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HOPWA Reporting using the Consolidated Annual Performance and Evaluation Report (CAPER)

Training 1 of 3

Introduction, Grantee Executive Summary, Narrative,
and Unmet Needs Assessment

Office of HIV/AIDS
Housing

Using this Guide

- Print out a blank CAPER
www.hudhre.info/hopwa
- Each slide includes an audio file. The audio texts 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 Chart](#)

What is the CAPER?

Formula Grantees

Competitive Grantees

A diagram of a rectangular box representing HUD Form D. The box contains several horizontal wavy lines representing text. The word "CAPER" is written in large, bold, black letters in the center of the box.

HUD Form D

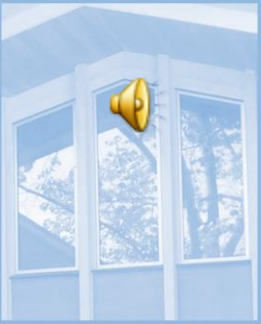
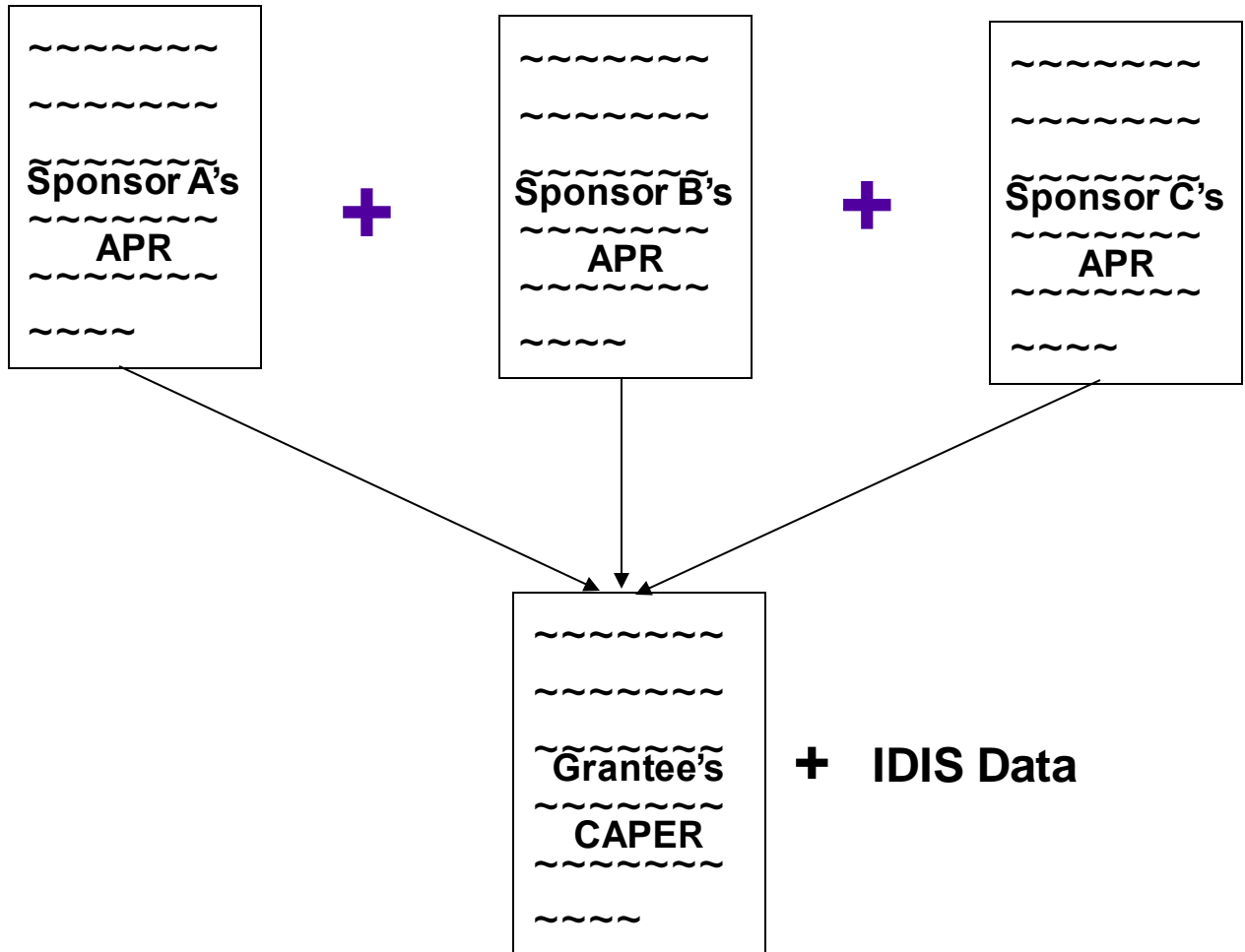
IDIS

A diagram of a rectangular box representing HUD Form C. The box contains several horizontal wavy lines representing text. The word "APR" is written in large, bold, black letters in the center of the box.

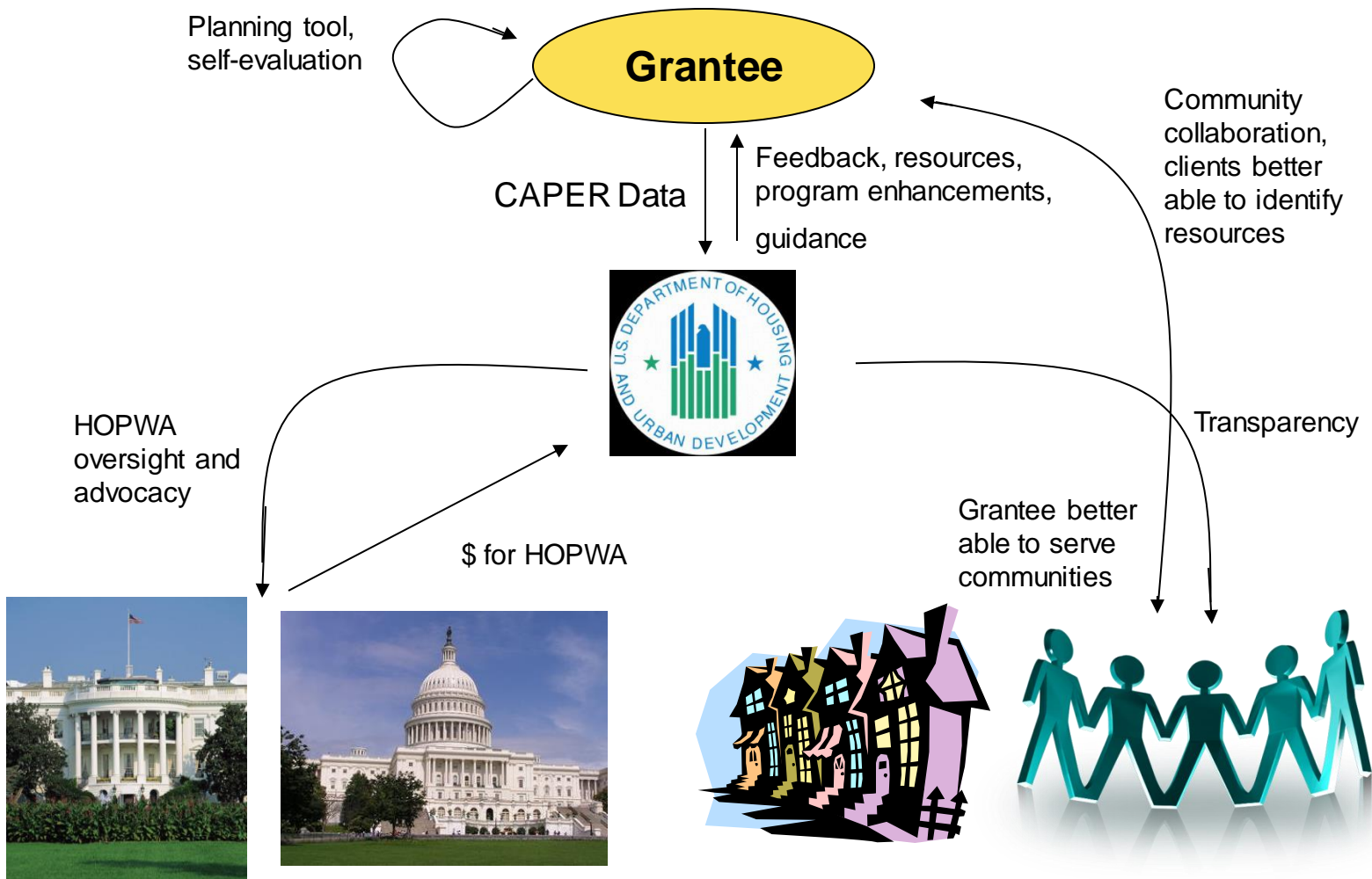
HUD Form C



What is the CAPER?



Why is Performance Reporting Important?



Where to Begin?

- Step 1) Become very familiar with the questions asked in the CAPER and IDIS
- Step 2) Design a data collection system (TA Contact Information)
- Step 3) Train project sponsors on CAPER and IDIS reporting requirements
- Step 4) Gather and review data from project sponsors
- Step 5) Complete the Narrative, Parts 2-4, and Part 6 of the CAPER by consolidating information reported by project sponsors. Look for consistency between parts.
- Step 6) Complete Part 1, Chart 1: Grantee Information





The Structure of the CAPER

- The CAPER is divided into six parts

Training 1

- Part 1: Grantee Executive Summary (Identifying Information and Narrative)

Training 2

- Part 2: Sources of Leveraging
- Part 3: Accomplishment Data – Planned Goal and Actual Outputs, Expenditure Information, and Supportive Services – Line Items

Training 3

- Part 4: HOPWA Performance Outcomes (Housing Stability, Access to Care and Support, Prevention of Homelessness)
- Part 5: Worksheet (Optional)
- Part 6: Stewardship Certificates

Part 1: Grantee Executive Summary: The Basics

1. Grantee Information

HUD Grant Number FL-H07FXXX	Operating Year for this report <i>From (mm/dd/yy) 01/01/07 To (mm/dd/yy)12/31/07</i>
Grantee Name City of Miami	

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

Part 1: Grantee Information: The Basics

Organization's Website Address	Does your organization maintain a waiting list? Yes No
Have you prepared any evaluation reports? <i>If so, please indicate the location on an Internet site (url) or attach copy.</i>	If yes, explain in the narrative section how this list is administered.

Previous editions are obsolete

Page 1

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

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



Part 1: Grantee Information: 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)	1, 2, 3, 4, 5, 6, 7, 8	
*Zip Code of Primary Service Area(s)	22201, 22215-22235, 22242-22280, 22302, 22325	
*City(ies) and County(ies) of Primary Service Area(s)	All cities in Chesterwood, Washington, and Amherst counties	Chesterwood, Washington, Amherst

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

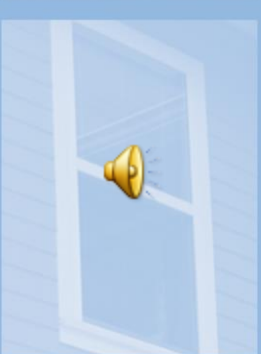
Part 1: Grantee Information: Service Delivery Information

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 Information: Waiting List Information and Nonprofit Status

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





Part 1, Section 1: Find the Error

Organization's Website Address n/a	Does your organization maintain a waiting list? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, explain in the narrative section how this list is administered.
Have you prepared any evaluation report? <i>If so, please indicate its location on an Internet site (url) or attach copy.</i> No Evaluation was conducted	

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





Grantee
Part 1, Section 1

Grantee Subrecipient
Part 1, Section 3

Project Sponsor
Part 1, Section 2

Sponsor Subrecipient
Part 1, Section 3

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

Part 1, Section 2: Project Sponsor Information

I. 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 XXXXXXXXX	
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 <small>Please check if yes and a faith-based organization <input type="checkbox"/></small> <small>Please check if yes and a grassroots organization <input type="checkbox"/></small>			

www.irs.gov

www.dnb.com

- Complete Part 1, Section 2 for each project sponsor.

Part 1, Section 3 Subrecipient Information

Organization ABC Group	Parent Company (if applicable)		
Name and Title of Contact at Subrecipient Organization	Susan Chambers		
Email Address	susan.chambers@abcgroup.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) if applicable n/a	
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 1, Section A and B : Grantee Narrative and Performance Assessment

A. Grantee and Community Overview

- Basic Program Setup

B. Annual Performance under Action Plan

- **Outputs Reported**

- Key Accomplishments
- Comparison of Actual Outputs vs. Goals

- **Outcomes Assessed**

- Self-evaluation of program success

- **Coordination**

- **Technical Assistance**

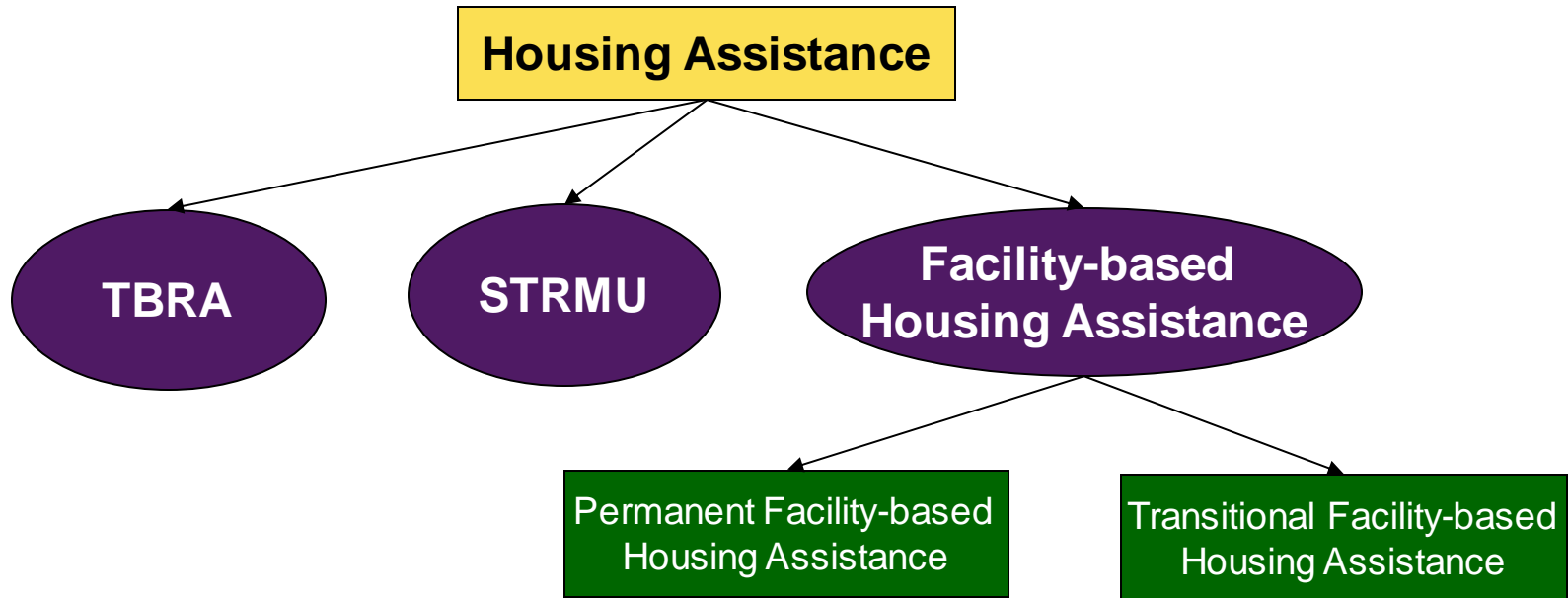


Part 1, Section C: Barriers and Trends

- | | | | |
|---|---|---|--|
| <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 1, Section D: Unmet Housing Needs Chart


Chart 1. 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 2. 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 CAPER Training.

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

Office of HIV/AIDS
Housing



HOPWA Reporting using the Consolidated Annual Performance and Evaluation Report (CAPER)

Training 2 of 3

Sources of Leveraging, Performance Planned Goal and Actual Outputs, Expenditure Information and Supportive Services – Line Items



The Structure of the CAPER

- The CAPER is divided into six parts

Training 1

- Part 1: Grantee Executive Summary (Identifying Information and Narrative)

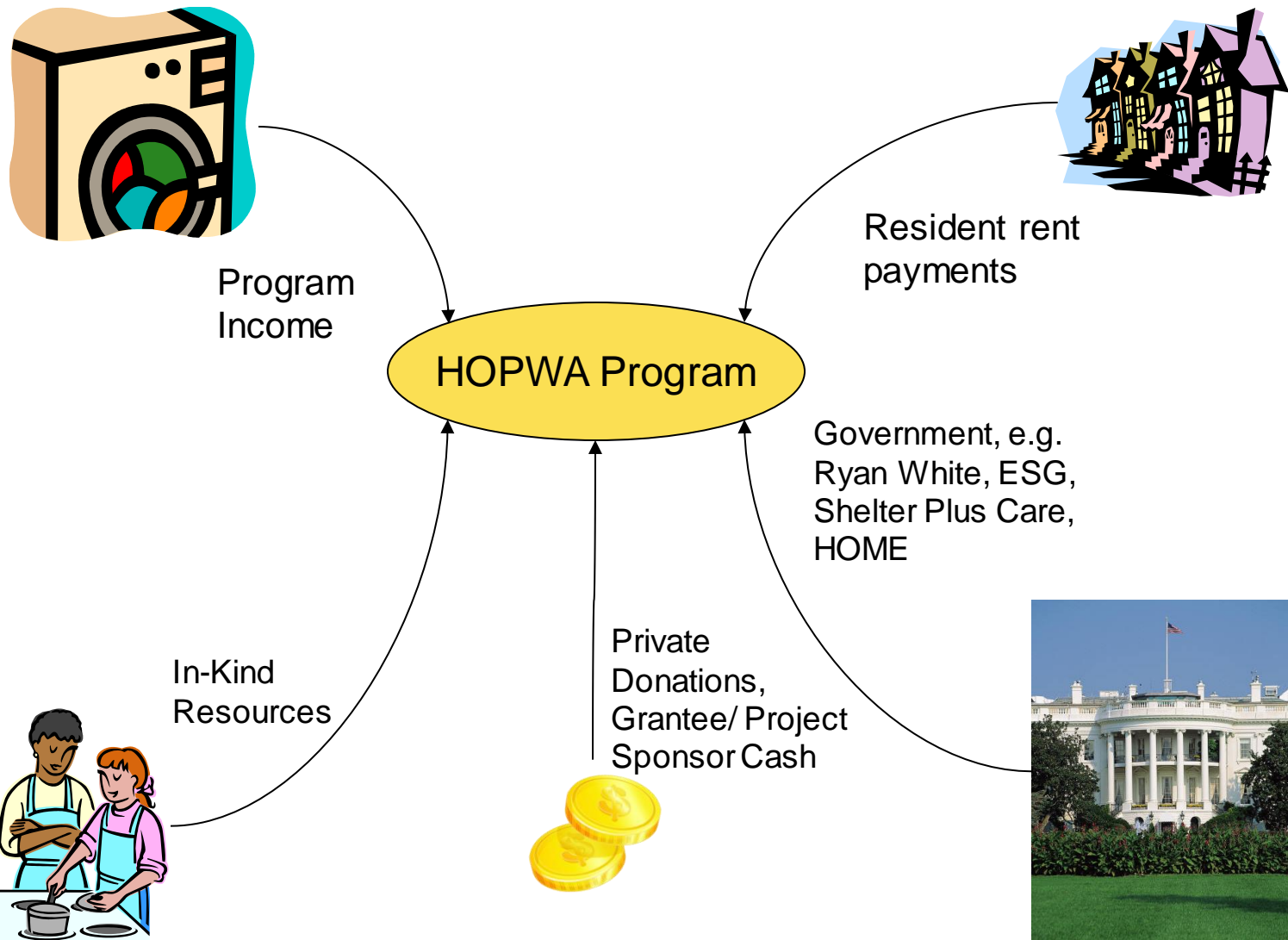
Training 2

- Part 2: Sources of Leveraging
- Part 3: Accomplishment Data – Planned Goal and Actual Outputs, Expenditure Information, and Supportive Services – Line Items

Training 3

- Part 4: HOPWA Performance Outcomes (Housing Stability, Access to Care and Support, Prevention of Homelessness)
- Part 5: Worksheet (Optional)
- Part 6: Stewardship Certificates

Part 2: Sources of Leveraging



Part 2: Sources of Leveraging

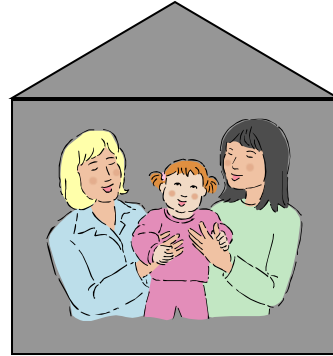
2. Sources of Leveraged Funds and Amount Used for Housing Assistance and Supportive Services

[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



Part 3, Section 1: Performance Planned Goal and Actual Chart

Households



Expenditures

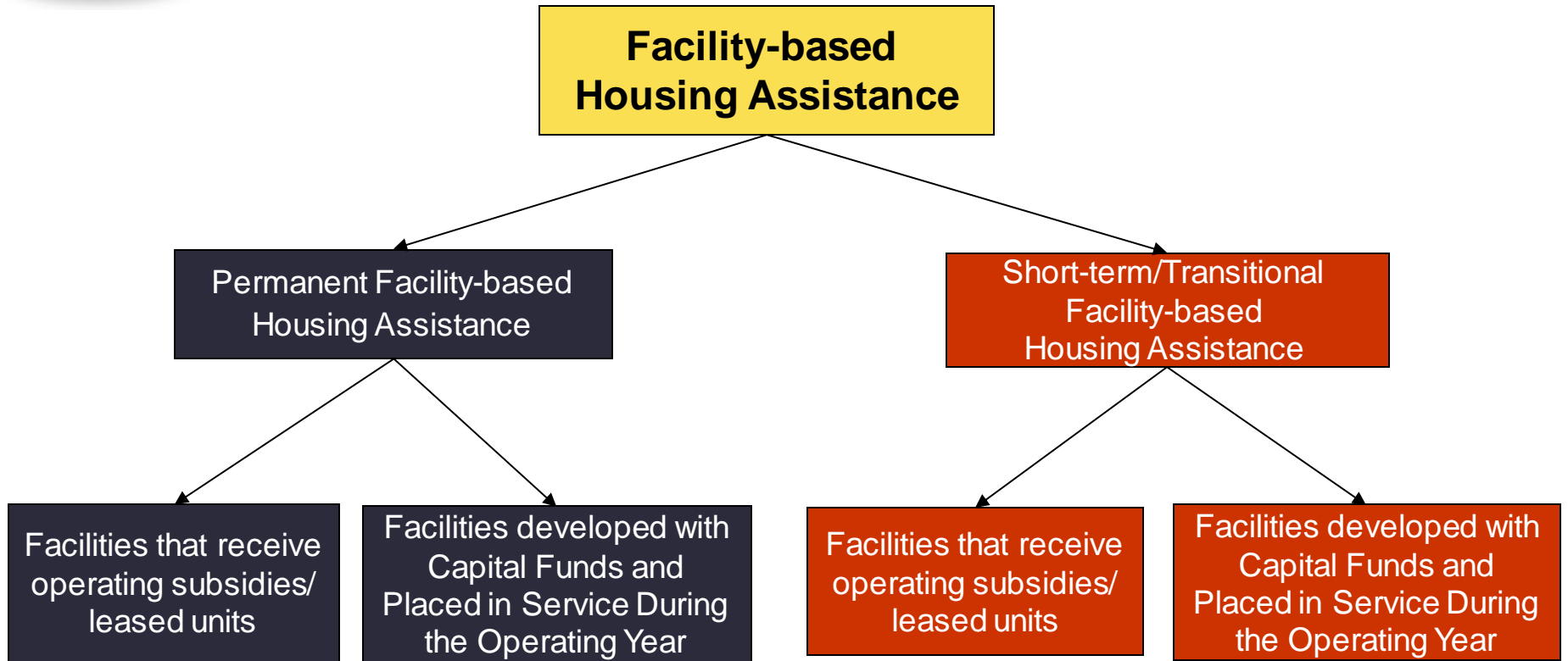


Stewardship Units and Units

Under Development



Office of HIV/AIDS
Housing



Part 3, Section 1: Performance Planned Goal and Actual Chart

Slide 4

HOPWA Performance Planned Goal and Actual

		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
1.	Tenant-Based Rental Assistance	20	25			95,000	95,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units.	5	3			12,000	15,000
2b.	Households in transitional/short-term housing facilities that receive operating subsidies/leased units		+				
3a.	Households in permanent housing facilities developed with capital funds and placed in service during the program year						
3b.	Households in transitional/short-term housing facilities developed with capital funds and placed in service during the program year						
4.	Short-Term Rent, Mortgage and Utility Assistance	25	25		45	20,000	20,000
5.	Adjustments for duplication (subtract)		= 53				
			- 5				
6.	Total Housing Subsidy Assistance	50	48	45	45	128,000	130,000

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



Data Check

If you report in column b that households received HOPWA housing assistance, then you must report the amount of funds expended in column f. Likewise, if you report that HOPWA funds were expended in column f, you must report the number of households assisted with HOPWA funds for housing assistance in column b.

Housing Opportunities for Persons with AIDS (HOPWA)



Part 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
1.	Tenant-Based Rental Assistance	20	0			95,000	95,000
2a.	Households in permanent housing facilities that receive operating subsidies/leased units.	5	3			0	15,000
2b.	Households in transitional/short-term housing facilities that receive operating subsidies/leased units						
3a.	Households in permanent housing facilities developed with capital funds and placed in service during the program year						
3b.	Households in transitional/short-term housing facilities developed with capital funds and placed in service during the program year						
4.	Short-Term Rent, Mortgage and Utility Assistance	25	25	45	45	20,000	0
5.	Adjustments for duplication (subtract)						
6.	Total Housing Subsidy Assistance	50	28	45	45	115,000	110,000

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

Part 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
Housing Development (Construction and Stewardship of facility based housing)		Output Units					
7.	Facility-based units being developed with capital funding but not opened (show units of housing planned)	15	15			35,000	30,000
8.	Stewardship Units subject to 3 or 10 year use agreements	20	20				
9.	Total Housing Developed	35	35			35,000	30,000

Refer to Slide 7 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.

HOPWA Performance Planned Goal and Actual		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
Supportive Services		Output Households					
10a	Supportive Services provided by project sponsors also delivering <u>HOPWA</u> housing assistance		25				24,000
10b	Supportive Services provided by project sponsors serving households who have other housing arrangements		5				16,000
11	Adjustment for duplication (subtract)						
12	Total Supportive Services		30				40,000

- There are two types of HOPWA project sponsors

Project Sponsors that provide HOPWA housing assistance

Project sponsors that provide only supportive services



Part 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
Supportive Services		Output Households					
10a	Supportive Services provided by project sponsors also delivering HOPWA housing assistance	60	60			70,000	70,000
10b	Supportive Services provided by project sponsors serving households who have other housing arrangements						
11	Adjustment for duplication (subtract)		7				
12	Total Supportive Services	60	53			70,000	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.

Part 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
Housing Placement Assistance		Output Households					
13.	Housing Information Services	12	12			15,000	15,000
14.	Permanent Housing Placement Services	3	3			2,000	2,000
15.	Adjustment for duplication (subtract)		3				
16.	Total Housing Placement Assistance	15	12			17,000	17,000

- 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 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
Grant Administration and Other Activities		Output Households					
17.	Resource Identification to establish, coordinate and develop housing assistance resources						
18.	Technical Assistance (if approved in grant agreement)						
19.	Grantee Administration (maximum 3% of total HOPWA grant)					20,000	18,542
20.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					45,000	46,000
Total Expenditures for program year (Sum of rows 6, 9, 12, 16, 17 - 20)						232,000	281,542

- Resource Identification includes costs to develop housing assistance resources, outreach and relationship-building with landlords, costs involved in creating brochures, web resources, and time to locate and identify affordable housing vacancies.



Part 3, Section 2: Listing of 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	39,000
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	12	500
9.	Life skills management (outside of case management)		
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)	22	
16.	TOTAL Households receiving Supportive Services (unduplicated)	30	40,000

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



Office of HIV/AIDS Housing



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

Part 3, Section 2: Listing of Supportive Services

	Supportive Services	Number of Households Receiving HOPWA Housing Assistance	Amount of HOPWA Funds Expended
13.	Transportation	10	500
14.	Other Activity (if approved in grant agreement). Specify:		
15.	Adjustment for Duplication (subtract)	22	
16.	TOTAL Households receiving Supportive Services (unduplicated)	30	40,000

Part 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		Outputs Reported				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
Supportive Services		Output Households					
10a	Supportive Services provided by project sponsors also delivering HOPWA housing assistance		25				24,000
10b	Supportive Services provided by project sponsors serving households who have other housing arrangements		5				16,000
11	Adjustment for duplication (subtract)						
12	Total Supportive Services		30				40,000



Data Check

The Total number of households and expenditures reported in Part 3, Section 2, line 16 must equal the number of households and expenditures reported in Part 3, Section 1, line 12.




Part 3, Section 2: Listing of 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 mistakes. Click anywhere on the slide to see if you guessed correctly. Missing information will appear in red.





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

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

Office of HIV/AIDS
Housing

Housing Opportunities for Persons with AIDS (HOPWA)

HOPWA Reporting using the Consolidated Annual Performance and Evaluation Report (CAPER)

Training 3 of 3

HOPWA Performance Outcomes, Optional Worksheet, and Stewardship information

Office of HIV/AIDS
Housing



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Training 1

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Training 3

- Part 4: HOPWA Performance Outcomes (Housing Stability, Access to Care and Support, Prevention of Homelessness)
- Part 5: Worksheet (Optional)
- Part 6: Stewardship Certificates

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 3, Section 1 Performance Planned Goal and Actual

HOPWA Performance Planned Goal and Actual		HOPWA Assistance	
		a.	b.
		Goal	Actual
1.	Tenant-Based Rental Assistance	25	25
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		

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 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 Planned Goal and Actual Chart (Part 3, Section 1) 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	=



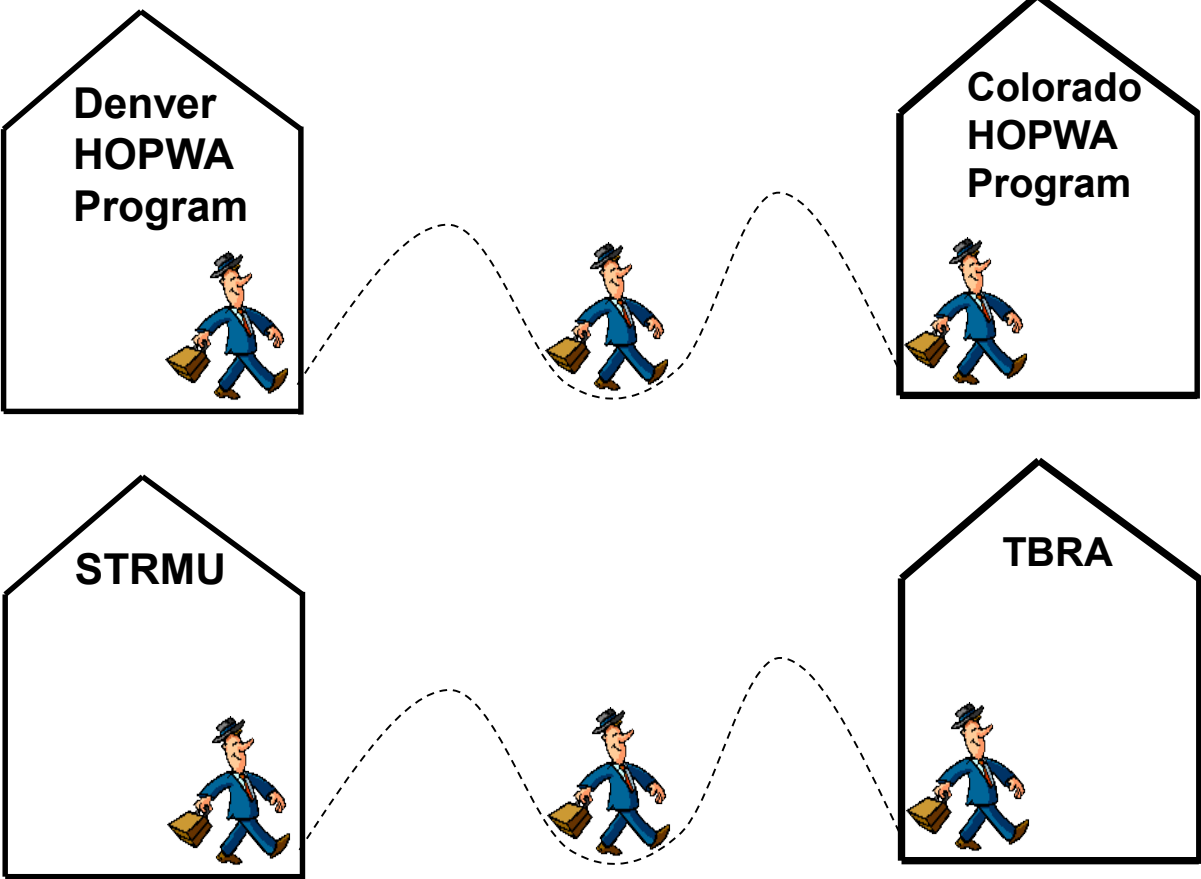
Data Check

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



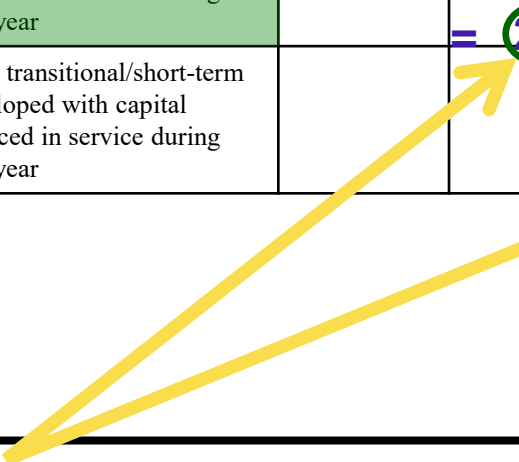
Part 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		HOPWA Assistance	
		a.	b.
		Goal	Actual
1.	Tenant-Based Rental Assistance		
2a	Households in permanent housing facilities that receive operating subsidies/leased units	20	18
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	10	<u>10</u>
		=	28
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 Planned Goal and Actual Chart in lines 2a + 3a.



Part 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		HOPWA Assistance	
		a.	b.
		Goal	Actual
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	40	40
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	10	<u>10</u> = 50

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

Section 1. 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 3, Section 1 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/Short-term 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/Short-term 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 3, Section 1: Performance Planned Goal and Actual Chart

HOPWA Performance Planned Goal and Actual		HOPWA Assistance	
		a.	b.
		Goal	Actual
3a.	Households in permanent housing facilities developed with capital funds, and placed in service during the operating year	7	7
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	10	12
5.	Adjustment for duplication (subtract)		
6.	TOTAL Housing Subsidy Assistance	17	19

 **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 3, Section 1 line 4.

Part 4, section 2: HOPWA Performance Outcomes

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 = <input type="text"/>	
	Other HOPWA support (PH) = 2	
	Other housing subsidy (PH) = <input type="text"/>	
	Institution (e.g. residential and long-term care) = <input type="text"/>	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) = <input type="text"/>	
	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) = <input type="text"/>	Unstable Arrangements
	Emergency Shelter/street = <input type="text"/>	
	Jail/Prison = 2	
Disconnected = <input type="text"/>	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



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

Assessment of Households receiving STRMU Assistance

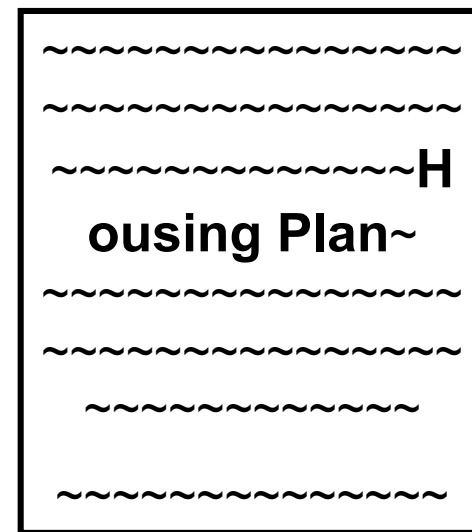
[1] STRMU Ho using Assistance	[2] Assessment of Housing Status		[3] HOPWA Client Outcomes
12	Maintain private housing without subsidy (e.g. Assistance provided/completed and client is stable, not likely to seek additional support)	- 2	Stable/Permanent Housing (PH)
	Other Private Housing without subsidy	- +	
	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 3, Section 1, Performance Planned Goal and Actual

HOPWA Performance Planned Goal and Actual		HOPWA Assistance	
		a.	b.
		Goal	Actual
1.	Tenant-Based Rental Assistance	8	8
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	7	7
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		
5.	Adjustment for duplication (subtract)		
6.	TOTAL Housing Subsidy Assistance	15	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 3, Section 1, line 6. Report access to care outcomes for only households that received HOPWA-funded housing assistance.

Part 3, Section 1: HOPWA Performance Planned Goal and Actual

HOPWA Performance Planned Goal and Actual		HOPWA Assistance	
		a.	b.
		Goal	Actual
10a.	Supportive Services provided by project sponsors also delivering HOPWA housing assistance	15	15
10b.	Supportive Services provided by project sponsors serving households who have other housing arrangements	30	35
11.	Adjustment for duplication (subtract)	0	0
12.	Total Supportive Services	45	50

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. Had contact with primary health care provider consistent with the schedule specified in client's individual service plan	34	Access to Health Care
4. Has access to 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

35



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 3, Section 1, 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

Part 5: 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 5 of the CAPER is optional

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

1. General information (Portion of Section Shown)

HUD Grant Number(s) FL-H07FXXX	Operating Year for this report <i>From (mm/dd/yy) 1/1/07 to (mm/dd/yy) 12/31/07</i> 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: City of Miami	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 CAPER for full section



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.



Office of HIV/AIDS
Housing