

BOS Key Performance Metrics for HUD COC Renewals

Using Sage to Retrieve Performance Data

This guide explains how to access Sage Performance Spotlight and capture the information needed for HUD Continuum of Care (CoC) renewal applications and NOFO performance review.

Learning about and Accessing Performance Spotlight

1. Sign in to your Sage account.
2. Under **Guidance and Resources**, review the **Sage Performance Spotlight** video to familiarize yourself with the reporting features before continuing.



3. From the Sage home page, select **Performance Spotlight** to view and analyze project performance data.

Data for the NOFO Performance Application

Use the steps below to locate the most recent APR information and capture the data required for each renewal application.

1. From the Sage home page, select **Reports**.
2. Select **CoC Recipient – Grants and Submissions**.
3. Choose your organization, then select **View Here**.
4. Review the list of projects and reports. Because due dates are listed from oldest to newest, scroll to the bottom to find the most recent records.
5. Starting at the bottom of the list, locate the most recent date on which the APR for the project was accepted.
6. Select the corresponding current grant number.
7. Capture a screenshot of the top portion of the screen showing the relevant dates, including whether the APR was submitted by the due date. Include the Performance Spotlight information in the screenshot for use in the application.
8. For renewal applications, use only the most recent two years of data, when available.
9. Repeat this process for each renewal application.

BOS Key Performance Metrics for HUD COC Renewals

Example Screenshot for the Performance Application


Project: ██████████ Grant: ORC ██████████ Type: PSH Report: APR Period: 12/1/2024 - 11/30/2025 Your user level here: Data Viewer and Account Admin

[← back to list](#)

Submission Launchpad

You Are Viewing the Submission for 12/1/2024 - 11/30/2025 [VIEW RELATED SUBMISSIONS](#)

Submission Status	3/30/2026	✓ Accepted	VIEW
Imported Grant Information	3/20/2025	Import completed	VIEW
Original Due Date	2/28/2026		
First Submitted On	3/9/2026		

 **Performance Spotlight: Last three years of ORC**
If this report has been submitted, it will be in this list and highlighted below.

Report Date Range	Utilization	Positive Housing	Emp. Income Increase - Stayers	Emp. Income Increase - Leavers	Funds Drawn
12/1/2023 - 11/30/2024	115%	100%	n/a	0%	100%
12/1/2024 - 11/30/2025	105%	83%	0%	0%	100%