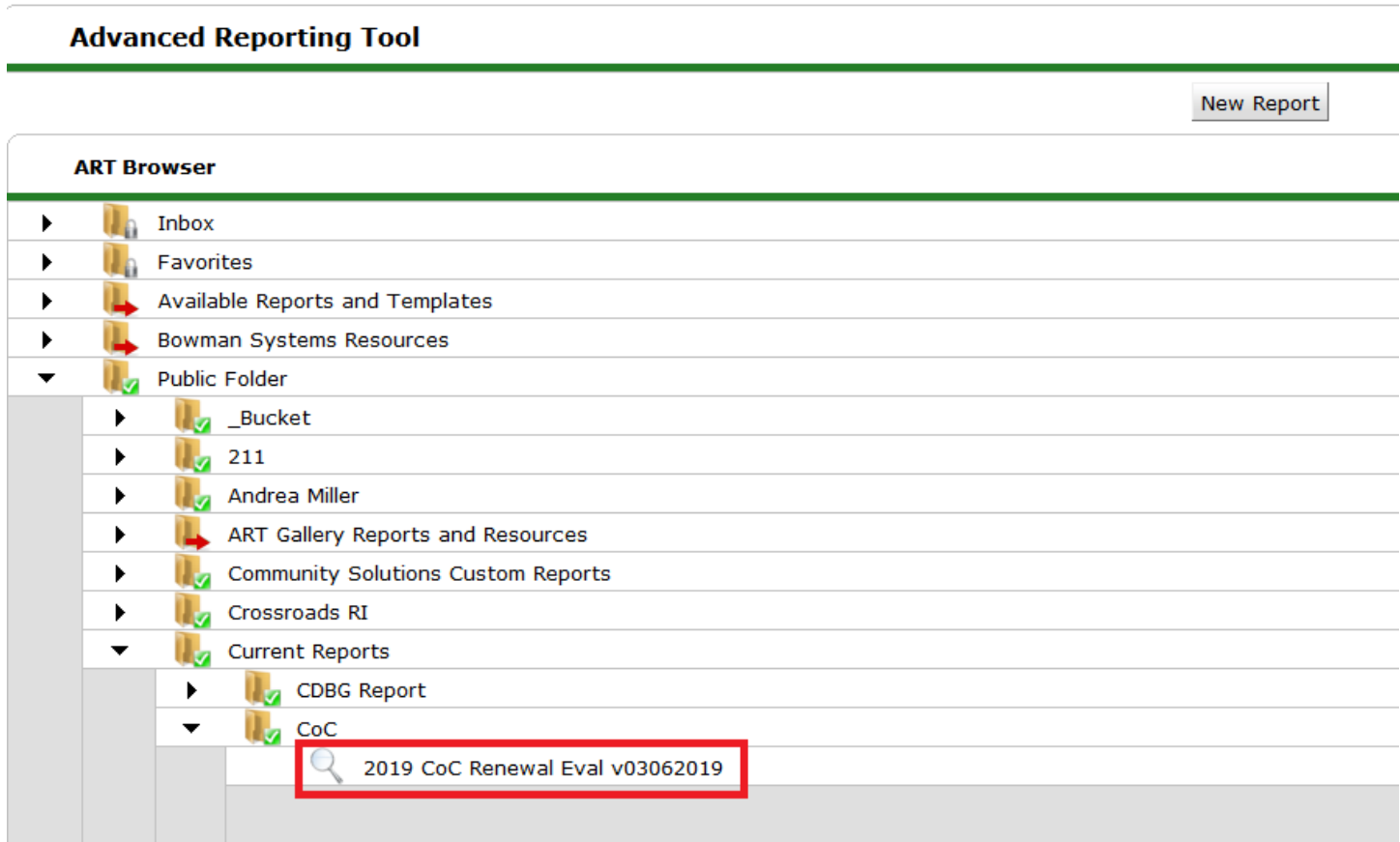## Instructions for running the 2019 CoC Renewal Eval Report

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.

When the report prompt window appears, select <u>ONE</u> 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 <u>NOT</u> change the EDA Provider prompt. Leave this at the -Default Provider-.
You are now ready to click the Run Query button.

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

The <u>Reported Value</u> column returns the outcome for your project.

The <u>Project Score</u> 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.