

REVISED ANNUAL PERFORMANCE REPORT (APR) REQUIREMENTS AND TRANSITION PERIOD GUIDELINES

Effective July 1, 2010, HUD will replace the current Annual Progress Report (APR, HUD-40118) with a new electronic report, the Annual Performance Report (APR). The new APR must be submitted via HUD's electronic grants management system for homeless assistance programs, *e-snaps*. HUD expects the new APR to be available in *e-snaps* in June 2010, well in advance of all reporting deadlines for the new APR.

The submission of the new APR will be phased in so all grantees will have ample time to transition to the new format and requirements. The transition requirements are designed to introduce all grantees to the new APR format, recognizing that HMIS solution providers will need time to program the new APR report output and that grantees are not yet collecting all of the data required to fully complete the new APR.

All grantees receiving HUD McKinney-Vento Homeless Assistance Program funds with operating years ending on or after July 1, 2010 and/or Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds must complete their annual reports using the new electronic APR format.

Submittal Requirements and Deadlines

Extensive documentation with instructions on how to use information from the HUD-40118 format to complete the new APR according to the transition requirements will be provided by June 30, 2010. All information on the APR will be posted on the HUD Homelessness Resource Exchange (HRE) at www.HUDHRE.info.

APRs will still be due within the same number of days of the end of the operating year: 60 days for HPRP grants and 90 days for HUD McKinney-Vento grants. The content and format of the submittal requirements will vary depending on the type of grant and end date of the operating year for each grant.

- HPRP grantees will submit the new APR format in *e-snaps* by November 30, 2010 for the period ending September 30, 2010.
- Continuum of Care (CoC) program (SHP, S+C, SRO) grantees have the following submission requirements:
 - ✓ Projects with operating year ending on or before June 30, 2010 must submit the HUD-40118 to the applicable Field Office.
 - ✓ Projects with operating year ending between July 1, 2010 and May 31, 2011 must submit APR in *e-snaps* reporting only the information that would have been reported on the HUD-40118 and is included in the new APR.

- ✓ Projects with operating year ending on or after June 1, 2011 must submit new APR in *e-snaps* reporting all new data elements.

Data collection requirements

The new APR relies on data collected according to the revised HMIS Data Standards published in March 2010. These revised Data Standards are available at www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.

Effective June 1, 2010, all HUD-required client-level data collected in an HMIS must comply with the new HMIS Data Standards. While HPRP programs have been collecting data based on the draft revised HMIS Data Standards that were released in July 2009, they must now comply with the final revised HMIS Data Standards published in March 2010.

Note : programs do not need to retroactively update client-level data collected prior to June 1, 2010. However, HUD encourages grantees and program managers to contact the HMIS administrator in their CoC to ensure that the HMIS software is being appropriately upgraded in time to comply with the June 1, 2010 data collection deadline. Programs may also need to adjust any paper-based intake and program forms to ensure that all required data are collected at the appropriate times.

Technical Assistance Resources

HUD recognizes that significant reporting changes are challenging to implement, the transition from the HUD-40118 form to the new *e-snaps* APR has been designed to ensure that all HMIS solution providers and grantees have adequate time to understand and make the transition.

HUD expects to provide technical assistance documents and training on the following timeline:

- Transition requirements and reporting for CoC grantees -- June 2010
(Coc grantees in the transition process)
- APR requirements and reporting for HPRP grantees -- August 2010
- New APR requirements and reporting for CoC grantees – May 2011
- Technical programming specifications to HMIS Solution Providers -- July 2010
(Allows programming time for queries or reports needed to generate data for the new APR)

Document publication and training announcements will be announced via the HMIS, Homeless, and HPRP listservs. All technical assistance resources will be posted on the HUD HRE. To sign up for a listserv group or view available resources, visit the HRE at www.hudhre.info.

Until June 1, 2010, APR questions may be emailed to APR@abtassoc.com. After June 1st, all APR questions must be submitted to the Virtual Help Desk on the HRE.