HEAP Annual Report through September 30, 2020

Introduction

In the following form, please complete your jurisdiction's **HEAP Annual Report**. All data should be cumulative (i.e. from the grant start date through September 30, 2020). **Please submit the completed report by January 1, 2021.**

The survey will include questions about the following:

1. **Jurisdiction Selection:** Identify your jurisdiction and provide contact information

Performance Metrics

2. **Performance Metrics:** Report performance metrics (includes a downloadable and fillable excel sheet to be uploaded in this section) for all applicable project types

Expenditure Report

3. **Reported Totals:** Total funds obligated, total funds expended, and total interest accrued through September 30, 2020

4. **Spending by Category**: A categorical break down of reported spending (administrative, capital improvements, services, rental assistance/subsidies, other) on non-youth activities.

5. **Youth Set-Aside Detail:** A categorical break down of Youth Set-Aside spending.

6. **Interest Expended Detail:** A categorical break down of interest accrued spending.

Narratives Report

7. **Project Narratives**

8. **Racial Equity Review**

9. **Partnership Review**

Final Submission

10. **Comments and Certification**

For resources to assist in completing and submitting this report, please see the HEAP folder on box.com.

Jurisdiction Selection

Please select your jurisdiction type.

○ Continuum of Care

○ Large City

Please select from the list of Continuums of Care

Please select from the list of Large Cities

Please provide contact information below for an individual who can answer questions about the details in this report.

Name

First

Last

Phone

Email

Performance Metrics

Recipients of the HEAP grant are required to report on:

- The individuals and populations served by program funds

- Outcomes for individuals and populations who have exited HEAP funded projects

Below are links to the detailed instructions and fillable excel sheets for reporting this information:

[HEAP Performance Metrics Detailed Instructions](#)

[HEAP Supplemental Outcomes](#)

[HEAP Manual Reporting Form](#)

Has the selected jurisdiction served any people with HEAP funds through September 30, 2020?
○ Yes ⊙ No

Emergency Shelter

This will be included in the Manual Reporting Form upload at the bottom of this page

Emergency Shelter APR
Please provide a .csv file.

Transitional Housing

This will be included in the Manual Reporting Form upload at the bottom of this page

Transitional Housing APR
Please provide a .csv file.

Street Outreach

This will be included in the Manual Reporting Form upload at the bottom of this page

Street Outreach APR
Please provide a .csv file.

Services Only

This will be included in the Manual Reporting Form upload at the bottom of this page

Services Only APR
Please provide a .csv file.

Safe Haven

This will be included in the Manual Reporting Form upload at the bottom of this page

Safe Haven APR
Please provide a .csv file.

Day Shelter

This will be included in the Manual Reporting Form upload at the bottom of this page

Day Shelter APR
Please provide a .csv file.

Homelessness Prevention

This will be included in the Manual Reporting Form upload at the bottom of this page

Homelessness Prevention APR
Please provide a .csv file.

PH - Housing Only

[ ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Housing Only APR
Please provide a .csv file.

PH - Permanent Supportive Housing (disability required for entry)

[ ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Permanent Supportive Housing APR
Please provide a .csv file.

PH - Housing with Services (no disability required for entry)

[ ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Housing with Services APR
Please provide a .csv file.

PH - Rapid Re-Housing

[ ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Rapid Re-Housing APR
Please provide a .csv file.

Other

[ ]

This will be included in the Manual Reporting Form upload at the bottom of this page

Other APR
Please provide a .csv file.

All Projects APR
Please provide a .csv file.

Supplemental Performance Metrics
Please provide a .xls or .xlsx file.

Manual Reporting Form
Please provide a .xls or .xlsx file.

To what extent are your jurisdictions HEAP projects entered into HMIS?

⊙ All projects are entered into HMIS

○ Most projects are entered into HMIS

○ Some projects are entered into HMIS

○ None of the projects are entered into HMIS

Please explain why your jurisdiction does not enter all its HEAP funded projects into HMIS.

[ ]

We'd like to understand the rationale and/or barriers to entering projects into HMIS

Reported Totals: Total Obligations and Expenditures

In the following section, we want to capture the **total obligated dollars as well as total dollars spent through September 30, 2020**.

Reminder: this should be cumulative (i.e. from the grant start date through September 30, 2020).

When calculating these totals, please be sure to include all spending (administrative, youth set-aside, capital improvements, services, etc.).

Total HEAP Funds Obligated

[ ]

The amount obligated should include all amounts that were expended.

Total HEAP Funds Expended

[ ]

Total Interest Accrued from HEAP Funds

[ ]

If your jurisdiction held HEAP funds in an interest bearing account, enter the total interest accrued on HEAP funds from the grant start date through September 30, 2020 above. If your jurisdiction did not hold funds in an interest bearing account, enter "0.00".

Total Interest Accrued Expended

[ ]

Please state how much of the accrued interest has been expended as of September 30, 2020. Section 6 will ask for a categorical breakdown of this spending.

Spending By Category

In the following section, please report your jurisdiction's **total categorical expenditures for its HEAP Funding through September 30, 2020**.

Reminder: **this should be cumulative (i.e. from the grant start date through September 30, 2020).**

Enter "0.00" if you did not spend any funds in a given category.

The sum of all categories should equal the amount entered for your jurisdiction's HEAP funds expended. In the prior section you indicated this amount was

Total Administrative

[   ]

*This should total no more than 5% of your jurisdiction's total allocation. Do **not** include interest accrued expended. This is captured in section 6.*

Total Capital Improvements

[   ]

*Do **not** include interest accrued expended. This is captured in section 6.*

Total Services

[   ]

*Do **not** include interest accrued expended. This is captured in section 6.*

Total Rental Assistance and/or Subsidies

[   ]

*Do **not** include interest accrued expended. This is captured in section 6.*

Total Youth Set-Aside

[   ]

*This should total no less than 5% of your jurisdiction's total allocation. Do **not** include interest accrued expended. This is captured in section 6.*

Total Other

[   ]

 *Do **not** include interest accrued expended. This is captured in section 6.*

If your jurisdiction has any planned expenditures in the 'other' category, please provide a description and amount budgeted for each type of 'other' expenditure.

[   ]

Calculated Total Funds Expended   **Reported Total Funds Expended**

$0.00

Youth Set-Aside Detail

In the following section, please report your jurisdiction's **categorical expenditures for its HEAP Youth Set-Aside through September 30, 2020**.

Reminder: this should be cumulative (i.e. from the grant start date through September 30, 2020).

Enter "0.00" if you did not spend any funds in a given category.

The sum of all categories should equal the amount entered for your jurisdiction's "Total Youth Set-Aside" expended. In the prior section you indicated this amount was

Total Capital Improvements from Youth Set-Aside

[ ]

*Do **not** include interest accrued expended. This is captured in section 6.*

Total Services from Youth Set-Aside

[ ]

*Do **not** include interest accrued expended. This is captured in section 6.*

Total Rental Assistance and/or Subsidies from Youth Set-Aside

[ ]

*Do **not** include interest accrued expended. This is captured in section 6.*

Total Other from Youth Set-Aside

[ ]

 *Do **not** include interest accrued expended. This is captured in section 6.*

If your jurisdiction has any planned expenditures in the 'other' category, please provide a description and amount budgeted for each type of 'other' expenditure.

[ ]

Calculated Total Youth Funds Expended   **Reported Total Youth Funds Expended**
$0.00

Interest Expended Detail

Interest accrued and expended must be reported to maintain the integrity of spending reports and ensure statutory spending requirements are met. In the following section, please report your jurisdiction's **categorical expenditures for its HEAP Interest Accrued Expended through September 30, 2020**.

<u>Reminder</u>**: this should be cumulative (i.e. from the grant start date through September 30, 2020).**

Enter "0.00" if you did not spend any funds in a given category.

The sum of all categories should be no more than the amount entered for your jurisdiction's "Total Interest Accrued Expended". In the prior section you indicated this amount was

Total Youth Set-Aside from Interest Accrued Expended

This should total no less than 5% of Interest Accrued.

Total Administrative from Interest Accrued Expended

This should total no more than 5% of Interest Accrued.

You don't have to fill out this page. Simply click "Next" below to advance to the next section.

Calculated Interest Accrued Expended   **Reported Total Interest Accrued Expended**
$0.00

Project Narratives

Project Narrative updates provide critical data on what each jurisdiction is funding with HEAP dollars. To complete this section, please download and fill out the **Project Narratives Template**. List every project funded through HEAP including those that have spent all their funding, those in the process of spending their funding, and planned projects that have not yet spent funding. For each project provide:

1. Organization - *the entity carrying out the project*

2. Project Title - *how your team refers to the project and/or how it is referenced in HMIS*

3. HEAP Eligible Use Category

4. Project Description - *describe the project's core activities, goals, and/or scope.*

5. Total Budget- *total project funding provided through HEAP*

6. Spending through September 30, 2020

7. Project End Date

8. Do you plan to continue funding this project with HHAP? (Yes/No/Unsure)

9. Additional Notes or explanation *(optional)*

Reminder: If your jurisdiction submitted

- **a "one-pager" as part of last year's HEAP Annual Report OR**
- **a project update as part of a spending and mitigation plan in the last 6 months**

we strongly recommend you leverage this information when filling out the Project Narratives Template. You may simply copy/paste from the previous submission and then update where necessary. If you need a copy of the previously submitted document, please email: hcfc@bcsh.ca.gov

Completed Project Narratives Template
Please use the Project Narratives Template linked in the instructions above, fill it out, and upload here.

Racial Equity Review

While not in the HEAP statute, the following question regarding racial equity is intended to provide your jurisdiction with an opportunity to highlight successes in this important area. The answers are not meant to monitor your specific activity but to allow HCFC to collect information for peer sharing and ongoing technical assistance.

Has your jurisdiction implemented any racial equity strategies for how you mitigate and solve homelessness in your community? If so, please describe in detail the most effective effort(s) you have undertaken. If your jurisdiction has not implemented any racial equity strategies for addressing homelessness, state N/A.

This could include but not limited to:

- *Analyzing your jurisdiction's data to assess for racial disparities in access to new and existing shelter facilities and permanent housing interventions.*

- *Actively engaging with a lived experience board that represents the population served.*

- *Partnering with organizations with a demonstrated ability to reach and serve disproportionately impacted communities.*

Partnership Review

To help HCFC better understand the types of partnering that you may have done with HEAP funds, please complete the following:

How have you partnered with a new local level provider using HEAP funds? Please share at least one successful collaboration in detail and what made it successful. If you did not partner with any new local level providers, state N/A.

In this case, partnership is broadly defined and not restricted to those with whom your jurisdiction has partnered.

How did you partner differently with your neighboring cities, CoCs and/or Counties as result of receiving HEAP funding? Please share at least one successful collaboration in detail and what made it successful. If you did not partner with any neighboring jurisdictions, state N/A.

Please provide any additional comments

Certification

I certify that all information included in this report is true and accurate to the best of my knowledge.

Name

First	Last

This does not have to be an authorized representative or signatory.

Title

HHAP Annual Report through September 30, 2020

Introduction

In the following form, please report your **HHAP spending through September 30, 2020**. This should be cumulative HHAP expenditures (i.e. from the grant start date through September 30, 2020). **Please submit the completed report by January 1, 2021.**

The survey will include questions about the following:

1. **Jurisdiction Selection:** Identify your jurisdiction and provide contact information

Performance Metrics

2. **Performance Metrics:** Report performance metrics (includes a downloadable and fillable excel sheet to be uploaded in this section) for all applicable project types

Expenditure Report

3. **Total Obligations and Expenditures:** Report total funds obligated and expended through September 30, 2020

4. **Planned Expenditures:** Report funds budgeted, obligated, and expended for each HMIS project type and HHAP eligible use as well as budgeted or expended strategic homelessness planning, infrastructure development, and administrative costs

5. **Youth Set-Aside Detail:** Report youth set-aside plans and spending by project type and eligble use

Narratives Report

6. Racial Equity Review

7. Partnership Review

Final Submission

8. Comments and Certification

Jurisdiction Selection

Please select your jurisdiction type.

○ Continuum of Care

○ Large City

○ County

Please select from the list of Continuums of Care

Please select from the list of Large Cities

Please select from the list of Counties

Please provide contact information below for an individual who can answer questions about the details in this report.

Name

First

Last

Phone

Email

Performance Metrics

Recipients of the HHAP grant are required to report on:

- The individuals and populations served by program funds
- Outcomes for individuals and populations who have exited HHAP funded projects

Below are links to the detailed instructions and fillable excel sheets for reporting this information:

Instructions for completing the HEAP/HHAP Performance Metrics

HHAP Annual Report Supplemental Outcomes (if using Method 1)

HHAP Annual Report Manual Form (if using Method 2)

Has the selected jurisdiction served any people with HHAP funds through September 30, 2020?
○ Yes ⊙ No

Emergency Shelter

This will be included in the Manual Reporting Form upload at the bottom of this page

Emergency Shelter APR
Please provide a .csv file.

Transitional Housing

This will be included in the Manual Reporting Form upload at the bottom of this page

Transitional Housing APR
Please provide a .csv file.

Street Outreach

This will be included in the Manual Reporting Form upload at the bottom of this page

Street Outreach APR
Please provide a .csv file.

Services Only

This will be included in the Manual Reporting Form upload at the bottom of this page

Services Only APR
Please provide a .csv file.

Safe Haven

This will be included in the Manual Reporting Form upload at the bottom of this page

Safe Haven APR
Please provide a .csv file.

Day Shelter

This will be included in the Manual Reporting Form upload at the bottom of this page

Day Shelter APR
Please provide a .csv file.

Homelessness Prevention

This will be included in the Manual Reporting Form upload at the bottom of this page

Homelessness Prevention APR
Please provide a .csv file.

PH - Housing Only

[   ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Housing Only APR
Please provide a .csv file.

PH - Permanent Supportive Housing (disability required for entry)

[   ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Permanent Supportive Housing APR
Please provide a .csv file.

PH - Housing with Services (no disability required for entry)

[   ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Housing with Services APR
Please provide a .csv file.

PH - Rapid Re-Housing

[   ]

This will be included in the Manual Reporting Form upload at the bottom of this page

PH - Rapid Re-Housing APR
Please provide a .csv file.

Other

[   ]

This will be included in the Manual Reporting Form upload at the bottom of this page

Other APR
Please provide a .csv file.

All Projects APR
Please provide a .csv file.

Supplemental Performance Metrics
Please provide a .xls or .xlsx file.

Manual Reporting Form
Please provide a .xls or .xlsx file.

Total Obligations and Expenditures

In the following section, report the **total HHAP funds obligated and expended through September 30, 2020**.

Reminder: this should be cumulative (i.e. from the grant start date through September 30, 2020)and include the youth set-aside amounts.

Enter "0.00" if you did not obligate or expend any funds in a given category.

Total HHAP Funds Obligated

Total HHAP Funds Expended

The amount obligated should include all amounts that were expended.

Planned Expenditures

In the following section, please report your jurisdiction's amounts **budgeted, obligated and expended for its HHAP funding through September 30, 2020**.

Reminder: this should be cumulative (i.e. from the grant start date through September 30, 2020).

In the form below, select all of the HMIS project types for which your jurisdiction budgeted, obligated, or expended HHAP funds.

If you are unsure about which Project Types your projects were or will be programmed as, please consult with your local HMIS Administrator who will be able to determine this based on the most recent HMIS Data Standards published by HUD.

For each project type that was funded with HHAP dollars, select the eligible uses funded under the specified project type using the dropdown menus below and report the amounts budgeted, obligated, and expended for that project type and eligible use.

To add additional eligible uses that were budgeted or funded under the specified project type, click the +Add Item button and select the additional eligble use until all funded eligible uses for a given project type are listed.

Please note that the amounts entered should be the total HHAP funds budgeted, obligated and expended, **including any youth set-aside amounts.** The amounts budgeted should align with the approved budget on file with HCFC.

Enter "0.00" if you did not obligate or expend any funds in a given category.

The sum of all categories should equal the amounts previously entered for the total funds obligated and expended.

Please select all of the project types for which your jurisdiction obligated or expended HHAP funds

☐ Emergency Shelter ☐ Transitional Housing ☐ Street Outreach ☐ Services Only

☐ Safe Haven ☐ Day Shelter ☐ Homelessness Prevention ☐ PH - Housing Only

☐ PH - Permanent Supportive Housing (disability required for entry) ☐ PH - Housing with Services (no disability required for entry) ☐ PH - Rapid Re-Housing ☐ Coordinated Entry

☐ Other

Emergency Shelter Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Transitional Housing Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Street Outreach Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Services Only Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Safe Haven Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Day Shelter Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Homelessness Prevention Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

PH - Housing Only Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

Total: $0.00   *Total: $0.00*   *Total: $0.00*

PH - Permanent Supportive Housing (disability required for entry) Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

Total: $0.00   *Total: $0.00*   *Total: $0.00*

PH - Housing with Services (no disability required for entry) Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

Total: $0.00   *Total: $0.00*   *Total: $0.00*

PH - Rapid Re-Housing Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

Total: $0.00   *Total: $0.00*   *Total: $0.00*

Coordinated Entry Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

Total: $0.00   *Total: $0.00*   *Total: $0.00*

Other Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

Please report the amounts budgeted, obligated, and expended for strategic homelessness planning, infrastructure development to support CES and HMIS, and/or grant administration.

Select all of the eligible uses that were funded with HHAP dollars, enter the amounts budgeted, obligated, and expended for that each eligible use, and provide a brief description of the activities funded by each eligible use.

Enter "0.00" if you did not budget, obligate, or spend any funds in a given category. If you did not budget or fund any of these eligible uses, you can proceed to the next page.

Please note that a grantee may expend no more than 5 percent of its allocation on strategic homelessness planning and infrastructure development and no more than 7 percent of its allocation on administrative costs.

Please select all of the following eligible uses for which your jurisdiction has budgeted, obligated, or expended HHAP funding

☐ Strategic homelessness planning

☐ Infrastructure development to support CES and/or HMIS

☐ Administrative costs

Total Budgeted for Strategic Planning	*Total Obligated for Strategic Planning*	*Total Expended for Strategic Planning*

Please describe the activities budgeted or funded for strategic homelessness planning

Total Budgeted for Infrastructure Development	*Total Obligated for Infrastructure Development*	*Total Expended for Infrastructure Development*

Please describe the activities budgeted or funded for infrastructure development to support CESand/or HMIS

Total Budgeted for Administrative Costs

Total Obligated for Administrative Costs

Total Expended for Administrative Costs

Please describe the activities budgeted or funded for administrative costs

---

Calculated Total Funds Budgeted
$0.00

Calculated Total Funds Obligated
$0.00

Calculated Total Funds Expended
$0.00

Reported Total Funds Obligated

Reported Total Funds Expended

Youth Set-Aside Detail

In the following section, please report your jurisdiction's **funds budgeted, obligated, and expended by HMIS project type and eligible use for its HHAP youth set-aside through September 30, 2020**.

Reminder: this should be cumulative (i.e. from the grant start date through September 30, 2020).

In the form below, select all of the HMIS project types for which your jurisdiction budgeted, obligated, or expended HHAP youth set-aside funds.

For each project type that was funded with HHAP youth set-aside dollars, select the eligible uses funded under the specified project type using the dropdown menus below and report the amounts budgeted, obligated, and expended for that project type and eligible use.

To add additional eligible uses that were budgeted or funded under the specified project type, click the +Add Item button and select the additional eligble use until all funded eligible uses for a given project type are listed.

Enter "0.00" if you did not spend any funds in a given category.

Please note that the grantee must expend at least 8 percent of its allocation on programs and services for unaccompanied youth.

Does your jursidiction know what specific youth projects will be funded with the HHAP youth set-aside?
○ Yes ⦿ No

Please describe your HHAP youth set-aside project plans

Total Youth Funds Budgeted *Total Youth Funds Obligated* *Total Youth Funds Expended*

Please select all of the project types for which your jurisdiction budgeted or expended HHAP youthset-aside funds

☐ Emergency Shelter ☐ Transitional Housing ☐ Street Outreach ☐ Services Only

☐ Safe Haven ☐ Day Shelter ☐ Homelessness Prevention ☐ PH - Housing Only

☐ PH - Permanent Supportive Housing (disability required for entry) ☐ PH - Housing with Services (no disability required for entry) ☐ PH - Rapid Re-Housing ☐ Coordinated Entry

☐ Other

Emergency Shelter Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Transitional Housing Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Street Outreach Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Services Only Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Safe Haven Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended
	Total: $0.00	Total: $0.00	Total: $0.00

Day Shelter Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

| | Total: $0.00 | Total: $0.00 | Total: $0.00 |

Homelessness Prevention Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

| | Total: $0.00 | Total: $0.00 | Total: $0.00 |

PH - Housing Only Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

| | Total: $0.00 | Total: $0.00 | Total: $0.00 |

PH - Permanent Supportive Housing (disability required for entry) Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

| | Total: $0.00 | Total: $0.00 | Total: $0.00 |

PH - Housing with Services (no disability required for entry) Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

| | Total: $0.00 | Total: $0.00 | Total: $0.00 |

PH - Rapid Re-Housing Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

| | Total: $0.00 | Total: $0.00 | Total: $0.00 |

Coordinated Entry Projects

Eligible Uses Funded	Total Budgeted	Total Obligated	Total Expended

	Total: $0.00	*Total: $0.00*	*Total: $0.00*

Other Projects

Eligible Uses Funded	*Total Budgeted*	*Total Obligated*	*Total Expended*
	Total: $0.00	*Total: $0.00*	*Total: $0.00*

Calculated Total Youth Funds Budgeted
$0.00

Calculated Total Youth Funds Obligated
$0.00

Calculated Total Youth Funds Expended
$0.00

Racial Equity Review

Beginning in 2021, a racial equity accountability framework has been added to the HHAP program under 50222(a)(2)(B). We encourage grantees to provide open and transparent responses as this will be used to determine ongoing technical assistance efforts and peer sharing opportunities.

Please describe the ways in which you are determining the disproportionate impacts that homelessness has on communities of color, particularly Black, Latinx, Asian, Pacific Islander, andNative and Indigenous communities. Please reference any data and data source that you use to analyze this information.

How are the voices of Black, Latinx, Asian, Pacific Islander, Native and Indigenous communities and those with lived experience of homelessness being centered in a meaningful, sustained way in creating effective approaches to reducing and ending homelessness? How are they involved in the funding decision-making process?

How has the HHAP project funding process included prioritization for programs that are addressing the disproportionate impacts that homelessness and COVID-19 has on communities of color, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities?

Partnership Review

HHAP funding was designed to support regional coordination and partnership between jurisdictions to expand or develop local capacity to address homelessness challenges throughout the state. To help HCFC understand how receiving HHAP funding has impacted collaborative efforts in your community, please answer the following questions. Please be sure to provide open and transparent responses as they will be used to determine ongoing technical assistance efforts and peer sharing opportunities.

How have you partnered differently with your neighboring cities, CoCs and/or Counties as result of receiving HHAP funding? Please share at least one successful collaboration in detail and what made it successful.

Please describe any barriers to partnering you have experienced since receiving your HHAP allocation. Please explain why this has been a barrier and how it could be resolved.

Have you developed any new local level partnerships as a result of planning for HHAP funded projects? What have the outcomes been of these newly developed partnerships? In this case, partnership is broadly defined and not restricted to those with whom you have contracted.

Please provide any additional comments

Certification

I certify that all information included in this report is true and accurate to the best of my knowledge.

Name

First	Last

This does not have to be an authorized representative or signatory.

Title

HOMELESS HOUSING, ASSISTANCE PREVENTION (HHAP) PROGRAM
SUPPLEMENTAL OUTCOMES FORM

SELECT JURISDICTION TYPE:

TYPE NAME OF JURISDICTION:

- Click the Gray Box, then click the arrow to the right to view the drop down list.

- You must select the juristiction type before selecting the name of the jurisdiction.

Please use the "Supplemental Outcomes" tab, to report on exit outcomes of subgroups for whom Exit Destination is not captured in the APR—chronically homeless and demographic categories (Race, Ethnicity, and Gender). Please use this form only if you submitted an APR for the total unduplicated count of persons served across all HHAP-funded projects (Method1). You do not need to submit this form if you are submitting a Manual Reporting Form (Method 2).

For any questions, please email HCFC at hcfc@bcsh.ca.gov and write "HHAP Annual Report" in the subject line

SUPPLEMENTAL OUTCOMES FORM
ALL PROJECTS (EXCLUDE COORDINATED ENTRY)

If possible, use your HMIS System that to view people served in all HHAP-funded projects to help you complete this form. Report Information in the space provided.
DO NOT include Coorinated Entry projects.

Populations of Interest	
	Chronically Homeless
Permanent Destinations	
Moved from one HOPWA funded projectto HOPWA PH	
Owned by client, no ongoing housing subsidy	
Owned by client, with ongoing housing subsidy	
Rental by client, no ongoing housing subsidy	
Rental by client, with VASH housing subsidy	
Rental by client, with GPD TIP housing subsidy	
Rental by client, with other ongoing housing subsidy	
Permanent housing (other than RRH) for formerly homeless persons	
Staying or living with family, permanent tenure	
Staying or living with friends, permanent tenure	
Rental by client, with RRH or equivalent subsidy	
Rental by client, with HCV voucher (tenant or project based)	
Rental by client in a public housing unit	

Information can likely be generated by HMIS
- *View exit destinations for Chronically Homeless, Race, Ethnicity, and Gender Categories*
- *ONLY people served by HHAP Funds*
- *Grant Start Date through September 30th, 2020*
- *Do not include Coordinated Entry project exits*
- *Fill in results on this page*

Subtotal	
Temporary Destinations	
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	
Moved from one HOPWA funded project to HOPWA TH	
Transitional housing for homeless persons (including homeless youth)	
Staying or living with family, temporary tenure (e.g. room, apartment or house)	
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)	
Safe Haven	
Hotel or motel paid for without emergency shelter voucher	
Host Home (non-crisis)	
Subtotal	
Institutional Settings	
Foster care home or group foster care home	
Psychiatric hospital or other psychiatric facility	
Substance abuse treatment facility or detox center	

Hospital or other residential non-psychiatric medical facility	
Jail, prison, or juvenile detention facility	
Long-term care facility or nursing home	
Subtotal	
Other Destinations	
Residential project or halfway house with no homeless criteria	
Deceased	
Other	
Client Doesn't Know/Client Refused	
Data Not Collected (no exit interview completed)	
Subtotal	
Total	
Total persons exiting to positive housing destinations	
Total persons whose destinations excluded them from the calculation	
Percentage	

Race								
	White	Black or African American	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Multiple Races	Client Doesn't Know/Client Refused	Data Not Collected
Permanent Destinations								
Moved from one HOPWA funded project to HOPWA PH								
Owned by client, no ongoing housing subsidy								
Owned by client, with ongoing housing subsidy								
Rental by client, no ongoing housing subsidy								
Rental by client, with VASH housing subsidy								

Rental by client, with GPD TIP housing subsidy							
Rental by client, with other ongoing housing subsidy							
Permanent housing (other than RRH) for formerly homeless persons							
Staying or living with family, permanent tenure							
Staying or living with friends, permanent tenure							
Rental by client, with RRH or equivalent subsidy							
Rental by client, with HCV voucher (tenant or project based)							
Rental by client in a public housing unit							
Subtotal							
Temporary Destinations							
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter							
Moved from one HOPWA funded project to HOPWA TH							
Transitional housing for homeless persons (including homeless youth)							
Staying or living with family, temporary tenure (e.g. room, apartment or house)							
Staying or living with friends, temporary tenure (e.g. room, apartment or house)							

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)								
Safe Haven								
Hotel or motel paid for without emergency shelter voucher								
Host Home (non-crisis)								
Subtotal								
Institutional Settings								
Foster care home or group foster care home								
Psychiatric hospital or other psychiatric facility								
Substance abuse treatment facility or detox center								
Hospital or other residential non-psychiatric medical facility								
Jail, prison, or juvenile detention facility								
Long-term care facility or nursing home								
Subtotal								
Other Destinations								
Residential project or halfway house with no homeless criteria								
Deceased								
Other								
Client Doesn't Know/Client Refused								
Data Not Collected (no exit interview completed)								
Subtotal								
Total								
Total persons exiting to positive housing destinations								

Total persons whose destinations excluded them from the calculation				
Percentage				

Ethnicity				
	Non-Hispanic/ Non-Latino	Hispanic/Latino	Client Doesn't Know/ Client Refused	Data Not Collected
Permanent Destinations				
Moved from one HOPWA funded project to HOPWA PH				
Owned by client, no ongoing housing subsidy				
Owned by client, with ongoing housing subsidy				
Rental by client, no ongoing housing subsidy				
Rental by client, with VASH housing subsidy				
Rental by client, with GPD TIP housing subsidy				
Rental by client, with other ongoing housing subsidy				
Permanent housing (other than RRH) for formerly homeless persons				
Staying or living with family, permanent tenure				
Staying or living with friends, permanent tenure				
Rental by client, with RRH or equivalent subsidy				
Rental by client, with HCV voucher (tenant or project based)				
Rental by client in a public housing unit				

Subtotal				
Temporary Destinations				
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter				
Moved from one HOPWA funded project to HOPWA TH				
Transitional housing for homeless persons (including homeless youth)				
Staying or living with family, temporary tenure (e.g. room, apartment or house)				
Staying or living with friends, temporary tenure (e.g. room, apartment or house)				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)				
Safe Haven				
Hotel or motel paid for without emergency shelter voucher				
Host Home (non-crisis)				
Subtotal				
Institutional Settings				
Foster care home or group foster care home				
Psychiatric hospital or other psychiatric facility				
Substance abuse treatment facility or detox center				

Hospital or other residential non-psychiatric medical facility			
Jail, prison, or juvenile detention facility			
Long-term care facility or nursing home			
Subtotal			
Other Destinations			
Residential project or halfway house with no homeless criteria			
Deceased			
Other			
Client Doesn't Know/Client Refused			
Data Not Collected (no exit interview completed)			
Subtotal			
Total			
Total persons exiting to positive housing destinations			
Total persons whose destinations excluded them from the calculation			
Percentage			

Gender							
	Male	Female	Trans Female (MTF or Male to Female)	Trans Male (FTM or Female to Male)	Gender Non-Conforming (i.e. not exclusively male or female)	Client Doesn't Know/Client Refused	Data Not Collected
Permanent Destinations							
Moved from one HOPWA funded project to HOPWA PH							
Owned by client, no ongoing housing subsidy							
Owned by client, with ongoing housing subsidy							
Rental by client, no ongoing housing subsidy							

Rental by client, with VASH housing subsidy						
Rental by client, with GPD TIP housing subsidy						
Rental by client, with other ongoing housing subsidy						
Permanent housing (other than RRH) for formerly homeless persons						
Staying or living with family, permanent tenure						
Staying or living with friends, permanent tenure						
Rental by client, with RRH or equivalent subsidy						
Rental by client, with HCV voucher (tenant or project based)						
Rental by client in a public housing unit						
Subtotal						
Temporary Destinations						
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter						
Moved from one HOPWA funded project to HOPWA TH						
Transitional housing for homeless persons (including homeless youth)						
Staying or living with family, temporary tenure (e.g. room, apartment or house)						
Staying or living with friends, temporary tenure (e.g. room, apartment or house)						

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)							
Safe Haven							
Hotel or motel paid for without emergency shelter voucher							
Host Home (non-crisis)							
Subtotal							
Institutional Settings							
Foster care home or group foster care home							
Psychiatric hospital or other psychiatric facility							
Substance abuse treatment facility or detox center							
Hospital or other residential non-psychiatric medical facility							
Jail, prison, or juvenile detention facility							
Long-term care facility or nursing home							
Subtotal							
Other Destinations							
Residential project or halfway house with no homeless criteria							
Deceased							
Other							
Client Doesn't Know/Client Refused							
Data Not Collected (no exit interview completed)							
Subtotal							
Total							
Total persons exiting to positive housing destinations							

Total persons whose destinations excluded them from the calculation							
Percentage							

HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP) PROGRAM
MANUAL REPORTING FORM

SELECT JURISDICTION TYPE: [   ]

TYPE NAME OF JURISDICTION: [   ]

- Click the Gray Box, then click the arrow to the right to view the drop down list.

- You must select the juristiction type before selecting the name of the jurisdiction.

For this report, All Projects refer to all HHAP-funded projects inclusive of project type (except Coordinated Entry).
Project Types refer to the HMIS Universal Project Types. All HHAP-funded projects must be categorized into a Project Type.

In the "All Projects" tab (red tab) enter the counts of persons served across ALL HHAP projects. In the "Outcomes" and "Supplemental Outcomes" tabs (yellow tabs) enter the Exit Destination for clients across ALL HHAP projects. Enter the counts of persons served within various HHAP project types on the corresponding HMIS project type tab (orange tabs). Use the arrows at the bottom left to scroll through all tabs.
Note: Coordinated Entry will not be included in this report

For each Project Type, What kind of report are you submitting?:

Emergency Shelter	
Transitional Housing	
Street Outreach	
Services Only	
Safe Haven	
Day Shelter	
Homelessness Prevention	
PH - Housing Only	
PH - Permanent Supportive Housing (disability required for entry)	
PH - Housing with Services (no disability required for entry)	
PH - Rapid Re-Housing	
Other	

- Click the gray box, then click the arrow to the right to view the drop down list.
- From the drop-down list select "Manual Reporting Form", "APR", or "Not Funded"
- Only select "APR" if you have project types where all persons served with HHAP funds can be counted and you will follow the optional step.

For any questions, please email HCFC at hcfc@bcsh.ca.gov and write "HHAP Annual Report" in the subject line

MANUAL REPORTING FORM
ALL PROJECTS (EXCEPT COORDINATED

CALIFORNIA
HOMELESS COORDINATING
AND FINANCING COUNCIL

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additonal guidance on completing this form.

If possible, use an APR that includes all HHAP funded projects to help you complete this form.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects
· *Add persons served in every HHAP-funded project*
  · *If you can count persons served by funding source, include this count in the total.*
  · *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHHP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects
· *Add persons served in every HHAP-funded project*
  · *If you can count persons served by funding source, include this count in the total.*
  · *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects
· *Add HHs served in every HHAP-funded project*
  · *If you can count persons/HHs served by funding*

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

(right column continuation)
- source, include this count in the total.
- If you can't count persons/HHs served by the funding source, estimate based on the proportion of HEAP funding. Include this estimated count.

Q9a. Number of Persons Contacted (ES Night By Night and Street Outreach Only)				
	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once				
2-5 Times				
6-9 Times				
10+ Times				
Total Persons Contacted				

APR Question 9a. Report on persons/households(HHs) served on all HHAP funded projects
- *Add persons/HHs served in every HHAP funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HEAP funding. Include this estimated count in the total.*

Q9b. Number of Persons Engaged (ES Night By Night and Street Outreach Only)				
	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once				
2-5 Contacts				
6-9 Contacts				
10+ Contacts				
Total Persons Engaged				
Rate of Engagement				

APR Question 9b. Report on persons/households(HHs) served on all HHAP funded projects
- *Add persons/HHs served in every HHAP funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q10a. Gender of Adults				
	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-funded projects
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					
Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

APR Question 10c. Report on persons served on all HHAP-funded projects
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					

APR Question 12a. Report on persons served on all HHAP-funded projects
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

Q12b. Ethnicity					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on
all HHAP funded projects
• Add persons/HHs served in every HHAP funded project
    • If you can count persons/HHs served by funding source, include this count in the total.
    • If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.

Q27a. Age of Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects
• Add persons/HHs served in every HHAP funded project
    • If you can count persons/HHs served by funding source, include this count in the total.
    • If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.

MANUAL REPORTING FORM
ALL PROJECTS (EXCEPT COORDINATED ENTRY): OUTCOMES

CALIFORNIA HOMELESS COORDINATING AND FINANCING COUNCIL

This reporting form aligns with the HUD HMIS APR Programming Specifications:
https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form. If

possible, use an APR that includes all HHAP funded projects to help you complete this form.

Please report information in the space provided.

Q23c. Exit Destination - All persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH					

APR Question 23c. Report exits of persons/households(HHs) served on all HHAP-funded projects
• Add the exits of persons/HHs served in every HHAP-funded project
    • If you can count persons/HHs served by funding source, include exit count in the total.
    • If you can't count persons/HHs served by the funding source, estimate exits based on the

Owned by client, no ongoing housing subsidy					
Owned by client, with ongoing housing subsidy					
Rental by client, no ongoing housing subsidy					
Rental by client, with VASH housing subsidy					
Rental by client, with GPD TIP housing subsidy					
Rental by client, with other ongoing housing subsidy					
Permanent housing (other than RRH) for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
Rental by client, with RRH or equivalent subsidy					

proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total exits to each destination by 20% or .20). Include this estimated count in the total.

Rental by client, with HCV voucher (tenant or project based)					
Rental by client in a public housing unit					
Subtotal					
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter					
Moved from one HOPWA funded project to HOPWA TH					
Transitional housing for homeless persons (including homeless youth)					
Staying or living with family, temporary tenure (e.g. room, apartment or house)					
Staying or living with friends, temporary tenure (e.g. room, apartment or house)					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)					
Safe Haven					
Hotel or motel paid for without emergency shelter voucher					
Host Home (non-crisis)					
Subtotal					
Institutional Settings					
Foster care home or group foster care home					
Psychiatric hospital or other psychiatric facility					

Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
Subtotal					
Other Destinations					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					
Subtotal					
Total					
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

Q25i. Exit Destination - Veterans					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH					
Owned by client, no ongoing housing subsidy					
Owned by client, with ongoing housing subsidy					

APR Question 25i. Report exits of persons/households(HHs) served on all HHAP-funded projects
• Add the exits of persons/HHs served in every HHAP-funded project
• If you can count persons/HHs served by funding source, include exit count in the total.
• If you can't count persons/HHs served by the funding source, estimate exits based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total exits toeach destination by 20% or .20). Include this estimated count in the total.

Rental by client, no ongoing housing subsidy					
Rental by client, with VASH housing subsidy					
Rental by client, with GPD TIP housing subsidy					
Rental by client, with other ongoing housing subsidy					
Permanent housing (other than RRH) for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
Rental by client, with RRH or equivalent subsidy					
Rental by client, with HCV voucher (tenant or project based)					
Rental by client in a public housing unit					
Subtotal					
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter					
Moved from one HOPWA funded project to HOPWA TH					
Transitional housing for homeless persons (including homeless youth)					
Staying or living with family, temporary tenure (e.g. room, apartment or house)					

Staying or living with friends, temporary tenure (e.g. room, apartment or house)					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)					
Safe Haven					
Hotel or motel paid for without emergency shelter voucher					
Host Home (non-crisis)					
Subtotal					
Institutional Settings					
Foster care home or group foster care home					
Psychiatric hospital or other psychiatric facility					
Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
Subtotal					
Other Destinations					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					
Subtotal					
Total					

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

Q27f. Exit Destination - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH					
Owned by client, no ongoing housing subsidy					
Owned by client, with ongoing housing subsidy					
Rental by client, no ongoing housing subsidy					
Rental by client, with VASH housing subsidy					
Rental by client, with GPD TIP housing subsidy					
Rental by client, with other ongoing housing subsidy					
Permanent housing (other than RRH) for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
Rental by client, with RRH or equivalent subsidy					
Rental by client, with HCV voucher (tenant or project based)					

APR Question 25i. Report exits of persons/households(HHs) served on all HHAP-funded projects
- *Add the exits of persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include exit count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate exits based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total exits to each destination by 20% or .20). Include this estimated count in the total.*

Rental by client in a public housing unit				
Subtotal				
Temporary Destinations				
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter				
Moved from one HOPWA funded project to HOPWA TH				
Transitional housing for homeless persons (including homeless youth)				
Staying or living with family, temporary tenure (e.g. room, apartment or house)				
Staying or living with friends, temporary tenure (e.g. room, apartment or house)				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)				
Safe Haven				
Hotel or motel paid for without emergency shelter voucher				
Host Home (non-crisis)				
Subtotal				
Institutional Settings				
Foster care home or group foster care home				
Psychiatric hospital or other psychiatric facility				
Substance abuse treatment facility or detox center				

Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
Subtotal					
Other Destinations					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					
Subtotal					
Total					
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

MANUAL REPORTING FORM

ALL PROJECTS (EXCEPT COORDINATED ENTRY): SUPPLEMENTAL

Supplemental Outcomes can likely be generated from your HMIS System.

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form. If

possible, use an APR that includes all HHAP funded projects to help you complete this form.

Please report information in the space provided.

Population of Interest	
	Chronically Homeless
Permanent Destinations	
Moved from one HOPWA funded project to HOPWA PH	
Owned by client, no ongoing housing subsidy	
Owned by client, with ongoing housing subsidy	
Rental by client, no ongoing housing subsidy	
Rental by client, with VASH housing subsidy	
Rental by client, with GPD TIP housing subsidy	
Rental by client, with other ongoing housing subsidy	
Permanent housing (other than RRH) for formerly homeless persons	
Staying or living with family, permanent tenure	
Staying or living with friends, permanent tenure	
Rental by client, with RRH or equivalent subsidy	
Rental by client, with HCV voucher (tenant or project based)	
Rental by client in a public housing unit	
Subtotal	
Temporary Destinations	

Report exits of persons/households(HHs) served on all HHAP-funded projects

- *Add the exits of persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include exit count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate exits based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total exits to each destination by 20% or .20). Include this estimated count in the total.*

Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	
Moved from one HOPWA funded project to HOPWA TH	
Transitional housing for homeless persons (including homeless youth)	
Staying or living with family, temporary tenure (e.g. room, apartment or house)	
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)	
Safe Haven	
Hotel or motel paid for without emergency shelter voucher	
Host Home (non-crisis)	
Subtotal	
Institutional Settings	
Foster care home or group foster care home	
Psychiatric hospital or other psychiatric facility	
Substance abuse treatment facility or detox center	
Hospital or other residential non-psychiatric medical facility	
Jail, prison, or juvenile detention facility	
Long-term care facility or nursing home	
Subtotal	
Other Destinations	
Residential project or halfway house with no homeless criteria	
Deceased	
Other	
Client Doesn't Know/Client Refused	

Data Not Collected (no exit interview completed)	
Subtotal	
Total	
Total persons exiting to positive housing destinations	
Total persons whose destinations excluded them from the calculation	
Percentage	

Race								
	White	Black or African American	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Multiple Races	Client Doesn't Know/Client Refused	Data Not Collected
Permanent Destinations								
Moved from one HOPWA funded project to HOPWA PH								
Owned by client, no ongoing housing subsidy								
Owned by client, with ongoing housing subsidy								
Rental by client, no ongoing housing subsidy								
Rental by client, with VASH housing subsidy								
Rental by client, with GPD TIP housing subsidy								
Rental by client, with other ongoing housing subsidy								
Permanent housing (other than RRH) for formerly homeless persons								
Staying or living with family, permanent tenure								
Staying or living with friends, permanent tenure								
Rental by client, with RRH or equivalent subsidy								
Rental by client, with HCV voucher (tenant or project based)								
Rental by client in a public housing unit								
Subtotal								
Temporary Destinations								

Report exits of persons/households(HHs) served on all HHAP- funded projects

- *Add the exits of persons/HHs served in every HHAP- funded project*
  - *If you can count persons/HHs served by funding source, include exit count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate exits based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total exits to each destination by 20% or .20). Include this estimated count in the total.*

Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter							
Moved from one HOPWA funded project to HOPWA TH							
Transitional housing for homeless persons (including homeless youth)							
Staying or living with family, temporary tenure (e.g. room, apartment or house)							
Staying or living with friends, temporary tenure (e.g. room, apartment or house)							
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)							
Safe Haven							
Hotel or motel paid for without emergency shelter voucher							
Host Home (non-crisis)							
Subtotal							
Institutional Settings							
Foster care home or group foster care home							
Psychiatric hospital or other psychiatric facility							
Substance abuse treatment facility or detox center							
Hospital or other residential non-psychiatric medical facility							
Jail, prison, or juvenile detention facility							
Long-term care facility or nursing home							
Subtotal							
Other Destinations							
Residential project or halfway house with no homeless criteria							
Deceased							
Other							
Client Doesn't Know/Client Refused							

Data Not Collected (no exit interview completed)							
Subtotal							
Total							
Total persons exiting to positive housing destinations							
Total persons whose destinations excluded them from the calculation							
Percentage							

Ethnicity				
	Non-Hispanic/ Non-Latino	Hispanic/Latino	Client Doesn't Know/ Client Refused	Data Not Collected
Permanent Destinations				
Moved from one HOPWA funded project to HOPWA PH				
Owned by client, no ongoing housing subsidy				
Owned by client, with ongoing housing subsidy				
Rental by client, no ongoing housing subsidy				
Rental by client, with VASH housing subsidy				
Rental by client, with GPD TIP housing subsidy				
Rental by client, with other ongoing housing subsidy				
Permanent housing (other than RRH) for formerly homeless persons				
Staying or living with family, permanent tenure				
Staying or living with friends, permanent tenure				
Rental by client, with RRH or equivalent subsidy				
Rental by client, with HCV voucher (tenant or project based)				
Rental by client in a public housing unit				
Subtotal				
Temporary Destinations				

Report exits of persons/households(HHs) served on all HHAP-funded projects

- *Add the exits of persons/HHs served in every HHAP- funded project*
  - *If you can count persons/HHs served by funding source, include exit count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate exits based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total exits to each destination by 20% or .20). Include this estimated count in the total.*

Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter				
Moved from one HOPWA funded project to HOPWA TH				
Transitional housing for homeless persons (including homeless youth)				
Staying or living with family, temporary tenure (e.g. room, apartment or house)				
Staying or living with friends, temporary tenure (e.g. room, apartment or house)				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)				
Safe Haven				
Hotel or motel paid for without emergency shelter voucher				
Host Home (non-crisis)				
Subtotal				
Institutional Settings				
Foster care home or group foster care home				
Psychiatric hospital or other psychiatric facility				
Substance abuse treatment facility or detox center				
Hospital or other residential non-psychiatric medical facility				
Jail, prison, or juvenile detention facility				
Long-term care facility or nursing home				
Subtotal				
Other Destinations				
Residential project or halfway house with no homeless criteria				
Deceased				
Other				
Client Doesn't Know/Client Refused				

Data Not Collected (no exit interview completed)				
Subtotal				
Total				
Total persons exiting to positive housing destinations				
Total persons whose destinations excluded them from the calculation				
Percentage				

Gender							
	Male	Female	Trans Female (MTF or Male to Female)	Trans Male (FTM or Female to Male)	Gender Non-Conforming (i.e. not exclusively male or female)	Client Doesn't Know/Client Refused	Data Not Collected
Permanent Destinations							
Moved from one HOPWA funded project to HOPWA PH							
Owned by client, no ongoing housing subsidy							
Owned by client, with ongoing housing subsidy							
Rental by client, no ongoing housing subsidy							
Rental by client, with VASH housing subsidy							
Rental by client, with GPD TIP housing subsidy							
Rental by client, with other ongoing housing subsidy							
Permanent housing (other than RRH) for formerly homeless persons							
Staying or living with family, permanent tenure							
Staying or living with friends, permanent tenure							
Rental by client, with RRH or equivalent subsidy							
Rental by client, with HCV voucher (tenant or project based)							
Rental by client in a public housing unit							
Subtotal							
Temporary Destinations							

Report exits of persons/households(HHs) served on all HHAP-funded projects

- *Add the exits of persons/HHs served in every HHAP-funded project*
    - *If you can count persons/HHs served by funding source, include exit count in the total.*
    - *If you can't count persons/HHs served by the funding source, estimate exits based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding*

– multiply the total exits to each destination by 20% or .20). Include this estimated count in the total.

Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter						
Moved from one HOPWA funded project to HOPWA TH						
Transitional housing for homeless persons (including homeless youth)						
Staying or living with family, temporary tenure (e.g. room, apartment or house)						
Staying or living with friends, temporary tenure (e.g. room, apartment or house)						
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)						
Safe Haven						
Hotel or motel paid for without emergency shelter voucher						
Host Home (non-crisis)						
Subtotal						
Institutional Settings						
Foster care home or group foster care home						
Psychiatric hospital or other psychiatric facility						
Substance abuse treatment facility or detox center						
Hospital or other residential non-psychiatric medical facility						
Jail, prison, or juvenile detention facility						
Long-term care facility or nursing home						
Subtotal						
Other Destinations						
Residential project or halfway house with no homeless criteria						
Deceased						
Other						
Client Doesn't Know/Client Refused						

Data Not Collected (no exit interview completed)							
Subtotal							
Total							
Total persons exiting to positive housing destinations							
Total persons whose destinations excluded them from the calculation							
Percentage							

MANUAL REPORTING FORM
PROJECT TYPE: EMERGENCY

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this form for the Emergency Shelter Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or*
    .20). Include this estimated count in the total.

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the totalpersons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source,include this count in the total.*
    - *If you can't count persons served by the funding source,estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

Q9a. Number of Persons Contacted (ES Night By Night and Street Outreach Only)

	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once				
2-5 Times				
6-9 Times				
10+ Times				
Total Persons Contacted				

APR Question 9a. Report on persons/households(HHs) served onall HHAP-funded night-by-night emergency shelter projects
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the fundingsource, estimate based on the proportion of HHAP funding. Include this estimated count.*

Q9b. Number of Persons Engaged (ES Night By Night and Street Outreach Only)

	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once				
2-5 Contacts				
6-9 Contacts				
10+ Contacts				
Total Persons Engaged				
Rate of Engagement				

APR Question 9b. Report on persons/households(HHs) served onall HHAP-funded night-by-night emergency shelter projects
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by fundingsource, include this count in the total.*
  - *If you can't count persons/HHs served by the fundingsource, estimate based on the proportion of HHAP funding. Include this estimated count.*

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					
Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on
all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the Transitional Housing Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households				
For PSH & RRH - the totalpersons served who moved into housing				

- If you can count HHs served by funding source, include this count in the total.
- If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households (HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households (HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

CALIFORNIA
HOMELESS COORDINATING
AND FINANCING COUNCIL

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the Street Outreach Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
· Add persons served in every HHAP-funded project
  · If you can count persons served by funding source, include this count in the total.
  · If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the totalpersons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
· Add persons served in every HHAP-funded project
  · If you can count persons served by funding source, include this count in the total.
  · If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
· Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the total persons served who moved into housing					

Q9a. Number of Persons Contacted (ES Night By Night and Street Outreach Only)

	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once				
2-5 Times				
6-9 Times				
10+ Times				
Total Persons Contacted				

APR Question 9a. Report on persons/households(HHs) served on all HHAP-funded night-by-night emergency shelter projects
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.*

Q9b. Number of Persons Engaged (ES Night By Night and Street Outreach Only)

	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once				
2-5 Contacts				
6-9 Contacts				
10+ Contacts				
Total Persons Engaged				
Rate of Engagement				

APR Question 9b. Report on persons/households(HHs) served on all HHAP-funded night-by-night emergency shelter projects
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.*

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
    - If you can count persons served by funding source, include this count in the total.
    - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					
Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Data Not Collected				
Total				

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

CALIFORNIA
HOMELESS COORDINATING
AND FINANCING COUNCIL

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the Services Only Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiplythe total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the totalpersons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source,estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

- If you can count HHs served by funding source, include this count in the total.
- If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.

If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the Safe Haven Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
· *Add persons served in every HHAP-funded project*
  · *If you can count persons served by funding source, include this count in the total.*
  · *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
· *Add persons served in every HHAP-funded project*
  · *If you can count persons served by funding source, include this count in the total.*
  · *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
· Add HHs served in every HHAP-funded project

Total Households				
For PSH & RRH - the total persons served who moved into housing				

- If you can count HHs served by funding source, include this count in the total.
- If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

CALIFORNIA
HOMELESS COORDINATING
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This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the Day Shelter Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

- If you can count HHs served by funding source, include this count in the total.
- If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q12a. Race					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households (HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households (HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

PROJECT TYPE: HOMELESSNESS

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the Homelessness Prevention Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

- If you can count HHs served by funding source, include this count in the total.
- If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the PH-Housing Only Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.

Q12a. Race					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

PROJECT TYPE: PH- PERMANENT SUPPORTIVE HOUSING (DISABILITY REQUIRED FOR

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the PH-Permanent Supportive Housing Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					• If you can count HHs served by funding source, include this count in the total. • If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.
For PSH & RRH - the totalpersons served who moved into housing					

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

PROJECT TYPE: PH- HOUSING WITH SERVICES (NO DISABILITY REQUIRED FOR

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the PH-Housing with Services Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxes that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the totalpersons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households				
For PSH & RRH - the totalpersons served who moved into housing				

- If you can count HHs served by funding source, include this count in the total.
- If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM
PROJECT TYPE: PH- RAPID

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the PH-Rapid Rehousing Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

<table>
<tr><td>• If you can count HHs served by funding source, include this count in the total.</td></tr>
<tr><td>• If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.</td></tr>
</table>

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively maleor female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)					
Gender Non-Conforming (i.e. not exclusively male or female)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source, include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served on all HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served on all HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by funding source, include this count in the total.*
  - *If you can't count persons/HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

MANUAL REPORTING FORM

This reporting form aligns with the HUD HMIS APR Programming Specifications: https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Please refer to the Performance Metrics Detailed Instructions for additional guidance on completing this form.
If possible, use an APR that includes all HHAP funded projects to help you complete this form. Fill out this sheet for the Other Project Type, DO NOT fill out for individual projects.

Please report information in the space provided. Do not fill in boxed that have been blacked out.

Q5a. Report Validations Table	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or	

APR Question 5a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q7a. Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH - the total persons served who moved into housing					

APR Question 7a. Report on persons served on all HHAP-funded projects in this project type
- *Add persons served in every HHAP-funded project*
    - *If you can count persons served by funding source, include this count in the total.*
    - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20). Include this estimated count in the total.*

Q8a. Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

APR Question 8a. Report on households(HHs) served on all HHAP-funded projects in this project type
- Add HHs served in every HHAP-funded project

Total Households					
For PSH & RRH - the totalpersons served who moved into housing					

<table>
<tr><td>• If you can count HHs served by funding source, include this count in the total.</td></tr>
<tr><td>• If you can't count HHs served by the funding source, estimate based on the proportion of HHAP funding. Include this estimated count.</td></tr>
</table>

Q10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10b. Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male				
Female				
Trans Female (MTF or Male to Female)				
Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

APR Question 10b. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Trans Female (MTF or Male to Female)					

APR Question 10c. Report on persons served on all HHAP-funded projects in this project type
- Add persons served in every HHAP-funded project
  - If you can count persons served by funding source, include this count in the total.
  - If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply

Trans Male (FTM or Female to Male)				
Gender Non-Conforming (i.e. not exclusively male or female)				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.

Q12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12a. Report on persons served on all HHAP-fundedprojects in this project type
- *Add persons served in every HHAP-funded project*
  - *If you can count persons served by funding source,include this count in the total.*
  - *If you can't count persons served by the funding source, estimate based on the proportion of HHAP funding. (Example: HHAP accounts for 20% of total funding for a project with pooled funding – multiply the total people served by the project by 20% or .20).Include this estimated count in the total.*

Q12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

APR Question 12b. Report on persons/households(HHs) served onall HHAP-funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by fundingsource, include this count in the total.*
  - *If you can't count persons/HHs served by the fundingsource, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*

Q27a. Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17					
18-24					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					

APR Question 27a. Report on persons/households(HHs) served onall HHAP funded projects in this project type
- *Add persons/HHs served in every HHAP-funded project*
  - *If you can count persons/HHs served by fundingsource, include this count in the total.*
  - *If you can't count persons/HHs served by the fundingsource, estimate based on the proportion of HHAP funding. Include this estimated count in the total.*