



Title: 3.6 Policies & Procedures for Sage APRs

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Prepared By: Kelly Forstbauer

Reviewed By: Governing Council

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Approved By: Governing Council

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#### Purpose:

The purpose of this document is to outline the policies and procedures regarding Sage Annual Performance Report (APR) submissions for CoC funded programs. These policies and procedures are specific for our CoC, and only outline the responsibilities of CoC programs and Lead Agency staff in regard to timely and accurate APR submissions in Sage. For specific instructions regarding technical aspects of Sage, please refer to the Sage CoC APR Guidebook for CoC Grant Funded Program.

#### Scope:

This policy applies to all programs who receive CoC Competition grant funding and are responsible for submitting an APR in Sage to HUD.

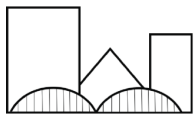
#### Policy:

All federally funded grants awarded through the CoC Competition NOFA must submit an APR at the end of their grant term. APRs are generated from data from HMIS and additional information input by the agency. To ensure that our CoC's Sage APRs are submitted on time and as accurately as possible, the CoC Lead Agency will review and give approval for all APRs and Sage information before the final submission to HUD.

Timeline for Sage Reviews: HUD informs CoC funded programs via e-mail a month prior to the expiration of the grant term as a reminder that Sage needs to be completed to officially closeout the grant. CoC-funded programs have 90 days exactly from the end of the grant term to submit their APR and additional information in Sage.

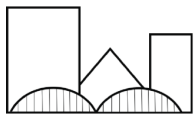
Per our CoC, programs are required to submit their Sage APR to CoC Lead Agency staff no later than 60 days after the grant term has expired. This is to ensure that Lead Agency staff have adequate time to review the information provided in Sage, and if any adjustments are needed there is time for a resubmission to Lead Agency staff.

Programs staff must notify Lead Agency staff that they are ready for their Sage APR to be reviewed via email that all information in Sage has been uploaded.



Responsibilities of CoC-Funded Programs: It is the responsibility of CoC-Funded Program staff to ensure the accurate and timely submissions of Sage APRs. Programs must notify CoC Lead Agency staff that the Sage APR is ready for review within 60 days of the grant end date and must submit to HUD within 90 days of the grant end date. Program staff are responsible for accurately reporting:

1. Grant Information: This section includes project type, funding type, if the project is population specific, if 100% of clients are in HMIS, and verification of the correct grant term dates.
2. Bed and Unit Inventory and Utilization: The numbers here are reported by the recipient and are to reflect the number of beds and units that were occupied and available for occupancy on the last Wednesday of the appropriate month. The chart is comparing the number of beds and units the recipient proposed to the number the recipient had actually occupied and/or were available.
  - Occupied means a unit which has persons residing within the unit. [Count each unit and bed occupied.]
  - Available for occupancy means a unit which is “readily available” to be occupied. That is one where 1) in a site-based project the unit included in the grant is vacant AND 2) in a scattered-site project readily available includes all leasing subsidies which are available but which a client has not rented with yet and any units which will be rented with funds available (i.e. those above the number of units awarded in the grant based on funding availability.)
3. Contact Person: This form identifies the person that HUD will contact regarding the APR submission if any questions or issues arise. The contact person should be familiar with both the project and the APR submission. This is also the person who will receive the email from Sage acknowledging the submission of the APR to HUD and of the action taken by HUD (e.g., approval, request to resubmit, comments).
4. Financial Information: It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that financial staff of the organization have reviewed the report.
5. Performance Accomplishments: The recipient must describe in no more than 2,500 characters, any significant accomplishments the project achieved during the reporting period. It is expected that a recipient will provide a brief narrative



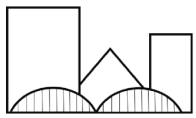
to describe the project as perspective for the accomplishments and then identify the accomplishments.

6. Additional Comments: The CoC recipient is expected to use this text box to inform HUD of why this report reflects information differently than was in the grant application or an amendment as approved by HUD. The CoC recipient must use this text box to describe any discrepancies in its APR and provide HUD any other information which the recipient feels is needed for the APR review. This includes but is not limited to
7. CSV APR Upload: HUD expects the recipient's APR data to be generated by its HMIS or comparable database and reported via the CSV- APR Report. HUD does not accept paper submissions of APRs. HUD only accepts electronic submissions through Sage.
8. VIEW Bed and Unit Report: The Bed and Unit Report provides CoC grant recipients and CoCs information on the quarterly utilization of the number of beds in the project (based on clients who have moved into housing). This information is based on the recipient's report of beds/units available and number of persons and households served by the project on the same dates from Q7b and Q8b of the CSV. It is the same information the CPD Representative sees as they are reviewing the APR. The report is available to VIEW on the Submission Launchpad for each APR once the Grant Information, Bed and Unit Inventory and Utilization, Contact Information, Financial Information, Performance Accomplishments, and CSV APR Upload are marked "√ Completed".

Program staff are responsible for pulling the CSV APR from HMIS in a timely manner, and, if errors are present, communicating effectively with HMIS staff. Please note: a delay in pulling the HMIS APR or other information such as eLOCCS drawdowns is not an excuse for late submissions of Sage APRS to HUD. Program staff have 90 days within which to collect necessary information and should have all of this information collected and in Sage within 60 days of the grant term end for CoC Lead Agency to review.

In the event that a Sage APR is rejected by HUD staff, it is the responsibility of the program to make necessary adjustments and resubmit to CoC Lead Agency staff before resubmitting to HUD.

Responsibilities of the CoC Lead Agency Staff: Lead Agency staff assigned to assist with Sage APRs are responsible for providing technical assistance when requested in



relation to HMIS errors on APR reports, how to find information for each section, and additional questions that may arise. Lead Agency staff will send reminders for deadlines for both Lead Agency deadlines and HUD deadlines, and will respond to inquiries for assistance and review as necessary. Lead Agency staff are responsible for reviewing APRs submitted by the Lead Agency deadline within 5 business days of program staff notifying the Lead Agency that the Sage APR is ready to be reviewed. In the event a program is late with completing the Sage APR and notifies Lead Agency staff close to the HUD deadline, Lead Agency staff will review the APR as soon as possible during regular business hours. However, if Lead Agency staff are unable to review, programs must still submit their APR prior to the HUD deadline and are responsible for any errors that may result in a rejection from HUD.

It is important to note that it is not the sole responsibility of the CoC Lead Agency staff to ensure that Sage APRs are submitted on time and accurate. It is first the responsibility of the program to ensure accuracy and on time submissions, and Lead Agency staff are there to provide an additional review and assistance as needed for the Sage APR process.