System
How often are PDDE's reviewed?	--select one— • Annually • Bi-Annually • Quarterly • Monthly • Weekly • Before Major Reports (AHAR, HIC, SPM) • Never

Staff Responsibilities

Identify the organization and person responsible for performing the following activities for the HMIS implementation.

System Related

Hosts the HMIS Software on Their Server or Their Cloud Account Server	--select one— • 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 – If other, who? • Not Done in Our System
Oversees the Security of the HMIS System	--select one— • 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 – If other, who? • Not Done in Our System
Backs Up the HMIS Data	--select one— • 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 – If other, who? • Not Done in Our System

Runs the Data Quality Report by Project	--select one— • 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 – If other, who? • Not Done in Our System
Monitors Data Quality	--select one— • 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 – If other, who? • Not Done in Our System
Runs/Produces the LSA Information	--select one— • 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 – If other, who? • Not Done in Our System
Runs/Produces the System Performance Measures	--select one— • 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 – If other, who? • Not Done in Our System

Compiles Data for the Housing Inventory Chart	--select one— • 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 – If other, who? • Not Done in Our System
Generates/Compiles/Compares Data from the HMIS for the Point-in-Time Count	--select one— • 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 – If other, who? • Not Done in Our System

Sets Up the Configuration and User Levels of Users in the HMIS	--select one— • 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 – If other, who? • Not Done in Our System
Trains New Users	--select one— • 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 – If other, who? • Not Done in Our System
Provides On-Going Training for Users	--select one— • 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 – If other, who? • Not Done in Our System
Trains HMIS Lead Agency Staff	--select one— • 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 – If other, who? • Not Done in Our System

Provides User Support for HMIS Software Issues (via Telephone, Email, etc.)	--select one— • 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 – If other, who? • Not Done in Our System
Provides User Support for Data Entry Issues	--select one— • 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 – If other, who? • Not Done in Our System

Users

How many total HMIS users are there in the implementation?	
Do all users sign a "User Agreement" that outlines basic privacy/security policies applicable to the user?	--select one— • Yes • No
Are all users trained in the system prior to receiving their passwords/logon information into the HMIS?	--select one— • Yes • No
Briefly describe the regular training for new users and any on-going training	--narrative, maximum 2,500 characters--
How many new users were trained in the implementation this year?	

Governance

Governance

Is there a Governance Charter for each CoC in the HMIS implementation area?	--select one— • Yes • No
Do the Charter(s) establish the decision-making structure regarding the HMIS?	--select one— • Yes • No
Are all CoCs in the implementation represented in the decision-making structure?	--select one— • Yes • No • N/A – Single CoC Implementation
Are the roles and responsibilities for decision making clearly defined and codified in documents such as by-laws or governance charter(s)?	--select one— • Yes • No
Briefly describe the relationship between the CoC Board and the HMIS Lead Agency	--narrative, maximum 2,500 characters--

Standards

Has the HMIS Lead worked with all participating CoCs to develop basic technical, security, privacy, and data quality standards?	--select one— • Yes • No
Is there a process in place to update the standards?	--select one— • Yes • No
Who is responsible for monitoring the standards to ensure they are up-to-date and enforced?	--select one— • 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 – If other, who? • Not Done in Our System
What year was the HMIS Policy/Procedure Manual last updated?	
Does the HMIS have an "Agency Agreement" on the use of the HMIS with all agencies who have programs on the system?	--select one— • Yes • No
Describe the timeliness standards in the implementation, how users are informed of those standards and how they are monitored	--narrative, maximum 2,500 characters--

System Coverage
General Coverage

Across the HMIS Implementation, identify the following:

	Number of Beds in the Most Recent HIC (Minus Any DV Beds)	Number of Beds on HMIS in the Most Recent HIC	Percent Coverage
Emergency Shelter			- Sage calculates -
Transitional Housing			- Sage calculates -
Permanent Supportive Housing			- Sage calculates -
Rapid Re-Housing			- Sage calculates -
Safe Haven			- Sage calculates -

If there is not 100% coverage explain why and what efforts you are taking to increase the coverage rate	--narrative, maximum 2,500 characters--
How many client records are in your HMIS system?	
Are there victim-service providers funded with CoC or ESG within the implementation?	--select one— • Yes • No
If yes, are they using a comparable database which can provide the required CSV Reports for their funding?	--select one— • Yes • No
If yes, what is the name(s) of the comparable software system in use by VSP?	

Select the response option that best describes the participation of projects funded by each of the federal partner programs.

HUD: CoC (Not Including VSP)	--select one— • 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
HUD: ESG (Not Including VSP)	--select one— • 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
HUD: HOPWA	--select one— • 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
HHS: PATH	--select one— • 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
HHS: RHY – Basic Center Program (BCP)	--select one— • 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

HHS: RHY – Transitional Living Program (TLP)	--select one— • 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
HHS: RHY – Street Outreach Program (SOP)	--select one— • 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
HHS: RHY – Maternal Group Home (MGH)	--select one— • 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
VA: Supportive Services for Veteran Families (SSVF)	--select one— • 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
VA: HUD/VASH	--select one— • 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
VA: GPD	--select one— • 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
Does the implementation have any issues with incorporating the federal partner projects into the HMIS that you want to share with HUD?	--narrative, maximum 2,500 characters--

Financial Information

HUD Funds expended from this Dedicated HMIS Grant

Equipment (Server, Computers, Printers)	$
Software (Software Fees, User Licenses, Software Support)	$
Services (Training, Hosting, Programming)	$
Personnel (Costs Associated with Staff)	$
Space and Operations	$
VAWA	$
Rural Costs	$
Administration	$
Total HUD-Funded Expenditures	- Sage calculates -

Match Used for this Dedicated HMIS Grant

Cash Match	$
In-Kind Match	$
Total Match	- Sage calculates -
Total Expenditures Requiring a Match	- Sage calculates -
Percentage Match	- Sage calculates -

Total Dedicated HMIS Grant Funds Used (Expenses + Match)	- Sage calculates -

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

HUD: CoC Grant (This Dedicated HMIS Grant)	- Sage calculates -
HUD: CoC Grant (Any Other Dedicated HMIS Grant(s))	$
HUD: CoC Administration/Planning/UFA Funds	$
HUD: CoC Project Grants	$
HUD: ESG (Dedicated HMIS Grant)	$
HUD: HOPWA	$
HHS: RHY – Through RHY Grantees	$
HUD: PATH – Through PATH Grantees	$
HUD: VA Grantees – Through VA Program Grantees	$
Local Government	$
State Government	$
Private/Foundation/Fundraising	$
Other Participation Fees Not Listed Above	$
Other	$
Total of <u>All Funding Sources</u> for Operating Year	- Sage calculates -

Additional Comments

Please provide any additional comments on other areas of the APR that need explanations, such as a difference in anticipated and actual program outputs.	--narrative, maximum 2,500 characters--