

Annual Performance Report (APR)

Guidance and Access

ARCH (Alabama Rural Coalition for the Homeless, Inc.) serves as the HUD-designated Collaborative Applicant, HMIS Lead, and Coordinated Entry Lead for the AL-507 Alabama Balance of State Continuum of Care, covering 37 counties statewide. archconnection.org

What Is the APR?

The Annual Performance Report, commonly called the APR, is required by the U.S. Department of Housing and Urban Development for projects funded through the Continuum of Care Program. The APR reports project performance, participant outcomes, bed and unit utilization, and financial information for the grant's operating year.

Each recipient is responsible for ensuring that its APR is complete, accurate, and submitted by the deadline shown in Sage.

Accessing Sage

APRs are completed and submitted through the Sage HMIS Reporting Repository.

[Access or register for Sage](#)

When registering for a Sage account, recipients must select the correct Continuum of Care:

- AL-507: Alabama Balance of State Continuum of Care

After registration is submitted, ARCH will receive a notification to review and approve the request. Selecting the wrong CoC may delay access.

APR CSV Upload

The APR includes a CSV file containing project and participant data generated from HMIS. This file must be uploaded into Sage before certain sections of the APR can be completed.

When the recipient is ready to complete this step, ARCH HMIS staff can provide instructions and walk the recipient through generating the APR CSV file from HMIS. Recipients should not change the data directly within the CSV file.

Any HMIS data-quality issues should be reviewed and corrected in HMIS before generating the final CSV file.

Financial Information

The financial section of the APR must reflect actual, allowable, and properly supported expenditures. Recipients should reconcile their accounting records, approved project budget, and eLOCCS drawdowns before finalizing the APR.

Amounts should not be reported solely based on the approved budget or eLOCCS drawdowns if those amounts do not agree with the recipient's actual expenditures.

Recipient Responsibility

ARCH may provide access approval, HMIS assistance, and general technical guidance. However, each recipient remains responsible for:

- Reviewing all APR sections
- Confirming the accuracy of HMIS and financial information
- Resolving missing or inconsistent information
- Submitting the APR by the applicable deadline
- Maintaining supporting documentation
- Responding to any HUD questions or required corrections

Recipients should begin reviewing their HMIS and financial records before the end of the grant term to allow sufficient time to address any issues.