



Three County Continuum of Care (CoC) Subrecipient APR Submission Guide

APRs (Annual Performance Reports) are due for different projects funded by the Three County CoC at different times throughout the year. The APR for your project will be due within 90 days of the last day of the grant cycle. If you have any questions about exactly when your current grant cycle ends or your APR is due for submission in Sage, please reach out to Michele LaFleur at mlafleur@communityaction.us

In order to take over the APR submission process for all funded projects in the Three County CoC, Community Action Pioneer Valley has created an online submission form for project responses to APR questions. The form does not involve entering any client PII (potentially identifiable information) or confidential data. This form should be completed and submitted by project staff within 45 days of a project's most recent grant cycle ending:

[Three County CoC APR Submission Form](#)

After submitting responses to this form, the Three County CoC will enter responses in Sage and confirm the financial information in eLOCCS. The Three County CoC will also run the 'APR' report in ETO which provides the CSV files for upload. After entering data, the CoC will print a copy for review by the Subrecipient Project Staff, the Three County CoC Program Director, and the Three County CoC Homeless Services and Billing Manager. The CoC will notify Subrecipient Project Staff of any validation errors that occur when entering data or any other issues which arise and need to be remediated before submission.

The CoC Program Director, CoC Homeless Services and Billing Manager, and Subrecipient Project Staff will have 3 weeks to bring up and address any concerns with the APR as entered in Sage and to give their approval for submission in Sage (although the earlier, the better, to allow for the unexpected). Once approval is received from the CoC Program Director, CoC Homeless Services and Billing Manager, and the Subrecipient Site Administrator, Program Director, or Executive Director, the CoC's Data & Evaluation Manager will submit the APR and notify all parties of a successful submission.

APR Submission Timeline

