e-snaps
CoC APR Guidebook
For CoC Grant-Funded Programs

Supportive Housing Programs
Shelter Pus Care Programs
SRO for the Homeless Programs

June 2011
Version 1

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Table of Contents

Introduction

In 2010, the U.S. Department of Housing and Urban Development (HUD) replaced the HUD-40118 form, the Annual Progress Report (APR). The new report, called the **Annual Performance Report** (APR), is required of both HUD CoC-funded Projects and Homelessness Prevention and Rapid Re-housing Program (HPRP) grants funded through the American Recovery and Reinvestment Act (ARRA).

The APR is a reporting tool used by HUD to track the progress and accomplishments of programs funded by the Department.

HUD began requiring APRs to be entered into *e-snaps* beginning with grants ending on or after July 1, 2010. A Transition APR (TAPR) was allowed for CoC grantees who had operating year end dates between July 1, 2010 and May 31, 2011. CoC grantees with operating years ending on or after June 1, 2011 must complete a CoC APR in *e-snaps*. Grantees have 90 days from the end of their operating year to report their APR to HUD through *e-snaps.*

This guidebook is intended to assist you with the data entry into *e-snaps* for all Supportive Housing Program (SHP), Shelter Plus Care (S+C) and SRO grant types, with the exception of SHP grants for HMIS Dedicated Projects. A separate guidebook for the SHP-HMIS APR is available on www.HUDHRE.info/apr.

You should refer to this guidebook after your data are extracted from HMIS or a comparable database[1] and you are ready to enter data into *e-snaps*.

APRs should be generated from the data collected in your HMIS. For monitoring purposes, the information you report in your APR should match the data saved within your HMIS. HMIS vendors have been provided information on how to program the APR. Some vendors may elect to program the APR directly into their software system, while others may elect to support the CSV export schema and the HUD-approved APR Generation Tool to generate the APR. HMIS System Administrators should be familiar with the reporting option(s) supported by their vendor and should be able to train grantees on how to produce the APR from the HMIS.

Special APR procedures have been established for grantees who either are VAWA providers[2] themselves or who have a VAWA provider as a sponsor or sub-grantee. Previously, grantees produced only one HUD-40118 APR that represented all project sponsors, regardless of their status as a VAWA provider. In early 2011, HUD released new guidance, which directed grantees to submit client data separately for clients served by VAWA providers for the Transition APR. This guidance has been adapted now to the CoC APR and guidance and instruction has been added in the "Specific Guidance for VAWA Providers" section.

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[1] When the term "HMIS" is used throughout this guidebook, it is a general reference that could also refer to a "comparable database" for VAWA providers. Comparable database is used in the document to refer to instances when data must be generated from a comparable database rather than an HMIS.

[2] For purposes of this guidance, victim service providers will be referred to as VAWA providers, as defined in section 40002 of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (42 U.S.C. 13925).

Accessing HELP

1. APR training materials are available on-line at http://www.hudhre.info/apr under *HUD-Issued Guidance and Training*. The training materials have been specifically developed to support you in understanding how APR numbers are generated and how to enter them into *e-snaps.*

2. View or download the APR guidebook directly from www.hudhre.info/apr under *Tools and TA Resources,* each time you refer to it for direction. When unforeseen issues arise with the APR, HUD will update this guidebook to address a common issue, make clarifications and/or provide grantees additional guidance on a specific question. If you want to work off a printed copy, make sure you have the most recent guidance provided by comparing the version number of the guidebook you are using to the guidebook published on the HRE.

3. Basic information about *e-snaps* can be found at http://esnaps.hudhre.info/.

4. Check the APR Frequently Asked Questions (FAQs) for additional guidance.

5. If you determine that the answer to your question has not been published in the guidebook or in the FAQs, or if you need clarification on something that has been published, post a question in the Virtual Help Desk at http://www.hudhre.info/apr.

Guidebook Features

The guidebook uses several symbols to highlight important information about the new APR.
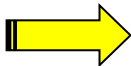
The arrow indicates an area where frequent mistakes are made and where data need to match.   You should pay special attention to the details in sections marked with an arrow.
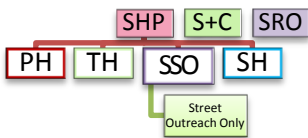
The APR requires different information for different types of grants and components.   To help you understand which questions apply to each grant/component type the guidebook has a symbol showing the relevant components immediately below each question header. When you log into *e-snaps*, you will only see the forms that relate to your grant/component type.

Green boxes provide information on built-in error checks for APR questions.

Understanding How Information Is Reported

The APR collects information on the people served during your operating year and on the types of households those people were in when they were last served. Some common elements run through the APR questions and are important to understand to interpret the information reported on the APR.

Most persons served by the program during the reporting period probably only had one program stay, meaning one program enrollment and/or exit during the reporting period. If a person had more than one program stay during the reporting period, data reported in this APR about that person should be based on the person's most recent program stay (i.e. their last stay of the reporting period).

Many questions report results separately for people served in different household configurations: persons in households without children, persons in households with at least one adult and one child, persons in households with only children, and persons whose household type is unknown. Each person's household type is determined based on the persons in their household during the reporting period, using the person's most recent program stay if they had more than one stay during the reporting period. (See Q8 for more information.)

Other questions report results separately for adults and children. Adult and child status should be reported based on the person's age on the day the individual entered the program or on the first day of the reporting period, whichever is later. If the person's date of birth is not recorded in the HMIS, the person should be recorded in the age unknown column.

Finally, some questions report data separately for **leavers** and **stayers**. **Leavers** are persons who exited the program and are no longer enrolled in the program as of the last day of the reporting period. **Stayers** are persons who are still enrolled in the program as of the last day of the reporting period, even if the person exited and re-entered at some point during the reporting period.

Additional information is provided on each question in the question-by-question guidance that follows and in the glossary.

Specific Guidance for VAWA Providers

HUD Issued Guidance – February 1, 2011
"All grantees awarded Continuum of Care (CoC) Homeless Assistance Program funds must submit an Annual Performance Report (APR). Beginning with grants expiring July 1, 2010 or later, the APR must be submitted electronically by the grantee via *e-snaps*. However, when a VAWA provider is a project sponsor, producing a single APR with unduplicated data for the grant is problematic since the VAWA provider is prohibited from using the HMIS to collect and generate data for the APR. Therefore, effective February 1, 2011, each CoC grant with at least one VAWA provider project sponsor must submit an APR with two sections, one for the VAWA provider(s) and one for the others via *e-snaps* per the guidance below. Both APRs are due in *e-snaps* within 90 days of the end of the grant's operating year."

Procedure for the full CoC APR for VAWA grantees:
Thus, if your grant has at least one VAWA provider project sponsor and at least one non-VAWA provider project sponsor, the grantee must effectively submit two APRs. In practice, *e-snaps* will prompt the grantee to enter client information for the two APRs consecutively, starting with the questions for the

non-VAWA provider project sponsor(s) and following with questions labeled "DV" for the VAWA provider project sponsor(s). The APR will be automatically configured for you based on the information you enter in Q3 about whether the project is operated by a VAWA provider.

E-snaps question: Identify if this project is operated by a VAWA provider as defined by the Violence Against Women and Department of Justice Re-authorization Act of 2005 (VAWA)

E-snaps answer: "No VAWA" Provider(s)"

E-snaps answer: "Only VAWA" Provider(s)"

E-snaps answer: "At Least One VAWA Provider AND At Least One Non-VAWA Provider."

What happens? *E-snaps* will generate one full APR and you will be required to answer all questions.

What happens? *E-snaps* will generate one full APR with questions required for VAWA Providers. (Questions will be identified as Q#DV)

What happens? *E-snaps* will generate two APRs within one submission for you to complete.

The grantee will enter Q4 thru Q29a2 from the non-VAWA provider (s) with data coming from their HMIS system.

The grantee will enter Q5DV thru Q29a2DV from the VAWA provider(s) with data coming from their comparable database(s).

The grantee will enter the financial information on Q30 thru Q34 (as applicable for the grant type) for the entire grant (non-DV and DV Finances).

Grantee: The grantee generates an APR, using HMIS data, for all persons served directly by the grantee and any project sponsor that is not a VAWA provider for each grant. The APR data for persons served by the VAWA provider are entered separately. The financial information section of the APR must reflect all expenditures and information for the grantee and all project sponsors. This APR is entered into *e-snaps* using the grant number assigned by HUD in the executed grant agreement.

VAWA provider Project Sponsor: The VAWA provider generates an APR using the comparable database[3] for all persons served by the VAWA provider for each grant. If a grant has more than one project sponsor that is a VAWA provider, the APR data must be aggregated into one VAWA provider APR, or "DV APR." The DV APR is entered into *e-snaps* by the grantee.

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[3] A victim service provider's comparable database must collect client-level data over time and generate unduplicated aggregate reports based on that data. It cannot be a database that only records aggregate information. The comparable database must be compliant with HMIS data standard fields in order to be able to generate the APR.

Navigating the CoC APR in *e-snaps*

The APR has many forms that will need to be completed before submission. The forms are identified with a question number (e.g. Q1) and a question name. The questions are preselected for your specific grant component (e.g. transitional housing) based on the information you complete in Q3. **Because every type of grant does not have to answer every question, there will be gaps in the numbering of questions on your APR.** For a complete list of questions, see the Questions by Program Type chart at the end of this guidebook.

Moving between forms is easy. Simply click on the name of the form you want in the left-hand menu to move to and *e-snaps* will take you to that form. The full list of APR questions you will need to complete for your particular grant type will not be visible until you have completed Q3 and saved the information.

Once you have entered data on a form, you must save your work. Buttons at the bottom of each page are designed to help you navigate the system and save your work. **Do not use your web browser's back button, except when you create a pdf report at the end of your APR.** Use of the web browser's back button will cause *e-snaps* to disable and incorrectly process the information you entered.
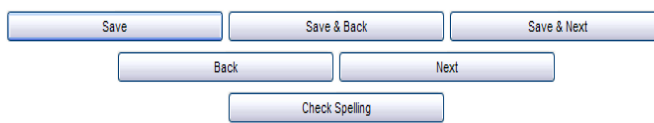
Save – saves the work you have done on that form, will not move you to a new form but will make visible any calculations that are done by *e-snaps* automatically (e.g. sum a column). If you leave a screen without saving the information, it will be lost.
Save & Back – saves the work you have done on that form and moves you back one form.
Save & Next – saves the work you have done on that form and moves you forward one form.
Back or Next – moves you backwards or forwards but does not save any of your work.
Check Spelling – will spell check the spelling of the entries made on that specific screen and will provide you with the opportunity to correct any mistakes. This will not, however, save your information.

➤ *e-snaps* will allow you to move between questions without answering the question. However, questions identified with an asterisk***** are required to be completed prior to submission. If a question is not complete, then the Submission Summary will indicate this with a "please complete" beside that question.

➤ For all questions that require a numeric answer, *e-snaps* will require you to enter "0" rather than leave cells blank. You will receive an error message reminding you to enter a "0" if you leave a cell blank.

➤ After entering information in a field, use the tab button on your keyboard to move between fields on the questions. Using the enter button will enable the calculations, but will not move your cursor to the next field.

➤ In order to make the forms in *e-snaps* as concise and as user friendly as possible, some of the calculations have been hidden. All percentages are calculated behind the scenes. All questions with percentage calculations have: **Show/Hide Percentages**☐. Clicking the box will expand the question to show you the percentage calculations. TIP: if you leave the box checked, the percentages will show on the pdf export you create prior to submission.

➤ Most questions have an automatic validation check. If the system detects an error in your data, when you click "**Save**," a message will appear in red font at the bottom of the screen, alerting you of the error. If you click "**Save & Next**," you will not be alerted to any errors on the screen until the very last screen.

Begin in *e-snaps*

Log into *e-snaps*

E-snaps is the application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition.

HUD provides on-line training and *e-snaps* information at http://www.hudhre.info/esnaps/. HUD highly recommends you review the training provided at this site especially if you are new to *e-snaps*.

E-snaps is to be used by authorized persons only. Go to the *e-snaps* welcome page at www.hud.gov/esnaps. Enter your user name and the password. (If you applied for a grant through *e-snaps* your user name and password are the same as they were at grant application time.) Then select the **Login button.**

New users will need to **create a profile**. Once you have created a profile, another authorized *e-snaps* user associated with the applicant of the grant, can associate you with the applicant so you can report. If all previously authorized persons have left or if no one has access to *e-snaps*, you will need to create a profile and send a letter to HUD specifying the applicant with which you would like to be associated. For detailed support on adding a user, refer to the support information found at http://www.hudhre.info/documents/APR_AddingDeletingUsers.pdf.

Important note about new users: Setting up a new user cannot be completed quickly. Do not wait until the last minute to determine whether you have access to the APR and then to try to set it up.

If you cannot remember your password, you will need to submit a request for a password reset via the Virtual Help Desk at: http://www.hudhre.info/helpdesk

Steps Needed to Create the APR in *e-snaps*

1. To open an APR form in *e-snaps,* you will need to **select "Funding Opportunity Registrations."**
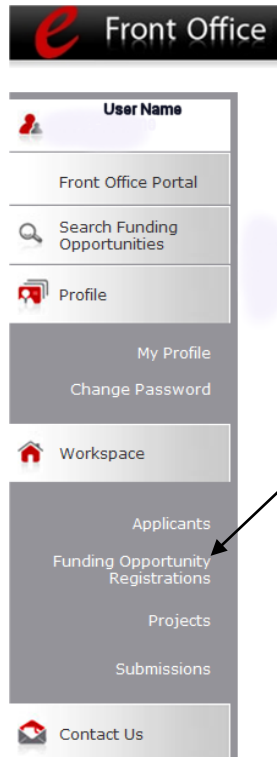
2. Then **select the "CoC Full Annual Performance Report"** in the Funding

   Opportunity Name column by clicking on the icon.

	Funding Opportunity Registrations			
All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |				
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

Important Note:
The **CoC Annual Performance Report** = the Transition APR. The Transition APR (TAPR) was allowed for CoC grantees who had operating year end dates between July 1, 2010 and May 31, 2011. Refer to the Transition APR Guidebook on www.hudhre.info for guidance on how to complete the e-snaps questions.

The **CoC Full Annual Performance Report** = the CoC APR that this guidebook relates to. Programs with operating years ending June 1, 2011 or later use this report. This Guidebook provides instructions for the completion of the "Full Annual Performance Report".

3. Next, you will need to **select the Applicant** associated with this APR by selecting the appropriate Applicant Name from the "Non Registered Applicant" list in the box on the left.
4. Then **select the right-facing arrow** in the middle of the screen to add the Applicant to "Registered Applicant" list on the right.
5. Then save your entry.

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
Sample Applicant (99887755)

Registered Applicants

>>
>
<
<<

6. Click on the **"Projects"** link. The **"Project"** screen will open.

7. Select the **"CoC Full Annual Performance Report" as the "Funding Opportunity Name"** and the screen will filter to only show APR choices.

Project Status: Open Projects
Funding Opportunity Name: CoC Full Annual Performance Report

Projects

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number

8. Click on the ⊕ symbol and the **"Create a Project"** screen will open.

Create a Project

Funding Opportunity Name: CoC Full Annual Performance Report
* Applicant: Sample Applicant (99887755) ⌄
* Applicant Project Name: [   ]
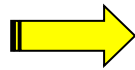
Import Data From: None ⌄

9. **Complete your project name in the "Applicant Project Name" text box** using the same name used for the project in the Exhibit 2 application.

10. Click on the **"Import Data From"** drop down menu and all of the projects assigned to the applicant (the grantee) will appear. It is important you select the correct name and grant number for your submission.
    a. Select the grant name and grant number for the grant you are reporting on, which will enable basic information from Exhibit 2 to be brought forward to the APR; OR
    b. If you did not apply for the project you are creating an APR for in *e-snaps* select "none" from import data.

11. Click on **"Save & Back".**

12. Click on the **"Submissions"** tab to open the submission filter screen.

13. Then **click on the icon** next to the Project Name that you created in the step above.

[Hide Filters] [Clear Filters]
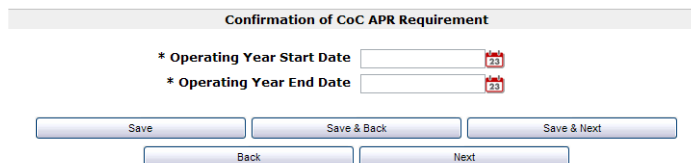
Submissions Filters

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	Versio
ABC Project	033733	APR Step 1 - Project Information	CoC Full Annual Performance Report	Jul 19, 2010	Jun 1, 2014	1

1

Confirmation of CoC APR Requirement

To begin the APR process, you must enter your Operating Year Start and End Date on the Confirmation of CoC APR Requirement screen.

Confirmation of CoC APR Requirement

* Operating Year Start Date [_____] 📅
* Operating Year End Date [_____] 📅

| Save | Save & Back | Save & Next |
| Back | Next |

The operating year start and end dates entered into the APR should correspond with the operating start and end dates entered into LOCCS. Only grants with an operating year end date on or after June 1, 2011 will be prompted to complete the full APR format. If your operating year end date is prior to June 1, 2011, you will be instructed to create a Transition APR. Refer to the Transition APR Guidebook found at www.hudhre.info/apr.
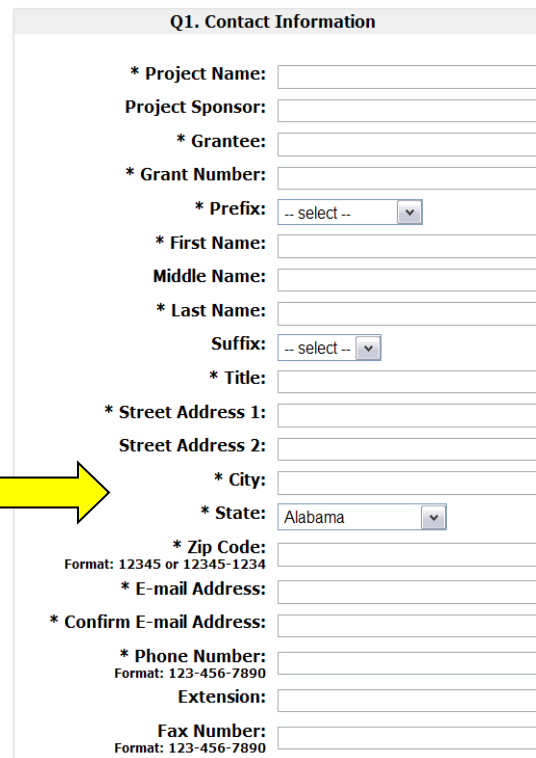
Project Information

Q1 Contact Information

Project information is required for all grant types. If you submitted the application for this grant in *e-snaps,* your project information will be brought forward from your most recently submitted Exhibit 2. The project name, sponsor, grantee, and grant number must exactly match the grant information you submitted and received from HUD when your grant was awarded. Refer to the technical submission you provided to HUD for this grant for your submission information. The other information should be updated as needed to ensure that HUD can contact you if there are questions about this APR.

Q1. Contact Information

* Project Name: [_____]
Project Sponsor: [_____]
* Grantee: [_____]
* Grant Number: [_____]
* Prefix: [-- select --]
* First Name: [_____]
Middle Name: [_____]
* Last Name: [_____]
Suffix: [-- select --]
* Title: [_____]
* Street Address 1: [_____]
Street Address 2: [_____]
* City: [_____]
* State: [Alabama]
* 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

> Much of the information on Q1 is imported from Exhibit 2 if you applied for your grant through *e-snaps.* If you applied for your grant through *e-snaps* and this information is not pre-populated with at least the grant number, you did not set up your APR properly in *e-snaps.* Return to the instructions on the previous page of this Guidebook and begin the process again paying special attention to step #10.
> You should update or change the contact person's name and information if that has changed since the submission of Exhibit 2.

Detail required to be completed in *e-snaps*	Where you find this information
Project Name: Project Sponsor:	Exhibit 2 – the project name should not be changed from the name you called your grant when you applied for it.
Grantee:	Exhibit 2 and HUD award notification
Grant Number:	HUD award notification – the grant number will tie your APR back to your project. Entering the wrong number will not enable your APR to be recognized as your submission and may cause you to lose your access to funding through LOCCS. Note: If your grant was applied for or renewed through *e-snaps* your grant number should be 15 characters and look like this example: ST 000# C 5E 00 08 02. The 02 represents the number of times the grant has been renewed in *e-snaps* and will change with each renewal – be sure you have the correct number for the grant you are reporting on listed in this field. (Note: if you did not make your grant application through *e-snaps* you will still have an older formatted grant number which is 11 characters in length and looks like this example: ST16B90-0004.)
Prefix:	
First Name:	
Middle Name:	
Last Name:	
Suffix:	
Title:	The contact information supplied in these fields is for the person that the HUD Field Office or Headquarters should contact regarding your APR submission information should there be any questions or issues. The contact person should be familiar with both the grant program and the APR submission.
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)	

Q3 Project Information

```
        ┌──────┐ ┌─────┐ ┌─────┐
        │ SHP  │ │ S+C │ │ SRO │
        └──────┘ └─────┘ └─────┘
   ┌──────┬───────┬───────┬──────┐
   │ PH   │  TH   │  SSO  │  SH  │
   └──────┴───────┴───────┴──────┘
```
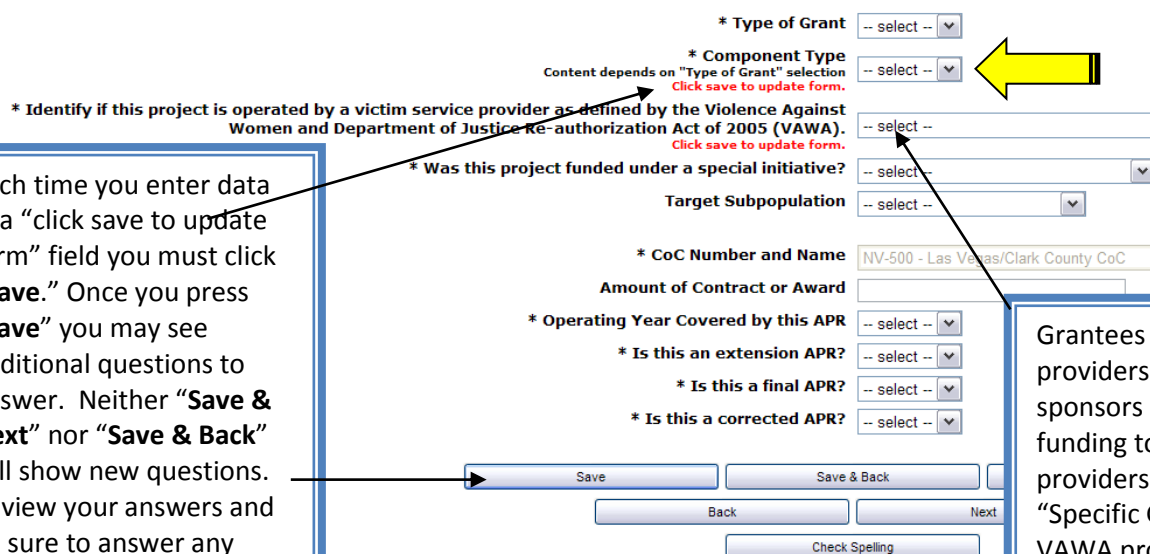
Carefully select the answers on this form as they determine what other forms you are required to answer for the APR. Selecting the incorrect answer will give you incorrect forms to complete.

The type of grant and component type will populate if you applied for your grant through *e-snaps*.

* Type of Grant   -- select --
* Component Type
Content depends on "Type of Grant" selection   -- select --
Click save to update form.
* 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).   -- select --
Click save to update form.
* Was this project funded under a special initiative?   -- select --
Target Subpopulation   -- select --

* CoC Number and Name   NV-500 - Las Vegas/Clark County CoC
Amount of Contract or Award
* Operating Year Covered by this APR   -- select --
* Is this an extension APR?   -- select --
* Is this a final APR?   -- select --
* Is this a corrected APR?   -- select --

[Save] [Save & Back]
[Back] [Next]
[Check Spelling]

Each time you enter data in a "click save to update form" field you must click "Save." Once you press "Save" you may see additional questions to answer. Neither "Save & Next" nor "Save & Back" will show new questions. Review your answers and be sure to answer any additional questions that become visible.

Grantees who are VAWA providers or who have sponsors or sub-grant funding to VAWA providers must read the "Specific Guidance for VAWA providers" at the beginning of this guidebook prior to answering this question.

Detail required to be completed in Q3	Explanation
Type of Grant	Identify the type of grant you received: SHP – Supportive Housing Program S+C – Shelter Plus Care SRO – Single Room Occupancy for the Homeless
Component Type	Each grant has a component – select the component associated with this grant; refer to your grant application if you are not sure which component you selected. SHP components: TH (Transitional Housing), PH (Permanent Housing), SSO (Supportive Services Only), or SH (Safe Haven). [Note: If your project is a Dedicated HMIS Grant, you should select the HMIS component type, and you will be given a completely different set of APR forms. Refer to www.hudhre.info for the SHP-HMIS APR Guidebook for instructions for HMIS dedicated grants.] For S+C, select either: TRA (Tenant-Based Rental Assistance), SRA (Sponsor-Based Rental Assistance), PRA (Project-Based Rental Assistance), PRAR (Project-Based Rental Assistance with Rehabilitation), or SRO (Moderate Rehabilitation for Single Room Occupancy Dwellings).

	For SRO, select SRO again.
If you select the SSO component, you will be asked: What type of SSO does this grant fund?	SSO projects will need to select from the following: Outreach Only, SSO with a housing goal, SSO without a housing goal (e.g. child care, dental, etc.).
Is this project operated by a victim service provider as defined by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA)?	You have three options to choose from: No VAWA Provider(s) Only VAWA Provider(s) At Least One VAWA Provider AND At Least One Non-VAWA Provider. This will determine the kind of forms you will need to complete. If you select "No VAWA Provider(s)", *e-snaps* will generate one set of APR questions. If you select "Only VAWA Providers(s)", *e-snaps* will generate only questions which are allowable under VAWA. If you select "At Least One VAWA Provider AND At Least One Non-VAWA Provider" *e-snaps* will generate essentially two APRs -- one for the non-VAWA provider(s) and one for the VAWA provider(s). To distinguish between the two, the questions for the VAWA provider(s) are marked Q#DV.
Was this project funded under a special initiative?	If applicable, choose the special initiatives through which your project was funded: Samaritan Bonus, Permanent Housing Bonus, or RRH Demonstration. If no special initiative applies to your project, select "no".
Target Subpopulation:	If you identified a target subpopulation when you applied for your grant on Exhibit 2 you should identify the same subpopulation here. You will only be allowed to select one target subpopulation. If you identified more than one subpopulation in your Exhibit 2, please only select the subpopulation that you serve with the most frequency. If a subpopulation was not identified in your grant application, choose "none" even if you served one of the subpopulations listed.
CoC Number and Name:	The CoC name should come forward from Exhibit 2 if you applied for the grant you are reporting on through *e-snaps*. If you did not apply through *e-snaps* for the grant, select your CoC from the drop down list. If the CoC has merged with another CoC since you were awarded this grant – use the current CoC number and name.
Amount of Contract or Award:	The amount entered should match your grant award letter from HUD.
Operating Year Covered by this APR:	Select which operating year you are reporting on. For example if you are in year two of a two-year grant - select 2. Be careful to identify the correct year.

Is this an extension APR?	An extension APR is for a SHP or a S+C grant that applied for and received an extension of their grant term from the HUD Field Office. A separate APR is required for the operating year and for the extension period.
Is this a final APR?	If this APR is covering the last operating year of your grant or your grant was for only a one-year term, check "yes."
Is this a corrected APR?	If you are submitting a corrected or amended APR, check "yes." To submit a corrected or amended APR, you must first submit a question requesting the ability to amend your APR via the Virtual Help Desk at www.hudhre.info/apr. If HUD approves this request, you will be able submit a corrected or amended APR.
Is this APR fulfilling the reporting obligation associated with a 20-year use requirement?

In what year does the 20-year use requirement end? | Projects that received funding for acquisition, new construction and rehabilitation (e.g. hard costs) are required to maintain the facility as a homeless program for a 20-year period, which is documented by submitting an APR each year.

Select "yes" if this APR is fulfilling the reporting obligation associated with the 20-year use requirement under either of these conditions:
    1. The original grant was only for hard costs (acquisition, new construction, rehabilitation), or
    2. The original grant was for hard costs and soft costs (leasing, operations or supportive services) and the grantee declined to renew the soft costs at some point.
Note: if you select "yes," click "**Save**" and you will be asked to identify the year that the 20-year use period on the facility ends.

Select "no" if this grant is being used to fund leasing, operations, or supportive services in this property, since the APR is not solely being submitted to fulfill the 20-year use requirement. |
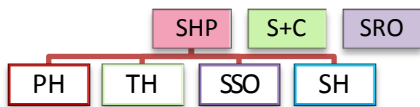
Q4 Site Information

SHP   S+C   SRO

PH   TH   SSO   SH

> This question is not included in *e-snaps* for a VAWA provider and is completing a Q#DV question.

The answers to this question were identified in your grant application. The site information address is the address of the principal program *service* site. If this is a program with multiple sites (e.g. mobile outreach program, scattered-site housing program, etc.) enter the program's administrative office address. VAWA providers are exempt from recording address information.

Q4. Site Information

Instructions: [show]

* Street/PO Box: [   ]
* City: [   ]
* State: [Alaska   ▼]
* Zip Code: [   ]
Format: 12345 or 12345-1234

* Identify the program site configuration type: [-- select -- ▼]

* Identify the site type for the principal service site: [-- select -- ▼]

Identify the housing type for the principal service site: [-- select -- ▼]

Explain any changes made in this section from the information provided in the original application:
Maximum Characters: 2000

[   ]

In this question, you need to identify the characteristics of the site. If a change was made in your site between grant application and implementation, or at any time in your grant year, complete the text box explaining any changes made.

Detail required to be completed in Q4	Explanation
Identify the program site configuration type:	Select the type of site your program operates out of: "a single site in one building," "a single site with multiple buildings," or "multiple sites."
Identify the site type for the principal service site:	If your program is a "services only" program with no residential component (i.e., child care), then select –"non residential: services only." If your program is a residential program that houses homeless persons in a setting with non-homeless, non-disabled persons, then select –"residential: special needs and non-special needs." If your program is a residential program that serves exclusively a special needs population, then select

	"residential: special needs only."
Identify the housing type for the principal service site:	If you provide services within a housing program, identify which type of housing you are servicing. Note: If you do not provide services in housing at all under this grant, select "not applicable: non-residential program."

Q5 Bed and Unit Inventory
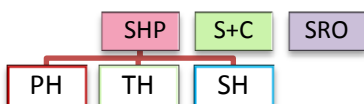
Q5. Bed and Unit Inventory

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			
Households With Children			
Total	0		0

This chart should match the information you submitted in the grant application (or amendment).

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

	Beds	CH Beds (PH only)	Units
Households Without Children			
Households With Children			
Total	0		0

This is the actual number of beds and units you had operational under this grant during this reporting period.

of Changes
Explain any difference in the actual inventory from the information provided in the application.
Maximum Characters: 2000

If there is a difference between the beds/units you proposed and what you actually have operational, you must explain the difference.

- The Actual Bed and Unit Inventory is the number of beds/units reliably ready for occupancy starting on or before the last day of the project's operating year.

- If some or all of the beds are not designated exclusively for one type of household, then report beds in each type based on the average use of those beds. (Be sure your total **beds/units = your actual total** – if not, adjust your averages.)

- Projects that only have units (no fixed number of beds – e.g. apartment units) should estimate the number of beds.

- Chronically Homeless beds are those that were identified in your grant application as a subset of the total beds. The number of actual chronically homeless beds represents those that are reliably set-aside for individuals who are chronically homeless. Though you may have served a chronic homeless person in a bed, you can only list the bed as a "Chronically Homeless Bed" if it was specifically set aside or targeted in your grant application for "chronically homeless persons."

- Projects that do not have a fixed number of units may record either the number of facilities operated (e.g. 1 facility = 1 unit) or may use the number of bedrooms (e.g. 5 bedrooms = 5 units) as is appropriate for the type of facility.

Q6 HMIS Bed Participation Rate
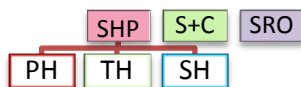
SHP   S+C   SRO
PH   TH   SH

> This question is not included in *e-snaps* for a VAWA provider and is completing a Q#DV question.

In Q5 you indicated how many beds you have operational in the program. This question is asking you how many of those beds are covered in your HMIS (i.e. Do you enter all required data on the persons in those beds into your HMIS?). A bed is considered covered in HMIS if: 1) the project is making all reasonable efforts to record all universal and applicable program-level data elements on all clients served in that bed, and 2) discloses these data elements through agreed upon means to the HMIS Lead Agency at least once annually.

Q6. HMIS Bed Participation

Instructions: [show]

HMIS Bed Participation

* The total number of year-round beds in HMIS for households without children: ____
* The total number of year-round beds in HMIS for households with children: ____
HMIS bed coverage rate for year-round beds for households without children: 0%
HMIS bed coverage rate for year-round beds for households with children: 0%
Total HMIS bed coverage rate for all year-round beds: 0%

> The total number of year-round beds in HMIS should not be greater than the number of actual beds you reported in your inventory on Q5.

Click Save to autocalculate the HMIS participation rates.

Detail required to be completed in Q6	Explanation
The total number of year-round beds in HMIS for households without children:	Of the total beds reported in Q5, specify the number of beds reported in the HMIS (meaning the number of beds for which you report data on the persons served in these beds).
The total number of year-round beds in HMIS for households with children:	
HMIS bed coverage rate for year-round beds for households without children:	These fields are automatically calculated when you click "**Save**" based on the number of beds you showed in the top two questions on this page divided by the total number of year round beds you reported as actual bed inventory in Q5.
HMIS bed coverage rate for year-round beds for households with children:	
Total HMIS bed coverage rate for all year-round beds:	

Q7 Data Quality

The information for this section should be provided to you either as part of the APR generated from your HMIS, by your HMIS Administrator/Lead Agency, or by your HMIS Vendor via a special report. It is not a table which can be hand calculated.

Q7. Data Quality

Instructions: [show]

Definitions: [show]

* Total number of Clients:
* Total number of Adults:
* Total number of Unaccompanied Children:
* Total number of Leavers:

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

Detail required to be completed in Q7	Explanation
Total number of Clients:	After any unduplication or data cleaning– count the total number of persons served **by this project** in the period. The term person (or client) served refers to all adults and children served by the program during the reporting period. This does not include caregivers who live with a disabled adult and children who are not in the care of a parent or guardian or not residing with them.
Total number of Adults:	Of the total persons identified above, how many are for persons age 18 or over? An adult is any person 18 years of age or older. A person's age is based on the program *entry date closest to the end of the operating year*. If a person entered the program prior to the start of the reporting period, the person's age should be based on the first day of the reporting period.
Total number of Unaccompanied Children:	Of the total persons identified above, how many are for persons under age 18 in a household of one person? Unaccompanied Children are persons age 17 or under in a household without anyone else.
Total number of Leavers:	Of the total persons identified above, how many were recorded as **Leavers** – persons who exited the program during the reporting period and were not active in the program on the last day of the reporting period?

Then, separately for each data element, specify the number of total persons in this project for whom the data element recorded in HMIS was "Don't Know or Refused" and the number with no information recorded in the HMIS. Note that persons should not be counted if the data element is not required to be collected. For example, children with missing date of birth should be counted, but they should not be counted in the veteran status data element.

Data quality should be reported based on the latest enrollment for each client in the reporting period. Thus, the "total number of Clients" reported in the first part of this question will equal the total clients who were served including data entered for a client who may have been entered prior to the start of the reporting period.

VAWA providers should report data quality based on data provided in their comparable non-HMIS database. If multiple databases are used across a grant, the data should be aggregated for reporting purposes.

For Street Outreach Programs, missing data should only be counted for clients who have been identified as engaged in the program.

Program Outputs

Q8 Persons Served

SHP S+C SRO
PH TH SSO SH

Q8. Persons Served

Total = unduplicated # of persons served during the entire period. This is auto calculated.

Instructions: [show]

* Number of Persons in Households Served During the Operating Year

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

If you did not record the age of the person, then the HMIS cannot determine if the person is an adult or a child and should be recorded in "Information Missing".

* Average Number of Persons Served Each Night

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Average Number of Persons	0				

The point in time count is the actual count of persons by their household types served on the last Wednesday of January, April, July and October.

Average = the total number of nights of service among all persons served during the operating year, divided by the total number of nights in an operating year (365).

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

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0				
April	0				
July	0				
October	0				

The total number of persons in households should equal the total number of clients reported in Q7. *E-snaps* will prevent the submission of your APR if these numbers are not the same.
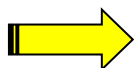
This question reports the total persons served over the program year by household type. <u>All future questions in the APR should reflect the same universe of clients as are entered here on Q8.</u> Error messages will be generated in subsequent questions if the totals in those questions are not consistent with the totals reported here. For example – if you said you had 15 adults served in this question – but later on Q15a1 – you only reported gender on 14 adults, then you will receive an error message. To reconcile an error message, you will need to update the totals in this question or in the question(s) that follow to ensure that the results are consistent.

Household columns will represent a count of households by type using the following rules:

1) Consider all members of the household that were served within the reporting period when determining household type, regardless of whether they overlapped with one another.

2) Calculate each person's age based on their most recent entry date within the reporting period or as of the first day of the reporting period, whichever is later.

3) Group all persons together who were in one household at any point in time in the reporting period.

4) Count as follows:
   a) *Households without Children* – single adult persons or adults with adult companions that have never had a child in their household.
   b) *Households with Children and Adults* – a person in any household with at least one adult and one child present regardless of whether the child(ren) is present for the full program stay. (Rule – If ever a child in the household, always a household with children).
   c) *Households with only Children* – a person in any household in which all persons are younger than age 18.
   d) *Unknown Household Type* – households that cannot be classified in cases when one or more persons are missing dates of birth. Note that in instances when the household already contains at least one known adult and one known child, the household type can be determined and categorized as a Household with Children and Adults.

Note: If you are completing an extension APR that covers a period less than a full calendar year, report information only for persons with service dates that fall within the extension period.

Q9 Households Served
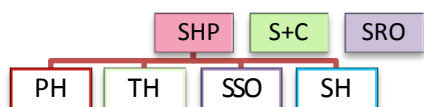
This question is reporting on the <u>total number of distinct households</u> served during the full reporting period and the point-in-time number of households served on the last Wednesday in January, April, July, and October, by household type.

Unlike all other APR questions that are looking at the household configuration based on the person's last stay during the operating year – this question is **counting the total number of households** not the number of persons – so the **method of counting is different**.	**Q9. Households Served** Instructions: [show]

* Number of Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Households	0				

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

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0				
April	0				
July	0				
October	0				

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.

To obtain an unduplicated count of households use the following rules:
1. For households in which each member has only one program stay during the reporting period, count one household and define the household type based on all members who were present during the reporting period.
2. For households in which one or more members have more than one program stay during the reporting period:
   a. Consider all program stays in the reporting period chronologically.
   b. If an identical group of people are served together on multiple program stays, count only one household.
   c. If an adult who has been served previously in the reporting period re-enters the program later in the reporting period, then the adult and any persons served with him/her on both stays are counted as one household that may present in different configurations over time. Define the household type based on all members of the household who were served at any point during the reporting period.

d. If multiple adults were served earlier in the reporting period in two separate households in two separate stays, and subsequently are served together in a third stay, only two households should be counted. Each of the two original households will be counted, because at the time of entry neither had adults who had been previously served. The third stay is not counted as a new household, because it contains adults who were previously served. To categorize the household type, join the household members from the later stay to the household that appeared earliest in the reporting period.

Note: If you are completing an extension APR that covers a period less than a full calendar year, report information only for the point-in-time dates that fall within the extension period.

Q10 & Q11 Utilization Rates
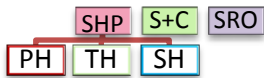
The bed and unit utilization rate question is automatically calculated from the entries you made for bed and unit capacity in Q5 and the entries you made for the average and point-in-time counts of persons (Q8) and households in (Q9). You will not be able to enter data into this question.

Q10 and Q11. Utilization Rates

If in review of this question you determine something is not correct go "**Back**" to Q5, Q8, and Q9 to make sure there is not an error in one of those tables.

Updating and saving corrections in one of those questions will automatically recalculate the results in Q10 or Q11.

* Bed Utilization Rate

Average daily utilization rate during the operating year:	0%

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

January	0%
April	0%
July	0%
October	0%

* Unit Utilization Rate

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

January	0%
April	0%
July	0%
October	0%

Q12 Outreach Contacts and Engagements

SHP
SSO
Street Outreach Only
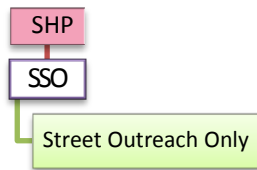
The SHP Street Outreach programs were to begin collecting information in the HMIS about each client contact and engagement beginning June 1, 2010.

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%

The total number of persons engaged cannot be greater than the total number of persons contacted.

Detail required to be completed in Q12	Explanation
Number of Persons Contacted During the Operating Year	Count the number of times, from the person's first contact, that all people active in the program are contacted up until (and including) the date of engagement or the end of the operating year, whichever is earlier. Note: Contacts made by persons who have open records during the operating year and whose entry date was prior to the start of the operating year are counted. Record the number of persons contacted within the number of times specified within each row, based on the location of person's first contact (place not meant for human habitation, non-housing service site, at a

	housing location, or first contact place was missing).
Number of Persons Engaged (by the number of contacts they had) During the Operating Year	Report the total number of persons engaged during the operating year (reporting period), recording people in the row associated with the number of contacts made prior to engagement and in the column of each person's first contact.
Rate of Engagement	The rate of engagement is an automatic calculation. It calculates how many contacts it took for all clients who were engaged during the reporting period to become engaged.

Client Characteristics

Q15 Gender
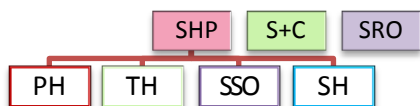
Gender tables in *e-snaps* have been separated onto three forms for ease of viewing and data entry. Persons should be counted in only one form, recorded by gender under the type of household in which they were associated for their last program stay.

Q15a1 - reports on the gender of adults
Q15a2 - reports on the gender of children
Q15a3 - reports on the gender of persons whose age is unknown

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	0			
Female	0			
Transgendered	0			
Other	0			
Don't Know/Refused	0			
Information Missing	0			
Subtotal	0	0	0	0

Q15 subtotals should each equal the totals reported in Q8. *E-snaps* will prevent submission of your APR if these numbers are not the same.

Q16 Age
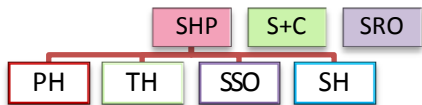
The age question divides all persons served in the reporting period into age groups. Age should be reported based on the person's age at most recent program entry (the last program stay of the reporting period) or on the first day of the reporting period, whichever is later. Report the number of persons served within each age group based on each person's age and household type.

Q16. Age

Instructions: [show]

* Age
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
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

> Q16 totals should each equal the totals reported in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q17 Ethnicity and Race
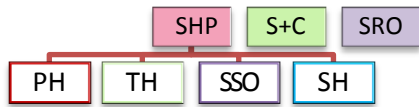
The ethnicity and race questions in *e-snaps* have been separated onto two screens for ease of viewing and data entry.

Q17a reports the ethnicity of all persons served during the reporting period.

Q17a. Ethnicity/Race - Ethnicity

Instructions: [show]

* Ethnicity
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	0				
Hispanic/Latino	0				
Don't Know/Refused	0				
Information Missing	0				
Total	0	0	0	0	0

Q17b reports the race of all persons served during the reporting period. Persons with multiple racial types recorded should be counted in the "multiple races" row.

Q17b. Ethnicity/Race - Race

Instructions: [show]

* Race
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	0				
Black or African-American	0				
Asian	0				
American Indian or Alaska Native	0				
Native Hawaiian or Other Pacific Islander	0				
Multiple Races	0				
Don't Know/Refused	0				
Information Missing	0				
Total	0	0	0	0	0

> Both Q17 a and b totals should each equal the totals reported in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q18 Physical and Mental Health Conditions
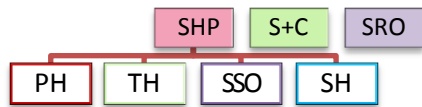
SHP	S+C	SRO
PH	TH	SSO	SH

These questions identify the reported conditions/disabilities of all persons served by the project during the reporting period. These include: mental illness, alcohol abuse, drug abuse, chronic health condition, HIV/AIDS and related diseases, developmental disability, and physical disability. The information on conditions should be based on latest program entry.

Q18a reports on the number of clients with each known disability condition. The rows are not totaled on this question, since one person may have more than one disabling condition and may be reported in one or more rows. For the purposes of this question, counts should be based on the program-specific disability condition data elements in the HMIS.

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	Without Children	With Children and Adults	With Only 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				

Q18b reports on the number of physical and mental health conditions known at the time of program entry. This question should count every person served within the reporting period.   Answers are based on both the general disabling condition data element and on the specific conditions (e.g. Mental Illness, Chronic Health Condition, etc.). Count each specific condition identified as one condition. If disabling condition is identified but a specific condition is not noted, then count that as "Condition Unknown."

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

> Q18b totals should each equal the totals reported in Q8. ***E-snaps*** will prevent the submission of your APR if these numbers are not the same.

32

Q19 Domestic Violence Experience
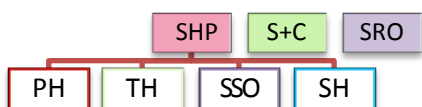
Q19a reports only on adults and unaccompanied children who indicated they were victims of domestic violence served by the project during the reporting period, as reported at the time of their last program entry of the year. Children in households of adult victims are not reported, nor are children in households comprised only of multiple minors.

If you have reported persons in the "yes" row of 19a, then you must click "**Save**," rather than "**Save & Next**," to see the second half of the question. In 19b, record the number of persons who indicated that their past experience of domestic violence was within each of the specified timeframes.

Q19. Domestic Violence Experience

Instructions: [show]

19a. Past Domestic Violence Experience
Number of Adults and Unaccompanied Children in Households

Click save to update form.

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	1	1			
No	0				
Don't Know/Refused	0				
Information Missing	0				
Total	1	1	0	0	0

If you report persons who answered "yes" on Q19a they were victims of domestic violence, then Q19b will appear when you click "**Save**."

If there were not any victims of domestic violence served by your program, click "**Save & Next**" to go onto Q20.

19b. When Past Domestic Violence Experience Occurred
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Within the past 3 Months	0				
3 to 6 Months Ago	0				
6 to 12 Months Ago	0				
More than a Year Ago	0				
Don't Know/Refused	0				
Information Missing	0				

If you recorded persons in 19a in the "yes" row, the total persons entered in 19b must match the total number of persons reported in the "yes" row in 19a. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q20 Prior Residence
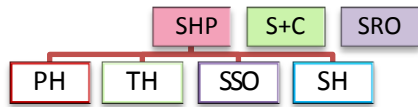
Prior residence tables in *e-snaps* have been separated onto three forms (divided into homeless situation, institutional settings, and other locations) for ease of viewing and data entry. This question reports on the living situation of adults and unaccompanied children the night before they entered the program.

Q20a1 reports on adults and unaccompanied children with a prior residence in **homeless situations**.

Q20a1. Residence Prior to Program Entry - Homeless Situations

Instructions: [show]

Residence Prior to Program Entry - Homeless Situations
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Emergency shelter	0				
Transitional housing for homeless persons	0				
Place not meant for human habitation	0				
Safe Haven	0				
Subtotal	0	0	0	0	0

Q20a2 reports on adults and unaccompanied children with a prior residence in **institutional settings**.

Q20a2. Residence Prior to Program Entry - Institutional Settings

Instructions: [show]

Residence Prior to Program Entry - Institutional Settings
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Psychiatric facility	0				
Substance abuse or detox center	0				
Hospital (non-psychiatric)	0				
Jail, prison, or juvenile detention	0				
Foster care home or foster care group home	0				
Subtotal	0	0	0	0	0

Q20a3 reports on adults and unaccompanied children with a prior residence in **other locations**, including unsubsidized and subsidized permanent housing locations. Q20a3 also allows for an "other" category for adults and unaccompanied children who came from a place not identified in any prior living option.

Q20a3. Residence Prior to Program Entry - Other Locations

Instructions: [show]

Residence Prior to Program Entry - Other Locations
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
PSH for homeless persons	0				
Owned by client, no subsidy	0				
Owned by client, with subsidy	0				
Rental by client, no subsidy	0				
Rental by client, with VASH subsidy	0				
Rental by client, with other subsidy	0				
Hotel/Motel, paid by client	0				
Staying or living with family	0				
Staying or living with friend(s)	0				
Other	0				
Don't Know/Refused	0				
Information Missing	0				
Subtotal	0	0	0	0	0
*Total - 20a1, 20a2 and 20a3	0	0	0	0	0

There is a subtotal on each of the Q20 forms. Those subtotals are summed to create the "Total – 20a1, 20a2 and 20a3" row. If that row does not equal Q8 you need to check the entries made on earlier forms to make adjustments.

The total of Q20a1, 20a2 and 20a3 must match the totals reported in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q21 Veteran Status
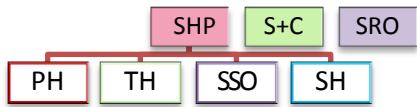
This question captures the Veteran status of all adults served by the project during the reporting period.

* Veteran Status
Number of Adults in Household

	Total	Without Children	With Children and Adults	Unknown Household Type
Veteran	0			
Not a Veteran	0			
Don't Know/Refused	0			
Information Missing	0			
Total	0	0	0	0

> Q21 totals must match the totals reported in Q8 for adults. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q22 Physical and Mental Health Conditions at Exit
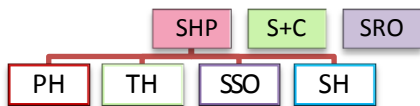
These questions identify the reported conditions/disabilities of all persons served by the project during the reporting period based on what was recorded on their last exit from the program during the reporting period. If a person has not exited the program they are considered a stayer and their information should be taken

> A **leaver** is someone who exited and was not in the program on the last day of the operating year.
>
> A **stayer** is someone who was still in the program on the last day of the operating year.

from the assessment nearest to the end of the reporting period, even if that is the program entry data. Conditions to be reported include: mental illness, alcohol abuse, drug abuse, chronic health condition, HIV/AIDS and related diseases, developmental disability, and physical disability. If the data indicates that a "disabling condition" was present but does not specify which condition it is, then that person is counted under "Condition Unknown."

Q22a1 identifies specific conditions of all **leavers** and **Q22b1** identifies specific conditions of all **stayers**. Conditions are reported separately for adults (18 or over), children, and persons of unknown age. If an adult or child has more than one condition, they are reported under each condition they have and would be counted in more than one row.

* Known Physical and Mental Health Conditions
Number of Leavers

	All Persons	Adults	Children	Age Unknown
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			

Q22a2 identifies the number of **leavers** and **Q22b2** identifies specific conditions of all **stayers**. Report the number of conditions each adult, child and person of unknown age has.

* Number of Known Conditions
Number of Leavers

	All Persons	Adults	Children	Age Unknown
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

The total rows in Q22a2 and Q22b2 are used to error check the total number of **leavers** and **stayers** in subsequent questions. All future questions about **leavers** will be required to balance back to numbers entered in the total row of Q22a2. All future questions about **stayers** will be required to balance back to the numbers entered in the total row of Q22b2.

> The sum of Q22a2 and 22b2 must match the totals reported in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q23 Client Monthly Cash-Income Amount by Entry and Exit Status– Adult Leavers

Q24 Client Monthly Cash-Income Amount by Entry and Latest Status– Adult Stayers
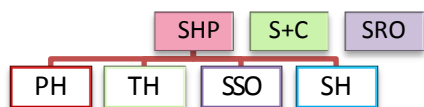
| Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income Change	Average Change($) Monthly Income per Adult

Q23 reports the number of <u>adult leavers</u> (based on their last program stay) who entered the program with income in each of the monthly cash income amount (level) ranges; the number of leavers with income in each of the income ranges; the number who left the program with less, the same, more, or unknown change in income reported by income at entry; and the average change in income during program enrollment for those in each income range who had an known income amount at exit.

Program Entry	Income at Entry	Income at Follow-up	Less Income at Follow-up	Same Income at Follow-up	More Income at Follow-up	Unknown Income Change	Average Change($) Monthly Income per Adult

Q24 reports in the same way as Q23 except it is reporting on <u>adult stayers</u>. Therefore, where in Q23 you reported on income at exit, in Q24 you will report on income as measured at each person's last income assessment (i.e. follow up).

Detail required to be completed in Q23 and Q24	Explanation
Entry total	Count each adult in the row that corresponds with the amount of income each person had at intake/program entry.
Exit total OR Follow up total	Count the amount of income each adult had at their last exit of the reporting period – for leavers (Q23). Count the amount of income each person had at their last assessment – for stayers (Q24).
Less/Same/More/ Income at Exit OR Follow up	Count the number of adult leavers (Q23) OR stayers (Q24) with less, the same, or more income than they had at exit or follow up. Persons should be identified in the income row they were counted in at entry.
Unknown Income at Exit OR Follow up	Count the number of adult leavers (Q23) OR stayers (Q24) with unknown income. Persons should be identified in the income row they were counted in at entry.
Average Change	In each row, report the average change in monthly income for persons reported in the "Income at Entry" column for that row.
Total Row – Average Change	The bottom right corner cell indicates the average change in monthly income for all persons who had a known income at exit/follow up.

An example, showing where each person would be recorded on this question is provided to illustrate how these questions are calculated. Every person is counted three times (1- income at entry, 2- income at exit, and 3- change in income (less, same, more, or unknown). Then they also show in the average change in income, unless the change was unknown at exit.   Follow the names on the *e-snaps* screen shot below for these examples:

- Sue enters with no income and leaves with $300 per month in income.
- Pete enters making $900 per month and leaves with only a $700 per month income, $200 less per month.
- Kennetha has no income change; she enters and exits with the same $1,300 per month income.
- Jordan enters with $250 in monthly income and leaves without reporting his income, so the exit income information is missing and the amount is unknown at exit.

Q23. Client Monthly Cash-Income Amount - Adult Leavers

Instructions: [show]

*** 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

The number of persons with income at exit should equal the number of persons with income at entry.

When the totals of the "Less", "Same" "More" and "Unknown" columns are added together, they should equal the number of persons with income at entry.

The number of persons with unknown income at entry must equal the number of persons at exit who didn't know or where information was missing.

For Q23 - The total number of **leavers** with income at entry and exit must equal the total number of adult leavers identified in Q22a2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

For Q24 - The total number of **stayers** with income at entry and follow up must equal the total number of adult stayers identified in Q22b2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

Q25 Cash Income (Sources and Number of Sources)
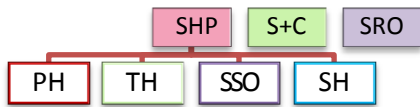
Q25 reports income sources separately for adults, children, or persons of unknown age. The HMIS Data Standards instruct that income must be collected for each person served by a program. Any income associated with a member of a household should be assigned to that person; however, income may be assigned to a head of household if an amount cannot be attributed to a specific member of the household. As a general rule, the income and income source should be assigned to the person who is receiving the income (generally who is named on the check). For example, if a parent is employed, the employment source is marked for the employed parent; if a TANF check is received, the income source is marked under the parent's name; if a social security check is received for a child, it would be recorded under that child's record.

> **Q25a1** reports how many **leavers** had each of the identified <u>cash income sources</u> recorded at exit for each person.

> **Q25b1** reports how many **stayers** had each of the identified cash income sources recorded in the last assessment for each person.

The rows are not totaled since persons may be recorded with more than one income source.

* 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			

Q25a2 reports the number of **leavers** with no income, at least one income source, and missing income information recorded at exit.

Q25b2 reports the number of **stayers** with no income, at least one income source, and missing income information recorded in the last assessment recorded for each person.

* Number of Cash-Income Sources
Number of Leavers

	Total	Adults	Children	Age Unknown
No Sources	0			
1 + Source(s)	0			
Don't Know/Refused	0			
Information Missing	0			
Total	0	0	0	0

For Q25a2 - The total number of **leavers** with income at entry and exit must equal the total number of leavers identified in Q22a2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

For Q25b2 - The total number of **stayers** with income at entry and follow up must equal the total number of stayers identified in Q22b2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

Q26 Non-Cash Benefits

SHP	S+C	SRO

PH	TH	SSO	SH
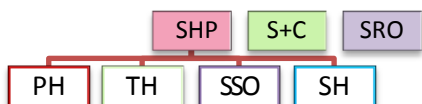
Q26 reports information on the type and number of non-cash benefit sources reported for adults, children, and persons with unknown age. Responses are reported separately for **leavers** and **stayers**. Unlike cash income sources, according to HMIS Data Standards, benefits should be recorded for all persons for whom the benefit was intended. For example, if a family receives food stamps for the entire family, then each family member should have food stamps recorded as a non-cash benefit source for them.

Q26a1 reports how many **leavers** had each of the identified non-cash benefit sources recorded at exit.
Q26b1 reports how many **stayers** had each of the identified non-cash benefit sources recorded in the last assessment for each person.

The rows are not totaled since persons may be reported in more than one non-cash benefit source.

* Non-Cash Benefits
Number of Leavers

	Total	Adults	Children	Age Unknown
Supplemental Nutritional Assistance Program	0			
MEDICAID Health Insurance	0			
MEDICARE Health Insurance	0			
State Children's Health Insurance	0			
WIC	0			
VA Medical Services	0			
TANF Child Care Services	0			
TANF Transportation Services	0			
Other TANF-Funded Services	0			
Temporary Rental Assistance	0			
Section 8, Public Housing, Rental Assistance	0			
Other Source	0			

Q26a2 reports the number of **leavers** with no non-cash benefits, at least one non-cash benefit source, or missing information recorded at exit.

Q26b2 reports the number of **stayers** with no non-cash benefits, at least one non-cash benefit source, and missing information recorded in the last assessment for each person.

* Number of Non-Cash Benefit Sources
Number of Leavers

	Total	Adults	Children	Age Unknown
No Sources	0			
1 + Source(s)	0			
Don't Know/Refused	0			
Information Missing	0			
Total	0	0	0	0

For Q26a2 - The total number of **leavers** with non-cash benefits at entry and exit must equal the total number of leavers identified in Q22a2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

For Q26b2 - The total number of **stayers** with non-cash benefits at entry and follow up must equal the total number of stayers identified in Q22b2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

Q27 Length of Participation

SHP	S+C	SRO

PH	TH	SSO	SH
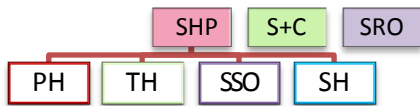
This question identifies the length of participation of persons served in the program based on their last episode of service/housing in the program. Participation accounts for all the days a person was in the program – even if some of those days occurred prior to the reporting period. For **leavers**, count the days from intake to the date of exit. For **stayers**, count the days from intake until the last day of the reporting period. The average and median days for both leavers and stayers is also reported.

Q27. Length of Participation

Instructions: [show]

* Length of Participation by Exit status
Number of Persons

	Total	Leavers	Stayers
30 days or less			
31 to 60 days			
61 to 180 days			
181 to 365 Days			
366 to 730 Days (1-2 Yrs)			
731 to 1,095 Days (2-3 Yrs)			
1,096 to 1,460 Days (3-4 Yrs)			
1,461 to 1,825 Days (4-5 Yrs)			
More than 1,825 Days (>5 Yrs)			
Information Missing			
Total			

* Average and Median Length of Participation in Days

	Average Length	Median Length
Leavers		
Stayers		

The total number of **persons** must equal the total number of persons in Q8. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

The total number of **leavers** with must equal the total number of leavers identified in Q22a2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

The total number of **stayers** must equal the total number of stayers identified in Q22b2. **E-snaps** will prevent the submission of your APR if these numbers are not the same.

Q29 Destination by Household
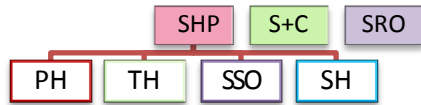
Q29 looks at the exit destinations recorded for each **leaver**. In each screen, record the number of leavers who exited to each type of destination, reported separately for persons in each household type.

> **Q29a1** reports leavers whose participation in the program <u>was more than 90 days</u>.
> **Q29a2** reports leavers whose participation in the program was <u>90 days or less</u>.

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Owned by client, no ongoing subsidy	0				
Owned by client, with ongoing subsidy	0				
Rental by client, no ongoing subsidy	0				
Rental by client, VASH subsidy	0				
Rental by client, other ongoing subsidy	0				
PSH for homeless persons	0				
Living with family, permanent tenure	0				
Living with friends, permanent tenure	0				
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter	0				
Transitional housing for homeless persons	0				
Staying with family, temporary tenure	0				
Staying with friends, temporary tenure	0				
Place not meant for human habitation	0				
Safe Haven	0				
Hotel or motel, paid by client	0				
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or group foster care home	0				
Psychiatric facility	0				
Substance abuse or detox facility	0				
Hospital (non-psychiatric)	0				
Jail, prison, or juvenile detention facility	0				
Subtotal	0	0	0	0	0
Other Destinations					
Deceased	0				
Other	0				
Don't Know/Refused	0				
Information Missing	0				
Subtotal	0	0	0	0	0
Total	0	0	0	0	0

The total must equal the total number of **leavers** identified in <u>Q22a2</u>. ***E-snaps*** will prevent the submission of your APR if these numbers are not the same.

Detail required to be completed Q29	Explanation
PERMANENT DESTINATIONS	
Owned by Client, no subsidy	The unit the client is living in is owned by them and has no ongoing housing subsidy attached to it.
Owned by client, with ongoing subsidy	The unit the client is living in is owned by them and has an ongoing housing subsidy attached to it.
Rental by client, no ongoing subsidy	The unit the client is renting is not supported by any government or private subsidy.
VASH Subsidy	The unit the client is renting is being supported by a HUD/VASH subsidy.
(non-VASH), Ongoing subsidy	The unit the client is renting is being supported by a subsidy – either government or private, either site based or voucher.
Supportive Housing for Homeless Persons	The unit the client is renting is being subsidized by any homeless funding source. This could be a scattered-site or site-based housing where the rental subsidy is from Shelter Plus Care, Supportive Housing Program, or Rapid-Re-housing from HPRP, or a local source of subsidy restricted strictly for homeless persons.
With Family – Permanent Tenure	The client has moved in a room, apartment or house occupied by a family member and is intending on living there.
With Friends – Permanent Tenure	The client has moved into a room, apartment or house occupied by a friend and is intending on living there.
TEMPORARY DESTINATIONS	
Emergency shelter, with voucher	The client has exited to an Emergency Shelter, including a hotel or motel paid for with an emergency shelter voucher.
TH for homeless persons (including youth)	The client has exited to a Transitional Housing program for the homeless (including youth transitional housing programs). Does not include an exit to a substance abuse treatment facility.
With Family – Temporary Tenure	The client has exited to a room, apartment or house occupied by a family member and is intending on staying there only a short time.
With Friends – Temporary Tenure	The client has exited to a room, apartment or house occupied by a friend and is intending on staying there only a short time.
Place Not Meant for Human Habitation	The client has returned to the streets or any place not meant for human habitation (e.g. a vehicle, abandoned building, bus/train/subway/airport station, chicken coop, or anywhere outside).

INSTITUTIONAL SETTINGS	
Foster Care	The client has exited to a foster care home or foster care group home.
Psychiatric Facility	The client has exited to a psychiatric facility or psychiatric hospital, or psychiatric unit of a local hospital.
Substance Abuse or Detox Facility	The client has exited to a substance abuse treatment program, detox program or other substance abuse residential facility.
Hospital (non-psychiatric)	The client has exited to a hospital for any reason other than psychiatric.
Incarcerated	The client has been arrested and is residing in a local jail, prison (state or federal) or juvenile detention facility.
OTHER DESTINATIONS	
Deceased	The client died while in the program.
Other	Some place other that what is able to be recorded in any of the above fields.
Don't Know/refused	The client exited the program without telling program staff where they were going (e.g. MIA) or refused to tell staff where they were going.
Information Missing	The information was not recorded in HMIS.

Financial Information

Q30 SHP Expenditures

SHP

Q30 is for SHP grantees only to report on cash match and SHP expenses for the reporting period.

Match means the cash used to provide the required match level under HUD regulations as was indicated in Exhibit 2 and of your grant application, your Technical Submission or your amended budget. If your grant application exceeded the amount of match required for the project, you must record all cash match expended that is at least equal to the amount you indicated in your Exhibit 2 grant application or your amendment.

The question is divided into four sections for ease of entry: development costs; supportive services costs; HMIS costs; and leasing/operating/administration. Each of your SHP expense section subtotals should tie back to the funds drawn during the reporting period from LOCCS.

Q30a1. In the first column, report on all SHP funds expended during the reporting period on the acquisition, rehabilitation, and new construction. In the second column, report all cash matching funds expended during the reporting period in these same line items. If you had no expenses enter "0" in each field on the question.

Development Expenses:

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

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Acquisition			0%	$0.00
Rehabilitation			0%	$0.00
New Construction			0%	$0.00
Development - Subtotal	$0.00	$0.00	0%	$0.00

Q30a2. Report all SHP funds expended during the reporting period on supportive services. Cash match does not require a row by row itemization. In the row titled "Cash Match Expended", report all matching funds expended on supportive services during the reporting period.

Supportive Services Expenses:

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

Q30a3. Report all SHP funds expended during the reporting period on HMIS. Cash match does not require a row by row itemization. In the row titled "Cash Match Expended" report all matching funds expended on HMIS during the reporting period.

* SHP and Cash Match Expenditures During the Operating Year – HMIS

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Equipment (server, computers, printers)				
Software (software fees, user licenses, software support)				
Services (training, hosting, programming)				
Personnel (costs associated with staff)				
Space and operations				
Stipends to agencies				
Other (please specify below)				
HMIS - Subtotal	$0.00			
Cash Match Expended			0%	$0.00

Q30a4.
   ✓ Report all SHP funds expended during the reporting period on real property leasing. No match is required for leasing. However, if you generated other funding for leasing HUD is interested in the amount expended; please show that amount in the "cash match" column.

   ✓ Report all SHP funds expended during the reporting period on operations. In the second column, report all matching funds expended on operations during the reporting period.

   ✓ Report all SHP funds expended during the reporting period on administration.   No match is required for administration. However, if you generated other funding for administration HUD is interested in the amount expended, please show that amount in the "cash match" column.

Q30a4. SHP Expenditures – Leasing, Operating, and Administration

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

After entering expenditure data in Q30a4, click "**Save**." The subtotals from each of the previously completed budget components in 30a1-30a4 will then be reflected in the "Totals" table provided below the "Leasing, Operating, and Administration" data entry table.

SHP and Cash Match Expenditures During the Operating Year - Totals

Total SHP Expenses	SHP Funds	Cash Match	Match %	Total Expenditures
Development	$0.00	$0.00	0%	$0.00
Supportive Services	$0.00		0%	$0.00
Real Property Leasing			0%	$0.00
Operating Expenses			0%	$0.00
HMIS	$0.00		0%	$0.00
SHP Expenses - Subtotal	$0.00	$0.00		$0.00
Administration			0%	$0.00
Total Expenses	$0.00	$0.00		$0.00

Q31 Shelter Plus Care Expenditures and Match

S+C

Report all of the Shelter Plus Care funds expended during the reporting period.
- Under Rental Assistance, report all S+C funds expended on rental assistance including: rent, deposits, and damage payments, as is allowed under S+C regulation.
- Under Administration, report all S+C funds expended on administration that was drawn during the reporting period.

Supportive Services Match is reported in the same format as was in the exhibit of your grant application. Report the value of all services that can be counted as match that you received for the S+C program residents associated with this grant and for which you have documented match value during the reporting period.

Every box on these forms is a required field. If you do not have a line item in your grant, record a "0" in each box associated with that expense.

Q31. S+C Expenditures and Value of Services

Instructions: [show]

S+C and Documented Services Match During the Operating Year

	Expenditure Amount
Rental Assistance	
Administration	
Total S+C Expenditures	$0.00

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

Documented Services Match	Value ($)
Outreach	
Case management	
Life skills (outside of 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	
Total documented services match	$0.00

Q33 SRO Value of Services Received

SRO

In this question, SRO grantees should document the value of supportive services received by homeless persons residing in the SRO during the reporting period.

Every box on this form is a required field. If you do not have a line item in your grant, record a "0" in each box associated with that expense.

Value of Supportive Services Received by SRO Clients During the Operating Year

Supportive Service Match	Value ($)
Outreach	
Case management	
Life skills (outside of 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	
Total	$0.00

Q34 Percent HUD McKinney-Vento Funding

SHP   S+C   SRO

PH   TH   SSO   SH
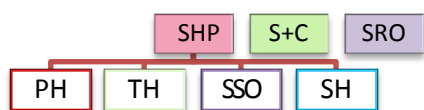
Report the percentage that HUD McKinney-Vento funding (SHP, S+C and/or SRO) represents relative to your total program's annual budget. Please note – this is not asking for a percentage of HUD funds to your total agency budget, but rather just the program budget that this grant is supporting. For example, if this program has a $300,000 budget, and this grant provides $100,000 annually, then the response to this question should be 33 percent.

Q34. Percent HUD McKinney-Vento Funding

Instructions: [show]

* What percentage of this project's annual budget (services, leasing, operation, HMIS, administration) is represented by HUD McKinney-Vento funding?

Performance

In 2012 the performance measures identified by grantees beginning in the 2010 application will be reported on. Until then, grantees may comment on program performance in Q40.

Q40 Significant Program Accomplishments
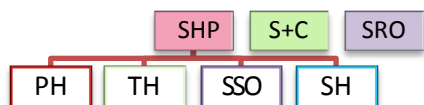
Describe in a brief narrative form (no more than 2,000 characters) any significant accomplishments achieved by your program during the reporting period.

Q42 Additional Comments

Q42 is an optional question. Grantees may describe in a brief narrative (no more than 2,000 characters) any additional comments that they would like to describe or explain to HUD. For example if a grantee had a difference in the number of persons projected to be served and the number of persons actually served, use this box to explain the difference.

Submission Certification
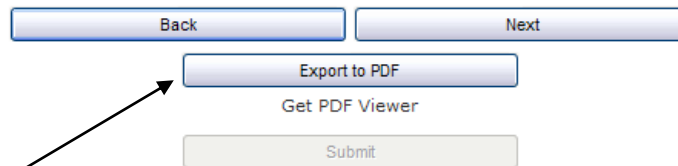
Checking the certification button notifies HUD that the person named on this form has certified that all the information in the form is true and accurate. The Authorized Grantee Official must fill-in their name and title/position. Each authorizing official is electronically signing the APR after completion of all of the questions and prior to submission in *e-snaps* by checking the certification button. The Authorized Grantee Official is saying to HUD, by checking this certification, that all information reported in all questions of the APR is true and accurate.

Submission Summary

Review your submission summary information. When the "Last Updated" field shows a date, then the form was completed on that date and all required fields have been entered.   If the words "Please Complete" appear it means that you have not completed one or more mandatory fields for that question. Click on the question name and you will be returned to the page to complete or correct information. An error message on the page requiring correction should appear to help guide you to the information that is missing or wrong. The error alert will also show in the "notes" at the end of the Submission Summary chart. If the "Last Updated" indicates "No Input Required" then that question was not required for your APR and you can move forward to submission without completing that question.

Export your information to a PDF file for your review and for your records. [Tip: If you want percentages to show on the PDF report for your future use, make sure you have checked the "show percentage" box on each question you want to have percentages printed for.]

Press Submit (*e-snaps* will not allow you to submit unless all of the forms labeled "Please Complete" have been corrected.)

You have completed your APR!

Glossary

<u>**Client Types:**</u>

Adult – any person 18 years of age or older. A person's age is based on the program *entry date closest to the end of the operating year*. If a person entered the program prior to the start of the reporting period, the person's age should be based on the first day of the reporting period.

Children – any persons under the age of 18. A person's age is based on the program *entry date closest to the end of the operating year*. If a person entered the program prior to the start of the reporting period, the person's age should be based on the first day of the reporting period.

<u>**Household Types:**</u>

Household – either a single person or multiple persons who jointly participate in a program.

Household without Children – A household that does not include any children, including unaccompanied adults, multiple adult households, and pregnant women age 18 or older not accompanied by other children. For the purposes of APR reporting, households without children that contain multiple persons should be counted as one (1) household without children.

Household with Children – Any household with at least one child. There are two types of households with children:

> **Households with at least one adult and one child** include households composed of at least two persons, one of whom is an adult and one is a child.
>
> **Households with only children** are composed only of persons age 17 or under, including unaccompanied children, adolescent parents and their children, adolescent siblings, pregnant women under 18 years old, or other household configurations composed only of children.

<u>**General Definitions:**</u>

Chronically homeless person – "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years." To be considered chronically homeless, a person must have been on the streets or in an emergency shelter (i.e., not in transitional housing) during these episodes.

Continuum of Care (CoC) Number – a HUD-assigned unique number given to each Continuum of Care. Projects should only have one CoC Number.

Disabling condition – (1) A disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

Engagement (Street Outreach Programs only) – an interactive client relationship that has led to a deliberate client assessment. For the purpose of the APR, street outreach programs must report the

date that the client was engaged. Programs may decide whether this is equivalent to the program entry date or a distinct date that may occur before, concurrent with, or after the program entry date.

Entered the program – the first day a client receives services. For a residential program, this date would represent the first day of residence in the program's housing. For supportive service only programs, this date may represent the day of program enrollment, the day a service was provided, or the first date of a period of continuous participation in a service (e.g., daily, weekly, or monthly).

For S+C and SRO programs, the program entry date is the date that the client starts to receive rental assistance (i.e., is housed). For S+C, services provided prior to this point are recognized as necessary for outreach/enrollment and are eligible to count as match.

Exited the program – the last day a client receives services. For a residential program, this date would represent the last day of residence in the program's housing. For supportive service only programs, the exit date may represent the last day a service was provided or the last date of a period of continuous service. If a client leaves the program temporarily (e.g., for a hospitalization) but is expected to return within 30 days, do not count that client as having left the program.

For S+C programs, the program exit date refers to the date the client stops receiving rental assistance and is not expected to return to S+C assisted housing. If the client returns to S+C assisted housing within 90 days, the person should not be considered as exiting from the program. If the person returns to S+C assisted housing after 90 days, that person is considered a new client.

Grantee – the entity that signed the grant agreement with HUD.

Leaver – clients who exited and were not in the program on the last day of the reporting period.

Operating year – For SHP programs, the operating year is the 12-month period beginning on the Operating Start Date. For new grants *without* funds for acquisition, construction or rehabilitation, the operating start date is the first day of the month in which the grantee or sponsor begins incurring eligible costs. The date is set by the grantee at the time of first draw down from LOCCS. For new projects *with* funds for acquisition construction or rehabilitation, the operating start date is the earlier of (1) the first day of the month following completion of acquisition, construction or rehabilitation activities or (2) the date the NOFA established as the deadline to begin operating the project. For renewals, the operating start date is the day after the end of the previous grant term.

For dedicated HMIS projects, the operating year begins when any eligible cost included in the approved project budget is incurred. 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.

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

Person Served – person (or client) served refers to all adults and children served by the program during the reporting period. This includes all persons for whom a program entry date has been entered into HMIS. This does not include caregivers who live with a disabled adult and children who are not in the care of a parent or guardian or not residing with them.

Project Sponsor – the organization responsible for carrying out the daily operation of the project, if the organization is an entity other than the grantee.

Unaccompanied Child – an individual under age 18 with a household size of one.

Stayer – to clients who were in the program on the last day of the reporting period. This includes clients who exited the program and re-entered the program before the end of the reporting period.

APR Template

This is a template designed to assist grantees required to complete the Full CoC APR. It is a model of the data collected in *e-snaps*. It is not intended to replace electronic data collection in *e-snaps*. Field layout in *e-snaps* may differ from the layout presented below.

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	
E-mail address	
Confirm E-mail Address	
Phone Number	
Extension	
Fax Number	

Q3. Project Information -- Content depends on "Type of Grant" selection

Type of Grant	
Component Type	
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)	
Was this project funded under a special initiative	
Target Subpopulation	
CoC Number and Name	
Amount of Contract or Award	
Operating Year Covered by this APR	
Is this an extension APR	
Is this a final APR	
Is this a corrected APR	
Is this APR fulfilling the reporting obligation associated with a 20-year use requirement	

Q4. Site Information

Street/PO Box	
City	
State	
Zip Code	

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

Q5. Bed and Unit Inventory

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

	Beds	**CH Beds** (PH Only)	**Units**
Households Without Children			
Households With Children			
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

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

	Beds	**CH Beds** (PH Only)	**Units**
Households Without Children			
Households With Children			
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Explanation of Changes
Explain any difference in the actual inventory from the information provided in the application.
Maximum Characters: 2000

Q6. HMIS Bed Participation

HMIS Bed Participation

The total number of year-round beds in HMIS for households without children	
The total number of year-round beds in HMIS for households with children	
HMIS bed coverage rate for year-round beds for households without children	**e-snaps** calculates
HMIS bed coverage rate for year-round beds for households with children	**e-snaps** calculates
Total HMIS bed coverage rate for all year-round beds	**e-snaps** calculates

Q7. Data Quality

Total number of Clients	
Total number of Adults	
Total number of Unaccompanied Children	
Total number of Leavers	

HMIS or Comparable Database Data Quality

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

Q8. Persons Served

Number of Persons in Household Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	**e-snaps** calculates				
Children	**e-snaps** calculates				
Don't Know/Refused	**e-snaps** calculates				
Information Missing	**e-snaps** calculates				
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Average Number of Persons Served Each Night

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Average Number of Persons	**e-snaps** calculates				

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

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	**e-snaps** calculates				
April	**e-snaps** calculates				
July	**e-snaps** calculates				
October	**e-snaps** calculates				

Q9. Households Served

Number of Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Households	**e-snaps** calculates				

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

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	**e-snaps** calculates				
April	**e-snaps** calculates				
July	**e-snaps** calculates				
October	**e-snaps** calculates				

Q10. and Q11. Utilization Rates

Bed Utilization Rate

Average daily utilization rate during the operating year	**e-snaps** calculates

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

January	**e-snaps** calculates
April	**e-snaps** calculates
July	**e-snaps** calculates
October	**e-snaps** calculates

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

January	**e-snaps** calculates
April	**e-snaps** calculates
July	**e-snaps** calculates
October	**e-snaps** calculates

Q12. Outreach Contacts and Engagements

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	**e-snaps** calculates				
2-5 Times	**e-snaps** calculates				
6-9 Times	**e-snaps** calculates				
10+ Times	**e-snaps** calculates				
Total Persons Contacted	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

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	**e-snaps** calculates				
2-5 Contacts	**e-snaps** calculates				
6-9 Contacts	**e-snaps** calculates				
10+ Contacts	**e-snaps** calculates				
Total Persons Engaged	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Rate of Engagement	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q15a1. Gender - Adults

Gender of Adults
Number of Adults in Households

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	e-snaps calculates			
Female	e-snaps calculates			
Transgendered	e-snaps calculates			
Other	e-snaps calculates			
Don't Know/Refused	e-snaps calculates			
Information Missing	e-snaps calculates			
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q15a2. Gender - Children

Gender of Children
Number of Children in Households

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	e-snaps calculates			
Female	e-snaps calculates			
Transgendered	e-snaps calculates			
Other	e-snaps calculates			
Don't Know/Refused	e-snaps calculates			
Information Missing	e-snaps calculates			
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q15a3. Gender – Missing Age

Gender of Persons Missing Age Information
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	e-snaps calculates				
Female	e-snaps calculates				
Transgendered	e-snaps calculates				
Other	e-snaps calculates				
Don't Know/Refused	e-snaps calculates				
Information Missing	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q16. Age

Age
Number of Persons in Household

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

Q17a. Ethnicity/Race - Ethnicity

Ethnicity
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	**e-snaps** calculates				
Hispanic/Latino	**e-snaps** calculates				
Don't Know/Refused	**e-snaps** calculates				
Information Missing	**e-snaps** calculates				
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q17b. Ethnicity/Race - Race

Race
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	**e-snaps** calculates				
Black or African- American	**e-snaps** calculates				
Asian	**e-snaps** calculates				
American Indian or Alaska Native	**e-snaps** calculates				
Native Hawaiian or Other Pacific Islander	**e-snaps** calculates				
Multiple Races	**e-snaps** calculates				
Don't Know/Refused	**e-snaps** calculates				
Information Missing	**e-snaps** calculates				
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q18a. Physical and Mental Health Conditions at Entry

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

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Illness	**e-snaps** calculates				
Alcohol Abuse	**e-snaps** calculates				
Drug Abuse	**e-snaps** calculates				
Chronic Health Condition	**e-snaps** calculates				
HIV/AIDS and Related Diseases	**e-snaps** calculates				
Developmental Disability	**e-snaps** calculates				
Physical Disability	**e-snaps** calculates				

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

Number of Known Conditions
Number of Persons in Households

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

Q19. Domestic Violence Experience

19a. Past Domestic Violence Experience
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	**e-snaps** calculates				
No	**e-snaps** calculates				
Don't Know/Refused	**e-snaps** calculates				
Information Missing	**e-snaps** calculates				
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

19b. When Past Domestic Violence Experience Occurred
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Within the past 3 Months	**e-snaps** calculates				
3 to 6 Months Ago	**e-snaps** calculates				
6 to 12 Months Ago	**e-snaps** calculates				
More Than a Year Ago	**e-snaps** calculates				
Don't Know/Refused	**e-snaps** calculates				
Information Missing	**e-snaps** calculates				

Q20a1. Residence Prior to Program Entry – Homeless Situations

Residence Prior to Program Entry – Homeless Situations

Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Emergency shelter	e-snaps calculates				
Transitional housing for homeless persons	e-snaps calculates				
Place not meant for human habitation	e-snaps calculates				
Safe Haven	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q20a2. Residence Prior to Program Entry – Institutional Settings

Residence Prior to Program Entry – Institutional Settings

Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Psychiatric facility	e-snaps calculates				
Substance abuse or detox center	e-snaps calculates				
Hospital (non-psychiatric)	e-snaps calculates				
Jail, prison, or juvenile detention	e-snaps calculates				
Foster care home or foster care group home	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q20a3. Residence Prior to Program Entry – Other Locations

Residence Prior to Program Entry – Other Locations

Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
PSH for homeless persons	e-snaps calculates				
Owned by client, no subsidy	e-snaps calculates				
Owned by client, with subsidy	e-snaps calculates				
Rental by client, no subsidy	e-snaps calculates				
Rental by client, with VASH subsidy	e-snaps calculates				
Rental by client with other subsidy	e-snaps calculates				
Hotel/Motel, paid by client	e-snaps calculates				
Staying or living with family	e-snaps calculates				
Staying or living with friend(s)	e-snaps calculates				
Other	e-snaps calculates				
Don't Know/Refused	e-snaps calculates				
Information Missing	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates
Total – 20a1, 20a2 and 20a3	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q21. Veterans Status

Veteran Status
Number of Adults in Household

	Total	Without Children	With Children and Adults	Unknown Household Type
Veteran	e-snaps calculates			
Not a Veteran	e-snaps calculates			
Don't Know/Refused	e-snaps calculates			
Information Missing	e-snaps calculates			
Total	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q22a1. Physical and Mental Health Types of Conditions – Leavers

Known Physical and Mental Health Conditions
Number of Leavers

	All Persons	Adults	Children	Age Unknown
Mental Illness	e-snaps calculates			
Alcohol Abuse	e-snaps calculates			
Drug Abuse	e-snaps calculates			
Chronic Health Condition	e-snaps calculates			
HIV/AIDS and Related Diseases	e-snaps calculates			
Developmental Disability	e-snaps calculates			
Physical Disability	e-snaps calculates			

Q22a2. Physical and Mental Health Number of Conditions – Leavers

Number of Known Conditions
Number of Leavers

	All Persons	Adults	Children	Age Unknown
None	e-snaps calculates			
1 Condition	e-snaps calculates			
2 Conditions	e-snaps calculates			
3+ Conditions	e-snaps calculates			
Condition Unknown	e-snaps calculates			
Don't Know/Refused	e-snaps calculates			
Information Missing	e-snaps calculates			
Total	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q22b1. Physical and Mental Health Types of Conditions – Stayers

Known Physical and Mental Health Conditions
Number of Stayers

	All Persons	Adults	Children	Age Unknown
Mental Illness	**e-snaps** calculates			
Alcohol Abuse	**e-snaps** calculates			
Drug Abuse	**e-snaps** calculates			
Chronic Health Condition	**e-snaps** calculates			
HIV/AIDS and Related Diseases	**e-snaps** calculates			
Developmental Disability	**e-snaps** calculates			
Physical Disability	**e-snaps** calculates			

Q22b2. Known Physical and Mental Health Number of Conditions – Stayers
Number of Known Conditions
Number of Stayers

	All Persons	Adults	Children	Age Unknown
None	**e-snaps** calculates			
1 Condition	**e-snaps** calculates			
2 Conditions	**e-snaps** calculates			
3+ Conditions	**e-snaps** calculates			
Disabled – Unknown	**e-snaps** calculates			
Don't Know/Refused	**e-snaps** calculates			
Information Missing	**e-snaps** calculates			
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q23. Client Monthly Cash-Income Amount – Adult Leavers
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							
$1 - $150							
$151 - $250							
$251 - $500							
$501 - $750							
$751 - $1,000							
$1,001 - $1,250							
$1,251 - $1,500							
$1,501 - $1,750							
$1,751 - $2,000							
$2,001 +							
Don't Know/Refused							
Information Missing							
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	

Q24. Client Monthly Cash-Income Amount – Adult Stayers

Client Monthly Cash-Income Amount by Entry and Latest Status
Number of Adult Stayers

Program Entry	Income at Entry	Income at Follow-up	Less Income at Follow-up	Same Income at Follow-up	More Income at Follow-up	Unknown Income Change	Average Change ($) Monthly Income per Adult
No Income			████				
$1 - $150							
$151 - $250							
$251 - $500							
$501 - $750							
$751 - $1,000							
$1,001 - $1,250							
$1,251 - $1,500							
$1,501 - $1,750							
$1,751 - $2,000							
$2,001 +							
Don't Know/Refused			████	████	████		████
Information Missing			████	████	████		████
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	

Q25a1. Cash Income Sources – Leavers

Type of Cash-Income Sources
Number of Leavers

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

Q25a2. Cash Income Number of Sources – Leavers

Number of Cash-Income Sources
Number of Leavers

	Total	Adults	Children	Age Unknown
No Sources	**e-snaps** calculates			
1 + Source (s)	**e-snaps** calculates			
Don't Know/Refused	**e-snaps** calculates			
Information Missing	**e-snaps** calculates			
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q25b1. Cash Income Sources – Stayers

Type of Cash-Income Sources
Number of Stayers

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

Q25b2. Cash Income Number of Sources – Stayers

Number of Cash-Income Sources
Number of Stayers

	Total	Adults	Children	Age Unknown
No Sources	**e-snaps** calculates			
1 + Source (s)	**e-snaps** calculates			
Don't Know/Refused	**e-snaps** calculates			
Information Missing	**e-snaps** calculates			
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q26a1. Non-Cash Benefit Sources – Leavers

Non-Cash Benefits
Number of Leavers

	Total	Adults	Children	Age Unknown
Supplemental Nutritional Assistance Program	**e-snaps** calculates			
MEDICAID Health Insurance	**e-snaps** calculates			
MEDICARE Health Insurance	**e-snaps** calculates			
State Children's Health Insurance	**e-snaps** calculates			
WIC	**e-snaps** calculates			
VA Medical Services	**e-snaps** calculates			
TANF Child Care Services	**e-snaps** calculates			
TANF Transportation Services	**e-snaps** calculates			
Other TANF-Funded Services	**e-snaps** calculates			
Temporary Rental Assistance	**e-snaps** calculates			
Section 8, Public Housing, Rental Assistance	**e-snaps** calculates			
Other Source	**e-snaps** calculates			

Q26a2. Number of Non-Cash Benefit Sources – Leavers

Number of Non-Cash Benefit Sources
Number of Leavers

	Total	Adults	Children	Age Unknown
No Sources	**e-snaps** calculates			
1 + Source (s)	**e-snaps** calculates			
Don't Know/Refused	**e-snaps** calculates			
Information Missing	**e-snaps** calculates			
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q26b1. Non-Cash Benefit Sources – Stayers

Non-Cash Benefits
Number of Stayers

	Total	Adults	Children	Age Unknown
Supplemental Nutritional Assistance Program	**e-snaps** calculates			
MEDICAID Health Insurance	**e-snaps** calculates			
MEDICARE Health Insurance	**e-snaps** calculates			
State Children's Health Insurance	**e-snaps** calculates			
WIC	**e-snaps** calculates			
VA Medical Services	**e-snaps** calculates			
TANF Child Care Services	**e-snaps** calculates			
TANF Transportation Services	**e-snaps** calculates			
Other TANF-Funded Services	**e-snaps** calculates			
Temporary Rental Assistance	**e-snaps** calculates			
Section 8, Public Housing, Rental Assistance	**e-snaps** calculates			
Other Source	**e-snaps** calculates			

Q26b2. Number of Non-Cash Benefit Sources – Stayers

Number of Non-Cash Benefit Sources
Number of Stayers

	Total	Adults	Children	Age Unknown
No Sources	**e-snaps** calculates			
1 + Source (s)	**e-snaps** calculates			
Don't Know/Refused	**e-snaps** calculates			
Information Missing	**e-snaps** calculates			
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q27. Length of Participation

Length of Participation by Exit Status
Number of Persons

	Total	Leavers	Stayers
30 days or less	**e-snaps** calculates		
31 to 60 days	**e-snaps** calculates		
61 to 180 days	**e-snaps** calculates		
181 to 365 days	**e-snaps** calculates		
366 to 730 days (1-2 Yrs)	**e-snaps** calculates		
731 to 1,095 days (2-3 Yrs)	**e-snaps** calculates		
1,096 to 1,460 days (3-4 Yrs)	**e-snaps** calculates		
1,461 to 1,825 days (4-5 Yrs)	**e-snaps** calculates		
More than 1,825 days (> 5 Yrs)	**e-snaps** calculates		
Information Missing	**e-snaps** calculates		
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Average and Median Length of Participation in Days

	Average Length	Median Length
Leavers		
Stayers		

Q29a1. Destination at Program Exit - Leavers Participating More Than 90 Days
Exit Destination – Persons Participating More Than 90 Days
Number of Leavers in Households

Permanent Destinations

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Owned by client, no ongoing subsidy	e-snaps calculates				
Owned by client, with ongoing subsidy	e-snaps calculates				
Rental by client, no ongoing subsidy	e-snaps calculates				
Rental by client, VASH subsidy	e-snaps calculates				
Rental by client, other ongoing subsidy	e-snaps calculates				
PSH for homeless persons	e-snaps calculates				
Living with family, permanent tenure	e-snaps calculates				
Living with friends, permanent tenure	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Temporary Destinations

Emergency shelter	e-snaps calculates				
Transitional housing for homeless persons	e-snaps calculates				
Staying with family, temporary tenure	e-snaps calculates				
Staying with friends, temporary tenure	e-snaps calculates				
Place not meant for human habitation	e-snaps calculates				
Safe Haven	e-snaps calculates				
Hotel or motel, paid by client	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Institutional Settings

Foster care home or group foster care home	e-snaps calculates				
Psychiatric facility	e-snaps calculates				
Substance abuse or detox facility	e-snaps calculates				
Hospital (non-psychiatric)	e-snaps calculates				
Jail, prison, or juvenile detention facility	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Other Destinations

Deceased	e-snaps calculates				
Other	e-snaps calculates				
Don't Know/Refused	e-snaps calculates				
Information Missing	e-snaps calculates				
Subtotal	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates
Total	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates	e-snaps calculates

Q29a2. Destination at Program Exit – Leavers Participating 90 Days or Less
Exit Destination – Persons Participating 90 Days or Less
Number of Leavers in Households

Permanent Destinations

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Owned by client, no ongoing subsidy	**e-snaps** calculates				
Owned by client, with ongoing subsidy	**e-snaps** calculates				
Rental by client, no ongoing subsidy	**e-snaps** calculates				
Rental by client, VASH subsidy	**e-snaps** calculates				
Rental by client, other ongoing subsidy	**e-snaps** calculates				
PSH for homeless persons	**e-snaps** calculates				
Living with family, permanent tenure	**e-snaps** calculates				
Living with friends, permanent tenure	**e-snaps** calculates				
Subtotal	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Temporary Destinations

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Emergency shelter	**e-snaps** calculates				
Transitional housing for homeless persons	**e-snaps** calculates				
Staying with family, temporary tenure	**e-snaps** calculates				
Staying with friends, temporary tenure	**e-snaps** calculates				
Place not meant for human habitation	**e-snaps** calculates				
Safe Haven	**e-snaps** calculates				
Hotel or motel, paid by client	**e-snaps** calculates				
Subtotal	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Institutional Settings

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Foster care home or group foster care home	**e-snaps** calculates				
Psychiatric facility	**e-snaps** calculates				
Substance abuse or detox facility	**e-snaps** calculates				
Hospital (non-psychiatric)	**e-snaps** calculates				
Jail, prison, or juvenile detention facility	**e-snaps** calculates				
Subtotal	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Other Destinations

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Deceased	**e-snaps** calculates				
Other	**e-snaps** calculates				
Don't Know/Refused	**e-snaps** calculates				
Information Missing	**e-snaps** calculates				
Subtotal	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates
Total	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q30a1. SHP Expenditures – Development Costs

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

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Acquisition			**e-snaps** calculates	**e-snaps** calculates
Rehabilitation			**e-snaps** calculates	**e-snaps** calculates
New Construction			**e-snaps** calculates	**e-snaps** calculates
Development – Subtotal	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates

Q30a2. SHP Expenditures – Supportive Services

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	**e-snaps** calculates			
Cash Match Expended			**e-snaps** calculates	**e-snaps** calculates

Q30a3. SHP Expenditures – HMIS

SHP and Cash Match Expenditures During the Operating Year – HMIS

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Equipment (server, computers, printers)				
Software (software fees, user licenses, software support)				
Services (training, hosting, programming)				
Personnel (costs associated with staff)				
Space and operations				
Stipends to agencies				
Other (please specify below)				
HMIS - Subtotal	**e-snaps** calculates			
Cash Match Expended			**e-snaps** calculates	**e-snaps** calculates

Q30a4. SHP Expenditures – Leasing, Operating, and Administration

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

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Real Property Leasing			**e-snaps** calculates	**e-snaps** calculates
Operating Costs			**e-snaps** calculates	**e-snaps** calculates
Administration			**e-snaps** calculates	**e-snaps** calculates
Leasing, Operating, Admin - Subtotal	**e-snaps** calculates	**e-snaps** calculates		**e-snaps** calculates

SHP and Cash Match Expenditures During the Operating Year - Totals

Total SHP Expenses	SHP Funds	Cash Match	Match %	Total Expenditures
Development	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates
Supportive Services	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates
Real Property Leasing	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates
Operating Expenses	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates
HMIS	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates
SHP Expenses – Subtotal	**e-snaps** calculates	**e-snaps** calculates		**e-snaps** calculates
Administration	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates	**e-snaps** calculates
Total Expenses	**e-snaps** calculates	**e-snaps** calculates		**e-snaps** calculates

Q31. S+C Expenditures and Value of Services

S+C and Documented Services Match During the Operating Year

	Expenditure Amount
Rental Assistance	
Administration	
Total S+C Expenditures	**e-snaps** calculates

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

Documented Service Match	Value ($)
Outreach	
Case management	
Life Skills (outside of 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	
Total documented services match	**e-snaps** calculates

Q33. SRO Value of Services Received

Value of Supportive Services Received by SRO Clients During the Operating Year

Supportive Service Match	Value ($)
Outreach	
Case management	
Life skills (outside of 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	
Total	**e-snaps** calculates

Q34. Percent HUD McKinney-Vento Funding

What percentage of this project's annual budget (services, leasing, operation, HMIS, administration) is represented by HUD McKinney-Vento funding?	

Q40. Significant Program Accomplishments

Please describe any significant accomplishments achieved by your program during the operating year.
Maximum Characters: 2000

Q42. Additional Comments

Please provide any additional comments on other areas of the APR that need explanations, such as a difference in anticipated and actual programs outputs or bed utilization.
Maximum Characters: 2000