

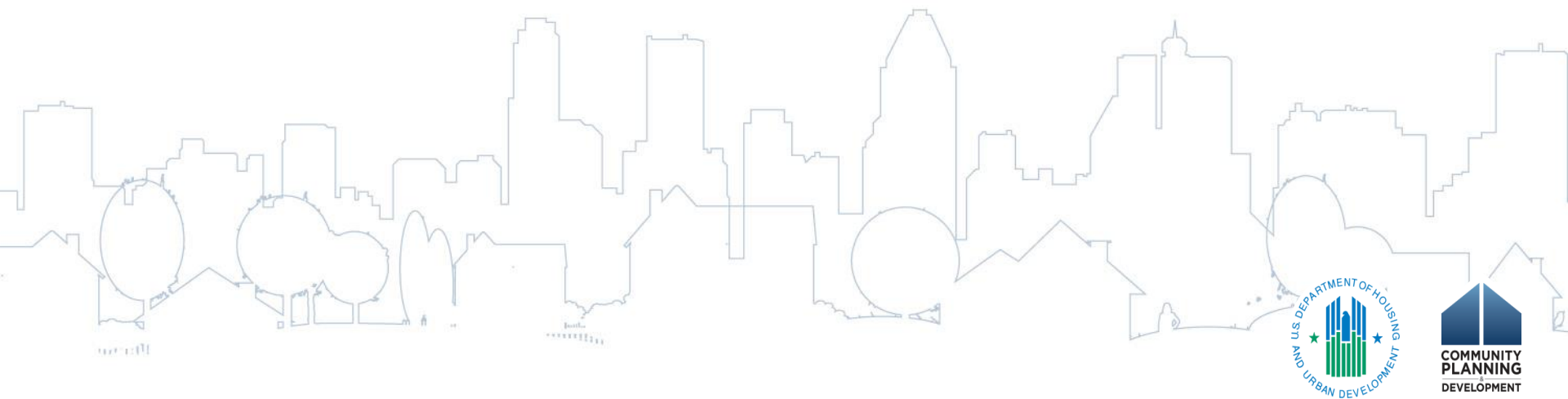
# SAGE (APR) Reporting

- **Reporting Requirement for CoC Grants (CoC grant recipients utilize the Sage HMIS Reporting Repository to complete Annual Performance Reports (APRs))**
- **Due 90 Days not 3 months after the Program Year Ends**
- **Must be submitted in the SAGE System**
- **HUD does not see what the Grantee inputs until APR is submitted**



# Sage APR & HMIS Lead

- HMIS is the source for many reports, including APRs
- Proper set up of data collection workflows in your HMIS software is crucial to accurate reporting
- Communicate with your HMIS System Lead or Administrator to ensure proper set up



# Areas within SAGE

Timeliness

Goals and Outcomes

Persons Served (where did individuals come from)

Financial Information (APR vs LOCCs)

(Financial Information in the APR must match LOCCs)



# Things to pay attention to in SAGE

You have the ability to put comments in to support your program or reporting.

You can only report on eligible activities in your Grant (i.e., Operating, Leasing, Rental Assistance, Support Services, HMIS, Planning, and/or Administration)

Financial Information is the number 1 reason SAGE APR's are rejected.



# After SAGE Submission

Review by HUD

Approval or Disapproval

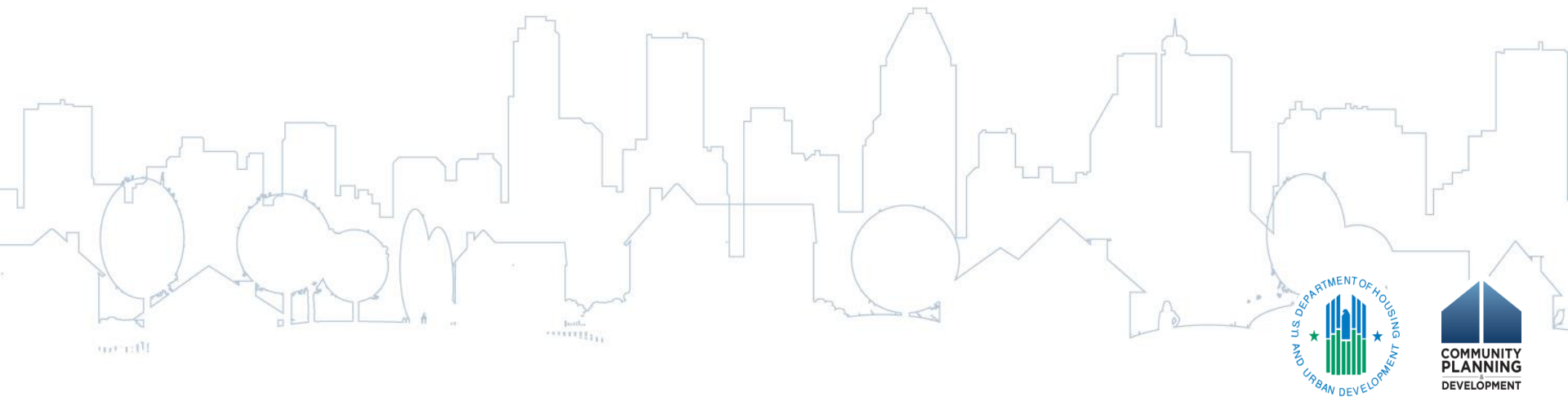
Disapproval – must be resubmitted (address the area of disapproval)

Close-Out Certificate (must be completed and mailed back to the FTW CPD Office)



# Sage (HMIS) Resources

- <https://www.hudexchange.info/programs/sage/>
- <https://www.hudexchange.info/programs/e-snaps/guides/apr/#guides-and-tools>



# Sage APR Guides & Tools

[Home](#) > [Programs](#) > [CoC: Continuum of Care Program](#) > APR Guides, Tools, and Webinars

## APR Guides, Tools, and Webinars

Recipients with HUD funding received through CoC homeless assistance grants (e.g., Supportive Housing Program, Shelter Plus Care, Section 8 Moderate Rehabilitation Single Room Occupancy Program, CoC Program) are required to submit an Annual Performance Report (APR) electronically to HUD every operating year. Data collection for the APR is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards.

Prior to April 2017, APRs were submitted through *e-snaps*. All APRs that were not submitted in *e-snaps* by March 30, 2017 need to now be submitted in HUD's [Sage HMIS Reporting Repository](#). *E-snaps* will remain open for recipients to revise or update APRs that they submitted in the system by March 30, 2017. The "Archived *e-snaps* Resources" tab below contains helpful resources for submitting APRs in *e-snaps*.

Resources for submitting APRs in Sage are available in the "Guides and Tools" and "Webinars and Virtual Trainings" tabs below.

If you have questions regarding the APR, please submit them to [Ask A Question](#). Select either the reporting system *e-snaps* or Sage when prompted on screen 2.

[Login to Sage](#)

[Ask A Question](#)

### Find By Resource Type

### Guides and Tools

[Guides and Tools](#)

[Webinars and Virtual Trainings](#)

#### CoC APR: Sage HMIS Reporting Repository Templates

To help users understand what they will be reporting in the Sage HMIS Reporting Repository, HUD has published several templates. These templates allow users to know what data they are reporting in Sage. It is not intended to replace electronic data collection in *e-snaps*.

# Sage APR & HUD Exchange

[Home](#) > [Programs](#) > Sage HMIS Reporting Repository

## Sage HMIS Reporting Repository

### Annual Performance Reports (APRs)

In April 2017, HUD began requiring CoC homeless assistance grant recipients to submit their APR data through a new online system – the Sage HMIS Reporting Repository. Grantees will no longer submit APRs in *e-snaps*. This change in systems applies to all CoC homeless assistance grants regardless of when they were initially funded.

- [View APR Guidance](#)

### ESG Consolidated Annual Performance and Evaluation Reports (CAPERs)

Beginning in October 2017, ESG recipients may submit their accomplishment data in Sage. This means that recipients will no longer need to use ESG-CAPER Annual Reporting Tool (eCart). Instead, project reports (Comma Separated Value (CSV) downloads) generated by HMIS or comparable databases can be uploaded directly into Sage.

- [View ESG CAPER Guidance](#)

### Sage News & Announcements

[FY 2018 CoC Program Grant Consolidation Data Collection](#)

Date Posted: May 01, 2019

[New APRs for Coordinated Entry Projects Released in Sage](#)

Date Posted: October 30, 2018



[Learn About Homelessness Assistance Programs](#)

[Join a Mailing List](#)

[Ask a Sage Question](#)

### Log-in

[Login to Sage](#)

Select this link to access the log-in page for Sage.

### Related Program

[CoC: Continuum of Care Program](#)