

Milwaukee Providers' Required Reports

Grant	Due Date	Report	Parameters	Report Sent to:
ALL HMIS Programs – Data Quality	Monthly	ART-Public Folder-Milwaukee CoC – Data Completeness Reports - 0640 - HUD Data Quality Report Framework - v5	Select Provider CoC Code: <u>None Selected</u> Select Reporting Group Name: <u>None Selected</u> Select Provider: <u>Name of program.</u> EDA Provider: <u>default provider</u> Enter effective date: <u>Same as End Date</u> Report Start Date: <u>10/01/2016</u> Report End Date PLUS 1 Day: <u>1st Day of the following month</u>	<u>Report is not sent out.</u> This is a way to assist in ensuring the data quality meets the standard for the CoC. This will avoid mass data clean-up's.
United Way Grantees	United Way Grant period	ART-Public Folder-Milwaukee CoC – Data Quality & Completeness Reports - United Way Demographics Reporting 2016	Enter Value(s) for Provider ID: <u>Select program</u> >United Way funded program Report Start Date: <u>Beginning of reporting period</u> Report End Date PLUS 1 Day: <u>1st Day of the following month</u>	United Way grant administrator.
ALL HOUSING PROGRAMS – Point in Time (HIC) **Permanent Supportive Housing & Rapid Re-housing programs	5th of every month.	ART - Public Folder - Milwaukee CoC - Point in Time and Housing Inventory Reports- Shortcut to 0628 – HIC Supplement-v7.5 2017 Data Standards	Select Provider CoC Code: <u>None Selected</u> PIT Date Plus 1 day: <u>Last Thursday of the month</u> Select Provider: <u>Select Program</u> Enter value(s) for HUD Standards Information CoC Code: <u>blank</u> Enter value(s) for Reporting Group: <u>blank</u> Enter effective date: <u>Same as End Date</u>	Once HIC is filled out, nothing else needs to be done. Zach will contact if any corrections need to be completed

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ALL HOUSING PROGRAMS – Point in Time (HIC) **Emergency Shelters, Transitional Housing & Safe Havens	5th of every month.	ART - Public Folder - Milwaukee CoC - Point in Time and Housing Inventory Reports – Shortcut to 0630 – Sheltered – Unsheltered PIT 2017 v19	Select Provider(s): Select program Select Provider CoC Code: blank Enter value(s) for reporting group: blank EDA Provider: default provider Enter Effective Date: Last Thursday of the Month Enter PIT Date: Last Wednesday of the month Enter PIT Plus 1 Day Date: Last Thursday of the Month	Once HIC is filled out, nothing else needs to be done. Zach will contact if any corrections need to be completed
ALL Housing Programs	5th of every month	ICA created Google Link	Indicate capacity for each housing program.	Zach will send out a link for each housing provider. Please be sure to report any changes in capacity, beds, units, population served, etc. If there are no changes, you will only be required to indicate no change without having to fill out the entire form.
ALL HOUSING PROGRAMS- AHAR	10/15	AHAR – (Annual Housing Assessment Report) Canned Report	Provider: Select program **This provider ONLY Type of Data to Use: ShelterPoint Stays & Entry/Exits (if not a shelter then just Entry/Exits) Table Shell: Dependent on type of program. May need to run 2 reports if families and singles served under same program Operating Date Range: 10/1 to 9/30 PIT Dates: Last 4 Wednesday of October, January, April and July of the grant year) E/E Types – Select the Entry type the program currently uses.	No report is due. All data corrections must be made no later than 10/15.

Grant	Due Date	Report	Parameters	Report Sent to:
ESG – State ETH	10th of every month	Google link (provided to you by ICA)	This is a link that Deanna has access to. Simply plug in the numbers based off of the CAPER report.	No need to print. Automatically updates on Deanna’s Master sheet
ESG – State ETH	10th of every month	Canned Report: Reports-ESG CAPER (HDS v5)	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>7/1 to end of reporting month</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	Mail to Deanna Wilbern @ CDGA office. All forms (Cost Reports and Backup Documentation) must be mailed together. Do NOT include client data.
City ESG	10th of every month	ART-Public Folder- Milwaukee CoC- 2017 Direct Benefits form by Entry Exit This report also contains your back up documentation.	Entry/Exit Type: Select the Entry type the program currently uses. Select Provider: Select program Enter End Date Plus 1 Day: 1 st Day of the following month Enter Start Date: January 1	Mail to Ahong Cha @ CDGA office. All forms (PAR, DBF, Cost Reports and Backup Documentation) must be mailed together.
City ESG	10th of every month	Activity Report	You will have to manually plug these numbers in based on the Direct Benefits report.	Mail to Ahong Cha @ CDGA office. All forms (PAR, DBF, Cost Reports and Backup Documentation) must be mailed together.
CDBG	10th of every month	ART-Public Folder- Milwaukee CoC- 2017 Direct Benefits form by Entry Exit This report also contains your back up documentation.	Entry/Exit Type: Select the Entry type the program currently uses. Select Provider: Select program Enter End Date Plus 1 Day: 1 st Day of the following month Enter Start Date: January 1	Mail to Ahong Cha @ CDGA office. All forms (PAR, DBF, Cost Reports and Backup Documentation) must be mailed together.
CDBG	10th of every month	Activity Report	You will have to manually plug these numbers in based on the Direct Benefits report.	Mail to Ahong Cha @ CDGA office. All forms (PAR, DBF, Cost Reports and Backup Documentation) must be mailed together.
City ESG - CAPER	February 1	Canned Report: Reports-ESG CAPER (HDS v5)	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>1/1 to 12/31</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	<i>Please make sure you fix all missing data elements prior to deadline.</i>

Grant	Due Date	Report	Parameters	Report Sent to:
State ETH - CAPER	May 15 – First round June 15- Second Round	Canned Report: Reports-ESG CAPER (HDS v5)	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>4/1 to 3/31</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	<i>Please make sure you fix all missing data elements prior to deadline.</i>
HUD CoC	SAGE submission is due 90 days from the end of the grant period.	Canned Reports – CoC - APR	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>Funded grant year</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	Reports uploaded to HUD in SAGE
HUD COC	<u>April 10</u>	Canned Reports – CoC - APR	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>1st Qtr of grant year. For example 1/1/18 to 3/31/18</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	Reports sent to Rafael Acevedo & Claire Shanahan – LEAD CoC Each CoC funded project has different funding grant years, please make sure you are running the reports for your respective grant.
HUD COC	<u>July 10</u>	Canned Reports – CoC - APR	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>2nd Qtr of current grant year</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	Reports sent to Rafael Acevedo & Claire Shanahan – LEAD CoC

<i>HUD COC</i>	<u>October 10</u>	Canned Reports – CoC - APR	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>3rd Qtr of current grant year</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	Reports sent to Rafael Acevedo & Claire Shanahan – LEAD CoC
<i>HUD COC</i>	<u>December 10</u>	Canned Reports – CoC - APR	Provider Type: <u>Provider</u> Provider: <u>Select program</u> Program Date Range: <u>4th Qtr of current grant year</u> E/E Types – <u>Select the Entry type the program currently uses.</u>	Reports sent to Rafael Acevedo & Claire Shanahan – LEAD CoC