

HUD APR Tips Sheet

CHART 1: “Projected Level of Persons to be served at a given point in time”

1. Projected Level of Persons to be served at a given point in time. (This information comes from the last application that was executed by HUD- see below.)

	Projected Level	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a	Persons to be served at a given point in time	20	10	20	10

Chart C of Exhibit 2 (CoC Application)

Part C: Point in Time Housing and Participants Chart

(All Projects Except Dedicated HMIS Projects)

1. Housing Type* (Check all that apply)	1a. <input checked="" type="checkbox"/> Multi-family <input type="checkbox"/> Single-family <input type="checkbox"/> Congregate Facility		1b. <input checked="" type="checkbox"/> Scattered Site <input type="checkbox"/> Project Based	
	2. Units, Bedrooms, Beds	a. Current Level (Point-in-Time)	b. New Effort or Change in Effort (If Applicable)	c. Projected Level (column a + col. b)
Number of Units	31	-1	30	Number of Families
Number of Bedrooms	42	-2	40	
Number of Beds	53	-3	50	
3. Participants	11	-1	10	Number of Adults in Families
a. Number of Households with Dependent Children				
i. Number of adults	11	-1	10	
ii. Number of children	22	-2	20	Number of Children
iii. Number of disabled persons	11	-1	10	
b. Number of Households without Dependent Children	20	0	20	
i. Number of disabled persons	20	0	20	Number of Singles
ii. Of all disabled persons, number of chronically homeless	8	0	8	

*Housing Types: Multi-family (apartments, duplexes, SROs, other buildings with 2 or more units); Single-family; Facility (dormitory, barracks, shared-living).

TIP 1: Chart 1: “Projected Level of Persons to be served at a given point in time” should match the program’s Exhibit 2 Continuum of Care Application Chart C (Question # 3a, 3a-i, 3a-ii, 3b – column 3 (Projected Level))

TIP 2: A family must include children under 18.

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CHART 2: “Persons served during the operating year”

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: This data entered in this table will be used throughout the APR – mistakes here may lead to inconsistent or inaccurate data throughout the form.

TIP 2: Row a: for new HUD programs completing their first operating year, row a should be zero (0)

TIP 3: Row a: Should match the previous APR Chart 2 row d

Tip 4: Rows b and c: If a client leaves the program temporarily and re-enters do not count as an exit or entry.

TIP 3: Chart 2: “Persons Served during the operating year” – Check your math $(a + b - c) = d$

HUD APR Tips Sheet

CHART 3: “Project Capacity”

3. Project Capacity.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the last day (from 2d, columns 1 and 4)	18			10
b.	Number proposed in application (from 1a, columns 1 & 4)	20			10
c.	Capacity Rate (divide a by b) = %	90%			100%

TIP 1: Do not complete shaded cells.

TIP 2: Row a: copy Chart 2: “Persons Served during the operating year” row d.

TIP 3: Row b – copy Chart 1: “Projected Level of Persons to be served at a given point in time”

TIP 4: Row c – Divide a by b and multiple it by 100 ($a / b \times 100 = \%$)

HUD APR Tips Sheet

**CHART 5: “Age and Gender”
Rows a through e – Single Persons**

5. Age and Gender. Of those who **entered** the project during the operating year, how many people are in the following age and gender categories?

Single Persons (from 2b, column 1)		Age	Male	Female
	a.	62 and over		
	b.	51-61		
	c.	31-50		1
	d.	18-30	2	2
	e.	17 and under		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 5: “Age and Gender”, Single Persons – the sum of rows a through e for both column 1 (Male) and column 2 (Female) should equal to Chart 2: “Persons Served during the Operating Year” - row b, column 1 (Number of Singles Not in Families)

HUD APR Tips Sheet

**CHART 5: “Age and Gender”
Rows f through i – Persons in Families (Adults)**

5. Age and Gender. Of those who **entered** the project during the operating year, how many people are in the following age and gender categories?

		Age	Male	Female
Persons in Families (from 2b, columns 2 & 3)	f.	62 and over		
	g.	51 - 61		
	h.	31 - 50	1	1
	i.	18 – 30		
	j.	13-17		1
	k.	6-12	1	
	l.	1-5		
	m.	Under 1		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 5: “Age and Gender”, Persons in Families – the sum of rows f through i for both column 1 (Male) and column 2 (Female) should equal to Chart 2: “Persons Served during the Operating Year” - row b, column 2 (Number of Adults in Families)

HUD APR Tips Sheet

**CHART 5: “Age and Gender”
Rows j through m – Persons in Families (Children)**

5. Age and Gender. Of those who **entered** the project during the operating year, how many people are in the following age and gender categories?

		Age	Male	Female
Persons in Families (from 2b, columns 2 & 3)	f.	62 and over		
	g.	51 - 61		
	h.	31 - 50	1	1
	i.	18 – 30		
	j.	13-17		1
	k.	6-12	1	
	l.	1-5		
	m.	Under 1		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 5: “Age and Gender”, Persons in Families – the sum of rows j through m for both column 1 (Male) and column 2 (Female) should equal to Chart 2: “Persons Served during the Operating Year” – row b, column 3 (Number of Children in Families)

HUD APR Tips Sheet

Questions 6a and 6b (Veterans and Chronically Homeless)

6a. Veterans Status. A veteran is anyone who has ever been on active military duty status.

How many participants were veterans?

6b. Chronically homeless person. An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

How many participants were **chronically homeless** individuals?

TIP 1: Questions 6 to 10 are only for **participants** who **entered** the project during the operating year. Participant refers to Singles not in Families and Adults in Families only. Do not include children or caregivers who live with the adults assisted.

TIP 2: Families do not qualify as chronically homeless

HUD APR Tips Sheet

CHART 7: “Ethnicity”

7. **Ethnicity.** How many participants are in the following ethnic categories?

a.	Hispanic or Latino	4
b.	Non-Hispanic or Non-Latino	3

2. **Persons Served during the operating year.**

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 7: “Ethnicity” – the sum of rows a & b should equal to the sum of Chart 2: “Persons Served during the Operating Year” – row b, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 2: Each participant should be counted in one and only one category.

HUD APR Tips Sheet

CHART 8: “Race”

8. Race. How many participants are in the following racial categories?

a.	American Indian/Alaskan Native	
b.	Asian	1
c.	Black/African American	2
d.	Native Hawaiian/Other Pacific Islander	
e.	White	2
f.	American Indian/Alaskan Native & White	1
g.	Asian & White	
h.	Black/African American & White	1
i.	American Indian/Alaskan Native & Black/African American	
j.	Other Multi-Racial	

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 8: “Race” – the sum of rows a through j should equal to sum of Chart 2: “Persons Served during the Operating Year” - row b, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 2: Each participant should be counted in one and only one category.

TIP 3: A participant whose race does not correspond to categories available should be counted as “Other Multi-Racial”

HUD APR Tips Sheet

CHART 9a: “Special Needs”

9a. Special Needs. How many participants have the following? Participants may have more than one. If so, count them in all applicable categories. For each condition, also indicate the number that were **chronically homeless**.

		All	Chronic
a.	Mental illness	4	
b.	Alcohol abuse	2	
c.	Drug abuse	3	
d.	HIV/AIDS and related diseases	2	2
e.	Developmental disability		
f.	Physical disability	2	1
g.	Domestic violence	1	
h.	Other (please specify)		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

6b. Chronically homeless person.

How many participants were chronically homeless individuals?	3
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TIP 1: Include people counted in Chronic column in ALL Column for charts (9 through 15). Chart 9a: “**Special Needs**” – each row (a through h), column 1 (All) should be equal to or greater then each matching row (a through h), column 2 (Chronic)

TIP 2: Chart 9a: “**Special Needs**” – For permanent supportive housing the sum of Rows a through h, column 1 (All) should be equal to or greater then the sum of Chart 2: “**Persons Served during the Operating Year**” - row b, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 3: Chart 9a: “**Special Needs**” – For permanent supportive housing the sum of rows a through h, column 2 (Chronic) should be equal or greater then question 6b: “**Chronically homeless person**”

QUESTION 9b (Disability)

9b. How many of the participants are disabled?

TIP 1: HUD defines a disabling condition as: (1) A disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

TIP 2: SHP & S+C Permanent Housing Programs can only serve people with disabilities.

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CHART 10: “Prior Living Situation”

10. Prior Living Situation. How many participants slept in the following places in the week prior to entering the project? (For each participant, choose one place. The total number of participants in the “All” column should equal the number of participants in question 2b, columns 1 and 2). Also, indicate how many **chronically homeless** participants slept in the following places. (Choose one)

		All	Chronic
a.	Non-housing (street, park, car, bus station, etc.)	1	1
b.	Emergency shelter	2	2
c.	Transitional housing for homeless persons	2	
d.	Psychiatric facility*		
e.	Substance abuse treatment facility*	1	
f.	Hospital*		
g.	Jail/prison*	1	
h.	Domestic violence situation		
i.	Living with relatives/friends		
j.	Rental housing		
k.	Other (please specify)		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

6b. Chronically homeless person.

How many participants were chronically homeless individuals?	3
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TIP 1: Chart 10: “**Special Needs**” – the sum of Rows a through k, column 2 (Chronic) should be equal to question 6b: “**Chronically homeless person**”

TIP 2: Chart 10: “**Prior Living Situation**” – the sum of rows a through k, Column 1 (All) should be equal to the sum of Chart 2: “**Persons Served during the Operating Year**” - row b, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

HUD APR Tips Sheet

CHART 11A & C: “Amount and Source of Monthly Income at Entry”

11. Amount and Source of Monthly Income at Entry and at Exit. Of those participants who left during the operating year, how many participants were at each monthly income level and with each source of income? Also, please place the monthly income level and each source of income for **chronically homeless persons** in the second column of each chart. The number of participants in Chart A and B should be the same. *(See page 13 for Chart B)*

		All	Chronic
	A. Monthly Income at Entry		
a.	No income	4	2
b.	\$1-150	1	
c.	\$151 - \$250	2	
d.	\$251- \$500	1	
e.	\$501 - \$1,000	2	
f.	\$1001- \$1500		
g.	\$1501- \$2000		
h.	\$2001 +		

		All	Chronic
	C. Income Sources At Entry		
a.	Supplemental Security Income (SSI)	2	
b.	Social Security Disability Income (SSDI)	1	
c.	Social Security	2	
d.	General Public Assistance	1	
e.	Temporary Aid to Needy Families (TANF)		
f.	State Children’s Health Insurance Program		
g.	Veterans Benefits	1	
h.	Employment Income	1	
i.	Unemployment Benefits	1	
j.	Veterans Health Care		
k.	Medicaid		
l.	Food Stamps		
m.	Other (please specify)	1	
n.	No Financial Resources	4	2

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

See **TIPS** on next page.

HUD APR Tips Sheet

TIPS for Chart 11A & C

TIP 1: Chart 11A: “**Monthly Income at Entry**” – for all participants who left the program, the sum of rows a through h, column 1 (All) should be equal to the sum of Chart 2: “**Persons Served during the Operating Year**” - row c, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 2: Chart 11A: “**Monthly Income at Entry**” – the sum of rows a through h, column 2 (Chronic) – should match all the chronically homeless participants who left the program (not 6b, which is chronically homeless who entered)

TIP 3: Chart 11C: “**Income Sources at Entry**” – for all participants who left the program, the sum of rows a through n, column 1 (All) should be greater then or equal to the sum of Chart 2: “**Persons Served during the Operating Year**” - row c, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 4: Chart 11C: “**Income Sources at Entry**” – the sum of rows a through h, column 2 (Chronic) – should be greater then or equal to all the chronically homeless participants who left the program.

TIP 5: Chart 11C: “**Income Sources at Entry**” – row n should match Chart 11A “**Monthly Income at Entry**” – row a.

HUD APR Tips Sheet

CHART 11B & D: “Amount and Source of Monthly Income at Exit”

11. Amount and Source of Monthly Income at Entry and at Exit. Of those participants who left during the operating year, how many participants were at each monthly income level and with each source of income? Also, please place the monthly income level and each source of income for **chronically homeless persons** in the second column of each chart. The number of participants in Chart A and B should be the same. *(See page 11 for Chart A)*

		All	Chronic
	B. Monthly Income at Exit		
a.	No income	1	1
b.	\$1-150		
c.	\$151 - \$250	1	1
d.	\$251- \$500	1	
e.	\$501 - \$1,000	2	
f.	\$1001- \$1500	4	
g.	\$1501- \$2000	1	
h.	\$2001 +		

		All	Chronic
	D. Income Sources at Exit		
a.	Supplemental Security Income (SSI)	5	
b.	Social Security Disability Income (SSDI)	1	
c.	Social Security	2	
d.	General Public Assistance	2	
e.	Temporary Aid to Needy Families (TANF)		
f.	State Children’s Health Insurance Program		
g.	Veterans Benefits		
h.	Employment Income	4	
i.	Unemployment Benefits		
j.	Veterans Health Care	1	
k.	Medicaid		
l.	Food Stamps	7	
m.	Other (please specify)		
n.	No Financial Resources	1	1

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

See **TIPS** on next page.

HUD APR Tips Sheet

TIPS for Chart 11B & D

TIP 1: Chart 11B: “**Monthly Income at Exit**” – for all participants who left the program, the sum of rows a through h, column 1 (All) should be equal to the sum of Chart 2: “**Persons Served during the Operating Year**” - row c, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 2: Chart 11B: “**Monthly Income at Exit**” – the sum of rows a through h, column 2 (Chronic) – should match all the chronically homeless participants who left the program.

TIP 3: Chart 11D: “**Income Sources at Exit**” – for all participants who left the program, the sum of rows a through n, Column 1 (All) should be greater then or equal to the sum of Chart 2: “**Persons Served during the Operating Year**” - row c, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 4: Chart 11D: “**Income Sources at Exit**” – the sum of rows a through h, Column 2 (Chronic) – should be greater then or equal to all the chronically homeless participants who left the program.

TIP 5: Chart 11D: “**Income Sources at Exit**” – row n should match Chart 11B “**Monthly Income at Entry**” – row a.

TIP 6: Chart 11A: “**Monthly Income at Entry**” and Chart B: “**Monthly Income at Exit**” should have the same number of chronically homeless participants.

HUD APR Tips Sheet

CHART 12a: “Length of Stay for those participants who left the program”

12a. Of those participants who **left** during the operating year (from 2c, columns 1 and 2), how many were in the project for the following lengths of time? Also, please place the length of stay for **chronically homeless** persons who **left** during the operating year in the second column.

		All	Chronic
a.	Less than 1 month	0	
b.	1 to 2 months	1	
c.	3 - 6 months	1	
d.	7 months - 12 months	2	1
e.	13 months - 24 months	4	1
f.	25 months - 3 years	2	
g.	4 years - 5 years		
h.	6 years - 7 years		
i.	8 years - 10 years		
j.	Over 10 years		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 12a: “Length of Stay of those participants who left the program” column 2 (Chronic) total should match both Chart 11A, column 2 (Chronic) total for chronically homeless persons who left and Chart 11B, column 2 (Chronic) total for chronically homeless persons who left.

TIP 2: Chart 12a: “Length of Stay of those participants who left the program” – for all those participants, the sum of rows a through j, column 1 (All) should be equal to the sum of Chart 2: “Persons Served during the Operating Year” - row c, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

TIP 3: Report cumulative Length of Stay for participants with multiple program exits. Report each participant in only one length of stay category.

HUD APR Tips Sheet

CHART 12b: “Length of Stay in Program”

12b. Length of Stay in Program. For those participants who did **not leave** during the operating year (from 2d, columns 1 and 2), how long have they been in the project? Also, please place the length of stay for **chronically homeless persons** who did **not leave** during the operating year in the second column.

		All	Chronic
a.	Less than 1 month		
b.	1 to 2 months	1	
c.	3 - 6 months	1	
d.	7 months - 12 months	1	1
e.	13 months - 24 months	12	
f.	25 months - 3 years	10	
g.	4 years - 5 years	3	
h.	6 years - 7 years		
i.	8 years - 10 years		
j.	Over 10 years		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 12b: “Length of Stay in program” – to be filled out by all programs even if no participants left the program.

TIP 2: Chart 12b: “Length of Stay in program” – for all those participants, the sum of rows a through j, column 1 (All) should be equal to the sum of Chart 2: “Persons Served during the Operating Year” - row d, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

HUD APR Tips Sheet

CHART 13: “Reasons for Leaving”

13. Reasons for Leaving. Of those participants who **left** the project during the operating year (from 2c, columns 1 and 2), how many left for the following reasons? If a participant left for multiple reasons, **include only the primary reason**. The total number of participants in the first column (“All”) should equal the number of participants in question 2c, columns 1 and 2. Also, please place the **primary** reason for **chronically homeless persons** who **left** the project during the operating year in the second column.

		All	Chronic
a.	Left for a housing opportunity before completing program	2	1
b.	Completed program	6	
c.	Non-payment of rent/occupancy charge		
d.	Non-compliance with project	1	
e.	Criminal activity / destruction of property / violence		
f.	Reached maximum time allowed in project		
g.	Needs could not be met by project		
h.	Disagreement with rules/persons	1	1
i.	Death		
j.	Other (please specify)		
k.	Unknown/disappeared		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Include only the primary reason each participant left.

TIP 2: Chart 13: “Reasons for Leaving” Column 2’s (Chronic) total should match both Chart 11A, column 2 (Chronic) total for chronically homeless persons who left and Chart 11B, column 2 (Chronic) total for chronically homeless persons who left.

TIP 3: Chart 13: “Reasons for Leaving” – for all those participants, the sum of rows a through j, column 1 (All) should be equal to the sum of Chart 2: “Persons Served during the Operating Year” - row c, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

HUD APR Tips Sheet

CHART 14: “Destination”

14. Destination. Of those participants who **left** during the operating year (from 2c, columns 1 and 2), how many left for the following destination? Also, please place the destination of **chronically homeless persons** who **left** during the operating year in the second column.

			All	Chronic
PERMANENT (a-h)	a.	Rental house or apartment (no subsidy)	4	
	b.	Public Housing	1	
	c.	Section 8		
	d.	Shelter Plus Care	2	
	e.	HOME subsidized house or apartment		
	f.	Other subsidized house or apartment		
	g.	Homeownership		
	h.	Moved in with family or friends		
TRANSITIONAL (i-j)	i.	Transitional housing for homeless persons	1	1
	j.	Moved in with family or friends	1	
INSTITUTION (k-m)	k.	Psychiatric hospital		
	l.	Inpatient alcohol or other drug treatment facility		
	m.	Jail/prison		
EMERGENCY SHELTER	n.	Emergency shelter	1	1
OTHER (o-q)	o.	Other supportive housing		
	p.	Places not meant for human habitation (e.g. street)		
	q.	Other (please specify)		
UNKNOWN	r.	Unknown		

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	20	11	16	10
b.	Number entering program during the operating year	5	2	2	2
c.	Number who left the program during the operating year	7	3	4	2
d.	Number in the program on the last day of the operating year (a + b - c) = d	18	10	14	10

TIP 1: Chart 14: “Destination” column 2 (Chronic) total should match both Chart 11A, column 2 (Chronic) total for chronically homeless persons who left and Chart 11B, column 2 (Chronic) total for chronically homeless persons who left.

TIP 2: Chart 14: “Destination” – for all those participants, the sum of rows a through j, column 1 (All) should be equal to the sum of Chart 2: “Persons Served during the Operating Year” - row c, column 1 (Number of Singles Not in Families) and column 2 (Number of Adults in Families)

HUD APR Tips Sheet

CHART 15: “Supportive Services”

15. Supportive Services. Of those participants who **left** during the operating year (from 2, columns 1 and 2), how many received the following supportive services during their time in the project? Also, please place the supportive services received for **chronically homeless** participants who **left** during the operating year in the second column. Participants may have received multiple services and all services should be reported in the table.

		All	Chronic
a.	Outreach	4	2
b.	Case management	9	1
c.	Life skills (outside of case management)	8	1
d.	Alcohol or drug abuse services	5	1
e.	Mental health services	10	2
f.	HIV/AIDS-related services	2	
g.	Other health care services	3	1
h.	Education	3	
i.	Housing placement	8	
j.	Employment assistance	6	
k.	Child care	3	
l.	Transportation	5	
m.	Legal	1	
n.	Other (please specify)		

TIP 1: Count each individual service provided rather than using case management as a catch-all.

TIP2: Report on all of the services you agreed to provide in your application.

TIP 3: The sum of each column should exceed the number of participants who left the program.

HUD APR Tips Sheet

Question 17: “Beds”

17. Beds. SHP recipients answer 17a. S+C recipients answer 17b. SRO recipients answer 17c.
(SHP-SSO projects do not complete this question)

a. **SHP.** How many beds were included in the application approved for *this* project under ‘Current Level’ and under ‘New Effort’? How many of these New Effort beds were actually in place at the end of the operating year?

	Current Level	New Effort	New Effort in Place
Number of Beds:	<u>53</u>	<u>-3</u>	<u>50</u>

b. **S+C.** How many beds and dwelling units were being assisted with project funds at the end of the operating year?

(Include beds for all participants, other family members, and care givers.)

Number of Beds: _____
Number of Dwelling Units: _____

c. **SRO.** How many dwelling units were being assisted at the end of the operating year?
(Include units occupied by “in place” non-homeless persons who qualify for assistance.)

Number of Dwelling Units: _____

Chart C of Exhibit 2 (CoC Application)

Part C: Point in Time Housing and Participants Chart

(All Projects Except Dedicated HMIS Projects)

2. Housing Type* (Check all that apply)	1a. <input checked="" type="checkbox"/> Multi-family <input type="checkbox"/> Single-family <input type="checkbox"/> Congregate Facility		1b. <input checked="" type="checkbox"/> Scattered Site <input type="checkbox"/> Project Based
	2. Units, Bedrooms, Beds	a. Current Level (Point-in-Time)	b. New Effort or Change in Effort (If Applicable)
Number of Units	31	-1	30
Number of Bedrooms	42	-2	40
Number of Beds	53	-3	50
3. Participants	11	-1	10
c. Number of Households with Dependent Children			
i. Number of adults	11	-1	10
ii. Number of children	22	-2	20
iii. Number of disabled persons	11	-1	10
d. Number of Households without Dependent Children	20	0	20
i. Number of disabled persons	20	0	20
ii. Of all disabled persons, number of chronically homeless	8	0	8
*Housing Types: Multi-family (apartments, duplexes, SROs, other buildings with 2 or more units); Single-family; Congregate Facility (dormitory, barracks, shared-living).			

See **TIPS** next page.

HUD APR Tips Sheet

TIPS for Question 17

TIP 1: Question 17a: “**SHP**” Current level of beds should match the program’s Exhibit 2 Continuum of Care Application Chart C (question # 2, column 1 (Current Level) Number of Beds)

TIP 2: Question 17a: “**SHP**” New Effort beds should match the program’s Exhibit 2 Continuum of Care Application Chart C (question # 2, column 2 (New Effort or Change in Effort) Number of Beds)

TIP 3: Question 17a: “**SHP**” New Effort in Place beds should equal the total number of beds in place at the end of the operating year.

HUD APR Tips Sheet

Chart 18: “Supportive Services”

Part II: Financial Information

18. Supportive Services.

For Supportive Housing (SHP), this exhibit provides information to HUD on how SHP funding for supportive services was spent **during the operating year**. Enter the amount of SHP funding spent on these supportive services. Include HMIS costs under “Other”.

For Shelter Plus Care (S+C), this exhibit tracks the supportive services match requirement. Specify the value of supportive services from all sources that can be counted as match that all homeless persons received **during the operating year**. (S+C grantees should keep documentation on file, including source, amount, and type of supportive services.)

For Section 8 SRO, this exhibit provides information to HUD on the value of supportive services received by homeless persons **during the operating year**.

	Supportive Services	Dollars
a.	Outreach	\$5,000
b.	Case management	\$25,555
c.	Life skills (outside of case management)	\$3,543
d.	Alcohol and drug abuse services	\$2,000
e.	Mental health services	\$45,000
f.	AIDS-related services	\$1,500
g.	Other health care services	\$1,245
h.	Education	\$950
i.	Housing placement	\$6,345
j.	Employment assistance	\$2,950
k.	Child care	\$12,980
l.	Transportation	\$1,112
m.	Legal	\$2,123
n.	Other (please specify) Moving Costs	\$125
o.	TOTAL (Sum of a through n)	\$110,428
	Cumulative amount of match provided to date for the Shelter Plus Care Program under this grant	

HUD Supportive Services costs excluding the Cash Match

Check Math

S+C Only: Total Cash Match for all the years under this grant. Should be greater than or equal to 100% of rental assistance

HUD APR Tips Sheet

Chart 19a: “SHP – Summary of Expenditures”

19. Supportive Housing Program: Leasing, Supportive Services, Operating Costs, HMIS Activities and Administration

All grantees receiving funding under the Supportive Housing Program must complete these charts each operating year. For **expansion projects**: If SHP grant funds are for the expansion of a pre-existing homeless facility, only the people and expenditures for the additional expansion may be included, as in the original application or any grant amendments. Documentation of resources used is not required to be submitted with this report but should be kept on file for possible inspection by HUD and Auditors. Do not include any expenditures made before the SHP grant was executed.

Summary of Expenditures. Enter the amount of SHP grant funds and cash match expended during the operating year for each activity. This table should add up both horizontally and vertically. The SHP supportive services total should be the same as the SHP supportive services in Question 18.

		SHP Funds	Cash Match	Total Expenditures
a.	Leasing	\$27,500	\$0	\$27,500
b.	Supportive Services	\$110,428	\$28,000	\$138,428
c.	Operating Costs	\$20,000	\$7,500	\$27,500
d.	HMIS Activities	\$0	\$0	\$0
e.	Administration	\$7,896	\$0	\$7,896
f.	Total	\$165,824	\$35,500	\$201,324

Check Math

Note: Payments of principal and interest on any loan or mortgage may not be shown as an operating expense

TIP 1: Chart 19: “**Summary of Expenditures**” row b, column 1 (Supportive Services/SHP Funds) should match Chart 18: “**Supportive Services**” row o (Total)

TIP 2: Chart 19: “**Summary of Expenditures**” row b, column 2 (Supportive Services/Cash Match) should be greater then or equal 20% to row b, column 3 (Supportive Services/Total Expenditures)

TIP 3: Chart 19: “**Summary of Expenditures**” row c, column 2 (Operating Costs/Cash Match) should be greater then or equal 25% to row c, column 3 (Operating Costs/Total Expenditures)

TIP 4: Chart 19: “**Summary of Expenditures**” row e, column 1 (Administration/SHP Funds) should be less then or equal 5% to the sum of row a through d, column 1

HUD APR Tips Sheet

Chart 19b: “SHP – Sources of Cash Match”

Sources of Cash Match. Enter the sources of cash identified in the Cash Match column, above, in the following categories. Use additional sheets, as necessary.

		Amount
a.	Grantee/project sponsor cash	
b.	Local government (please specify)	
c.	State government (please specify)	
	Department of Social Services	\$30,000
d.	Federal government (please specify)	
	Community Development Block Grant (CDBG)	\$5,000
e.	Foundations (please specify)	
f.	Private cash resources (please specify)	
	Client Rental Fees	\$500
g.	Occupancy charge / fees	
h.	Total	\$35,500

TIP 1: Chart 19b: “Sources of Cash Match” row h, should match Chart 19a: “Summary of Expenditures” row f, column 2 (Total/Cash Match)