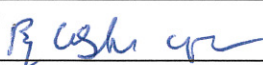




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 2057</b>	<b>Annual Performance Reports</b>
<b>Origination Date: March 7, 2017</b>	
<b>Revision Date:</b>	
<b>Reviewed Date:</b>	
<b>Approved:</b> 	
<b>Bryan G. Stephens, Interim Executive Director</b>	

**POLICY:**

It is the Policy of Cobb and Douglas County Community Services Boards that all Annual Performance Reports (APR'S) will be entered into the Homeless Assistance Application & Grant Management System (E-Snaps) or designated database by HUD, on an annual basis.

**PROCEDURE:**

The Cobb & Douglas County Community Services Boards, as recipients of HUD funding through the homeless competition are required to submit an Annual Performance Report (APR) electronically to HUD, via E-Snaps every operating year. The APR is required of projects funded with the following HUD grants programs:

- Supportive Housing Program (SHP)
- Shelter Plus Care (SPC) Program

All data collection for the APR is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards. The Grant Agreement contains the operating period which aligns with the reporting period of data that is entered into the E Snaps system.

The Coordinator of Supportive Housing will enter data into E Snaps no later than 1 week after it is available in the E Snaps system. If a problem occurs with the entering of the data into the E Snaps system the Coordinator of Supportive Housing will inform HUD immediately and follow their directives.