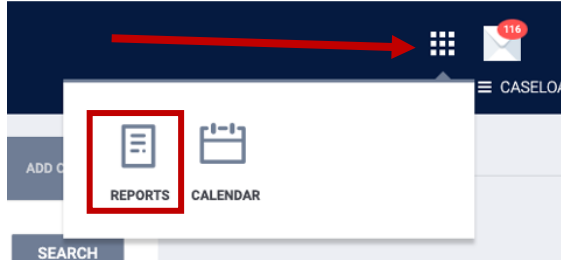


Running a CE APR Report in the HOPE System

1. Navigate to the Reports Library within the Launchpad.



2. Locate the report, **[HUDX-235] CE APR [FY 2024]**, 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