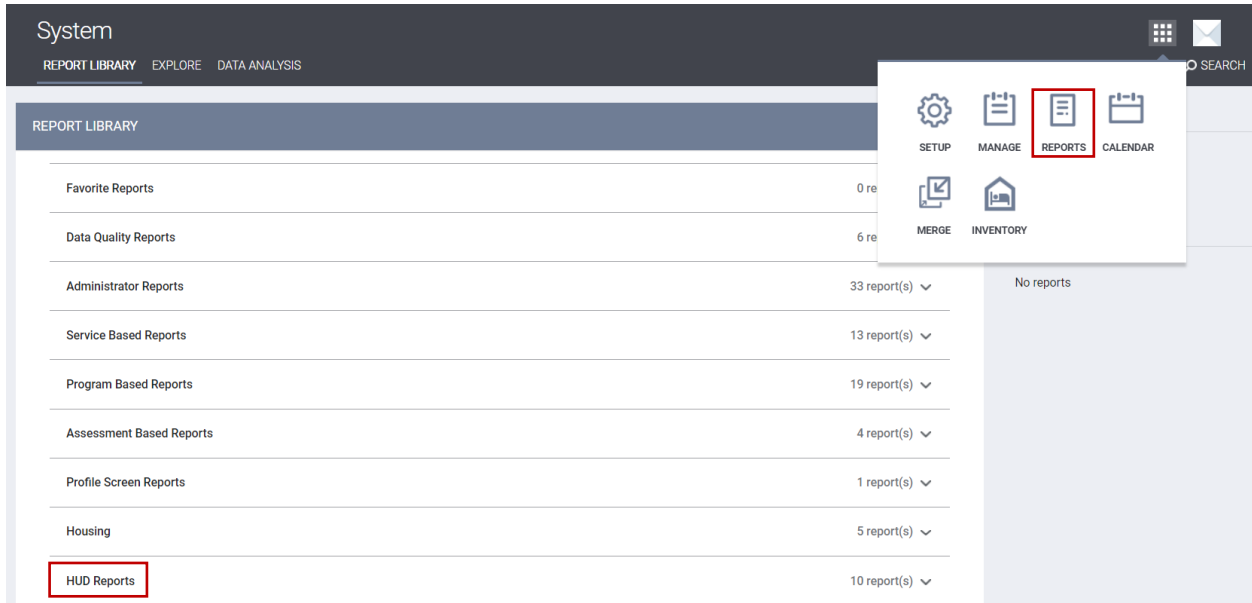


# Annual Performance Report (Quick Guide)

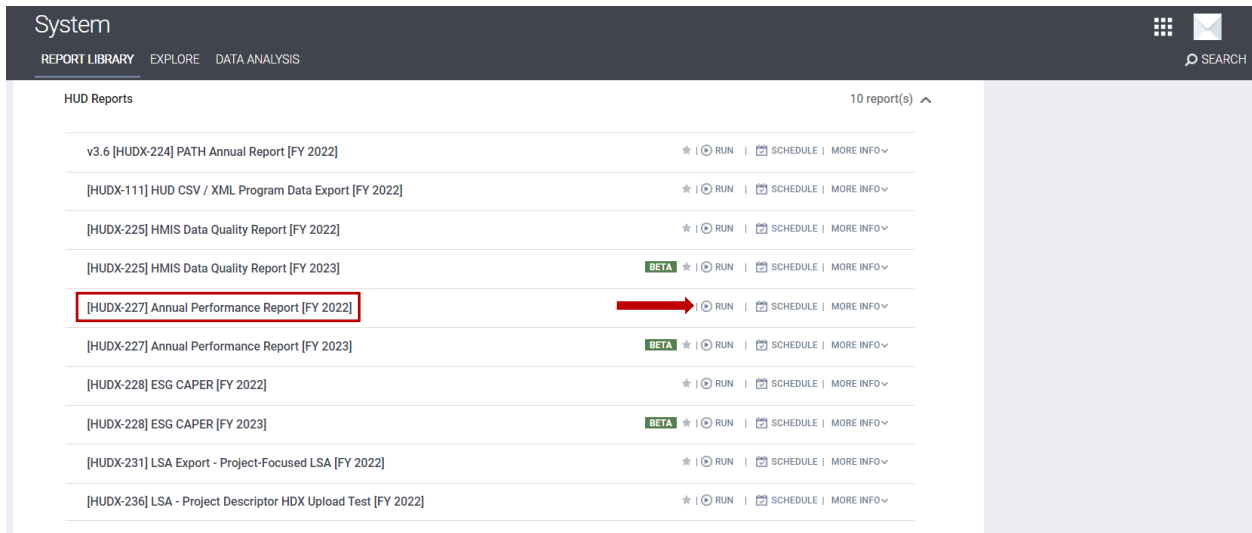
1. Click on the launcher and select Reports



2. From the Report Library select **HUD Reports**; this will roll out the report options under this category.



3. Select report number **[HUDX-227] Annual Performance Report [FY 2022]**
4. Select RUN, this will populate a new screen from the report library



5. Select the filters you want to use to run the report(s)
  - a. **CoC Filter Category** – Select Agency CoC
  - b. **CoC** – Select PA-504
  - c. **Program Type(s)** – Choose the name of the program or select ALL
  - d. **Program Status** – From the dropdown menu select all programs, active programs, or inactive programs
  - e. **Program(s)** – Choose ALL or the specific program
  - f. When making selections from dropdown lists, hold CTRL or Command to make multiple selections
  - g. **Funding Criteria** will be “Not Based on Funding Source”
    - i. If programs are part of the Integrated Service Network (ISN), funding source will be needed
  - h. **Report Date Range** – Enter the date ranges for the report
  - i. **Report Output Format** – Select the format as either Web Page, PDF, Excel, CSV Details, or CSV Upload
  - j. **Drilldown Output Format** – Select the format as either Web Page, or CSV
    - i. If checking data use the Web Page Output and Drilldown format
    - ii. If you have checked your data and are ready to upload an APR to SAGE: Use the CSV-Upload option

HUD Reports > [HUDX-227] Annual Performance Report [FY 2022]

Switch Access Agency(-ies)   
 All  
 Veterans Multi-Service Center (VMC)  
 System

a - CoC Filter Category Agency CoC

b - CoC PA-504

c - Program Type(s)   
 All  
 Emergency Shelter  
 Transitional Housing  
 PH - Permanent Supportive Housing (disability required for entry)

d - Program Status All Programs

e - Program(s)   
 All  
 VMC SSVF Program - Homeless Prevention  
 VMC SSVF Program - RRH  
 VMC SSVF Program - Street Outreach

Apply Client Location Filter No

LEGACY FEATURE: SERVICE BASED FUNDING SOURCE

g - Funding Criteria Not Based on Funding Source

h - Report Date Range 10/01/2021 – 09/30/2022

i - Report Output Format  Web Page  PDF  Excel  CSV-Details  CSV-Upload

j - Drilldown Output Format  Web Page  CSV

**SUBMIT**

6. Select “SUBMIT” to generate your report
7. For additional Annual Performance Report resources please visit <https://www.bitfocus.com/apr-resources>