OHIO BALANCE OF STATE CONTINUUM OF CARE
Annual Performance Report: Review and Submission Process

Introduction and Background

Homeless assistance projects within the Ohio Balance of State Continuum of Care (BoSCoC)[1] that receive federal funding through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care Homeless Assistance Program are required to complete Annual Performance Reports (APRs). CoC Program include Permanent Housing-Permanent Supportive Housing (including former S+C projects), Permanent Housing-Rapid Re-housing, Safe Haven, and Transitional Housing. Timely submission of APRs is required in order to continue to access federal dollars and to continue to qualify for renewal funding as part of the Ohio BoSCoC.

The Coalition on Homelessness and Housing in Ohio (COHHIO), as primary staff to the Ohio BoSCoC, is charged with collecting and ensuring the submission of accurate APRs.

This document outlines the process Ohio BoSCoC providers should follow for submitting APRs.

Basics of the APR

Homeless projects funded through the CoC Program (as referenced above) must submit Annual Performance Reports (APRs) to HUD. *These reports are due within 90 days of the end of the program's operating year.* APRs must be completed using data from the CoC HMIS Annual Performance Report (CoC HMIS APR) only (DV providers are the exception). APRs are completed and submitted in e-snaps, HUD's electronic grant application and reporting system.

Prior to submission of the APR to HUD, all Ohio BoSCoC programs must submit CoC HMIS APRs and draft e-snaps APRs to COHHIO for review. Once approved for submission, providers must provide final, submitted APRs to COHHIO as well.

All providers should review HUD's *e-snaps CoC APR Guidebook for CoC Grant-Funded Programs*, found at https://www.hudexchange.info/resource/1850/e-snaps-coc-apr-guidebook-for-coc-grant-funded-programs/ for directions about how to complete the APR. Specific questions or problems can be directed to Barbara Miller, Continuum of Care Coordinator, at barbaramiller@cohhio.org.

APR Review and Submission Process

Generate CoC HMIS Annual Performance Report (CoC HMIS APR)
Within 14 days of the end of the project operating year, agency HMIS staff should generate their project's CoC HMIS APR by using the Advanced Reporting Tool (ART) in ServicePoint. This CoC HMIS APR will be used to complete the APR that will be submitted to HUD through e-snaps, therefore it is critical that the report be reviewed for accuracy and HMIS data corrected as needed. COHHIO HMIS staff can provide guidance to correct errors and clear up any data quality issues as needed (hmis@cohhio.org).

Generate Draft e-snaps APR
After finalizing the HMIS data and CoC HMIS APR, providers should go into HUD's e-snaps system and complete the APR. Providers should not hit the 'submit' button in the APR until they have completed the APR review process, as outlined below.

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[1] The Ohio Balance of State Continuum of Care (BoSCoC) is comprised of the 80 most rural counties in the state and engages in homeless assistance program planning and management. For more information about the Ohio BOSCOC, go to http://www.cohhio.org/programs/boscoc

Submit CoC HMIS APR and Draft e-snaps APR for Review
Once the CoC HMIS APR has been generated and the APR drafted in e-snaps, providers should email both documents (e-snaps allows a PDF of the APR to be generated) to Barbara Miller, Continuum of Care Coordinator, at barbaramiller@cohhio.org. These reports should be emailed at least four weeks before the APR is due to HUD.
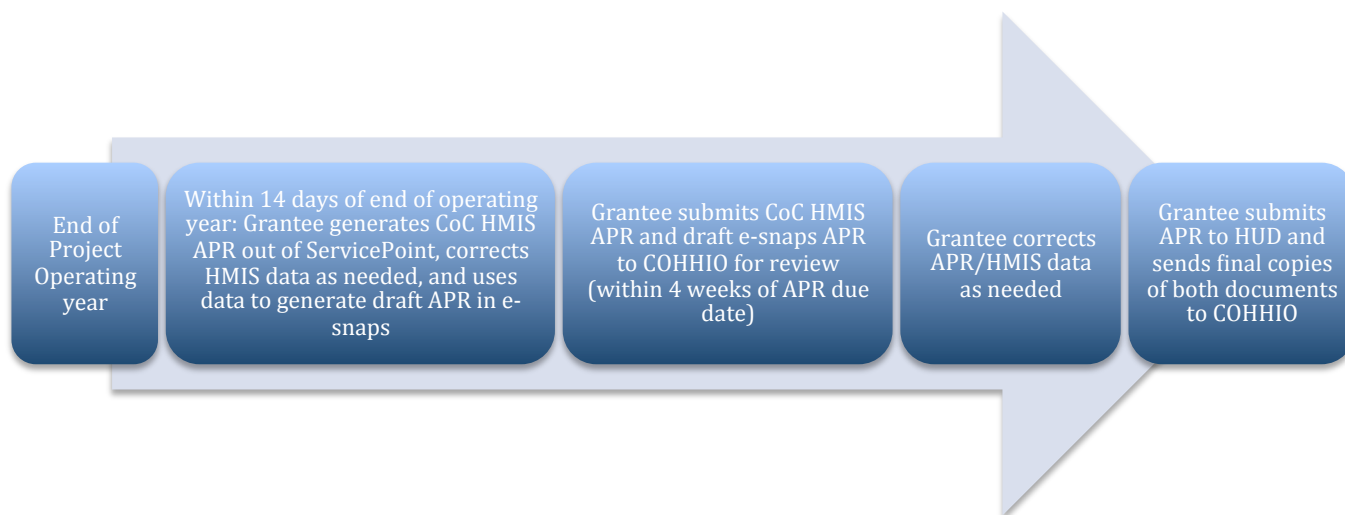
The CoC Coordinator will review both APRs for errors and to ensure that the two reports are consistent. The CoC Coordinator will inform providers if the APR is ready for submission to HUD or if there are additional errors that need addressed. Depending on the number of issues with the APR, providers will either be directed to submit their APR to HUD directly after making corrections or to re-submit to the CoC Coordinator for a second review prior to submission to HUD.

Submit Final APR
Once the CoC Coordinator has reviewed the CoC HMIS APR and draft e-snaps APR and all corrections have been made, providers will submit their APR to HUD via e-snaps. Providers should then generate a PDF of the final APR in both e-snaps and HMIS and email both documents to the CoC Coordinator at COHHIO.

Overview of APR Submission Process
In general, grantees required to submit APRs should adhere to the following process:

End of Project Operating year	Within 14 days of end of operating year: Grantee generates CoC HMIS APR out of ServicePoint, corrects HMIS data as needed, and uses data to generate draft APR in e-snaps	Grantee submits CoC HMIS APR and draft e-snaps APR to COHHIO for review (within 4 weeks of APR due date)	Grantee corrects APR/HMIS data as needed	Grantee submits APR to HUD and sends final copies of both documents to COHHIO

Late or Failed APR Submissions

Providers who fail to submit their APR to HUD within 90 days of the end of the operating year will be unable to drawdown federal program funds in e-LOCCS. Programs will only be able to access funds once the APR is submitted. Additionally, late APR submissions may cause HUD to terminate program funding.

Providers who fail to submit APRs to COHHIO for review and/or who fail to submit final submitted APRs to COHHIO within 90 days of the end of the program operating year may be excluded from the annual BoSCoC CoC application, therefore losing renewal federal funding for the project.