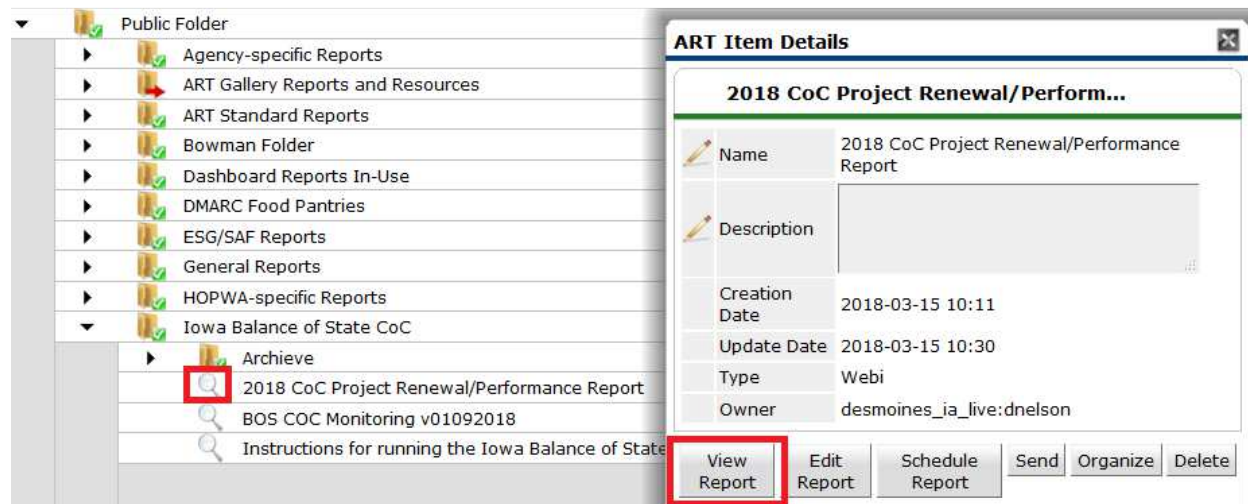


## Instructions for running the 2018 CoC Project Renewal Report

In ART (Advanced Reporting Tool), open **Public Folder** and then **Iowa Balance of State CoC** sub-folder. There you will find **2018 CoC Project Renewal/Performance Report**.

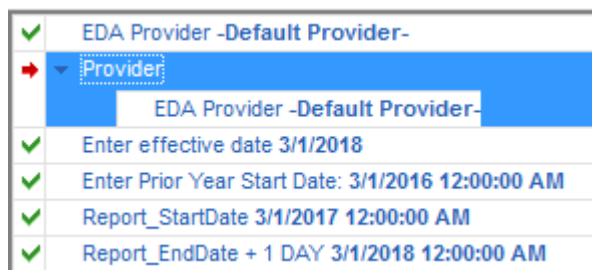
Click on the magnifying glass to launch the report. When prompted click the View Report button.



When the report prompt window appears, select one of your CoC funded project. This report must be run for each funded project individually.

- The "Report\_EndDate + 1 DAY" prompt is the grant start date for the project's current grant year. In the example the current grant year started 3/1/2018.
- Make sure the effective date matches the "Report\_EndDate + 1 DAY".
- The "Report\_StartDate" is the grant start date for last year (in this case 3/1/2017.).
- The "Prior Year Start Date" is the grant year start date going back 2 years (the example is 3/1/2016).
- Be sure to leave the "EDA Provider" as -Default Provider-.

You are now ready to click the Run Report button.



When the report is done running you will have a page of results. **The items in green font will need to be transposed to the application.** The example below is questions 16a, 16b & 16c.

*(Report results)*

16a) Total number of participants served (All / Adults).	143 / 76
16b) Number of adult participants or head of households served that come from the street, place not meant for habitation, emergency shelters, safe havens or fleeing domestic violence.	72
16c) Percentage of adult or head of household participants that entered from the sources above (b)/(a).	95%

*(Application)*

<b>16</b>	<b>Prioritization of literally homeless or fleeing domestic violence: Refer to the most recently-completed operating year for which an APR has been submitted. (5 points)</b>
a. Total number of participants served by project: (ALL/Adults)	/
b. Number of adult participants or head of households (HoH) served that came from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence:	
c. Percentage of adult participants served or HoH who entered from the sources above (b)/(a). (5 points for 100%; 4 points for at least 95%; 3 points for at least 90%; 2 points for at least 85%; 1 point for at least 80%; no points for lower than 80%)	

The following application questions should be completed from the report results:

- 12b, 13, 14, 16a, 16b, 16c (all projects)
- 21b1 and 21c1 (RRH and TH ONLY)
- 21b2 and 21c2 (PSH ONLY)

You will be required to provide a copy of the report with your application, to export the report for printing, click on the printer icon button on the top right of your screen. This will save the file as a PDF to your computer for printing.



**2018 Iowa Balance of State CoC I**