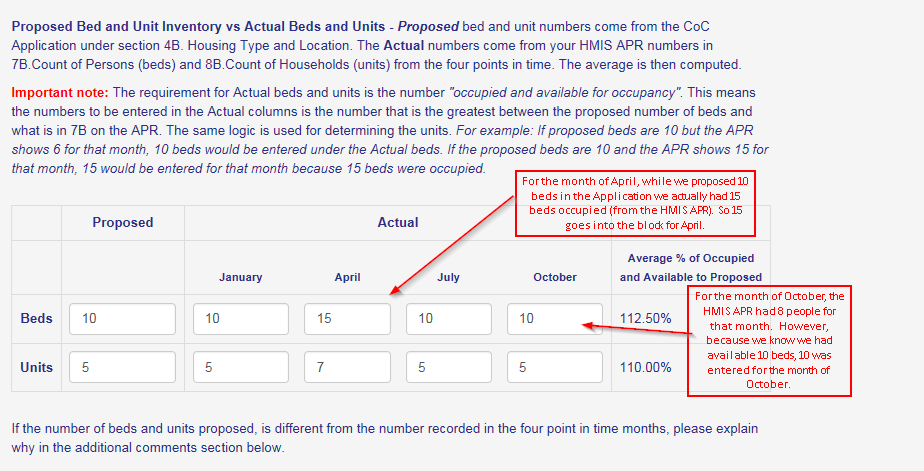
**COMMON ISSUES SEEN WHEN REVIEWING THE APR**

**Reminders**

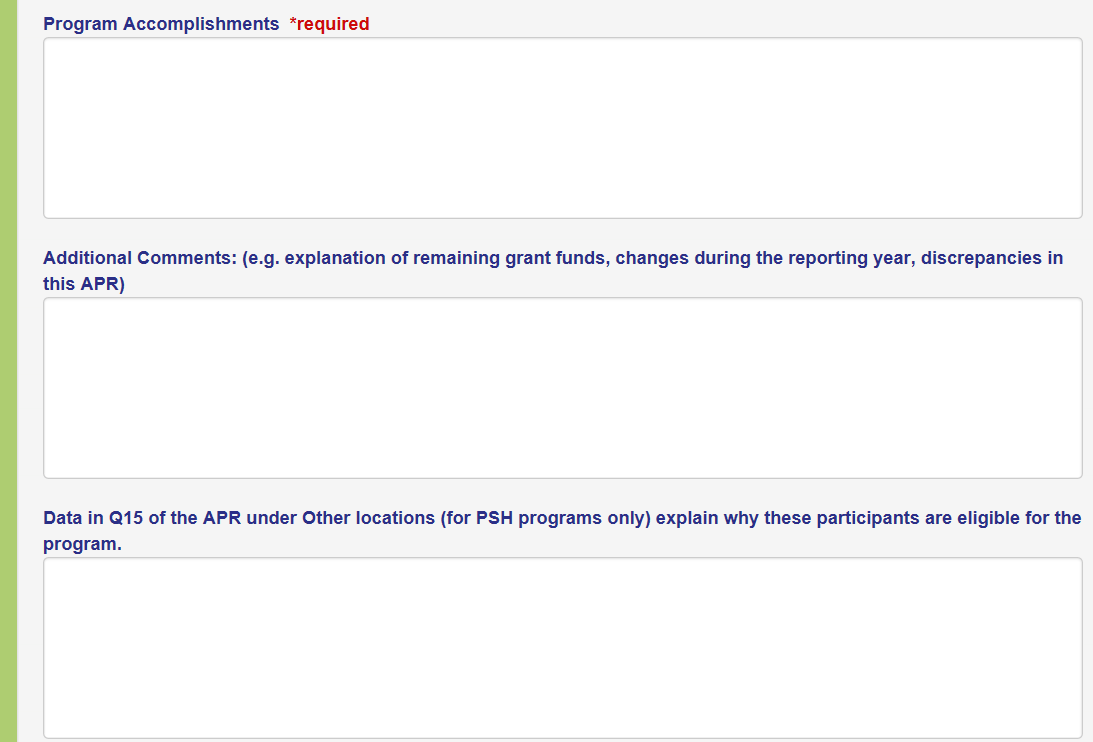
* The Sub-grantee’s CoC APR is due to KHC 45 days after the end of the grant period
* Wait on the final draws to be processed before completing web draw forms, otherwise the financials will not match up with what your submitting on your form
* Attach a PDF of your HMIS/Data CoC APR along with your program and financial information form (web draw form)
* Print a copy and keep for your records.
* Email the CSV file to [KYHMISReporting@kyhousing.org](mailto:KYHMISReporting@kyhousing.org)
* Submit an HCA Help Desk ticket if you have any questions or need any assistance.

**Bed & Unit Utilization**



* It is important to always read the instructions, which clarifies some common mistakes
* your beds/units should reflect the “greatest between the **proposed** number of beds and **what is in 7B /8B** of your HMIS/Data APR

**Program Accomplishments**



* **Program Accomplishments**- is looking for information that cannot be found by looking at your CoC APR:
  + Success stories- people served that may have obtained employment or enrolled in college through the help of the project or; perhaps they were able to get enrolled in Insurance or obtained benefits (SNAP, SSI, etc.)
* **Additional Comments**- use this section to explain why your bed/unit inventory is different than what was proposed, or explain why you have remaining grant funds or any other type of discrepancies in the APR etc.
* **Data in Q15**- This section wants to know why you have people in “Other Locations” use this section to clarify or explain those client’s eligibility for your project

*\*Note: Do not use* ***Safe Haven*** *as a prior living situation for the Balance of State, (there are no Safe Havens in the BOS).*

**Data Quality Checks**

* Review the data
* Check for errors
* Look for areas where it says
  + Client Doesn’t Know/Client Refused or (DK/R/Missing)
  + Missing Information
  + Data Issues
  + Error Count
* Any Data Quality issues will need to be fixed prior to submission to KHC, if unable to fix, submit a HCA Help Desk ticket so that KHC staff can assist, if still unable to fix error the agency will need to provide an explanation under the Additional Comments section

**Helpful Documents**

There are several helpful documents on the HCA Helpdesk under the Kentucky Homeless Management Information System (KYHMIS) that have detailed instructions for submitting APR’s including…

* Updates to the FY2019 APR 10/1/2019
* Instructions for submitting your CoC APR
* Running an APR, checking for errors and submission
* There are also documents with detailed instructions for the ESG CAPER including…
* Updates to the FY2019 APR 10/1/2019
* Instructions for submitting your ESG CAPER
* Running an ESG CAPER, checking for errors and submission
* Additional helpful documents include…
* Downloading and Saving the CSV zip file
* Saving as PDF