

Instructions for running the 2019 CoC Renewal Eval Report

In ART (Advanced Reporting Tool), open **Public Folder**, then **Current Reports** sub-folder.
Finally, open the **CoC** folder. There you will find **2019 CoC Renewal Eval** report.

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

Advanced Reporting Tool

ART Browser

New Report

- ▶  Inbox
- ▶  Favorites
- ▶  Available Reports and Templates
- ▶  Bowman Systems Resources
- ▶  **Public Folder**
 - ▶  _Bucket
 - ▶  211
 - ▶  Andrea Miller
 - ▶  ART Gallery Reports and Resources
 - ▶  Community Solutions Custom Reports
 - ▶  Crossroads RI
 - ▶  **Current Reports**
 - ▶  CDBG Report
 - ▶  **CoC**
 -  **2019 CoC Renewal Eval v03062019**

When the report prompt window appears, select ONE of your CoC funded projects.

Input the reporting period for your project grant year. Be sure to ADD +1 DAY to then report end date.

Example of grant year from 10/1/2017-9/30/2018 report prompts are pictured below.

The effective date prompt must match the Report_EndDate + 1 DAY prompt.

Do NOT change the EDA Provider prompt. Leave this at the -Default Provider-.

You are now ready to click the Run Query button.

Prompts

Reply to prompts before running the query.

-  **Project (choose one)**
-  EDA Provider -Default Provider-
-  Report_StartDate 10/1/2017
-  Report_EndDate + 1 DAY 10/1/2018
-  Enter effective date 10/1/2018

When the report is done running you will have a single page of results.

The Reported Value column returns the outcome for your project.

The Project Score will return points earned for your performance of the measure and will total the score for your project from questions: 1, 2, 3, 4a, 4b, 6, 8, 9 and 10.

To export the report to your computer click on the printer icon where you will be able to open or save a pdf file.

