RUNNING THE HUD ANNUAL PERFORMANCE REPORT (APR)

## SERVICEPOINT PROCEDURE FOR PULLING THE COC APR

BACKGROUND

More general information on the HUD Annual Performance Report (APR) is available in *the Submission Policy for CoC Annual Performance Report.*

Also note that there are some narrative and financial components of the APR which are not run out of ServicePoint. For information on these sections please see the above policy.

In order to run the APR out of ServicePoint, users should go to the Reports tab.

PROCEDURE

1. Once you are logged in to ServicePoint and are on the Reports tab, the first step will be locating the CoC APR 2018. (See the graphic below for more guidance.)

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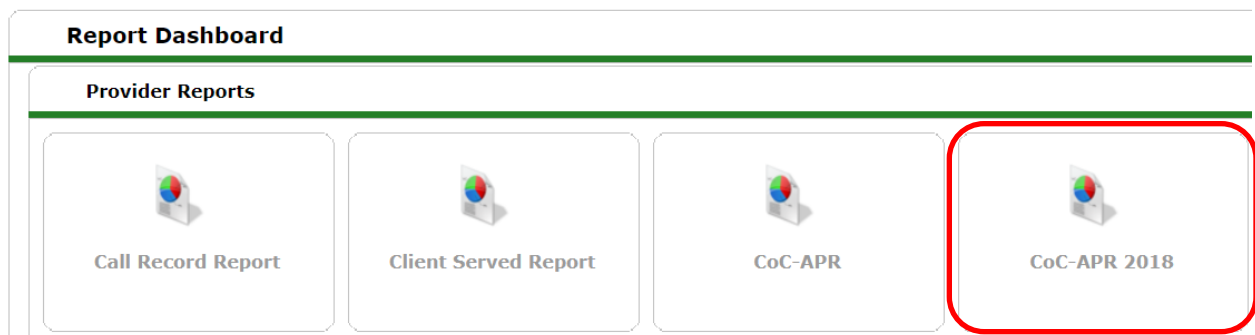
2. In order to run the report, enter the following prompts.

Notes on completing the data prompts:

- Under provider type select **Provider**
- Make sure that your provider is listed under Provider *
- Select **This provider ONLY**
- Program Date Range should be your program year
- The entry/exit type should be **HUD**.
- You will not be able to run the query until all required prompts are completed.

Click the "Build Report" button.

3. When the report has run, you can click on the blue numbers to see which clients are being counted in each table. Pay close attention to error rates and data not collected in each table. Correct any errors and fill in missing information.

4. When you are ready to submit, repeat step 2. Select **Download**.

   a. Direct Grants with HUD: Log in to SAGE and upload this file to the appropriate CoC grant APR. See manual for detailed instructions.
   https://www.hudexchange.info/resources/documents/sage-coc-apr-guidebook-for-coc-grant-funded-programs.pdf

   b. Lake County Subrecipients: Email this file to Lake County's HMIS Administrator. Lake County will upload this report to **SAGE**, and send you a copy of your final APR