

TAPR UPDATE

GUIDEBOOK UPDATE:

HMIS Bed Participation Rate (Q6) Removed From the Guidebook

In the previous version of the Transition APR Guidebook, there was reference to screen Q6: HMIS Bed Participation Rate. However, screen Q6 is not available to grantees who are completing the Transition APR. The references to Q6 have been removed from the most recent version of the Transition APR Guidebook.

e-snaps UPDATES:

Cash Match (Q30a) Changed

The cash match percent fields on the financial screens (Q30a1, Q30a2, and Q30a3) of the Transition APR have been changed to calculate the cash match as a percent of the Total Expenditures. Previously the cash match was calculated as the percent of cash match based on the SHP Funds, which is less common and causes confusion for some grantees and HUD Field Offices.

Clarification on when a Supplemental APR for Victim Service Provider Project Sponsors applies to CoC Grantees

[Click here](#) for additional guidance on when a Supplemental APR for Victim Service Provider is necessary.

HMIS Bed and Unit Participation for Emergency Shelters (H10d) Corrected (For SHP-HMIS Dedicated Projects Only)

For HMIS-dedicated projects (SHP-HMIS grantees), all of the screens in H10 are mandatory. Previously, the submission condition in H10d was not visible, so if grantees failed to complete this screen there was no error message, but the APR could not be submitted. An error message has been added making it clear that H10d, similar to all screens in H10, must be completed in order for the grantee to submit its APR.

REMINDERS:

Grantees should work with HMIS System Administrators

Grantees need to work with their HMIS System Administrators to understand the requirements of their particular HMIS system for APR reporting. System Administrators should work with their Vendors to determine how their vendor is supporting the Transition APR. Some vendors will have programmed the

Transition APR into their systems while others are relying on the former HUD-40118 report during the transition. Please refer to the information about the APR in the following listserv message for further guidance on the requirements for the APR during the transition period: [Revised Annual Performance Report \(APR\) Requirements and Transition Period Guidelines](#).

Clarification about Destination (Q29)

In screen Q29a1, grantees will respond to the questions depending on whether they are submitting data according to the former HUD-40118 APR form or whether they are using an HMIS-based APR that complies with the new CoC APR specifications. If grantees are using a HUD-40118 format then they should submit data according to the adults participants reported in the HUD-40118, and results should be entered in the "Unknown Type" column of the *e-snaps* APR. If grantees' HMIS can generate the new *e-snaps* APR format, grantees should report on all adults and children, and they can record the data in the appropriate columns, as generated by the HMIS.

TAPR Templates

In response to grantee requests to see the screens associated with the TAPR they will eventually complete, there are two potential options for viewing the screens. First, grantees can refer to the back of the Transition APR Guidebook. Starting on page 47 of the most recently published version of the Transition APR Guidebook there is a TAPR Template available. A second option is for a grantee to submit Step 1 of the APR. This will make Step 2 available. Grantees can then export to pdf the Step 2 which should have the screens that the grantee will have to answer. Please note that to see the proper TAPR screens there must be an operating end date of no later than May 31, 2011. For projects that have an operating end date of June 1, 2011 or later, the grantee will complete a new full CoC APR, which is not currently available in *e-snaps*.

Consistent Reporting of Persons Served

There are many questions in the Transition APR where the Transition APR Guidebook states that there should be a relationship between information on the screen and information in Q8: Persons Served. For instance, this reference is specified in the guidance for Q16, Q17, Q20, Q23, and Q27. HUD realizes that for grantees completing the Transition APR based on the HUD-40118, the totals reported on the HUD-40118 will not match the total persons reported in Q8. When the totals in these questions do not balance against Q8, grantees should enter the difference in the "Information Missing" column of each screen to ensure that Q8 and the subsequent screens have consistent totals. The logic behind

this requirement is that Q8 should reflect the total persons served. Other screens that refer to demographics should also reflect persons served (i.e. Q15, Q16, Q17); however, the HUD-40118 currently only reports on adult participants and the new HMIS Data Standards allow for “don’t know” and “refused” responses, whereas the previous HMIS Data Standards did not. Thus, grantees must manually account for the differences in persons reported in the HUD-40118, to ensure that all questions reflect the total persons served by the program within the reporting period.

TA RESOURCE UPDATES:

Please continue to visit www.HUDHRE.info for the latest resources and information on the APR, as well as a link to the HUD Virtual Help Desk, where you can submit your questions regarding the APR. Also, remember to download and review the latest version of the Transition APR Guidebook before you complete your submission, as further clarification has been provided since the original Guidebook was released. Thank you!