Revising an APR after Rejection

HUD will review the APR.   HUD will either: accept the APR submission (with no comment), accept the APR submission with comments, or not approve the APR. An email is sent to the recipient informing them of the status of the APR once it has been reviewed. If the email indicates the APR was **rejected,** then the recipient should open the Submission Launchpad for the APR that was rejected and **read the notes** in bold that the CPD Representative placed in the APR. They have been written by the CPD Representative who reviewed the APR and are describing the errors or omissions in the submission. All errors or omissions must be addressed by the recipient before they resubmit the APR to HUD.

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- For issues that require an explanation, **EDIT** the Additional Comments form and respond to the reviewer's issue. Should the explanation require a lengthy narrative or supporting documentation the recipient will need to email the CPD Representative outside of sage to provide additional information.

- For issues regarding the lack of a timely submission **EDIT** the Additional Comments form to indicate to HUD what steps will be taken by the recipient to submit other APRs in a timely fashion.

- For issues about a bed, unit or utilization issue **EDIT** the Bed and Unit Inventory, form to address any issues related to merger, consolidation, or amendments.

- For issues about client eligibility, the recipient must clearly identify how each client in question were identified as literally homeless and what documentation was retained. These issues were identified by the CPD Representative based on the client's location at project entry from Q15 Living Situation. Only in cases where there was a data entry error should the data be changed. In these situations, the recipient will need to identify the client record which had the error on it, correct the error, and generate a new CSV APR. To upload a new CSV **EDIT** CSV Upload step. First DELETE the existing CSV and follow the information on screen to upload the new one.

- 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. Description, comments or notes regarding the changes made should be completed on the Additional Comments form.

When you have corrected all errors or omissions then got to Sign and Submit steps to resubmit your APR and click RE-SUBMIT