Technical Assistance Resource: APR

The Annual Performance Report (APR) submission is an important activity in the annual grant cycle for HUD CoC-funded projects (recipients). Recipients are required to submit APRs annually within 90 days after the operating end date of the grant. If the submitted APR is incomplete or incorrect, it will be rejected and the recipient will need to resubmit the APR with the requested information.

Grantee reporting is one of the categories used by HUD in an annual risk analysis. It is in the best interest of HUD CoC recipients to develop practices for submitting APRs on time with the information the HUD Representative needs to accept the submission.

The information in this resource was adapted from slides created by the Chicago HUD Field Office. For additional information about APRs, contact your HUD Representative or cocprograms@allchicago.org.

General Advice

If APRs are new to you, use the following resources for training and guidance: Sage APR Guidebook, Sage User Manual, and APR Guides, Tools, and Webinars.

Include comments on your initial submission. The APR is a reporting tool, so use the comment fields.

If rejected, review all the comments your HUD Representative provided in the rejection. Make necessary edits and provide explanations, as requested. If you are unsure of an issue or request, reach out to your HUD Representative.

Frequent Reasons for APR Rejections

Bed/unit inventory

HUD compares actual inventory to proposed inventory. In other words, did the project make available the same number of beds/units as stated in the grant application? If the actual inventory is less than 100% and the recipient did not provide comments to explain, it will be rejected. Whenever the actual inventory is less than 100%, the recipient must provide comments to explain.

HUD looks at the utilization rate of the actual inventory. In other words, this is the ratio of the persons/households served to the actual units, expressed as a percentage. The threshold utilization rate is 80% for transitional housing and 85% for permanent housing. If the utilization rate is below the threshold and the recipient did not provide comments to explain, it will be rejected. Provide comments to explain any time when the utilization rate is below 100%.

Program Eligibility = "other locations"

For PSH and RRH grants, participants coming from "other locations" is not permissible (except for DV clients). If there are no comments to explain participants from other locations, the APR will be rejected. The recipient must provide comments to explain.

If you have questions about client eligibility, work with your HUD Representative outside of Sage to discuss so you can ensure you are in compliance with participant eligibility.

Difference between APR and LOCCS

The financial expenditures of HUD funds shown on the APR must match the funds drawn on the grant from the LOCCS system. If there is a difference, the APR will be rejected. Before submitting the APR, review whether there is a difference in the APR total and the LOCCS total. If the amounts do not match, check both LOCCS and the APR to determine if there is a reasonable explanation for the differences and correct the issue. Staff should talk to each other before submitting the APR. Sometimes the program staff submits the APR and then the financial staff submits a voucher after the submission of the APR. Please ensure the APR is submitted after verification that all vouchers have been completed.