The APR

Everything you wanted to know
but were afraid to ask.

Training Goals

- Familiarize you with the APR timelines
- Familiarize you with the requirements of the APR

Handouts

- Should have blank copies of the APR, Exhibit 2 and Technical Submission

Who

- HUD McKinney Vento funded programs
- DHA is the grantee for the majority of projects in CoC
- The grantee is responsible for completing the annual application for funding
- The grantee is responsible for reviewing and submitting the APR
- If your agency is a grantee, you will know

What

- The APR is an annual progress report that reports on a series of data collection points determined by HUD.
- Data is maintained and generated by the HMIS system.

WHY

- All HUD McKinney Vento funded programs are required to complete an APR
- Demonstrates the program’s ability to meet HUD program requirements and stated goals

Timelines

- The APR is due to HUD 90 days after the end of the contract period
- 90 **calendar** days, not work days
- Agency is required to have a completed APR to DHA by the end of 30 days after the end of the contract period

If HUD deadline is not met

- Agency Director and the President of the Agency Board of Directors will receive a late APR letter
- Could impact yearly application ranking
- Can be a HUD audit finding
- HUD funding can be impacted

APR Form

- Two options in completing the APR form
- First option is to use the document that is generated from HMIS. This document can be saved as a Word document
- The HMIS generated document is very difficult to format.
- Either way you will be required to generate an HMIS report for the data. Data can be transferred to the Word document.

APR Form

Cont

- Second option is to use the formatted Word template provided to you today
- Formatting is user friendly
- It is based on a HUD generated Word document, so there are still some formatting quirks.

Cover page – Page 5

- Instructions. Please read as soon as possible
- Information will be useful when you are reviewing your document

Page 6

- Font format: Times New Roman 10. Font needs to be consistent throughout the APR.

- Grantee: Sacramento County Department of Human Assistance. Note: If you are a Grantee agency, use your agency name

- HUD Grant or Project Number: Source is the contract (First page and page 1 of Exhibit C) or Technical Submission. All operating year project documentation (Exhibit 2, Technical Submission, County Contract) should be filed together. This will ensure operating year consistency.

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Cont

- Project Sponsor: Agency Name
- Project Name: Exh 2, Question 13
- Operating Year: Previous APR. Program staff will double check.
- Reporting Year: Contract Year (month/day/year)
- Extension: Usually not
- Indicate if Renewal: Exh 2 Question 2.

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Cont

- Component: Technical, first section/Exh 2 Part B/B1/Question b.
- Summary of Project: Extremely brief description of the target population, 1 or 2 sentences.
- Name of person for Questions: Suzanne Hammer
- Phone: (916) 874-4325
- Address: 1590 N. A Street Sacramento, CA 95811

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Cont

- Fax Number: (916) 874-4343
- Email: hammers@saccounty.net
- Grantee Official: Toni Moore, Deputy Director
- Sponsor Official: Agency decision. Must have signing authority.

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- Q1: Exh 2 Part C/ Question 3 or previous year's APR. If there is a difference in the numbers use the previous year's APR numbers.

- Q2a: These numbers have to match the previous year's Q2d. If it doesn't match, then HMIS records will need to be adjusted. The only exception is when a child in the program has turned 18 years old during the contract year. As a result, the current APR item 2a will include the 18 year old in the Number of Adults in Families column and the previous APR item 2d will not match the current APR item 2a. In this situation the discrepancy will be explained by placing an asterisk in the impacted line 2a columns and placing the following statement below the Question 2 box: *The number of adults and children in question 2a do not match the (YYYY) APR line 2d numbers due to (#) children turning 18 years during the operating year.

Page 7 cont.

- Q2b: HMIS data
- Q3b: HMIS data
- Q2d: HMIS data
- Double check calculation: (a+b-c)=d

Page 8

- Q3a: HMIS data
- Q3b: HMIS data or manual entry
- Q3c: HMIS data or manual entry. Check calculation (divide a by b) = %
- Q4: Not SRO note “n/a”
- Q5: HMIS generated data. Check numbers by comparing Q5 number to Q2b. Single persons should match Q2b column 1. Persons in Families should match Q2b columns 2 and 3.

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- Questions 6-10 apply only to those who **entered** the program.

- Data for questions 6-10 HMIS generated.

- Check: Totals for each table (except 6a, 6b, 9a and 9b) must **absolutely** match the total of Q2b columns 1 and 2.

- Check: Q6b. The entry must match the total of Q10 a and b, Chronic column. More information later.

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- Exception: “Other” lines. Requires to specify the type of “Other”. HMIS does not have a data field for this entry. Must complete manually.

- Exception: Q9a. Total can exceed Q2b columns 1 and 2. List all that apply, may have more than one special need.

- Q10. HMIS data. Lines a and b (only) identify chronic homeless status. Note other lines shaded. The number of chronic listed in Q10 must match the number of chronic listed in other tables (except Q15).

Page 10 Cont

- Questions 11 – 15 apply to all participants that left the program, total of Q2c, columns 1 and 2 (Except Q12b).
- Check: Totals for each table (except Q11c, Q11d, and Q15) must **absolutely** match the total of Q2c columns 1 and 2.
- Q11A. HMIS data
- Q11C. HMIS data
- Check: Q11A, line a must match Q11C line n.
- Check: Specify "Other" Q11C line m.

Pages 11/12

- Q11B. HMIS data
- Q11D. HMIS data
- Check: Q11B, line a must match Q11D line n.
- Check: Specify “Other” Q11D line m.
- Q12a. HMIS data. Total must match the total of Q2c columns 1 and 2.
- Q13. HMIS data. Specify “Other” line j.

Pages 13/14

- Q14. HMIS data. Specify “Other” line q.
- Q15. HMIS data.
- Exception: 15. Total can exceed Q2c columns 1 and 2. List all that apply, should have received more than one special need. Specify “Other” line n.

Goals/Page 15

- Goals should match the goals included in the contract year Technical Submission.
- Numbering format:

a. Residential Stability

a1 Objective

a1 Progress

a2 Objective

a2 Progress

Goals/Page 15

Cont

- Next Operating Year’s Objective: Always “N/A”. Objectives can be changed during the Technical Submission process.
- Warning: When cutting and pasting into this page the formatting can be strange. Has a tendency to add lines.

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- Q17a. SHP programs. Exh 2 Part C/ Question 2 or previous year's APR. If there is a difference in the numbers, use the previous year's APR numbers.
- SHP-SSO projects do not complete this question.

Financial Information

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Q18 Supportive Services table

- The invoice for the last month of the contract year should be provided to the County as soon as possible after the end of the operating year. Financial Management, Contract, and program staff must reconcile their financial tracking.
- Contracts staff uses the ECF to track the payments, by line item, that are made to the contract agency.
- Financial Management spreadsheet. This tracks the Federal LOCCS draw. This is the system that the County uses to obtain the HUD funding. The financial information on the APR has to match exactly to the HUD LOCCS records.

Financial Information

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Cont

- The Contracts ECF and Financial Management spreadsheets have to match each other. Major discrepancies have to be resolved.
- Q18. The numbers should match the information on the ECF. The line item categories might be different than the ECF.
- Specify "Other" on line n.
- Double check your total.

Financial Information

Page 18

Q19. Summaries of Expenditures

- Obtain the SHP Fund and Cash Match amounts from the ECF.
- It's important to list the match amounts on the ECF.
- The match amounts must be at least 20% for Supportive Services and 25% for Operating costs. The percentage is based on the Total Expenditures, not SHP Funds received from HUD.

Financial Information
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- Supportive Services Match calculation:
  SHP Funds ÷ .8 = Total Expenditures
  Total Expenditures x .2 = Cash Match

- Operations Match calculation:
  SHP Funds ÷ .75 = Total Expenditures
  Total Expenditures x .25 = Cash Match

- The total minimum match amount can be obtained from the Contract Exhibit C. List the total amount of match provided.

Financial Information

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Cont

- Administration: The County (Grantee) and the provider agency (Sponsor) split the HUD 5% administration funds. List the total amount (5%) of administration funds. The total amount can be obtained from the Technical Submission Section B Chart 1 line 6.

- Check column totals and line totals.

Financial Information

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Cont

Sources of Cash Match table

- Where noted, provide the specific name of the cash match source.
- List the individual amounts in the amount column.
- Double check the total.
- Total needs to match the Total Cash Match total of the Expenditures table.
- List total amount of cash match, even if over matched.

Other Pages

- Q20. Indicate “N/A’ under the title.
- Q21. Indicate “N/A’ under the title.
- Page 21. List any problems or changes implemented during the contract year. Be very selective in the information that you provide. List only items that impact HUD regulations. These items should have been previously discussed with the Program Monitor
- List areas that your agency would like or need technical assistance in.
- Delete pages 22 – 27.