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HOPWA Reporting using the Annual Progress Report (APR)

Training 1 of 3

Grantee Summary, Narrative and Performance Assessment, and Unmet Housing Need Chart




Office of HIV/AIDS
Housing

Using this Guide

- Print out a blank APR

HUDHRE.info

- Each slide includes an audio file. The audio text can be found on the HRE website

- Interactive slides will be marked with a question mark such as “”

- Slides with definitions will be marked with an exclamation mark such as “”

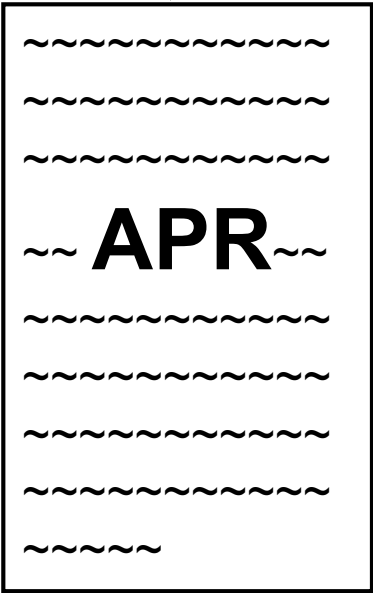
- [TA Provider Link](#)



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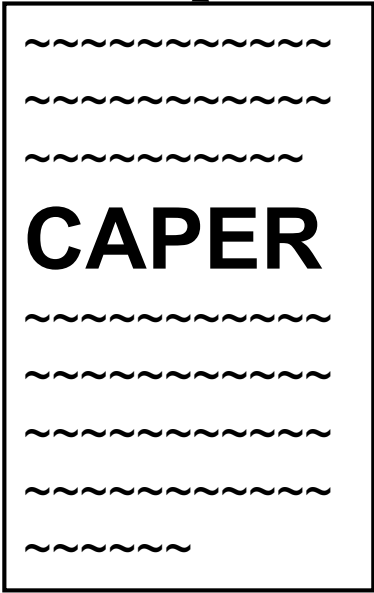
What is the APR?

Competitive Grantees



HUD Form C

Formula Grantees

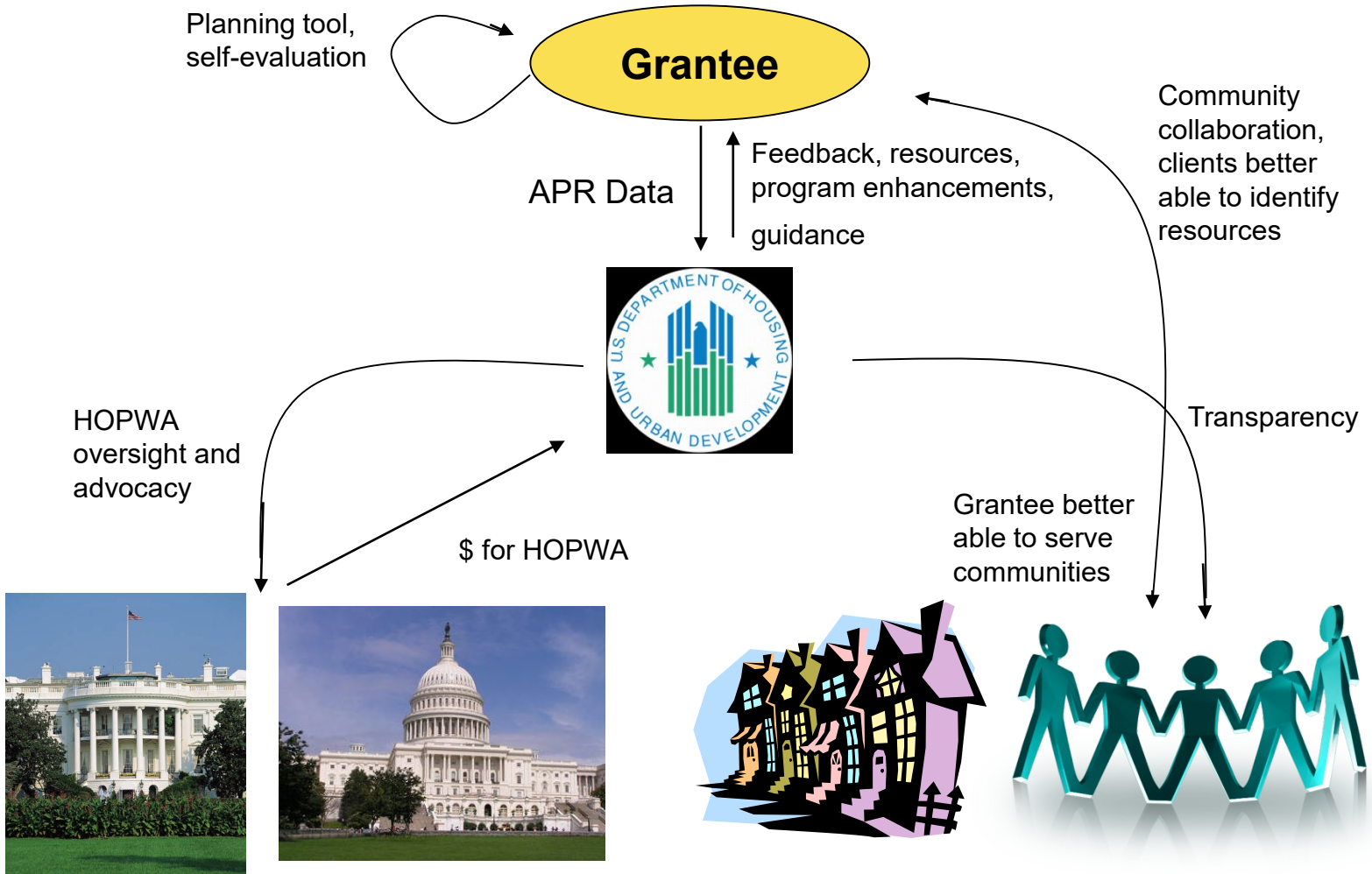


HUD Form D

IDIS



Why is Performance Reporting Important?



Office of HIV/AIDS
Housing

Where to Begin?

Step 1) Become very familiar with the questions asked in the APR.

Step 2) Work with your TA Provider to design a data collection system (TA Contact Information)

Step 3) Train Project Sponsors on APR reporting requirements

Step 4) Gather and Review Data from Project Sponsors

Step 5) Include a separate Part 5 for each of your Project Sponsors

Step 6) Complete Part 2- 4 by consolidating information reported by Project Sponsors. Look for consistency between parts.

Step 7) Complete Part 1, Grantee Summary





The Structure of the APR

- The APR is divided into six parts

Training 1

- Part 1: Grantee Summary
- Part 2: Grantee Narrative and Performance Assessment and Unmet Housing Need Chart

Training 2

- Part 3: Household and Beneficiary Demographic Information, Leveraging Information, Performance and Expenditure Information
- Part 4: HOPWA Performance Outcomes (Housing Stability, Access to Care and Support, Prevention of Homelessness)

Training 3

- Part 5: Project Sponsor Information
- Part 6: Worksheet (Optional)

Part 1: Grantee Summary: The Basics

1. Grantee Information

HUD Grant Number FL-HXXXXXX	Operating Year for this report <i>From (mm/dd/yy) 01/01/07 To (mm/dd/yy) 12/31/07</i> Yr 1; <input checked="" type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> ExtYr <input type="checkbox"/>
Grantee Name AIDS Housing Nonprofit	Parent Company if applicable <input type="checkbox"/>
Type of HOPWA Grant Competitive <input checked="" type="checkbox"/> Formula <input type="checkbox"/>	

- Include grant number, operating year, grantee name, and type of grant. This information can be found in your grant agreement.
- If this information is not correct, the report will not be accepted.

Part 1: Grantee Summary: The Basics

Name and Title of Contact at Grantee Agency <i>(person who can answer questions about the report and program)</i>	Email Address
-----------------------------------------------------------------------------------------------------------------------------	----------------------

Previous editions are obsolete

Page 1

form HUD-40110-C (Expiration Date: 12/31/2010)

- Make sure that you are using the correct APR format. Look for an expiration date of 12/31/2010.



Part 1: Grantee Summary: Service Delivery Information


www.irs.gov

www.dnb.com

Employer Identification Number (EIN) or Tax Identification Number (TIN)	41-0057291	DUN & Bradstreet Number (DUNs) <i>if applicable</i> 150483782
Congressional District of Address	2	
*Congressional District of Primary Service Area(s)	2, 3, and 4	
*Zip Code of Primary Service Area(s)	22201, 22215-22235, 22242-22280, 22302, 22325	
*City(ies) and County(ies) of Primary Service Area(s)	Harrington, Bridgeport, Salem, Edgewood, Hertford, Plymouth, New Harbor	Chesterwood, Washington, Amherst

- The chart above has been filled out correctly. In this case, the grantee implemented activities directly.

Part 1: Grantee Summary: Service Delivery Information

Employer Identification Number (EIN) or Tax Identification Number (TIN)	41-0057291	DUN & Bradstreet Number (DUNs) <i>if applicable</i> 150483782
Congressional District of Address	2	
*Congressional District of Primary Service Area(s)	2, 3, and 4	
*Zip Code of Primary Service Area(s)	All Zip Codes in Greater Boston	
*City(ies) and County(ies) of Primary Service Area(s)	Harrington, Bridgeport, Salem, Edgewood, Hertford, Plymouth, New Harbor, Chesterfield, Washington	

- The chart above has been filled out incorrectly. Try to determine which items are incorrect. Click the chart to see if you are right. Incorrect items will be highlighted in red.

Part 1: Grantee Summary: Waiting List Information and Nonprofit Status

<p>Organization's Website Address</p> <p>www.organizationname.com</p>	<p>Does your organization maintain a waiting list? Yes No</p> <p>If yes, explain in the narrative section how this list is administered.</p>
<p>Have you prepared any evaluation report?</p> <p><i>If so, please indicate its location on an Internet site (url) or attach copy.</i></p> <p>http://www.agency/eval.com</p>	<p>Is the sponsor a nonprofit organization? Yes No</p> <p><i>Please check if yes and a faith-based organization.</i> X</p> <p><i>Please check if yes and a grassroots organization.</i> X</p>

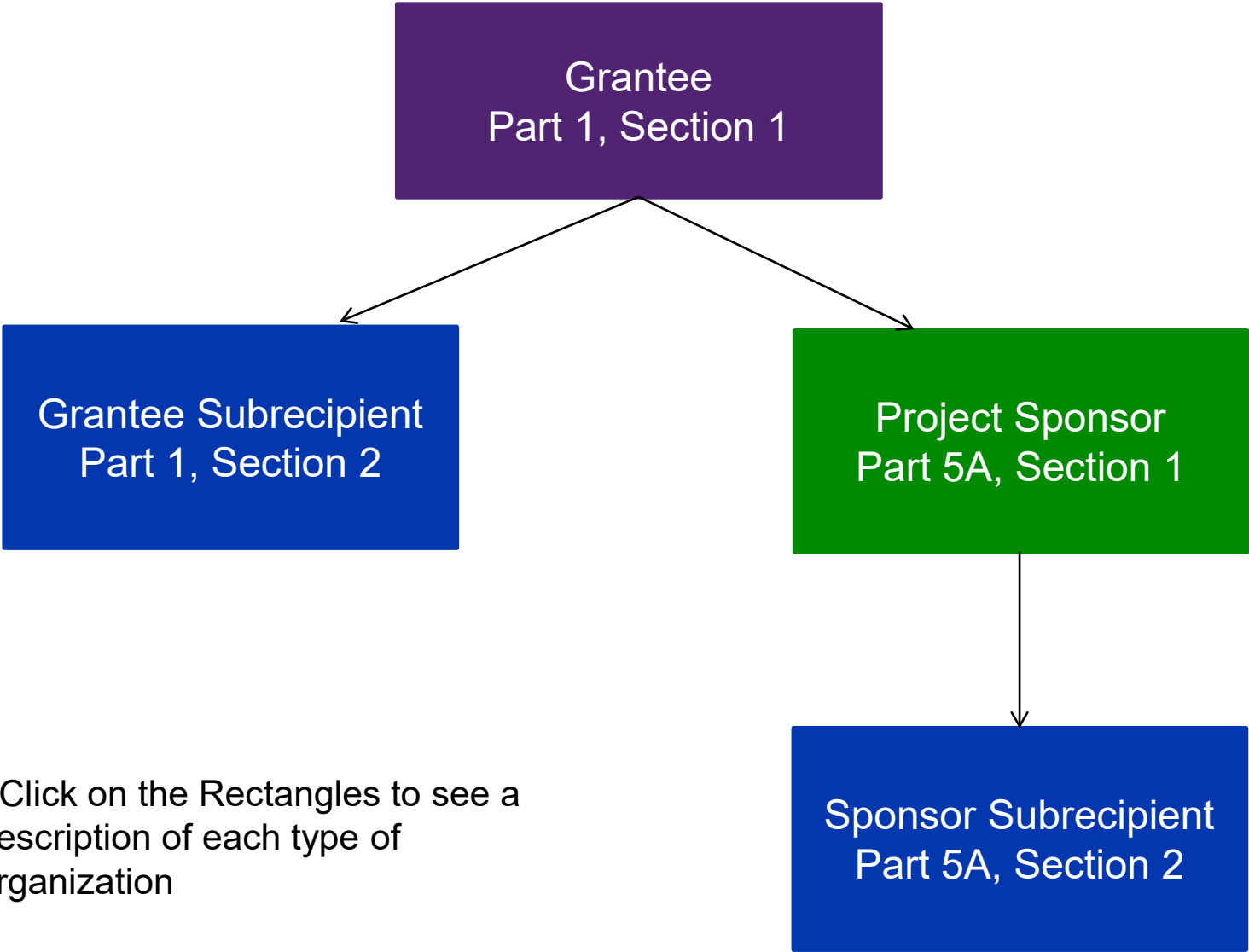


Office of HIV/AIDS
Housing

Part 1, Section 1: Find the Error

<p>Organization's Website Address</p> <p>n/a</p>	<p>Does your organization maintain a waiting list? Yes No</p> <p>If yes, explain in the narrative section how this list is administered.</p>
<p>Have you prepared any evaluation report?</p> <p>If so, please indicate its location on an Internet site (url) or attach copy.</p> <p>no</p>	<p>Is the sponsor a nonprofit organization? Yes No</p> <p>Please check if yes and a faith-based organization.</p> <p>Please check if yes and a grassroots organization. X</p>

The Grantee who completed this section of Part 1, Section 1 made two errors. Look for the errors. Once you have guessed, click the slide to see if you are right. The errors will appear in red.



- Click on the Rectangles to see a description of each type of organization

Part 1, Section 2 Grantee Subrecipient Information

Organization ABC Group	Parent Company (if applicable)		
Name and Title of Contact at Subrecipient Organization	Susan Chambers		
Email Address	susan.chambers@abcgrou.com		
Business Address	145 Cedarhurst Rd.		
City, State, Zip, County	Edenton	KS	22994 Orange
Phone Number (include area code)	555-555-5555	Fax Number (include area code) 555-555-5544	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	89-4646763	DUN & Bradstreet Number (DUNs) <i>if applicable</i>	
North American Industry Classification System (NAICS) Code	513321		
Congressional District of Location	13		
Congressional District of Primary Service Area			
Zip Code of Primary Service Area(s)			
City(ies) and County(ies) of Primary Service Area(s)			
Total HOPWA Contract Amount	\$29,000		

www.census.gov

- For further information on how your organization can acquire a NAICS code refer to the following website:

<http://www.census.gov/epcd/www/drnaics.htm>



Part 2: Grantee Narrative and Performance Assessment

- Outputs Reported
 - Basic Program Structure
 - Key Accomplishments
- Outcomes Assessed
 - Self-evaluation of program success
- Barriers and Recommendations
 - Implementation challenges
 - Recommendations for HOPWA improvements
- Technical Assistance
- Updated Logic Model

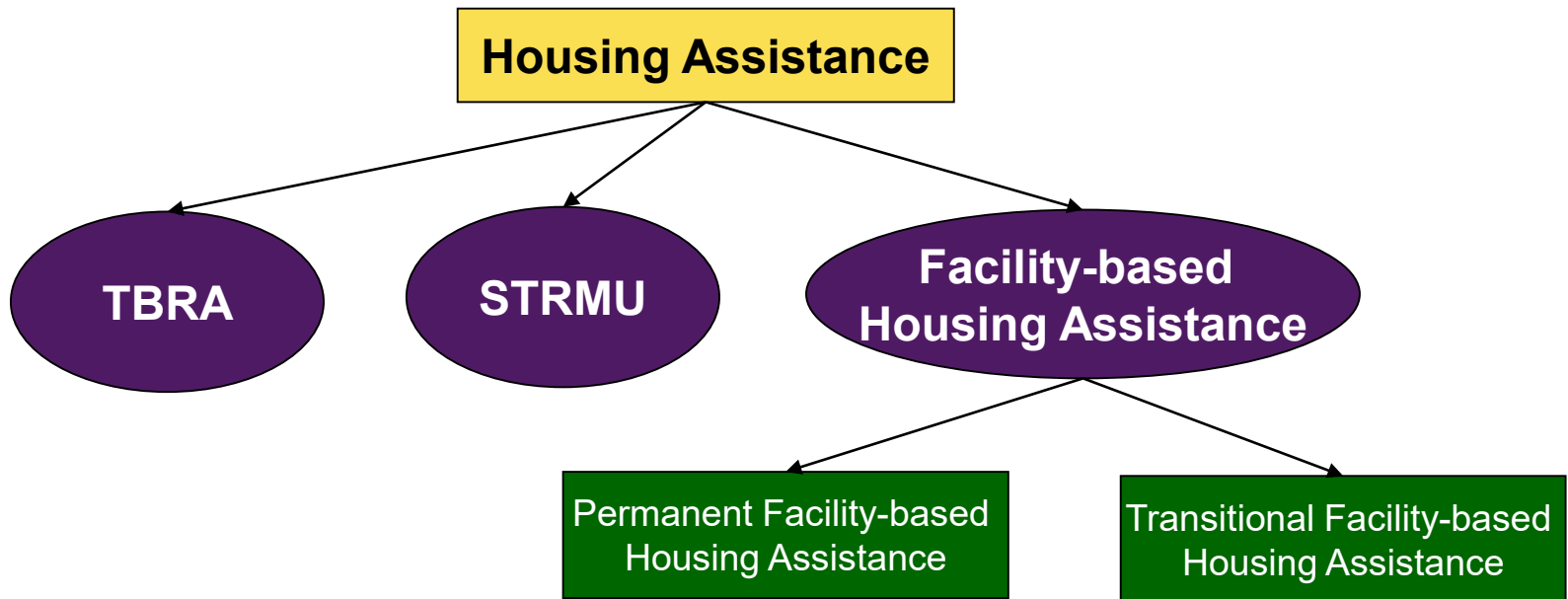
Part 2C: Barriers and Recommendations

<input type="checkbox"/> HOPWA/HUD Regulations	<input type="checkbox"/> Planning	<input type="checkbox"/> Housing Availability	<input checked="" type="checkbox"/> Rent Determination and Fair Market Rents
<input type="checkbox"/> Discrimination/Confidentiality	<input type="checkbox"/> Multiple Diagnoses	<input type="checkbox"/> Eligibility	<input type="checkbox"/> Technical Assistance or Training
<input type="checkbox"/> Supportive Services	<input type="checkbox"/> Credit History	<input type="checkbox"/> Rental History	<input type="checkbox"/> Criminal Justice History
<input checked="" type="checkbox"/> Housing Affordability	<input checked="" type="checkbox"/> Other, please explain further		

- Provide a narrative and complete the Barriers Chart. Mark ALL barriers faced by your program.



3 Types of Housing Assistance



- Click on the purple and green shapes for a definition of each type of housing assistance

Part 2F: Unmet Housing Needs Chart

[Formula
Jurisdiction
Map](#)

Chart 1. Service Area:


a. Program operates within an area also served with HOPWA formula funds [Unmet Needs Assessment is optional for this group of competitive grantees]	
b. Program operates in an area that is not eligible for HOPWA formula funds	X

Chart 2. Assessment of Area's Unmet Needs for HOPWA-eligible Households

1. Total number of households that have unmet housing needs	= 66
From Item 1, identify the number of households with unmet housing needs by type of housing assistance.	
a. Tenant-Based Rental Assistance (TBRA)	= 15
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	= 45
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	= 6

Chart 3. Recommended Data Sources for Assessing Unmet Need (check all sources used)

<input type="checkbox"/>	Data as reported in the area Consolidated Plan, e.g. in Table 1B, CPMP charts, and related narratives
<input type="checkbox"/>	Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
<input type="checkbox"/>	Data from client information provided in Homeless Management Information Systems (HMIS)
<input checked="" type="checkbox"/>	Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on needs
<input type="checkbox"/>	Data from prisons or jails in the community on persons being discharged with HIV/AIDS, if mandatory testing is conducted
<input type="checkbox"/>	Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
<input type="checkbox"/>	Data collected for HIV/AIDS surveillance reporting or related care assessments, e.g. local health department or CDC surveillance data



Congratulations! You have completed Part 1 of the APR Training.

Part 2 and Part 3 of the APR Training can be found at
<http://www.hudhre.info/hopwa>



HOPWA Reporting using the Annual Progress Report (APR)

Training 2 of 3

Household and Beneficiary Demographic Information,
Leveraging Information, Performance and Expenditure
Information, HOPWA Performance Outcomes



The Structure of the APR

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Training 2

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Training 3

- Part 5: Project Sponsor Information
- Part 6: Worksheet (Optional)

Part 3A: Information on Individuals, Beneficiaries and Households

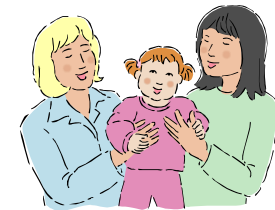
- Section 1 – Individuals

1 individual



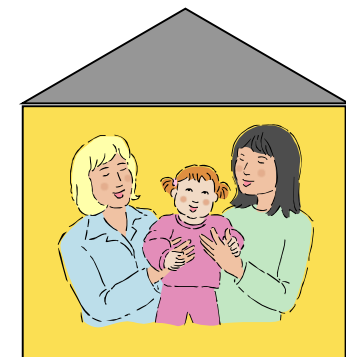
- Section 2 – Beneficiaries

3 beneficiaries



- Section 3 – Households

1 household



Office of HIV/AIDS
Housing

Part 3A: Information on Individuals, Beneficiaries and Households

Section 1: Individuals

a. Total HOPWA eligible individuals living with HIV/AIDS

Individuals Served with Housing Assistance	Total Number
1. Number of individuals with HIV/AIDS who received HOPWA housing assistance	53



Data Check

Include only individuals served by direct housing assistance, such as TBRA, STRMU, and Facilities. Make sure to collect data on special populations, below.

b. Special Needs

Category	Veteran(s)	Chronically Homeless	Domestic Violence Survivor(s)
TOTAL HOPWA eligible individuals served with Housing Assistance	5	10	0

a. Total HOPWA eligible individuals living with HIV/AIDS

Individuals Served with Housing Assistance	Total Number
Number of individuals with HIV/AIDS who received HOPWA housing assistance	53

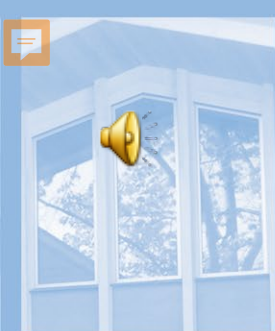
b. Special Needs. *Note: The total of HOPWA eligible individuals with special needs may not equal the total number of individuals served with HOPWA housing assistance from Chart a, above.*

Category	Veteran(s)	Chronically Homeless	Domestic Violence survivor(s)
TOTAL HOPWA eligible individuals served with Housing Assistance	5	10	0

c. Prior Living Situation

Category	Total HOPWA Eligible Individuals Served with Housing Assistance
1. Continuing to receive HOPWA support from the prior operating year	40
New Individuals who received HOPWA Housing Assistance support during Operating Year	
2. Place not meant for human habitation (such as a vehicle, abandoned building, bus train subway station airport, or outside)	3
3. Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	
4. Transitional housing for homeless persons	
5. Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	
6. Psychiatric hospital or other psychiatric facility	5
7. Substance abuse treatment facility or detox center	
8. Hospital (non-psychiatric facility)	
9. Foster care home or foster care group home	
10. Jail, prison or juvenile detention facility	
11. Rented room, apartment, or house	5
12. House you own	
13. Staying or living in someone else's (family and friends) room, apartment, or house	
14. Hotel or motel paid for without emergency shelter voucher	
15. Other	
16. Don't Know or Refused	
17. TOTAL (sum of items 1-16)	53

The number of individuals that received HOPWA housing assistance, must equal the number of prior living situations reported in chart c, line 17



Part 3A: Information on Individuals, Beneficiaries and Households

Section 2. Beneficiaries

a. Total Number of HOPWA Beneficiaries Served with Housing Assistance

Individuals and Families Served with Housing Assistance	Total Number
1. Number of individuals with HIV/AIDS who received HOPWA housing assistance (Chart a page 5)	53
2. Number of other persons residing with the above eligible individuals in HOPWA-assisted housing	17
3. TOTAL number of <u>beneficiaries</u> served with Housing Assistance (Rows 1 + 2)	70

b. Age and Gender

Category		Male		Female		
1	Under 18	5	+	5	=	10
2	18 to 30 years	2	+	3	=	5
3	31 to 50 years	20	+	25	=	45
4	51 years and Older	10	+	0	=	10

Total = 70



Data Check

Chart a, line 3 shows the number of beneficiaries. For each beneficiary reported, report age, gender, race and ethnicity. In this example, there are 70 beneficiaries, and 70 are reported in the age and gender chart (Chart b)



Part 3A: Information on Individuals, Beneficiaries and Households

Section 2. Beneficiaries

a. Total Number of HOPWA Beneficiaries Served with Housing Assistance

Individuals and Families Served with Housing Assistance	Total Number
1. Number of individuals with HIV/AIDS who received HOPWA housing assistance (Chart a page 5)	53
2. Number of other persons residing with the above eligible individuals in HOPWA-assisted housing	17
3. TOTAL number of <u>beneficiaries</u> served with Housing Assistance (Rows 1 + 2)	70

c. Race and Ethnicity

Category	Total Beneficiaries Served with Housing Assistance	Total Beneficiaries also identified as Hispanic or Latino	Category	Total Beneficiaries Served with Housing Assistance	Total Beneficiaries also identified as Hispanic or Latino
1 American Indian/ Alaskan Native	5 +	1	6. American Indian/ Alaskan Native & White	0 +	0
2 Asian	2 +	0	7. Asian & White	0 +	0
3 Black/African American	40 +	10	8. Black/African American and White	0 +	0
4 Native Hawaiian/ Other Pacific Islander	0 +	0	9. American Indian/ Alaskan Native & Black/ African American	0 +	0
5 White	20	5	10 Other Multi-Racial	3 =	0



Data Check

Report the race of each beneficiary served with HOPWA housing assistance in the column entitled “Total Beneficiaries Served with Housing Assistance.” The sum of beneficiaries in the highlighted columns must equal the total beneficiaries reported in chart a above.

Part 3A: Information on Individuals, Beneficiaries and Households

c. Race and Ethnicity

	Category	Total Beneficiaries Served with Housing Assistance	Total Beneficiaries also identified as Hispanic or Latino		Category	Total Beneficiaries Served with Housing Assistance	Total Beneficiaries also identified as Hispanic or Latino
1	American Indian/ Alaskan Native	10	12	6	American Indian/ Alaskan Native & White	0	0
2	Asian	0	0	7	Asian & White	0	0
3	Black/African American	15	10	8	Black/African American and White	0	0
4	Native Hawaiian/ Other Pacific Islander	25	0	9	American Indian/ Alaskan Native & Black/ African American	0	0
5	White	15	5	10	Other Multi-Racial	0	10

The chart above has been filled out incorrectly in 2 places. Look for the errors, make a guess, and click the slide to see if you are correct.

Part 3A: Information on Individuals, Beneficiaries and Households

Part 3C: Performance and Expenditure Information

Section 3. Household Area Median Income

Percentage of Area Median Income		Households Served with Housing Assistance
1.	0-30% of area median income (extremely low)	30 +
2.	31-50% of area median income (very low)	10 +
3.	51-60% of area median income (low)	10 +
4.	61-80% of area median income (low)	3 = 53

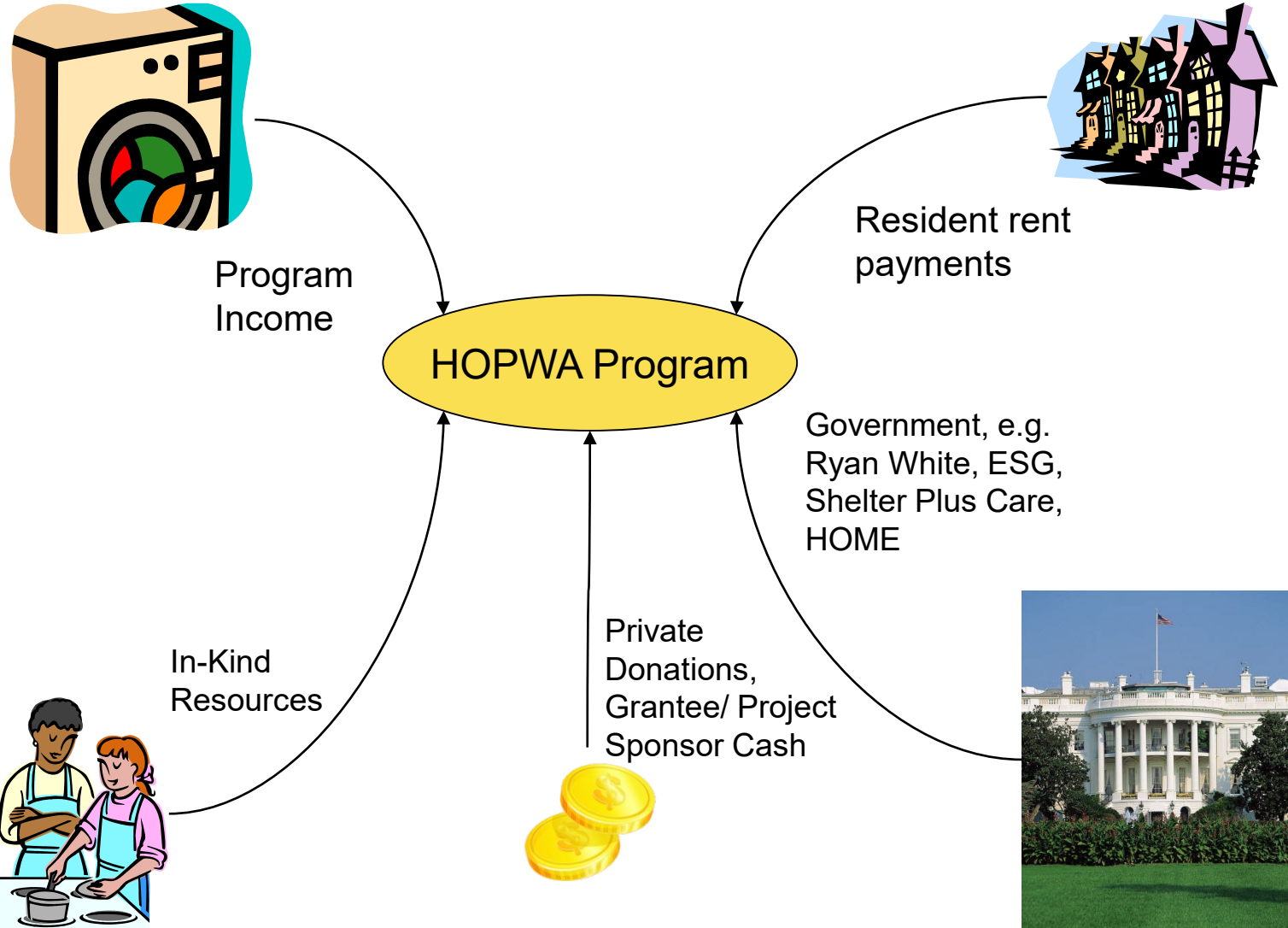
Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance	25	95,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units		0
2b.	Households in transitional/short-term facilities that receive operating subsidies	5	20,000
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year	3	35,000
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year		0
4.	Short-term Rent, Mortgage, and Utility Assistance	25	20,000
5.	Adjustment for duplication (subtract)	5	
6.	TOTAL Housing Assistance	53	170,000



Data Check

The total number of households reported in the Area Median Income Chart in Part 3A, Section 3, must equal the total number of households reported in Part 3C, line 6.

Part 3B: Budget and Grant Sources for Project Leveraging



Part 3B: Budget and Grant Sources for Project Leveraging

Chart 1. Households Assisted with Leveraged Funds for Housing

[A] Housing Assistance Outputs	[1] Tenant-Based Rental Assistance (TBRA)	[2] Permanent Housing Facilities	[3] Transitional/ Short-term Housing Facilities	[4] Short-Term Assistance (STRMU)	[5] Number of Units in Facilities under Development
1. Total Households Assisted	4	2	<i>n/a</i>	8	
2. Total Units					<i>n/a</i>



Data Check

In Chart 1, under Leveraging Information, report only on households whose housing assistance is ***wholly*** funded with leveraged funds.

If you report that households received housing assistance through leveraged funding, you must report the sources of funding and leveraged dollars going towards housing assistance in Chart 2, column 2 of the Leveraging portion of the APR.

Part 3B: Budget and Grant Sources for Project Leveraging

2. Sources of Leveraged Funds and Amount Used for Housing Assistance and Supportive Services

[1] Sources of Leveraging		Total Amount of Leveraged Dollars (for this operating year) as approved in grant application	
		[2] Housing Assistance	[3] Supportive Services and other non-direct housing costs
1.	Program income	=	=
2.	Federal government (please specify):	=	=
	Ryan White Section A	= \$20,000	=
3.	State government (please specify)	=	=
	HIV State Services Grant	=	= \$15,000
4.	Local government (please specify)	=	=
5.	Foundations and other private cash resources (please specify)	=	=
	Private Donations	=	= \$10,000
6.	In-kind Resources	=	=
7.	Resident rent payments in Rental, Project-Based Units, and Facilities	= \$25,000	=
8.	Grantee/project sponsor (Agency) cash	=	= \$5,000
9.	TOTAL (Sum of 1-7)	= \$45,000	= \$30,000





1. Households Assisted with Leveraged Funds for Housing

[A] Housing Assistance Outputs	[1] Tenant-Based Rental Assistance (TBRA)	[2] Permanent Housing Facilities	[3] Transitional/ Short-term Housing Facilities	[4] Short-Term Assistance (STRMU)	[5] Number of Units in Facilities under Development
1. Total Households Assisted	5		7	10	
2. Total Units					

2. Sources of Leveraged Funds and Amount Used for Housing Assistance and Supportive Services

[1] Sources of Leveraging	Total Amount of Leveraged Dollars (for this operating year) as approved in grant application	
	[2] Housing Assistance	[3] Supportive Services and other non-direct housing costs
		=
		=
		\$5,000
		=
		=
		=
		=
(please specify)		=
		\$10,000
		\$5,000
		=
ed Units, and		=
		=
Grant project sponsor (agency) cash		=
9. TOTAL (Sum of 1-7)		\$20,000

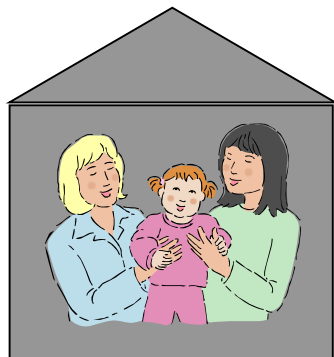
X This report is filled out incorrectly. This grantee is reporting that 22 households were assisted with leveraged funds for housing assistance, but that \$0.00 were leveraged for housing assistance. Households should only be reported in Chart 1, if they were assisted entirely with leveraged funds for Housing Assistance. Households assisted with leveraged funds for supportive services should not be reported.

- Is the chart above filled out correctly? Click to find out.



Part 3C: Performance and Expenditure Information

Households



Expenditures



Stewardship Units and Units

Under Development



Office of HIV/AIDS
Housing



**Facility-based
Housing Assistance**

**Permanent Facility-based
Housing Assistance**

**Transitional Facility-based
Housing Assistance**

Facilities that receive
operating subsidies/
leased units

Facilities developed with
Capital Funds and
Placed in Service During
the Operating Year

Facilities that receive
operating subsidies/
leased units

Facilities developed with
Capital Funds and
Placed in Service During
the Operating Year

Part 3C: Performance and Expenditure Information

1. Performance and Expenditure Information by Activity Type

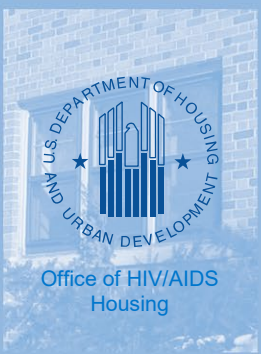
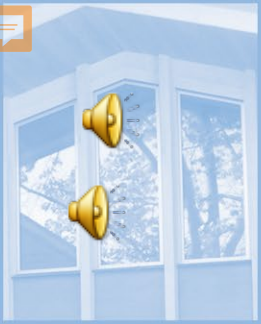
Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance	25	\$95,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units	+ 0	0
2b.	Households in transitional/short-term facilities that receive operating subsidies	5	\$20,000
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year	+ 3	\$15,000
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year	0 +	0
4.	Short-term Rent, Mortgage, and Utility Assistance	$\frac{25}{=}$ 58	\$20,000
5.	Adjustment for duplication (subtract)	$\frac{- 5}{=}$	
6.	TOTAL Housing Assistance	$\frac{=}{\text{53}}$	\$150,000

$(1 + 2a + 2b + 3a + 3b + 4) - \text{line 5} = \text{line 6}$



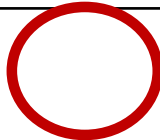
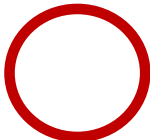
Data Check

If you report that households received housing assistance, you must report the amount of HOPWA funds expended. Likewise if you report HOPWA funds expended on housing assistance, you must report the number of households served with these funds.



Part 3C: Performance and Expenditure Information

1. Performance and Expenditure Information by Activity Type

Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance	15	\$32,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units	3	
2b.	Households in transitional/short-term facilities that receive operating subsidies		
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year		
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year		\$15,000
4.	Short-term Rent, Mortgage, and Utility Assistance	25	20,000
5.	Adjustment for duplication (subtract)	3	
6.	TOTAL Housing Assistance	40	\$67,000

- There are two reporting errors on this page. First try to identify the error. Make a guess, and click the slide to see if you are correct.

Part 3C: Performance and Expenditure Information

Housing Development (Construction and Stewardship of Facility-Based Housing)		[1] HOPWA Output	Amount of HOPWA Funds Expended
7.	Facility-Based units being developed with capital funding but not yet opened (identify units of housing planned)	4	\$12,000
8.	Stewardship units subject to 3- or 10- year use periods	15	
9.	TOTAL Housing Development	19	\$12,000

Refer to Slide 17 to report facilities developed with capital funding and **OPENING** during the Program Year

- Stewardship Units are units developed with HOPWA funds, that are no longer receiving HOPWA funding for their operation or development. These units are subject to ten-year use agreements for acquisitions, new construction, and substantial rehabilitation and three-year use agreements if rehabilitation is non-substantial.



Supportive Services		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
10a	Supportive Services provided by project sponsors also delivering HOPWA housing assistance (as reported in Part 5 D, 1a)	60	\$70,000
10b	Supportive Services provided by project sponsors serving households who have other housing arrangements (as reported in Part 5, D, 1b)	12	\$15,000
11.	Adjustment for duplication (subtract)		
12.	TOTAL Supportive Services	72	\$85,000

- **There are two types of HOPWA project sponsors**

Project Sponsors that provide HOPWA housing assistance

Project sponsors that provide only supportive services



Part 3C: Performance and Expenditure Information

	Supportive Services	[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
10a	Supportive Services provided by project sponsors also delivering HOPWA housing assistance (as reported in Part 5 D, 1a)		
10b	Supportive Services provided by project sponsors serving households who have other housing arrangements (as reported in Part 5 D, 1b)	5	\$7,000
11.	Adjustment for duplication (subtract)		
12.	TOTAL Supportive Services	5	\$7,000

Part 5D: Project Sponsor Information for Supportive Services

1. Supportive Service by type of Project Sponsor (Check one only)

a. Supportive Services are provided by project sponsors also delivering HOPWA housing assistance	<input type="checkbox"/>
or	
b. Supportive Services by project sponsors serving households with other housing arrangements	<input checked="" type="checkbox"/>



Data Check

- In Part 5D, Chart 1 each project sponsor must select whether they are a project sponsor that provides HOPWA housing assistance, or a project sponsor that is contracted only to provide supportive services. If a sponsor marks box a, all households they serve with supportive services must be reported in line 10a. If a sponsor marks box b, all households they serve with supportive services must be reported in line 10b.

Part 3C: Performance and Expenditure Information

Supportive Services		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
10a	Supportive Services provided by project sponsors also delivering HOPWA housing assistance (as reported in Part 5 D, 1a)		
10b	Supportive Services provided by project sponsors serving households who have other housing arrangements (as reported in Part 5, D, 1b)	60	\$70,000
11.	Adjustment for duplication (subtract)	7	
12.	TOTAL Supportive Services	53	\$70,000

- The chart above has been filled out incorrectly. Try to find the error. To see if you are right, click on the slide. The error will appear in red.



	Housing Placement Assistance Activities	[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
13.	Housing Information Services	40	\$22,000
14.	Permanent Housing Placement Services	10	\$18,000
15.	Adjustment for duplication (subtract)	5	
16.	TOTAL Housing Placement Assistance	45	\$40,000

- Housing information services includes housing counseling, housing advocacy, information and referral services, fair housing information, housing search and assistance.
- Permanent Housing Placement is a supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

Part 3C: Performance and Expenditure Information

Grant Administration and Other Activities		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
17.	Resource Identification to establish, coordinate and develop housing assistance resources		
18.	Technical Assistance (if approved in grant agreement)		
19.	Project Outcomes/Program Evaluation (if approved in grant agreement)		
20.	Grantee Administration (maximum 3% of total of HOPWA grant)		\$3,500
21.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)		\$15,000
22.	Other Activity (if approved in grant agreement). Specify:		
23.	TOTAL Grant Administration and Other Activities		\$18,500
TOTAL Expended			[2] Amount of HOPWA Funds Expended
24.	TOTAL Expenditures (Sum of Rows 6, 9, 12, 16 & 23)		\$216,500





Part 4, section 1: HOPWA Performance Outcomes- Housing Stability

- Outcome Data in Part 4 helps show HUD what happens to participants as a result of HOPWA program efforts.
- Three outcome indicators for HOPWA:
 - Housing stability
 - Reduced risks of homelessness
 - Greater client access to care and support

Part 3C: Performance and Expenditure Information

Part 4, section 1: HOPWA Performance Outcomes- Housing Stability

1. Performance and Expenditure Information by Activity Type

Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance	25	\$17,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units		
2b.	Households in transitional/short-term facilities that receive operating subsidies/ leased units		

Section 1. Housing Stability

[A] Permanent Housing Assistance	[1] Total Number of Households Receiving Housing Assistance	[2] Assessment: Number of Households Continuing with this Housing (per plan or expectation for next year)	[3] Assessment: Number of Exited Households and Housing Status
Tenant-based Rental Assistance	25	= 18	1 Emergency Shelter/Streets =
			2 Temporary Housing =
			3 Private Housing = 2
			4 Other HOPWA = 5
			5 Other Subsidy =
			6 Institution =
			7 Jail/Prison =
			8 Disconnected/Unknown =
			9 Death =



Data Check

- For each household that you report as having received TBRA in the Performance and Expenditure Chart (Part 3C), you must report an outcome in Part 4.



Part 4, section 1: HOPWA Performance Outcomes- Housing Stability

Section 1. Housing Stability

[A] Permanent Housing Assistance	[1] Total Number of Households Receiving Housing Assistance	[2] Assessment: Number of Households Continuing with this Housing (per plan or expectation for next year)	[3] Assessment: Number of Exited Households and Housing Status	
Tenant-based Rental Assistance	= 25 =	= 18 +	1 Emergency Shelter/Streets	= 2
			2 Temporary Housing	=
			3 Private Housing	= +
			4 Other HOPWA	= 5
			5 Other Subsidy	=
			6 Institution	=
			7 Jail/Prison	=
			8 Disconnected/Unknown	=
			9 Death	=
Permanent Supportive Housing Facilities/Units	= 3 =	= 3 +	1 Emergency Shelter/Streets	=
			2 Temporary Housing	=
			3 Private Housing	=
			4 Other HOPWA	=
			5 Other Subsidy	=
			6 Institution	=
			7 Jail/Prison	=
			8 Disconnected/Unknown	=
			9 Death	=



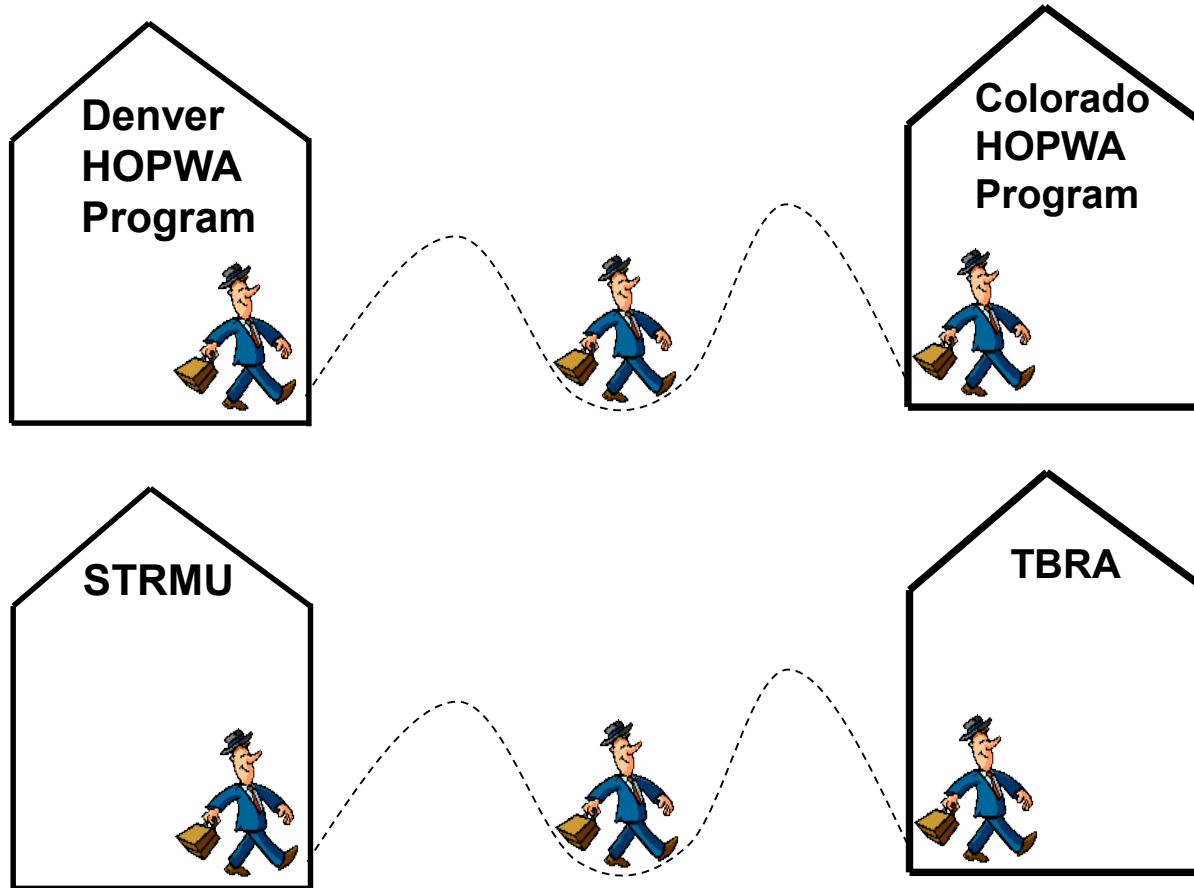
Data Check

For each household that received TBRA during the program year, an outcome must be reported in column 2 or 3. Columns 2 (Number of Households Continuing) and 3 (Exited Households) summed will equal the total households reported in Column 1. The same applies for Permanent Facility-based Housing Assistance



Part 4, section 1: HOPWA Performance Outcomes- Housing Stability

Other HOPWA



Part 3C: Performance and Expenditure Information

1. Performance and Expenditure Information by Activity Type

Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance		
2a.	Households in permanent housing facilities that receive operating subsidies/leased units	10	\$40,000
2b.	Households in transitional/short-term facilities that receive operating subsidies	+	
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year	18 = 28	\$85,000
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year		

Part 4, section 1: HOPWA Performance Outcomes- Housing Stability

Section 1. Housing Stability

[A] Permanent Housing Assistance	[1] Total Number of Households Receiving Housing Assistance	[2] Assessment: Number of Households Continuing with this Housing (per plan or expectation for next year)	[3] Assessment: Number of Exited Households and Housing Status	
Permanent Supportive Housing Facilities/ Units	= 28	= 10	1 Emergency Shelter/Streets	5
			2 Temporary Housing	=
			3 Private Housing	3
			4 Other HOPWA	=
			5 Other Subsidy	10
			6 Institution	=
			7 Jail/Prison	=
			8 Disconnected/Unknown	=
			9 Death	=



Data Check

For each household that received Permanent Facility-based Housing Assistance you must report an outcome. The household count in Part 4, column 1 must equal the number of households reported in the Performance and Expenditure Chart in lines 2a + 3a.



Part 3C: Performance and Expenditure Information

1. Performance and Expenditure Information by Activity Type

Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance		
2a.	Households in permanent housing facilities that receive operating subsidies/leased units		
2b.	Households in transitional/short-term facilities that receive operating subsidies	20	\$46,000
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year	+	
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year	$\frac{30}{= 50}$	\$55,000

Part 4, section 1: HOPWA Performance Outcomes- Housing Stability

[B] Transitional Housing Assistance	[1] Total Number of Households Receiving Housing Assistance	[2] Of the Total Number of Households Receiving Housing Assistance this Operating Year	[3] Assessment: Number of Exited Households and Housing Status	
Transitional/Short term Support Facilities/Units	50	Total number of households that will continue in residences: 25	1 Emergency Shelter/Streets	10
			2 Temporary Housing	
			3 Private Housing	
			4 Other HOPWA	10
		Total number of households whose tenure exceeded 24 months: 4	5 Other Subsidy	
			6 Institution	
			7 Jail/Prison	
			8 Disconnected/unknown	
			9 Death	5



Data Check

For each household that received Transitional Facility-based Housing Assistance, you must report their housing outcomes. The number of households reported in Part 4, Section 1 [B], column 1 must equal the number of households reported in Part 3C, lines 2b + 3b.





Part 4, section 1: HOPWA Performance Outcomes- Housing Stability

[B] Transitional Housing Assistance	[1] Total Number of Households Receiving Housing Assistance	[2] Of the Total Number of Households Receiving Housing Assistance this Operating Year	[3] Assessment: Number of Exited Households and Housing Status		
Transitional/Short term Support Facilities/Units	50	Total number of households that will continue in residences: =	25	1 Emergency Shelter/Streets	10
				2 Temporary Housing	
				3 Private Housing	+
				4 Other HOPWA	10
		Total number of households whose tenure exceeded 24 months =	4	5 Other Subsidy	
				6 Institution	
				7 Jail/Prison	
				8 Disconnected/unknown	+
				9 Death	5



Data Check

For each household receiving Transitional Facility-based Housing Assistance in Column 1, you must report an outcome. The household either continued in Transitional Facility-based Housing Assistance or exited Transitional Facility-based Housing Assistance.



Part 4, Section 2: HOPWA Performance Outcomes- Prevention of Homelessness

- Report on the outcomes of households that received Short-term Rent, Mortgage, and Utility Assistance during the operating year
- Only include a household once, even if the household received multiple STRMU payments.
- For households exiting STRMU, provide a housing outcome as of when they exited STRMU.

Part 3C: Performance and Expenditure Information

Part 4, section 2: HOPWA Performance Outcomes

1. Performance and Expenditure Information by Activity Type

Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance	32	\$45,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units		
2b.	Households in transitional/short-term facilities that receive operating subsidies	5	\$12,000
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year		
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year		
4.	Short-term Rent, Mortgage, and Utility Assistance	12	\$20,000

2. Assessment of Households receiving STRMU Assistance

[1] STRMU Housing Assistance	[2] Assessment of Housing Status	[3] HOPWA Client Outcomes
= 12	Maintain private housing without subsidy (e.g. Assistance provided/completed and client is stable, not likely to seek additional support) = 2	Stable/Permanent Housing (PH)
	Other Private Housing without subsidy =	
	Other HOPWA support (PH) = 2	
	Other housing subsidy (PH) =	
	Institution (e.g. residential and long-term care) =	Temporarily Stable, with Reduced Risk of Homelessness
	Likely to maintain current housing arrangements, with additional STRMU assistance = 5	
	Transitional Facilities/Short-term (e.g. temporary or transitional arrangement) =	
	Temporary/Non-Permanent Housing arrangement (e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days) =	Unstable Arrangements
	Emergency Shelter/street =	
	Jail/Prison = 2	
Disconnected =	Life Event	
Death = 1		
1a. Total number of those households that received STRMU Assistance in the prior operating year, that received STRMU assistance in the current operating year = 2		
1b. Total number of those households that received STRMU Assistance in the two (2) years ago prior operating years, that received STRMU assistance in the current operating year = 1		



Data Check


For each household that received STRMU, you must report a housing outcome. The number of households reported in Part 4, Section 2, column 1 must equal the number of households reported in Part 3C, line 4.



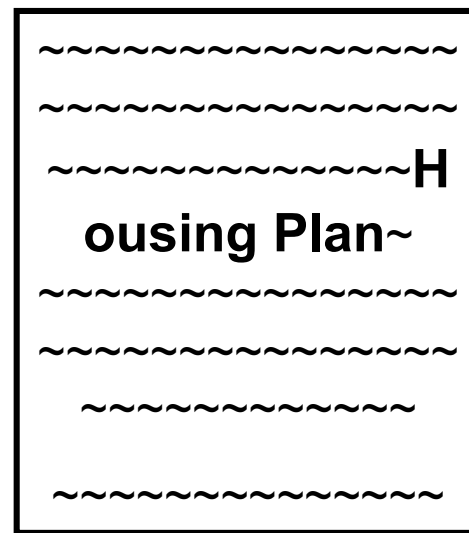
Part 4, Section 2: HOPWA Performance Outcomes- Prevention of Homelessness

Assessment of Households receiving STRMU Assistance

[1] STRMU Ho using Assistance	[2] Assessment of Housing Status		[3] HOPWA Client Outcomes
12	Maintain private housing without subsidy (e.g. Assistance provided/completed and client is stable, not likely to seek additional support)	- 2	Stable/Permanent Housing (PH)
	Other Private Housing without subsidy	- +	
	Other HOPWA support (PH)	- 2	
	Other housing subsidy (PH)	-	
	Institution (e.g. residential and long-term care)	- +	
12	Likely to maintain current housing arrangements, with additional STRMU assistance	- 5	Temporarily Stable, with Reduced Risk of Homelessness
	Transitional Facilities/Short-term (e.g. temporary or transitional arrangement)	-	
	Temporary/Non-Permanent Housing arrangement (e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)	-	
12	Emergency Shelter/street	- +	Unstable Arrangements
	Jail/Prison	- 2	
	Disconnected	- +	
12	Death	- 1	Life Event
1a. Total number of those households that received STRMU Assistance prior operating year, that received STRMU assistance in the current operating year	= 12		- 2
1b. Total number of those households that received STRMU Assistance in the two (2 years ago) prior operating years, that received STRMU assistance in the current operating year			- 1

 **Data Check** In column 1, report the number of households that received STRMU. In column 2 report an outcome for each household that received STRMU. The number of households in column 2, must equal the number of households in column 1.

Part 4, Section 3: HOPWA Performance Outcomes- Access to Care and Support



Part 3C: Performance and Expenditure Information

1. Performance and Expenditure Information by Activity Type

Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance		
2a.	Households in permanent housing facilities that receive operating subsidies/leased units	8	
2b.	Households in transitional/short-term facilities that receive operating subsidies		
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year		
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year	7	
4.	Short-term Rent, Mortgage, and Utility Assistance		
5.	Adjustment for duplication (subtract)		
6.	TOTAL Housing Assistance	15	

Part 4, Section 3: HOPWA Performance Outcomes- Access to Care and Support

1A. Status of Households Accessing Care and Support

Categories of Services Accessed	Households Receiving Housing Assistance within the Operating Year	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	15	Support for Stable Housing
2. Has contact with case manager/benefits counselor consistent with the schedule specified in client's individual service plan.	15	Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan.	15	Access to Health Care
4. Has accessed and can maintain medical insurance/assistance.	12	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income.	8	Sources of Income

1B. Number of Households Obtaining Employment

Categories of Services Accessed	Number of Households that Obtained Employment	Outcome Indicator
Total number of households that obtained an income-producing job	3	Sources of Income



Data Check

The number of Access to Care Outcomes reported in each line of Part 4, Section 3, Chart 1A and 1B must not exceed the total number of households reported in Part 3C, line 6. Report access to care outcomes for only households that received HOPWA-funded housing assistance.

Part 3C: Performance and Expenditure Information

	Supportive Services	Output Households	HOPWA Funds
10a.	Supportive Services provided by project sponsors also delivering HOPWA housing assistance	15	\$30,000
10b.	Supportive Services provided by project sponsors serving households who have other housing arrangements	35	\$60,000
11.	Adjustment for duplication (subtract)	0	0
12.	Total Supportive Services	50	\$90,000

Part 4, Section 3: HOPWA Performance Outcomes- Access to Care and Support

2A. Status of Households Accessing Care and Support

Categories of Services Accessed	Households Receiving Housing Assistance within the Operating Year	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	35	Support for Stable Housing
2. Has contact with case manager/benefits counselor consistent with the schedule specified in client's individual service plan.	35	Access to Support
3. Has contact with a primary health care provider consistent with the schedule specified in client's individual service plan.	34	Access to Health Care
4. Has accessed and can maintain medical insurance/assistance.	35	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income.	21	Sources of Income

2B. Number of Households Obtaining Employment

Categories of Services Accessed	Number of Households that Obtained Employment	Outcome Indicator
Total number of households that obtained an income-producing job	7	Sources of Income



Data Check The number of households reported in each line of the Access to Care Section in Part 4, Section 3, Chart 2A and 2B must not exceed the number of households reported in Part 3C, line 10b. Report access to care outcomes for households that received supportive services from project sponsors that only provide supportive services.

Part 4, section 3: HOPWA Performance Outcomes- Access to Care and Support


Chart 1C/2C: Sources of income include, but are not limited to the following (*Reference only*)

•Earned Income	•Veteran's Pension
•Unemployment Insurance	•Pension from Former Job
•Supplemental Security Income (SSI)	•Child Support
•Social Security Disability Income (SSDI)	•Alimony or other Spousal Support
•Veteran's Disability Payment	•Retirement Income from Social Security
•General Assistance, or use local program name	•Private Disability Insurance
•Temporary Assistance for Needy Families (TANF) income, or use local program name	•Worker's Compensation

Chart 1D/2D: Sources of medical insurance and assistance include, but are not limited to the following (*Reference only*)

•MEDICAID Health Insurance Program, or use local program name	•MEDICARE Health Insurance Program, or use local program name
•Veterans Affairs Medical Services	•AIDS Drug Assistance Program (ADAP)
•State Children's Health Insurance Program (SCHIP), or use local program name	•Ryan White-funded Medical or Dental Assistance

- Refer to Chart 1C/2C and 1D/2D when completing the Access to Care Outcome Section



Congratulations! You have completed Part 2 of the APR Training.

Part 1 and Part 3 of the APR Training can be found at
<http://www.hudhre.info/hopwa>



HOPWA Reporting using the Annual Progress Report (APR)

Training 3 of 3

Project Sponsor Information and Optional Worksheet



The Structure of the APR

- The APR is divided into six parts

Training 1

- Part 1: Grantee Summary
- Part 2: Grantee Narrative and Performance Assessment and Unmet Housing Need Chart

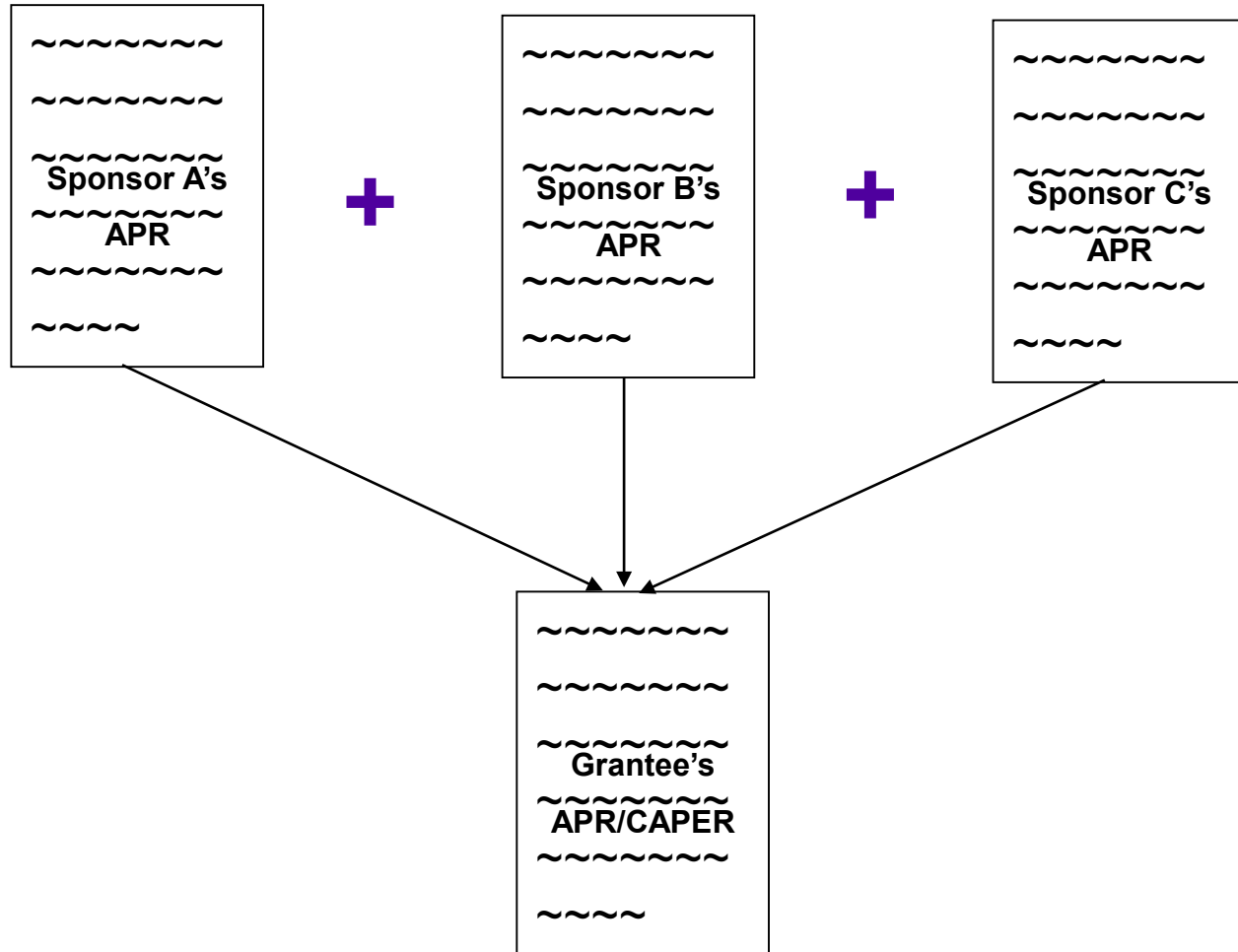
Training 2

- Part 3: Household and Beneficiary Demographic Information, Leveraging Information, Performance and Expenditure Information
- Part 4: HOPWA Performance Outcomes (Housing Stability, Prevention of Homelessness, Access to Care and Support)

Training 3

- Part 5: Project Sponsor Information
- Part 6: Worksheet (Optional)

Part 5: Project Sponsor Information



Part 5A: Project Sponsor Information

1. Project Sponsor Information

Project Sponsor Agency Name AIDS Housing of Trenton		Parent Company Name, if applicable ■			
Name and Title of Contact at Project Sponsor Agency		Susie Marshall, HOPWA Coordinator			
Email Address		Susie.marshall@aidshousingoftrenton.org			
Business Address		224 Broad Street			
City, County, State, Zip,		Trenton	PA	24193	Madison County
Phone Number (with area code)		414-256-2355		Fax Number (with area code) 414-256-6354	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		XX-XXXXXXX		DUN & Bradstreet Number (DUNS) if applicable XXXXXXXXXX	
Congressional District of Business Location of Sponsor		2			
Congressional District(s) of Primary Service Area(s)		1 - 22, 26, 38-41			
Zip Code(s) of Primary Service Area(s)		24193-24456			
City(ies) and County(ies) of Primary Service Area(s)		Trenton, Smalltown, Hertford, Camden		Madison, Orange	
Total HOPWA contract amount for this Organization		\$125,000			
Organization's Website Address aidshousingoftrenton.org		Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Please check if yes and a faith-based organization <input type="checkbox"/>					
Please check if yes and a grassroots organization <input type="checkbox"/>					

www.irs.gov

www.dnb.com

- Complete Part 5A for each project sponsor. If a grantee implements the program directly, complete Part 5A for the grantee.

Part 5B: Project Sponsor Information for TBRA and STRMU Housing Assistance

1. Tenant-Based Rental Assistance (TBRA)

Housing Assistance Categories (TBRA)		Number of Households Receiving HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Tenant-based rental assistance (TBRA)	25	95,000
b.	Other Rental Assistance (RA) Programs (if approved in grant agreement)		
c.	TOTAL Rental Housing Assistance (total a + b)	25	95,000

2. Short-Term Rent, Mortgage and Utility Assistance (STRMU)

Housing Assistance Categories (STRMU)		Number of <u>Households</u> Receiving HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Short-term mortgage, rent and/or utility assistance	25	20,000
b.	Of the above, total STRMU assistance to homeowners (mortgage and/or utility)	5	10,000

- Complete Part 5B for each project sponsor. If a project sponsor did not provide TBRA or STRMU, submit a blank page or write “n/a”

Part 5B: Project Sponsor Information for TBRA and STRMU Housing Assistance

1. Tenant-Based Rental Assistance (TBRA)

Housing Assistance Categories (TBRA)		Number of Households Receiving HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Tenant-based rental assistance (TBRA)	15	42,000
b.	Other Rental Assistance (RA) Programs (if approved in grant agreement)		
c.	TOTAL Rental Housing Assistance (total a + b)		42,000

2. Short-Term Rent, Mortgage and Utility Assistance (STRMU)

Housing Assistance Categories (STRMU)		Number of <u>Households</u> Receiving HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Short-term mortgage, rent and/or utility assistance	12	20,000
b.	Of the above, total STRMU assistance to homeowners (mortgage and/or utility)	7	31,000

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Part 3C: Performance and Expenditure Information

1. Performance and Expenditure Information by Activity Type

Housing Subsidy Assistance		[1] HOPWA Assistance Outputs: Households	[2] Amount of HOPWA Funds Expended
1.	Tenant-Based Rental Assistance	30	\$115,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units	■	■
2b.	Households in transitional/short-term facilities that receive operating subsidies	■	■
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year	■	■
3b.	Households in transitional/short-term facilities developed with capital funds, and placed in service during the operating year	■	■
4.	Short-term Rent, Mortgage, and Utility Assistance	7	\$65,000
5.	Adjustment for duplication (subtract)	■	■
6.	TOTAL Housing Assistance	37	\$180,000



Data Check

- Each line item in Part 3C of the APR must equal the sum of the corresponding line item in Part 5.



Part 5B: Project Sponsor Information for TBRA

Sponsor A

Housing Assistance Categories (TBRA)		Number of Households Receiving HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Tenant-based rental assistance (TBRA)	25	\$110,000
b.	Other Rental Assistance (RA) Programs (if approved in grant agreement)		
c.	TOTAL Rental Housing Assistance (total a + b)	25	\$110,000

Sponsor B

Housing Assistance Categories (TBRA)		Number of Households Receiving HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Tenant-based rental assistance (TBRA)	3	\$4,000
b.	Other Rental Assistance (RA) Programs (if approved in grant agreement)		
c.	TOTAL Rental Housing Assistance (total a + b)	3	\$4,000

Sponsor C

Housing Assistance Categories (TBRA)		Number of Households Receiving HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Tenant-based rental assistance (TBRA)	2	\$1,000
b.	Other Rental Assistance (RA) Programs (if approved in grant agreement)		
c.	TOTAL Rental Housing Assistance (total a + b)	2	\$1,000

=

30

\$115,000

Part 5C: Project Sponsor Information for Facility-Based Housing Assistance

1a. Project Site Information for Capital Development of Projects

Type of Development	HOPWA Funds Expended	Non-HOPWA funds Expended	Type of Facility [Check <u>only one</u> box.]
New construction	\$	\$	<input checked="" type="checkbox"/> Permanent housing ✓ <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
Rehabilitation	\$ 10,000	\$ 10,000	
Acquisition	\$	\$	
a.	Purchase/lease of property:		Date (mm/dd/yy): 02/15/2007
b.	Rehabilitation/Construction Dates:--		Date started: 5/1/07 Completed: 08/01/07
c.	Operation dates:		Date residents began to occupy: 08/01/07 <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:		Date started: 08/15/07 <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:		HOPWA-funded units = 3 Total Units = 3
f.	Is a waiting list maintained for the facility?		Yes No <input checked="" type="checkbox"/> X <i>If yes, number of participants on the list at the end of operating year</i>
g.	What is the address of the facility (if different from business address)?		25 Spring Avenue XXXXX
h.	Is the address of the project site confidential?		<input checked="" type="checkbox"/> X Yes, protect information; do not publish list. <i>No, can be made available to the public.</i>



Data Check

Every facility still under development or just placed into service within the program year must have a separate chart 1a and 1b. If you report households in Part 3C, line 2a, 3a, or 7, you must complete chart 1a and 1b

Part 5C: Project Sponsor Information for Facility-Based Housing Assistance

1b. Type of Capital Development Project Units (For Capital Development Projects only)

For units entered above (1 a) please list the number of HOPWA units that fulfill the following criteria.

	Designated for the chronically homeless	Designated for assist the homeless	Energy-Star Compliant	504 Accessible	Years of affordability (IN YEARS)
Rental units constructed (new) and/or acquired with or without rehab	n/a	n/a	n/a	n/a	n/a
Rental units rehabbed	3	3	3	3	12
Homeownership units constructed (if approved)	n/a	n/a	n/a	n/a	n/a



Data Check

Complete Chart 1b for every facility still under development or just placed into service within the program year. For each category, the number of units reported can not exceed the total number of HOPWA-funded units reported in Chart 1a.

Part 5C: Project Sponsor Information for Facility-Based Housing Assistance

2. Units assisted in types of housing facility/units leased by sponsor

a. Check one only.

Permanent Supportive Housing Facility/Units

Short-term Shelter or Transitional Supportive Housing Facility/Units

b. Type of Facility

Type of housing facility operated by the project sponsor		Total Number of Units Operated in the Operating Year Categorized by the Number of Bedrooms per Units					
		SRO/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a.	Single room occupancy dwelling						
b.	Community residence		2	5			
c.	Project-based rental assistance units or leased units						
d.	Other housing facility. Specify:						



Data Check

Make sure to mark the type of facility. Each facility must have its own Part 5C, Section 2, Chart a and b.

Part 5C: Project Sponsor Information for Facility-Based Housing Assistance

3. Housing Expenditures

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor on subsidies for housing involving the use of facilities, master leased units, or other scattered site units leased by the organization.

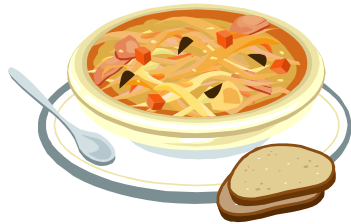
Housing Assistance Categories		Number of Households Served with HOPWA Assistance from Project Sponsor	Total HOPWA Funds Expended during Operating Year by Project Sponsor
a.	Leasing Costs		
b.	Operating Costs	3	15,000
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement). Specify:		
e.	Adjustment to eliminate duplication (subtract)		
f.	TOTAL Facility-Based Housing Assistance	3	15,000



Data Check

Make sure that all households served and funds expended in Part 5C, when aggregated, equal the number reported in Part 3C, lines 2a-3b.

Part 5D: Project Sponsor Information for Supportive Services



1. Supportive Service by type of Project Sponsor (Check one only)

a. Supportive Services are provided by project sponsors also delivering HOPWA housing assistance	✓
or	
b. Supportive Services by project sponsors serving households with other housing arrangements	✓



Part 5D: Project Sponsor Information for Supportive Services

Scenario: A project sponsor provides TBRA to 7 households. This sponsor provides supportive services to all seven of these households, as well as an additional ten households that receive their housing assistance from leveraged sources. Which box should this project sponsor mark? Click on the box to see if you are right.

You are right! The project sponsor provides housing assistance, therefore this sponsor should mark box a

1. Supportive Service by type of Project Sponsor (0

a. Supportive Services are provided by project sponsors also delivering HOPWA housing assistance	<input checked="" type="checkbox"/>
or	
b. Supportive Services by project sponsors serving households with other housing arrangements	<input type="checkbox"/>

Try again. Box B should only be marked if a project sponsor is only contracted to provide supportive services. If the sponsor provides housing assistance to 1 household, this sponsor should mark box a.

Part 5D: Project Sponsor Information for Supportive Services

	Supportive Services	Number of Households Receiving HOPWA Housing Assistance	Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance		
2.	Alcohol and drug abuse services		
3.	Case management/client advocacy/ access to benefits & services	30	29,000
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310		
8.	Legal services		
9.	Life skills management (outside of case management)	10	500
10.	Meals/nutritional services		
11.	Mental health services		
12.	Outreach		
13.	Transportation	10	500
14.	Other Activity (if approved in grant agreement). Specify:		
15.	Adjustment for Duplication (subtract)	10	
16.	TOTAL Households receiving Supportive Services (unduplicated)	40	30,000

(Cumulative Total of lines 1 through 14) minus line 15 = line 16



Data Check Make sure that both households and HOPWA funds are reported.

Part 5D: Project Sponsor Information for Supportive Services

	Housing Placement Assistance Categories	Number of Households Receiving HOPWA Assistance	Amount of HOPWA funds Expended
17.	Housing Information Services	15	20,000
18.	Permanent Housing Placement Services	12	10,000
19.	Adjustment for duplication (subtract)	2	
20.	TOTAL Housing Placement Assistance (unduplicated, sum of items 17 + 18)	25	30,000
	Grant Administration and Other Activities	Number of Households Receiving HOPWA Assistance	Amount of HOPWA funds Expended
21.	Resource Identification to establish, coordinate, and develop housing assistance resources		7000
22.	Technical Assistance to Community Residences		
23.	Project Outcomes/Program Evaluation (if approved)		
24.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)		5000
25.	Other Activity (if approved in grant agreement) Specify:		
26.	TOTAL Administration and Other Activities		12,000
27.	TOTAL Expenditures (sum of items 16 + 20 +26)		72,000

line 17 + line 18
minus line 19 = line
20

sum of lines 21
through 25 = line
26



Part 5D: Project Sponsor Information for Supportive Services

	Supportive Services	Number of Households Receiving HOPWA Housing Assistance	Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance		
2.	Alcohol and drug abuse services		
3.	Case management/client advocacy/ access to benefits & services	40	85,000
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310		
8.	Legal services		
9.	Life skills management (outside of case management)	40	
10.	Meals/nutritional services		
11.	Mental health services		
12.	Outreach		
13.	Transportation	40	
14.	Other Activity (if approved in grant agreement). Specify:		
15.	Adjustment for Duplication (subtract)	80	
16.	TOTAL Households receiving Supportive Services (unduplicated)	40	85,000

- There are three errors on this slide. Look for the errors. Click anywhere on the slide to see if you guessed correctly. Missing information will appear in red.

Part 5E: Project Sponsor Information for Certification of Continued Usage

1. General information (Portion of Section Shown)

HUD Grant Number(s) WA-H079999	Operating Year for this report From (mm/dd/yy) 1/1/07 to (mm/dd/yy) 12/31/07 Final Yr Yr 1; Yr 2; X Yr 3; Yr 4; Yr 5; Yr 6; Yr 7; Yr 8; Yr 9; Yr 10;
Grantee Name: ABC Organization	Date Facility Began Operations: 08/15/07

2. Number of Units and Leveraging

Housing Assistance	Number of Units Receiving Housing Assistance with HOPWA funds	Amount of Leveraging from Other Sources Used during the Operating Year
Stewardship units (developed with HOPWA funds but no current operations or other HOPWA costs) subject to 3- or 10- year use periods	15	\$10,000

Note: See actual APR for full section



Part 6: Worksheet on Determining HOPWA Outcomes

1. This Chart is designed to help you assess program results based on the information reported in Part 4.

Permanent Housing Assistance	Stable Housing (# remaining in program plus 3+4+5+6=#)	Temporary Housing (2)	Unstable Arrangements (1+7+8=#)	Life Event (9)
Tenant-based Rental Assistance (TBRA)				
Permanent Facility-Based Housing Assistance/Units				
Transitional/Short-term Facility-Based Housing Assistance/Units				
Total Permanent HOPWA Housing Assistance				
Reduced Risk of Homelessness: Short-Term Assistance	Stable/Permanent Housing	Temporarily Stable, with Reduced Risk of Homelessness	Unstable Arrangements	Life Events
Short-term Rent, Mortgage, and Utility Assistance (STRMU)				
Total HOPWA Housing Assistance				

- Part 6 of the APR is optional, however grantees are encouraged to use this chart to assess the effectiveness of their program in meeting HOPWA national goals of promoting housing stability and reducing the risk of homelessness

Congratulations! You have completed the Training

If you have any additional reporting questions:

email HOPWA@hud.gov

visit www.hudhre.info/hopwa for a list of TA providers.

