

CoC AT A GLANCE

REPORTING

RESOURCES

CONSULT THE CoC RULE

CoC Program Interim Rule – 578.33(f):

<https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578>

RESOURCES ON THE HUD EXCHANGE

HMIS Guides & Tools:

<https://www.hudexchange.info/programs/hmis/>

RESOURCES AT A GLANCE

HUD Data Exchange webpage:

<https://hudhdx.info/Default.aspx>

This resource is prepared by technical assistance providers and intended only to provide guidance. The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

SUMMARY

Recipients and subrecipients must meet certain reporting requirements that measure individual project performance. Reporting also provides data to the CoC to assess the needs and performance of the overall CoC for better systems planning and coordination to address and reduce homelessness.

ANNUAL PERFORMANCE REPORT (APR)

HUD uses the APR to track the progress and accomplishments of CoC Program-funded projects. All CoC Program recipients must complete a CoC APR annually. **Recipients have 90 days from the end of their operating year to submit their APR to HUD.** CoCs also may request a copy of a project's APR from a recipient.

According to the [CoC Program Interim Rule - 578.33\(f\)](#) (see sidebar), HUD may terminate the renewal of a grant and require the recipient to repay the renewal grant if the recipient:

- Fails to submit an APR in a timely manner for the grant year immediately prior to renewal; or
- Submits an APR that HUD deems unacceptable or that shows non-compliance with the requirements of the grant and the CoC Program Interim Rule.

Projects receiving grant funds for only acquisition, rehabilitation, or new construction must submit APRs for 15 years from the date of initial occupancy or date of initial service provision, unless HUD provides an exception under 24 CFR part 578.81(e).

Recipients submit APRs in the Sage HMIS Reporting Repository (Sage), regardless of when their CoC Program project was initially funded. [See sidebar for APR guides and tools.](#) Communities no longer submit APRs in e-snaps.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

HMIS is the information system the CoC adopts for all its projects, except victim services providers and in some situations legal services providers, to record data about projects, project participants, and their use of housing and services. If the recipient or subrecipient is a victim or legal services provider, it must utilize a comparable database that complies with HUD's HMIS requirements and provide aggregate data to the CoC for planning purposes. [See HMIS At a Glance for details on CoC Program funds for this system.](#)

Recipients and subrecipients, except those noted above, are required to enter data about each participant into the CoC-designated HMIS. The CoC is responsible for designating, operating, and overseeing the local HMIS, which includes:

- Selecting an HMIS vendor and software that meets the CoC's needs;
- Designating one agency as the HMIS Lead to oversee the day-to-day management of the HMIS;
- Reviewing, revising, and approving HMIS/data plans on privacy, security, and data quality;

- Ensuring CoC and ESG Program-funded recipients and subrecipients, and others, consistently participate in HMIS; and
- Ensuring its HMIS is operated in compliance with HUD and any other applicable requirements.

The HMIS Lead performs duties as outlined in their agreement with the CoC and in the HMIS governance charter. Typically, they provide local HMIS instructions to help CoC Program-funded projects accurately and fully participate in HMIS. Each CoC project needs to comply with the local HMIS policies and procedures, and enter the following into HMIS accurately in a timely manner:

- Project data;
- Universal data elements (UDE) about each participant; and
- Program-specific data elements about each participant.

See [sidebar](#) for links to HMIS guides and tools, and to the [HUD data exchange](#).

HOUSING INVENTORY CHART (HIC) AND POINT-IN-TIME (PIT)

Recipients and subrecipients may also be required by their CoC to provide data for two additional reports. These reports are submitted to HUD prior to the annual CoC Program competition through the [HUD Homelessness Data Exchange](#) (see sidebar).

Point-in-Time count (PIT): A count of sheltered and unsheltered homeless persons on a single night in January. HUD requires CoCs to conduct an annual count of sheltered homeless persons (in emergency shelters, transitional housing, and Safe Havens) and a count of unsheltered homeless persons every other year (odd numbered years). CoCs may conduct unsheltered counts more frequently, such as annually or seasonally, to assess unsheltered needs in both summer and winter.

Housing Inventory Chart (HIC): An inventory of beds and units dedicated to serving persons who are experiencing homelessness or, for permanent housing, were homeless at entry. The HIC provides an inventory of the CoC's emergency shelter, transitional housing, and permanent housing capacity, based on numbers as of the night of the PIT count of homeless persons.

OTHER CoC DATA REPORTING

The CoC submits two other reports to HUD, quarterly and annually. Recipients and subrecipients are not required to do additional reporting, however the accuracy of their HMIS data contributes to the accuracy and quality of these reports:

Annual Homeless Assessment Report (AHAR): Based on 12-months of HMIS data for the CoC that HUD uses to report to Congress and for general planning on nationwide homelessness estimates, demographic characteristics of persons, and capacity of the homeless shelter/housing system.

Systems Performance Measures (SPMs): Measure of a CoC's performance as a coordinated system, rather than as individual projects. SPMs help CoCs conduct better planning to improve performance on such outcomes as: reduced lengths of homelessness, increased exits to housing, and fewer returns to homelessness.