



Housing Opportunities for Persons with AIDS (HOPWA) Program

Consolidated Annual Performance and Evaluation Report (**CAPER**) Measuring Performance Outcomes

Revised 1/22/15

OMB Number 2506-0133 (Expiration Date: 12/31/2017)

The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support. This information is also covered under the Consolidated Plan Management Process (CPMP) report and includes Narrative Responses and Performance Charts required under the Consolidated Planning regulations. The public reporting burden for the collection of information is estimated to average 42 hours per manual response, or less if an automated data collection and retrieval system is in use, along with 60 hours for record keeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

Overview. The Consolidated Annual Performance and Evaluation Report (CAPER) provides annual performance reporting on client outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measure. The CAPER, in conjunction with the Integrated Disbursement Information System (IDIS), fulfills statutory and regulatory program reporting requirements and provides the grantee and HUD with the necessary information to assess the overall program performance and accomplishments against planned goals and objectives.

HOPWA formula grantees are required to submit a CAPER, and complete annual performance information for all activities undertaken during each program year in the IDIS, demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER and IDIS data to obtain essential information on grant activities, project sponsors, Subrecipient organizations, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

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Continued Use Periods. Grantees that received HOPWA funding for new construction, acquisition, or substantial rehabilitations are required to operate their facilities for HOPWA-eligible beneficiaries for a ten (10) years period. If no further HOPWA funds are used to support the facility, in place of completing Section 7B of the CAPER, the grantee must submit an Annual Certification of Continued Project Operation throughout the required use periods. This certification is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

In connection with the development of the Department’s standards for Homeless Management Information Systems (HMIS), universal data elements are being collected for clients of HOPWA-funded homeless assistance projects. These project sponsor/subrecipient records would include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Conditions, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, Program Entry Date, Program Exit Date, Personal Identification Number, and Household Identification Number. These are intended to match the elements under HMIS. The HOPWA program-level data elements include: Income and Sources, Non-Cash Benefits, HIV/AIDS Status, Services Provided, and Housing Status or Destination at the end of the operating year. Other suggested but optional elements are: Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Date of Contact, Date of Engagement, Financial

Assistance, Housing Relocation & Stabilization Services, Employment, Education, General Health Status, , Pregnancy Status, Reasons for Leaving, Veteran’s Information, and Children’s Education. Other HOPWA projects sponsors may also benefit from collecting these data elements.

Final Assembly of Report. After the entire report is assembled, please number each page sequentially.

Filing Requirements. Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee’s State or Local HUD Field Office, and to the HOPWA Program Office: at HOPWA@hud.gov. Electronic submission to HOPWA Program office is preferred; however, if electronic submission is not possible, hard copies can be mailed to: Office of HIV/AIDS Housing, Room 7212, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C.

Record Keeping. Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete this report for grants management oversight purposes, except for recording any names and other identifying information. **In the case that HUD must review client level data, no client names or identifying information will be retained or recorded. Information is reported in aggregate to HUD without personal identification. Do not submit client or personal information in data systems to HUD.**

Definitions

Adjustment for Duplication: Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services. For example, if a client household received both TBRA and STRMU during the operating year, report that household in the category of HOPWA Housing Subsidy Assistance in Part 3, Chart 1, Column [1b] in the following manner:

HOPWA Housing Subsidy Assistance		[1] Outputs: Number of Households
1.	Tenant-Based Rental Assistance	1
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units	
2b.	Transitional/Short-term Facilities: Received Operating Subsidies	
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year	
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year	
4.	Short-term Rent, Mortgage, and Utility Assistance	1
5.	Adjustment for duplication (subtract)	1
6.	TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)	1

Administrative Costs: Costs for general management, oversight, coordination, evaluation, and reporting. By statute, grantee administrative costs are limited to 3% of total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

Beneficiary(ies): All members of a household who received HOPWA assistance during the operating year including the one individual who qualified the household for HOPWA assistance as well as any other members of the household (with or without HIV) who benefitted from the assistance.

Central Contractor Registration (CCR): The primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants (**grantees**) are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA (American Recovery and Reinvestment Act). Per ARRA and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all **grantees** and sub-grantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number.

Chronically Homeless Person: An individual or family who : (i) is homeless and lives or resides individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.

Disabling Condition: Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a disabling condition.

Facility-Based Housing Assistance: All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.

Faith-Based Organization: Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

Grassroots Organization: An organization headquartered in the local community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered

“grassroots.”

HOPWA Eligible Individual: The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered “Head of Household.” When the CAPER asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).

HOPWA Housing Information Services: Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

HOPWA Housing Subsidy Assistance Total: The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.

Household: A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g. a shared housing arrangement with a roommate) who resided in the unit are not reported on in the CAPER.

Housing Stability: The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year. See *Part 5: Determining Housing Stability Outcomes* for definitions of stable and unstable housing situations.

In-kind Leveraged Resources: These involve additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the rate established in HUD notices, such as the rate of ten dollars per hour. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

Leveraged Funds: The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

Live-In Aide: A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See the *Code of Federal Regulations Title 24, Part 5.403 and the HOPWA Grantee Oversight Resource Guide for additional reference.*

Master Leasing: Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

Operating Costs: Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing

function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

Outcome: The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness, and improve access to HIV treatment and other health care and support.

Output: The number of units of housing or households that receive HOPWA assistance during the operating year.

Permanent Housing Placement: 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.

Program Income: Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration requirements on program income for state and local governments at 24 CFR 85.25, or for non-profits at 24 CFR 84.24.

Project-Based Rental Assistance (PBRA): A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor or Subrecipient. Assistance is tied directly to the properties and is not portable or transferable.

Project Sponsor Organizations: Any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended. Funding flows to a project sponsor as follows:

HUD Funding → Grantee → Project Sponsor

Short-Term Rent, Mortgage, and Utility (STRMU) Assistance: A time-limited, housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52 week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines.

Stewardship Units: Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

Subrecipient Organization: Any organization that receives funds from a project sponsor to provide eligible housing and other support services and/or administrative services as defined in 24 CFR 574.300. If a subrecipient organization provides housing and/or other supportive services directly to clients, the subrecipient organization must provide performance data on household served and funds expended. Funding flows to subrecipients as follows:

HUD Funding → Grantee → Project Sponsor → Subrecipient

Tenant-Based Rental Assistance (TBRA): TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.

Transgender: Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.

Veteran: A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Housing Opportunities for Person with AIDS (HOPWA) Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outputs and Outcomes

OMB Number 2506-0133 (Expiration Date: 10/31/2017)

Part 1: Grantee Executive Summary

As applicable, complete the charts below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program. Chart 1 requests general Grantee Information and Chart 2 is to be completed for each organization selected or designated as a project sponsor, as defined by CFR 574.3. In Chart 3, indicate each subrecipient organization with a contract/agreement of \$25,000 or greater that assists grantees or project sponsors carrying out their administrative or evaluation activities. In Chart 4, indicate each subrecipient organization with a contract/agreement to provide HOPWA-funded services to client households. These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

Note: Please see the definition section for distinctions between project sponsor and subrecipient.

Note: If any information does not apply to your organization, please enter N/A. Do not leave any section blank.

1. Grantee Information

HUD Grant Number KYH14-F001		Operating Year for this report From (mm/dd/yy) 07/01/14 To (mm/dd/yy) 06/30/15		
Grantee Name Louisville/Jefferson County Metro Government				
Business Address		527 W. Jefferson Street		
City, County, State, Zip	Louisville	Jefferson	KY	40202
Employer Identification Number (EIN) or Tax Identification Number (TIN)		320049006		
DUN & Bradstreet Number (DUNs):		073135584	Central Contractor Registration (CCR): Is the grantee's CCR status currently active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide CCR Number: N/A - HOPWA program does not use contractors	
Congressional District of Grantee's Business Address		KY-3		
*Congressional District of Primary Service Area(s)		KY-3		
*City(ies) <u>and</u> County(ies) of Primary Service Area(s)		Cities: Louisville		Counties: Jefferson
Organization's Website Address www.louisvilleky.gov		Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.		

* Service delivery area information only needed for program activities being directly carried out by the grantee.

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

Note: Please see the definitions for distinctions between project sponsor and subrecipient.

Note: If any information does not apply to your organization, please enter N/A.

Project Sponsor Agency Name AIDS Interfaith Ministries of Kentuckiana, Inc. (AIM)		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Aaron R. Guldenschuh-Gatten, M.A.R. Executive Director		
Email Address	AIMofKY@gmail.com		
Business Address	607 E. St. Catherine St.		
City, County, State, Zip,	Louisville, Jefferson County, KY, 40203		
Phone Number (with area code)	502-794-2682 Executive Director	502-224-1917 AIM Office	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	61-1345576	Fax Number (with area code) 502-638-4524	
DUN & Bradstreet Number (DUNS):	785679064		
Congressional District of Project Sponsor's Business Address	KY-3		
Congressional District(s) of Primary Service Area(s)	KY-3		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Louisville	Counties: Jefferson	
Total HOPWA contract amount for this Organization for the operating year	\$63,500		
Organization's Website Address	www.AIMKYonline.org		
Is the sponsor a nonprofit organization? X Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes X No If yes, explain in the narrative section how this list is administered.	

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

Note: Please see the definitions for distinctions between project sponsor and subrecipient.

Note: If any information does not apply to your organization, please enter N/A.

Project Sponsor Agency Name Hoosier Hills AIDS Coalition		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency		Dorothy Waterhouse, Treasurer	
Email Address		dwaterhouse@cchdaids.win.net	
Business Address		1301 Akers Avenue	
City, County, State, Zip,		Jeffersonville, Clark County, IN 47130	
Phone Number (with area code)		812-288-2706	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		35-1987523	Fax Number (with area code) 812-288-1474
DUN & Bradstreet Number (DUNs):		005376940	
Congressional District of Project Sponsor's Business Address		IN-9	
Congressional District(s) of Primary Service Area(s)		IN-9	
City(ies) and County(ies) of Primary Service Area(s)		Cities: Jeffersonville New Albany Salem Corydon Scottsburg	Counties: Clark Floyd Washington Harrison Scott
Total HOPWA contract amount for this Organization for the operating year		\$38,600	
Organization's Website Address		N/A	
Is the sponsor a nonprofit organization? X Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes X No If yes, explain in the narrative section how this list is administered.	

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

Note: Please see the definitions for distinctions between project sponsor and subrecipient.

Note: If any information does not apply to your organization, please enter N/A.

Project Sponsor Agency Name House of Ruth, Inc.		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency		Lisa Sutton, Executive Director	
Email Address		lsutton@houseofruth.net	
Business Address		607 E. St. Catherine Street	
City, County, State, Zip,		Louisville, Jefferson County, KY 40203	
Phone Number (with area code)		502-587-5080 ext. 24	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		61-1231355	Fax Number (with area code) 502-587-5009
DUN & Bradstreet Number (DUNs):		831087168	
Congressional District of Project Sponsor's Business Address		KY-3	
Congressional District(s) of Primary Service Area(s)		KY-3	
City(ies) and County(ies) of Primary Service Area(s)		Cities: Louisville	Counties: Jefferson
Total HOPWA contract amount for this Organization for the operating year		\$360,000	
Organization's Website Address		www.houseofruth.net	
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered. <u>If eligible based on income, proof of disability, past participation in HOPWA, and verification that client is not participating in a housing subsidy program, the Housing Program Manager places clients on waiting list according to date of referral.</u>	

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

Note: Please see the definitions for distinctions between project sponsor and subrecipient.

Note: If any information does not apply to your organization, please enter N/A.

Project Sponsor Agency Name Legal Aid Society, Inc.		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Jeffrey A. Been, Executive Director		
Email Address	jbeen@laslou.org		
Business Address	416 W. Muhammad Ali Blvd., Suite 300		
City, County, State, Zip,	Louisville, Jefferson County, KY, 40202		
Phone Number (with area code)	502-614-3100		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	61-0537626	Fax Number (with area code) 502-614-3107	
DUN & Bradstreet Number (DUNs):	086757762		
Congressional District of Project Sponsor's Business Address	KY-3		
Congressional District(s) of Primary Service Area(s)	KY-3		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Louisville	Counties: Jefferson	
Total HOPWA contract amount for this Organization for the operating year	\$62,378		
Organization's Website Address	www.laslou.org		
Is the sponsor a nonprofit organization? X Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes X No If yes, explain in the narrative section how this list is administered.	

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

Note: Please see the definitions for distinctions between project sponsor and subrecipient.

Note: If any information does not apply to your organization, please enter N/A.

Project Sponsor Agency Name Volunteers of America, Kentucky		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Susan L. Reece, Senior Director of Clinical Services		
Email Address	SusanR@voaky.org		
Business Address	1436 S. Shelby Street		
City, County, State, Zip,	Louisville, Jefferson County, KY 40217		
Phone Number (with area code)	502-635-4545		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	61-0480950	Fax Number (with area code) 502-636-0597	
DUN & Bradstreet Number (DUNs):	079657219		
Congressional District of Project Sponsor's Business Address	KY-3		
Congressional District(s) of Primary Service Area(s)	KY-3		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Louisville	Counties: Jefferson	
Total HOPWA contract amount for this Organization for the operating year	\$104,000		
Organization's Website Address	www.voaky.org		
Is the sponsor a nonprofit organization? X Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes X No If yes, explain in the narrative section how this list is administered.	

3. Administrative Subrecipient Information

Use Chart 3 to provide the following information for each subrecipient with a contract/agreement of \$25,000 or greater that assists project sponsors to carry out their administrative services but no services directly to client households. Agreements include: grants, subgrants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders. (Organizations listed may have contracts with project sponsors) These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

Note: Please see the definitions for distinctions between project sponsor and subrecipient.

Note: If any information does not apply to your organization, please enter N/A.

Subrecipient Name N/A				Parent Company Name, if applicable
Name and Title of Contact at Subrecipient				
Email Address				
Business Address				
City, State, Zip, County				
Phone Number (with area code)			Fax Number (include area code)	
Employer Identification Number (EIN) or Tax Identification Number (TIN)				
DUN & Bradstreet Number (DUNs):				
North American Industry Classification System (NAICS) Code				
Congressional District of Subrecipient's Business Address				
Congressional District of Primary Service Area				
City (ies) and County (ies) of Primary Service Area(s)	Cities:		Counties:	
Total HOPWA Subcontract Amount of this Organization for the operating year				

4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

Note: Please see the definition of a subrecipient for more information.

Note: Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

Note: If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

Sub-recipient Name N/A				Parent Company Name, if applicable
Name and Title of Contact at Contractor/ Sub-contractor Agency				
Email Address				
Business Address				
City, County, State, Zip				
Phone Number (included area code)				Fax Number (include area code)
Employer Identification Number (EIN) or Tax Identification Number (TIN)				
DUN & Bradstreet Number (DUNs)				
North American Industry Classification System (NAICS) Code				
Congressional District of the Sub-recipient's Business Address				
Congressional District(s) of Primary Service Area				
City(ies) and County(ies) of Primary Service Area	Cities:			Counties:
Total HOPWA Subcontract Amount of this Organization for the operating year				

5. Grantee Narrative and Performance Assessment

a. Grantee and Community Overview

Provide a one to three page narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website. *Note: Text fields are expandable.*

HOPWA entitlement funding in the Louisville, KY-IN MSA was administered by Louisville/Jefferson County Metro Government Department of Community Services (LMCS) during Program Year 2014 (July 1, 2014 – June 30, 2015). For Program Year 2014, Louisville Metro Government received \$572,259 in HOPWA funding and funded five local project sponsors: AIM Interfaith Ministries of Kentuckiana; Hoosier Hills AIDS Coalition; House of Ruth, Inc.; Legal Aid Society, Inc.; and Volunteers of America Kentuckiana. These organizations represent the HIV/AIDS service providers for Jefferson, Bullitt, Oldham, Henry, Meade, Shelby, and Spencer counties of Kentucky and Clark, Floyd, Harrison, Scott, and Washington counties of Indiana.

The HOPWA program provides tenant-based rental assistance (TBRA), short-term utility, rent and mortgage assistance (STRMU), and supportive services for persons living with HIV/AIDS. Supportive services include case management, assistance with daily living, nutritional services, and mental health services. These services assist those who may become homeless or lack employment or housing options due to extensive medical care and treatment.

Project sponsors, contact names, and activities conducted are as follows:

AIDS Interfaith Ministries of Kentuckiana, Inc. (Supportive Services, Sponsor Administration)

Aaron Guldenschuh-Gatten, Executive Director

AIM is an HIV service organization, 501 (C)(3) non-profit and the smallest of the HOPWA funded agencies. AIM supports the HOPWA program by providing supportive services and core services including emergency housing, medical/dental assistance, transportation, case management and nutritional support. HOPWA funds AIM for salaries of the Executive Director and Program Specialist who manage and provide a food pantry (the only food pantry in Louisville specifically for HIV positive individuals); emergency hotel vouchers; the AIM medical assistance fund; and life skills educational workshops promoting self-sufficiency, self-awareness, and self-advocacy. These services reduce barriers to care, increase access to quality medical/dental care and nutrition, and provide emergency housing to those who otherwise cannot access traditional shelters. During fiscal year 2015 AIM moved their central office into House of Ruth's Shelby Park campus in order to facilitate closer collaboration on mutual cases, decrease barriers to accessing supportive services, and to identify new individuals who may need services from AIM.

Hoosier Hills AIDS Coalition, Inc. (STRMU, TBRA, Sponsor Administration)

Dorothy Waterhouse, Program Director, Treasurer

Hoosier Hills provides activities and assistance to benefit low and moderate income persons and their families who are HIV positive and who strive to achieve or maintain a stable housing situation. They do this through HIV Care Coordination (case management) services and direct assistance designed to help clients avoid the sense of hopelessness and prevent clients from returning to high risk activities and inadequate or insecure housing situations. HOPWA funds TBRA and STRMU assistance, as well as some program sponsor administration.

House of Ruth, Inc. (Supportive Services, TBRA, Sponsor Administration)

Lisa Sutton, Executive Director

House of Ruth is a community-based organization caring for families and individuals infected or affected by HIV/AIDS. The agency offers a holistic, client-centered approach for housing and advocacy programs. This includes life skills, children's programs, and other supportive services to help strengthen lives. The hub of the Housing Program at House of Ruth is the 17 single-family, scattered site units the agency owns and operates, along with Glade House, a 12 room/person transitional housing facility for HIV-positive adults which includes one emergency shelter bed.

HOPWA provides House of Ruth with salary support for the Client Services Manager, 2 Housing Case Managers, 2 Glade House Case Managers, the Housing Program Manager, Director of Clinical Services, Executive Director, Director of Property Management, Volunteer/Communications Manager, Client Intake Coordinator, and Finance Director. Services provided include case management, emergency food, transportation assistance, rental/utility assistance, children's activities, social events, referrals to other community providers, crisis counseling, medical advocacy, and life skills education. Finally, HOPWA funds are also expended on tenant-based rental assistance.

Legal Aid Society, Inc. (Supportive Services, Sponsor Administration)

Jeff Staton, Project Manager

The HIV/AIDS Legal Project is the area's only non-profit legal provider helping clients with civil legal problems that threaten the client's basic human needs. They fight on their clients' behalf when their health, safety, and stability are unjustly threatened. Last year, Legal Aid represented 97 clients whose incomes were at or below 125 percent of the federal poverty guidelines.

As established by their board of directors, Legal Aid accepts cases that fall within the following five priority areas: 1) Support for families; 2) Preserving the home; 3) Maintaining economic stability; 4) Safety, Stability, and Health; 5) Populations with Special Vulnerabilities. Legal Aid's targeted client populations include victims of domestic violence, the homeless, families at risk of becoming homeless, children forced to move from school to school because of instability at home, children in the juvenile court and educational systems in need of help to stay in school, people living with HIV/AIDS and other life threatening medical conditions, community groups that serve the interests of the poor, people moving from welfare to work, and the elderly.

Volunteers of America of Kentuckiana, Inc. (STRMU, Supportive Services, Sponsor Administration)

Susan Reece, Program Manager

The HOPWA program worked to collaborate with the Kentucky Care Coordinator Program (KCCP), funded by a Ryan White grant. The Care Coordinator Program has been providing medical case management since 1998. In the 16 years of service, they have been instrumental in linking clients to the necessary resources to maintain stability. As clients approached the program for assistance, the medical case managers assisted the clients in preparing a budget and a housing plan. The housing plan was prepared through a joint effort between the client and case manager working to meet the client where they are and to address barriers they face. The housing plans measured outcomes and goals that were evaluated on an ongoing basis. VOA was able to meet clients anywhere in the seven counties served, based on the client's needs.

Volunteers of America experienced a transition in which KCCP was discontinued. As the result, one Case Manager completed all the interviews and assessments as of January 1, 2015. Technical Assistance was provided and staff was able to organize and spend the money down to assist persons in need of financial assistance. STRMU dollars were provided for rent, mortgage, and utility assistance. Of the 128 persons served, only 5 returned for assistance. Resources and a housing plan were established.

b. Annual Performance under the Action Plan

Provide a narrative addressing each of the following four items:

1. Outputs Reported. Describe significant accomplishments or challenges in achieving the number of housing units supported and the number households assisted with HOPWA funds during this operating year compared to plans for this assistance, as approved in the Consolidated Plan/Action Plan. Describe how HOPWA funds were distributed during your program year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.

With the exception of set-asides for administrative costs, all HOPWA funding is distributed to local sub-recipients. In the spring of 2014, HOPWA sub-recipients submitted proposals directly to the Louisville Metro Community Services and Revitalization's Compliance and Administration division, where the proposals were reviewed and recommended for funding. NOTE: As a result of a departmental reorganization effective July 1, 2014, HOPWA entitlement funding in the Louisville, KY-IN MSA is administered by Louisville/Jefferson County Metro Government Department of Community Services (LMCS) in Program Year 2014.

All proposed sub-grantees must be approved in the Louisville/Jefferson County Metro Government budget passed by the Louisville Metro Council and signed by the Mayor. Once approved in the signed budget ordinance, sub-grantees are asked to submit a Work Program and Budget detailing proposed activities, goals and expenditures for the Program Year. After the Work Program and Budget is approved by LMCS staff, a signed contract is executed between the HOPWA service agency and Louisville/Jefferson County Metro Government. Due to the generally consistent nature of the HOPWA funding, the five project sponsors that received funding for Program Year 2013 were funded again for Program Year 2014.

Project oversight is conducted by the HOPWA Program Manager. Agency/program monitoring is conducted by the Sub-recipient Management and Monitoring Unit. The HOPWA Program Manager is also responsible for reviewing all requests for payment

submitted by HOPWA project sponsors for accuracy and to ensure compliance with local, state, and federal regulations and cost principles. In Program Year 2014, all HOPWA project sponsors were monitored. There were no concerns or findings.

In addition to providing services to Louisville/Jefferson County, project sponsors also serve the counties of Bullitt, Oldham, Meade, Shelby, Henry, Spencer in Kentucky and Clark, Floyd, Harrison, Scott and Washington counties in Indiana.

The HOPWA program provides support to persons with HIV/AIDS to prevent homelessness by aiding clients through short-term rent, mortgage, and utility assistance (STRMU); tenant-based rental assistance (TBRA); and supportive service options. In Program Year 2014, Hoosier Hills and Volunteers of America supported 144 clients with STRMU assistance. House of Ruth, Inc. and Hoosier Hills AIDS Coalition, Inc. supported 31 households during the report period with TBRA assistance. In addition, Legal Aid Society, Inc., House of Ruth, Inc., and AIDS Interfaith Ministries (AIM) provided supportive services to 1,783 households with HOPWA funding.

Individual outputs are as follows:

A total of 31 clients received TBRA support from two Louisville Metro HOPWA sub-recipients (House of Ruth served a total of 24 clients. Hoosier Hills served 7 clients.) Of these 31 clients, 29 are continuing with TBRA. During the Program Year, one client exited House of Ruth TBRA and one client exited Hoosier Hills TBRA. 100% of clients who received or continue to receive TBRA are currently in a stable housing situation.

A total of 144 clients received STRMU support from two Louisville Metro HOPWA sub recipients (Hoosier Hills served 16 clients and Volunteers of America of Kentucky served 128 clients). Of the 144 clients, 143 are likely to maintain current housing arrangements with additional support. 16 clients are housed temporarily stable, with reduced risk of homelessness, 128 are in stable housing.

All HOPWA STRMU and TBRA clients were able to access necessary supportive services through other HOPWA sub-recipient agencies or through other local, state, or federal resources. During the report period, the following supportive services totals were reported: AIDS Interfaith Ministries served 532 clients; House of Ruth served 1,154 clients; and Legal Aid Society, Inc. served 97 clients.

2. Outcomes Assessed. Assess your program's success in enabling HOPWA beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded program targets, please describe strategies the program utilized and how those contributed to program successes.

HOPWA Sponsors reported the following significant outcomes:

AIDS Interfaith Ministries: AIM continued to work with partner agencies to identify households in need of assistance from the AIM program. AIM reported the following achievements for Program Year 2014:

- 1,206 unduplicated individuals accessed the AIM food pantry, including access to high protein supplements to combat HIV-related wasting;
- 666 unduplicated individuals accessed the AIM food pantry personal care and household supplies program, aiding individuals who offset household costs by getting toilet paper, laundry detergent, cleaning supplies, and mops, sponges, rags, and other cleaning tools.
- 31 unduplicated households accessed emergency housing (funded by the Louisville AIDS Walk)
- 201 unduplicated individuals received increased access to medical and oral healthcare. 28 individuals were provided transportation to the University of Louisville Miller Oral Health Clinic in Elizabethtown, Kentucky (a 45-60 minute drive) who would not otherwise be able to access oral health care. Three individuals were provided medical co-pays for wheelchair, walker, and shower bench (provided after surgery). 190 unduplicated individuals were provided non-HIV medication copays on a near monthly basis.
- 89 unduplicated individuals were provided a monthly warm meal in a community building environment at the AIM "Buddy Dinner".

Hoosier Hills: This program was able to keep seven clients on long-term assistance to prevent homelessness. One TBRA client exited the program during Program Year 2014, having secured permanent housing. Care coordinators have helped clients develop housing plans to help with stability. Sixteen clients received STRMU assistance.

House of Ruth: In Program Year 2014, House of Ruth served 1,154 individuals and families living with HIV, 99% of whom met the federal income guidelines for qualifying for HOPWA support services and TBRA services. The 1% of clients who live above income guidelines remained eligible for other programs and services supported by House of Ruth general operating funds, private grant funds, or other in-kind donations including toiletries, household items, and back-to-school and holiday assistance for families with children.

In Program Year 2014, House of Ruth services and programs funded by HOPWA Support Services dollars included: individualized holistic case management to over 700 individuals and families; intensive outpatient drug and alcohol addiction assessment and treatment to over 90 individuals; life skills case management to over 44 individuals needing weekly assistance in activities of daily living, including medication management and basic resources management, in order to develop the skills needed to obtain permanent housing of their choice and successfully live with HIV; and transportation assistance (in the form of TARC tickets) to over 300 individuals and families. In total, HOPWA Support Services have helped over 1,000 individuals and families remove potentially life-threatening barriers to successful permanent housing and HIV management.

Also in Program Year 2014, House of Ruth provided TBRA consistently for 24 unduplicated households, moved 6 new families into the program, and exited 1 family to private dwellings. Thanks in part to bonus TBRA funds this operating year, House of Ruth was able to serve more families new to HOPWA than in any past funding year. Specifically, over half of those new families with children were homeless at entry, demonstrating extreme unmet need for housing and HIV stabilization in the community.

Legal Aid: The HIV/AIDS Legal Project assists eligible clients with a variety of legal needs including obtaining and remaining in safe, affordable housing, securing disability income for clients, securing access to government benefits, addressing consumer and medical debt issues, drafting life-planning documents, assisting with family law and support issues, assistance with maintaining health care, and advocacy against discrimination. 97 clients were served by the HIV/AIDS Legal Project in Program Year 2014.

Volunteers of America: Volunteers of America served 128 clients with STRMU and supportive services during Program Year 2014. VOA engaged landlords and utility companies to advocate for financial support which prevents persons with HIV from experiencing homelessness. Housing Plans supported the need to maintain the budget and eliminate unnecessary expenses to continue stable housing.

3. Coordination. Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.

Most project sponsors participate in the Louisville Continuum of Care to plan, coordinate policy, and distribute resources for vulnerable and special needs/HOPWA populations in Louisville Metro. Many HOPWA project sponsors also leverage program operations funding through various other federal and local sources. These include the Ryan White Care Act, Metro United Way, contributions from the annual Louisville AIDS Walk, and private donations. Many of the HOPWA project sponsors are also represented on the Kentuckiana AIDS Alliance Board of Directors. The Kentuckiana AIDS Alliance facilitates monthly planning meetings among HIV/AIDS service providers in Louisville Metro and is responsible for securing funding for numerous agencies through the Louisville AIDS Walk. Louisville Metro's HOPWA program manager participates in the monthly meeting of the Kentuckiana AIDS Alliance.

4. Technical Assistance. Describe any program technical assistance needs and how they would benefit program beneficiaries.

Community Services, through its Federal Sub-recipient Management and Monitoring Unit provides quarterly meetings with the HOPWA subrecipients. These meetings offer technical assistance, exchanges of ideas, and best practices. Local HUD Field Office staff typically attends. Additionally, this unit regularly monitors each agency receiving HOPWA funds to ensure adherence to federal and local regulations, as well as provide technical assistance as needed. Sub-recipients submit quarterly reports tracking the number of clients served and other pertinent information for future funding distribution processes.

c. Barriers and Trends Overview

Provide a narrative addressing items 1 through 3. Explain how barriers and trends affected your program’s ability to achieve the objectives and outcomes discussed in the previous section.

1. Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program’s ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected.

<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 checked="" type="checkbox"/> Discrimination/Confidentiality	<input type="checkbox"/> Multiple Diagnoses	<input checked="" type="checkbox"/> Eligibility	<input type="checkbox"/> Technical Assistance or Training
<input type="checkbox"/> Supportive Services	<input checked="" type="checkbox"/> Credit History	<input checked="" type="checkbox"/> Rental History	<input checked="" type="checkbox"/> Criminal Justice History
<input checked="" type="checkbox"/> Housing Affordability	<input checked="" type="checkbox"/> Geography/Rural Access	<input type="checkbox"/> Other, please explain further	

Several barriers have been identified by HOPWA project sponsors, including lack of affordable housing, discrimination, lack of supportive services, multiple diagnoses, poor credit history, and criminal justice history. Many HOPWA clients still feel the sting of discrimination with their HIV positive status. There is a feeling of shame and isolation that occurs as clients withdraw from society due to the fear of judgment and criticism from their peers, churches, families, and society at large.

The greatest challenges reported by most sponsors are issues with obtaining and maintaining affordable housing. Housing availability continues to be a barrier to serving more clients as HOPWA clients typically live well below the poverty level. Therefore, housing affordability on their limited income or lack of income continues to be an issue. Bad credit history, criminal history, and housing availability are all factors that contribute to the lack of housing opportunities and eligibility for clients. Many client households, whether unstably housed, inadequately housed, or homeless, did not have the resources to move (such as a deposit, good credit, access to moving equipment, first month’s rent, or income eligibility). House of Ruth maintains a waiting list for affordable housing units for people with HIV/AIDS which currently includes over 260 unduplicated households.

Many clients have multiple diagnoses, making day to day survival even more of a challenge. Mental health issues combined with multiple physical health issues (such as HIV, hepatitis, kidney dialysis, etc.) all contribute to their financial, physical, mental, and emotional strain. Other factors are substance abuse issues; lack of education and training for adequate employment; and the long, arduous process of seeking and being granted social security disability insurance.

One of the main supportive services that is lacking is an adequate means of affordable and available transportation. With the rising costs of TARC and TARC3, and the shortage of TARC tickets being distributed by agencies due to cutbacks in grant funding, transportation to medical appointments, legal appointments, the food pantry, case management, church, AA meetings, and other destinations is an ongoing challenge.

Finally, concern remains how to continue to serve an increased number of TBRA families without further funds for increased case management staff and rental assistance. Flat HOPWA funding indicates that no additional housing will be available in the future. HOPWA sponsors continue to seek ways to overcome these barriers so clients can achieve positive outcomes.

2. Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population.

Communities are documenting an increase of drug use, especially heroin, leaving many people homeless. The recent epidemic of HIV in Scott County, IN occurred as a result of heroin use. Needle exchange programs in Kentucky and Indiana as well as increased community awareness (both of HIV and of the increase in heroin use) have occurred as a result of the Scott County epidemic. In addition, Hoosier Hills AIDS Coalition employs 4 case managers and a substance abuse counselor to combat the increase of drug use in their community.

Many emergency housing programs prioritize individuals who are in need of substance abuse support as well as housing. Often this results in individuals for whom alcohol abuse or drug abuse is not an issue being left with few resources for housing. Additionally, many homeless shelters in Louisville are operated by faith-based organizations, and many HIV positive individuals

report issues including discrimination due to gender identity or sexual orientation, medications being confiscated, and HIV status being freely disclosed to other residents.

3. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public.

The draft HOPWA CAPER is available for public review annually along with Louisville Metro’s CAPER. Finalized HOPWA CAPERs are available on the Office of Housing and Community Development website. Interested citizens or organizations may request copies of the CAPER from Develop Louisville or the Department of Community Services.

The most recent HIV/AIDS surveillance data for Louisville and the Kentucky counties of the HOPWA EMSA is available from the Kentucky Cabinet for Health and Family Services, Department of Public Health. HIV/AIDS surveillance data for the Indiana counties of the HOPWA EMSA is available from the Indiana State Department of Health.

d. Unmet Housing Needs: An Assessment of Unmet Housing Needs

In Chart 1, provide an assessment of the number of HOPWA-eligible households that require HOPWA housing subsidy assistance but are not currently served by any HOPWA-funded housing subsidy assistance in this service area.

In Row 1, report the total unmet need of the geographical service area, as reported in *Unmet Needs for Persons with HIV/AIDS*, Chart 1B of the Consolidated or Annual Plan(s), or as reported under HOPWA worksheet in the Needs Workbook of the Consolidated Planning Management Process (CPMP) tool.

Note: Report most current data available, through Consolidated or Annual Plan(s), and account for local housing issues, or changes in HIV/AIDS cases, by using combination of one or more of the sources in Chart 2.

If data is collected on the type of housing that is needed in Rows a. through c., enter the number of HOPWA-eligible households by type of housing subsidy assistance needed. For an approximate breakdown of overall unmet need by type of housing subsidy assistance refer to the Consolidated or Annual Plan (s), CPMP tool or local distribution of funds. Do not include clients who are already receiving HOPWA-funded housing subsidy assistance.

Refer to Chart 2, and check all sources consulted to calculate unmet need. Reference any data from neighboring states’ or municipalities’ Consolidated Plan or other planning efforts that informed the assessment of Unmet Need in your service area.

Note: In order to ensure that the unmet need assessment for the region is comprehensive, HOPWA formula grantees should include those unmet needs assessed by HOPWA competitive grantees operating within the service area.

1. Planning Estimate of Area’s Unmet Needs for HOPWA-Eligible Households

1. Total number of households that have unmet housing subsidy assistance need.	320
2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance: a. Tenant-Based Rental Assistance (TBRA) b. Short-Term Rent, Mortgage and Utility payments (STRMU) <ul style="list-style-type: none"> • Assistance with rental costs • Assistance with mortgage payments • Assistance with utility costs. c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	320

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

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

End of PART 1

PART 2: Sources of Leveraging and Program Income

1. Sources of Leveraging

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in the Consolidated or Annual Plan and used in the delivery of the HOPWA program and the amount of leveraged dollars. In Column [1], identify the type of leveraging. Some common sources of leveraged funds have been provided as a reference point. You may add Rows as necessary to report all sources of leveraged funds. Include Resident Rent payments paid by clients directly to private landlords. Do NOT include rents paid directly to a HOPWA program as this will be reported in the next section. In Column [2] report the amount of leveraged funds expended during the operating year. Use Column [3] to provide some detail about the type of leveraged contribution (e.g., case management services or clothing donations). In Column [4], check the appropriate box to indicate whether the leveraged contribution was a housing subsidy assistance or another form of support.

Note: Be sure to report on the number of households supported with these leveraged funds in Part 3, Chart 1, Column d.

A. Source of Leveraging Chart

[1] Source of Leveraging	[2] Amount of Leveraged Funds	[3] Type of Contribution	[4] Housing Subsidy Assistance or Other Support
Public Funding			
Ryan White-Housing Assistance	\$56,421.00		<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	\$147,500.00	Case management, Emerging Communities Grant	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Low Income Housing Tax Credit			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOME			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Shelter Plus Care			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Emergency Solutions Grant			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: STOP Project A and B	\$188,798.00		<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: State HOPWA	\$53,594.00		<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants	\$95,000.00	Louisville AIDS Walk, DEFA	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources	\$56,928.02	Dare to Care Food Bank, volunteers, food, supplies, travel, case management	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Private:	\$201,123.00	Fundraising donations to House of Ruth	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Private: Metro United Way	\$91,194.00	Metro United Way	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Funding			
Grantee/Project Sponsor/Subrecipient (Agency) Cash	\$15,721.00		<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	\$13,844.00		
TOTAL (Sum of all Rows)	\$920,123.02		

2. Program Income and Resident Rent Payments

In Section 2, Chart A., report the total amount of program income and resident rent payments directly generated from the use of HOPWA funds, including repayments. Include resident rent payments collected or paid directly to the HOPWA program. Do NOT include payments made directly from a client household to a private landlord.

Note: Please see report directions section for definition of program income. (Additional information on program income is available in the HOPWA Grantee Oversight Resource Guide).

A. Total Amount Program Income and Resident Rent Payment Collected During the Operating Year

Program Income and Resident Rent Payments Collected		Total Amount of Program Income (for this operating year)
1.	Program income (e.g. repayments)	n/a
2.	Resident Rent Payments made directly to HOPWA Program	n/a
3.	Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)	n/a

B. Program Income and Resident Rent Payments Expended To Assist HOPWA Households

In Chart B, report on the total program income and resident rent payments (as reported above in Chart A) expended during the operating year. Use Row 1 to report Program Income and Resident Rent Payments expended on Housing Subsidy Assistance Programs (i.e., TBRA, STRMU, PHP, Master Leased Units, and Facility-Based Housing). Use Row 2 to report on the Program Income and Resident Rent Payment expended on Supportive Services and other non-direct Housing Costs.

Program Income and Resident Rent Payment Expended on HOPWA programs		Total Amount of Program Income Expended (for this operating year)
1.	Program Income and Resident Rent Payment Expended on Housing Subsidy Assistance costs	n/a
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	n/a
3.	Total Program Income Expended (Sum of Rows 1 and 2)	n/a

End of PART 2

PART 3: Accomplishment Data Planned Goal and Actual Outputs

In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families.

Note: The total households assisted with HOPWA funds and reported in PART 3 of the CAPER should be the same as reported in the annual year-end IDIS data, and goals reported should be consistent with the Annual Plan information. Any discrepancies or deviations should be explained in the narrative section of PART 1.

1. HOPWA Performance Planned Goal and Actual Outputs

HOPWA Performance Planned Goal and Actual		[1] Output: Households				[2] Output: Funding	
		HOPWA Assistance		Leveraged Households		HOPWA Funds	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	PY 2014 Budget	Actual *
HOPWA Housing Subsidy Assistance		[1] Output: Households				[2] Output: Funding	
1.	Tenant-Based Rental Assistance	24	31	6	7	179,066.67	159,771.80
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units (Households Served)						
2b.	Transitional/Short-term Facilities: Received Operating Subsidies/Leased units (Households Served) (Households Served)	50	24			20,000.00	17,305.73
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance	160	144	15	16	97,420.33	131,968.07
5.	Permanent Housing Placement Services						
6.	Adjustments for duplication (subtract)						
7.	Total HOPWA Housing Subsidy Assistance (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)	234	199	21	23	296,487.00	309,045.60
Housing Development (Construction and Stewardship of facility based housing)		[1] Output: Housing Units				[2] Output: Funding	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3 or 10 year use agreements						
10.	Total Housing Developed (Sum of Rows 8 & 9)						
Supportive Services		[1] Output Households				[2] Output: Funding	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	650	1,282			215,091.04	219,338.55
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	100	629			98,730.00	92,840.76
12.	Adjustment for duplication (subtract)						
13.	Total Supportive Services (Columns a. – d. equal the sum of Rows 11 a. & b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. & 11b.)	750	1,911			313,821.04	312,179.31
Housing Information Services		[1] Output Households				[2] Output: Funding	
14.	Housing Information Services						
15.	Total Housing Information Services						

Grant Administration and Other Activities		[1] Output Households				[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources					12,933.91	12,933.91
17.	Technical Assistance (if approved in grant agreement)						
18.	Grantee Administration (maximum 3% of total HOPWA grant)					17,069.00	16,252.98
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					45,182.00	46,260.91
20.	Total Grant Administration and Other Activities (Sum of Rows 16 – 19)					75,184.91	75,447.80
Total Expended						[2] Outputs: HOPWA Funds Expended	
						PY 2014 Budget	Actual *
21.	Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)					685,492.95	696,672.71

* Actual funding outputs are based on the funds drawn in Program Year 2014, regardless of which year the funds were budgeted.

2. Listing of Supportive Services –Report on the households served and use of HOPWA funds for all supportive services. Do NOT report on supportive services leveraged with non-HOPWA funds.

Data check: Total unduplicated households and expenditures reported in Row 17 equal totals reported in Part 3, Chart 1, Row 13.

Supportive Services		[1] Output: Number of <u>Households</u>	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance	0	0
2.	Alcohol and drug abuse services	90	30,692.89
3.	Case management	1377	153,188.22
4.	Child care and other child services	0	0
5.	Education	0	0
6.	Employment assistance and training	0	0
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310	65	13,918.00
8.	Legal services	97	58,398.56
9.	Life skills management (outside of case management)	44	21,103.64
10.	Meals/nutritional services	431	15,082.00
11.	Mental health services	0	0
12.	Outreach	0	0
13.	Transportation	318	19,806.00
14.	Other Activity (if approved in grant agreement).	0	0
15.	Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)	2422	
16.	Adjustment for Duplication (subtract)	-511	
17.	TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)	1,911	312,189.31

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

In Row a., enter the total number of households served and the amount of HOPWA funds expended on Short-Term Rent, Mortgage and Utility (STRMU) Assistance. In Row b., enter the total number of STRMU-assisted households that received

assistance with mortgage costs only (no utility costs) and the amount expended assisting these households. In Row c., enter the total number of STRMU-assisted households that received assistance with both mortgage and utility costs and the amount expended assisting these households. In Row d., enter the total number of STRMU-assisted households that received assistance with rental costs only (no utility costs) and the amount expended assisting these households. In Row e., enter the total number of STRMU-assisted households that received assistance with both rental and utility costs and the amount expended assisting these households. In Row f., enter the total number of STRMU-assisted households that received assistance with utility costs only (not including rent or mortgage costs) and the amount expended assisting these households. In row g., report the amount of STRMU funds expended to support direct program costs such as program operation staff.

Data Check: The total households reported as served with STRMU in Row a., column [1] and the total amount of HOPWA funds reported as expended in Row a., column [2] equals the household and expenditure total reported for STRMU in Part 3, Chart 1, Row 4, Columns b. and f., respectively.

Data Check: The total number of households reported in Column [1], Rows b., c., d., e., and f. equal the total number of STRMU households reported in Column [1], Row a. The total amount reported as expended in Column [2], Rows b., c., d., e., f., and g. equal the total amount of STRMU expenditures reported in Column [2], Row a.

Housing Subsidy Assistance Categories (STRMU)		[1] Output: Number of Households Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	Total Short-term mortgage, rent and/or utility (STRMU) assistance	144	134,813.58 **
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	6	4,009.67
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	3	5,458.29
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	63	56,532.83
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	30	52,308.57
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	42	16,504.22
g.	Direct program delivery costs (e.g., program operations staff time)		

** Total reported in Table 3, Row a, Column 2 does not match total reported in Table 1, Row 4, Column f. Data in Table 1 is calculated using information from IDIS draws occurring from July 1, 2014 to June 30, 2015. Data in Table 3 is calculated using information from subrecipient end-of-year reports. Subrecipients typically report expenditures during the Program Year rather than actual IDIS draws during the Program Year.

End of PART 3

Part 4: Summary of Performance Outcomes

In Column [1], report the total number of eligible households that received HOPWA housing subsidy assistance, by type. In Column [2], enter the number of households that continued to access each type of housing subsidy assistance into next operating year. In Column [3], report the housing status of all households that exited the program.

Data Check: The sum of Columns [2] (Number of Households Continuing) and [3] (Exited Households) equals the total reported in Column[1].

Note: Refer to the housing stability codes that appear in Part 5: Worksheet - Determining Housing Stability Outcomes.

Section 1. Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)

A. Permanent Housing Subsidy Assistance

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
Tenant-Based Rental Assistance	31	29	1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	1	Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy	1	
			6 Institution		
			7 Jail/Prison		Unstable Arrangements
			8 Disconnected/Unknown		
			9 Death		
Permanent Supportive Housing Facilities/ Units			1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		
			7 Jail/Prison		Unstable Arrangements
			8 Disconnected/Unknown		
			9 Death		

B. Transitional Housing Assistance

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
Transitional/ Short-Term Housing Facilities/ Units			1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		
			7 Jail/Prison		Unstable Arrangements
			8 Disconnected/unknown		
			9 Death		

B1:Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months	0
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Section 2. Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness (Short-Term Housing Subsidy Assistance)

Report the total number of households that received STRMU assistance in Column [1].

In Column [2], identify the outcomes of the households reported in Column [1] either at the time that they were known to have left the STRMU program or through the project sponsor or subrecipient’s best assessment for stability at the end of the operating year.

Information in Column [3] provides a description of housing outcomes; therefore, data is not required.

At the bottom of the chart:

- In Row 1a., report those households that received STRMU assistance during the operating year of this report, and the prior operating year.
- In Row 1b., report those households that received STRMU assistance during the operating year of this report, and the two prior operating years.

Data Check: The total households reported as served with STRMU in Column [1] equals the total reported in Part 3, Chart 1, Row 4, Column b.

Data Check: The sum of Column [2] should equal the number of households reported in Column [1].

Assessment of Households that Received STRMU Assistance

[1] Output: Total number of households	[2] Assessment of Housing Status		[3] HOPWA Client Outcomes
144	Maintain Private Housing <u>without</u> subsidy <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	128	<i>Stable/Permanent Housing (PH)</i>
	Other Private Housing without subsidy <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>		
	Other HOPWA Housing Subsidy Assistance		
	Other Housing Subsidy (PH)		
	Institution <i>(e.g. residential and long-term care)</i>		
	Likely that additional STRMU is needed to maintain current housing arrangements	16	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
	Transitional Facilities/Short-term <i>(e.g. temporary or transitional arrangement)</i>		
	Temporary/Non-Permanent Housing arrangement <i>(e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)</i>		
	Emergency Shelter/street		<i>Unstable Arrangements</i>
	Jail/Prison		
Disconnected			
Death		<i>Life Event</i>	
1a. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the prior operating year (e.g. households that received STRMU assistance in two consecutive operating years).			10
1b. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the two prior operating years (e.g. households that received STRMU assistance in three consecutive operating years).			9

Section 3. HOPWA Outcomes on Access to Care and Support

1a. Total Number of Households

Line [1]: For project sponsors/subrecipients that provided HOPWA housing subsidy assistance during the operating year identify in the appropriate row the number of households that received HOPWA housing subsidy assistance (TBRA, STRMU, Facility-Based, PHP and Master Leasing) and HOPWA funded case management services. Use Row c. to adjust for duplication among the service categories and Row d. to provide an unduplicated household total.

Line [2]: For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance identify in the appropriate row the number of households that received HOPWA funded case management services.

Note: These numbers will help you to determine which clients to report Access to Care and Support Outcomes for and will be used by HUD as a basis for analyzing the percentage of households who demonstrated or maintained connections to care and support as identified in Chart 1b. below.

Total Number of Households	
1. For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded services:	
a. Housing Subsidy Assistance (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	175
b. Case Management	868
c. Adjustment for duplication (subtraction)	
d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)	1043
2. For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded service:	
a. HOPWA Case Management	629
b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance	629

1b. Status of Households Accessing Care and Support

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report the number of households that demonstrated access or maintained connections to care and support within the program year.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report the number of households that demonstrated improved access or maintained connections to care and support within the program year.

Note: For information on types and sources of income and medical insurance/assistance, refer to Charts below.

Categories of Services Accessed	[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	175	561	<i>Support for Stable Housing</i>
2. Had contact with case manager/benefits counselor consistent with the schedule specified in client's individual service plan (may include leveraged services such as Ryan White Medical Case Management)	175	532	<i>Access to Support</i>
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	175	532	<i>Access to Health Care</i>
4. Accessed and maintained medical insurance/assistance	174	70	<i>Access to Health Care</i>
5. Successfully accessed or maintained qualification for sources of income	174	595	<i>Sources of Income</i>

Chart 1b., Line 4: Sources of Medical Insurance and Assistance include, but are not limited to the following (Reference only)

<ul style="list-style-type: none"> • MEDICAID Health Insurance Program, or use local program name • MEDICARE Health Insurance Program, or use local program name 	<ul style="list-style-type: none"> • Veterans Affairs Medical Services • AIDS Drug Assistance Program (ADAP) • State Children’s Health Insurance Program (SCHIP), or use local program name 	<ul style="list-style-type: none"> • Ryan White-funded Medical or Dental Assistance
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Chart 1b., Row 5: Sources of Income include, but are not limited to the following (Reference only)

<ul style="list-style-type: none"> • Earned Income • Veteran’s Pension • Unemployment Insurance • Pension from Former Job • Supplemental Security Income (SSI) 	<ul style="list-style-type: none"> • Child Support • Social Security Disability Income (SSDI) • Alimony or other Spousal Support • Veteran’s Disability Payment • Retirement Income from Social Security • Worker’s Compensation 	<ul style="list-style-type: none"> • General Assistance (GA), or use local program name • Private Disability Insurance • Temporary Assistance for Needy Families (TANF) • Other Income Sources
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1c. Households that Obtained Employment

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or related case management/counseling services.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or case management/counseling services.

Note: This includes jobs created by this project sponsor/subrecipients or obtained outside this agency.

Note: Do not include jobs that resulted from leveraged job training, employment assistance, education or case management/counseling services.

Categories of Services Accessed	[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:
Total number of households that obtained an income-producing job	5	0

End of PART 4

PART 5: Worksheet - Determining Housing Stability Outcomes (optional)

1. This chart is designed to assess program results based on the information reported in Part 4 and to help Grantees determine overall program performance. Completion of this worksheet is optional.

Permanent Housing Subsidy Assistance	Stable Housing (# of households 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 Subsidy 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 Subsidy Assistance				

Background on HOPWA Housing Stability Codes
Stable Permanent Housing/Ongoing Participation

- 3 = Private Housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self-sufficient arrangements) with reasonable expectation that additional support is not needed.
- 4 = Other HOPWA-funded housing subsidy assistance (not STRMU), e.g. TBRA or Facility-Based Assistance.
- 5 = Other subsidized house or apartment (non-HOPWA sources, e.g., Section 8, HOME, public housing).
- 6 = Institutional setting with greater support and continued residence expected (e.g., residential or long-term care facility).

Temporary Housing

2 = Temporary housing - moved in with family/friends or other short-term arrangement, such as Ryan White subsidy, transitional housing for homeless, or temporary placement in institution (e.g., hospital, psychiatric hospital or other psychiatric facility, substance abuse treatment facility or detox center).

Unstable Arrangements

- 1 = Emergency shelter or no housing destination such as places not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station, or anywhere outside).
- 7 = Jail /prison.
- 8 = Disconnected or disappeared from project support, unknown destination or no assessments of housing needs were undertaken.

Life Event

9 = Death, i.e., remained in housing until death. This characteristic is not factored into the housing stability equation.

Tenant-based Rental Assistance: Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as reported under: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item: 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

Permanent Facility-Based Housing Assistance: Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

Transitional/Short-Term Facility-Based Housing Assistance: Stable Housing is the sum of the number of households that (i) continue in the residences (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Other Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

Tenure Assessment. A baseline of households in transitional/short-term facilities for assessment purposes, indicate the number of households whose tenure exceeded 24 months.

STRMU Assistance: Stable Housing is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period and there is reasonable expectation that additional support is not needed in order to maintain permanent housing living situation (as this is a time-limited form of housing support) as reported under housing status: Maintain Private Housing with subsidy; Other Private with Subsidy; Other HOPWA support; Other Housing Subsidy; and Institution. Temporarily Stable, with Reduced Risk of Homelessness is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period or left their current housing arrangement for a transitional facility or other temporary/non-permanent housing arrangement and there is reasonable expectation additional support will be needed to maintain housing arrangements in the next year, as reported under housing status: Likely to maintain current housing arrangements, with additional STRMU assistance; Transitional Facilities/Short-term; and Temporary/Non-Permanent Housing arrangements. Unstable Situation is the sum of number of households reported under housing status: Emergency Shelter; Jail/Prison; and Disconnected.

End of PART 5

PART 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)

The Annual Certification of Usage for HOPWA Facility-Based Stewardship Units is to be used in place of Part 7B of the CAPER if the facility was originally acquired, rehabilitated or constructed/developed in part with HOPWA funds but no HOPWA funds were expended during the operating year. Scattered site units may be grouped together on one page.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation are required to operate their facilities for HOPWA eligible individuals for at least ten (10) years. If non-substantial rehabilitation funds were used they are required to operate for at least three (3) years. Stewardship begins once the facility is put into operation.

Note: See definition of Stewardship Units.

1. General information

HUD Grant Number(s)	Operating Year for this report From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6; <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10;
Grantee Name	Date Facility Began Operations (mm/dd/yy)

2. Number of Units and Non-HOPWA Expenditures

Facility Name:	Number of Stewardship Units Developed with HOPWA funds	Amount of Non-HOPWA Funds Expended in Support of the Stewardship Units during the Operating Year
Total Stewardship Units (subject to 3- or 10- year use periods)		

3. Details of Project Site

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
If the site is not confidential: Please provide the contact information, phone, email address/location, if business address is different from facility address	

I certify that the facility that received assistance for acquisition, rehabilitation, or new construction from the Housing Opportunities for Persons with AIDS Program has operated as a facility to assist HOPWA-eligible persons from the date shown above. I also certify that the grant is still serving the planned number of HOPWA-eligible households at this facility through leveraged resources and all other requirements of the grant agreement are being satisfied.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Name & Title of Authorized Official of the organization that continues to operate the facility:	Signature & Date (mm/dd/yy)
Name & Title of Contact at Grantee Agency (person who can answer questions about the report and program)	Contact Phone (with area code)

End of PART 6

Part 7: Summary Overview of Grant Activities**A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, Facility-Based Units, Permanent Housing Placement and Master Leased Units ONLY)**

Note: Reporting for this section should include ONLY those individuals, beneficiaries, or households that received and/or resided in a household that received HOPWA Housing Subsidy Assistance as reported in Part 3, Chart 1, Row 7, Column b. (e.g., do not include households that received HOPWA supportive services ONLY).

Section 1. HOPWA-Eligible Individuals who Received HOPWA Housing Subsidy Assistance**a. Total HOPWA Eligible Individuals Living with HIV/AIDS**

In Chart a., provide the total number of eligible (and unduplicated) low-income individuals living with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance during the operating year. This total should include only the individual who qualified the household for HOPWA assistance, NOT all HIV positive individuals in the household.

Individuals Served with Housing Subsidy Assistance	Total
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	199

Chart b. Prior Living Situation

In Chart b., report the prior living situations for all Eligible Individuals reported in Chart a. In Row 1, report the total number of individuals who continued to receive HOPWA housing subsidy assistance from the prior operating year into this operating year. In Rows 2 through 17, indicate the prior living arrangements for all new HOPWA housing subsidy assistance recipients during the operating year.

Data Check: The total number of eligible individuals served in Row 18 equals the total number of individuals served through housing subsidy assistance reported in Chart a. above.

Category		Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	34
New Individuals who received HOPWA Housing Subsidy 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.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	
4.	Transitional housing for homeless persons	23
5.	Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)	23
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	3
7.	Psychiatric hospital or other psychiatric facility	
8.	Substance abuse treatment facility or detox center	2
9.	Hospital (non-psychiatric facility)	
10.	Foster care home or foster care group home	
11.	Jail, prison or juvenile detention facility	
12.	Rented room, apartment, or house	132
13.	House you own	4
14.	Staying or living in someone else's (family and friends) room, apartment, or house	1
15.	Hotel or motel paid for without emergency shelter voucher	
16.	Other	
17.	Don't Know or Refused	
18.	TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)	199

c. Homeless Individual Summary

In Chart c., indicate the number of eligible individuals reported in Chart b., Row 5 as homeless who also are homeless Veterans and/or meet the definition for Chronically Homeless (See Definition section of CAPER). The totals in Chart c. do not need to equal the total in Chart b., Row 5.

Category	Number of Homeless Veteran(s)	Number of Chronically Homeless
HOPWA eligible individuals served with HOPWA Housing Subsidy Assistance	2	24

Section 2. Beneficiaries

In Chart a., report the total number of HOPWA eligible individuals living with HIV/AIDS who received HOPWA housing subsidy assistance (*as reported in Part 7A, Section 1, Chart a.*), and all associated members of their household who benefitted from receiving HOPWA housing subsidy assistance (resided with HOPWA eligible individuals).

Note: See definition of HOPWA Eligible Individual

Note: See definition of Transgender.

Note: See definition of Beneficiaries.

Data Check: The sum of each of the Charts b. & c. on the following two pages equals the total number of beneficiaries served with HOPWA housing subsidy assistance as determined in Chart a., Row 4 below.

a. Total Number of Beneficiaries Served with HOPWA Housing Subsidy Assistance Individuals and Families Served with HOPWA Housing Subsidy Assistance	Total Number
1. Number of individuals with HIV/AIDS who qualified the household to receive HOPWA housing subsidy assistance (equals the number of HOPWA Eligible Individuals reported in Part 7A, Section 1, Chart a.)	199
2. Number of ALL other persons diagnosed as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	8
3. Number of ALL other persons NOT diagnosed as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	106
4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1,2, & 3)	313

b. Age and Gender

In Chart b., indicate the Age and Gender of all beneficiaries as reported in Chart a. directly above. Report the Age and Gender of all HOPWA Eligible Individuals (those reported in Chart a., Row 1) using Rows 1-5 below and the Age and Gender of all other beneficiaries (those reported in Chart a., Rows 2 and 3) using Rows 6-10 below. The number of individuals reported in Row 11, Column E. equals the total number of beneficiaries reported in Part 7, Section 2, Chart a., Row 4.

HOPWA Eligible Individuals (Chart a, Row 1)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
1.	Under 18					
2.	18 to 30 years	11	2	2		15
3.	31 to 50 years	83	41	1		125
4.	51 years and Older	32	27			59
5.	Subtotal (Sum of Rows 1-4)	126	70	3		199
All Other Beneficiaries (Chart a, Rows 2 and 3)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
6.	Under 18	25	40			65
7.	18 to 30 years	22	3			25
8.	31 to 50 years	7	8			15
9.	51 years and Older	7	2			9
10.	Subtotal (Sum of Rows 6-9)	61	53			114
11.	TOTAL (Sum of Rows 5 & 10)	187	123	3	0	313

c. Race and Ethnicity*

In Chart c., indicate the Race and Ethnicity of all beneficiaries receiving HOPWA Housing Subsidy Assistance as reported in Section 2, Chart a., Row 4. Report the race of all HOPWA eligible individuals in Column [A]. Report the ethnicity of all HOPWA eligible individuals in column [B]. Report the race of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [C]. Report the ethnicity of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [D]. The summed total of columns [A] and [C] equals the total number of beneficiaries reported above in Section 2, Chart a., Row 4.

Category		HOPWA Eligible Individuals		All Other Beneficiaries	
		[A] Race [all individuals reported in Section 2, Chart a., Row 1]	[B] Ethnicity [Also identified as Hispanic or Latino]	[C] Race [total of individuals reported in Section 2, Chart a., Rows 2 & 3]	[D] Ethnicity [Also identified as Hispanic or Latino]
1.	American Indian/Alaskan Native				
2.	Asian	1		1	
3.	Black/African American	110		78	
4.	Native Hawaiian/Other Pacific Islander				
5.	White	83	4	32	4
6.	American Indian/Alaskan Native & White				
7.	Asian & White				
8.	Black/African American & White	3		2	
9.	American Indian/Alaskan Native & Black/African American				
10.	Other Multi-Racial	2		1	
11.	Column Totals (Sum of Rows 1-10)	199	4	114	4
Data Check: Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a., Row 4.					

**Reference (data requested consistent with Form HUD-27061 Race and Ethnic Data Reporting Form)*

Section 3. Households

Household Area Median Income

Report the area median income(s) for all households served with HOPWA housing subsidy assistance.

Data Check: The total number of households served with HOPWA housing subsidy assistance should equal Part 3C, Row 7, Column b and Part 7A, Section 1, Chart a. (Total HOPWA Eligible Individuals Served with HOPWA Housing Subsidy Assistance).

Note: Refer to http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	127
2.	31-50% of area median income (very low)	53
3.	51-80% of area median income (low)	19
4.	Total (Sum of Rows 1-3)	199

Part 7: Summary Overview of Grant Activities

B. Facility-Based Housing Assistance

Complete one Part 7B for each facility developed or supported through HOPWA funds.

Do not complete this Section for programs originally developed with HOPWA funds but no longer supported with HOPWA funds. If a facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs), but HOPWA funds are no longer used to support the facility, the project sponsor or subrecipient should complete Part 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY).

Complete Charts 2a., Project Site Information, and 2b., Type of HOPWA Capital Development Project Units, for all Development Projects, including facilities that were past development projects, but continued to receive HOPWA operating dollars this reporting year.

1. Project Sponsor/Subrecipient Agency Name (Required)

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2. Capital Development

2a. Project Site Information for HOPWA Capital Development of Projects (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this reporting year)

Note: If units are scattered-sites, report on them as a group and under type of Facility write "Scattered Sites."

	Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
	<input type="checkbox"/> New construction	\$	\$	Type of Facility [Check <u>only one</u> box.] <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
	<input type="checkbox"/> Rehabilitation	\$	\$	
	<input type="checkbox"/> Acquisition	\$	\$	
	<input type="checkbox"/> Operating	\$	\$	
a.	Purchase/lease of property:			Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:			Date started: Date Completed:
c.	Operation dates:			Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:			Date started: <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:			HOPWA-funded units = Total Units =
f.	Is a waiting list maintained for the facility?			<input type="checkbox"/> Yes <input type="checkbox"/> No <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)?			
h.	Is the address of the project site confidential?			<input type="checkbox"/> Yes, protect information; do not publish list <input type="checkbox"/> No, can be made available to the public

2b. Number and Type of HOPWA Capital Development Project Units (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this Reporting Year)

For units entered above in 2a. please list the number of HOPWA units that fulfill the following criteria:

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired <u>with or without</u> rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor or Subrecipient

Charts 3a., 3b. and 4 are required for each facility. In Charts 3a. and 3b., indicate the type and number of housing units in the facility, including master leased units, project-based or other scattered site units leased by the organization, categorized by the number of bedrooms per unit.

Note: The number units may not equal the total number of households served.

Please complete separate charts for each housing facility assisted. Scattered site units may be grouped together.

3a. Check one only

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

3b. Type of Facility

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

Name of Project Sponsor/Agency Operating the Facility/Leased Units:

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

4. Households and Housing Expenditures

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

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <u>Specify:</u>		
e.	Adjustment to eliminate duplication (subtract)		
f.	TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)		