

Unified Funded Agency (UFA) Annual Performance Report (APR) Guidance

Updated August 2019

UFA User Levels:

Each UFA must have at least one user in Sage with a **Data Entry and Account Admin** user account. This person(s) will be expected to be authorized to submit the APR to HUD. Individuals with this user level also have the ability to approve/deny access to the UFAs information in Sage to others and establish their user levels.

New: only users with a Data Entry and Account Admin user level in the UFA recipient entity in Sage can submit an APR.

Data Entry users should be affiliated (staff) with the UFA. These users may enter data but may not submit the APRs to HUD.

A **Data Viewer** level is also available for UFA recipients to use. With this access level, the user is not able to add, edit, delete or submit data in the APR.

A report identifying users and access is available in Sage in the Report section entitled *Users at an Entity*

Data Sources

Sage receives data from two primary sources to populate the APR: e-snaps and e-LOCCS.

The data from e-snaps is provided to Sage for UFAs with project level detail that the UFA submitted to HUD during the application process. These data are compiled by Sage and utilized in the UFA APR. Sage maintains the detail from the individual project applications, and it is available through the *UFA Subrecipient Report* in the report section of the UFA dashboard.

The data provided by e-LOCCS is transmitted to Sage weekly. On the Submission Launchpad page of each APR there is an [Imported Grant Information](#) link which enables the UFA to see the most recent data provided to Sage from e-LOCCS.

APRs required by the UFA

UFAs will have APRs for the following grants:

UFA Renewals (Master) – All renewal projects, CoC planning grants, and UFA cost grants are consolidated into this single APR. This includes information for all project component types, dedicated HMIS grants, Coordinated Entry grants, as well as all planning and UFA costs.

UFA New –

- This APR is submitted for all new grants awarded in the competition. Like the renewal grant, they are bundled together into a single APR submission.
- If one or more of the UFA New projects had a multi-year term in a previous year - the APR for that year will continue to show on the recipient's dashboard for completion. Report only on the projects that continued to be funded under this fiscal year's awards.

Existing grant – If a new UFA has a grant(s) which has not yet been incorporated into the UFA Renewal consolidated grant it will continue to show in Sage as individual project with the individual grant number. The APRs for this grant will be completed as individual project APRs in Sage, until it ends. If and when the project is renewed, it will then be bundled into the UFA Renewal APR.

Legacy capital grants – It is possible that the UFA will be affiliated with older grants which have a use restriction on them. Such grants are marked with a -CC prefix on the grant number to identify them as older grants which received funding for capital costs (acquisition, new construction or renovation). The APRs for these grants, if the UFA is the recipient require a submission for each one individually to fulfill the restrictive covenant requirements of the original grant. If a UFA’s subrecipient has a legacy -CC grant, their dashboard has been maintained in Sage for them to report on it themselves.

YHDP grants - If a UFA is was recognized as a recipient of the Youth Homeless Demonstration Program (YHDP), each grant received under YHDP will have an individual APR submission. The APRs for YHDP will not be bundled into either the UFA New or UFA Renewal Grant. This includes YHDP planning grants and all project grants. Detailed instructions on YHDP APRs were sent by HUD to each YHDP community. You can find a copy of the same information under the **RESOURCES** tab in Sage.

New: YHDP grants for applicable UFAs will now appear on the UFA dashboard.

UFA Renewal (Master) Grant APRs

The UFA Renewal Grant compiles the forms from the different types of grants into one submission. Please refer to the [CoC APR Guidebook for CoC Grant Funded Programs](#) on the HUD Exchange or in the **RESOURCES** tab of Sage for general APR instructions.

The Renewal Grant APR is divided into 8 sections to be completed by the UFA as follows:

1. Basic Information

Review and complete the basic information section of the APR.

2. Bed and Unit Information

The inventory for this report is all beds and units funded by the CoC program across the geographic area that are included in the UFA Renewal. Bed and unit award information is compiled in Sage from the individual project applications by project type (e.g. TH, PSH, and RRH). These numbers are fixed in Sage and may not be changed by the UFA.

Following the instructions and definitions of Occupied and Available for Occupancy found on the form in Sage, the UFA is to provide information by project type of all units Occupied and Available for Occupancy on the Last Wednesday of each month (January, April, July and October). *[Note: please pay attention to the definition of occupied and available for occupancy found on the form in the APR and in the [CoC APR Guidebook for CoC Grant Funded Programs](#).]*

Information entered on beds and units Occupied and Available for Occupancy are correlated with the APR CSV upload Q7 and Q8 by project type for APR review by the field office.

If the number of beds/units is not the same as was proposed in the application the UFA must provide an explanation of how and why the numbers changed in the brief text box.

3. CSV APR Upload

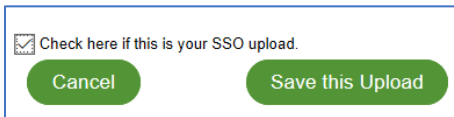
Each project type funded under the UFA must have one CSV zipped file generated for all the projects funded under that project type. The project types could include:

Project type	HMIS Project Type Code (Q4)
Transitional Housing	2
PH: Permanent Supportive Housing	3
Street Outreach	4
Services Only (not including CE)	6

Safe Haven	8
PH: Rapid Re-Housing	13

UFAs must generate a bundled CSV APR Report of all the projects funded under the UFA Renewal Grant in HMIS for each project type for upload to Sage. For example, if a UFA received funding for three RRH projects the data from all three of the projects must be extracted from the HMIS in one CSV APR zipped file.

In order to upload the bundled CSV into Sage, follow the on-screen instructions. If Sage displays Q4 and Q5 of the combined APRs on screen it will indicate that the CSV passed all validations. If an error occurs in the upload Sage will identify the first cause of the error on the screen and provide basic information about the cause of the error. The error may be a structural, validation, or other error. An error will necessitate the correction of the issue within the HMIS, regeneration of the CSV file, and reloading.



Sage will then ask if the CSV upload is for an SSO project. If it a project funded as an SSO, check the box before you click **Save this Upload**. If it is not an SSO, do not check the **Save this Upload** box. [This box allows the SSO project to have the HMIS project type consistent with guidance found in the [CoC HMIS Program Manual](#) – which may be other than project type 6.]

Then, select Add Another for each additional project type of the UFA.

If the UFA has a Domestic Violence Provider, who is required under VAWA, to use a comparable database instead of an HMIS, their CSV will not be able to be bundled with the HMIS CSV. A separate CSV for each project using the comparable database must be generated by the comparable database and submitted to the UFA for upload into the APR. *[Note: if one Domestic Violence Provider using one comparable database was funded for multiple projects of the same project type – they may generate a bundled CSV of their project type if their comparable database is programmed to enable this functionality.]*

4. HMIS APR

All of the forms required for the HMIS Dedicated Grant APR have been incorporated into the UFA form under the HMIS section of the report. Complete each form per the instructions in the [CoC APR Guidebook for CoC Grant Funded Programs](#) in the HMIS Section. The financial information form in this section only applies to HMIS specific financial information, which is not included in the general APR Financial Information section found later in the APR.

5. Coordinated Entry

The forms required for the Coordinated Entry (CE) APR have been incorporated into the UFA form in the CE section of the report. Complete each form per the instructions in the [CoC APR Guidebook for CoC Grant Funded Programs](#) in the CE Section. The Performance Accomplishments brief narrative in this section should apply only to the Coordinated Entry project.

New: The CE APR has now been incorporated into both the UFA Renewal and New APRs.

6. Planning and UFA Cost Information

Complete the Planning Actions and Outcomes form following the same instructions as found in the under the Planning Grant section of the [CoC APR Guidebook for CoC Grant Funded Programs](#)

Complete the UFA Financial Costs, Actions, and Outcomes form by identifying which of the eligible activities the funds were expended on:

- conducting and recording financial transactions;
- maintaining financial transactions, annual survey, audit or evaluation of subrecipient financial records;
- monitoring of subrecipients; and
- enforcing subrecipient compliance.

If UFA Fiscal Cost funds were expended on an activity indicate “Yes” and then complete the dependent fields identifying the amount of funds spent and a description of how those funds were spent.

7. Financial Information

Expenditures:

The UFA reports on funds expended during the operating year by budget line item, including development costs (acquisition, rehabilitation, and new construction), supportive services, leasing, rental assistance, operating, for all projects in the UFA. For the HMIS fields (equipment, software, services, personnel, space and operations) report all funds expended under dedicated HMIS grants as well as project specific HMIS line items. For the Administration fields, the UFA reports all administrative funds expended by the UFA and its subrecipients, including HMIS dedicated subrecipients. CoC Planning and UFA Costs reports the total amount of the planning grant and UFA Cost award funds expended.

It is expected that the amount of funds expended in this report equals the amount of funds drawn in eLOCCS.

Match:

The UFA must report the match committed to the grant during the operating year. Both cash and in-kind resources contributed to the projects and expended on eligible costs are reported. The recipient must record all cash and in-kind match expended on this grant, including if the recipient expended 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).

Development		Leasing, Rental Assistance and Operating	
Acquisition	<input type="text" value="0"/>	Real Property Leasing (does not require match)	<input type="text" value="0"/>
Rehabilitation	<input type="text" value="0"/>	Short/Medium Term Rental Assistance	<input type="text" value="0"/>
New Construction	<input type="text" value="0"/>	Long-Term Rental Assistance	<input type="text" value="0"/>
Development Subtotal	0.00	Operating Costs	<input type="text" value="0"/>
Supportive Services		Leasing, Rental Assistance and Operating Subtotal	
Assessment of Service Needs	<input type="text" value="0"/>	0.00	
Assistance with Moving Costs	<input type="text" value="0"/>	HMIS	
Case Management	<input type="text" value="0"/>	Equipment	<input type="text" value="0"/>
Child Care	<input type="text" value="0"/>	Software	<input type="text" value="0"/>
Education Services	<input type="text" value="0"/>	Services	<input type="text" value="0"/>
Employment Assistance	<input type="text" value="0"/>	Personnel	<input type="text" value="0"/>
Food	<input type="text" value="0"/>	Space and Operations	<input type="text" value="0"/>
Housing/Counseling Services	<input type="text" value="0"/>	HMIS Subtotal	0.00
Legal Services	<input type="text" value="0"/>	Administration, Planning and UFA Costs	
Life Skills	<input type="text" value="0"/>	Administration	<input type="text" value="0"/>
Mental Health Services	<input type="text" value="0"/>	CoC Planning	<input type="text" value="0"/>
Outpatient Health Services	<input type="text" value="0"/>	UFA Costs	<input type="text" value="0"/>
Outreach Services	<input type="text" value="0"/>	Administration, Planning and UFA Costs Subtotal	0.00
Substance Abuse Treatment Services	<input type="text" value="0"/>	Total Expenditures	
Transportation	<input type="text" value="0"/>	0.00	
Utility Deposits	<input type="text" value="0"/>	Match	
Operating	<input type="text" value="0"/>	Cash Match	<input type="text" value="0"/>
Supportive Services Subtotal	0.00	In-Kind Match	<input type="text" value="0"/>
		Total Match	0.00
		Expenditures Requiring a Match	0.00
		Percentage Match	-

UFA New Grant

Similar to the Renewal Grant, the UFA New Grant compiles the reporting for all new grants, except YHDP grants, into one APR. Please refer to the [CoC APR Guidebook for CoC Grant Funded Programs](#) and the instructions for the UFA Renewal Grant for details on the APR itself.

CSV APR Upload for New Grants

Unlike the UFA Renewal APR **each project** funded under the New UFA should have one APR generated for it.

Project type	HMIS Project Type Code (Q4)
Transitional Housing	2
PH: Permanent Supportive Housing	3

Street Outreach	4
Services Only	6
Safe Haven	8
PH: Rapid Re-Housing	13
Coordinated Assessment	14

Generate a single CSV APR Report for each new project funded. Once a CSV is completed that passes all validations, click SAVE THIS APR. Then, select Add Another for each additional project under the UFA New Grant.

HMIS Section

If a UFA has received both a renewal and HMIS grant an APR is required on both. Because the HMIS grant information in the APR covers the entire HMIS, HUD expects that the new and renewal HMIS sections of the UFA APRs to match.

CE Section

If a UFA has received both a renewal CE grant and a new CE grant an APR is required on both. Because the CE grant information in the APR covers the entire CE process and system of a community, HUD expects that both CE Sections of the UFA APRs will be the same.