Chapter 7: Measuring the Outcomes of Housing Opportunities for Persons With AIDS (HOPWA)-Funded Activities

HUD's Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal Program dedicated to addressing the housing needs of persons with HIV/AIDS. The Office of HIV/AIDS Housing has implemented a number of changes to HOPWA reporting requirements that strengthen the focus on client outcomes, all of which complement the Department's larger initiative to develop an improved performance measurement system for formula programs under the Consolidated Plan process. This chapter focuses on measuring outcomes of HOPWA-funded activities under the new CPD Performance Measurement System.

HOPWA Overview

The Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS and their families. Ninety percent of HOPWA funds are allocated by formula to states and eligible Metropolitan Statistical Areas, and ten percent of available HOPWA funds are awarded as grants during a competitive selection of projects proposed by state, city, or local government entities or nonprofit organizations.

Specific types of activities funded through the HOPWA Program include:

- **Facility-Based Housing Development:** Expenditures associated with the acquisition, rehabilitation, conversion, or repair of facilities to provide housing to HOPWA-eligible households. Also includes costs related to new construction for single room occupancy (SRO) dwellings and community residences.

- **Facility-Based Housing Operations:** Expenditures associated with leasing a building, general housing operations (e.g., maintenance, security, insurance, utilities, furnishings, equipment, supplies), and the provision of project-based rental assistance.

- **Facility-Based Non-Housing:** Expenditures associated with the construction, acquisition, rehabilitation, conversation, lease, or repair of a non-housing facility, such as a supportive services facility or an emergency shelter.

- **Tenant-Based Rental Assistance (TBRA):** A housing subsidy provided for use on the open rental market. The tenant holds a lease with a private landlord for a unit that is rented at or under Fair Market Rent and that meets Housing Quality/Habitability Standards.

- **Short-Term Rent, Mortgage, and Utility (STRMU) Assistance:** A housing subsidy provided to prevent homelessness of mortgagers or renters in their current place of residence. Grantees may provide assistance for rent, mortgage,

or utilities for a period of up to 21 weeks in any 52-week period. Ongoing assessment of need is required and individual service plans must address housing stability.

- **Housing Information Services:** Information and referral services to assist eligible persons with locating, acquiring, financing, and maintaining housing. Activities may include housing counseling, housing advocacy, housing search assistance, etc.

- **Resource Identification:** Activities to establish, coordinate, and develop housing assistance resources for eligible persons.

- **Technical assistance:** Assistance with establishing and operating a community residence, including planning and other pre-development or pre-construction expenses, as well as costs related to community outreach and education activities.

- **Supportive services:** Expenditures for services that improve the health and well-being of eligible persons and their family members. Services may be provided in conjunction with housing assistance or separately. Examples include case management, meals and nutritional services, adult day care, education, employment assistance, alcohol and drug abuse services, mental health services, transportation assistance, and limited use of funds for uncovered medical services (subject to program limitations).

- **Permanent Housing Placement:** Expenditures that help establish a household in a housing unit, including (but not limited to) application fees, related credit checks, and reasonable security deposits necessary to move persons into permanent housing, provided such deposits do not exceed two months of rent and are designated to be returned to the program.

HOPWA Performance Measurement

As explained in Chapter 1, HUD is required to meet the standards of the Government Performance and Results Act (GPRA) of 1993, which holds all Federal agencies accountable for establishing goals and objectives and measuring achievements. GPRA directly links Congressional decision-making on program spending to the effectiveness and efficiency of Federal programs.

- To help aid agencies in their efforts to report the results of their programs and how funds are spent, the Office of Management and Budget (OMB) developed a Program Assessment Rating Tool (PART) to assist agencies in assessing the effectiveness of individual programs.

- In 2003, the HOPWA Program underwent a PART assessment. The assessment revealed that a few key changes were needed to better demonstrate the effectiveness of the program. In particular, OMB indicated that the HOPWA Program needed to develop long-term program goals, track client outcomes, provide better oversight on expenditures, and develop indicators to measure cost effectiveness.

In response to the PART review, the Office of HIV/AIDS Housing implemented a number of changes to HOPWA reporting requirements.

- With the assistance of HOPWA grantees and project sponsors, the Office of HIV/AIDS Housing identified three national performance measures related to client outcomes:
  - HOPWA-assisted households will establish or better maintain a stable living environment;
  - HOPWA-assisted households will have improved access to care and support; and
  - HOPWA-assisted households will have a reduced risk of homelessness.[1]
- The Office of HIV/AIDS Housing also revised its key program reporting form to integrate the forms with the e-grants initiative, align them with Homeless Management Information System (HMIS) universal data elements, and implement OMB's recommendations to establish long-term performance measures that focus on client outcomes.
  - The Annual Performance Report (Form HUD 40110-C), used by competitive grantees, was revised in January 2006 to collect data on the new outcome measures (housing stability, access to care, and homeless prevention) as well as additional information on expenditures and leveraging.
  - The Competitive Projects Logic Model (Form HUD-96010) is a standardized logic model from which applicants for competitive funding identify needs, activities, outputs, and outcomes appropriate to their programs from a predetermined list of items. The Logic Model was also updated in January 2006.
  - The Consolidated Annual Performance and Evaluation Report (Form HUD 40110-D), used by formula grantees, was revised in January 2006 to collect data on the new outcome measures.
- All of these changes complement the Department's initiative to develop an improved performance measurement system for all four formula programs funded under the Consolidated Plan process (HOPWA, HOME, CDBG, and ESG).
  - As discussed in Chapter 1, the CPD Performance Measurement System will go into effect in Spring 2006. The data elements related to HOPWA client outcomes (as reflected in the revised APR and CAPER) have been incorporated into the existing version of IDIS. As a result, grantees can begin reporting client outcome data in the system immediately.

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[1] Note that the first two measures are assumed to contribute to the third. As a result, homeless prevention is not measured separately.

- In Fall 2006, Phase I of the re-engineered IDIS will be released and grantees will be required to enter performance data. Grantees will also be required to incorporate performance measurements into Consolidated Plans or Annual Action Plans prepared for FY 2007 HOPWA funding. This will include the determination of an objective and selection of an outcome for each activity, based on the type of activity and its purpose.

- Phase II of the re-engineered IDIS is expected to reduce the overall administrative burden for grantees. HUD's intent is to have the Consolidated Plan, Annual Action Plan, and CAPER integrated into one single performance measurement system. At this time, it has not been determined when Phase II will be released.

- Competitive grantees can use the applicable portions of Part 3 of the APR ("HOPWA Project Sponsor Information") to collect all the required information from their project sponsors. HOPWA formula grantees can also use Part 3 of the APR to collect data from *their* project sponsors, subsequently aggregating it for CAPER and IDIS reporting.

HUD CPD Objectives and Outcomes

As described in Chapter 2, the new CPD Performance Measurement System includes three primary objectives (suitable living environment, decent housing, and creating economic opportunities) and three outcome categories (availability/accessibility, affordability, and sustainability in promoting livable communities). Each outcome category can be connected to each of the overarching objectives, resulting in nine groups of outcome/objective statements under which grantees report data to document the results of their activities.

CPD Performance Measurement System & HOPWA Reporting

Objectives:

- Suitable Living Environment
- *Decent Housing* (HOPWA*)
- Creating Economic Opportunities

Outcomes:

- Availability/Accessibility
- *Affordability* (HOPWA)*
- Sustainability in Promoting Livable or Viable Communities

The selection of outcomes and objectives should be guided by the program purpose. Grantees should ask themselves <u>why</u> they are funding an activity in order to select the most appropriate objective and outcome. For HOPWA Program activities, there are some common purposes and themes that will help in this process:

- The statutory purpose of the HOPWA Program is to meet the housing needs of low-income persons with HIV/AIDS and their families. As a result, the <u>objective</u> will generally be <u>Decent Housing</u>.

  - HOPWA-funded housing programs should generally be reported under the decent housing objective, regardless of activity type (TBRA, STRMU, facility-based housing development, facility-based housing operations, etc.).

- Other eligible activities, such as supportive services, permanent housing placement, and housing information services, are support activities intended to make housing more accessible and affordable to persons with HIV/AIDS. As a result, they should also be reported under the decent housing objective.

- Facility-based non-housing activities are the exception to the rule. Such activities generally involve the construction, acquisition and rehabilitation, or lease of a facility to provide shelter or services to beneficiaries. As a result, such activities may be most appropriately reported under the suitable living environment objective.

- The outcome for HOPWA activities will most commonly be Affordability, but in some instances may be Availability/Accessibility.

  - Housing activities funded under the HOPWA program, including TBRA, STRMU, and facility-based housing operations, are generally designed to make housing affordable to low-income persons living with HIV/AIDS. As a result, such activities should be reported under the affordability outcome.

  - Other activities, such as supportive services and housing information services, may be reported under the affordability or availability/accessibility outcome. In general, however, they are support activities designed to make housing more affordable to persons with HIV/AIDS.

Exhibit 7-1 provides some guidance concerning which objectives and outcomes may be most appropriate for special needs housing and support activities.

Exhibit 7-1
Suggestions for Choosing an Objective and Outcome: HOPWA-funded Activities

Outcome → **Objective ↓**	**Availability/ Accessibility**	**Affordability**	**Sustainability**
Suitable Living Environment	Activities that increase access or availability to shelter or services that will improve the beneficiary's living environment. *Examples:* ▪ *Acquisition and rehabilitation of a non-housing facility (e.g., to operate an emergency shelter).*		
Decent Housing	Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability). *Examples:* ▪ *Acquisition and rehabilitation of a community residence for persons with advanced stage HIV infection; or* ▪ *Housing information services.*	Housing activities focused primarily on making the housing units affordable. *Examples:* ▪ *Homeless prevention assistance (STMRU);* ▪ *TBRA;* ▪ *Facility-based housing operations (e.g., project-based rental assistance); or* ▪ *Deeply subsidized construction or rehabilitation of rental units designed to lower rental payments for persons with HIV/AIDS.*	
Creating Economic Opportunities			

As explained in Chapter 2, based on the objectives and outcomes selected, IDIS will identify specific indicators for each activity.

- Only the specific indicators related to the identified activity will appear in the IDIS completion path, thereby simplifying the process of identifying and selecting indicators. The objectives and outcomes will combine with the activity indicator data to produce statements of national significance regarding the results of CPD housing and community development activities.

- The indicators in the CPD Performance Measurement system represent most of the activities that are undertaken by grantees of the CPD formula grant programs, but HUD acknowledges that there may be some activities that may not fit well into any of the indicator categories. While such activities may be very important to local interests, their numbers would not make a significant impact on a national level and could create a burden for other grantees. These activities should be reported by grantees in the narrative portion of the CAPER.

The re-engineered IDIS includes 18 program-specific indicators, but there are two key indicators that are most relevant to HOPWA activities:[2]

- Indicator #11: Tenant-Based Rental Assistance. For the HOPWA Program, this indicator covers both TBRA and STRMU assistance.

  - Under the TBRA indicator, grantees are required to specify, of the total number of households served, the number receiving short-term assistance (i.e., less than 12 months) and the number of homeless and chronically homeless households assisted.

- Indicator #7: Rental Units Rehabilitated.

  - Of the total number of units rehabilitated, grantees are required to report the number of affordable units. Of those affordable, grantees must report the number of units designated for persons with HIV/AIDS (including units receiving assistance for operations).

HOPWA Activity Snapshot

According to 2003-2004 national data:

- TBRA and STRMU covered 92% of HOPWA households and accounted for 73% of all program housing costs.

- Rental unit rehabilitation and operations covered 8% of HOPWA households and accounted for 23% of program housing costs.

HOPWA activities may be reported under some of the other indicators, but as the textbox to the right shows, these two indictors will cover a majority of HOPWA-funded projects.

[2] Refer to Chapter 2, Exhibit 2-3 for a list of the 18 program-specific indicators.

HOPWA Reporting in the Context of the CPD Indicators

The revisions to IDIS will significantly change the structure of performance reporting for HOPWA grantees. The previous version of IDIS included five HOPWA completion paths:

- ❑ Facility-Based Housing;
- ❑ Facility-Based Non-Housing;
- ❑ Scattered-Site Housing;
- ❑ Housing Information/Resource Identification/Administration; and
- ❑ Supportive Services.

Under IDIS 10.0, the five eligible HOPWA reporting categories have been expanded to ten. (See screen below.)

```
11/18/05  10:59                HOPWA ACTIVITY                          C04MP01
 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Place an "X" to select the type of activity:
                 _   Facility-based Housing Operations
                 _   Facility-based Housing Development
                 _   Facility-based Non-housing
                 _   Tenant-based Rental Assistance
                 _   Short-term Rent Mortgage Utility
                 _   Housing Information
                 _   Resource Identification/TA
                 _   Administration
                 _   Supportive Services
                 _   Permanent Housing Placement

 Name of Organization carrying out the activity, if not grantee:
  ____________________________________________________________
 Is organization faith-based? (Y/N): _
 Is organization community-based? (Y/N): _
 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
 F10=GO TO REVISE ACTIVITY
```

Key changes are as follows:

- ❑ Facility-Based Housing has been separated into Facility-Based Housing *Operations* and Facility-Based Housing *Development*;
- ❑ Separate categories have been created for TBRA and STRMU, which were previously grouped under Scattered-Site Housing;

- ❑ Separate activities were created for Housing Information, Resource Identification, and Administration; and

- ❑ Permanent Housing Placement was separated from Supportive Services.

The next part of this chapter focuses on the data requirements under each activity.

Facility-Based Housing Development

Facility-based housing development activities include any expenditure associated with the acquisition, rehabilitation, conversion, or repair of a facility to provide housing to HOPWA-eligible households. This category also includes costs related to new construction for single room occupancy (SRO) dwellings and community residences.

Data Required

Grantees conducting activities related to facility-based housing development must report the following information:

- ❑ Facility type (short-term, SRO, community residence, or other).

- ❑ Number of units by type of unit (SRO, 0BR, 1BR, 2BR, 3BR, 4BR, or 5+BR).

- ❑ Date of closing or lease execution.

- ❑ Date construction or rehabilitation began.

- ❑ Date construction or rehabilitation completed.

- ❑ Date first operations staff was hired.

- ❑ Date residents began to occupy the facility.

- ❑ Site expenditures (related to the acquisition, rehabilitation/conversion/repair, new construction, and/or technical assistance).

- ❑ The number of units that meet Energy Star Standards.

  - ➢ Energy Star is a whole-house building and inspection standard for new construction and gut rehabilitation intended to achieve significant energy savings for the owner and/or tenant over time. See Appendix 1 for more information about this standard.

- ❑ The number of units meeting Section 504 accessibility standards.

- ❑ The number of units of designated for homeless persons and families.

HUD Homeless Definition

HUD defines a homeless person as someone who is sleeping in an emergency shelter or a place not meant for human habitation (e.g., on the streets, in a car, in an abandoned building). HUD's definition of homeless does <u>not</u> include doubled-up or overcrowded situations.

- Of the number of units designated for the homeless, the number specifically designated for the chronically homeless.

The following IDIS screens illustrate the data required for HOPWA-funded facility-based housing development activities:

```
 11/29/05  13:27          FACILITY-BASED HOUSING DEVELOPMENT        C04MP02

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

 FACILITY TYPE:  __
                                  0       1      2       3       4     5+
                            SRO    BDRM   BDRMS  BDRMS   BDRMS  BDRMS  BDRMS
 UNITS BY FACILITY TYPE   _____   _____  _____  _____   _____  _____  _____

 DATE OF CLOSING/LEASE EXECUTION: __ / __ / ____

 DATE CONSTRUCTION/REHAB STARTED: __ / __ / ____
                      COMPLETED: __ / __ / ____

 DATE OPERATIONS STAFF HIRED    : __ / __ / ____

 DATE RESIDENTS BEGAN TO OCCUPY : __ / __ / ____


 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
11/29/05  13:36          FACILITY-BASED HOUSING DEVELOPMENT       C04MP03

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 SITE EXPENDITURES

                     ACQUISITION:   _______________
         REHAB/CONVERSION/REPAIR:   _______________

                NEW CONSTRUCTION:   _______________



                           OTHER:   _______________
                                    _________________
                                                 $0
 IS THE SITE OWNED BY A PUBLIC ENTITY? (Y/N):  _
 IS THIS ACTIVITY "SUBSTANTIAL" REHAB? (Y/N):  _

 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
11/29/05  13:36         FACILITY-BASED HOUSING DEVELOPMENT           C04MP20

 Project Number: 2        Program Year: 2002       IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Activity involved: Enter "X" by the appropriate category:
      _  Construction
      _  Rehabilitation
                                                              Units

                            Units completed (from MP02):   99,999
              The number meeting Energy Star standards:     ____

                                 Section 504-accessible:    ____

                            Designated for the homeless:    ____
     Of those, the number for the chronically homeless:     ____



(This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Facility-Based Housing Operations

Facility-based housing operations includes expenditures associated with leasing a building to provide housing to eligible households, general housing operations (e.g., maintenance, security, insurance, utilities, etc.), and the provision of project-based rental assistance.

Data Required

Grantees conducting activities related to facility-based housing development must report the following information:

- ❑ Facility type (short-term, SRO, community residence, or other).
- ❑ Number of units by type of unit (SRO, 0BR, 1BR, 2BR, 3BR, 4BR, or 5+BR).
- ❑ Site expenditures (related to operating costs, leasing, technical assistance, and/or rental assistance).
- ❑ Total facility-based assistance operations expenditures.
- ❑ Number of **households** receiving facility-based housing assistance, including:
  - ➢ The number of households that were homeless immediately prior to receiving the housing assistance; and

Defining Chronic Homelessness

HUD defines a chronically homeless person as an unaccompanied homeless individual with a disabling condition who has either (1) been continuously homeless for a year or more; or (2) has had at least four episodes of homelessness in the past three years.

A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

- Of the number of previously homeless, the number of chronically homeless households.

- Number of **persons** receiving facility-based housing assistance, broken down by:
  - The number of persons with HIV/AIDS; and
  - The number of other family members.
- Number of **persons** receiving assistance by age, gender, race, and ethnicity.[3]
- Number of **households** receiving assistance by income category.
- Prior living situation of **households**.[4]
- Number of **households** exiting the program, by destination or life event (e.g., private housing, other housing subsidy, jail/prison, etc.).
  - In the event of household fracture, grantees should report the destination information for the eligible person with HIV/AIDS.

The following IDIS screens illustrate the data needed for HOPWA-funded facility-based housing operation activities:[5]

```
 11/29/05  13:27                FACILITY-BASED HOUSING                C04MP02

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

 FACILITY TYPE:  __
                                      0       1       2       3       4     5+
                             SRO    BDRM   BDRMS   BDRMS   BDRMS   BDRMS BDRMS
 UNITS BY FACILITY TYPE     _____  _____   _____   _____   _____   _____ _____

 DATE OF CLOSING/LEASE EXECUTION: __ / __ / ____

 DATE CONSTRUCTION/REHAB STARTED: __ / __ / ____
                      COMPLETED: __ / __ / ____

 DATE OPERATIONS STAFF HIRED    : __ / __ / ____

 DATE RESIDENTS BEGAN TO OCCUPY : __ / __ / ____


 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

[3] Age, gender, race, and ethnicity are to be reported for ALL persons, including the HOPWA-eligible person and family members.

[4] Prior living situation is to be reported for the household. In the event that the household was fractured, prior living situation should be reported for the HOPWA-eligible person only.

[5] For facility-based housing operation activities, grantees need only report “Facility Type” and “Units by Facility Type” on screen C04MP02.

```
11/29/05  13:36        FACILITY-BASED HOUSING - OPERATIONS          C04MP03

 Project Number:    2    Program Year: 2002       IDIS Activity ID: zzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 SITE EXPENDITURES



                           LEASE:   _______________

                 OPERATING COSTS:   _______________
            TECHNICAL ASSISTANCE:   _______________
               RENTAL ASSISTANCE:   _______________
                           OTHER:   _______________
                                    _________________
                                                 $0
 IS THE SITE OWNED BY A PUBLIC ENTITY? (Y/N):  _


 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
                         FACILITY-BASED HOUSING - OPERATIONS        C04MP05

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

Number of Households:                                        Households
    A)  Receiving Housing Assistance:                           _____
    B)  Of A (above), Previously Homeless:                      _____
    C)  Of B (above), the Number of Chronically Homeless:       _____

Number of Persons Receiving HOPWA Assistance:                 Persons
                                  Persons with HIV/AIDS:       _____
                                   Other Family Members:       _____
                                                  Total:      99,999

 Total Facility-Based Assistance Operations Expenditures:  ________


Data current as of: __/__/____  Final Data for Annual Report (Y/N): _


(This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
11/21/05  15:22         FACILITY-BASED HOUSING - OPERATIONS          C04MP06



 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzz9

 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 DEMOGRAPHICS

    AGE AND GENDER     UNDER 18     18-30     31-50   OVER 50    TOTAL
                MALE:      ____      ____      ____      ____    00000
              FEMALE:      ____      ____      ____      ____    00000
                           00000     00000     00000     00000    00000


    INCOME GROUP OF INDIVIDUALS AND FAMILY UNITS

        $0-250   $251-500   $501-1000   $1001-1500    $1501-2000  OVER $2000
         _____      _____       _____        _____         _____       _____



 (This line reserved for messages)
 F3 = VALDT  F4 = MAIN MENU  F5 = PROJ INFO  F7 = PREV  F8 = NEXT  F9 = SAVE
```

```
11/21/05  15:30          FACILITY-BASED HOUSING OPERATIONS         C04MP08

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST


RECENT LIVING SITUATION COUNTS

       PARTICIPANT COUNTS / FROM .......  Homeless/Streets: _____
                                     Transitional Housing: _____
                                        Emergency Shelter: _____
                                     Psychiatric Facility: _____
                                Substance Abuse Treatment: _____
                                          Hospital/Medical: _____
                                               Jail/Prison: _____
                                        Domestic Violence: _____
                               Living W/Relatives/Friends: _____
                                             Rental Housing: _____
                                Participant-Owned Housing: _____
                _________________________ Other Situations: _____

 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
                    FACILITY-BASED HOUSING STABILITY OUTCOMES           C04MP07

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

           Total Supported with Facility-Based Assistance: 99,999
 Continuing Facility-Based Assistance into Following Year: _____

 # of Households exiting Facility-Based Housing for (Destination/Life Event):

 Private Housing:       _____     Temporary Housing:  _____
 Other HOPWA:           _____     Emergency Shelters: _____
 Other Housing Subsidy: _____     Jail/Prison:        _____
 Institution:           _____     Disconnected:       _____
 Death/Life Event:      _____
                               Total Exiting:     999,999

Data current as of: __/__/____  Final Data for Annual Report (Y/N): _

 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Facility-Based Non-Housing Activities

Facility-based non-housing activities include expenditures associated with the construction, acquisition, rehabilitation, conversion, lease, or repair of a non-housing facility, such as a facility that will provide supportive services. Under the revised IDIS system, there will not be any significant changes to reporting on facility-based non-housing activities.

Reporting Facility-Based Non-Housing Operations Expenditures

Note that the "Facility-Based Non-Housing" category captures only development expenditures, not operations expenditures. Operations expenditures and other direct costs related to service delivery should be reported under the supportive services category. For grantees that provide more than one type of supportive service, operations expenditures should be apportioned to each service based on the percentage of the entire supportive services budget that activity represents.

Data Required

Similar to before the revisions, grantees conducting facility-based non-housing activities will be required to report the following data:

- ❑ Date of closing or lease execution.
- ❑ Date of construction or rehabilitation began.
- ❑ Date construction or rehabilitation completion.
- ❑ Date first operations staff was hired.
- ❑ Date supportive services were first offered.

Tenant Based Rental Assistance

Tenant based rental assistance (TBRA) is a housing subsidy provided for use on the open rental market. The tenant holds a lease with a private landlord for a unit that is rented at or under Fair Market Rent and that meets Housing Quality Standards.

Data Required

Grantees conducting TBRA activities must report the following information:

- ❑ Number of **households** receiving TBRA, including:
  - ➢ The number of previously homeless households; and
  - ➢ Of the number of previously homeless households, the number of chronically homeless households.
- ❑ Number of **persons** receiving TBRA, broken down by:
  - ➢ The number of persons with HIV/AIDS; and

- The number of other family members.

- Number of **persons** receiving assistance by age, gender, race, and ethnicity.[6]
- Number of **households** receiving assistance by income category.
- Prior living situation of **household**.[7]
- Number of **households** exiting the program, by destination or life event (e.g., private housing, other housing subsidy, jail/prison, etc.).
  - In the event of household fracture, grantees should report the destination information for the eligible person with HIV/AIDS.

The following IDIS screens illustrate the data needed for HOPWA-funded TBRA activities:

```
                        TENANT-BASED RENTAL ASSISTANCE                 C04MP05

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Number of Households:
    A) Receiving Housing Assistance:                          _____
    B) Of A (above), Previously Homeless:                     _____
    C) Of B (above), the Number of Chronically Homeless:      _____

 Number of Persons Receiving HOPWA Assistance:
                                  Persons with HIV/AIDS:      _____
                                   Other Family Members:      _____
                                                  Total:    99,999

                                        Total TBRA Expenditures:  _______


 Data current as of: __/__/____  Final Data for Annual Report (Y/N): _


 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

[6] Age, gender, race, and ethnicity are to be reported for **all** persons, including the HOPWA-eligible person and family members.

[7] Prior living situation is to be reported for the household. In the event that the household was fractured, prior living situation should be reported for the HOPWA-eligible person only.

```
11/21/05  15:22       TENANT-BASED RENTAL ASSISTANCE                C04MP06

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 DEMOGRAPHICS

    AGE AND GENDER     UNDER 18     18-30     31-50   OVER 50    TOTAL
                MALE:      ____      ____      ____      ____    00000
              FEMALE:      ____      ____      ____      ____    00000
                          00000     00000     00000     00000    00000


    INCOME GROUP OF INDIVIDUALS AND FAMILY UNITS

        $0-250   $251-500   $501-1000   $1001-1500   $1501-2000  OVER $2000
         _____    _____      ______       _____         _____      _____



 (This line reserved for messages)
 F3 = VALDT  F4 = MAIN MENU  F5 = PROJ INFO  F7 = PREV  F8 = NEXT  F9 = SAVE
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```
11/21/05  15:30           TENANT-BASED RENTAL ASSISTANCE             C04MP08

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST


RECENT LIVING SITUATION COUNTS

       PARTICIPANT COUNTS / FROM .......  Homeless/Streets: _____
                                      Transitional Housing: _____
                                         Emergency Shelter: _____
                                      Psychiatric Facility: _____
                                Substance Abuse Treatment: _____
                                          Hospital/Medical: _____
                                               Jail/Prison: _____
                                         Domestic Violence: _____
                                 Living W/Relatives/Friends: _____
                                            Rental Housing: _____
                                 Participant-Owned Housing: _____
                 __________________________ Other Situations: _____


 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
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```
                        TBRA HOUSING STABILITY OUTCOMES                 C04MP07

 Project Number:    2    Program Year: 2002         IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

                     Total Supported with TBRA Assistance: 99,999
                      Continuing TBRA into Following Year: _____

 Number of Households exiting TBRA Assistance for (Destination/Life Event):

 Private Housing:       _____    Temporary Housing:  _____
 Other HOPWA:           _____    Emergency Shelters: _____
 Other Housing Subsidy: _____    Jail/Prison:        _____
 Institution:           _____    Disconnected:       _____
 Death/Life Event:      _____
                                 Total Exiting:    999,999

Data current as of: __/__/____  Final Data for Annual Report (Y/N): _

 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
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Short-Term Rent, Mortgage, and Utility (STRMU) Assistance

In the HOPWA Program, short-term assistance is separate from TBRA for reporting purposes. STRMU is a housing subsidy provided to prevent homelessness of mortgagers or renters in their current place of residence. Assistance may be provided for a period of up to 21 weeks in any 52-week period.

Data Required

Grantees providing STRMU assistance must report the following:

- Total number of **households** receiving STRMU assistance, including (of the total):
  - The number of previously homeless households and, of this number, the number of chronically homeless households;[8]
  - The number that received mortgage assistance;
  - The number that received assistance in the prior reporting year; and
  - The number that received assistance in the prior two reporting years.
- Total number of **persons** receiving STRMU assistance, broken down by:
  - The number of persons with HIV/AIDS; and

[8] HUD has identified the need for a technical edit to screen C04MP05. Because an individual must be in permanent housing in order to be eligible for STRMU assistance, there should be no households reported under items B (previously homeless) and C (chronically homeless). These data elements will be deleted when Phase I of the re-engineered system is released this fall.

- The number of other family members.

- Number of **persons** receiving assistance by gender, age, race, and ethnicity.[9]
- Number of **households** receiving HOPWA assistance by income category.
- Prior living situation of **household**.[10]
- Number of **households** exiting the program, by destination or life event (e.g., private housing, other housing subsidy, jail/prison, etc.).
  - In the event of household fracture, grantees should report the destination information for the eligible person with HIV/AIDS.
- Total STRMU expenditures and, of that total, the amount of STRMU expenditures spent on mortgages.

The following IDIS screens illustrate the data required for STRMU activities:

```
                      SHORT TERM RENT MORTGAGE UTILITY                C04MP05

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Number of Households:
    A) Receiving Housing Assistance:                                 _____
    B) Of A (above), Previously Homeless:                            _____
    C) Of B (above), the Number of Chronically Homeless:             _____
    D) Of A (above), the number assisted with mortgage assistance: _____

 Number of Persons Receiving HOPWA Assistance:
                                 Persons with HIV/AIDS:     _____
                                  Other Family Members:     _____
                                                 Total:    99,999

                                   i) Total STRMU Expenditures:  _______
  ii) Of i), the amount of STRMU Expenditures spent on Mortgages:  _______

Data current as of: __/__/____  Final Data for Annual Report (Y/N): _

 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

[9] Age, gender, race, and ethnicity are to be reported for **all** persons, including the HOPWA-eligible person and family members.

[10] Prior living situation is to be reported for the household. In the event that the household was fractured, prior living situation should be reported for the HOPWA-eligible person only. Note that because an individual must be in permanent housing to be eligible for STRMU assistance, previous living situation should either be “rental housing” or “participant-owned housing.”

```
11/21/05  15:22       SHORT TERM RENT MORTGAGE UTILITY                C04MP06

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 DEMOGRAPHICS

    AGE AND GENDER     UNDER 18     18-30     31-50   OVER 50    TOTAL
                MALE:      ____      ____      ____      ____    00000
              FEMALE:      ____      ____      ____      ____    00000
                           00000     00000     00000     00000    00000


    INCOME GROUP OF INDIVIDUALS AND FAMILY UNITS

        $0-250   $251-500   $501-1000   $1001-1500   $1501-2000  OVER $2000
         _____    _____      _____       _____         _____      _____



 (This line reserved for messages)
 F3 = VALDT  F4 = MAIN MENU  F5 = PROJ INFO  F7 = PREV  F8 = NEXT  F9 = SAVE
```

```
11/21/05  15:30           SHORT TERM RENT MORTGAGE UTILITY           C04MP08

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST


RECENT LIVING SITUATION COUNTS

       PARTICIPANT COUNTS / FROM .......  Homeless/Streets: _____
                                       Transitional Housing: _____
                                          Emergency Shelter: _____
                                       Psychiatric Facility: _____
                                  Substance Abuse Treatment: _____
                                           Hospital/Medical: _____
                                                Jail/Prison: _____
                                          Domestic Violence: _____
                                  Living W/Relatives/Friends: _____
                                             Rental Housing: _____
                                   Participant-Owned Housing: _____
                 __________________________ Other Situations: _____


 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
                    STRMU HOUSING STABILITY OUTCOMES                C04MP07

 Project Number:    2    Program Year: 2002         IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 A) Total Supported STRMU Assistance (Current Report Year): 99,999
 B) Of A (above), number assisted in prior report year:     ______
 C) Of A (above), number assisted in 2 prior report years:  ______

 Number of Households exiting STRMU Assistance for (Destination/Life Event):

 Private Housing:       _____    Temporary Housing:  _____
 Other HOPWA:           _____    Emergency Shelters: _____
 Other Housing Subsidy: _____    Jail/Prison:        _____
 Institution:           _____    Disconnected:       _____
 Death/Life Event:      _____
                                 Total Exiting:    999,999

Data current as of: __/__/____  Final Data for Annual Report (Y/N): _

 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Supportive Services

HOPWA funds may be used to provide an array of supportive services to eligible beneficiaries. Examples include case management, meals and nutritional services, adult day care, education, employment assistance, alcohol and drug abuse services, mental health services, transportation assistance, and limited use of funds for uncovered medical services (subject to program limitations).

- ❑ Services can be provided in conjunction with housing assistance or individually, but must always be reported as a separate activity.

Data Required

Grantees providing supportive services activities must report the following:

- ❑ The number of persons receiving support services in coordination with housing assistance, broken down by:
  - ➢ The number of persons with HIV/AIDS; and
  - ➢ The number of other family members.
- ❑ The number of persons receiving supportive services only, broken down by:
  - ➢ The number of persons with HIV/AIDS; and
  - ➢ The number of other family members.
- ❑ The amount expended on each service activity.

- ❑ The number of jobs that resulted from education and employment assistance expenditures.[11]

The following IDIS screen shows the data required for supportive service activities:

```
11/21/05  15:36                SUPPORTIVE SERVICES                C04MP09

 Project Number:    2    Program Year: 2002    ACTIVITY NBR: 000000001015
 PROJECT TITLE: Urban Renewal & Community Development Pr
 ACTIVITY NAME: TEST
 Supportive Services Began : __ / __ / ____
 ENTER AMOUNT FOR SUPPORTIVE SERVICE(S) WHICH APPLY :
 1. Outreach                                        _____________
 2. Case Mgmt/Client Advocacy/Access to Bnfts/Svcs   _____________
 3. Life Management (Outside of Case Management)    _____________
 4. Nutritional Services/Meals                      _____________
 5. Adult Day Care and Personal Assistance          _____________
 6. Child Care and Other Children's Services        _____________
 7. Education                                       _____________
 8. Employment Assistance                           _____________
 9. Alcohol and Drug Abuse Services                 _____________
10. Mental Health Services                          _____________
11. Health/Medical/Intensive Care Services          _____________
12. Other _____________  ______________________
13. Number of Jobs that resulted from items 7 AND 8    ____
 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
11/29/05  14:55                SUPPORTIVE SERVICES                C04MP17

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 DEMOGRAPHICS

                                          RECEIVING        RECEIVING
                                         SUPPORTIVE       SUPPORTIVE
                                  SERVICES W/HOUSING         SERVICES
                                         ASSISTANCE             ONLY
                 PERSONS WITH HIV/AIDS:       _____           _____
          OTHER PERSONS IN FAMILY UNITS:      _____           _____
                                         ---------        ---------
                                  TOTAL:      000000          000000




 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

[11] On screen C04MP09, item 13 refers to the number of HOPWA beneficiaries placed in employment. Note that grantees may report the number of job placements resulting from **any** applicable supportive service activity (e.g., case management) – not just items 7 (education) and 8 (employment assistance). Note that HUD will be updating the "access to care" indicators in a future IDIS release.

Permanent Housing Placement

As described earlier, permanent housing placement has been separated from supportive services for reporting purposes. Permanent housing placement services include expenditures that help establish a household in a housing unit, including (but not limited to) reasonable costs for security deposits.

Data Required

Grantees providing permanent housing placement services are required to report the following data:

- ❑ Total number of households receiving housing placement assistance.
- ❑ Total housing placement expenditures.

The following IDIS screen illustrate the data required for permanent housing placement activities:

```
11/29/05  14:31    HOUSING INFORMATION/PERMANENT HOUSING PLACEMENT      C04MP16

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST





          Total households receiving assistance:  _____

                              Total Expenditures:  __________





 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Housing Information and Resource Identification

Under IDIS version 7.0, housing information services, resource identification, and administration were reported under one category. Under the re-engineered IDIS (version 10.0), there is a separate reporting path for each activity.

Data Required

Grantees using HOPWA funds to provide housing information services must report the following data:

- Number of households receiving housing information services.
- Total expenditures.

In contrast, grantees providing resource identification services need only report the amount expended.

The following two screens illustrate the data required for housing information and resource identification activities:

```
11/29/05  14:31    HOUSING INFORMATION/PERMANENT HOUSING PLACEMENT      C04MP16

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST





          Total households receiving assistance:  _____

                             Total Expenditures:  _________





 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
11/21/05  15:44    HOUSING INFORMATION/RESOURCE ID/ADMINISTRATION    C04MP11

Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

EXPENDITURES OF HOPWA FUNDS




             HOUSING INFORMATION SERVICES:   _____________
                             RESOURCE ID:   _____________
             GRANTEE ADMINISTRATIVE COSTS:   _____________
     GRANTEE SPONSOR ADMINISTRATIVE COSTS:   _____________
                                             _______________
                TOTAL HOPWA EXPENDITURES:              $0




PLEASE INPUT HOPWA EXPENDITURES
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Interaction Between HOPWA and Homeless Program Reporting

All grantees that target housing and/or services to homeless households should coordinate their activities with the local or state Continuum of Care in which they are located.

- A Continuum of Care (CoC) is a local or state consortia of governmental and private funders and service providers. It is the entity to which HUD has given the responsibility and authority to (1) create strategic plans for reducing homelessness within the community; and (2) submit the consolidated application for HUD McKinney-Vento competitive grant funds.

- Some CoCs cover a single city or county, but many cover a metropolitan area, a group of counties, a large portion of a state, or the entire state.

- Because of the correlation between incarceration, substance abuse, HIV/AIDS, and homelessness, it is important for HOPWA providers to participate in Continuum of Care planning and coordination.

  - To locate the Continuum of Care in a community, visit HUD's website at http://www.hud.gov/offices/cpd/homeless/programs/cont/coc/.

Continuums of Care are also responsible for implementing a Homeless Management Information System, or HMIS.

- HUD was directed by Congress to generate an unduplicated count of homeless individuals in the Unites States. In order to accomplish this, HUD established a goal for each of its CoC grantees to design and implement an HMIS.

  - HMIS is an electronic data collection tool that facilitates the collection of information on homeless individuals and families using residential or other homeless assistance services. The data will provide greater understanding of the number, location, characteristics, and needs of homeless persons.

  - HOPWA-funded providers targeting homeless persons are required to participate in their local HMIS.[12]

  - HOPWA projects that assist persons who are homeless but do not target this sub-population are not required to participate in HMIS. However, such projects are encouraged to consider the benefits of HMIS in coordinating assistance for clients and in reporting to funders and other stakeholders.

  - HOPWA grantees may find participation in HMIS is useful for a number of reasons, including:

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[12] For more information, see: U.S. Department of Housing and Urban Development. "Homeless Management Information Systems (HMIS): Data and Technical Standards Final Notice." *Federal Register,* 2004.

- Reducing the amount of data entry by linking systems;
- Gaining a better understanding of the characteristics of the population served (and therefore developing more appropriate and more effective programs and services);
- Creating easier access for clients by decreasing the number of times information must be provided;
- Preventing the duplication of services; and
- Allowing easier access to data for reporting purposes.

➢ While HUD has not yet established a deadline for implementation, HUD ranks CoC funding applications in part on the continuum's HMIS progress.

Understanding the Connection Between HMIS, IDIS, and Other HUD Reporting Requirements

What is the connection between HMIS, the CPD Performance Measurement System, and other HUD reporting requirements, such as the Annual Performance Report (APR) and Consolidated Annual Performance and Evaluation Reports (CAPERs)?

❑ HMIS is a tool that facilitates the collection of client-level data. It can be used to measure performance and outcomes for a single provider or across an entire CoC. It can also be aggregated for program and community-level reporting in APRs, CAPERs, and IDIS.

➢ HMIS data can help communities understand trends and patterns in a way that CAPER, APR, and IDIS data cannot. This information is essential to making informed, strategic decisions about the best way to spend limited resources at the local level.

➢ HMIS provides a rich set of variables covering both basic demographic characteristics and characteristics that change over time and can be measured at program entry and exit, such as income, employment, and health status. The ability to control for the characteristics of the population served is especially useful for comparing outcomes across service providers or across programs.

❑ In contrast, the APRs, CAPERs, and IDIS are program-level reporting systems and are not designed to fully capture client-level outcomes. However, they provide HUD with aggregate national performance data, which allows HUD to report to Congress on program accomplishments, justify budget requests, and make informed policy decisions at the national level.

❑ Recent changes to the HOPWA APR, CAPER, and IDIS screens were aligned with HMIS Universal Data Elements for race and ethnicity, prior living situation, and special needs categories to improve efficiency with regards to data collection and reporting. Integration with HMIS outcomes were also considered when

developing the HOPWA Housing Stability and Access to Care and Support outcomes.

- ❑ Pages 24–26 of the HOPWA APR provide a listing of the HMIS data elements that have been incorporated into the APR or are recommended for use in HOPWA programs.

Additional Resources

- ❑ HUD HOPWA Home Page: Information, resources, and notices for HOPWA formula and competitive programs, including performance measurement guidance, FAQs, technical assistance resources, and other important information. See http://www.hud.gov/offices/cpd/aidshousing/programs/index.cfm.

- ❑ Revised CAPER: Definitions, forms, worksheets, and instructions for formula grantees completing the CAPER. See www.hud.gov/offices/cpd/aidshousing/programs/revisedcaper.pdf.

- ❑ Revised APR: Definitions, forms, worksheets, and instructions for competitive grantees completing the APR. See www.hud.gov/offices/cpd/aidshousing/programs/revisedapr.pdf.

- ❑ HUD's HMIS Information Center: See www.hmis.info.

- ❑ Questions can be addressed to the Office of HIV/AIDS Housing at hopwa@hud.gov.