

Email Message

From: Amanda Becker Carlisle
To: All HUD SHP Service Providers
Date: 8/6/2010
Subject: Important Information on New HUD APR and Reporting Requirements

Hello HUD Service Providers,

2010 NOFA Evaluation Instrument Final Scores will be sent out via email next week. In the meantime, we wanted to make sure you were aware of an important change in reporting requirements for HUD Homeless Assistance Programs (SHP & S+C Continuum of Care Grants). Please read this important information below.

HUD APR Transition Information

As most of you are aware, HUD has released new reporting requirements (data elements) and an updated Annual Progress Report (APR). They are also transitioning from a paper version of the APR to an online version submitted via [e-snaps](#). (E-snaps is the same online resource used by HUD-funded agencies to submit their Exhibit 2's during the NOFA competition.) This went into effect **July 1, 2010**, and is only applicable for HUD Homeless Assistance SHP and S+C grants.

We strongly encourage agencies to go through the training module provided by HUD on the new HUD APR – [Introduction to the New APR](#), as well as register for one of HUD's APR 101 Webinar trainings on this topic. Registration space is limited, but HUD posts the webinars on their website for viewing at a later date.

Click one of the dates below to register for the webinar. Upon registration, a link and instructions for attending the webinar will be emailed to you. The telephone number for these webinars is not a toll free number.

- [Friday, August 13th 3:30pm - 4:30pm EDT](#)
- [Monday, August 16th 3:30pm - 4:30pm EDT](#)

New Reporting Requirements

HUD released the [2010 Data Standards](#) notice earlier this year, and these standards require agencies to make slight changes to the data they collect on individuals served. HUD provided [training](#) on these new standards via webinars and the presentation document can be accessed on their website. Please note, agencies only need to focus on the Universal and Program Specific Data Elements, not the program descriptor elements, as these are automatically generated via HMIS.

For Chicago, the Universal Data Elements collected in HMIS have been updated with the new reporting requirements based on the 2010 Data Standards. We also expect that you will be able to begin entering Program Specific Data Elements in HMIS by early 2011 at the latest. However, if you do not use HMIS as your primary source of data collection for HUD reporting, you will need to update your databases or paper intake forms with these new standards. For an overview of the changes, please refer to [HUD's Summary of Changes document](#). Again, focus on the Universal and Program Specific Data Elements.

The Chicago Alliance has also created a useful tool that demonstrates which data should be collected and when, based on the new standards. Please see the attached chart for this information.

Online APR

The initial announcements about the APR Transition were sent out from HUD on [4/19/10](#) and [7/29/10](#). Agencies should have begun collecting the new APR data elements on existing clients as of June 1, 2010, but are not required to report

on the new elements until June 1, 2011. Reporting instructions are outlined below based on when your HUD operating year ends.

| Project Operating Year End | APR Submission | Data Elements Required |
|-----------------------------|---|--|
| On or before June 30, 2010 | Submit the same HUD-40118 report used in previous years to HUD Field Office | New data elements not required in this report. |
| July 1, 2010 – May 31, 2011 | <p>Submit APR in e-snaps, reporting only the information that would have been reported on the paper HUD-40118 report, and is included in the new APR.</p> <p>Use the HUD e-snaps Transition APR Guidebook for detailed instructions on how to submit this APR</p> | New data elements are not required in this report, and some of the old data elements originally included in the HUD-40118 paper APR are not required either. Use the guide for reporting requirements. |
| June 1, 2011 or after | Submit new APR in e-snaps | All new data elements are required. |

Questions?

All questions regarding the new APR or new HUD Reporting Requirements should be directed to HUD via their [Virtual Help Desk](#). Please do not contact Chicago Alliance staff about these new requirements.

HUD Communications

You should have been receiving email communication about this from HUD over the past four months. If not, please [sign up for their HUD email listserve](#).