



Attachment B

Instructions to Download Projects APR and Run the EOH APR Tool

Updated March 26th, 2018
by EveryOne Home

The following Instructions below are a detailed guide on how to run the Project APR Report and the new EveryOne Home APR Tool. New to the 2018 NOFA Process, the EOH APR tool will perform automatic calculations of certain objective criteria. Please read this Attachment carefully to report your Project's respective performances under the APR for the Project's Evaluation assessment. These Instructions cover two sections: (1) Running the 2018 Annual Performance Report, and (2) Running the 2018 EOH APR Tool.

If you have any questions, please direct them to info@everyonehome.org.
The FAQ period begins Monday, April 2, 2018 and ends Friday, April 6, 2018.

Projects renewing for the first time that are not yet under contract, or which were not in operation for a full twelve months since October 1, 2016:

Renewing projects without a year of operation and expenditures need only to submit an updated Project Cover Sheet. They will receive the score awarded when they applied as a new project and be ranked according to that score.

Projects with a start date later than October 1, 2016 and a full year of program data may elect to receive the score awarded when they applied as a new project **or submit a full Project Evaluation Package** based on data from their start date to twelve months later.

New TH-RRH Projects can have the option to: 1) keep the score obtained when applying as a new TH-RRH project in 2017, or 2) or submit a full Project Evaluation package to be evaluated according to data from 2017 as a general TH Project.

Projects that **choose to keep their prior score** need only to submit an updated Project Cover Sheet. They may also be asked to complete a Project Milestone Update as part of a Monitoring TA/Site Visit.

(1) Downloading the project's 2018 Annual Performance Report (APR):

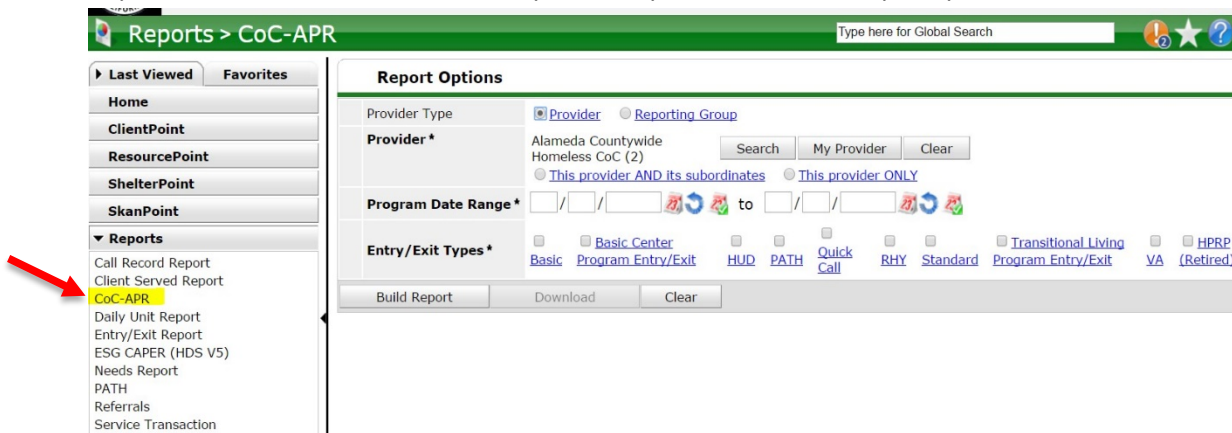
Downloading the 2018 Annual Performance Report (APR)

1. **Data Quality Report** (all Projects):

Agencies are no longer required to run a Data Quality Report as of the 2017 HUD CoC NOFA Local Competition. The data quality elements contained in the new APR serve in place of that Report for the 2018 NOFA competition. **All Projects, regardless of type, should submit an APR**, unless the Project is not required to submit backup documentation (see yellow highlighted note above for First Time Renewal Projects, Renewing Projects with a start date of 10/1/2016 and new TH-RRH Projects).

2. **APR**

The HMIS team has indicated that the updated **APR** should be used for HUD CoC NOFA backup documentation. The updated APR can be found in the Reports' dropdown menu, with prompts as indicated below:






For the prompts above, the conventions are as follows:

- **Provider Type:** Indicate 'Provider.'
- **Provider:** Click Search, and find the Project for which you would like to run the APR. If you are submitting multiple Projects to the competition, please run this report separately for each Project.
- Applicants should also indicate they are running the report for 'this provider ONLY.'
- **Program Date Range:** Please use a start date of 10/01/2016 and an end date of 9/30/2017.
- **Entry/Exit Types:** Select HUD. Other entry types may be applicable to your projects (such as VA, PATH, etc.). In that case, please select all applicable entry types.

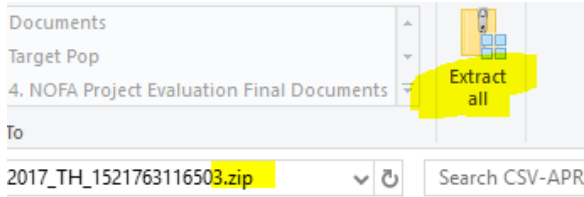
3. Once the Report is complete, **please:**

- Save the Report as a PDF by printing the webpage and selecting "Print to PDF." If that option is not available, you can print the webpage as normal, then scan it to a PDF. This Report is a required attachment for the Project Evaluation Package.

- Download the report by clicking **Download**.

Program Date Range *	10 / 01 / 2016	  	to
Entry/Exit Types *	<input type="checkbox"/> Basic	<input type="checkbox"/> Basic Center Program Entry/Exit	!
Build Report	Download	Clear	

- The downloaded file will be in a compressed file (.zip). Please extract the file. If your computer does not have a built-in extracting function, 7-zip is a free software to extract zip files. Go here to download the software: <https://www.7-zip.org/>



(2) Running the new 2018 EveryOne Home APR Tool

Running the 2018 EveryOne Home APR Tool

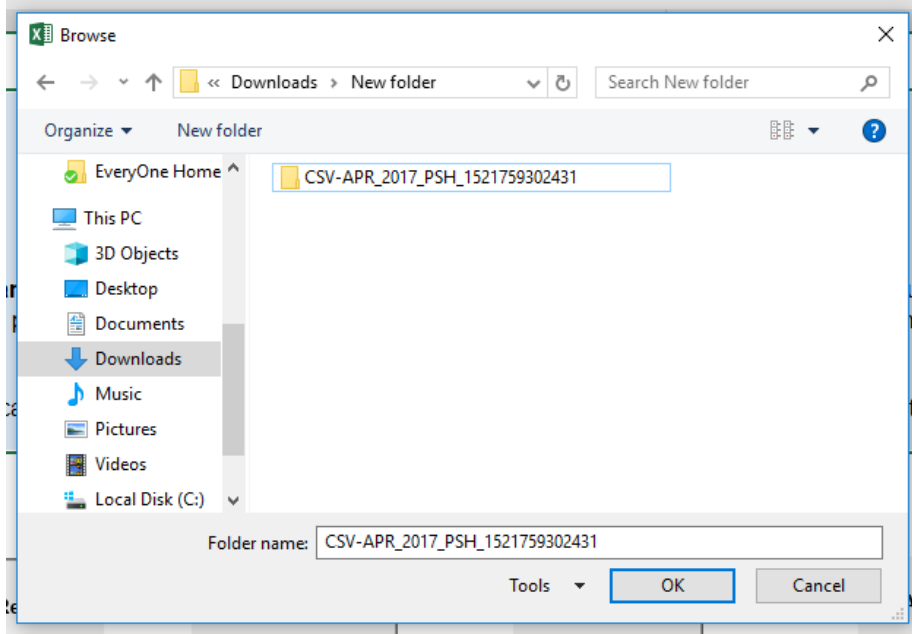
1. Download the EveryOne Home HUD CoC APR Tool from the EveryOne Home website. Open APR Tool and click on the tab "START HERE."

Project Characteristics	
What is the applying program's project type?	Permanent Supportive Housing
For PSH projects: Is the project a <i>site-based project</i> or a <i>scattered site project</i> ?	Site-Based Project
According to the provided 2017 Housing Inventory Chart, how many <u>UNITS</u> are in your project?	15
For PSH Projects: According to the provided 2017 Housing Inventory Chart, how many <u>BEDS</u> are in your project?	18

- a. Fill in the necessary information in the Project Characteristics table. (Example table above).
 - b. Please fill in the number of beds or units in your project based on the 2017 Housing Inventory Chart (HIC), provided on the EveryOne Home HUD NOFA webpage under **Attachment D – 2017 HIC and GIW**.
2. Once the Project Characteristics table is filled out, scroll to the bottom and click on the button to run the report for your project type.



3. A Dialogue box will open. Please select the folder of your extracted APR files and click "OK."



- Allow the Tool about 30 seconds to complete calculations of your APR. Once complete, you will be directed to the appropriate Tab for your Agency, displaying the Outcomes and Scores for all elements calculated in the Tool.

TAY Transitional Housing Outcome Measures		Outcome A: People who obtain permanent housing (Q23a, Q23b, Q5a)	Outcome B: Adults who gained or inc
Outcome A Score	0	(A) (>90 days) Persons who exited to a permanent housing destination	13
Outcome B Score	0	(B) (<90 days) Persons who exited to a permanent housing destination	1
Outcome C Score	7	(C) Total Leavers	48
Outcome D Score -- NOT CALCULATED IN APR TOOL		((A+B)/C) % who exited to a permanent housing destination	29%
Total Score from Performance Outcome Measures A-C	7		
Total Possible Score from Performance Outcome Measures	/24		
Capacity and Utilization			
Capacity and Utilization Result	123%		
Capacity and Utilization Score	5		
Total Possible Score for Capacity and Utilization	/5		
HMIS Data Quality		Scoring for Outcome Measure A	Scoring for Outcome Measure B
HMIS Data Quality Score	91%		
Points Awarded:	1	Meets or Exceeds benchmark	10 Points
Total Possible Points for HMIS Data Quality	/2	Proposes to meet or exceed benchmark in a new project and has demonstrated capacity from similar projects	9 Points
			Meets or Exceeds benchmark
			Proposes to meet or exceed benchmark in capacity from similar projects

- When you are finished reviewing the results please click "File" and "Save" and submit the EOH APR Tool as an attachment to your Project Evaluation Package. Please do not submit a screenshot or printout of the APR Tool Report, the entire Excel tool is required to satisfy this submission requirement.

You have now completed the EOH APR Tool requirement.