Continuum of Care APR Policy

Requirements for Submission of APRS

(1) HUD Annual Performance Report (APR)

It is the policy of the Salt Lake and Tooele Counties' CoC that agencies are to submit an APR in PDF format from e-Snaps to the HMIS designated staff person for review 60 days before the APR is due to HUD. Following that review, agencies are to submit a draft copy to the CoC designated staff person, no later than 30 days before the APR is due to HUD. Once the HMIS staff and CoC staff have reviewed the reports and any corrections have been incorporated, the agency may then submit their APR to HUD.

(2) Quarterly APRs for ClientTrack users

Effective January 1, 2016, all CoC-funded projects must submit a quarterly APR for generated from ClientTrack. These reports are based on *calendar dates, not grant operating dates*. The data will be reviewed by CoC Staff. Under-performing projects will be provided with training, technical assistance, and/or monitoring.

The HUD APR relies on data not captured by HMIS to calculate Utilization Rates. As such, please fill out the Utilization Rates chart and submit with the report generated by ClientTrack.

The deadlines and report details listed below apply to all HUD CoC grant recipients that use ClientTrack.

Date Range	Deadline
10/1/15-12/31/15	*policy not yet in place*
10/1/15-3/31/16	~~4/30/16~~ 5/15/16
10/1/15-6/30/16	7/31/16
10/1/15-9/30/16	10/31/16

(3) Quarterly APRs for Non-ClientTrack users

Effective January 1, 2016, all CoC-funded projects must submit a quarterly APR for generated from a comparable HMIS database. These reports are based on *calendar dates, not grant operating dates*. The data will be reviewed by CoC Staff. Under-performing projects will be provided with training, technical assistance, and/or monitoring.

The HUD APR relies on data not captured by HMIS to calculate Utilization Rates. As such, please fill out the Utilization Rates chart and submit with the report generated by a comparable database.

The deadlines and report details listed below apply to all recipients that do not use ClientTrack.

Date Range	Deadline
10/1/15-12/31/15	*policy not yet in place*
10/1/15-3/31/16	~~4/30/16~~ 5/15/16
10/1/15-6/30/16	7/31/16
10/1/15-9/30/16	10/31/16

(4) Quarterly Spend down Reports

Effective January 1, 2016, all CoC-funded projects must submit a quarterly spenddown report reflecting funds requested from HUD through the LOCCs (Line of Credit Control System). These reports are based on **grant operating dates**. The data will be reviewed by CoC Staff. Under-performing projects will be provided with training, technical assistance, and/or monitoring.

HUD timeliness standards require that all projects "draw down funds at least once per quarter of the program year, after eligible activities commence." (24 CFR § 578.85 (c)(3))

Date Range	Deadline
Operating Year Start-3/31/16	~~4/30/16~~ 5/15/16
Operating Year Start-6/30/16	7/31/16
Operating Year Start-9/30/16	10/31/16