

ANNUAL PERFORMANCE REPORT (APR) CONTINUUM OF CARE PROGRAMS

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Learning Objectives

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1. Understand the content, requirements and key concepts of the new Annual Performance Report.
2. Understand what *e-snaps* is, and how to use it to submit the new APR.
3. Review best practices for implementing the new APR
4. Identify common errors and mistakes with the new APR

Topics to be Covered

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- Overview of the CoC APR
 - ▣ Key Terms and Definitions
 - ▣ Overview of Changes from the previous APR
 - ▣ *e-snaps* basics
- HMIS Systems and the CoC APR
- Agency Systems for the new APR
- Resources

Topics we will NOT cover

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- Other types of APRs
 - Transition APR
 - SHP-HMIS APR
 - HPRP APR
- HMIS Software specifications
- Annual Homeless Assessment Report (AHAR)

Why are you here today?

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- What's your experience with the new APR?
- What role(s) do you have?
- What do you hope to get from today's session?

Key Concepts and Terms

Key Terms:

Grantee and Project Sponsor

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- **Grantee:** The entity that signed the grant agreement with HUD. In *e-snaps*, also referred to as the Applicant.
- **Project Sponsor:** The organization responsible for carrying out the daily operation of the project, if the organization is an entity other than the grantee.

Key Terms: Applications

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- **Applicant:** The term used in *e-snaps* to describe the organization that applied for the funding that you are reporting on (i.e. Grantee)
- **Exhibit 2:** The application for funding that is completed by applicants in *e-snaps*
- **Technical Submission:** The second phase of the SHP process involves the completion of a more detailed technical submission document. Only projects selected from the first phase, which are referred to as conditionally selected, will complete this technical submission document.
- **Reporting Period:** The operating year for which you are completing your APR

Key Terms: Adults and Children

Most information on the APR is now reported on both adults and children

- ▣ **Adult:** Any person 18 years of age or older
- ▣ **Children:** Any person under the age of 18
- ▣ **Unaccompanied Child** – An individual under age 18 with a household size of one

Key Terms: Household Types

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- **Households without Children:** Includes unaccompanied adults, multiple adult households, and pregnant women not accompanied by other children.
- **Households with at least one Adult and one Child:** Any household with at least one adult and one child.
- **Households with only children:** Contains one or more persons under the age of 18, including: unaccompanied children, adolescent parents and their children and adolescent siblings

Key Concept:

Pregnant Participants

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- For a pregnant woman there are three key factors which will determine household type:
 - Her age
 - Whether or not she has the baby by her program exit date or the last day of the operating year (if she stays in the program)
 - The presence of other adults or other children in the household

Key Terms: Leavers & Stayers

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- **Leaver:** Clients who exited and were not in the program on the last day of the operating year
- **Stayer:** Clients who were in the program on the last day of the operating year. Includes clients who exited the program and re-entered the program before the end of the operating year.

Key Concept: Goals of the APR

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- Used by HUD to inform the Department's competitive process for homeless assistance funding and it provides a vehicle for looking at program compliance
- Used by grantees to report to the HUD on program accomplishments and outcomes over the course of an operating year

Key Concepts: Improved Performance

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- Electronic, web based submittal via *e-snaps*
- Client data must come from HMIS (with the exception of VAWA providers)
- Synchronized with the HMIS Data Standards (released March 2010)
- New types of households
- Reports information on “leavers” and “stayers”
- Allows client progress and program performance to be tracked over time

Key Concept:

More Accurate Reporting

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- Part of HUD's overall effort to streamline and integrate the grant application, management, and reporting processes
- Changes will allow for grantees to more accurately and comprehensively report on what occurred during the operating year
- New performance measures will provide an opportunity to quantify what grantees accomplished (Coming in 2012)

Operating Year – SHP and S+C

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- The operating year start and end dates entered into the APR should correspond with the operating start and end dates entered into LOCCS.

SHP Operating Year

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- **Start Date**
 - New SHP grant without acquisition, construction or rehabilitation
 - The first day of the month in which the grantee or sponsor draws funds in LOCCS for begins incurring eligible costs.
 - New SHP with acquisition, construction or rehabilitation
 - The first day of the month following completion of acquisition, construction or rehabilitation or the date the NOFA established as the deadline
 - Renewal grant all SHP: Based on the last day of the previous grant.
- **End Date:** Automatically calculated based off the operating start date (does not automatically fill in *e-snaps*)

S+C Operating Year

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□ **Start Date:**

- For S+C (SRA, PRA and TRA components), the first operating year begins on the date HUD signs the grant agreement.
- For S+C/SRO and for Sec. 8 SRO, the first operating year begins with the effective date of the Housing Assistance Payments (HAP) Contract.
- Renewal grant all programs: Based on the last day of the previous grant.
- **End Date:** Automatically calculated based off the operating start date.

HUD-40118 and CoC APR

What's new?

What hasn't changed?

Why do these changes matter?

Important Changes

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- Requirement for data collection for new questions was effective 6/1/2010
- Several new data elements added
 - New data on program stayers is required
- Children's data is now included in some questions such as:
 - Disability data is now required for adults and children
 - Income data is now required for adults and children

Questions Removed from APR

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- Chronic homeless households counts
 - ▣ Still required to meet obligations of grant application
 - ▣ Included in AHAR
- Supportive Services - Number of person receiving each service
 - ▣ Still required to report on \$'s spent for match
- Reason for Leaving
 - ▣ Optional HMIS data element

Impact on Grantees and Sponsors

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- Increased utilization and data extraction from community HMIS system
- Program forms will need to be revised to capture new data elements
 - ▣ Revise intake, annual and interim certification and termination forms

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Group Exercise

BREAK

Overview of the CoC APR

CoC APR Format

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- Types of information reported in the CoC APR
 1. Project Information
 2. Program Outputs
 3. Client Characteristics
 4. Financial Information
 5. Program Performance
 6. Narrative

1: Project Information

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- Draws heavily from information provided by grantee in the grant application and/or technical submission.
 - Not all HMIS vendors will have these project questions programmed – not HMIS data elements
- Critical that the information reported on the APR in this section, matches what was reported on the application for funding or your most recent technical submission
- Sample questions:
 - Project information
 - Authorizing Information
 - Bed and unit inventory
 - HMIS bed participation rate and HMIS Data Quality

Q. 3 Project Information

*** Type of Grant** -- select -- v

*** Component Type**
Content depends on "Type of Grant" selection
Click save to update form. -- select -- v

*** Identify if this project is operated by a victim service provider as defined by the Violence Against Women and Department of Justice Re-authorization Act of 2005 (VAWA).**
Click save to update form. -- select --

*** Was this project funded under a special initiative?** -- select -- v

Target Subpopulation -- select -- v

*** CoC Number and Name** NV-500 - Las Vegas/Clark County CoC

Amount of Contract or Award

*** Operating Year Covered by this APR** -- select -- v

*** Is this an extension APR?** -- select -- v

*** Is this a final APR?** -- select -- v

*** Is this a corrected APR?** -- select -- v

Save Save & Back Save & Next

Back Next

Check Spelling

- VAWA providers: The Violence Against Women's Act (VAWA) defines a victim service provider as a nonprofit or nongovernmental organization including rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs **whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.**
- As part of question 3, grantees are asked to identify if any of their project sponsors are VAWA providers. Options are:
 - Have no VAWA project sponsors
 - Have at least one VAWA project sponsor and one non-VAWA project sponsor for their grant
 - Have only VAWA project sponsors

Q 4. Site Information

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Q4. Site Information

Instructions: [show]

* Street/PO Box:

* City:

* State:

* Zip Code:
Format: 12345 or 12345-1234

* Identify the program site configuration type:

* Identify the site type for the principal service site:

Identify the housing type for the principal service site:

Explain any changes made in this section from the information provided in the original application:

Maximum Characters: 2000

Q 5. Bed and Unit Inventory

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Q5. Bed and Unit Inventory

Instructions: [show]

* Proposed Bed and Unit Inventory Total Number of Year Round Beds/Units from Application

	Beds	CH Beds (PH Only)	Units
Households Without Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households With Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>

* Actual Bed and Unit Inventory Total Current Number of Year Round Beds/Units

	Beds	CH Beds (PH only)	Units
Households Without Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households With Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>

Explanation of Changes

Explain any difference in the actual inventory from the information provided in the application.

Maximum Characters: 2000

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Q 6. HMIS Bed Participation

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Q6. HMIS Bed Participation

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Instructions: [show]

HMIS Bed Participation

* The total number of year-round beds in HMIS for households without children:	<input type="text"/>
* The total number of year-round beds in HMIS for households with children:	<input type="text"/>
HMIS bed coverage rate for year-round beds for households without children:	<input type="text" value="0%"/>
HMIS bed coverage rate for year-round beds for households with children:	<input type="text" value="0%"/>
Total HMIS bed coverage rate for all year-round beds:	<input type="text" value="0%"/>

Click Save to autocalculate the HMIS participation rates.

2: Program Outputs

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- Report out on the volume of work accomplished over the course of the operating year
- Relies heavily on data collected in HMIS, as well as items already reported out in the Housing Inventory Chart
- Sample questions:
 - Number of persons and households served
 - Bed and unit utilization rates
 - Number of client contacts (street outreach programs)

Household Type Determination

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- HMIS system will categorize your participant household types based on your inputs

- Unknown Household Type
 - Only households that can not be categorized into one of the existing categories
 - One or more persons are missing date of birth

Household Categorization Scenarios

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- Household A:
 - ▣ Sue – 34 years old
 - ▣ Matt – 2 years old
 - ▣ Eldon – unknown date of birth

- Household B:
 - ▣ Jake – 22 years old
 - ▣ Melinda – unknown date of birth

- Household C:
 - ▣ Amy - 28 years old
 - ▣ Brianna – just born, no date of birth entered into HMIS

Q 7. Data Quality

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Q7. Data Quality

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Instructions: [show]

Definitions: [show]

* Total number of Clients:

* Total number of Adults:

* Total number of Unaccompanied Children:

* Total number of Leavers:

Q7. Data Quality (cont.)

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*** HMIS or Comparable Database Data Quality**

Data Element	Don't Know or Refused	Missing Data
First Name	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>
SSN	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>
Race	<input type="text"/>	<input type="text"/>
Ethnicity	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>
Veteran Status	<input type="text"/>	<input type="text"/>
Disabling Condition	<input type="text"/>	<input type="text"/>
Residence Prior to Entry	<input type="text"/>	<input type="text"/>
Zip of Last Permanent Address	<input type="text"/>	<input type="text"/>
Housing Status (at entry)	<input type="text"/>	<input type="text"/>
Income (at entry)	<input type="text"/>	<input type="text"/>
Income (at exit)	<input type="text"/>	<input type="text"/>
Non-Cash Benefits (at entry)	<input type="text"/>	<input type="text"/>
Non-Cash Benefits (at exit)	<input type="text"/>	<input type="text"/>
Physical Disability (at entry)	<input type="text"/>	<input type="text"/>
Developmental Disability (at entry)	<input type="text"/>	<input type="text"/>
Chronic Health Condition (at entry)	<input type="text"/>	<input type="text"/>
HIV/AIDS (at entry)	<input type="text"/>	<input type="text"/>
Mental Health (at entry)	<input type="text"/>	<input type="text"/>
Substance Abuse (at entry)	<input type="text"/>	<input type="text"/>
Domestic Violence (at entry)	<input type="text"/>	<input type="text"/>
Destination	<input type="text"/>	<input type="text"/>

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- Enter a number for each category
- Must be generated from either HMIS or VAWA comparable database
- This cannot be hand calculated

HMIS Missing Data

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- For clients who have declined HMIS data participation program data must still be captured and reported

- Options:
 - Anonymous entries (if your HMIS system allows this method)
 - Tally data and supplement the HMIS generated APR data

Q 8. Persons Served

Q8. Persons Served

Instructions: [show]

* Number of Persons in Households Served During the Operating Year

	Total	<u>Without Children</u>	<u>With Children and Adults</u>	<u>With Only Children</u>	Unknown Household Type
Adults	0				
Children	0				
Don't Know/Refused Information Missing	0				
Total	0	0	0	0	0

* Average Number of Persons Served Each Night

	Total	<u>Without Children</u>	<u>With Children and Adults</u>	<u>With Only Children</u>	Unknown Household Type
Average Number of Persons	0				

Point-in-Time Count of Persons Served on the Last Wednesday in

	Total	<u>Without Children</u>	<u>With Children and Adults</u>	<u>With Only Children</u>	Unknown Household Type
January	0				
April	0				
July	0				
October	0				

Q 9. Households Served

Q9. Households Served

[Instructions: [show](#)]

* Number of Households Served During the Operating Year

	Total	<u>Without Children</u>	<u>With Children and Adults</u>	<u>With Only Children</u>	Unknown Household Type
Households	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Point-in-Time Count of Households Served on the Last Wednesday in

	Total	<u>Without Children</u>	<u>With Children and Adults</u>	<u>With Only Children</u>	Unknown Household Type
January	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
July	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
October	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Q 9. Household Methodology

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- Question 9 is the only question on the CoC APR that represents the **total number of households served during the reporting period**
- Within the reporting period, a household should only be counted as new if none of the adults in the household have been served before.
- If the household does not have an adult member, the group should be considered a new household if the membership of the household differs from any prior program stay.

Q 10. and Q 11. Utilization Rates

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Q10 and Q11. Utilization Rates

* Bed Utilization Rate

Average daily utilization rate during the operating year:

Point-in-Time bed utilization rate on the last Wednesday in:

January	<input type="text" value="0%"/>
April	<input type="text" value="0%"/>
July	<input type="text" value="0%"/>
October	<input type="text" value="0%"/>

* Unit Utilization Rate

Point-in-Time unit utilization rate on the last Wednesday in:

January	<input type="text" value="0%"/>
April	<input type="text" value="0%"/>
July	<input type="text" value="0%"/>
October	<input type="text" value="0%"/>

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- HMIS APR report will not contain this information (Auto-calculated in e-snaps)
- Utilizes Bed and Unit capacity (Q5) and Point-In-Time for persons and households (Q8 and Q9)

Q 12. Outreach Contacts and Engagements

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Only for SHP-SSO Outreach

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Q12. Outreach Contacts and Engagements

Instructions: [show]

* Number of Persons Contacted During the Operating Year

	All Persons Contacted	First contact was at a place not meant for human habitation	First contact was at a non-housing service site	First contact was at a housing location	First contact place was missing
Once	0				
2-5 Times	0				
6-9 Times	0				
10+ Times	0				
Total Persons Contacted	0	0	0	0	0

* Number of Persons Engaged by Number of Contacts During the Operating Year

	All Persons Contacted	First contact was at a place not meant for human habitation	First contact was at a non-housing service site	First contact was at a housing location	First contact place was missing
1 Contact	0				
2-5 Contacts	0				
6-9 Contacts	0				
10+ Contacts	0				
Total Persons Engaged	0	0	0	0	0
Rate of Engagement	0%	0%	0%	0%	0%

Section 3: Client Information

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- Report out on the demographics of who was served in a program, as well as the progress a client makes over the course of an operating year
- Data is now broken out by “household type” for several questions
- Sample questions:
 - Age, gender, race, ethnicity, Veterans status,
 - Income and Non-Cash benefits (changes from program entry to program exit)
 - Physical and Mental Health Conditions
 - Destination by Household Type and Length of Stay

Q16. Age

Q16. Age

Instructions: [show]

* Age Number of Persons in Households

	Total	<u>Without Children</u>	<u>With Children and Adults</u>	<u>With Only Children</u>	<u>Unknown Household Type</u>
Under 5	0				
5 - 12	0				
13 - 17	0				
18 - 24	0				
25 - 34	0				
35 - 44	0				
45 - 54	0				
55 - 61	0				
62+	0				
Don't Know/Refused	0				
Information Missing	0				
Total	0	0	0	0	0

Q 18. Physical and Mental Health Conditions at Entry

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Q18a. Physical and Mental Health Conditions at Entry

Instructions: [show]

* Known Physical and Mental Health Conditions at Entry
Number of Persons in Households

	Total Persons	<u>Without</u> Children	<u>With</u> Children and Adults	<u>With Only</u> Children	Unknown Household Type
Mental Illness	0				
Alcohol Abuse	0				
Drug Abuse	0				
Chronic Health Condition	0				
HIV/AIDS and Related Diseases	0				
Developmental Disability	0				
Physical Disability	0				

Q 18. Physical and Mental Health Conditions at Entry (cont)

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Q18b. Number of Physical and Mental Health Known Conditions at Entry

Instructions: [show]

* Number of Known Conditions
Number of Persons in Households

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	0				
1 Condition	0				
2 Conditions	0				
3+ Conditions	0				
Condition Unknown	0				
Don't Know / Refused	0				
Information Missing	0				
Total	0	0	0	0	0

Q 22. Physical and Mental Health Conditions at Exit

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- This data helps demonstrate to HUD any changes in the number and types of conditions that people were diagnosed with during their stay in your program.
- Will demonstrate effectiveness of program in identifying conditions and working with clients during an operating year

Q23. and Q24.

Client Cash Income

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Revised to provide more meaningful data

- Tracks changes in income for clients over the course of their stay in a program
- Reports data on clients who stayed in the program and those that left the program
- Tracks income in narrower income ranges

Q 23. Client Monthly Cash-Income Amount, Leavers

Q23. Client Monthly Cash-Income Amount - Adult Leavers

Instructions: [show]

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* Client Monthly Cash-Income Amount
Number of Adult Leavers

Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income Change	Average Change(\$) Monthly Income per Adult
No income	Sue				Sue		Sue's \$300
\$1 - \$150							
\$151 - \$250	Jordan					Jordan	blank - no info
\$251 - \$500		Sue					
\$501 - \$750		Pete					
\$751 - \$1,000	Pete		Pete				Pete's (\$200)
\$1,001 - \$1,250							
\$1,251 - \$1,500	Kennetha	Kennetha		Kennetha			Kennetha 0
\$1,501 - \$1,750							
\$1,751 - \$2,000							
\$2,001 +							
Don't Know/Refused							
Information Missing		Jordan					
Total	0	0	0	0	0	0	\$33

Q 25a1. and 25b1.

Type of Cash - Income Sources

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* Type of Cash-Income Sources
Number of Leavers

	Total	Adults	Children	Age Unknown
Earned Income	0			
Unemployment Insurance	0			
SSI	0			
SSDI	0			
Veteran's Disability	0			
Private Disability Insurance	0			
Worker's Compensation	0			
TANF or Equivalent	0			
General Assistance	0			
Retirement (Social Security)	0			
Veteran's Pension	0			
Pension from Former Job	0			
Child Support	0			
Alimony (Spousal Support)	0			
Other Source	0			

Q 29.

Destination by Household Type

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- **Q29a** reports leavers whose participation in the program was more than 90 days.
- **Q29b** reports leavers whose participation in the program was 90 days or less.
- Response have been updated to match 2010 HMIS Data Standards
- Destinations are broken out by type (permanent, temporary, institutional and other)

LUNCH

4. Financial Information

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- Reports out on information about project expenditures and matching amount

- Questions are separated out by grant type

- Sample questions:
 - S+C and Supportive Services Match Expenditures
 - Financial Information for SHP

Q30. SHP Expenditures

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- Expenditures are broken down into four categories:
 - ▣ Development costs
 - ▣ Supportive services
 - ▣ HMIS costs
 - ▣ Leasing/operating/administration

- The SHP expenses should tie back to the LOCCS drawdown amounts for this program

Q 30a1.

SHP Development Expenses

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SHP and Cash Match Expenditures During the Operating Year - Development Costs

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Acquisition	<input type="text"/>	<input type="text"/>	0%	\$0.00
Rehabilitation	<input type="text"/>	<input type="text"/>	0%	\$0.00
New Construction	<input type="text"/>	<input type="text"/>	0%	\$0.00
Development - Subtotal	\$0.00	\$0.00	0%	\$0.00

- ❑ Cash match expended must be at least equal to the amount you indicated in your Exhibit 2 application or amendment.
- ❑ Enter zero '0' if you had no expenses.

Q 30a2. and Q 30a3. SHP Supportive Services and HMIS

SHP and Cash Match Expenditures During the Operating Year - Supportive Services

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Outreach				
Case management				
Life skills (not case management)				
Alcohol and drug abuse services				
Mental health services				
AIDS-related services				
Other health care services				
Education				
Housing placement				
Employment assistance				
Child care				
Transportation				
Legal				
Other				
Services - Subtotal	\$0.00			
Cash Match Expended			0%	\$0.00

- SHP Supportive Services and SHP-HMIS
 - Report amount spent by each expenditure type
 - One cash match amount

Q 30a4. SHP

Leasing/Operating/Administration

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Q30a4. SHP Expenditures – Leasing, Operating, and Administration

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Instructions: [show]

SHP and Cash Match Expenditures During the Operating Year - Leasing, Operating, & Admin

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Real Property Leasing			0%	\$0.00
Operating Costs			0%	\$0.00
Administration			0%	\$0.00
Leasing, Operating, Admin - Subtotal	\$0.00	\$0.00		\$0.00

- Operating Costs must have a cash match amount
- Leasing and Administration to do not require a cash match but if data is available please enter the amount in your APR

Q31.

S+C Expenditures and Match

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Q31. S+C Expenditures and Value of Services

Instructions: [show]

S+C and Documented Services Match During the Operating Year

	Expenditure Amount
Rental Assistance	<input type="text"/>
Administration	<input type="text"/>
Total S+C Expenditures	\$0.00

Value of Supportive Services Received by S+C Clients During the Operating Year

Documented Services Match	Value (\$)
Outreach	<input type="text"/>
Case management	<input type="text"/>
Life skills (outside of case management)	<input type="text"/>
Alcohol and drug abuse services	<input type="text"/>
Mental health services	<input type="text"/>
AIDS-related services	<input type="text"/>
Other health care services	<input type="text"/>
Education	<input type="text"/>
Housing placement	<input type="text"/>
Employment assistance	<input type="text"/>
Child care	<input type="text"/>
Transportation	<input type="text"/>
Legal	<input type="text"/>
Other	<input type="text"/>
Total documented services match	\$0.00

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- New questions:
 - ▣ Rental Assistance
 - ▣ Administration
- Change:
 - ▣ Report only value of services

5. Program Performance

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- Starting in 2012, grantees will report out on performance measures by program type
- Grantees will define program measures during the application for funding process (program defined performance measures)
- Grantees will also have to respond to HUD defined performance measures

Program Performance (cont.)

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- Sample HUD defined performance measures:
 - Permanent housing program performance measure: The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized)
 - Transitional housing programs performance measure: The % of persons age 18 or older who increased their total income (from all sources) as of the end of the operating year or program exit

Performance Measurement (cont'd)

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- All performance measures reported out on in the APR must be quantifiable
 - ▣ Program Defined measures do not have to be measured in HMIS (but they must be able to be systematically measured)

- Grant application process will be the chance to set goals for the operating year

6. Narrative

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- Provides an opportunity for programs to provide descriptive information to HUD

- Sample questions:
 - Explanation of variances between planned and actual performance
 - Additional comments

e-snaps

e-snaps

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- Setting up an CoC APR
- Tips for using *e-snaps*
- www.HUDHRE.info/apr

Grantees should use the CoC APR Guidebooks for step-by-step instructions on how to use *e-snaps* for the APR.

Front Office Portal

Username:

Password:

[Forgot your password?](#)

Locale:

English - United States



Search Funding Opportunities



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Contact Us

Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the new application and grants management system for HUD's Homeless Assistance Competition.

E-snaps is to be used by authorized persons only. If you are an authorized user, please log in by entering your username and password. You may also use the Links on the left menu to navigate through the system, and access application forms.

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care (CoC), please contact your CoC administrator.

The information collection requirements contained in this application have been submitted to the Office of Management and Enterprise Services. Your agency may not collect this information, and you are not required to complete this form, unless it displays a "Required" message.

Information is submitted in accordance with the regulatory authority contained in each program rule.

Selection of applications for funding under the Continuum of Care Homeless Assistance are based on the results of the Continuum of Care Homeless Assistance funding round. The information collected in the application form will only be used for the purpose of the funding round.

CoC Registration:

Public reporting burden for this collection is estimated to average 0.50 hours per response, including reviewing the collection of information, completing and reviewing the collection of information.

CoC Homeless Assistance Application:

Public reporting burden for this collection of information is estimated to average 190 hours per response, including reviewing the collection of information, completing and reviewing the collection of information. The reporting burden for Continuums of Care (CoCs) is estimated to average 190 hours per response, including reviewing the collection of information, completing and reviewing the collection of information.

Technical Submission:

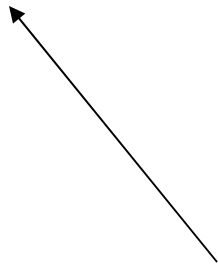
Public reporting burden for the collection of information is estimated to average 11 hours per response, including reviewing the collection of information, completing and reviewing the collection of information.

Funding Opportunity Registrations

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Funding Opportunity Registrations				
Register	Funding Opportunity Name	Applicants Registered	Start Date	End Date
	CoC Annual Performance Report	1	Jul 19, 2010	Jun 1, 2014
	CoC Full Annual Performance Report	1	Jul 19, 2010	Jun 1, 2014





Registering Applicant

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 **SampleUser**


Front Office Portal

 Search Funding Opportunities

 Profile

My Account

Change Password


 Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

 Contact Us

Funding Opportunity Details

Funding Opportunity Name: CoC Full Annual Performance Report

Start Date: Jul 19, 2010

End Date: Jun 2, 2014

Funding Opportunity Registration

Instructions [Show]

Non Registered Applicants	Registered Applicants
Sample Applicant (99887755)	

>>

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Create a Project—Import Data

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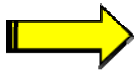
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Create a Project

Funding Opportunity Name: CoC Full Annual Performance Report

*** Applicant:** ▼

*** Applicant Project Name:**



Import Data From: ▼

Submissions

[Hide Filters] [Clear Filters]

Submissions Filters

Applicant Project Name: ABC Project
Date Submitted: On
Project Status: Open Projects
Submission Version: Latest Version


Filter


Submissions

Project Name	Project Number	Step Name	Funding Opportunity Name	Start Date	End Date	Version
ABC Project	033733	APR Step 1 - Project Information	CoC Full Annual Performance Report	Jul 19, 2010	Jun 1, 2014	1

Confirmation of CoC APR

Confirmation of CoC APR Requirement

* Operating Year Start Date 

* Operating Year End Date 

Save

Save & Back

Save & Next

Back

Next

Ready to complete your CoC APR!

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Q1. Contact Information

* Project Name:

Project Sponsor:

* Grantee:

* Grant Number:

* Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Street Address 1:

Street Address 2:

* City:

* State:

* Zip Code:
Format: 12345 or 12345-1234

* E-mail Address:

* Confirm E-mail Address:

* Phone Number:
Format: 123-456-7890

Extension:

Fax Number:
Format: 123-456-7890

- Requirement: This information must match the most recent Exhibit 2 submission
- Import option is available for some of the data from your Exhibit 2 submission

Importance of Q 3.

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Page 16

*** Type of Grant** -- select -- v

*** Component Type**
Content depends on "Type of Grant" selection
Click save to update form. -- select -- v

*** Identify if this project is operated by a victim service provider as defined by the Violence Against Women and Department of Justice Re-authorization Act of 2005 (VAWA).**
Click save to update form. -- select --

*** Was this project funded under a special initiative?** -- select -- v

Target Subpopulation -- select -- v

*** CoC Number and Name** NV-500 - Las Vegas/Clark County CoC

Amount of Contract or Award

*** Operating Year Covered by this APR** -- select -- v

*** Is this an extension APR?** -- select -- v

*** Is this a final APR?** -- select -- v

*** Is this a corrected APR?** -- select -- v

Save Save & Back Save & Next

Back Next

Check Spelling

Key Tips for Using *e-snaps*

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- Responses to question 3 are critical to determining what questions you will see on the APR
- Use the Guidebooks on HRE for step-by-step instructions on completing the APR in *e-snaps*
- Always remember to hit “Save!”
- Don’t share log in information with anyone
- Ensure that account information is up to date
- System can run slow, so don’t wait until the last minute to submit

HMIS and the CoC APR

Data collection requirements

Vendor relations

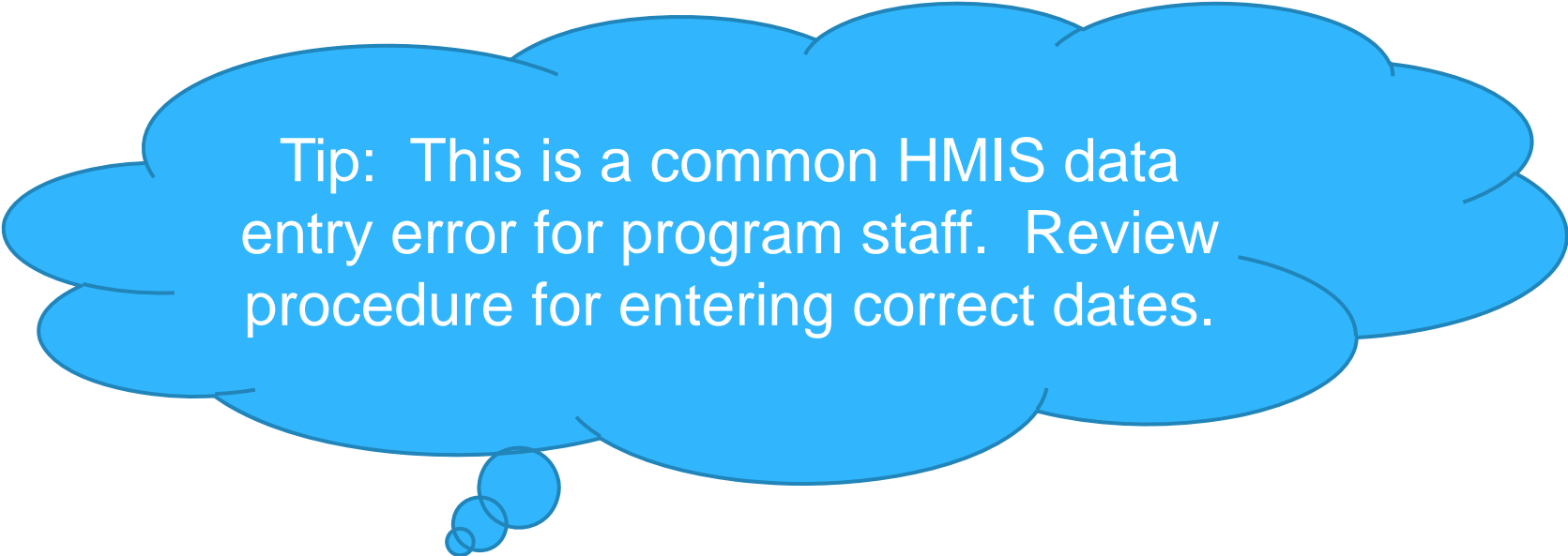
HMIS Data Collection for CoC APR

- Data collection with the final revised HMIS Data Standards began on June 1, 2010 for CoC projects.
- CoC projects (SHP, S+C, SRO) were given one full year of data collection with the final revised HMIS Data Standards (released March, 2010), before they were required to fully complete the new APR.

Data Collection (cont'd)

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- Programs may need to back enter data to ensure that clients served on or after June 1, 2010 to have complete records. This will allow grantees to submit full APRs in *e-snaps* for operating years ending June 1, 2011 or after.



Tip: This is a common HMIS data entry error for program staff. Review procedure for entering correct dates.

Vendor Relations

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- HMIS System Administrator is often the best link between grantees who need an APR to report to HUD and vendors
- Programming Specifications have been provided to vendors to use to program APR
- Test Kits can be requested via the HUD Virtual Help Desk by vendors and by HMIS System Administrators

Vendor Relation Tips

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- Start early!
- Ask questions
- Talk to other grantees in your CoC
- Make sure that you understand the data—grantees are responsible for reporting to HUD
- Run your data regularly
- Know how to reach them if there's an emergency
- Ask for help if needed: Field Office, Virtual Help Desk

Grantee Responsibilities

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- Complete and accurate data entry in HMIS system
- Utilization of APR reporting functions in HMIS
- Sponsor agency oversight
 - Grantee is ultimately responsible for data submitted to HUD even if a sponsor agency has the primary role of gathering participant data
- Feedback to HMIS lead agency about system functioning and additional needs

HMIS Vendor Responsibilities

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- Development of APR report by June 1, 2011
 - Optional tools available for vendors and HMIS system administrators to test APR functionality

- Compliance with the terms of contract with HMIS lead agency

Agency Systems for CoC APR

Tips for Reviewing Data

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- Don't wait until report is due to start data review!
 - Run the APR periodically throughout the year to review the program data
 - Run Data Quality Report from HMIS system to identify data coverage rates

- Involve program experts in report preparation
 - Review data to see if it makes sense
 - Numbers served, type of household served, income sources
 - Review at a team meeting to verify accuracy and address any data entry issues

Data Proofing

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- Have the categories Other, Don't Know/Refused and Information Missing been used extensively?
 - If so why?
 - Do staff need more direction in how to answer certain APR questions?
 - Are ineligible activities occurring or ineligible persons are being served?

Analyzing the APR Information

- Does the report show the participants are experiencing positive change as a result of their involvement with the program?
 - If not, do you understand why?
 - How might you modify the program to help participants achieve positive change?

- Are participants achieving residential stability?
 - If not, do you understand why?
 - How might you modify the program to help participants achieve residential stability?

Program Utilization

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- Is the project serving significantly fewer people than proposed in the application or is it significantly under capacity?
 - If so, how might you modify the program to meet the capacity projections?

- Are there problems in the projects that might be addressed through a grant amendment, a waiver, or technical assistance?
 - If so, you should discuss these with staff from your local HUD Field Office.

Continuum of Care Application

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- APR data is included in your community's annual application to HUD for McKinney-Vento funding
- Your program performance impacts the score of the community application!

Continuum of Care Goals

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- Permanent Housing Goal
 - At least 77% of participants remain in housing for over six months
- Transitional Housing Goal
 - At least 65% of participants leaving the program enter permanent housing
- All Programs Goal
 - Participants secure mainstream resources and/or employment
 - 20% or more of people exiting will be employed

Sample APR Timeline

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- Monthly – Monitor HMIS data entry quality
- 90 days before report is due
 - ▣ Run sample report from HMIS system and proof data
 - ▣ Access e-snaps to activate APR
 - ▣ Set deadlines for each part of the APR to be submitted to the staff person responsible for e-snaps entry
- 60 days before
 - ▣ Check on status of deliverables and data quality
- 30 days before
 - ▣ Finalize data and begin to enter into e-snaps
- At least 1 week before
 - ▣ Submit APR in e-snaps

BREAK

Frequently Asked Questions

FAQs

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- HUD HRE is regularly updated with new FAQs

- FAQs are based on:
 - Official HUD guidance or policy
 - Feedback from Technical Assistance providers
 - Questions received via HUD HRE Help Desk

FAQs to Review

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1. Calculating Cash Match
2. Accessing the APR
3. Consolidated grants
4. When to complete the SHP-HMIS APR
5. HMIS Implementation (SHP-HMIS APR only)

FAQs to Review (cont'd)

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6. HMIS Vendors and APR
7. Length of Participation
8. Household configurations
9. Age calculation
10. Reporting on pregnant clients

Resources

How to get help with the CoC APR

For more information

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U.S. Department of Housing and Urban Development

Text Size ▲ ▲ ▲ HUD/TA Provider Login ▶ + Share f t e o

Homelessness Resource Exchange

[Advanced Search](#) | [Search Tips](#)

HOME ABOUT HRE FIND A RESOURCE **GET AN ANSWER** COC/GRANTEE INFO REQUEST TA CALENDAR LISTSERVS

You are here: [HRE Home](#) ▶ [Annual Performance Report \(APR\)](#) [Print Friendly Version](#)

Annual Performance Report (APR)

In 2010, HUD replaced the HUD-40118 form, the Annual Progress Report (APR) with a new report called the Annual Performance Report (APR). The new APR is required of projects funded with the following HUD grant programs:

- Supportive Housing Program (SHP)
- Shelter Plus Care (SPC)
- Section 8 Moderate Rehabilitation Single Room Occupancy (SRO)
- Homeless Prevention and Rapid Re-housing Program (HPRP) (funded through the American Recovery and Reinvestment Act (ARRA))

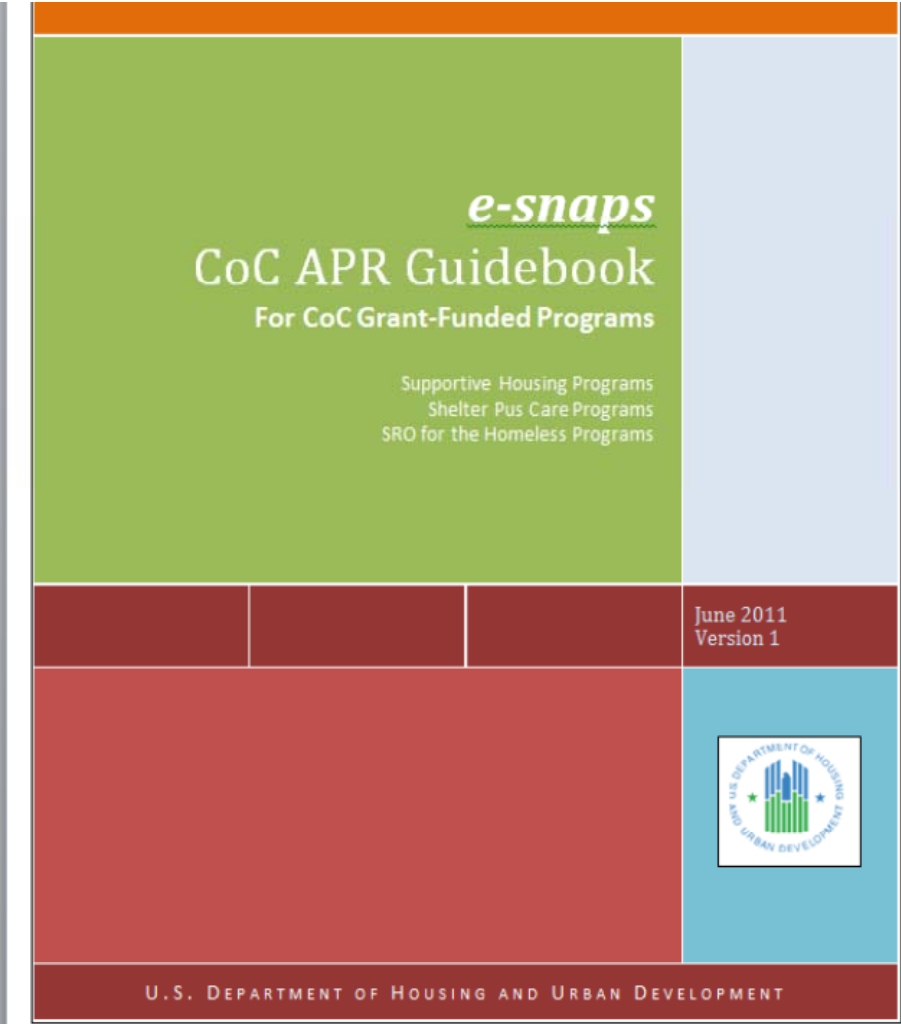
The new APR will be submitted electronically to HUD, via e-snaps, and is being rolled out over the course of the next year. All data collection for the new APR is aligned with the HMIS Data Standards, which were released in March 2010. CoC projects will not submit a full, new APR via e-snaps, until they have had a complete operating year of data collection with these new HMIS Data Standards. There are several significant changes to the APR, and grantees are encouraged to thoroughly review all information, training, and resources below, to ensure compliance.



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CoC APR Guidebook



Summary

Summary

- Many significant changes to the APR are designed to allow for more complete, accurate, and meaningful reporting to HUD by its grantees
- The use of *e-snaps* for the APR is aimed at making reporting easier for grantees, and is a part of HUD's overall work to automate and go paperless for grant application and reporting

Summary (cont'd)

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- The new APR provides key opportunities to grantees and communities for how they define and measure the performance of their services to individuals and families facing homelessness
- Lastly, the HRE website is the source for HUD training, technical assistance, list serv announcements, and resources on the APR

Contact Info

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THANK YOU!!