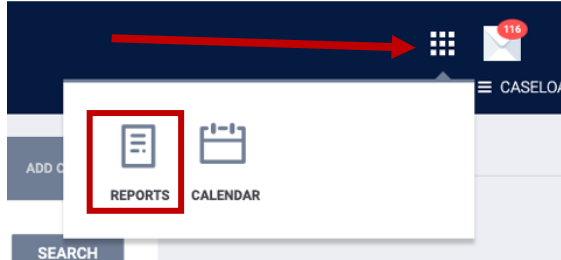


## Running a CE APR Report in the HOPE System



1. Navigate to the Reports Library within the Launchpad.



2. Locate the report, **[HUDX-235] CE APR [FY 20XX]**, 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)	<div>Choose...</div> <div>All</div> <div>Emergency Shelter</div> <div>Transitional Housing</div> <div>PH - Permanent Supportive Housing (disability required for entry)</div>	
Program Status	All Programs	▼
Program(s)	<div>Choose...</div> <div>All</div> <div>Housing for Survivors - EHV</div> <div>Housing For Survivors - RRH</div> <div>San Francisco Coordinated Entry for Survivors</div>	
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	
<div>SUBMIT</div>		

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