

**WI Balance of State – HMIS/PIT Committee  
2014 Requirements for Submission of APR (FY & Quarterly)**

(1) HUD Annual Performance Report (APR)

Effective January 1, 2013, all CoC-funded projects must submit an APR in PDF format from E-Snaps within 7 days of submission to HUD to the HMIS/PIT Committee chair. The data will be reviewed, numbers entered into a rubric/matrix, and those under-performing projects will be referred to the Project Evaluation & Assistance Committee for training, technical assistance, and/or monitoring. Points were and will be awarded based on the information provided in the APR as well as timely submission to the HMIS/PIT Committee and HUD.

Each CoC-funded project has an end date for their HUD grant. As of 2014, the list is as follows:

<b>Project Operating Year</b>	<b>APR HUD Deadline</b>	<b>CoC-Funded Projects</b>
10.1.12 – 9.30.13	12.31.13	ADVOCAP Fond du Lac SSO Program City of Appleton: Fox Cities TH
11.1.12 – 10.31.13	1.31.14	Forward Service Corp: New Homeless Hebron House: Jeremy House SH
1.1.13 – 12.31.12	3.31.14	City of Appleton: Wireworks PSH
3.1.13 – 2.29.14	5.31.14	KHDS: Homeless Youth Project
4.1.13 – 3.31.14	6.30.14	NEWCAP PSH The Salvation Army of St. Croix PSH
5.1.13 – 4.30.14	7.31.14	CACSCW: Jefferson County TH Richard's Place: I SHP TH
6.1.13 – 5.31.14	8.31.14	State of Wisconsin: Wisconsin HMIS Project
6.18.13 – 6.17.14	9.17.14	State of Wisconsin: Rock County Shelter Plus Care
7.1.13 – 6.30.14	9.30.14	ADVOCAP Fond du Lac TH Program ADVOCAP Homeless SSO CAP Services: TLP Couleecap: TH Couleecap: New Hope PSH KHDS: KYF SHP Legal Action: Civil Legal Services NCCAP: The Big Ten Walworth County Housing Authority: Hartwell St. West CAP: Families in Transition West CAP: Chippewa TH West CAP: PLUS MEN PSH Western Dairyland: SSO Women & Children Horizons: TLP YMCA of the Coulee Region: TH
8.1.13 – 7.31.14	10.31.14	CWCAC: Project Chance TH Family Services: Brown County TH NWCSA: TH Richard's Place: II PH
9.1.13- 8.31.14	11.30.14	CAI: Rock-Walworth TLP Housing Partnership of Fox Cities: It Takes a Village Lakeshore CAP: Project Hope West CAP: PLUS Women PSH
10.1.13 – 9.30.14	12.31.14	Couleecap: Housing First PSH NWCSA: ABC TH

(2) HMIS-based Quarterly APR (QAPR)

Effective January 1, 2013, all CoC-funded projects must submit a quarterly ART-based APR for all recipients (lead and subs) using WISP. **This is the HUD APR, not the COC-detailed APR.** The report must be sent in PDF format. These reports are based on calendar dates, not grant operating dates. The data will be received, numbers entered into a rubric/matrix, and those under-performing projects will be referred to the Project Evaluation & Assistance Committee for training, technical assistance, and/or monitoring. Points will be awarded based on the information provided as well as timely submission to the HMIS/PIT Committee chair.

The deadlines and report details listed below apply to all recipients (lead and subs) and the corresponding programs that use HMIS.

<b>Time Range</b>	<b>Deadline</b>
1.1.14 – 3.31.14	4.15.14
1.1.14 – 6.30.14	7.15.14
1.1.14 – 9.30.14	10.15.14
1.1.14 – 12.31.14	1.15.15

According to the current list, the following agencies (leads & subs) currently using HMIS.

ADVOCAP	Fond du Lac SSO, Homeless SSO, Fond du Lac TH
CACSCW	Jefferson County TH
CAI of Rock/Walworth	TLP
City of Appleton: Fox Cities TH	Salvation Army of Fox Cities (sub), Housing Partnership (sub), ADVOCAP-Menasha (sub)
City of Appleton: Wireworks	Housing Partnership (sub)
Couleecap	TH (lead), New Hope, Housing First
CWCAC	Project Chance TH
Family Services: Brown County	Family Services NE WI (lead), Forward Services Corp (sub)
Forward Services Corp.	New Homeless Continuum
Hebron House	Jeremy House Safe Haven
Housing Partnership: ITAV	PSH (lead), Ryan Community, Inc. (sub)
KHDS	KYF and Homeless Youth Project
Lakeshore CAP	Project Hope SSO
Legal Action	Civil Legal Services SSO
NCCAP	THE BIG TEN
NEWCAP	Housing First PSH
NWCSA	ABC TH and TH
Richard's Place	TH and PSH
Salvation Army of St. Croix Cty.	Permanent Supportive Housing
State of Wisconsin: Rock S+C	Community Action of Rock/Walworth County (sub)
Walworth County Housing Authority	Hartwell Street Apartments
West CAP	Families in Transition TH, Chippewa TH, PLUS Men, PLUS Women
Western Dairyland SSO	Western Dairyland (lead), ECIHN (sub)
Women & Children Horizons	TLP
YWCA of the Coulee Region	Transitional Housing

To Run the APR from ART:

Annual Performance Reports folder

Report: 0625 – HUD CoC APR – v21

(3) Non-HMIS Based Quarterly APR (QAPR)

Effective January 1, 2013, all CoC-funded projects must submit a quarterly APR for all recipients (lead and subs) out of a comparable database (such as ALICE). A standardized template has been created and should be used. These reports are based on calendar dates, not grant operating dates. The data will be received, numbers entered into a rubric/matrix, and those under-performing projects will be referred to the Project Evaluation & Assistance Committee for training, technical assistance, and/or monitoring. Points will be awarded based on the information provided as well as timely submission to the HMIS/PIT Committee chair.

The deadlines and report details listed below apply to all recipients (lead and subs) and the corresponding programs that use HMIS.

<b>Time Range</b>	<b>Deadline</b>
1.1.14 – 3.31.14	4.15.14
1.1.14 – 6.30.14	7.15.14
1.1.14 – 9.30.14	10.15.14
1.1.14 – 12.31.14	1.15.15

According to the current list, the following agencies (leads & subs) currently using HMIS.

CAP Services	TLP
Coulecap TH	New Horizons (sub)
Western Dairyland SSO	Bolton Refuge House (sub)
Women & Children Horizons	TLP