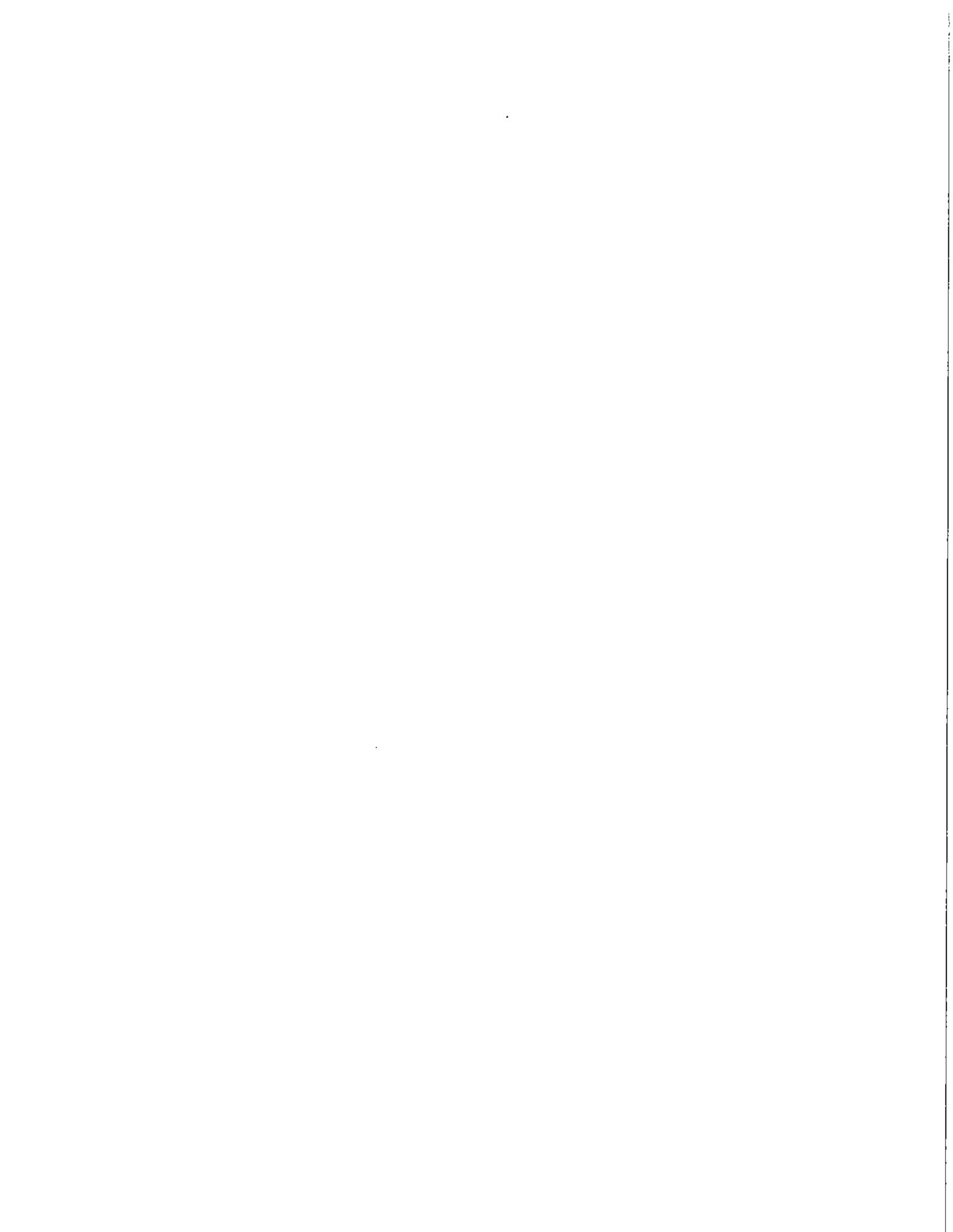


**APPENDIX C
CITY OF WARREN
2012/2013 CAPER**

- **HOPWA CAPER: MEASURING PERFORMANCE OUTCOMES
(Form HUD-40110-D)**





Housing Opportunities for Persons with AIDS (HOPWA) Program

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

Final Released 1/12/12

OMB Number 2506-0133 (Expiration Date: 10/31/2014)

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.

Table of Contents

PART 1: Grantee Executive Summary

1. Grantee Information
2. Project Sponsor Information
3. Administrative Subrecipient Information
4. Program Subrecipient Information
5. Grantee Narrative and Performance Assessment
 - a. Grantee and Community Overview
 - b. Annual Performance under the Action Plan
 - c. Barriers or Trends Overview
 - d. Assessment of Unmet Housing Needs

PART 2: Sources of Leveraging and Program Income

1. Sources of Leveraging
2. Program Income and Resident Rent Payments

PART 3: Accomplishment Data: Planned Goals and Actual Outputs

PART 4: Summary of Performance Outcomes

1. Housing Stability: Permanent Housing and Related Facilities
2. Prevention of Homelessness: Short-Term Housing Payments
3. Access to Care and Support: Housing Subsidy Assistance with Supportive Services

PART 5: Worksheet - Determining Housing Stability Outcomes

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

PART 7: Summary Overview of Grant Activities

- A. Information on Individuals, Beneficiaries and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, PHP, Facility Based Units, Master Leased Units ONLY)
- B. Facility-Based Housing Assistance

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	1

	(subtract)	
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: 10/31/2014)

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 MH-12F-002	Operating Year for this report From (mm/dd/yy) 07/01/12 To (mm/dd/yy) 06/30/2013			
Grantee Name City of Warren				
Business Address		Office of Community and Economic Development One City Square, Suite 210		
City, County, State, Zip		Warren	Macomb	MI 48093
Employer Identification Number (EIN) or Tax Identification Number (TIN)		38-6006931		
DUN & Bradstreet Number (DUNS):		106637569		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:
*Congressional District of Grantee's Business Address		12th		
*Congressional District of Primary Service Area(s)		8 9 10 11 12		
*City(ies) and County(ies) of Primary Service Area(s)		Counties Lapeer Livingston Macomb Oakland St Clair Cities:		
Organization's Website Address Cityofwarren.org		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 Oakland Livingston Human Service Agency (OLHSA)		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Heather Zeigler, Associate Director for Home Support Services		
Email Address	heatherz@olhsa.org		
Business Address	196 Cesar E. Chavez, P.O. Box 430598		
City, County, State, Zip,	Pontiac, Michigan 48343-0598		
Phone Number (with area code)	(248) 209-2661		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	38-1785665	Fax Number (with area code) (248) 209-2645	
DUN & Bradstreet Number (DUNs):	088-746-458 CCR# 8A1B4		
Congressional District of Project Sponsor's Business Address	9		
Congressional District(s) of Primary Service Area(s)	8 9 10 11 12		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Pontiac, Ferndale, Royal Oak, Waterford, Warren, Mt. Clemens, Sterling Heights, Roseville, Port Huron	Counties: Oakland, Macomb, St. Clair, Lapeer, Livingston	
Total HOPWA contract amount for this Organization for the operating year	\$485,253		
Organization's Website Address	www.olhsa.org		
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input checked="" 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.		

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		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				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.*

The City of Warren receives HOPWA funds to provide services to income eligible persons living with HIV/AIDS (PLWH/A) residing in Lapeer, Livingston, Macomb, Oakland, and St. Clair Counties in Michigan (Warren EMA). HOPWA funds are administered through the Department of Community and Economic Development.

In the City's 2011-2016 Consolidated Plan, the following high priority needs were identified.

1. Emergency (short term) assistance with rent, mortgage, or utility payments.
2. Housing (long term) assistance with rent and mortgage payments.
3. Help finding housing/resource identification.
4. In home support (homemaker, home-health aide, and personal care) services for the medically fragile.

The following objective was established in the Consolidated Plan to address these needs. *Provide income eligible PLWH/A in the Warren EMA with access to permanent, stable, decent, and affordable housing.*

In the 2012 report year, HOPWA funding received by the City of Warren was used to fund five activities:

- Short Term Rent Mortgage and Utility Payments (STRMU) : To provide assistance to eligible PLWH/A facing the loss of permanent housing through pending eviction, foreclosure, or termination of utilities due to nonpayment.
- Permanent Housing Placement (Move-In): To provide eligible PLWH/A who are currently homeless or living in temporary or unstable housing with first month's rent and/or security deposits.
- Housing Support Services: To provide housing case management, assistance accessing available benefits and services, and life skill education.
- In-Home Care for the Medically Fragile: To provide homemaker, personal care assistance for medically fragile PLWH/A.
- Tenant Based Rental Assistance (TBRA): To provide assistance with rent payments. Recipients pay 30% of adjusted income for rent and utilities. The balance is paid with HOPWA funds.

The Oakland Livingston Human Service Agency (OLHSA) was the project sponsor for all the activities.

OLHSA maintains waiting list for PLWH/A interested in applying for TBRA. Waiting list applications are only accepted during specified periods. The waiting list was opened for two weeks during the 2011 report year. There was significant outreach during that period. Fifty-seven applications were received. The applications were divided into three preference groups: group A – very low and low income residents of the Warren EMA (30 applications), group B – moderate income residents of the Warren EMA (12 applications), and group C – all others (15 applications). Within each group, a lottery system was used to prioritize applications. The City believes there are sufficient resources allocated to TBRA to provide 32 PLWH/A with TBRA. As of June 30, 2013, there were 29 active TBRA participants. OLHSA will fill the three remaining slots from the waiting list established in June 2012. In addition, as PLWH/A currently being served exit the TBRA program, additional applications will be selected from the waiting list for processing. The waiting list will expire on June 30, 2014.

Contact information for the City of Warren and OLSHA can be found in Part 1, Tables 1 & 2.

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.

During the 2012 report year activities were completed as follows:

- Short Term Rent Mortgage Utility (STRMU): Goal 50 households, actual 48 households & 10% of expenditures.
- Permanent Housing Placement (Move-In): Goal 45 households, actual 48 households & 9% of expenditures
- In-Home Care for the Medically Fragile: Goal 20 households, actual 30 households & 14% of expenditures.
- Tenant Based Rental Assistance (TBRA): Goal 30 households, actual 34 households & 35% of expenditures.
- Housing Support Services (Hsg Case Mgt, Life Skill Educ, Assist Access Benefits): Goal 150 households, actual 269 households (includes households reported above who received other services) & 28% of expenditures.
- Grantee Administration: 4% of expenditures (includes expenditure of funds carried over from prior years, no more than 3% of any one year's grant amount was spent for grantee administration).

Geographic distribution of nonduplicated households assisted by County: Lapeer <1%, Livingston <1%, Macomb 20%, Oakland 75%, and St. Clair 5%.

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.

During the program year, 119 households received a HOPWA funded housing subsidy either STRMU, Move-In (permanent housing placement) or TBRA. Approximately 65 percent now maintain a stable living environment either because they are enrolled in an ongoing TBRA program or because the short term (STRMU) or housing placement assistance (Move-In) they received was enough to help them through a personal challenge and reach a place in their lives where they can maintain private housing without a subsidy.

Approximately one third of the 119 households are temporarily stable. These households maintain contact with OLHSA case managers and are eligible to receive additional STRMU assistance when needed. They are encouraged to apply for TBRA when the waiting list opens, to attend monthly life skill classes offered by OLHSA and work with the HOPWA funded advocate to access new sources of income and maintain qualifications for existing sources of income.

Only two of the 119 households were disconnected at the end of the program year and one was deceased. The other 116 households received ongoing case management and approximately 80% remained compliant with their housing plans. The goal is to maintain contact with all of the households receiving a HOPWA funded housing subsidy until they are able to maintain stable permanent housing. To encourage clients to maintain contact with OLHSA throughout the year, eligibility for future HOPWA funded benefits requires ongoing contact with the housing case manager or benefits counselor (advocate) as specified in their housing service plan and active pursuit of the goals in their housing service plan that will lead to stable permanent 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.

In the five county area, OLHSA regularly communicates with HIV/AIDS Case Managers in all AIDS Service Organizations (ASOs) and participates in quarterly Ryan White Community Case Conferences to update all the medical case managers in the EMA about OLHSA HOPWA programs. OLHSA regularly attends health and resource fairs held throughout the EMA to inform the public about our services. Over the past year, they have strengthened and expanded their relationship with the Macomb County Health Department HIV division and receive almost weekly referrals for newly diagnosed patients from them. In Livingston County, OLHSA has a central office with which they are in almost daily contact. In St Clair County, they have a close working relationship with Mary Wagner, HIV/AIDS Case Manager for the St. Clair Health Department whom provides assistance with transportation. In Lapeer, OLHSA receives referrals from the Human Development Commission.

OLHSA assures that all of its HIV programs, including HOPWA, are included in the User Friendly Manual produced and updated annually by Community Health Awareness Group (CHAG). OLHSA also utilizes the Ryan White continuum of care listserv to notify ASOs about its available funding.

OLHSA also has active collaborative agreements/memorandums of understanding with the following entities within the continuum of care:

Summary Table

Partner Agency Name, Address and Contact Information	Services Provided
Matrix Human Services 120 Parsons St. Detroit, MI 48201	Ryan White HIV/AIDS: medical case management, primary care
Wayne State University/Children's Hospital of Michigan 3901 Beaubien St., Detroit, Michigan 48201	Pediatric, prenatal, postnatal HIV care, medical case management, support groups, HERR
AIDS Partnership Michigan 2751 E. Jefferson Ave, Ste 301, Detroit, MI	HIV mental health, medical case management, support groups, testing and prevention,
Oakland County Health Dept. 1200 N. Telegraph Rd., Bldg 36E, Pontiac, MI	HIV Testing, partnership services, health education risk reduction, early intervention
Macomb County Health Dept. 27690 Van Dyke Ave., Warren, MI 48093	HIV Testing, partnership services, health education risk reduction, early intervention
Detroit Health Department 1151 Taylor, Detroit, MI 48202	HIV Testing, HOPWA programs (housing for people with AIDS), South Eastern Michigan HIV/AIDS Council.
Affirmations 290 West Nine Mile, Ferndale, MI 48220	HIV Testing. Support groups
H.E.L.P. 1726 Howard St., Detroit, MI 48216	HIV mental health, medical case management, support groups, testing and prevention, financial assistance, food
Oakland Primary Services 46 N. Saginaw, Pontiac, MI 48342	FQHC; HIV primary care
Detroit Legal Services 16861 Greendale Avenue. , Detroit, MI 48219	Legal assistance for HIV; assistance with social security benefits
Detroit Community Health Connection 13901 East Jefferson, Detroit, MI 48215	HIV primary medical care
St. John Health 46 N. Saginaw, Pontiac, MI 48342	HIV primary care
DEAF-C.A.N. 2111 Orchard Lake Rd., Sylvan Lake, 48230 (HIV Case Management
Baldwin Church and Center 212 Baldwin Ave., Pontiac, MI 48342	Homeless shelter, support services
St. Joseph Mercy/ Mercy Place Clinic 55 Clinton St., Pontiac, MI 48342	Look alike FQHC
Turning Point Recovery 534 Franklin Rd., Pontiac, MI 48341	Substance abuse treatment
Common Ground Sanctuary 1410 S. Telegraph, Bloomfield Hills, 48302	Mental health treatment; crisis services, emergency psychiatric screening and referral
Community Housing Network 570 Kirts Blvd. #231, Troy, MI 48084	Housing assistance; transitional supportive housings, homelessness taskforce and coalition partner

OLHSA's housing case manager is also a member of the Oakland County Homelessness Task Force and Homeless HealthCare collaboration, so they are always well informed and up-to-date on the most recent developments and resources in the housing field. Their Housing Case Manager also has contacts with dozens of low income housing complexes and landlords so they can supply clients with references and learn about when waiting lists for subsidized housing open up. OLHSA is the lead agency MSHDA's Housing Assistance Recovery Program (HARP) in Oakland County and is strongly involved with the Community Housing Network.

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

Program beneficiaries would benefit if project sponsors were provided with additional case management training. In addition, ongoing training for project sponsor staff is needed to assure beneficiaries receiving housing assistance are occupying properties that comply with minimum housing quality standards.

c. Barriers and Trends Overview

Provide 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.

Common barriers faced by our clients include:

- Slumlords
- Lack of affordable housing
- Substance abuse
- Mental illness
- Chronic homelessness
- Transient/ frequent moving
- No phone or minutes run out
- Ineligibility for assistance due to lack of income
- Lack of transportation
- Discrimination & stigma
- Poor employment skills
- Lack of financial management and budgeting skills
- Lack of education/illiteracy
- No documentation
- Language barriers
- Criminal records
- Poor life skills

Some ways OLHSA reduces barriers and increases access for these critical populations:

- Providing transportation to bring people to OLHSA and other support services and primary care.
- Connects clients in rural areas to care through door to door service
- OLHSA offers non-traditional hours of operation (evenings and weekends) for clients who work.
- Providing access to care for PLWH/A in rural areas
- Allowing clients to call directly on behalf of themselves for services, not through a case manager, facilitating the process.
- Maintaining a fluid referral arrangement with our Points of Entry collaborations including testing sites, clinics, hospitals, and health departments.
- Flyers translated into Spanish
- Housing VNA case managers on-site at OLSHA.
- Ensuring that all new clients go through our central intake process in which our advocate informs them about all aspects

- of the continuum of care and connects them to any needed benefit and resource
- Offering bilingual staff and translation services
- Collaborating with Deaf Can
- Providing a caring, personal, family-like homespun approach that helps clients feel welcome and comfortable
- Referring clients with unstable housing or unpaid bills to OLHSA's housing assistance to address financial barriers
- Referring clients to OLHSA's Life skills classes so they can learn financial management and independent living skills
- Addressing food needs by linking nutrition clients directly to OLHSA's Food Bank and TEFAP program (The Emergency Food Assistance Program)

A significant barrier to accessing services for PLWH/A is fear of discrimination and concern about confidentiality due to the persisting stigma associated with HIV/AIDS. OLHSA is ideal as a sponsor because they are a general human service organization as opposed to being exclusively an HIV/AIDS organization, so there is a sense of remaining anonymous which may help someone not in service take that first step. They operate over 73 programs for low income, elderly, and disabled residents of Oakland and Livingston Counties, so clients can feel that their confidentiality and anonymity are protected when they walk in the door. Assistance payments issued from OLHSA will not send out a "red flag" to landlords, banks, or utility companies; client's privacy will be protected and there will be less risk of discrimination.

Summary:

Barrier	Response
Insufficient number of available affordable housing units	Creating a list of decent affordable housing options; explore areas outside of Pontiac; partner with agencies who are developing housing development projects
Landlords- slum lords	Advocate for client's rights
Issues qualifying for social security disability, and interruption of DHS benefits due to elimination of assistance programs	Make referrals to RW legal services and to encourage clients to apply for Social Security
Lack of income so clients don't qualify- family members fail to follow though on promised help in spite of affidavits-	Stop allowing affidavits from family members; help connect client to benefits and resources to increase income
Dual diagnosis	Collaborate with treatment programs and mental health; address in housing service plan
Discrimination by landlords and fellow tenants because clients disclose their status	Educate client on proper disclosure
Financial management issues	Life skills classes on financial literacy and budgeting
Transportation	Wrote transportation into HOPWA budget; advocate takes clients to look at housing; provide bus tickets to clients
Criminal history	Make referrals to OLHSA's criminal re-entry support programs
Illiteracy	Advocate helps fill out applications
Language barriers	OLHSA has Spanish speaking staff
Stigma	Strictly maintain confidentiality, offer privacy, peers offer support and help with system navigation, refer to support groups to work through fears and self imposed stigma.
Lack of Identification/ Necessary documentation	Use donations/ Steppin Out funds to help clients pay fee's

	for state ID or driver's license
Deaf and hard of hearing	Utilize Deaf Can sign interpreter
Lack of medical insurance	Make client aware of Ryan White services and AIDS Drug Assistance Program, (ADAP)

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.

In the last few years there has been a growing demand for housing related assistance, and a shortage of safe affordable housing. The following factors have contributed to this need:

- High unemployment
- Time lag between job loss and benefits kicking in
- High DTE bills
- Landlords foreclosures
- Housing complexes being shut down due to illegal drug activity
- Over payments by Social Security
- Lack of hours at work/ Hours cut back
- Divorces
- Roommate abandonment
- Clients had more age related illnesses requiring in-home care

OLHSA's guiding premise is that one cannot achieve optimal, stable, health or full medical adherence unless one's basic needs for food, clothing, and shelter are met. OLHSA has the capacity to address our clients' basic needs while connecting them to the HIV/AIDS resources in the continuum of care.

OLHSA offers "one-stop" shopping for our housing clients because they offer a full range of HIV/AIDS programs on-site. Their wrap-around HIV/AIDS services offered at OLHSA include transportation to primary medical care appointments, in-home support services, nutrition counseling by a registered dietician, and food bank program providing food vouchers, vitamins, and supplements. Through partnerships with AIDS Partnership Michigan and Visiting Nurses Association in which they rent space, their clients are also able to access medical case management, counseling, and HIV testing and outreach right at OLHSA.

OLHSA is continuing to help income-eligible persons living with HIV/AIDS (PLWH/A) in the Warren EMA access permanent, stable, decent, and affordable housing. OLHSA's HOPWA programming is essential to the goal of promoting housing stability as it serves as a base from which to receive care. Individuals living with HIV who lack stable housing are: more likely to delay HIV care, have less access to regular care, less likely to receive optimal antiretroviral therapy, and less likely to adhere to therapy. Lack of housing stability prevents the ability to participate in HIV care and may result in negative health consequences. Housing assistance is associated with improved access to HIV medical care and reduced health disparities.

Providing financial assistance without advocacy and life skills training would likely result in a revolving door situation. Clients would fail to receive the information and support they need to make lasting changes, and to overcome negative patterns of behavior and attitudes. The supportive services component is the critical piece to keeping a client stably housed and to sustain the change. Once the need for housing has been met, the client will need to be linked to other services and benefits in order to maintain an optimal level of health.

All activities are designed to provide the immediate, short term intervention needed to efficiently and safely house the client and OLHSA then provides long term case support needed to sustain the positive changes. Once a client is served by OLHSA, they make every effort to stay connected to them.

According to the Michigan Department of Community Health's January 2013 Surveillance Report, there were 15,081 reported cases of HIV/AIDS among Michigan residents. The estimated prevalence is higher at 19,800. Of these Persons living with

HIV/AIDS (PLWH/A), 65% or 9,776 live in Southeast Michigan. Of these, there are 2,673 reported cases in the Warren EMA; the estimated prevalence is 3,540 (meaning 867 people are living with the virus but do not know it). According to the January 2013 county level quarter analysis by MDCH, the reported prevalence of HIV/AIDS in the counties OLHSA primarily serves is: Oakland 1,787 cases; Macomb 704 cases; Lapeer 34 cases; St. Clair 92 cases; and Livingston 56 cases. Oakland County was the only county in Michigan that experienced an increase in new diagnoses.

Due to Macomb County's population growth, the number of new HIV diagnoses is increasing at an average rate of 13% per year, the highest rate in Michigan. Macomb County represents 7% of the population of SE. Michigan and 4% of the area's new HIV cases. According to the Michigan Department of Community Health's Annual Review of HIV Trends in South East Michigan, the most significant increases in new diagnoses occur among people 13-19 years of age and those over 60 years of age.

Unmet need is defined as the failure to have had at least once CD4 and/or viral load lab test during the last 12 months. As of July 2013, the following unmet needs have been reported for PLWH/A in the five county area: Lapeer 24%, Macomb 30%, Oakland 36%, and St. Clair 36%. Data is not available for Livingston County.

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

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.	323
--	-----

<p>2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:</p> <p>a. Tenant-Based Rental Assistance (TBRA)</p> <p>b. Short-Term Rent, Mortgage and Utility payments (STRMU)</p> <ul style="list-style-type: none"> • Assistance with rental costs • Assistance with mortgage payments • Assistance with utility costs. <p>c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities</p>	<p style="text-align: right;">81</p> <p style="text-align: right;">242</p> <p style="text-align: right;">182</p> <p style="text-align: right;">0</p> <p style="text-align: right;">60</p> <p style="text-align: right;">0</p>
--	---

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
	= 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			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	\$507,899	EIS, Mental Health, Transportation, Food Bank, Psychosocial Support, Nutrition Therapy	<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:			<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
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: AIDS Walk Detroit	\$5,300	transportation, toiletries	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources	\$2,000	Donated goods (toiletries, household items & furniture, food)	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Funding			

Housing Subsidy Assistance
 Other Support

Grantee/Project Sponsor/Subrecipient (Agency) Cash		
Resident Rent Payments by Client to Private Landlord		
TOTAL (Sum of all Rows)	\$515,199	

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)	0
2.	Resident Rent Payments made directly to HOPWA Program	0
3.	Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)	0

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	0
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	0
3.	Total Program Income Expended (Sum of Rows 1 and 2)	0

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

	[1] Output: Households				[2] Output: Funding	
	HOPWA Assistance		Leveraged Households		HOPWA Funds	
	a.	b.	c.	d.	e.	f.
	Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
HOPWA Performance Planned Goal and Actual						
HOPWA Housing Subsidy Assistance						
[1] Output: Households						
[2] Output: Funding						
1. Tenant-Based Rental Assistance	30	34			625,542	202,848
2a. Permanent Housing Facilities: Received Operating Subsidies/Leased units (Households Served)	0	0	0	0	0	0
2b. Transitional/Short-term Facilities: Received Operating Subsidies/Leased units (Households Served)	0	0	0	0	0	0
3a. Permanent Housing Facilities: Capital Development Projects placed in service during the operating year (Households Served)	0	0	0	0	0	0
3b. Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year (Households Served)	0	0	0	0	0	0
4. Short-Term Rent, Mortgage and Utility Assistance	50	48	0	0	70,410	56,791
5. Permanent Housing Placement Services	45	48	0	0	62,772	53,132
6. Adjustments for duplication (subtract)	0	11	0	0		
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)	125	119	0	0	758,724	312,771
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)	0	0	0	0	0	0
9. Stewardship Units subject to 3 or 10 year use agreements	0	0				
10. Total Housing Developed (Sum of Rows 78 & 9)	0	0	0	0	0	0
Supportive Services						
[1] Output: Households						
[2] Output: Funding						
11a. Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	200	275			284,623	219,480
11b. Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	0	0			0	0
12. Adjustment for duplication (subtract)	0	6			0	0
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.)	275	269			284,623	219,480
Housing Information Services						
[1] Output: Households						
[2] Output: Funding						
14. Housing Information Services	0	0			0	0
15. Total Housing Information Services	0	0	0	0	0	0

Grant Administration and Other Activities		[1] Output: Households		[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources			0	0
17.	Technical Assistance (if approved in grant agreement)			0	0
18.	Grantee Administration (maximum 3% of total HOPWA grant)			24,963	22,727
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)			31,448	24,792
20.	Total Grant Administration and Other Activities (Sum of Rows 16 – 19)			56,411	47,519
Total Expended				[2] Outputs: HOPWA Funds Expended:	
				Budget	Actual
21.	Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)			1,099,758	579,770

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 Households	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance	30	77,139
2.	Alcohol and drug abuse services		
3.	Case management (hsg service plan, assistance accessing benefits)	227	142,339
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310		
8.	Legal services		
9.	Life skills management (outside of case management)	90	1
10.	Meals/nutritional services		
11.	Mental health services		
12.	Outreach		
13.	Transportation	50	1
14.	Other Activity (if approved in grant agreement). Specify:		
15.	Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)	397	
16.	Adjustment for Duplication (subtract)	128	
17.	TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)	269	219,480

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	48	\$56,791.35
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	3	\$4,803.63
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	2	\$1,880.68
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	28	\$33,982.86
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	8	\$12,018.92
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	7	\$4,105.26
g.	Direct program delivery costs (e.g., program operations staff time)		

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	34	29	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	3	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/Unknown	1	Life Event
			9 Death	1	
Permanent Supportive Housing Facilities/ Units	0	0	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	0	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/Unknown	0	
			9 Death	0	

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	0	0	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing	0	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/unknown	0	
			9 Death	0	

B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months

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
48	Maintain Private Housing <u>without</u> subsidy <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	22	<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	3	
	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	23	<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).			7
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).			1

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	130
b. Case Management	130
c. Adjustment for duplication (subtraction)	11
d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)	119
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	2
b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance	2

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	119	2	Support for Stable Housing
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)	22 medical 106 housing case manager/advocate	0	Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	119	2	Access to Health Care
4. Accessed and maintained medical insurance/assistance	119	2	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	101	0	Sources of Income

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 (70) name • MEDICARE Health Insurance Program, or use local program name (19) 	<ul style="list-style-type: none"> • Veterans Affairs Medical Services AIDS Drug Assistance Program (ADAP) (23) • 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 (2) • Private (6) • Cobra (1)
--	--	--

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 (50) • Veteran's Pension (1) • Unemployment Insurance (3) • Pension from Former Job (1) • Supplemental Security Income (SSI) (40) 	<ul style="list-style-type: none"> • Child Support (3) • Social Security Disability Income (SSDI)(24) • Alimony or other Spousal Support • Veteran's Disability Payment • Retirement Income from Social Security (2) • 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
---	--	--

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	1	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)	32	0	1	1
Permanent Facility-based Housing Assistance/Units	0	0	0	0
Transitional/Short-Term Facility-based Housing Assistance/Units	0	0	0	0
Total Permanent HOPWA Housing Subsidy Assistance	32	0	1	1

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)	25	23	0	0
Total HOPWA Housing Subsidy Assistance	57	23	1	1

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) NOT APPLICABLE	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>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.</i>	
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.	119

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. Continuing to receive HOPWA support from the prior operating year	26
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
3. Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	2
4. Transitional housing for homeless persons	0
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)	5
6. Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	
7. Psychiatric hospital or other psychiatric facility	
8. Substance abuse treatment facility or detox center	
9. Hospital (non-psychiatric facility)	
10. Foster care home or foster care group home	
11. Jail, prison or juvenile detention facility	4
12. Rented room, apartment, or house	63
13. House you own	5
14. Staying or living in someone else's (family and friends) room, apartment, or house	16
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)	119

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	0	4

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.)	119
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	1
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	109
4. TOTAL number of ALL beneficiaries served with Housing Subsidy Assistance (Sum of Rows 1,2, & 3)	229

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	1				1
2.	18 to 30 years	15	4	1		20
3.	31 to 50 years	47	31	0		78
4.	51 years and Older	12	8			20
5.	Subtotal (Sum of Rows 1-4)	75	43	1		119
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	40	40			80
7.	18 to 30 years	5	3			8
8.	31 to 50 years	6	6			12
9.	51 years and Older	5	5			10
10.	Subtotal (Sum of Rows 6-9)	56	54			110
Total Beneficiaries (Chart a, Row 4)						
11.	TOTAL (Sum of Rows 5 & 10)	131	97	1		229

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				
3.	Black/African American	84		82	
4.	Native Hawaiian/Other Pacific Islander				
5.	White	28	3	13	2
6.	American Indian/Alaskan Native & White				
7.	Asian & White				
8.	Black/African American & White	0		6	
9.	American Indian/Alaskan Native & Black/African American				
10.	Other Multi-Racial	1	3		
11.	Column Totals (Sum of Rows 1-10)	113	6	101	2

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)	98
2.	31-50% of area median income (very low)	20
3.	51-80% of area median income (low)	1
4.	Total (Sum of Rows 1-3)	119

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 with or without 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 Units 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	5+bdrm
a. Single room occupancy dwelling						
b. Community residence						
c. Project-based rental assistance units or leased units						
d. Other housing facility Specify:						

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) Specify:		
e. Adjustment to eliminate duplication (subtract)		
f. TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)		

**APPENDIX D
CITY OF WARREN
2012//2013 CAPER**

CITIZEN PARTICIPATION

- **Public Notice, Published 9-25-2013 in Warren Weekly**
- **Summary of Public Comments**
- **Affidavit of Publication**

PUBLIC NOTICE
REVIEW OF 2012-2013 CITY OF WARREN
COMMUNITY DEVELOPMENT PROGRAM PERFORMANCE

The public is invited to comment on the City of Warren's 2012-2013 Community Development Program (CDBG, HOME, and HOPWA) performance. A meeting will be held as follows to review program performance and allow the public to comment.

Wednesday, October 9, 2013 at 10:00 a.m.
Warren City Hall
2nd Floor Township Meeting Room
One City Square
Warren, Michigan 48093

The City's Community Development Program is intended to address the Priority Housing and Community Development needs and objectives identified in the City's Consolidated Plan. These needs and objectives are listed in the table below along with a summary of the activities undertaken in the 2012/2013 Program Year and the resulting accomplishments.

CITY OF WARREN
SUMMARY OF 2012/2013 COMMUNITY DEVELOPMENT PROGRAM PERFORMANCE

Priority Need	Objectives	Activity	2012/2013 year Expenditures (% of total)	Accomplishments (Completed Activities)
Rehabilitate housing. Maintain supply of affordable housing. Reverse neighborhood decline.	Preserve single-family neighborhoods. Preserve single-family housing stock.	Owner Occupied Hsg Rehab. & Home Owner/Buyer Education	\$581,966 (27%)	Rehabilitated 19 owner occupied housing units. 44 persons received home repair or money management education.
Maintain supply of affordable housing. Reverse neighborhood decline. Correct environmental problems/physical disorder.	Preserve single-family neighborhoods.	Demolition of Substandard Residential Structures that are Unfeasible to Rehabilitate	\$5,416 (1%)	Demolished 2 single family garages.
Rehabilitate housing. Maintain supply of affordable housing. Reverse neighborhood decline. Increase homeownership.	Preserve single-family neighborhoods. Preserve single-family housing stock. Encourage homeownership & provide opportunities to purchase decent, safe, & sanitary affordable housing.	Acquisition/New Construction, Rehab Resale, & Down Payment Assistance	\$286,146 (13%)	1 new home sold, three rehabilitated homes sold, 4 homes under development. (Total 8 homes either sold or under contract).

CITY OF WARREN
SUMMARY OF 2012/2013 COMMUNITY DEVELOPMENT PROGRAM PERFORMANCE (CONTINUED)

Priority Need	Objectives	Activity	2012/2013 year Expenditures (% of total)	Accomplishments (Completed Activities)
Reverse neighborhood decline. Repair/reconstruct streets. Improve Parks and Recreation Facilities	Preserve single-family neighborhoods.	Street Paving/ Improvements to Owen Jax Recreation Center & Park	\$231,371 (11%)	Street paving - made final payment for paving McArthur. Completed installation of a video surveillance system at the Owen Jax Rec Center and Park.
Maintain supply of affordable housing. Reverse neighborhood decline. Correct environmental problems/physical disorder.	Preserve single-family neighborhoods. Preserve single-family housing stock.	Property Maintenance Code Enforcement and Rental Registration & Inspection Code Enforcement	\$114,707 (5%)	Paid for inspectors who found 9,256 residential housing units in violation of the City's Property Maintenance Ordinance. 7,553 of these were brought into compliance through repair or demolition.

CITY OF WARREN
SUMMARY OF 2012/2013 COMMUNITY DEVELOPMENT PROGRAM PERFORMANCE (CONTINUED)

Priority Need	Objectives	Activity	2012/2013 year Expenditures (% of total)	Accomplishments (Completed Activities)
Senior services.	Preserve single-family neighborhoods. Preserve single-family housing stock. Encourage homeownership & provide opportunities to purchase decent, safe, & sanitary affordable housing.	Senior Citizen CHORES	\$32,427 (2%)	Provided 95 senior citizens with minor home maintenance, lawn care, and snow removal services.
Provide housing and supporting services for the homeless and those in danger of becoming homeless.	Encourage and cooperate with providers of homelessness prevention services.	Homelessness Prevention & Homeless Shelters	\$72,026 (3%)	Provided 473 persons in 146 households with emergency assistance to prevent eviction or utility shutoff. Provided 772 homeless individuals with temporary emergency shelter.
Emergency Short Term Housing Assistance for Persons Living with HIV/AIDS (PLWH/A) in the Warren EMA (Lapeer, Livingston, Macomb, Oakland, and St. Clair Counties).	Provide PLWH/A in the Warren EMA with access to permanent, stable, decent and affordable housing.	Emergency Housing Assistance	\$109,923 (5%)	Provided 93 households which included a PLWH/A with short term emergency housing assistance (rent, mortgage, or utility payments) or assistance with security deposits.

CITY OF WARREN
SUMMARY OF 2012/2013 COMMUNITY DEVELOPMENT PROGRAM PERFORMANCE (CONTINUED)

Priority Need	Objectives	Activity	2012/2013 year Expenditures (% of total)	Accomplishments (Completed Activities)
Long Term Housing Assistance for PL WH/A in the Warren EMA.	Provide PL WH/A in the Warren EMA with access to permanent, stable, decent and affordable housing.	Tenant Based Rental Assistance	\$202,848 (9%)	34 households which included a PL WH/A received rent assistance payments.
Help PL WH/A in the Warren EMA find decent affordable housing and identify other resources available to meet their needs.	Provide PL WH/A in the Warren EMA with access to permanent, stable, decent and affordable housing.	Housing Support Services	\$161,327 (8%)	Provided 93 households receiving emergency housing assistance or tenant based rental assistance with housing case management. Provided 109 other households with assistance accessing benefits. All included a PL WH/A.
In Home Support Services for PL WH/A in the Warren EMA.	Provide PL WH/A in the Warren EMA with access to permanent, stable, decent and affordable housing.	In Home Care for the Medically Fragile	\$82,946 (4%)	Provided services such as homemaker or personal care assistant for 30 medically fragile PL WH/A.
Not applicable	Not applicable	Program Administration	\$267,546 (12%)	
Total			\$2,148,648	

Approximately 74 percent of the non-administrative CDBG and HOME project funds expended during the 2012/2013 program year were expended for activities located south of I-696 in Warren.

If you would like to comment on the priority needs and objectives listed above or on the type of activities or amount of funding expended on each to address the identified needs and objectives, please attend the public meeting listed above or submit written comments prior to the close of business at 5:00 p.m. on Thursday, October 10, 2013

City of Warren, Office of Community Development, Suite 210
One City Square, Warren, Michigan 48093

Beginning September 25, 2013 the City's complete 2012/2013 Consolidated Annual Performance Report (CAPER) will be available for public review at the following locations:

Office of Community Development Warren City Hall One City Square	Miller Branch Library Warren Community Center 5460 Arden Avenue	Burnette Branch Library 22005 Van Dyke Avenue
City Clerk's Office Warren City Hall One City Square	City Council Office Warren Community Center 5460 Arden Avenue	Busch Branch Library 23333 Ryan Road Warren Civic Center Library One City Square

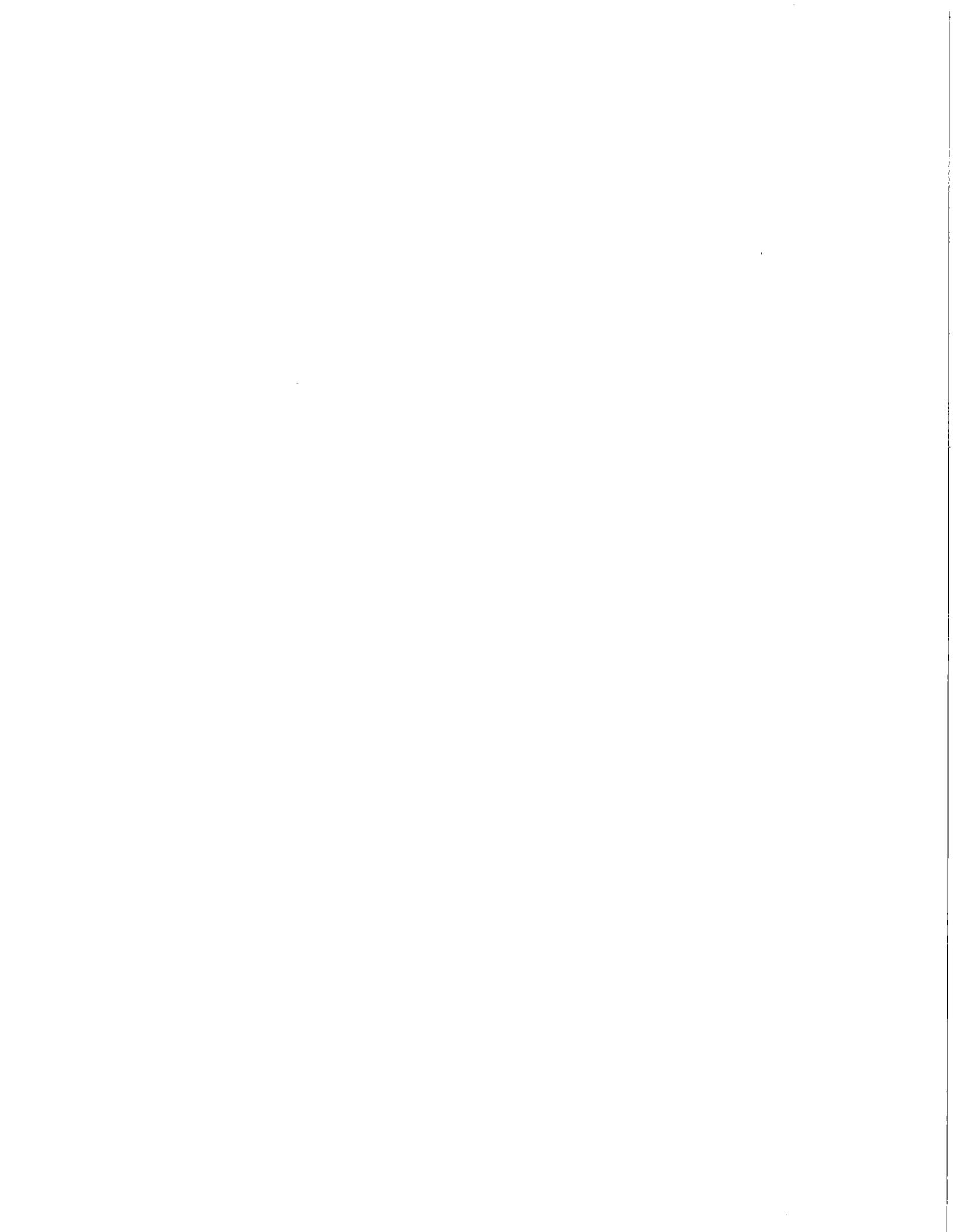
A copy is also available on the City's website at <http://www.cityofwarren.org/index.php/performance-report>
To request more information about the 2012/2013 Consolidated Annual Performance Report (CAPER), please call the Community Development Program staff at (586) 574-4686.

James R. Fouts, Mayor

Published: Warren Weekly, September 25, 2013

**APPENDIX E
CITY OF WARREN
2012/2013 CAPER**

- **Map 1 City of Warren Consolidated Plan Regions/CAPER Geographic Reporting Areas**



MAP 1.- CONSOLIDATED PLAN REGIONS

