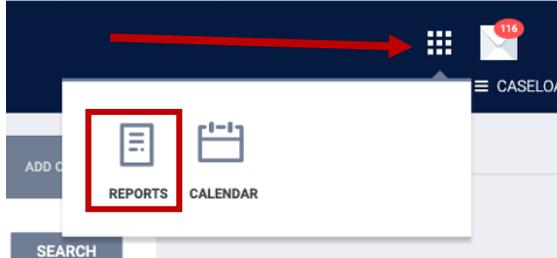


Running a CE APR Report in the HOPE System

1. Navigate to the Reports Library within the Launchpad.



2. Locate the report, **[HUDX-235] CE APR [FY 2023]**, under the **HUD Reports** category and click **Run**.



3. Input following report parameters:
 - a. CoC Filter Category: Agency CoC
 - b. CoC: CA-501 – San Francisco CoC
 - c. Project Type(s): All
 - d. Program Status: All Programs
 - e. Program(s): All
 - f. Report Date Range: 01/01/YYYY to 12/31/YYYY (year should be the most-recent Calendar Year)
 - g. Report Output Format: CSV-Upload

CoC Filter Category	Agency CoC	▼
CoC	CA-501 - San Francisco CoC	▼
Project Type(s)	Choose...	
	All	
	Emergency Shelter	
	Transitional Housing	
	PH - Permanent Supportive Housing (disability required for entry)	
Program Status	All Programs	▼
Program(s)	Choose...	
	All	
	Housing for Survivors - EHV	
	Housing For Survivors - RRH	
	San Francisco Coordinated Entry for Survivors	
Report Date Range	01/01/2022	12/31/2022
Report Output Format	<input type="radio"/> Web Page <input type="radio"/> PDF <input type="radio"/> Excel <input checked="" type="radio"/> CSV-Upload	
<input type="button" value="SUBMIT"/>		

4. Click 'Submit' and wait for report to load in the Report Queue
5. Download CSV file and submit to HSH