APR Performance Workbook

Purpose of the Workbook

This workbook will help grantees complete the *CoC Housing Performance* and *Mainstream Programs and Employment Project Performance* Charts in the 2008 SuperNOFA. These charts assess your CoC's progress in reducing homelessness by helping clients move to and become stable in permanent housing; access mainstream services; and gain employment.

Instructions

CoCs should enter data into Tabs 2 and 3. CoCs should complete all yellow-highlighted fields. CoCs should use the results on Tabs 4 and 5 to populate the APR-based performance tables in Exhibit One.

FOR THE SPREADSHEET TO CORRECTLY CALCULATE PERFORMANCE RESULTS, **DO NOT ENTER ANY DATA INTO THE GREY-SHADED FIELDS**. THESE FIELDS INCLUDE FORMULAS AND WILL CALCULATE AUTOMATICALLY WHEN THE CoC ENTERS DATA INTO THE YELLOW-HIGHLIGHTED FIELDS.

The workbook is composed of five tabs or worksheets:

Tab 1 is the Instructions.

Tab 2 is the APR - SHP worksheet. CoCs should complete all yellow-highlighted columns in this worksheet for **1) all active SHP grants, and 2) all SHP grants that expired between April 30, 2007 and April 30, 2008 if the project was subsequently funded with another grant**. The CoC should complete Columns H through AB using information from the <u>most recently submitted</u> APR for each project. CoCs must obtain copies of the most recently submitted APRs from applicants, not from HUD Field Offices or HUD Headquarters. If the grant operating year began on May 1, 2007 or after, input "N/A" in Column H. APRs are not due for these grants until July 31, 2008, so they are not expected to be included in this report. For HMIS grants, do not enter data into Columns I though AB.

Tab 3 is the APR - S+C worksheet. CoCs should complete the worksheet for all active S+C grants **AND** all S+C grants that expired between April 30, 2007 and April 30, 2008. List each project only once. For each grant on the worksheet, the CoC should complete Columns H through AA with information from the <u>most recently submitted</u> APR. CoCs must obtain copies of the most recently submitted APRs from applicants, not from HUD Field Offices or HUD Headquarters. If the grant operating year began on May 1, 2007 or after, input "N/A" in Column H. APRs are not due for these grants until July 31, 2008, so they are not expected to be included in this report.

Tab 4 is the CoC Housing Performance worksheet. This worksheet is automatically generated based on the APR information entered in Tabs 2 and 3 and should be used to complete the CoC Housing Performance Chart in Exhibit 1.

Tab 5 is the Mainstream Programs and Employment Project Performance worksheet. This worksheet is automatically generated based on the APR information entered in Tabs 2 and 3 and should be used to complete the CoC Mainstream Programs and Employment Performance Chart in Exhibit 1.

Tips on How to Record Different Types of Grants

You should begin by listing all of your grants on each spreadsheet. You may want to start with the list of grants provided in the grant inventory from the Field Office. If you do, you will need to delete any unexecuted grants, and you will need to add grants that expired between April 30, 2007 and April 30, 2008 if the project was subsequently funded with another grant. You should be able to determine the list of grants that fits the latter category by identifying all grants on your inventory that began on May 1, 2007 or later.

The table below shows how the Field Office and CoC would treat different grants in the workbook using hypothetical projects to illustrate several different scenarios.

Grant and Award Year	Operating Year	APR Deadline (approx.)	Instructions
Prog A - 2005 Renewal Grant	Feb 1, 2006 - Jan 31, 2007	April 30, 2007	Grant expired before April 30, 2007; no need to include this grant in worksheet.
Prog A - 2006 Renewal Grant	Feb 1, 2007 - Jan 31, 2008	April 30, 2008	Grant expired between April 30, 2007 and April 30, 2008. Include on worksheet; need to report APR data.
Prog A - 2007 Renewal Grant	Feb 1, 2008 - Jan 31, 2009	April 30, 2009	Executed between April 30, 2007 and April 30, 2008. Include on worksheet; indicate "N/A" for APR date.
Prog B - 2005 Renewal Grant	Sept 1, 2006 - Aug 31, 2007	November 30, 2007	Grant expired between April 30, 2007 and April 30, 2008. Include on worksheet; need to report APR data.
Prog B - 2006 Renewal Grant	Sept 1, 2007 - Aug 31, 2008	November 30, 2008	Executed between April 30, 2007 and April 30, 2008. Include on worksheet; no APR data needed.
Prog B - 2007 Renewal Grant	Sept 1, 2008 - Aug 31, 2009	November 30, 2009	Executed after May 1, 2008. Do not include on the worksheet.
Prog C - 2007 Original Grant	April 1, 2008 - Mar 31, 2010	June 30, 2010	Executed between April 30, 2007 and April 30, 2008. Include on worksheet; no APR data needed.
Prog D - 2007 Original Grant	expected Dec 1, 2008 - Nov 30, 2010	February 28, 2011	Executed after May 1, 2008. Do not include on the worksheet.
Prog E - 2007 Original HMIS Grant	expected Dec 1, 2008 - Nov 30, 2009	February 28, 2010	Executed after May 1, 2008. Do not include on the worksheet.

SHP APR Worksheet

Field Office:

Competition Year:

CoC Number:

CoC Name:

| SHP GRANTS | | | | | | | Totals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Grantee Information								Data from Last APR Submission																			
									PH and SHPH Projects				TH and SHTH Projects	All Projects - Number of Exiting Adults with Each Source of Income (11d)													
Grantee Name/Project Name	Project Number	PIN #	Project Type	Contract Year	Current Grant Term (Years)	Expiration Year	Date of Last APR Submission	Number of participants who left during the operating year (12a)	Number who did not leave PH (12b)	Number who left after staying more than 6 months (12a, rows d-j)	Number who did not leave and have stayed more than 6 months (12b, rows d-j)	Number who did not leave and were enrolled in the project in the last 6 months of the operating year (12b, rows a-c)	Number of participants who moved to PH (14a-h)	SSI	SSDI	Social Security	General Public Assist.	TANF	SCHIP	Veterans Benefits	Employ-ment Income	Unemplo-y-ment Benefits	Veterans Health Care	Medicaid	Food Stamps	Other	No Financial Resources
EXAMPLE: GUAM HSG & URBAN RENEWAL AUTHORITY/ CARIDAD Supportive Services Program	GU08B500004	GU16001	TH	2007	2	2009	12/31/2007	24	4	1	5	5	6	1	1	1	5	0	0	3	10	1	1	1	0	0	0

Grantee Information							Date of Last APR Submission	Number of participants who left during the operating year (12a)	PH and SHPH Projects				TH and SHP Projects	All Projects - Number of Exiting Adults with Each Source of Income (11d)														
Grantee Name/Project Name	Project Number	PIN #	Project Type	Contract Year	Current Grant Term (Years)	Expiration Year			Number who did not leave PH (12b)	Number who left after staying more than 6 months (12a, rows d-j)	Number who did not leave and have stayed more than 6 months (12b, rows d-j)	Number who did not leave and were enrolled in the project in the last 6 months of the operating year (12b, rows a-c)	Number of participants who moved to PH (14a-h)	SSI	SSDI	Social Security	General Public Assist.	TANF	SCHIP	Veterans Benefits	Employ-ment Income	Unemploy-ment Benefits	Veterans Health Care	Medicaid	Food Stamps	Other	No Financial Resources

| Grantee Information | | | | | | | | Data from Last APR Submission | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | PH and SHPH Projects | | | | TH and SHTH Projects | All Projects - Number of Exiting Adults with Each Source of Income (11d) | | | | | | | | | | | | | | |
Grantee Name/Project Name	Project Number	PIN #	Project Type	Contract Year	Current Grant Term (Years)	Expiration Year	Date of Last APR Submission	Number of participants who left during the operating year (12a)	Number who did not leave PH (12b)	Number who left after staying more than 6 months (12a, rows d-j)	Number who did not leave and have stayed more than 6 months (12b, rows d-j)	Number who did not leave and were enrolled in the project in the last 6 months of the operating year (12b, rows a-c)	Number of participants who moved to PH (14a-h)	SSI	SSDI	Social Security	General Public Assist.	TANF	SCHIP	Veterans Benefits	Employ-ment Income	Unemplo y-ment Benefits	Veterans Health Care	Medicaid	Food Stamps	Other	No Financial Resources

S+C APR Worksheet

Field Office:

Competition Year:

CoC Number:

CoC Name:

S+C GRANTS	Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Grantee Information								Data from Last APR Submission																
									All Projects - Length of Stay in Permanent Housing				All Projects - Number of Exiting Adults with Each Source of Income (11d)											
Grantee Name/Project Name	Project Number	PIN #	Project Type	Contract Year	Current Grant Term (Years)	Expiration Year	Date of Last APR Submission	Number of participants who left during the operating year (12a)	Number who did not leave PH (12b)	Number who left after staying more than 6 months (12a, rows d-j)	Number who did not leave and have stayed more than 6 months (12b, rows d-j)	Number who did not leave and were enrolled in the project in the last 6 months of the operating year (12b, rows a-c)	SSI	SSDI	Social Security	General Public Assist.	TANF	SCHIP	Veterans Benefits	Employ-ment Income	Unemplo y-ment Benefits	Veterans Health Care	Medicaid	Food Stamps	Other	No Financial Resources

| Grantee Information | | | | | | | | Data from Last APR Submission | | | | | | | | | | | | | | | | | | | |
| | | | | | | Expiration Year | Date of Last APR Submission | | All Projects - Length of Stay in Permanent Housing | | | | | All Projects - Number of Exiting Adults with Each Source of Income (11d) | | | | | | | | | | | | | |
Grantee Name/Project Name	Project Number	PIN #	Project Type	Contract Year	Current Grant Term (Years)			Number of participants who left during the operating year (12a)	Number who did not leave PH (12b)	Number who left after staying more than 6 months (12a, rows d-j)	Number who did not leave and have stayed more than 6 months (12b, rows d-j)	Number who did not leave and were enrolled in the project in the last 6 months of the operating year (12b, rows a-c)	SSI	SSDI	Social Security	General Public Assist.	TANF	SCHIP	Veterans Benefits	Employ-ment Income	Unemplo-y-ment Benefits	Veterans Health Care	Medicaid	Food Stamps	Other	No Financial Resources

Grantee Information								Data from Last APR Submission																		
									All Projects - Length of Stay in Permanent Housing				All Projects - Number of Exiting Adults with Each Source of Income (11d)													
Grantee Name/Project Name	Project Number	PIN #	Project Type	Contract Year	Current Grant Term (Years)	Expiration Year	Date of Last APR Submission	Number of participants who left during the operating year (12a)	Number who did not leave PH (12b)	Number who left after staying more than 6 months (12a, rows d-j)	Number who did not leave and have stayed more than 6 months (12b, rows d-j)	Number who did not leave and were enrolled in the project in the last 6 months of the operating year (12b, rows a-c)	SSI	SSDI	Social Security	General Public Assist.	TANF	SCHIP	Veterans Benefits	Employ-ment Income	Unemplo-y-ment Benefits	Veterans Health Care	Medicaid	Food Stamps	Other	No Financial Resources

| Grantee Information | | | | | | | | Data from Last APR Submission | | | | | | | | | | | | | | | | | |
| | | | | | | | | | All Projects - Length of Stay in Permanent Housing | | | | All Projects - Number of Exiting Adults with Each Source of Income (11d) | | | | | | | | | | | | | | |
Grantee Name/Project Name	Project Number	PIN #	Project Type	Contract Year	Current Grant Term (Years)	Expiration Year	Date of Last APR Submission	Number of participants who left during the operating year (12a)	Number who did not leave PH (12b)	Number who left after staying more than 6 months (12a, rows d-j)	Number who did not leave and have stayed more than 6 months (12b, rows d-j)	Number who did not leave and were enrolled in the project in the last 6 months of the operating year (12b, rows a-c)	SSI	SSDI	Social Security	General Public Assist.	TANF	SCHIP	Veterans Benefits	Employ-ment Income	Unemplo y-ment Benefits	Veterans Health Care	Medicaid	Food Stamps	Other	No Financial Resources

CoC Housing Performance

1. Participants in Permanent Housing (PH)		APR Data
a.	Number of participants who left PH project(s) during the operating year - (12a)	0
b.	Number of participants who did **not leave** PH project(s) - (12b)	0
c.	Number who left after staying more than 6 months in PH - (12a, rows d-j)	0
d.	Number who did **not leave** and have stayed more than 6 months in PH - (12b, rows d-j)	0
e.	Number who did not leave and were enrolled in the project in the last 6 months of the operating year - (12b, rows a-c)	0
2. Participants in Transitional Housing (TH)		
a.	Number of participants who left TH project(s) during the operating year - (12a)	0
b.	Number of participants who left TH project(s) and moved to PH - (14, rows a-h)	0

Mainstream Programs and Employment Project Performance

Number of Participants Who Left the Project(s) | 0 |

Income Source	Number of Participants with Each Source of Income at Exit	Percent with Income at Exit
a. SSI	0	
b. SSDI	0	
c. Social Security	0	
d. General Public Assistance	0	
e. TANF	0	
f. SCHIP	0	
g. Veterans Benefits	0	
h. Employment Income	0	
i. Unemployment Benefits	0	
j. Veterans Health Care	0	
k. Medicaid	0	
l. Food Stamps	0	
m. Other (please specify)	0	
n. No Financial Resources	0	