

**NEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

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## **HUD Annual Performance Report (APR) Requirements: SAGE Update for Domestic Violence HUD COC funded Housing Providers:**

May 1, 2017

HUD announced last fall that they are changing the data submission format for the annual HUD COC Annual Performance Report (APR). HUD is switching from **e-snaps** to the new platform, **SAGE**, for APR reporting. HUD has been providing on-going technical assistance and training to CoCs and CoC-funded HUD programs on this significant change.

### **What**

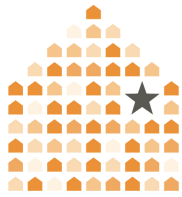
Recipients will be required to upload CSV data from their HMIS/Comparable Database to fulfill the APR reporting requirement in SAGE. Recipients will not be able to manually enter data about participants served. As far as we know, the following Comparable Database providers have worked to develop capabilities to support the CSV requirement for the APR report: ServicePoint, Osnium WS and Empower DB. It is recommended that you contact your database provider to ensure your system is updated. This will be a "download" option after you've run the new provider CoC APR report in those databases.

HUD will not update anything in e-snaps to allow APRs for grants funded in FY2015 and later CoC Program Competitions. APRs in process in e-snaps should have attempted to complete by March 30, 2017. Any APR submission that was started in e-snaps prior to April 1, 2017 will be completed in e-snaps. The reason HUD is requiring all recipients, regardless of funding year, to begin using SAGE is because local HMIS/software are also changing and will no longer support the APR that is submitted in *e-snaps* beginning in April. If recipients have an open APR in *e-snaps* on April 1, 2017 or need to amend an old APR, they need to work with their HMIS/Comparable Database Administrator to determine if they are able to report the data about program participants for those updates.

Per HUD request, the 0625 APR report will remain in the ART Gallery until July 1, 2017. If a grantee is working on an APR in e-snaps that was started prior to April 1, 2017, they will need to be complete it prior to removal of the "old" APR on July 1, 2017. To accommodate customer requests, the 0631 APR Detail will remain in the ART Gallery until October, 1 2017. Please remember the logic between the "old" and "new" APR reports varies greatly. Both reports will exist simultaneously but they are not meant to be compared as numbers will vary and this is to be expected.

### **When**

Beginning on April 1, 2017 grantees will no longer submit APRs in e-snaps and will begin using a new system called SAGE. This applies to all CoC homeless assistance



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grants (except for HMIS dedicated grant recipients who will also have a new APR that does not require a data upload or a report generated from the HMIS). Per HUD, HMIS/Comparable Database vendors had until April 3, 2017 to release the revised APR.

### **HUD APR Extension Requests**

Many DV victim service providers (as well as some non-DV providers) are not going to be ready to provide a CSV upload for the current APR reporting period by April 1, 2017. HUD is creating a process where providers can submit an "Ask A Question (AAQ)" stating they cannot generate the CSV file. Providers will be given an option to manually enter the data into a file. As a follow-up with HUD, providers will need to inform their HUD Field Office on how they will update their systems to be able to fulfill the CSV requirement within the coming year. **If you have an APR due soon, reach out to your field office as soon as possible to request an extension to the APR deadline.**

### **Technical Assistance and Support**

HUD is responsible for the maintenance of the new SAGE portal. Questions about SAGE can be directed to HUD through their Help Desk website at: <https://www.hudexchange.info/contact-us/>

If you are a DV provider who has been manually entering data, using an independently developed database or have concerns about the capabilities of your Comparable Database uploading the CSV document into e-snaps for your HUD APR please contact NEDV for technical assistance support. You can contact the NEDV Housing Policy and Safety Net Teams:

**Safety Net Team** at: [safetynet@nedv.org](mailto:safetynet@nedv.org)

**Housing Policy Team** at: Debbie Fox, Sr. Housing Policy Specialist at [dfox@nedv.org](mailto:dfox@nedv.org) or 202. 543.5566 x207

### **HUD SAGE Information and Training**

HUD SAGE Notice Announcement:

<http://us5.campaign-archive2.com/?u=87d7c8afc03ba69ee70d865b9&id=01ac915d57&e=38f0b92fff>

HUD APR Training, Overview of the SAGE HMIS Repository Webinar 3/16/2017:

<https://www.hudexchange.info/trainings/courses/apr-training-overview-of-the-sage-hmis-repository-webinar/1887/>

HUD SAGE Training, Submitting your COC APR Webinar 4/19/2017:

<https://www.hudexchange.info/trainings/courses/sage-training-submitting-your-coc-apr/1932/>