Special NOFO Reporting Guidance

May 2024

Sage HMIS REPORTING REPOSITORY

Contents

Revision History

Date	Change
February 2024	Added **Unsheltered Supplemental Information** form information.
May 2024	**Added Program Eligibility Form Information**

Introduction

In October 2022, the U.S. Department of Housing and Urban Development (HUD) released the Special Notice of Funding Opportunity (NOFO), [HUD's Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness](#) (Special NOFO). The Special NOFO was designed to target efforts to reduce unsheltered homelessness in communities with very high levels of unsheltered homelessness and homelessness in rural areas. Through this Special NOFO, HUD awarded funding to communities to implement coordinated approaches -- grounded in Housing First and public health principles -- to reduce the prevalence of unsheltered homelessness and improve services engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families. The Special NOFO funding was awarded under two separate set aides: Rural and Unsheltered. The grants were executed based on the set aside it was awarded under, and this is important because recipients that received rural set-aside funding can use unique cost activities that are only eligible in rural areas.

As a recipient of Special NOFO funding, you are required to collect data on persons you serve through the Continuum of Care's (CoC) Homeless Management Information System (HMIS) or a comparable database if you are a Victim Service Provider (VSP) or otherwise prohibited from entering data into an HMIS based on the Violence Against Women Act (VAWA). If your organization provides services to survivors of domestic violence, please refer to the [Homeless Management Information System (HMIS) Comparable Database Decision Tree](#) resource, to determine whether your organization should be using an HMIS or comparable database for data collection. All recipients will use the electronic Line of Credit Control System (**e-LOCCS**) system to submit grant reimbursement vouchers and draw down grant funds.

The Special NOFO requires both Quarterly Performance Reporting (QPR), as well as Annual Performance Reporting (APR), to measure the number of persons served in the program and to document the performance outcomes achieved from various types of projects. All recipients will be submitting their reports to the **Sage** HMIS Reporting Repository (**Sage**). Portions of the QPR and APR must be generated through the HMIS or comparable database systems by exporting aggregate data in a Comma Separated Value (CSV) format for upload to **Sage**. Other portions of the reports are narrative.

Reporting

The QPRs and APRs must be completed and submitted to HUD by the grant recipient. If there are subrecipients that the recipient wants to assist in reporting, then the recipient may grant access to their entity dashboard in **Sage** to allow them to complete some or all forms. If you, as the recipient, give access to a subrecipient it is still your responsibility to review the report prior to submission and to sign and submit the report to HUD.

If you were awarded a grant with the following component types, you must submit a QPR.

- Joint Transitional Housing-Rapid Rehousing (Joint TH-RRH)
- Permanent Housing – Rapid Rehousing (RRH)
- Permanent Housing – Permanent Supportive Housing (PSH)
- Supportive Services Only (SSO) – Street Outreach
- Supportive Services Only (SSO) – Other

The QPR will include:

- basic information on the project
- special narratives for some project types as further explained in this document
- CSV files containing aggregate data on persons served in your project

In lieu of a QPR, for the reporting period that begins October 1 of each year, you will submit an expanded report that includes financial information forms. This is referred to as your annual performance report (APR) because it includes the full picture of your grant over the past year, including information on persons served, funds expended, and responses to narrative questions.

If you are a recipient with the following component types, these component types will only be reporting annually:

- Supportive Services Only (SSO) – Coordinated Entry (CE)
- Planning
- Unified Funding Agency (UFA) Costs
- HMIS

All reports will begin with the Operating Start Date as set in *e-LOCCS*. HUD requires that financial draws on grants are made each quarter. *Sage* will use the operating start date as set in *e-LOCCS* to make reports available.

Projects that only receive acquisition, rehabilitation, and new construction funding (including recipients that received administrative costs to support those costs), will begin reporting when the project begins serving clients in the units where those capital improvements were made. Recipients of these funds are expected to report for 15 years on people served in those units where funds were spent, consistent with grants funded under the CoC Program. The 15-year reporting period begins when the client begins serving clients. The recipient will only be expected to submit annual performance reports (i.e., no quarterly reporting requirement).

Most projects (see above) will begin their reporting to HUD with a QPR. If your project began serving clients **prior to December 31, 2023,** you will complete your first QPR in January 2024 (due January 30, 2024). This may mean that the quarter is longer or shorter than 3 months and depends entirely on the operating start date set in *e-LOCCS*.

If your project begins **any time after December 31, 2023,** you will report your first QPR in the quarter that your project begins, based on the operating start date established in e-LOCCS. For example, if your operating start date is February 1, 2024, then your first quarter report will cover January through March (with the report due on April 30, 2024). This means that your initial report may not include a full quarter (3 months) worth of data. It will reflect all activity from your operating start date to the end of that quarter. All QPRs are due to be submitted to HUD through *Sage* within 30 days of the end of each quarter.

All reporting on clients and narratives, including reporting for the APRs, is cumulative. This means that the date range of the reports will grow over time from 3 months for the first report to 36 months for the last report.

Report	Date Range	Due Date
202312-Q	Operating Start Date to December 31, 2023.	January 30, 2024
202403-Q	Operating Start Date to March 31, 2024	April 30, 2024
202406-Q	Operating Start Date to June 30, 2024	July 30, 2024
202409-Q/A	Operating Start Date to September 30, 2024	October 30, 2024
202412-Q	Operating Start Date to December 31, 2024	January 30, 2025
202503-Q	Operating Start Date to March 31, 2025	April 30, 2025
202506-Q	Operating Start Date to June 30, 2025	July 30, 2025
202507-Q/A	Operating Start Date to September 30, 2025	October 30, 2025
202512-Q	Operating Start Date to December 31, 2025	January 30, 2026
202603-Q	Operating Start Date to March 31, 2026	April 30, 2026
202606-Q	Operating Start Date to June 30, 2026	July 30, 2026
202609-Q/A	Operating Start Date to Operating End Date	Within 30 days of the end date.

All projects serving clients report each quarter. Setting the operating start date in *e-LOCCS* will determine when you will first report in *Sage*.

Report Content Information

There are several reporting screens that you will complete once and then will be auto populated in future reports. Following the first report you can select to either "update" the information if an update is necessary or identify you have reviewed it and there is no need for an update by clicking "no change."

UPDATE	☑
NO CHANGE	☐

Each report is focused on the specific quarterly or annual time period. Because each quarterly report will be based on cumulative data, you individual project's operating start

date and ending with the last day of the quarter (except for the final report which will end on the projects operating end date).

Reports will not be reopened for corrections once submitted unless the report is reviewed and rejected by HUD. Please ensure that the report is complete and has had a complete internal review prior to submitting it to HUD. If you find an error from an earlier report, you should update the appropriate narrative and fields and add a comment in the "Additional Comments" form to make HUD aware of the change you have made and why you made the change.

The report forms and identification of whether it is part of the quarterly or annual report is as follows: will always generate CSV files by using each

Forms for reporting on: TH,PH-RRH, PH-PSH, Joint	QPR	APR	Brings prior report information forward
Grant Information	X	X	yes
Contact Information	X	X	yes
Performance Accomplishments		X	no
Unsheltered Supplemental Information (Unsheltered Only)	X	X	yes
RRH Supplemental Information (RRH Only)	X	X	yes
Efforts on Tribal Lands	X	X	yes
APR CSV Upload	X	X	n/a
Bed and Unit Utilization	X	X	no
Program Eligibility		X	no
Financial Information		X	yes
Additional Comments (Optional)	X	X	no
Sign and Submit	X	X	n/a
Forms for reporting on: SSO-Street Outreach, SSO-Other	**QPR**	**APR**	**Brings prior report information forward**
Grant Information	X	X	yes
Contact Information	X	X	yes
Performance Accomplishments		X	no
Unsheltered Supplemental Information (Unsheltered Only)	X	X	yes
Street Outreach and Encampment Resolution Information (Unsheltered Only)	X	X	yes
Efforts on Tribal Lands	X	X	yes
APR CSV Upload	X	X	n/a
Program Eligibility		X	no
Financial Information		X	yes
Additional Comments (Optional)	X	X	no
Sign and Submit	X	X	n/a

Forms for reporting on: SSO-CE	QPR	APR	Brings prior report information forward
Grant Information		X	yes
Contact Information		X	yes
CE Information		X	no
Performance Accomplishments		X	no
Efforts on Tribal Lands		X	yes
APR CE- CSV Upload		X	n/a
Financial Information		X	yes
Additional Comments (Optional)		X	no
Sign and Submit		X	n/a

Forms for reporting on: HMIS Grant	QPR	APR	Brings prior report information forward
Grant Information		X	yes
Contact Information		X	yes
Performance Accomplishments		X	no
HMIS Information		X	no
Financial Information		X	yes
Additional Comments (Optional)		X	no
Sign and Submit		X	n/a
Forms for reporting on: Planning Grants	**QPR**	**APR**	**Brings prior report information forward**
Grant Information		X	yes
Contact Information		X	yes
Planning Actions and Outcomes		X	no
Financial Information		X	yes
Additional Comments (Optional)		X	no
Sign and Submit		X	n/a

Forms Information and Instructions
Full APR for PH-RRH, PH-PSH, SSO-Street Outreach, and SSO Other grants
Grant Information
Both APR and QPR

Grant Information

Date | 11/10/2023

Grant Number	
Recipient	
CoC Number and Name	
CoC Component Type	
CoC Project Type	
Total Award Amount (from the application in e-snaps)	
Operating Year Start Date	
Operating Year End Date	
Grant Term in Months	
Reporting Period	

Did you serve any clients by the last date of this reporting period (see reporting period in red letters above)? | Yes ▾

CANCEL   SAVE

The grant information form outlines basic information about your program and the parameters of the grant being reported on. This information is all auto-populated based on award data from the project application as submitted in *e-snaps* and is combined with *e-LOCCS* information and cannot be changed. If you have a concern with any information in this section, contact your local HUD Community Planning and Development (CPD) Representative.

A project's operating start date is always the **Period of Performance Start Date (POP Start date)** that was negotiated prior to the grant agreement being signed. *e-LOCCS* POP Start Date and POP End Date must match the dates as shown on your grant agreement. If you believe that the POP Start Date, POP End Date or Term in *e-LOCCS* are incorrect, you must address that issue directly with your HUD CPD Representative. The dates in *e-LOCCS* can only be changed by a HUD CPD Representative so they can confirm accurate dates and term as identified on your grant agreement. If the HUD field office confirms *e-LOCCS* corrections are needed, the updated information will move to *Sage* during the weekly transmission of data from *e-LOCCS* to *Sage*.

The only question on the form is "Did you serve any clients by the last date of this reporting period?" If you answer "yes" to that question (which means that you have both spent funds under this grant and began serving clients), then the forms for the full APR in *Sage* will open on the Submission Launchpad. If you answer "no" (which means that you have spent funds under this grant but not yet begun serving clients), then you will only complete the Pre-Client Activity Information form for the report.

> You must draw funds within 90 days of the day you served your first client and then quarterly thereafter.

Pre-Client Activity
QPR Only

The Pre-Client Activity form is only available if you indicated in the grant information form that you did not begin serving clients by the end of the quarter. Because you indicated in *e-LOCCS* that you have begun spending funds and set the operating start date there are two questions to respond to:

1. *In the past quarter what activities have you spent grant funds on?*
2. *When will you begin serving clients?*

Contact Information
Both APR and QPR

The Contact Information form identifies the person that HUD will contact regarding the report if they have any questions regarding the submission or if other issues arise. The contact person should be familiar with both the project and the reporting submission(s). This is also the person who will receive the email from *Sage* acknowledging the submission of the report and of the action taken by HUD (e.g., approval, request to resubmit, comments).

Performance Accomplishments
APR Only

You must describe in no more than 2,500 characters any significant accomplishments the project achieved during the reporting period. These significant accomplishments may vary by recipient, so this is an opportunity for you to highlight efforts and results that you are proud of in your project. It is expected that you will provide a brief narrative to describe to provide perspective for the accomplishments and then identify the accomplishments.

Unsheltered Supplemental Information
QPR and APR for Unsheltered projects only

HUD is very interested in understanding the scope of the project and the methods used to assist unsheltered persons. Describe in no more than 2,500 characters the project that you are undertaking with this funding from HUD.

A key focus of Unsheltered grants is to work to lessen the number of encampments in communities. Please answer "has the project had any success in deconcentrating encampments by indicating "yes" or "no". If "yes" then briefly explain the success the success you have had and describe the role that the project has played in the success.

RRH Supplemental Information
Both APR and QPR for RRH projects only

RRH is a key component for the Special NOFO grants. This section outlines additional narrative questions HUD asks PH-RRH and Joint TH-RRH recipients to learn more about how these recipients are implementing their RRH projects.

Provide a general description of the RRH model, including target population (if any), length of assistance and amount of rental assistance.

Briefly describe this RRH project. Include answers to the following questions in your responses.

- Does it target a specific population? If so, who and how?
- How long is rental assistance provided and how much of the rental assistance is paid for with these grant funds?
- Is there a housing or service partnership that is unique? (explain what is innovative)
- Does the project have a special relationship with landlords to be able to quickly lease units?
- Are there any other important elements that describe the project?

What exit strategy(s) did you establish with regard to where participants will be housed when they exit the project?

Communities use RRH in many different ways to keep people permanently housed when the RRH subsidy ends, whether it be a source to "bridge" to other subsidized housing or accessing non-subsidized housing. Identify as many options below that you anticipated using to keep people permanently housed when you designed your project's exit strategy.

- The subsidized housing the household will move to after the RRH program ends <u>is identified at the time they enroll in RRH.</u>
- The subsidized housing the household will move to after the RRH program ends is <u>NOT identified at the time they enroll in RRH.</u>
- The household will remain in the RRH unit without a subsidy.
- The household will move to market rate (unsubsidized) housing.

If the subsidized housing option above is identified *Sage* will open a menu of the subsidies for you *Identify the subsidy source used when the client exits your RRH project:*

- Housing Choice Voucher (HCV) – through the Section 8 Tenant-Based Assistance: Housing Choice Voucher Program.
- Stability Voucher – voucher created through the Stability Voucher initiative.
- Public Housing – project-based housing subsidy through the Public and Indian Housing Authority.
- Permanent Supportive Housing (PSH).
- HOME – rental housing assistance.
- State funded housing subsidy.
- Local government funded housing subsidy.
- Privately funded housing subsidy.
- Other – which you will specify.

What kind of assistance are you providing?

Select as many of these choices as apply to your project:

- Rapid exit assistance primarily focused on locating housing and paying the costs to access the housing (e.g., housing navigation, security deposit, first and last month rent) but not paying ongoing rental assistance.
- Ongoing rental assistance costs with wrap around supportive services to better sustain the housing.
- Other – which you will specify.

What program participant rental contribution model are you using?

Select one of the following that best describes how your program participants contribute to rent.

- Standard income based – participants pay a fixed percent of their income for the entire program stay.
- Sliding scale – participants pay a percentage of their rent that gradually increases over time based on a timeline that is applied to all participants.
- Fixed amount – participants pay a set amount for the entire program stay.
- Gap supplement –participants pay rent uniquely based on their budget and the recipient pays the "gap" in rental amount that the recipient can't pay based on their budget.

What additional sources of rental assistance did you leverage based on agreements and partnerships when this project began?

Select as many of these choices as apply to your project:

- Emergency Shelter Grant (ESG)
- Housing Choice Vouchers (HCV)
- Public Housing
- HOME
- Housing for Persons with AIDS (HOPWA)
- Other HUD funding – then describe.
- Supportive Services for Veteran Families (SSVF)
- Temporary Assistance for Needy Families (TANF)
- Other Federal Funding – which you will specify.
- Local Funding
- State Funding
- Private Funding

Street Outreach and Encampment Resolution Information
Both APR and QPR for SSO-Street Outreach Only

Street Outreach projects have a brief form to complete about their outreach efforts.

In a brief narrative of 2,500 characters or less ***Describe the street outreach strategy you implemented for this project.***

Identify the services that this street outreach project is providing directly on location (as opposed to via a referral)

Select all that apply:
Medical Services
Substance Use Services
Other Behavioral/Mental Health Services
Legal Services
Housing Navigation
Other – please specify.

In a brief narrative of 2,500 characters or less ***Describe how your CoC defines encampment?***

Was the project used to serve people sleeping in an encampment? **Yes/no**

If the project is being used to serve people in an encampment, then ***was this project used to serve people in an encampment that was closed in the last quarter?***

If the project served people in encampments that closed during the last quarter, then

Identify how many encampments were closed during the reporting period (quarter)? Approximate the number of people staying in the largest closed encampment.

For the largest encampment check the top 1 or 2 reasons that this encampment was prioritized for closing:

- CoC has a strategy for prioritizing and implementing encampment resolutions
- Community concern about access to community amenities and businesses
- Health and safety of encampment residents
- Health and safety of community members not living in the encampment
- Political pressures
- Size
- Street outreach input
- Other – please specify

Efforts on Tribal Lands
Both APR and QPR

To end homelessness in this country we must work with and support our Tribes and Tribally Designated Housing Entities (TDHEs). There were relatively few projects that proposed to provide assistance directly on trust lands or reservations (not merely to tribal members – but on trust lands or reservations lands). This section outlines additional narrative questions regarding efforts all recipients are taking to address homelessness on trust lands or reservations.

Identify the approximate number of persons in this project who were served this quarter on trust lands or reservations. If no persons were served on trust lands or reservations, enter "0."

This data is based on persons served in the quarter (as opposed to the cumulative data that is reported in the CSV files). The data will be brought forward so you must verify the number is accurate each quarter and edit as needed to reflect the accurate information for this past quarter. Where an entire project is operating on trust lands and reservations, you should be able to rely on HMIS data for this information (i.e., all persons served in the project in the quarter). If the project doesn't exclusively serve people on trust lands or reservations, you may need another internal tracking system to know how many people served in the project were served on trust lands or reservations.

Describe what you did to uniquely meet the needs of people living on trust lands or reservations.

You must describe in no more than 2,500 characters any specific efforts that helped meet the needs of people who are currently living on trust lands or reservations. You

should provide a brief narrative of your efforts as perspective for the accomplishments and then identify any accomplishments.

APR CSV Upload
Both APR and QPR

The aggregate client-level data that you will report for the Special NOFO contains the same information that you report for the CoC Program. For a template of the data that CoC Program recipients report, refer to forms Q4 through Q27I of the "Sage HMIS Reporting Repository" webpage. The forms in these reports are labeled with a Q for question and a number (e.g., Q4) for ease of reference. The data in these report fields are based on comma separated value (CSV) files you must generate from your HMIS or comparable database systems. The CSV file must be generated for the date range of the report. Because these are cumulative reports, they must always begin with the operating start date of the project.

Sage requires a CSV-APR FY2024 generated by your HMIS (or comparable database) in a .zip file, to be uploaded to the system. Follow the directions below to upload the CSV-APR FY2024 into *Sage*.

Upload a CSV-APR FY2024

| Choose File | No file chosen |

Upload and Test

Cancel

CSV-APRs attached to this submission
✔ AI - Sponsor Based Permanent S (Project type: PH - Permanent Supportive Housing (disability required for entry)) 🗑 DELETE

To upload the CSV, follow these directions:

1. Download the CSV-APR from your HMIS or comparable database and save it to your computer.
2. Click the browse button or choose file button. (The word browse, choose file, etc. depends on the browser you are using.) The computer's file directory will appear. Find the CSV-APR Report you saved and double click on it. The name of the file will populate in the field on screen.
3. Click on the "Upload and Test" button to upload the file from your computer to *Sage*.

| Choose File | No file chosen |

Upload and Test

4. A results message will indicate:

a. If there are no errors in the file, **Sage** will show you the contents of Q4 and Q5 of the APR. Scroll down and click Save this Upload.

b. If there are errors, you will need to fix the problem(s) in your HMIS or comparable database and download a new CSV-APR.

c. You will also be able to enter your email address and click "Go" if you want a copy of the errors sent to you. If you want to test another CSV, repeat the process outlined above.

If your CSV does not upload to **Sage**, the screen will display an error message (as shown above) with a brief indication of the error. If an error is due to a programming error with the HMIS/comparable database system, you should notify your HMIS System Administrator who can work with the HMIS vendor to address the error. If you are a VSP you will need to contact your comparable database vendor directly.

Sage validates almost all the data being uploaded by comparing the total/total cell in the report table of a question to the corresponding validation identification in Q5. For example, if there are 100 clients being reported on, then the ages in Q11 of all 100 persons would be reported and the total cell will equal 100. If it does not the error message will tell you that there is an error in Q11 and what the total/total is in that cell compared to the validation table cell.

It is important to remember that *Sage* doesn't know if the data entered is correct and does not produce an error if the data itself is wrong. It is your responsibility to review the CSV output and check for errors. Be sure that:

- All clients are reported,
- Clients who moved into housing are being counted in Q7 and Q8,
- Clients who exited in the report date range are being reported, and
- Clients' exit destination information is correct.

Reviewing the data from your CSV is part of an overall good reporting strategy.

> **Special Note for Rural Recipients ONLY:**
>
> If funding for Short-Term Emergency Lodging (Hotel/Motel) is used as an activity in any component, then there must be a separate emergency shelter project CSV uploaded to the report, in addition to the project funded (e.g. RRH).

Bed and Unit Utilization
Both APR and QPR for housing projects only

Sage will automatically bring forward the bed and unit information from each recipient's approved project application from *e-snaps*. You should contact your CPD Representative if you have questions about the number. If you formally amended the grant and the number of units has changed, please submit a copy of the amendment to the Ask A Question (AAQ) desk, selecting *Sage* in Step 2. If an amendment was not issued by HUD, the beds and/or units will not be corrected in *Sage*.

Once you have uploaded the CSV APR *Sage* will use the data in there to compare the number of persons in Q7b and households in Q8b to the number of proposed beds and units. The Bed and Unit utilization form automatically calculates the utilization rate for the project using this data.

The utilization rate is calculated by averaging the number of households housed on the last Wednesday of January, April, July, and October reported in households in housing on Q8b and dividing that into the number of units awarded. The bed rate is calculated using the number of persons housed in Q7b.

- Formula for Average Occupancy Rate = PIT dates (Jan + April + July + Oct)/ the number of months reported
- Formula for Average Unit Utilization Rate = Number of units funded/Average Occupancy

Units

Project Type	Number of units funded at any Point In Time	January Households	April Housholds	July Households	October Households	Average Unit Utilization Rate to Date
PSH	261	225	226	243	234	88.89%

If the average unit utilization rate is less than 90%, please explain why and what you will be doing to increase occupancy.

Beds

Project Type	Number of beds funded at any Point In Time	January Persons	April Persons	July Persons	October Persons	Average Bed Utilization Rate to Date
PSH	261	225	226	243	234	88.89%

HUD's primary focus is on unit utilization, though they also look at the number of persons served. HUD expects that projects are utilizing units at a high rate. If your Average Unit Utilization Rate is less than 90%, HUD asks you to explain why it is less than 90% and what you will be doing to increase the project's occupancy. There may be specific reasons why the average Occupancy Rate is low (e.g., a site-based project had a fire in a unit, a scattered site project had an exceptional number of leavers one quarter). Specific reasons, like these, should be noted in the response.

Common questions and answers about the utilization rate are:

Where did the number of units funded come from?

Answer – The number of units is the number requested on 4B in the e-snaps grant application form.
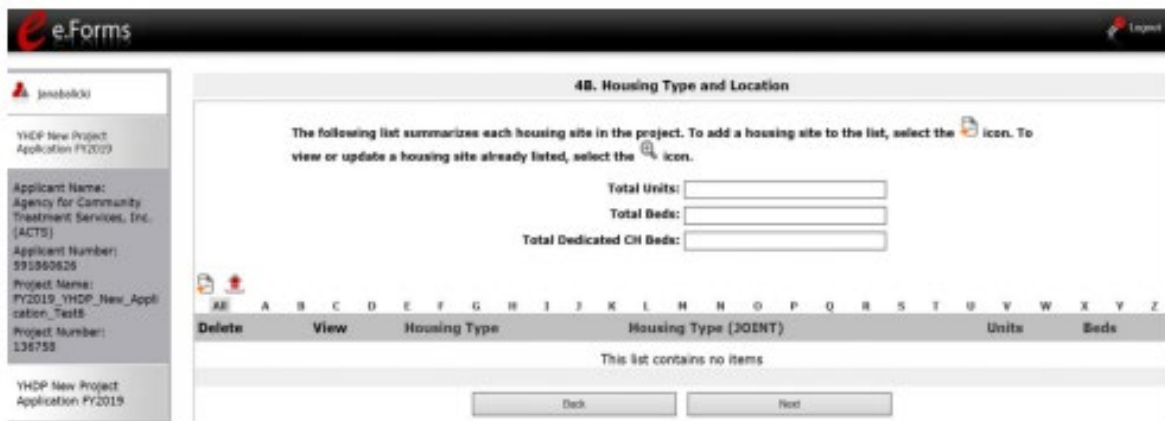
Is the number of units funded wrong in *Sage*?

Answer- The number comes directly from the grant application in e-snaps and cannot be changed unless you formally amended the grant with HUD. If you amended the grant, you can upload a copy of the amendment form to the (**AAQ) desk,** selecting *Sage* in Step 2. If an amendment was not issued by HUD, the beds and/or units will not be corrected in *Sage*.

Program Eligibility
APR Only

Continuum of Care-funded projects may only provide housing and services to persons who are experiencing homelessness as defined by HUD. This form uses the information uploaded in the APR CSV from Q15: Living Situation. This data reports where all adults and heads of household resided immediately prior to project start, thereby in-part identifying eligibility. The response options are divided into general groupings: Homeless Situations, Institutional Situations, Temporary Housing Situations, Permanent Housing Situations and Other.

The form will display the total number of adults and heads of household for each living situation grouping reported in the APR CSV. For those coming from non-homeless situations (transitional, temporary, permanent, and other), an explanation must be provided indicating how persons entering the project were determined eligible and documented as homeless. Sage identifies where information is required to be completed by presenting a text box in the documentation column of the form.

Living Situation	Total Persons	Response Option	Status	How was eligibility determined/documented by this project
Homeless Situation	5	All	These persons are all assumed eligible.	
Institutional Situation	4	All	These persons are eligible if they entered the institution homeless and exited within 90 days.	
Temporary Situation (Transitional Housing)	3	Transitional Housing for homeless persons	Eligibility must be explained.	
Temporary Situation (Other)	2	Other Temporary Situations including residential project without homeless criteria, hotel/motel paid for without emergency shelter voucher, host home, staying/living temporarily with family or friends.	Eligibility must be explained.	
Permanent Situation	0	Permanent Situations include rental by client with or without a housing subsidy and owned by client without housing subsidy.	Eligibility must be explained.	
Client Doesn't Know/Prefers Not to Answer	0		Eligibility must still be determined.	
Data Not Collected	2		Eligibility must still be determined.	

The table below provides information on the response requirements needed. HUD has detailed requirements for projects to document homelessness on all program participants, and those will still be monitored on all groups of people experiencing homelessness. This question is not to verify documentation on all participants, but rather to clarify eligibility of persons who enter from situations where eligibility is not obvious. For more information about how prior living situation may impact eligibility, please reference the Special NOFO. Where the requirement indicates there is no response necessary for this category, HUD is assuming the program has documentation of this housing situation in the file as required and is not asking for that documentation to be communicated in Sage. The recipient should simply note the means by which they have determined the person(s) in the listed grouping are eligible. For example, under a Permanent Housing grouping where six persons are counted, an explanation might read, "2 persons eligible due to transfer from one PH project to another, and 4 persons eligible due to actively fleeing DV." **Personally Identifiable Information (PII) should NEVER be communicated in Sage.**

Grouping	Situation	Response Requirement
Homeless Situation	Place not meant for human habitation	None – eligibility assumed
Homeless Situation	Shelter: emergency shelter, hotel/motel paid for with emergency shelter vouchers and crisis - host home	None – eligibility assumed
Homeless Situation	Safe Haven	None – eligibility assumed
Institutional Situation	Foster care/group home, medical or psychiatric hospital, jail/prison/juvenile detention, long-term care, substance abuse treatment/detox facility	None – eligibility of homeless status prior to residing in the institution and not exceeding a 90-day stay is assumed.

Grouping	Situation	Response Requirement
Temporary Situation (Transitional Housing)	Transitional Housing	Explain how the project documented that all persons reported in this category were eligible for the project at entry. For example, PSH projects that accept persons entering from transitional housing must verify and document that prior to entering the transitional housing project, the person was in an emergency shelter or in a place not meant for habitation. Projects funded through the Unsheltered Homelessness Set Aside have special eligibility requirements for persons coming from Transitional Housing. (See the [Special NOFO](#), II.B.4.a.1.) "Additionally, if the PSH project is a Dedicated or DedicatedPlus project, an explanation must be provided as to how clients entering from TH are eligible for the PSH project."
Temporary Situation (Other)	Halfway house, non-crisis host home, staying with family or friends temporarily, or for HOPWA clients, moving from one HOPWA project to HOPWA TH	Explain how the project documented that all persons reported in this category were eligible for the project at entry.
Permanent Situation	Any rental housing, homeownership situation or situation where they were staying with family or friends on a long-term (permanent) basis.	Explain how the project documented that all persons reported in this category were eligible for the project at entry.
Other	Client doesn't know, client prefers not to answer, data not collected	Though these are eligible response options for HMIS data collection, proof of eligibility must still be determined and documented. Explain how the project documented all persons in these categories.

NOTE: If you re-upload your APR CSV, or add an additional APR CSV, the Program Eligibility form will reset and delete any comments entered. You will need to **ADD** a new Program Eligibility form and complete it following replacing your APR CSV(s).

Financial Information
APR Only

You will report your financial information on the expenditures made during the date range of the report. Expenditure refers to eligible costs you have spent towards this grant. This is different from draws which refer to funds you have drawn from *e-LOCCS* which may occur sometime after the actual expense is incurred. For all APRs except your last one, it is expected that the financial expenditures of HUD funds shown on the report are greater than or equal to the funds drawn on the grant from *e-LOCCS*. This is because recipients tend to incur expenses faster than what they are drawing but they generally should not be drawing funds down that have not yet been expended. At the close of the grant, <u>you should be sure that all funds are drawn prior to the submission of the APR and that your financial staff have reviewed the report and the grant funds expended must match the grant funds drawn from *e-LOCCS*.</u>

Expenditures: You report on all project funding expended during the operating year by budget line item, including development costs (acquisition, rehabilitation, and new construction), supportive services, HMIS, leasing, rental assistance, operating, and administration. (*Sage* defaults to $0 for all line items, so you only need to complete the lines where funds have been expended.)

Match: You report the match used for the project during the operating year. Match is cash or in-kind resources contributed to the grant and expended on eligible costs. You must record all cash and in-kind match expended on this project, including if you spent more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant. *Sage* will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures (minus any funds expended on leasing costs, which do not require a match).

Current	Previous	Cumulative
	0	0.00

The report has three columns. The first column is for the current operating year and is what you enter in each APR. The second column is auto populated after the first year and represents any funds previously reported in year one or year one and two of the grant. The third column is the Cumulative total of funds that have been reported (current plus previous). It is the Cumulative column that would balance to *e-LOCCS.*

It is expected that the financial expenditures of HUD funds shown on the APR are greater than or equal to the funds drawn on the grant from *e-LOCCS* for the first reports but they must match for your final APR. Therefore, <u>recipients should be working with their financial staff to ensure accurate spending is recorded and that all funds are drawn prior to submitting the final APR.</u>

The Special NOFO Rural Set Aside authorized the use of funds for specific Special Service activities that were authorized under 491 of the McKinney-Vento Act, as amended by the HEARTH Act. These activities include:

- Capacity building activities
- Emergency food and clothing assistance
- Rent or utility arrears
- Repairs for transitional or permanent housing
- Short-term emergency lodging in motels or shelters
- Use of federal inventory property program sites

If you applied for funds for any of these activities, you must report the breakdown of funds expended in the financial information form.

If you identify funds expended for capacity building, rent or utility arrears, repairs for transitional or permanent housing, and/or short-term emergency lodging in motels or shelters this operating year there are additional fields to complete. These fields will appear on your financial information form once you enter dollars expended on the activity.

Capacity building activities

What capacity building activities did you pay for?

☐ Employee education
☐ Job training
☐ Staff retention activities such as financial incentives to staff
☐ Paying for continuing education opportunities
☐ Cross training within an organization
☐ Staff training and professional licensing or certification
☐ Other

Identify which of the capacity building eligible activities were provided this operating year with the funds.

Rent or utility arrears

How many households received:

Rent arrears

Utility arrears

If you provided funding for rent or utility arrears identify the number of households, you provided rental and/or utility arrears funds for during the operating year being reported.

Repairs for transitional or permanent housing

How many properties were repaired?

How many repaired properties were on trust lands or reservations?

If you repaired either transitional or permanent housing during the operating year identify how many properties were repaired and then note how many of those renovated were on trust lands or reservations.

Short-term emergency lodging in motels or shelters

Where was the short-term emergency lodging provided? Select all that apply

☐ As part of an existing shelter
☐ In hotels/motels
☐ Other

If you provided short-term emergency lodging identify whether you provided that as part of an existing shelter, in hotels/motels, or in some other form.

Additional Comments
All Reports - Optional

If necessary, you are expected to use this text box to inform HUD of why this report reflects information differently than what is in the grant application or an amendment as approved by HUD. You must use this text box to describe any discrepancies in your APR and provide HUD any other information you feel is needed for the APR review. This includes but is not limited to:

- Information on fund expenditures that differ from the original application
- Information on any project start-up issues/complications

Should the HUD reviewer find that they cannot accept the APR submission, they will "reject" the APR and send it back to your dashboard. Any explanation required by HUD to resubmit the APR should be entered in this form. Should you require additional space for an explanation, you will need to email your CPD Representative directly.

Sign and Submit
All Reports

To Submit the QPR and APR, all Submission Steps must be marked 'Completed.' If an item is missing in the report, the Submit button will not be active.

The recipient must be the entity that submits the report to HUD and the user log in *Sage* proves that this condition is met. If the recipient elects someone outside of the organization to complete the report, the recipient is still responsible for reviewing the information, signing the report, and submitting it. The recipient themself, who drew the funding from HUD, must have their financial staff review the report prior to submission.

Sign and Submit	10/12/2023	⏱ Submitted	👁 VIEW / PRINT COMPLETE APR

Save a copy: From the Submission Launchpad click View/Print Complete APR.
Review the information presented. You should press the Print button, select your printer or pdf, and retain a copy of the report for yourself.

Click Submit from the Submission Launchpad.

The submission screen will appear prepopulated with the date and the "status set" fixed to "submit." At the point of submission, the report is locked. No information can be added to the report unless the CPD Representative reviewing the report rejects the submission. Please be sure all information is complete and correct prior to clicking submit.

The submission date is prefilled.

Complete the **name of** the person who is the **authorized recipient official** along with their **title/position.** Please note: the authorized recipient official must be affiliated with (employed by) the direct recipient. Subrecipients are not authorized to submit a report for the recipient

After reviewing the submission and reading the certification, the authorized recipient official should type **YES** in the box. Saying YES indicates to HUD that the person named on this form has certified that all the information in the form is true and accurate.

Information placed in the notes section will be seen by the field office. Use the box only for information related to the report. Click Save to send the report to HUD for review. The person who submitted the report and the person listed as the report contact person will receive an email confirming that the submission was sent to HUD for review.

SSO-Coordinated Entry (CE) QPR and APR
QPR and APR

The SSO-CE QPR and APR are only required for recipients awarded Supportive Services Only - Coordinated Entry grants (SSO-CE).

The CE APR uses many of the same forms as the full APR. Please follow the guidance for those forms to the linked section of this guidebook.

Forms for reporting on: SSO-CE	QPR	APR	Brings prior report information forward
Grant Information		X	yes
Contact Information		X	yes
CE Information		X	no
Performance Accomplishments		X	no
Efforts on Tribal Lands		X	yes
APR CE- CSV Upload		X	n/a
CE Information		X	no
Financial Information		X	yes
Additional Comments (Optional)		X	no
Sign and Submit		X	n/a

CE APR Upload
APR Only

The CE APR CSV is a system-wide report generated across all projects within a CoC where the 4.19 Coordinated Entry Assessment and 4.20 Coordinated Entry Event HMIS Data Standards elements are collected. This may include projects you operate that receive funding directly from the SSO-CE grant; projects of recipients or subrecipients of Emergency Solutions Grant (ESG) funds to carry out CE activities; or any other project where the CoC has determined it is a requirement to collect CE data elements, based on the CE system design. The CE APR will inform HUD on the entire CoC's CE system.

CE Information
APR Only

The CE Information form does not report on the entire system but rather what you are doing with the funds from this Special NOFO grant.

Population Information
Select the population that this specific grant primarily serves:

- General population - all persons experiencing homelessness
- Only households without children (single persons or couples without children)
- Only households with children (family units)
- Only youth (households with only children OR unaccompanied persons below the age of 24, or parenting youth)
- Only victims of domestic violence (singles and/or family units)

Services Provided Information
Answer each question based on the services that were provided through this grant. For each question with options select the option that best describes what is provided for through this grant.

Are you screening/assessing persons to access crisis housing (e.g., emergency shelter, safe haven)? Select Yes or No

Are you assessing literally homeless persons for permanent housing? Select Yes or No

If the answer was "Yes" then **_select one option_ in each category**

Persons on the streets or living in places unfit for human habitation.

Yes - Everyone on the streets we come in contact with who will participate.
Yes - Only persons engaged by an outreach worker.
Yes – Only persons targeted by our specific grant (victims of domestic violence or youth)
No – This project is not providing assessments for persons living on the streets.

Persons in Shelters
- Yes – All persons in any type of shelter
- Yes - All persons in only entry/exit shelters
- Yes - All persons in only night-by-night shelters
- Yes - Only persons sheltered who have an established length of stay in shelter and/or have engaged in case management where housing is indicated in the case plan.
- Yes - Only persons who specifically request to be provided an assessment
- Yes – Only persons in a VSP or Youth shelter
- No – This project is not providing assessments for persons living in shelter

Persons in Transitional Housing
- Yes - All persons in transitional housing
- Yes - Only persons whose case plan specifically identifies CoC housing as an option.
- Yes - Only persons who specifically request to be provided an assessment
- No - This project is not providing assessments for persons living in transitional housing

Other Persons – *Describe who other than the persons identified in a question above are being provided assessments.* In no more than 2,500 characters briefly describe the persons served by this grant who were not already identified in one of the previous responses.

Is this specific grant placing persons on priority lists? Check only one option.
Only Housing accessible through the CoC (i.e., housing developed or subsidized for persons experiencing homelessness such as CoC-RRH, PSH, SRO, ESG-RRH, HUD-VASH, SSVF, RHY or other housing/subsidies the CoC has specific access to).
Both CoC and market housing (i.e., market rate, subsidized, Section 8, etc.)
This grant funding does not support the placement of persons served on the priority list.

Where are the _client level data (records)_ on Assessments and CE events collected in the CoC?

In HMIS - in one CE project set up in the HMIS for the entire CoC
In HMIS - in more than one CE project set up in the HMIS for the CoC (e.g., regional)
In HMIS - at individual agencies where the agency captures assessment information as part of its project data collection.

In a non HMIS software system
In a custom spreadsheet, PC based database (excel, access, google docs, etc.)
This grant serves only victims of domestic violence – therefore data is maintained outside HMIS in a comparable database system
This grant serves only victims of domestic violence - data is maintained in another database or spreadsheet.

CE APR CSV Upload
APR

Please read the following instructions about the upload carefully.

1. This is a CoC system-wide report, regardless of how your CE system operates (e.g., no wrong door, single point of contact, etc.) This means that the report will always include ALL data about your CoC's CE system, regardless of how many separate CE projects exist in the HMIS or comparable database. This also means that if your CoC funds CE efforts for regions with separate grants within the CoC you must still include the data for ALL regions in the APR for each grant. Likewise, the report is not to be generated on a single project, unless that project represents the service and data collection of the entire CoC.
2. This report is the CE APR report in CSV format from the HMIS or comparable database. Do not use the regular APR. All vendors have been asked to label the report in the system as the CE APR. The report must be written to the FY 2024 CE APR HMIS Programming Specifications. In general, you will need to contact your HMIS Lead Agency to either generate the report from the HMIS or to assist you with the generation of the report.
3. Upload the CE APR CSV to *Sage* following the

The CSV file must be generated for the date range of the report. Because these are cumulative reports, they must always begin with the operating start date of the project.

Sage requires a CSV-APR FY2024 generated by your HMIS (or comparable database) in a .zip file, to be uploaded to the system. Follow the directions below to upload the CSV-CE APR FY2024 into *Sage*.

Upload a CSV-APR FY2024

Choose File | No file chosen

Upload and Test

Cancel

CSV-APRs attached to this submission
✔ AI - Sponsor Based Permanent S (Project type: PH - Permanent Supportive Housing (disability required for entry)) 🗑 DELETE

To upload the CSV, follow these directions:

5. Download the CSV-CE APR FY2024 from your HMIS or comparable database and save it to your computer.
6. Click the browse button or choose file button. (The word browse, choose file, etc. depends on the browser you are using.) The computer's file directory will appear. Find the CSV-CE APR Report you saved and double click on it. The name of the file will populate in the field on screen.
7. Click on the "Upload and Test" button to upload the file from your computer to *Sage*.
8. A results message will indicate:
   d. If there are no errors in the file, *Sage* will show you the contents of Q4 and Q5 of the APR. Scroll down and click Save this Upload.
   e. If there are errors, you will need to fix the problem(s) in your HMIS or comparable database and download a new CSV-APR.
   f. You will also be able to enter your email address and click "Go" if you want a copy of the errors sent to you. If you want to test another CSV, repeat the process outlined above.
   g. After the first CSV file is uploaded successfully you will have the option to "Add Another Upload" as seen here should your CoC have multiple files for its CE system.

← back

Results
✔ This CE APR is now saved as part of the submission.

Add Another Upload   **Done**

CSV-CE APRs attached to this submission
✔ Test_100AllCells_PercentCalculate (Project type: Coordinated Entry) 🗑 DELETE

If your CSV does not upload to *Sage*, the screen will display an error message with a brief indication of the error. If an error is due to a programming error with the HMIS/comparable database system, you should notify your HMIS System Administrator who can work with the HMIS vendor to address the error. If you are a VSP you will need to contact your comparable database vendor directly.

HMIS APR
APR Only

If you were awarded a dedicated HMIS grant you must do an APR each year as follows:

Report	Date Range	Due Date
Year 1 APR	Operating Start Date to September 30, 2024	October 30, 2024
Year 2 APR	Operating Start Date to September 30, 2025	October 30, 2025
Year 3 APR	Operating Start Date to Operating End Date	Within 30 days of the end date.

The HMIS APR uses many of the same forms as the full APR. Please follow the guidance for those forms to the linked section of this guidebook.

Forms for reporting on: HMIS Grant	QPR	APR	Brings prior report information forward
Grant Information		X	yes
Contact Information		X	yes
Performance Accomplishments		X	no
HMIS Supplemental Questions		X	no
Financial Information		X	yes
Additional Comments (Optional)		X	no
Sign and Submit		X	n/a

HMIS Supplemental Questions
APR Only

In a brief narrative of 2,500 characters or less answer the following questions:

Both Unsheltered and Rural

- Describe the HMIS activities that have been provided this year using these grant funds?
- Has the HMIS activity been approved by the local CoC or HMIS Committee of the CoC?
- How does what you are doing fit in with the total CE effort of the CoC?

<u>Rural Only</u>

- Are there specific limitations/issues you have experienced in rural settings that relate to HMIS (e.g., connectivity, equipment, data standards, etc.) that HUD should know about?

<u>Unsheltered Only</u>

- Are you identifying all contacts/engagements with the client in the HMIS? If not, why not?
- What other software, if any, are you using to collect data on people experiencing unsheltered homelessness in your community? Please tell us what functionality your community decided was necessary to collect with another software, and why you decided to use that software in addition to HMIS (as opposed to simply using HMIS). (Suggested examples to describe user management, cost, customizations, and additional features)

<u>Both Unsheltered and Rural</u>

- ***Are there recommendations/suggestions you can make for TA and/or HUD to assist with the limitations or issues you experienced?***

HMIS Financial Information
APR Only

For all APRs except your last one, it is expected that the financial expenditures of HUD funds shown on the report are greater than or equal to the funds drawn on the grant from *e-LOCCS*. This is because recipients tend to incur expenses faster than what they are drawing but they generally should not be drawing funds down that have not yet been expended. At the close of the grant, <u>you should be sure that all funds are drawn prior to the submission of the APR and that your financial staff have reviewed the report and the grant funds expended must match the grant funds drawn from e-LOCCS.</u>

Funding Sources (associated with this dedicated HMIS project during the operating year)
Report all HMIS sources of funding relevant to the HMIS grant described in your Project Application. If this is the only HMIS-dedicated grant in use within the implementation, then report all HMIS income. If this is one of several HMIS dedicated grants used to operate the HMIS, then the income for the grant should be limited to the funding associated with this HMIS grant. For example, if there is a statewide implementation and a dedicated grant was received for HMIS from each of the CoCs within the implementation, then the income sources would only be reported as they apply to the grant for which this APR is being submitted.

Sources and dollar amounts must include, at a minimum, all monies received as match and leverage as was committed in the Project Application for this HMIS dedicated grant.

Sage defaults to $0 for all line items, so the user only needs to complete the lines where funds have been expended.

HMIS funding sources include:
- HUD: CoC Grant (Dedicated HMIS Grants Only)
- HUD: CoC Administration/Planning/UFA Funds
- HUD: CoC Project Grants- please note that recipients cannot use funds from other CoC grants to match the Dedicated HMIS Grant
- HUD: ESG (Dedicated HMIS Grant)
- HUD: HOPWA
- HHS: RHY–Through RHY Grantees
- HHS: PATH–Through PATH Grantees
- HUD: VA Grantees–Through VA Program Grantees
- Local Government
- State Government
- Private/Foundation /Fundraising
- Participation/User Fees from Projects/Agencies

Expenditures: Report on all HMIS grant funds expended during this grant's operating year broken down by the HMIS eligible activities listed below. (*Sage* defaults to $0 for all line items, so you only need to complete the lines where funds have been expended.) Expenditure Categories include:

Equipment (Server, Computers, Printers)
Software (Software Fees, User Licenses, Software Support)
Services (Training, Hosting, Programming)
Personnel (Costs Associated with Staff)
Space and Operations
Administration

Match: Report the match used for the project during the operating year. Match is cash or in-kind resources contributed to the grant and expended on eligible costs. You must record all cash and in-kind match expended on this project, including if you spent more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant. *Sage* will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures (minus any funds expended on leasing costs, which do not require a match).

Current	Previous	Cumulative
	0	0.00

The report has three columns. The first column is for the current operating year and is what you enter in each APR. The second column is auto populated after the first year and represents any funds previously reported in year one or year one and two of the grant. The third column is the Cumulative total of funds that have been reported (current plus previous). It is the Cumulative column that would balance to *e-LOCCS.*

If there is a difference between funds you expended and those it proposed in the application, you must explain the difference in the Additional Comments section of the APR.

Planning Grant APR
APR Only

If you were awarded a Planning Grant you must do an APR each year as follows:

Report	Date Range	Due Date
Year 1 APR	Operating Start Date to September 30, 2024	October 30, 2024
Year 2 APR	Operating Start Date to September 30, 2025	October 30, 2025
Year 3 APR	Operating Start Date to Operating End Date	Within 30 days of the end date.

The Planning Grant APR uses many of the same forms as the full APR. Please follow the guidance for those forms to the linked section of this guidebook.

Forms for reporting on: Planning Grants	QPR	APR	Brings prior report information forward
Grant Information		X	yes
Contact Information		X	yes
Planning Actions and Outcomes		X	no
Financial Information		X	yes
Additional Comments (Optional)		X	no
Sign and Submit		X	n/a

Planning Grant APR: Planning Actions and Outcomes
APR Only

From the list of eligible expenses below check all the activities that were funded under this CoC planning grant:

Coordination activities
Project evaluation
Project monitoring activities
Participation in the Consolidated Plan
CoC application activities

Determining geographical area to be served by the CoC
Developing a CoC system
HUD compliance activities

Provide the information on the following two questions in brief narratives of 2,500 characters or less:

1. Explain how the Planning Grant funds were used.
2. Describe the outcomes you observed because of the CoC Planning Grant.

Planning Grant APR: Financial Information
APR Only

Planning Grant Expenditures:
For all APRs except your last one, it is expected that the financial expenditures of HUD funds shown on the report are greater than or equal to the funds drawn on the grant from ***e-LOCCS***. This is because recipients tend to incur expenses faster than what they are drawing but they generally should not be drawing funds down that have not yet been expended. At the close of the grant, <u>you should be sure that all funds are drawn prior to the submission of the APR and that your financial staff have reviewed the report and the grant funds expended must match the grant funds drawn from **e-LOCCS**</u>.

Report on all planning grant funds expended during this grant's operating year broken down by the planning grant eligible activities listed above.

Expenditures: Report on all Planning Grant funds expended during this grant's operating year broken down by the planning grant eligible activities. (***Sage*** defaults to $0 for all line items, so you only need to complete the lines where funds have been expended.)

Expenditure Eligible Activities Include

- Coordination activities
- Project evaluation
- Project monitoring activities
- Participation in the Consolidated Plan
- CoC application activities
- Determining geographical area to be served by the CoC
- Developing a CoC system
- HUD compliance activities

Match: Report the match used for the project during the operating year. Match is cash or in-kind resources contributed to the grant and expended on eligible costs. You must record all cash and in-kind match expended on this project, including if you spent more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant. ***Sage*** will automatically calculate the percentage

of match. It will calculate the total match divided by the total expenditures (minus any funds expended on leasing costs, which do not require a match).

The report has three columns. The first column is for the current operating year and is what you enter in each APR. The second column is auto populated after the first year and represents any funds previously reported in year one or year one and two of the grant. The third column is the Cumulative total of funds that have been reported (current plus previous). It is the Cumulative column that would balance to **e-LOCCS**.

If there is a difference between the funds you expended and those proposed in the application, you must explain the difference in the Planning Grant APR Additional Comments section of the APR.

HUD Review

HUD will review the report. HUD will either:

1. accept the report submission (with no comment),
2. accept the report submission with comments, or
3. reject/not approve the report.

The recipient will receive an email from **Sage** identifying the acceptance or rejection status of the APR.

- If the email indicates the report was **accepted**, there is no further action required by the recipient.
- If the email indicates the report was **accepted with comments** the recipient should open the Submission Launchpad for the report and read the comments that are on the bottom of the form. The action required would be for the recipient to note the comments for future improvement.
- If the email indicates the report was rejected, the recipient must open the Submission Launchpad for the report and address all issues following any instructions provided. If no instructions were provided follow the procedures described below.

Resubmission following a rejection

If the report was not accepted by HUD, then it must be corrected and resubmitted by the recipient. When HUD rejects the report, it is returned to the recipient's dashboard in *Sage* in the "In Progress" section and marked Rejected.

🛑 Rejected

The recipient should open the Submission Launchpad of the report and read the notes in bold at the bottom of the form. They have been written by HUD staff who reviewed the report and are describing the errors or omissions in the submission. All errors or omissions must be addressed by the recipient before they resubmit the report to HUD.

- For issues that require an explanation, use the Additional Comments form and respond to the reviewer's issue. Should the explanation require a lengthy narrative or supporting documents, the recipient will need to email the HUD staff outside of *Sage* to provide additional information.
- For issues that identify a financial information issue, consult your organization's financial staff. Review Step 4: Financial Information, then click **EDIT** on the financial information form and make all required corrections. Before resubmission, the financial information presented must be reviewed by the recipient's financial staff to ensure that it is greater than or equal to the *e-LOCCS* draws for the initial reports and that it matches the *e-LOCCS* balance for the final report. Description, comments, or notes regarding the changes made should be completed on the Additional Comments form.

The **VIEW ALL Status Changes and Notes** link below the HUD staff comments will open a summary of the history of the specific report, which includes each status and the date it occurred, who did the work, and the notes from that status. If the report was rejected more than one time for the same issue, the recipient should review the report Instructions in order to clarify the issue or may contact the HUD staff directly.