



What You Need to Know about Transition to the New APR

The current Annual Progress Report (APR, HUD-40118) will expire in 2010 and a new annual report, the Annual Performance Report (APR) will be required in its place. The new APR includes different questions and will be submitted electronically, via *e-snaps*. The new APR will be rolled out over the next several months, allowing time for projects to implement appropriate changes. Some basic information on the transition to the new APR is provided below. More information and resources will be provided in the first quarter of 2010. These resources will be posted at www.HUDHRE.info.

e-snaps

What is *e-snaps*?

e-snaps (www.hud.gov/esnaps) is the application and grants management system for HUD's Homeless Programs. It is already being used for the CoC application process and HPRP quarterly reporting.

When will *e-snaps* be ready for data submission?

HUD expects that the new APR on *e-snaps* will "go live" in March or April 2010.

Report Content

Besides the electronic submission method, how does the new APR differ from the old APR?

There are numerous differences between the old APR and the new APR. Among these differences are the reporting of information by household type and by exit status and more quantifiable performance measures. Some questions on the old APR, such as reporting counts separately for chronically homeless persons, have been removed.

When can I see the exact questions that will be on the new APR?

The details of the reporting questions asked in the new APR should be released in January 2010 in the form of a reporting template. Explanations and instructions will accompany the document. However, the precise format and placement of the questions in *e-snaps* will differ from the template provided in January..

How was the new APR developed?

The new APR is the product of an extended input process, including 41 focus groups and over 500 participants, a survey of HUD field offices, an expert APR Advisory Panel, HMIS software vendors, a working group to align new HMIS Standards, and a public comment period.

Data Collection Requirements

How can programs ensure they are collecting all the data required by the new APR?

The APR questions are based on the data collection requirements prescribed in the Revised HMIS Data Standards. HUD expects OMB to give final approval of these elements and the new APR in January 2010.

When do programs need to begin collecting all the data required for the new APR?

Programs must begin data collection for the new APR no later than April 1, 2010. Projects should use the time until April 1, 2010 to ensure that their data collection systems and protocols are revised to collect the new data.

Homelessness Prevention and Rapid Re-housing Program (HPRP)

What are the requirements and timelines for HPRP programs?

HPRP projects will use the same *e-snaps* portal for completing the APR as other HUD homeless assistance programs. However, some data is not required of HPRP grantees, and some data is only required for HPRP grantees.

Since OMB gave emergency clearance for QPR reporting, HPRP projects should already be collecting all data required for the HPRP APR. HPRP grantees will complete the HPRPAPR for the first operating year that ends on September 30, 2010 and submit it no later than November 30, 2010.

Reporting Requirements During Transition Period

What is the current status of the revised APR?

The revised APR questions and the HMIS Data Standards (data elements) have undergone a 60 day public comment period and HUD has incorporated and responded to these comments. The Office of Management and Budget (OMB) is currently conducting its final review, which should be complete by January 31, 2010. The final versions of these documents will be released publicly upon final OMB approval. OMB will continue to extend the expiration date for the HUD-40118 (current APR) until the final version is approved

What are the reporting requirements before the new APR is live on *e-snaps*?

Projects with operating years ending on or before January 31, 2010 should continue to submit the current HUD-40118 paper form, as they have done in the past.

Projects with operating years ending February 1, 2010 and later, should wait until the APR is available for electronic submission via *e-snaps*.

How should projects respond to questions on the new APR that ask for data that they are not required to collect until after April 2010?

For all APRs with operating years beginning before April 1, 2010, programs will only be required to respond to questions included in both the current and new APR. HUD understands that HMIS vendors may not output data for the old APR in the interim format. HUD will provide mapping guides to help projects translate data as it appeared on the old APR so they can enter it in the proper fields of the new APR.

Can you summarize the reporting requirements timeline?

The chart below summarizes the reporting requirements for APR submissions based on the end date of a program’s operating year and the APR due date.

End Date of Operating Year	APR Due Date	APR Submission Requirements
On or before January 31, 2010	Before April 30, 2010	Submit the paper-based HUD 40118, as in the past.
February 2010 Through March 2011	May 2010 through June 2011	<p>HPRP programs must complete the entire HPRP APR by November 30, 2010.</p> <p>Non-HPRP programs should submit the APR via <i>e-snaps</i> using the interim reporting requirements. Non-HPRP programs will only be required to enter information required by the old APR.</p> <p>If the APR is not available on <i>e-snaps</i> within 30 days of the due date, submit the paper-based HUD 40118, as in the past.</p>
After March 31, 2011	After June 2011	All programs submit the APR via <i>e-snaps</i> . All information is required, though reporting requirements vary by program type.