ESG CAPER GUIDEBOOK

For ESG CAPERs submitted on or after October 1, 2018

Version 2

Contents

Date	Change
October 1, 2017	ESG CAPER Guidebook (v.1) published
May, 2018	Guidebook revised to clarify frequently asked questions and provide clarification on new look, features and functions.
October 1, 2018	Guidebook revisions to explain and illustrate new features including; • Improved Subrecipient Link & CSV Upload functionality, • Improved ability to manage subrecipient lists. • Table sorting and filtering functionality • New method to upload previous years subrecipient list to save time. • Structural error Q22c indicating the incorrect CAPER.

Introduction

The Consolidated Annual Performance Evaluation Report (CAPER) is the primary mechanism for Emergency Solutions Grants (ESG) Program accomplishment reporting. In the initial May 2012 release of the eCon Planning Suite, HUD included limited screens for the ESG portion of the CAPER (screens CR-60, CR-65, CR-70, and CR-75). HUD informed recipients that this initial release was a "transition" CAPER and that HUD would develop a more comprehensive report template at a future date. HUD updated the ESG CAPER in October 2015 and launched ESG-CAPER Annual Reporting Tool (eCart), which required reporting from the Homeless Management Information System (HMIS) or, where appropriate, comparable database. This redesign aligned the ESG CAPER with the Continuum of Care (CoC) Program's Annual Performance Report (APR).

Beginning October 1, 2017, recipients may use *Sage* to report all required HMIS data on persons assisted with ESG. The *Sage* screens for ESG replace screen CR-65 in the eCon Planning Suite and eCart. Recipients can no longer use eCart; subrecipients may upload their ESG CAPER report directly into *Sage* instead.

Grant information in *Sage* is populated on a regular basis with grant and financial information captured in the Integrated Disbursement and Information System (IDIS).

Below is the sequence of information flow from individual homeless assistance providers (the subrecipients responsible for entering data into HMIS) to the ESG recipient (responsible for submitting the CAPER report to HUD).

1. Subrecipients (homeless assistance providers) enter data into the CoC's HMIS or comparable database for one or more projects set up in their system, corresponding to the instructions in the ESG Program HMIS Manual. For example, if receiving ESG funds for Emergency Shelter (ES) and Rapid Re-Housing (RRH), Nonprofit A would enter data for two projects in HMIS: one for ES and one for RRH.

2. Recipients identify their subrecipient projects in *Sage* creating a reporting link to send to each subrecipient via an email generated by *Sage*.

3. Recipients must provide a due date for the subrecipients to upload their CSV-ESG CAPER via email outside of *Sage*, which should also remind subrecipients that the email from *Sage@Sage*hmis.info contains the information they will need to submit their report.

4. Subrecipients generate their CSV-ESG CAPER Report, with assistance from their HMIS Lead as necessary, and upload it to the link provided to them via the *Sage*-generated email. The report is generated by the HMIS or comparable database[1] in a Comma Separated Value (CSV) format and contained in a zipped file, consistent with the CoC APR and ESG CAPER HMIS Programming Specifications. Recipients will receive email confirmation of successful uploads.

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[1] Victim services providers, as defined in Section 40002 of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (42 U.S.C. 13925), are only permitted to enter data into a comparable database, and their reports must be generated by data from that system.

5. Recipients complete the full CAPER submission in *Sage* by

    a. Reviewing the CSV uploads from each submission ensuring there is data transmitted consistent with the number of persons expected to be served with ESG for each project;

    b. Completing the Contact Information, Grant Information and Additional Information Form;

    c. Having the recipient's staff with Data Entry and Account Admin user level access sign and submit the CAPER to HUD; and

    d. Downloading the *Sage* combined report, which is then uploaded as an attachment on Screen CR-00 of the eCon Planning Suite.

Sage User Accounts

Add NEW *Sage* Users

All new *Sage* users must create an account and be authorized to use *Sage* prior to viewing or editing any information. **Only ESG recipients** will be given *Sage* accounts; ESG subrecipients can only access *Sage* via upload links. To add users, follow these steps:

Click the Create an account link under **New User?**
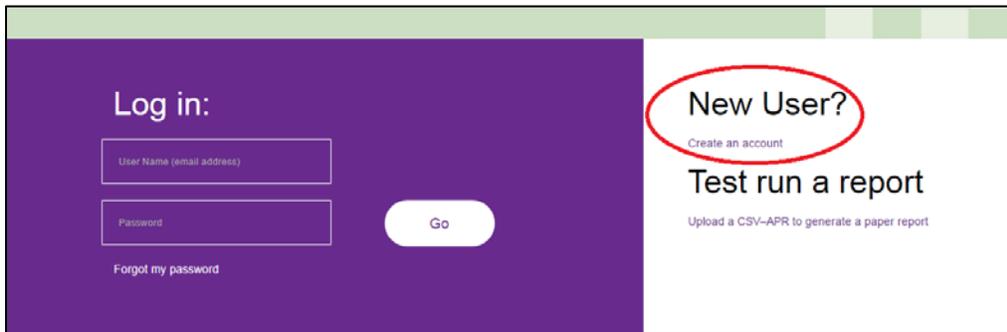
Complete the form with the user's contact information

Enter the log in information:

- The user should enter their work email address, which *Sage* will establish as the username and where *Sage* will send email regarding activity.

- Create a password for the account. Passwords must contain:
  - o At least 6 characters;
  - o At least one uppercase letter; and
  - o At least one special character (*, $, #, etc.).

Identify the access level the user needs by selecting the **position** and the appropriate associated **entity (ESG recipient name)** as follows:

Position	Entity (ESG recipient name)
Recipient – ESG Grant	Type part of the name (e.g. Alabama) and then select the name of the ESG recipient from the drop-down menu. The name is listed as it appears in IDIS. (e.g. ESG: Alabama Nonentitlement)

Sage uses reCAPTCHA as part of its security. The user will check the box telling reCAPTCHA that it is not a robot, then follow the prompts. reCAPTCHA might generate pictures and instructions for the user to select specific ones or the user can elect to use the audio link to hear cues for the user to enter.

Click **Request Account,** and an **Account Created** pop up message will display to indicate the user's part of the process is complete. The user will receive an email confirmation sent to the email account used in setup, indicating the account request was generated. The entity authorized to approve the log in will also receive an email indicating the user is awaiting approval.

This account will then need to be approved by the ESG recipient's staff with a user level of Data Entry and Account Admin, who will both approve the request and set the user level in *Sage*. If you created an account in *Sage* and were not approved within 72 hours, please ask the ESG recipient's staff who has a Data Entry and Account Admin user level to approve your request for an account in *Sage*.

Update an existing account to add ESG:

Users with an existing *Sage* account (i.e., for the Continuum of Care Program) must not add a new account. Rather log onto *Sage* and follow the following steps:

1. From any dashboard, click MY ACCOUNT in the navigation bar.
2. Click "Add Association".
3. Select "Recipient – ESG Grant" for the position.
4. Type in a part of the entities name (e.g. "Alabama" for ESG: Alabama Nonentitlement) and select the correct entity from the list.

This account will then need to be approved by ESG recipient staff with Account Admin user level access before the user may have access to *Sage* for ESG. Please allow 72 hours for approval.

Account Approval

Every ESG recipient must have a Data Entry and Account Admin user level. The person(s) with this user level are authorized to approve other *Sage* ESG users for the recipient that want to have access to *Sage*. When someone (new or existing *Sage* user) has requested access to *Sage,* the Account Admin receives an email indicating there is someone waiting for them to approve their request. Within 72 hours, please log onto *Sage* and approve or deny access.

On the ESG Dashboard there is a notification box for persons awaiting approval and a link to approve them:
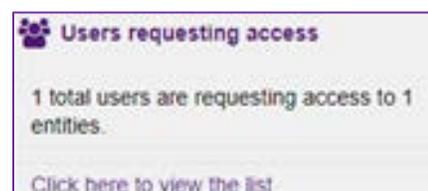
ESG users must only authorize ESG recipient staff or persons designated by the recipient to work on the recipient's CAPER submission. Subrecipients **must not** be given access to *Sage*; there is no subrecipient role or function that necessitates a *Sage* account or access to the system. Subrecipients will receive directions and a link for their report submission via email and **must not** register for an account in *Sage* for ESG.

If the ESG recipient does not have an Account Admin position for any of their users, the recipient should submit an AAQ that identifies an Account Admin user selected by the recipient and request the AAQ to approve the authorization request. To request authorization, recipient staff should follow the "Add NEW *Sage* Users" instructions above if the Account Admin is a new user. If the Account Admin is an existing user, recipient staff should follow the "Update an existing account to add ESG" instructions above to request authorization. The AAQ will approve the appropriate authorization for any person who is designated by the jurisdiction and has an email address affiliated with the jurisdiction. The AAQ will not approve any subrecipients, Continuum of Care staff, or HMIS Lead users.

ESG User Levels

User Levels are assigned at the point of approval. The different user levels are:

    a. **Data Entry and Account Admin**: Users with this level of access have the ability to enter and edit data in *Sage,* approve access for other users, and submit the ESG CAPER in *Sage* on behalf of the recipient for HUD CPD Field Office review. This level of access will be common for recipient leadership staff. Users with these privileges can add users and change the user level of other recipient staff with *Sage* access.

    b. **Data Entry**: Users with this level of access are able to enter data and submit a completed ESG CAPER in *Sage*. This user level is most common for recipient staff responsible for entering and submitting ESG CAPER data.

    c. **Data Viewer**: Users with this level of access have the ability to see information in *Sage* but cannot enter or edit data or submit the report in *Sage* for HUD's review.

ESG Dashboard

The ESG Dashboard, customized for each recipient, is the landing page recipients use to access their ESG CAPER information and submission in *Sage.*

ESG Information from IDIS

Information as of | 6/1/2018

FISCAL YEAR	GRANT NUMBER	CURRENT AUTHORIZED AMOUNT	TOTAL DRAWN	BALANCE	OBLIGATION DATE	EXPENDITURE DEADLINE
2018						
2017						
2016						
2015						
2014						
2013						
2012						
2011						
Total						

Users requesting access

0 total users are requesting access to 0 entities.

Click here to view the list

Access the current ESG CAPER

- no data -

Submitted and Reviewed CAPERs

(none)

Quick Link to Subrecipient Email Links

Please enter your Program Year Dates before you create links for Subrecipients.

The segments on the dashboard include:

ESG Information from IDIS

This table is embedded in several ESG CAPER screens in *Sage* as a reference for the recipient to use in reporting. It outlines the financial status of all the recipient's ESG grants as reflected in IDIS. The information from IDIS is updated weekly as of the date shown above the chart.

Users requesting access

Persons who have logged onto *Sage* and have Data Entry – Account Admin rights to ESG will see if a user is requesting access and can link to the approval from this section.

Access the current ESG CAPER

This is a direct link to the current ESG CAPER Report Launchpad. It is the link recipients use to access the ESG CAPER report under development.

Submitted and Reviewed CAPERS

Previous CAPER submissions are listed and linked to the actual submissions for the date range identified.

Quick Link to Subrecipient Email Links

This link is a shortcut to the Subrecipient Information page, where recipients create and manage a list of their projects and contact persons for each project and then create links for subrecipients to upload data for the ESG CAPER. Access to the links is not available until the recipient completes Step 1: Program Year Dates by entering its program year into the ESG CAPER Report.

Submitted CAPERs

Links to CAPERS that have been submitted are listed here.

Reports

The Reports section of the dashboard provides access to ESG CAPER reports that recipients can download from *Sage* to use for public comment and posting in the eCon Planning Suite. *Sage* developers are continuously enhancing reports to meet the needs and requirements of both Recipients and HUD. The reports currently available include:

CAPER Data

- **View/print CAPER** – generates a combined ESG CAPER document for reporting.
- **CAPER Aggregator** – generates a report based on data from subrecipients' CSV upload(s). The report may be generated for an entire CAPER submission or filtered by project type (e.g., all emergency shelter data) and/or question (e.g., Q7 Number of Persons Served).
- **CAPER Aggregator – unsubmitted** works like the CAPER Aggregator but will work for recipients prior to submission of the CAPER to HUD to facilitate narrative information for analysis and/or reporting.
- **CAPER Detailed View** – generates a filtered report, similar to the CAPER Aggregator, but instead of producing the data in report tables, data is presented in a flat line format with each project on its own line of an Excel spreadsheet.

Lists

- **Lists Grants and Submissions at an Entity –** is a report on ESG grants for the recipient and the latest status date.
- **Users at an Entity –** is a report that shows all active users of the recipient and their user level.

Submission Launchpad

When users open the ESG CAPER - FY 2016 Report, they are taken to the **Submission Launchpad**.

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Submission Status Date ● In Progress 👁VIEW			
Step 1: Program Year Dates	9/20/2018	✔ 1/1/2017 - 12/31/2018	✐ EDIT
Step 2: Subrecipient Links & CSV Uploads **New for 10/1/2018:** View all links and CSV uploads together - click "VIEW" to the right.		❗ 0 sent, 0 submissions	👁 VIEW / EDIT
Step 3: ESG CAPER Submission			
Contact Information		❗ Missing	✐ ADD
Grant Information		❗ Missing	✐ ADD
Additional Information		❗ Missing	✐ ADD
Sign and Submit	10/8/2017	◉ Not Started	👁 VIEW / PRINT COMPLETE CAPER
👁VIEW ALL Status Changes and Notes			

Throughout the forms in *Sage,* you will find ADD, EDIT, and VIEW links. These links each have a different function:

- **ADD** – enables you to complete a new form.
- **EDIT** – enables you to correct a mistake on a form or complete a form that you began but did not complete.
- **VIEW** – enables you to only VIEW the form. The VIEW function disables the ability to change the information on the form even for a user with a Data Entry user level. The function is VIEW only for users who have a Data Viewer user level or for forms that have already been submitted to HUD.

Status

The first part of the Submission Launchpad provides basic information about the specific report being accessed.

Submission Status: tracks the status of a CAPER by date. The status levels are:

- *Not Started* – indicating no form in the submission has had data entered and saved to it.
- *In Progress*- indicates that information for the submission has begun and at least one form has had data entered and saved to it.
- *Submitted* – indicates that the recipient has completed and submitted the report to the HUD field office.

Step 1: Program Year Dates

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Step 1: Program Year Dates		❗ Missing	☑ ADD

Program Start Date:	
Program End Date:	

The recipient must begin the process by entering in the Program Start and End Dates by clicking on the ADD link (see screenshot above). The subrecipient list and links cannot be created until the date is entered. The dates entered here establish the reporting period for the CAPER submission. Once entered, these dates must not change because this date range will be prepopulated in the subrecipients' upload links to ensure subrecipients use these start and end dates to generate their CSV-ESG CAPER Report uploaded to *Sage*.

> *Note: a new CAPER may not be started until the prior one has been submitted to HUD.*

Step 2: Subrecipient Links & CSV Uploads

This form was updated in October 2018, combining all the information about the subrecipient data in one place.

Subrecipient Links and CSV Uploads

Create new Subrecipient Link

Operating Dates	1/1/2017 through 12/31/2018	**Organization Name**	Organization Name
Project Name	Entity Name	**Project Type**	
Contact Name	Contact Name	**Contact Email**	Contact Email

Will this link allow CAPER Exception uploads? ○ Yes ● No

Send   Clear

Click here to download a blank bulk import template.

Select the completed upload template using the upload control below.

Browse...   Upload

CSV Uploads

Filter by Organization Name: ▢ Filter by Project Type: ▢

howing 0 to 0 of 0 entries Show 50 ∨ entries   Download as Excel Copy to clipboard   Filter: ▢

ORGANIZATION NAME	PROJECT NAME	PROJECT TYPE	CONTACT NAME	CONTACT EMAIL	LINK SENT ON	CSV EXCEPTION GRANTED	UPLOAD RECEIVED ON	TOTAL CLIENTS	TOTAL HOUSEHOLDS	ACTION	VIEW/PRINT
						No data available in table					

Create a subrecipient link for each project the recipient has funded that operated during the listed reporting period (i.e., the recipient's program year).

Operating Dates	1/1/2017 through 12/31/2018	Organization Name	ABC Organization
Project Name	Shelter A	Project Type	Emergency Shelter
Contact Name	Mary Smith	Contact Email	msmith@abcorganization.org

Will this link allow CAPER Exception uploads? ○ Yes ● No

Send   Clear

- Enter the name of the organization.
- Enter the name of the project. Use a name that the subrecipient will recognize to ensure you receive data for the specific project you intend to include in your CAPER submission.
- Select a project type from the drop-down choices. The project type identifies the specific kind of project funded and is more descriptive than the ESG component types.
- Enter the name of the person who is the contact for ESG reporting at the organization.
- Enter the email address of the contact person. Note: this is the person who will receive the link submission information as the subrecipient and will be responsible for uploading the information.
- For domestic violence providers only – if the recipient has determined an exception for the CSV upload is needed, change the button from no to yes.
- Press **Send** to generate the email to the contact person with a link to submit their CAPER.
- The clear button clears all cells in the form for the recipient to begin again.

Unlike eCart, which required the recipient to review data for duplicate projects, data errors and project type errors, *Sage* ensures that only one CSV file can be uploaded per project and automatically checks each project report for data errors before it can be uploaded in the system. When a subrecipient submits the CSV file via the submission link, *Sage* checks the following before accepting the CSV file:

- The file is submitted in the correct CSV file structure;
- The file contains only aggregate data as required by the programming specifications (i.e., no client-level data);
- Each table shell is validated to the table in Q5;
- The project type entered by the recipient (as reflected in the Subrecipient list) matches the project type identified in Q4 (from the HMIS).

If the file does not pass the upload review in *Sage*, the subrecipient will not be able to upload the file. When a file fails the upload review, the subrecipient receives information on the link screen that identifies the error and the steps needed to correct the error.

Upon pressing **Send,** *Sage* adds the information to the CSV Upload list that tracks for the recipient the links sent and uploads received.

ORGANIZATION NAME	PROJECT NAME	PROJECT TYPE	CONTACT NAME	CONTACT EMAIL	LINK SENT ON	CSV EXCEPTION GRANTED	UPLOAD RECEIVED ON	TOTAL CLIENTS	TOTAL HOUSEHOLDS	ACTION	VIEW/PRINT
ABC Organization	Shelter A	Emergency Shelter	Mary Smith	msmith@abcorganization.org	2018-09-20 15:17 pm	No				⬤ VIEW LINK ✎ EDIT LINK ⌦ DELETE LINK	

Create Links with a Bulk Import Template Option

Click **here** to download a blank bulk import template.
Click **here** to download a bulk import template prepopulated with last year's CAPER links.

Select the completed upload template using the upload control below.

[_____ Browse...] (Upload)

Recipients have the option of using a bulk import template instead of manually entering each subrecipient directly into *Sage*.

- To create a list of subrecipients for the first time use the click **here** function to download a template with the information and format required to upload the list of subrecipients.

- Complete the template with information about each project operated by all subrecipients.

- To download a template which is prepopulated with all of the subrecipients exactly as they were used in the previous year's CAPER use the second click **here** function.

  For prepopulated templates, carefully review the downloaded information to make the necessary updates (e.g., change contact info; no longer provide an exception; add newly-funded subrecipients; delete rows for entities that did not operate during the reporting period or are no longer funded).

  Important tip: if you or your subrecipients had difficulty identifying any projects from the last submission, this is your opportunity to rename the projects in a more meaningful way to both the recipient and subrecipient.

After completing and saving the template on your computer, upload it to *Sage* by selecting **Browse...** to find and click on your template in your computer. When the name of the file appears, click "Upload". At this point, each of the subrecipient contact persons will be sent an email with their individual upload link(s), and the subrecipient list in *Sage* will be auto populated.

ESG Program Component - Activity	Project Type†
Street Outreach	Street Outreach
Emergency Shelter – Shelter Operations	Emergency Shelter Day Shelter** Transitional Housing***
Emergency Shelter – Essential Services*	Emergency Shelter Day Shelter** Transitional Housing***
Emergency Shelter - Renovations	Emergency Shelter Day Shelter** Transitional Housing***
Homelessness Prevention	Homelessness Prevention
Rapid Re-Housing	PH: Rapid Re-Housing

*Essential services funded under the Emergency Shelter component of ESG must be categorized under the Emergency Shelter, Day Shelter, or Transitional Housing project type, as applicable.

**Project Type: Day Shelter – Projects that receive ESG funding under the Emergency Shelter component where the activity is carried out in a Day Shelter should select Project Type: Day Shelter instead of Emergency Shelter. Day Shelters are defined as projects that offer daytime facilities and services (no lodging) for persons who are homeless. All Day Shelter projects are required to collect data and report outcomes like those of any Entry/Exit Shelter (i.e., 1) the project reports performance from project start to project exit, if there is a consistent service delivery between start and exit; and 2) that the project is providing services which include a focus on increasing income and housing placement).

***Project Type: Transitional Housing – There are some Transitional Housing projects that were funded under the Emergency Shelter Grants program in FY 2010, which are "grandfathered" into ESG funding. In such cases, accomplishments for these projects will be reported under "Emergency Shelter" for the Consolidated Annual Performance Evaluation Report (CAPER) but must continue to be identified within the HMIS as Project Type: Transitional Housing.

†Project Type: Services Only – For ESG-funded projects, only legal services providers may be set up in HMIS (or their comparable database) with a project type of 'Services Only.' In the event that the legal services provider receives funding from multiple sources, a separate project must be set up for clients receiving services funded under ESG to ensure that reporting includes only clients served with ESG funds.

A CSV Exception enables a subrecipient to submit a CAPER in a special Excel table instead of a CSV format. **Will this link allow CAPER Exception uploads?** The selection defaults to "no". Change the response to "yes" only when the following conditions are met:

1. The subrecipient is unable to generate an CSV-CAPER Report;
2. The subrecipient has informed you of that situation (NOTE: many subrecipients who were unable to generate a CSV in the first year of *Sage* have updated their systems. Recipients should not assume that a provider cannot generate a CSV simply because they could not do it in a previous year.)
3. The subrecipient has provided you with a plan to be able to generate the CSV-CAPER Report by the next reporting period.

   By saying "yes," the recipient is providing the subrecipient with both a one-time exception from submitting a CSV-CAPER Report and an excel template for the subrecipient to complete. *Sage* will automatically generate an email that includes a link to the CAPER Exception Template, which allows the template to be uploaded when submitted.

Additional Exception Information:

- All HMIS systems are required to have CSV reporting capabilities; therefore, subrecipients are required to participate in HMIS and should not be provided with the exception unless the subrecipient's situation has been reviewed with HUD via the AAQ.

- Subrecipients who are domestic violence providers are not allowed to use HMIS. They use a comparable database system. A comparable database must generate the ESG CAPER Report and must be able to generate that report in a CSV extract.

- In the first year of CAPER reporting in *Sage,* HUD recognized that some comparable database systems could not generate the CAPER Report in CSV format. Recipients were able to provide a one-time exception for these subrecipients upon their request if they had an acceptable plan to improve their comparable database functionality in order to meet CSV-ESG CAPER reporting requirement for the next reporting period.

- HUD recognizes that, during this second year of CAPER reporting in *Sage*, some subrecipients using a comparable database have not fully implemented their plan to improve their system's functionality in order to generate the CSV-ESG CAPER. If the subrecipient can 1) provide a reasonable explanation for why the plan was not completed in time; AND 2) show that the plan to improve their comparable database functionality is underway, the recipient may allow an exception.

VIEW A LINK

The VIEW LINK action will open a window with the CAPER Upload Link the subrecipient was sent. Clicking on the link will take you to the exact link page the subrecipient received.

EDIT A LINK

The EDIT LINK action will open the subrecipient link information which will allow you to change any of the information on the form, change the link to enable CAPER Exception template upload, and/or resend the email.

You may EDIT the link to take any of the following actions:

- **Organization name –** may be corrected as needed.
- **Project name** – may be corrected/updated as needed.
- **Project type –** should only be changed if the recipient and the subrecipient, or HMIS Lead identify an error in the project type that is prohibiting the upload of the CSV file. The project type within the HMIS and uploaded in the CSV file in Q4 must match the project type identified in the CAPER. Detailed instructions on project types for ESG are found in the ESG Program HMIS Manual.
- **Contact name and Contact Email** – should be changed if the subrecipient notifies the recipient about a staffing change.

You must resend the link if you have changed any of the information. Change the "no" to "yes" to resend the email. **Save** your changes.

DELETE A LINK

If you created a link in error, use the Delete Link button to delete it. This will delete both the ability for the subrecipient to use the link they were sent, AND any contents they already sent (CSV Upload) to that Link.

RESENDING AN EMAIL LINK

If you make changes to a link you must resend it to the subrecipient by changing the Resend email from no to yes. You may also use the resend an email when you have not made any changes to the information, but the subrecipient needs to receive the link again.

CSV Uploads (Subrecipient list) – *new*

The **CSV Uploads** list tracks all links sent by the recipient and all CSVs uploaded in *Sage* by subrecipients. This new feature provides the recipient with a centralized location to view, edit, or delete links (and their associated CSV uploads). **After sending all links, recipients must use this CSV Uploads list for monitoring uploads and take other actions.**

When a link has been uploaded the list will also update with the information as shown below. (Note: if you know a link has been submitted and your screen does not update, refresh the page to see the upload.)

Using the CSV Upload List

1. **Subrecipient identification** – The organization name, project name, project type, contact name and contact email identifies the information sent in the link to the subrecipient for them to submit their CSV based on.

2. **Link sent on** – Is the date and time the link was sent to the subrecipient.

3. **CSV Exception Granted** – Identifies if the link you sent to the subrecipient which enables a CSV Exception. Note: Please carefully read "Allow DV Exception" information in this guide before you enable an exception. If you EDIT a link to enable a CSV exception that was not originally granted or elect to remove the exception and accept a CSV upload the information in this column will change when the new link email is sent to the subrecipient.

4. **Upload Received On** – Identifies the date and time the CSV upload was sent from the subrecipient to the CAPER via the link.

   Check Total Clients / Total Households Data– When the link is uploaded the total number of clients and total number of households as reported in the CSV upload are visible in those columns. The information in Total Clients and Total Households must be reviewed by the Recipient. If the total number of clients and households reflected in the table appear to be significantly greater or lesser in number than what the recipient would reasonably expect based

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on the level of ESG funding, the ESG recipient should follow up with the subrecipient to: 1) ensure that the data being reported is accurate; and 2) address potential performance or funding issues if the reported data accurately reflects the subrecipients performance. There must be a number greater than "0" in both columns for the CSV to have been generated and uploaded correctly.

5. **ACTION –** The Action column is the way to <u>VIEW</u> a Link already sent to the subrecipient, <u>EDIT</u> a Link already sent to the subrecipient or to <u>DELETE</u> the link and upload entirely from the submission.

6. **VIEW/PRINT –** When a CSV is submitted the VIEW/PRINT functionality becomes enabled for that specific CSV upload.
   a. **VIEW –** You open the entire CSV submission of a Subrecipient
   b. **Q4 –** Opens only the information contained in Question 4 of the CSV upload. This information identifies the organization name, project name, and project type that was submitted in the CSV. If there is any reason to believe that the CSV received is not the correct CSV for the submission use this link.
   c. **Q5 –** Opens only the information contained in Question 5 of the CSV upload. This is the validation table for the entire CSV upload and will, at a glance, provide you with "summary information" regarding the submission. All tables in the CAPER are validated to this data upon upload of the CSV.

Filtering the List

The information on this list can be manipulated by the user in the following ways, which can be especially helpful for recipients with a larger number of subrecipients:

Next to each column, title use the triangle symbol to sort the list by the information in that column.
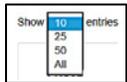
  The **Show entries** icon enables you to select the list size that appears on the screen.

The **Filter boxes** allows the user to search for and navigate long lists. You may filter by starting to type, or selecting from the populated drop-down list, by either the organization name or the project type. Use the Filter box to search for any other information (e.g. search for the contact name, or a specific date).

The function keys enable the list to be exported to Excel, CSV, or to copy the current page.

Step 3 ESG CAPER Submission

Step 3 in *Sage* is submitting the actual ESG CAPER information to HUD electronically through *Sage.* Recipients are also responsible for submitting this ESG CAPER information as a report in the eCon Planning Suite in the attachments section on screen CR-00.

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Step 1: Program Year Dates	9/19/2018	✔ 1/1/2018 - 12/31/2018	☑ EDIT
Step 2: Subrecipient Links & CSV Uploads New for 10/1/2018: View all links and CSV uploads together - click "VIEW" to the right.	9/19/2018	⏵ 3 sent, 2 submissions	👁 VIEW / EDIT
Step 3: ESG CAPER Submission			
Contact Information		❗ Missing	☑ ADD
Grant Information		❗ Missing	☑ ADD
Additional Information		❗ Missing	☑ ADD
Sign and Submit	9/21/2018	⏵ In Progress	👁 VIEW / PRINT COMPLETE CAPER (you have some incomplete forms)
👁 VIEW ALL Status Changes and Notes			

The following sections describe in detail, each step listed below, which are the forms required for the ESG CAPER submission in *Sage*:

1. Contact Information
2. Grant Information
3. Additional Information
4. Sign and Submit

For each of the submission steps:

- ADD – enables you to complete a new form.
- EDIT – enables you to correct a mistake on a form or complete a form that you began but did not complete.
- VIEW – enables you to only VIEW, not change the information on the form.
- VIEW/PRINT COMPLETE CAPER – enables you to generate all the information contained **Step 3 ESG CAPER Submission.**

Contact Information

The **Contact Information** form identifies the person that HUD will contact regarding the submission if any questions or issues arise. The contact person should be familiar with both the projects and the CAPER submission. The person identified on this form will receive the email from *Sage* acknowledging the submission of the CAPER in *Sage.*

All **bold** fields must be filled out. If you attempt to save the form without completing the required fields, *Sage* will identify the fields as missing information.

The **Grant Information** form provides HUD with basic information about the use of ESG funds during the program year.

ESG Information from IDIS As of 9/13/2017						
FISCAL YEAR	GRANT NUMBER	CURRENT AUTHORIZED AMOUNT	TOTAL DRAWN	BALANCE	OBLIGATION DATE	EXPENDITURE DEADLINE
2016						
2015						
2014						
2013						
2012						
2011						

ESG Information from IDIS is information updated weekly from IDIS into *Sage* and is provided to the recipient for reference. The date below the header indicates the date the information was retrieved from IDIS. Information entered into IDIS after that date will not show in *Sage* until the next upload. *(Note: When the CAPER is submitted into Sage, the information on this form will be locked, reflecting the data shown at the time of submission.)*

CAPER reporting includes funds used from fiscal year:
☐ 2016
☐ 2015
☐ 2014
☐ 2013
☐ 2012
☐ 2011

The **CAPER Reporting includes funds from fiscal year** section enables the recipient to identify which fiscal year(s) of ESG grant funding were expended during the program year and reported on in this report.

Project types carried out during the program year:

Enter the number of each type of projects funded through ESG during this program year.

Street Outreach	
Emergency Shelter	
Transitional Housing (grandfathered under ES)	
Day Shelter (funded under ES)	
Rapid Re-Housing	
Homelessness Prevention	

Project types carried out during the program year enables the recipient to identify the number of projects by project type that were funded and carried out during the program year.

This information is required to confirm the source of ESG CAPER data submitted into *Sage*.

1. **HMIS**
   - *Are 100% of the project(s) funded through ESG, which are allowed to use HMIS, entering data into the HMIS?* [yes/no]
   - *Have all projects entered data into **Sage** via a CSV – CAPER Report upload?* [yes/no]
     - If no, report the number of projects for which the recipient provided a one-time exception template to complete.
     - If no, report the number of projects that submitted a plan to their ESG recipient for meeting the CSV-CAPER report generation requirements for the next reporting year.

2. **Comparable Database**
   - *Are 100% of the project(s) funded through ESG, which were allowed to use a comparable database, entering data into the comparable database?* [yes/no] These projects include only those carried out by subrecipients that: a) meet the definition of victim service provider as defined at 24 CFR 576.2; or b) are legal service providers that elect to use a comparable database in lieu of HMIS.
   - *Have all projects entered data into **Sage** via a CSV – CAPER Report upload?* [yes/no]
     - If no, report the number of projects for which the recipient provided a one-time exception template to complete.
     - If no, report the number of projects that submitted a plan to their ESG recipient for meeting the CSV-CAPER report generation requirements for the next reporting year.

The **Subrecipient Reports** table lists each project that the recipient entered in their **Submission List** and for which project the subrecipient submitted a report in either a CSV format or via a CSV-Exception Template.

HUD does expect subrecipients, prior to uploading their CAPER-CSV into *Sage*, to review the data to ensure that, at a minimum, the project data reflects the accurate number of persons and households served during the program year. Beyond this cursory review, however, both recipients and subrecipients can use this data to measure project performance. Recipients also have many valuable uses for this data, such as informing site-visits/monitoring, performance reviews, and funding decisions.

Sign and Submit

From the **Launchpad** click VIEW/PRINT COMPLETE CAPER to review the complete ESG CAPER. The user should print or save the CAPER on the computer by using the PRINT feature.

To submit a CAPER:

1. All information must be completed. ✔ Completed

2. All **sent** requests for a CSV submission must balance with the ⏵ 3 sent, 2 submissions actual number of **submissions** received.

3. Click **Submit** to navigate to the **Submission** page. ⟳SUBMIT
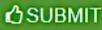
On the **Submission** page, the recipient's staff person responsible for the ESG CAPER submission sets the status to **Submitted**. Only ESG recipient staff with a user level of Data Entry and Account Admin may submit.
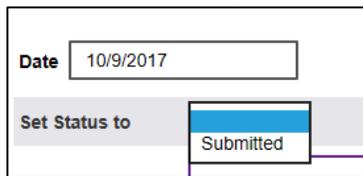
Date	10/9/2017
Set Status to	Submitted

The form will completely open:
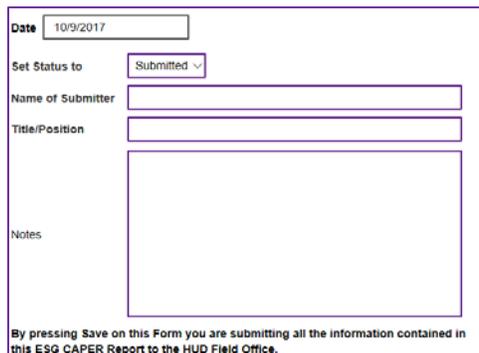
Date	10/9/2017
Set Status to	Submitted ⌄
Name of Submitter	
Title/Position	
Notes	

By pressing Save on this Form you are submitting all the information contained in this ESG CAPER Report to the HUD Field Office.

The recipient signs the submission by entering their name and title/position. A text box is available for the recipient to send a note to the field office as needed.

Problem with submitting

You must see a **Submit** button on the page to submit the CAPER to HUD. If you do not see the submit button one of two things is wrong:

1. All the forms in Step 3 ESG CAPER Submission have not been completed. Be sure there is a green check mark on the submission launchpad for each of the forms to see which one is incomplete.

2. The person attempting to submit is not the authorized Data Entry and Account Admin user level user by the recipient. To find out who that person(s) is go back to the Dashboard and scroll down to the Reports section. Under Lists – click on *Users at an Entity* and View the report. It identifies all users associated with the ESG recipient along with their user level.

Uploading ESG CAPER Report from *Sage* into the eCon Planning Suite

In addition to submitting their ESG CAPER report in **Sage**, recipients are responsible for submitting this ESG CAPER information as a PDF report in the eCon Planning Suite in the attachments section on screen CR-00. Because ESG HMIS CAPER data is now uploaded into **Sage**, recipients must not enter any data into the tables on screen CR-65.

Steps to upload your ESG CAPER PDF into the eCon Planning Suite:

1. Navigate your web browser to screen CR-00 in the eCon Planning Suite and click "Browse to Attach" for the first available attachment.

2. When you click "Browse to Attach" the following dialog appears (see below). Enter a "Title" for your ESG CAPER PDF file so that it is easily recognizable. Click "Choose File" to navigate to the folder or drive where you saved the PDF. Once the file is uploaded, click "Save".

3. This will return you to the CR-00 screen, where you can see that the ESG CAPER PDF has been successfully uploaded as an attachment:

Subrecipient Instructions

All ESG subrecipients (providers) must provide a CSV-ESG CAPER Report from their HMIS or comparable database system to report on their performance and outcomes. Subrecipients are required to submit this report for all ESG-funded projects. If a subrecipient receives ESG funding from multiple recipients, then they must submit the CSV-ESG CAPER Report to each recipient (city, state, county, or territory which sub-awarded the funding) for each project according to funding source. See the ESG Program HMIS Manual if you have questions about HMIS project setup for projects funded by multiple ESG recipients.

Unlike the CoC's Annual Performance Report, the CSV-ESG CAPER Report may not be run for multiple projects. Subrecipients must submit a separate report for each project. (Note: if a subrecipient operates three different shelters, and ESG funds each shelter, a separate CSV file must be generated from HMIS and submitted for each shelter.)

Receiving the email and your submission link

The ESG recipient will enter information in *Sage* and generate emails from *Sage* for each project funded during the program year. The email will include a hyperlink, unique to each project, that you will use to submit your CSV-ESG CAPER Report in *Sage*. Subrecipients do not receive permission to enter information directly into *Sage* and may only submit data via the hyperlink provided by the recipient.

If you received ESG funding to carry out multiple projects, you will receive multiple emails (one email for each project). If you were funded by multiple ESG recipients (e.g. you have an ESG grant both from the state and the city), you will receive a separate email for each project from each recipient.

- This email link is the only method which may be used to submit the CSV-ESG CAPER Report – you may not email the report or submit the information to the recipient in any other way.
- It is the subrecipient's responsibility to ensure that their email system will receive messages from *Sage*. *Sage* emails are sent from *Sage@Sage*hmis.info. Adding the address to your safe sender list and contacts may help ensure you receive all emails.

Generating the CSV-ESG CAPER Report

Report Generation. The CSV-ESG CAPER Report must be generated by your HMIS or, if you are a domestic violence provider under VAWA or a legal service provider, comparable database. The report is not designed to be hand calculated. No forms of submission other than the CSV-ESG CAPER Report, as specified in the CoC APR and ESG CAPER HMIS Programming Specifications, will be accepted. Please contact your HMIS Lead Agency for support with locating and/or generating the report from your HMIS.

Reporting Period. The ESG recipient's program year is the reporting period provided in your Submission Link. You must generate your CSV-ESG CAPER Report using those start and end dates.

This link may only be used to upload the CSV-CAPER 2018 Report for:			
Organization Name:	ABC Organization	**Project Type:**	PH - Rapid Re-Housing
Project Name:	ABC RRH	**Program Year:**	1/1/2017 to 12/31/2018

Exceptions. If you are a domestic violence or legal services provider who uses a comparable database system that cannot yet generate the CSV report, your recipient may elect to grant you a one-time exception. These exceptions are limited to subrecipients that cannot generate the correct CSV file. If you require an exception, please contact your ESG recipient as soon as possible and discuss your specific situation with them. You will be required to submit a plan to your recipient explaining how you will ensure that your HMIS or comparable database will generate CSV-ESG CAPER Report by the next reporting period. If the recipient approves the exception a CSV Template will be sent for the subrecipient to complete along with a special link to test and upload it to the CAPER.

Uploading the CSV-ESG CAPER Report

The submission link you received via email will take you directly to an upload page showing information about the particular project associated with the link followed by upload instructions.

ESG: Albany - NY *has provided you this link to upload your annual ESG Report that your recipient will submit to HUD as part of their Consolidated Annual Perfomance Evaluation Report (CAPER). Your annual ESG Report uploaded in Sage must be generated by your HMIS or comparable database named: "CSV-CAPER 2017 Report". Please follow these steps to upload your report:*

1. *Generate your CSV-CAPER 2017 Report from your HMIS or comparable data base for the program year shown above.*

2. *Save the file in a place where you can find it easily. The file must be locked so you cannot change any data in the file, or it will not upload into Sage.*

3. *Click on the Browse... button below. Your computer's file directory will appear. Find the CSV-CAPER Report you saved and double click or open it. This will make your file available to Sage, and you will see the name of the file next to Browse.*

4. *Check the box next to "I am not a Robot" and follow the verification steps if necessary.*

5. *Click on the green "Upload Caper" button.*

	Browse...

☐ I'm not a robot	reCAPTCHA Privacy - Terms

Upload CAPER

Sage uses reCAPTCHA as part of its security. Check the box to indicate you are not a robot, then follow the prompts. reCAPTCHA might generate pictures and instructions for the user to select specific ones or the user can elect to use the audio link to hear cues for the user to enter.

The **Results** message will identify if the **CSV-ESG CAPER Report** has passed all error checks or if there are errors.

If the upload passes, the following message will appear:

Results
✔ The upload has passed all validations.
Review the Project Identifiers and Report Validations, then click 'Attach to Jurisdiction'.

Sage will also show the information from the CSV-ESG CAPER Report contained in Q4 and Q5 to help the subrecipient verify that the uploaded project is, in fact, the project they intended to submit:

Q4: identifies the project descriptor data elements as reflected in the HMIS/comparable database; and

Q5a: identifies the report validation responses, i.e., the universe of clients being reported on.
If the upload fails, a failure message will be displayed. For example:

Results

Structural Error

Q6a.csv is missing from your upload.
Q6b.csv is missing from your upload.
Q6c.csv is missing from your upload.
Q6d.csv is missing from your upload.
Q6e.csv is missing from your upload.
Q6f.csv is missing from your upload.

Your upload is missing files. For an ESG-CAPER 2017 Report there must be 37 .csv export files contained in the upload. If you did not open or change the csv import then these errors must be fixed by the person who created the report in your HMIS or comparable database. Please contact the System Administrator at the HMIS Lead Agency for assistance.

Enter your email address and click GO if you want a copy of these errors

| Enter Email Address | GO |

The error message identifies what is missing or wrong with the file in red letters followed by a brief explanation of the issue. Send a copy of the error message to staff or your HMIS Lead by entering your email address and pressing **Go**. *Sage* will generate an email of the error message for you.

The error message identifies what is missing or wrong with the file in red letters followed by a brief explanation of the issue. Send a copy of the error message to staff or your HMIS Lead by entering your email address and pressing **Go**. *Sage* will generate an email of the error message for you.

Upload Errors

Structural errors

The files are required to be configured exactly as specified in the CoC APR and ESG CAPER HMIS Programming Specifications. The CSV is required to have the exact number of tables, each table must be labeled correctly, and each table must be set up exactly as specified. If the user did not open and in any way, change the CSV file, the issue is a programming error within the CSV file structure. The user will receive a message identifying where (e.g., Q9b) and what the issue is. The subrecipient cannot fix these errors; contact your HMIS Lead (or comparable database provider) to request assistance. They will need to contact the software vendor to correct the issue. The report will need to be regenerated from the HMIS or comparable database once the correction is made in the system.

NOTE on Q22c: If the structural error indicates that Q22c csv: Does not have the right number of rows or columns be sure you are using the most recent CAPER export from your HMIS or comparable database system. The newest CAPER report should be labeled 2018.

Report validation errors

The information contained in the CSV files is generated from an ESG CAPER report that has been programmed into the HMIS or comparable database. The programming for that report is detailed in the [CoC APR and ESG CAPER HMIS Programming Specifications](#). Data for certain questions within the report must validate or be consistent. For example:

If a subrecipient served 100 people in a project, then the report for that project must have basic client information (age, race, etc.) or "Client doesn't know/Client refused" responses for all 100 people. *Sage* compares each question to Q5a, the Report Validation question. If the report is not programmed correctly, the user will see the specific errors flagged (e.g., the total in 7a (495) must be greater than or equal to the sum of adult and child heads of households in Q5a (496)). The screen also displays the report validation table (Q5a) generated in the CSV-ESG CAPER Report for a quick reference.

A full list of validations can be accessed by clicking **RESOURCES** in the navigation bar in *Sage* and selecting **validations** from the drop-down menu on the **Search for help on…** feature. When using a CSV export created by the HMIS or comparable database, validation errors are generally the result of programming errors. The subrecipient cannot fix these errors and should contact the HMIS Lead (or comparable database provider) to request assistance. The HMIS Lead will need to contact the software vendor to correct the issue. Once the correction is made in the system, the subrecipient must regenerate the report from the HMIS or comparable database.

Project typing errors

The file being uploaded from the HMIS must have the correct project type in Q4. The project type in your HMIS or comparable database and the project type the ESG recipient entered into *Sage* must match exactly. Check the email containing the submission link to identify the project type your ESG recipient entered into *Sage*. If the email identifies a project type that is different from the way your project is set up in the HMIS/comparable database, contact your recipient to correct this error. If the email is correctly identifying your project type – but the HMIS is wrong, contact the System Administrator at the HMIS Lead Agency for help.

Detailed information about project typing and system set-up can be found in the [ESG Program HMIS Manual](#) located on the HUD Exchange.

Other errors

These errors are generally caused by the subrecipient and are correctable by them. They include the following:

- **The file uploaded does not read as a zip file.** A zip file will appear on the user's screen in a file with a zipper on it (see below).

| CSV-CAPER 2017 ES | 8/22/2017 11:10 AM | Compressed (zipped) Folder | 14 KB |

- **The file has been double zipped.** This happens when the file was generated from the HMIS or comparable database already zipped, and the user zipped it again. To determine if

you did this, open the file and if there is a zipped file inside – you have double zipped. Right click on the file and extract all from the file. You will be left with the single zipped file which is ready for upload.

- **Attempting to upload a file which is not in .csv format.** *Sage* cannot accept pdf, word or excel files.

- **Uploading a file *Sage* believes may have client-level data in it because it is not in the CSV-CAPER Report format.** Make sure you are uploading the CSV-CAPER Report generated from your HMIS/comparable database. Many HMIS implementations have multiple CSV files (e.g. for the APR, RHY, SSVF, etc.). Be sure to use only the ESG CAPER CSV.

Printing a Report

Sage will not enable you to print from the link. However, you may use the testing functionality built into *Sage* at any time to produce your own ESG CAPER Report for any date range.

Additional Resources

CSV-ESG CAPER Questions

Q Number = CSV File Name	Question Name	ES & TH	Street Outreach	RRH	HP
Q4a.csv	Project Identifiers in HMIS	x	x	x	x
Q5a.csv	Report Validations	x	x	x	x
Q6a.csv	Data Quality: Personally Identifiable Information	x	*	x	x
Q6b.csv	Data Quality: Universal Data Elements	x	*	x	x
Q6c.csv	Data Quality: Income and Housing Data Quality	x	*	x	x
Q6d.csv	Data Quality: Chronic Homelessness	x	*	x	x
Q6e.csv	Data Quality: Timeliness	x	*	x	x
Q6f.csv	Data Quality: Inactive Records: Street Outreach and Emergency Shelter	x	*	x	x
Q7a.csv	Number of Persons Served	x	x	x	x
Q8a.csv	Number of Households Served	x	x	x	x
Q8b.csv	PIT Count of Households	x	x	x	x
Q9a.csv	Number of Persons Contacted	**	x		
Q9b.csv	Number of Persons Engaged	**	x		
Q10a.csv	Gender of Adults	x	x	x	x
Q10b.csv	Gender of Children	x	x	x	x
Q10c.csv	Gender of Persons Missing Age Information	x	x	x	x
Q10d.csv	Gender by Age Ranges	x	x	x	x
Q11.csv	Age	x	x	x	x
Q12a.csv	Race	x	x	x	x
Q12b.csv	Ethnicity	x	x	x	x
Q13a1.csv	Physical and Mental Health Conditions at Entry	x	x	x	x
Q13b1.csv	Physical and Mental Health Conditions at Exit	x	x	x	x
Q13c1.csv	Physical and Mental Health Conditions for Stayers	x	x	x	x
Q14a.csv	Persons with Domestic Violence History	x	x	x	x
Q14b.csv	Persons Fleeing Domestic Violence	x	x	x	x
Q15.csv	Living Situation	x	x	x	x
Q20a.csv	Type of Non-Cash Benefit Sources	x	x	x	x
Q21.csv	Health Insurance	x	x	x	x
Q22a2.csv	Length of Participation – ESG Projects	x	x	x	x
Q22c.csv	Length of Time between Project Entry Date- Residential Move-in Date			x	
Q22d.csv	Length of Participation by Household Type	x	x	x	x
Q23.csv	Exit Destination–More Than 90 Days			x	
Q23b.csv	Exit Destination – Less Than 90 Days			x	
Q23c.csv	Exit Destination–All Persons	x	x		x
Q24.csv	Homelessness Prevention Housing Assessment at Exit				x
Q25a.csv	Number of Veterans	x	x	x	x
Q26b.csv	Number of Chronically Homeless Persons by Household	x	x	x	x

* Data quality for street outreach does not begin to be reported until the client is engaged, and an engagement date is reported.

** Data only collected and reported for Night-by-Night emergency shelters.

Help

[□]HELP

The user can click HELP located within each of the Submission Steps to access the specific page of this guidebook related to their current location in *Sage*.

Resources Tab

Sage has built-in resources to assist the user. The user can find links to the *Sage* CAPER Guidebook; the APR Guidebook; Quick Reference Guides; links to trainings and help videos; and a link to the HUD Exchange Ask a Question Portal.
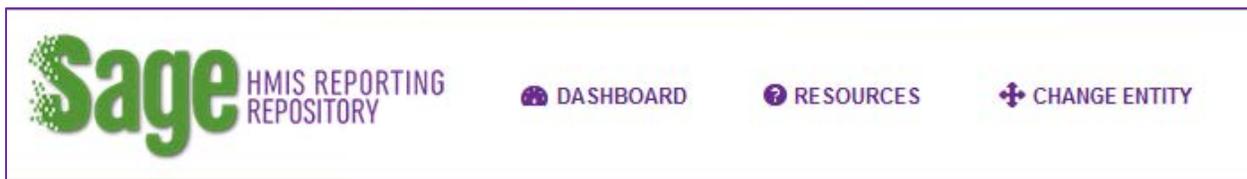
Click the Resources button from any page and the user will find:

1. A link to this *Sage* CAPER Guidebook built into the reporting repository framework. This guidebook is a good first step in attempting to answer general questions about submitting the ESG CAPER in *Sage*.

   TIP: While printable, the guidebook is routinely updated. Therefore, if using a printed copy rather than the online version embedded in *Sage*, please ensure the printed copy is the most recent version. The version number and date are changed each time an updated guidebook is published.

2. Quick Reference Guides will be updated regularly.

   TIP: The user can select a common topic from the drop-down box or type a keyword to search for a Quick Reference Guide relevant to the question.

3. Help and training videos. HUD has developed additional training resources for using *Sage* including videos and webinar recordings. These resources will be posted to the HUD Exchange, and the user can access and view these resources directly from *Sage*.

4. If a user determines that the answer to a question has not been published in the *Sage* Guidebook or Quick Reference Guides, or if a user needs clarification on something that has been published, submit a question to the HUD Exchange Ask a Question (in step 2, select *Sage* as the issue the **question is related to**).

Test Run or Print a CSV-ESG CAPER Report

Sage has a built-in testing system for the CSV-ESG CAPER Report file that can be accessed at www.*Sage*hmis.info. It will test the report and allow the user to run a report and print the results of the ESG CAPER Report. It will **not** save the report in the *Sage* system.

Test run a report

Upload a CSV to generate a paper report

Anyone may test a file with or without having logon access to *Sage.* HUD strongly recommends Vendors of HMIS Systems, Vendors of Comparable Database Systems, and HMIS System Administrators test their CSV-ESG CAPER Report when released for use or updated by the developer.

Note: Testing a report without logging onto *Sage* DOES NOT attach the CSV-ESG CAPER Report file to an ESG CAPER Submission or report to HUD. It only enables the user to test the CSV-ESG CAPER Report.

To test the CSV-ESG CAPER Report, the user must have the single .ZIP file available on its computer either on the desktop, in its files, or accessible through a server.

Click **Upload a CSV to generate a paper report**. The user will be taken to an upload page. Follow the directions on the page to test the CSV- ESG CAPER Report files. After following the steps, click **Upload and Test**. The **Results** message will identify if the **CSV-APR has passed all validations** or if there are errors.

If the CSV-ESG CAPER Report has passed all validations, the user is able to click **Create Report.** This page will display when the CSV-APR is ready for viewing. Click **VIEW THIS REPORT.**

If the CSV-ESG CAPER Report has errors, the user must fix the data in HMIS and create a new CSV-ESG CAPER Report for testing. *Sage* has a built-in way for the user to email itself or its HMIS Lead the error information right from the *Sage* results screen. The user may email multiple persons by placing a comma (,) between the email addresses.