



Housing Opportunities for Persons With AIDS (HOPWA) Program

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

OMB Number 2506-0133 (Expiration Date: 01/31/2021)

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. Reporting is required for all HOPWA formula grantees. The public reporting burden for the collection of information is estimated to average 41 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 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 demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER data to obtain essential information on grant activities, project sponsors, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

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Continued Use Periods. Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation of a building or structure are required to operate the building or structure 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 Report of Continued Project Operation throughout the required use periods. This report is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

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.**

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 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, Housing Status or Destination at the end of the operating year, Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Medical Assistance, and T-cell Count. Other HOPWA projects sponsors may also benefit from collecting these data elements. HMIS local data systems must maintain client confidentiality by using a closed system in which medical information and HIV status are only shared with providers that have a direct involvement in the client’s case management, treatment and care, in line with the signed release of information from the client.

Operating Year. HOPWA formula grants are annually awarded for a three-year period of performance with three operating years. The information contained in this CAPER must represent a one-year period of HOPWA program operation that coincides with the grantee’s program year; this is the operating year. More than one HOPWA formula grant awarded to the same grantee may be used during an operating year and the CAPER must capture all formula grant funding used during the operating year. Project sponsor accomplishment information must also coincide with the operating year this CAPER covers. Any change to the period of performance requires the approval of HUD by amendment, such as an extension for an additional operating year.

Final Assembly of Report. After the entire report is assembled, 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 7248, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C., 20410.

Definitions

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

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

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

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

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 are 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 criteria described in 2 CFR 200. 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 *24 CFR 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 at 2 CFR 200.307.

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

Project Sponsor Organizations: Per HOPWA regulations at 24 CFR 574.3, 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.

SAM: All organizations applying for a Federal award must have a valid registration active at sam.gov. SAM (System for Award Management) registration includes maintaining current information and providing a valid DUNS number.

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.

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: 01/31/2021)

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 24 CFR 574.3.

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 DEH17F001		Operating Year for this report <i>From (mm/dd/yy)</i> 07/01/2018 <i>To (mm/dd/yy)</i> 06/30/2019	
Grantee Name THE CITY OF WILMINGTON, DELAWARE			
Business Address		800 FRENCH STREET, 7 TH FLOOR, REAL ESTATE AND HOUSING	
City, County, State, Zip		WILMINGTON	NEW CASTLE DE 19801
Employer Identification Number (EIN) or Tax Identification Number (TIN)		51-0176414	
DUN & Bradstreet Number (DUNs):		067-393-900	System for Award Management (SAM): Is the grantee's SAM status currently active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide SAM Number:
Congressional District of Grantee's Business Address		00	
*Congressional District of Primary Service Area(s)		DE-00 MD-01	
*City(ies) and County(ies) of Primary Service Area(s)		Cities: DE-ALL ELKTON, MD	Counties: DE-ALL CECIL COUNTY, MD
Organization's Website Address WWW.WILMINGTONDE.GOV		Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee Service Area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.	

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

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by 24 CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households.

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

Project Sponsor Agency Name Delaware HIV Consortium		Parent Company Name, if applicable NOT APPLICABLE	
Name and Title of Contact at Project Sponsor Agency	Brad Shannon, Director of Programs		
Email Address	bshannon@delawarehiv.org		
Business Address	100 W. 10th Street, Suite 415		
City, County, State, Zip,	Wilmington, New Castle, Delaware, 19801		
Phone Number (with area code)	302-654-5471		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	51-0348892	Fax Number (with area code) 302-654-5472	
DUN & Bradstreet Number (DUNs):	033296786		
Congressional District of Project Sponsor's Business Address	DE-ALL		
Congressional District(s) of Primary Service Area(s)	DE-ALL		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Wilmington, Claymont, Elsmere, Newark, New Castle, Middletown	Counties: New Castle County, Kent County, Sussex County	
Total HOPWA contract amount for this Organization for the operating year	585,700		
Organization's Website Address	https://www.delawarehiv.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.	

Project Sponsor Agency Name The Ministry of Caring, Inc. – House of Joseph II		Parent Company Name, if applicable Not Applicable	
Name and Title of Contact at Project Sponsor Agency		John Bates, Deputy Director of Program Services	
Email Address		jbates@ministryofcaring.org	
Business Address		115 East 14th Street	
City, County, State, Zip,		Wilmington, New Castle, Delaware, 19801	
Phone Number (with area code)		302-516-1076	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		Fax Number (with area code)	
51-0209843		302-888-1371	
DUN & Bradstreet Number (DUNs):		039277373	
Congressional District of Project Sponsor's Business Address		DE-ALL	
Congressional District(s) of Primary Service Area(s)		DE-ALL	
City(ies) and County(ies) of Primary Service Area(s)		Cities: Wilmington Counties: New Castle County	
Total HOPWA contract amount for this Organization for the operating year		\$61,115	
Organization's Website Address		https://www.ministryofcaring.org/	
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input checked="" type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.	

Project Sponsor Agency Name Catholic Charities		Parent Company Name, if applicable Not Applicable	
Name and Title of Contact at Project Sponsor Agency		Alfred Manganiello, Case Manager	
Email Address		amanganiello@ccwilm.org	
Business Address		2601 West 4 th Street	
City, County, State, Zip,		Wilmington, New Castle, Delaware, 19805	
Phone Number (with area code)		302-655-9624	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		51-0065685	
		Fax Number (with area code) 302 654 6432	
DUN & Bradstreet Number (DUNs):		125160754	
Congressional District of Project Sponsor's Business Address		DE-ALL	
Congressional District(s) of Primary Service Area(s)		DE-ALL	
City(ies) and County(ies) of Primary Service Area(s)		Cities: Wilmington Counties: New Castle	
Total HOPWA contract amount for this Organization for the operating year		\$61,115	
Organization's Website Address		http://www.ccwilm.org/	
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input checked="" type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.	

Project Sponsor Agency Name Cecil County Health Department		Parent Company Name, if applicable Maryland Department of Health and Mental Hygiene	
Name and Title of Contact at Project Sponsor Agency		Kathleen Martineau, RN Case Manager/Community Health Supervisor	
Email Address		Kathleen.Martineau@Maryland.Gov	
Business Address		401 Bow Street	
City, County, State, Zip,		Elkton, Cecil, MD 21921	
Phone Number (with area code)		410-996-5100	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		52-2046029	
DUN & Bradstreet Number (DUNs):		031513132	
Congressional District of Project Sponsor's Business Address		MD-1	
Congressional District(s) of Primary Service Area(s)		MD-1	
City(ies) and County(ies) of Primary Service Area(s)		Cities: Elkton Counties: Cecil	
Total HOPWA contract amount for this Organization for the operating year		\$41,536	
Organization's Website Address		CecilCountyHealth.Org	
Is the sponsor a nonprofit organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.	

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 Wilmington's goal is to appropriate funds in an equitable manner while maintaining an existing service. The City of Wilmington priorities is based upon the modernization of HOPWA to support rental assistance housing and rental projects first then all other activities. The City's \$725,614 HOPWA award is administered by the City of Wilmington's Department of Real Estate and Housing for the eligible metropolitan statistical area that includes the City of Wilmington, the remainder of New Castle County and Cecil County, Maryland. In addition, all funds were not expended at the completion of the CAPER but will be expended by the end of the calendar year 2018.

The City's HOPWA grant was awarded to four Project Sponsors who provided services which included TBRA, STRMU, PHP, operation costs for permanent housing facilities and supportive services to persons with HIV/AIDS. All project sponsors were able to effectively maintain their level of services. Below is an overview of the four Project Sponsors:

Delaware HIV Consortium (TBRA):

Since 1999, the City of Wilmington (Grantee) has allocated Housing Opportunities for Persons With AIDS (HOPWA) funds to provide Tenant Based Rental Assistance (TBRA) for low-income persons living with HIV in New Castle County, Delaware. The TBRA program is operated by the Project Sponsor, Delaware HIV Services, a nonprofit agency that is the primary administrator of Ryan White CARE Act dollars used for HIV supportive services in the State of Delaware. The mission of Delaware HIV Services is to eliminate HIV in Delaware and to ensure optimal care and prevention services for all people infected and affected by HIV in Delaware.

TBRA program beneficiaries are low-income persons living with HIV and their authorized household members. Total household income must fall within low-to-moderate income limits as defined by HUD. Clients are referred to the TBRA program by HIV case managers who ensure that all assisted clients are receiving proper medical care and supportive services. The Project Sponsor screens applicants for eligibility based on HOPWA criteria (HIV status, low income, housing need) and assigns eligible applicants to the TBRA waiting list in chronological order of when their applications were submitted to the housing program office. In FY2019 (7/1/18 to 6/30/19), the time spent on the TBRA waiting list was approximately two years. As of 8/1/18, there were 136 HOPWA eligible applicants on the TBRA waiting list.

The housing program waiting list is maintained and updated monthly. Client eligibility determinations are reviewed on an ongoing basis. When funding is available, clients are moved off the top of the waiting list and screened for HOPWA eligibility. Persons meeting the program's eligibility requirements are interviewed by the Project Sponsor and given up to 120 days to become TBRA program participants. Assisted households are reassessed for eligibility annually. This recertification process involves a reassessment; a comprehensive review of household income, rent and utility allowances; a recalculation of rental assistance; a review of client compliance with HOPWA program requirements; and a housing inspection.

Assisted households rent affordable units from private landlords in New Castle County that meet HUD Housing Quality Standards (HQS). Affordability is determined using HUD Fair Market Rents and utility costs are determined using HUD utility allowances for New Castle County, Delaware. Rental assistance is calculated with the same HUD formula used by public housing authorities to determine rent subsidies. The rent subsidy is based upon total household income and housing expenses, including rent and utilities, and covers the portion of housing costs in excess of 30% of the household's adjusted income, up to full monthly rent. Program beneficiaries must remain connected to HIV case management services with access to appropriate health care and support services funded by the Ryan White program and other mainstream (non-HOPWA) service providers, including Medicaid managed care organizations. All clients receiving HOPWA rental assistance must meet with their HIV case managers every four months to update their housing plans and report to the Project Sponsor on their progress in achieving or maintaining stable housing and remaining connected to medical care and supportive services.

TBRA program staff consists of two full-time employees and one part-time assistant. In FY19, HOPWA funding from the City of Wilmington assisted 71 households throughout New Castle County, primarily in Wilmington where the HIV epidemic is concentrated. Before receiving rental assistance, nearly 70% of assisted clients had been in unstable housing arrangements, either homeless or doubled up with family or friends. Throughout the contract period, nearly all assisted households maintained stable housing and were connected to medical care and support services.

Ministry of Caring House of Joseph II (Permanent Housing Facility and Supportive Services)

The House of Joseph II offers Delaware's only round-the-clock residential program for formerly homeless men and women in the late stages of AIDS. Since opening our doors on April 7, 1997, House of Joseph II has served over 150 clients. The racial, ethnic and gender diversity of residents of program residents mirrors trends in the demographic affected HIV/AIDS locally and nationwide.

HIV/AIDS affects African American or Black Delawareans disproportionately. A 2017 survey found that African Americans make up forty-two percent of those living with HIV/AIDS nationally. Here in Delaware, fifty-six percent lived with an HIV/AIDS diagnosis during the same period—only twenty-one percent of Delaware residents are Black (see James Dowling, Health Program Coordinator, Division of Public Health). African American individuals are also making up an increasing portion of the HIV/AIDS-affected population over time. While only forty-four percent of Delawareans living with HIV/AIDS were African American during the late 1980s, according to the 2018 HIV/AIDS Epidemiology Update, African Americans made up sixty-five percent of that population in 2017.

At House of Joseph II, we have seen an increase of Hispanic or Latino individuals admitted for HIV/AIDS-related care in the past year. Formerly, only two Hispanic or Latino clients resided at House of Joseph II. This number has increased by sixty percent. A total of five Hispanic or Latino persons currently reside at House of Joseph II.

All current residents of House of Joseph II belong to racial or ethnic minority groups. A snapshot of ethnic and racial demographics represented in the program is as follows:

- 79% residents are African American;
- 21% residents are Hispanic.

Leadership at House of Joseph II is also aware of the need for HIV/AIDS services among gender and sexual minorities and the increased risk of HIV infection amongst men. Men who have sex with men (MSM) are more likely than the general population to receive an HIV/AIDS diagnosis. In Delaware, although males make up forty-eight percent of the population, seventy-two percent of all HIV/AIDS cases are men. These surveys also suggest that younger MSM, especially younger MSM abusing opiates and other drugs, are testing positive for HIV at increasing rates (see James Dowling, Health Program Coordinator, Division of Public Health). Three clients from the operating year reported a history of drug use. Of those engaged in House of Joseph II program services:

- 67% are male;
- 33% are female.

The gender breakdown of House of Joseph II clients reflects the higher need for HIV/AIDS services among men.

During the reporting period, two residents categorized their gender as “trans female (MTF or male to female)”—this number is included in the total number of female residents above. Recent research has explained the need to expand access to HIV/AIDS services for transgender women, who are at greater risk than the general population of contracting HIV. The 2017 National HIV/AIDS Strategy (NHAS) Progress Report called for providers to “increase the percentage of transgender women in HIV medical care who are virally suppressed to at least 90 percent.” Housing transgender women and providing in-house medical care is House of Joseph II's contribution to meeting this critical objective.

House of Joseph II serves a number of individuals who belong to multiple identity groups at high risk for health issues related to HIV/AIDS. The 2017 National HIV/AIDS Strategy (NHAS) Progress Report also stated that there was a need to reduce disparities in the rate of new diagnoses by at least 15 percent in the following groups: gay and bisexual men, young Black gay and bisexual men, Black females, and persons living in the Southern United States. (See the 2017 National HIV/AIDS Strategy (NHAS) Progress Report). The program is committed to serving individuals from communities that are identified as at-risk and/or under-served by leaders in HIV/AIDS advocacy and care.

Catholic Charities (STRMU and PHP):

Basic Needs HIV Services of Catholic Charities was established in 1985 as an essential program, the mortar between the bricks of the HIV service and treatment continuum, having a real and immediate impact on the life and stability of both the individual client and the community. It is a multi-service program in the HIV Service and care continuum. Basic Needs HIV Services specifically seeks to provide goods and services not provided or underprovided by other AIDS Service Organizations, thus promoting greater stability, health and well-being of our clients living with HIV, as well as the families of those infected by the virus, virtually all of whom are well below the poverty level or have no income. It is a welcoming ministry bringing many services together under one roof. Catholic Charities supports the health and well-being of those living with HIV and helps to strengthen our clients so they can deal with crises and adhere to treatment.

Basic Needs HIV Services provides emergency financial support and other services to Delawareans living with HIV/AIDS, and their families, including:

- Emergency financial assistance for rent, utilities, and emergency housing
- Budget guidance
- Providing locations for reduced fare bus debit cards to support treatment adherence
- Assistance with clothing, toiletries, and household items
- Information and referral to other Catholic parishes
- Client advocacy
- Outpatient individual, group, and family therapy is available through Catholic Charities
- Counseling Services program.

Basic Needs HIV Services is located in Wilmington, Delaware in the zip code 19805, the center of people living with HIV and serves the communities in all of New Castle County. The location is easily reachable by public transportation.

Cecil County Health (TBRA and STRMU)

The Cecil County Housing Program is administered as a part of the Cecil County HIV/AIDS Program through the Cecil County Health Department. This is one of twenty-four local health departments in the State of Maryland, which operates under the auspices of the Maryland Department of Health (MDH), a cabinet-level agency of Maryland State government. The Cecil County Health Department is under the direction of a Health Officer and is also served by a Deputy Health Officer. There are six divisions in the Health Department: Community Health Services, Environmental Health, Addictions Services, Administration, Health Promotion and Special Populations.

The HIV Services Program is located within Community Health Services under the supervision of the Director. The HIV Services Program has vast experience in serving HIV positive/ PLWA population in Cecil County. The Office administers programs/grant funds related to the above population including: Counseling and Testing, Ryan White CARE and HOPWA.

The Cecil County Housing Program contact information is:

Cecil County Health Department
401 Bow Street
Elkton, Md. 21921
Tel # 410 996 5100
www.Cecilcountyhealth.org

Staffing:

Community Health Nurse II/Nursing Supervisor, Community Health Services Director, Fiscal Officer, Office Supervisor and Outreach Worker.

- The Cecil County Housing Program area of service is Cecil County, Maryland in Northeastern Maryland, near the borders of Pennsylvania & Delaware. Population of Cecil County is 102,382 (July 2015 statistics). Land area is 348.13 square miles. As of 2015, there were 41,103 housing units in Cecil County. The median household income (2016)-for Cecil County is \$78,800 and persons below poverty level are 9.6%.

The Cecil County Housing Program range/type of housing activities include Long term and Short term housing assistance to assist with rental payments according to the guidelines provided under the HOPWA program. The Long term assisted clients are the primary beneficiaries of low and very low-income PLWA clients who show potential for independence within the community given the steady and stable assistance of the Long and Short term housing programs. The Short term assisted clients are either waiting long-term housing who cannot maintain financial independence and require on-going financial assistance through other funding such as Ryan White Part B Funds.

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 operating year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.

Delaware HIV Consortium - HOPWA funding from the City of Wilmington provided rental assistance for 71 households, consisting of 72 people living with HIV and 51 others for a total of 123 people assisted. This output is below the target goal of 95 households. Although the total funding award was approximately \$40,000 less than the previous year, the goal was increased by 10 households over the previous year. The program did successfully exceed the goal of 65 households per month. With relatively stable program participants, and few to no other housing options, there was little movement off the program, thus little movement of new households into the program. All households (100%) had incomes at or below 80% of the area's median income (AMI).

The Ministry of Caring – Housing of Joseph II – During the operating year, House of Joseph II used HOPWA funding to support sixteen units of housing in a permanent residence with supportive services. In the HOPWA funding cycle, 24 persons were housed. All were provided linkage to care. Formerly homeless persons were fed three regularly scheduled meals and two daily snacks (afternoon and evening).

Catholic Charities – HIV Services of Catholic Charities received \$57,4231 in HOPWA funds to provide short term housing assistance and supportive services to clients in the City of Wilmington. HIV Services of Catholic Charities is a multi-service program in the HIV Service and care continuum. HIV Services specifically seeks to provide goods and services not provided or underprovided by other AIDS Service Organizations, thus promoting greater stability, health and well-being of our clients living with HIV, as well as the families of those infected by the virus, virtually all of whom are well below the poverty level or have no income. HIV Services of Catholic Charities is a welcoming ministry bringing many services together under one roof. Catholic Charities supports the health and well-being of those living with HIV, and helps to strengthen our clients so they can deal with crises and adhere to treatment. HIV Services is located in Wilmington, Delaware in the zip code 19805, the center of people living with HIV and serves the adjacent communities in zip codes 19801 and 19802 which cumulatively constitute approximately 41% of HIV/AIDS cases in the State.

Catholic Charities provide rental and primarily utility assistance totaling \$38,766.58 to 25 unduplicated clients.

Cecil County Maryland – The Cecil County Housing Program has had significant accomplishments in the number of housing units helped during FY 2018. We have maintained Long Term Housing for four clients for the year. Four clients continue into FY 2019. We have not met our goal of six clients served per month for FY18.

For Short term housing assistance has provided assistance to 5 clients in need of 3 utility bills and 2 rental assistance and 1 mortgage payment. We did make our goal of 7 STRMU assistance payments for FY2018.

HOPWA funds distributed to geographic areas in Cecil County, MD that include mostly rural portion of the county.

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.

Delaware HIV Consortium - Most of the 57 households assisted in FY18 maintained stable housing; most continuing to receive HOPWA rental assistance. The housing stability outcome exceeded the HOPWA recommended 90% performance goal in this category.

The Ministry of Caring – Housing of Joseph II – A key indicator of progress in HIV/AIDS care, nationally, will be to “increase the percentage of persons with diagnosed HIV infection who are retained in HIV medical care to at least 90 percent” (see the 2017 National HIV/AIDS Strategy (NHAS) Progress Report). House of Joseph II helps participants to stabilize and potentially reverse HIV disease progression by monitoring client wellness. Prior to arriving at House of Joseph II, many clients have used hospital emergency rooms as a substitute for regularly scheduled doctor appointments. At House of Joseph II, clients get the psychological, social and medical care they need from doctors, psychiatrists and other staff on a regular basis. They only avail of emergency room visits for medical emergencies. All clients have improved access to services. Residents are linked to a continuum of essential services through participation in the program, receiving assistance with mental health, counseling, substance abuse treatment, prescription services, medical appointments and transportation.

House of Joseph II welcomes clients living with HIV who are medically needy regardless of their ability to pay. Services provided include case management, from a senior family resource coordinator/case manager, and medical case management executed by a nurse. Our case manager meets monthly, sometimes more frequently, with each client. She designs and completes a service plan with each client; these plans include life management activities. As case manager, she ensures that our clients apply for all appropriate benefits. She also links our clients to other supportive services to improve access to care. The case manager coordinates transportation for our residents who have no income. Bus tickets are ordered and distributed as needed to our clients for whatever medical or other necessary appointments.

Research has shown that those who are stably housed are more likely to take medications, eat nutritious meals and see better health outcomes as a result. In addition to the benefits associated with housing security, residents of House of Joseph II receive targeted health support. Our nurse plans, coordinates, monitors and evaluates medical services for each of our clients. She arranges transportation to medical appointments with Logisticare. Her medical-care management emphasizes quality of care and continuity of services. All medical appointments are arranged by the nurse with the infectious disease clinic or with the medical specialist of each client.

During the operating year, a total of six residents exited the program. One person successfully transitioned from permanent supportive housing into her own apartment (subsidized housing); two clients left after exhibiting terroristic threatening; one client died; one resident left the facility without notice even after receiving five opportunities to commit to the program after drug use.

House of Joseph II utilizes a waiting list to manage admission to the program. Applicants on the waiting list are prioritized on the basis of the following criteria:

- Applicant's medical status,
- Other housing options available to the applicant, and
- Applicant's ability to reside in a group living environment.

Catholic Charities – We have assisted people with either rent or a utility bill, including electric, gas and water bills over the past fiscal year: 10 rental assistance, 20 utility assistance payments for a total of 25 people. (some clients were paid for both rent and utilities). We have received very positive comments from HIV caseworkers who are very grateful for either stabilizing their client or assisting them with the ability to cope with existing circumstances. In some instances books are provided to the client’s family, if we have them available. We will continue this best demonstrated practice in the following fiscal year.

Our waiting list is managed by the front desk of Administrative Professionals who place client on a waiting list when the three week window of scheduled clients are filled. When there is a cancellation the first person on the waiting list is called and scheduled. However, clients referred to Catholic Charities via an HIV case worker are prioritized and called first if they are on the waiting list.

Cecil County Maryland – Program goals for the Cecil County Housing Program play a very important role for our clients in our Medical Case Management and Non- Medical case Management Programs. The ultimate goal is to keep clients from homelessness and keep them in stable housing which goes hand in hand with keeping the client in medical care and stable. Steps are always being taken to take every opportunity possible to keep clients connected to care and the housing program is essential for this to happen. Cecil County has met its program goals, but we are always looking to improve outcomes for our PLWA community.

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.

Delaware HIV Consortium - In an effort to address the ongoing need for affordable housing for persons living with HIV, the Project Sponsor uses non-HOPWA resources, including Ryan White funds, provided rental assistance to an additional 46 households, housing a total of 74 people. Ryan White funds also provided supportive services for all HOPWA households, including HIV case management, food and nutrition programs, mental wellness and substance abuse counseling, dental and eye care, pharmacy assistance, and HIV primary medical care at statewide wellness clinics.

The Ministry of Caring – Housing of Joseph II –

Catholic Charities – Internally we coordinate with Catholic Charities and provide additional services such as, clothing and furniture, books for children if available and referral to Catholic Charities counseling services. Catholic Charities also maintains other sources of crisis alleviation funds to assist HIV/AIDS clients when clients are in need but funds city funds are not available.

Cecil County Maryland – Program coordination with other mainstream housing and supportive services resources include having every client that applies to our program also go to the Cecil County Housing Authority and apply for Section 8 Housing. All clients that are applying to the program are given a Resource List with low income housing options in Cecil County, MD. Supportive services that the PLWA/HIV client need, may be assisted with Maryland Ryan White Funds.

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

Delaware HIV Consortium - The Delaware HIV Consortium receives regular HOPWA communications from both HUD and the Grantee in order to be informed about current regulations, issues, and best

practices. In FY18, Housing staff attended several workshops, webinars, and training sessions in order to increase their knowledge about HOPWA regulations, case management, homeless services, housing stability, client self-sufficiency, and other topics. These training sessions were facilitated by experts such as HUD technical assistance providers, along with the AIDS Education Training Center (AETC) and the U.S. Department of Substance Abuse and Mental Health Services (SAMHSA). Housing staff participated in HOPWA sponsored webinars. In addition, the Project Sponsor's Director of Finance completed the HOPWA Online Financial Management Training module. Other webinars that housing staff participated in were sponsored by the AIDS Education Training Centers (AETC) and the U. S. Interagency Council on Homelessness (USICH). In addition, housing staff participated in several community meetings on the homeless response system's Continuum of Care, sponsored by Housing Alliance of Delaware, and also attended housing workshops focusing on Delaware's Fair Housing Act and the Landlord-Tenant Code that were hosted by Community Legal Aid Society, Inc. The Project Sponsor will continue to participate in webinars, training sessions, community meetings, and workshops that improve proficiency in oversight and operation of programs and services that assist HOPWA eligible persons living in Delaware.

c. Barriers and Trends Overview

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

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

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

Delaware HIV Consortium

• Housing Affordability

Rising rent and utility costs present a persistent challenge for our TBRA clients because most clients live on fixed incomes of \$771 per month. Over three-quarters of TBRA households live in Wilmington where the aging rental housing stock is less energy efficient than newer construction. Owners of older, less efficient housing often charge lower rents, however the energy costs associated with these units can render the housing unaffordable. Most TBRA clients are responsible for their own utility expenses, since few rentals include utility costs in the rent price. TBRA clients routinely access local energy assistance programs and emergency financial assistance programs, however, there is constant demand for these services in New Castle County and resources are limited. Both housing staff and case managers routinely advise clients to apply for community-based programs that can assist with housing expenses.

• Housing Availability

Another ongoing challenge is the low attrition rate off the TBRA program to other stable housing, primarily due to the limited number of affordable housing options available in the community. Unfortunately, applying for subsidized housing at local public housing authorities (PHAs) is difficult. Delaware's five PHAs have long waiting lists for subsidized housing and limited access to their programs for interested applicants. It is not unusual for eligible applicants to wait several years for the opportunity to apply for subsidized housing then be placed on a waiting list for an additional multi-year timeframe. Local Housing Choice programs in New Castle County have the longest waiting lists. The opportunity to apply when the application process is open is restricted to a very short timeframe, oftentimes a call center that is extremely difficult to access. TBRA clients are notified by housing staff and encouraged to apply when PHA waiting lists are open and accepting applications. Some TBRA program beneficiaries, however, do not qualify for other types of subsidized housing due to poor credit and criminal histories. Currently, about three-quarters of TBRA clients are over 50 years of age. Once clients achieve senior citizen status, housing staff encourage their transition to subsidized senior apartments.

• Housing Placement Costs, Credit History, Rental History, Criminal Justice History

Initial housing placement costs (security/utility deposits), poor credit reports, poor rental histories, and criminal backgrounds constitute significant barriers to accessing housing for TBRA clients. All TBRA participants are low income households, while the majority of participants are extremely low-income or very low-income households. Prior to receiving HOPWA TBRA, most clients have been in unstable housing arrangements. Many have poor credit and rental histories and some have criminal backgrounds. Although these barriers do not disqualify clients from the TBRA program, they can interfere with their ability to be approved for rental housing in the community. Federal policy governing local subsidized housing programs, such as Section 8 and public housing, has strict eligibility requirements for applicants with criminal backgrounds. In addition, for those participants who receive HOPWA TBRA rent subsidies, initial move-in costs can pose additional barriers. The TBRA program does not pay for security deposits or for apartment application fees and there are limited community resources to cover such expenses. In an effort to identify barriers to housing placement, the TBRA program application requests information about credit history, prior rental history, and criminal backgrounds. By identifying these barriers at the initial screening process, the client has a workable timeframe to remedy these issues during the time spent on the wait list.

The Ministry of Caring – Housing of Joseph II –

Homelessness continues to be a major barrier to health for those living with HIV/AIDS. The 2017 National HIV/AIDS Strategy (NHAS) Progress Report notes that the goal of eliminating homelessness in the near future will not be met. The report also states that progress in HIV/AIDS prevention has not been equal

across all populations and regions: “there continues to be disparities in HIV risk and diagnoses for gay and bisexual men, stable housing among people living with HIV, and HIV diagnoses in the Southern United States” (see the 2017 National HIV/AIDS Strategy (NHAS) Progress Report).

House of Joseph II has identified three primary barriers impacting those living with HIV/AIDS: affordable housing, lack of income and special needs related to mental health and substance abuse.

- **Housing Affordability and Lack of income**

Safe, affordable housing is scarce in the Wilmington area. The average cost of rent for a studio apartment in Delaware is one hundred nine percent of the average Supplemental Security Income (SSI) payment, making housing unaffordable for adults living with significant disabilities who rely on SSI (see NAMI DE website). Most residents at the House of Joseph II lack the income to afford market-rate housing. In addition to the housing and income barrier, most residents are limited by substance abuse disorders, mental illness, and other disabling conditions. Prior to entering our facility, many clients failed to consistently take medications or relapsed into drug use due to poor support. On their own, residents often faced declining health due to lack of transportation and an inability to plan and remember regularly scheduled doctor appointments. A stable home environment and supportive staff help clients engage in wellness care and multiple emergency room visits.

- **Special needs related to mental health and substance abuse**

Mental illness is a common health concern and a barrier that shapes life for many House of Joseph II residents. Of Delaware’s approximately 900,000 residents, close to 29,000 adults live with serious mental illness. Many Delaware residents rely on public services for critical mental health care. NAMI Delaware identifies the following objectives related to support for individuals with mental illness:

- “Providing support and coping strategies to families and individuals dealing with mental illness” and
- “Developing a variety of safe, affordable quality housing opportunities for persons with serious mental illness” (See NAMI DE website).

House of Joseph II’s support for those living with the dual diagnoses of AIDS and mental illness are an essential service to our community.

Catholic Charities – No barriers have been encountered.

Cecil County Maryland – No barriers have been encountered.

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.

Delaware HIV Consortium

- **Increased Need for Affordable Housing and Insufficient Funding to Meet the Need**

In Delaware, subsidized rental housing is in high demand and limited supply. According to the 2016 edition of “Out of Reach”, published by the National Low-Income Housing Coalition, there is not a single county in the United States where a person who relies on federal disability benefits can afford to rent even a small studio apartment. In New Castle County, a renter would have to earn \$21.70 per hour to be able to afford a basic apartment. The typical client receiving housing assistance from the TBRA program receives a Social Security benefit that converts to an hourly wage of \$4.82. Housing Alliance Delaware reports that Delaware has an immediate and pressing need for at least 16,820 rental units affordable to extremely low-income renters.

HOPWA eligible clients currently spend about two years on the waiting list, which is a remarkable improvement compared with recent years when the waiting time was closer to five years. Despite the reduced waiting period, over 40% of TBRA clients have had episodes of homelessness and over 70% were unstably housed prior entering the TBRA program. For persons living with HIV, unstable housing often leads to disconnection from medical care and support services needed to maintain overall wellness. National research shows that stable housing is an effective intervention to reduce the spread of HIV. In Delaware, there simply is not enough funding to meet the need for affordable housing for persons living with HIV. To supplement the HOPWA allocation, the Project Sponsor uses federal Ryan White CARE Act dollars to provide short-term rental assistance for TBRA clients, for up to 24 months, until there are sufficient HOPWA funds to continue paying assistance for the longer term. The Project Sponsor also raises private dollars by applying for grants and sponsoring fundraising events. In FY2018, Delaware HIV Services teamed up with AIDS Delaware for the annual AIDS Walk and sponsored two other fundraising events to supplement the funding for direct client services including housing assistance. The Project Sponsor also submits grant requests to private foundations to support the TBRA program.

- **Advocacy to Promote Affordable Housing for Persons Living with HIV**

Delaware HIV Services recognizes the important correlation between housing status and HIV-related health outcomes. The TBRA program provides an affordable, stable living environment to assist HOPWA beneficiaries with linkage to medical care and other needed services. One of the principal functions of the Project Sponsor is to advocate for increased housing opportunities for persons living with HIV. Housing staff and program beneficiaries attend budget hearings and stakeholder meetings throughout the state to attest to the importance of affordable housing and homeless prevention programs for persons living with HIV. The Director of Programs also serves on the local HIV Planning Council, is an active member of the Continuum of Care.

Cecil County Maryland – Trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed include the availability of testing sites to diagnose clients and if they are positive getting them into care. Cecil County Health Department is making linkage to care a priority now more than ever. We were successful in FY2019 to implement coordination of services between HIV /AIDS Prevention and HIV/AIDS Care Services. We are hoping to expand testing into the Cecil County Detention Center & the 2 local Methadone Clinics. We are encouraging local Physicians and the Union Hospital of Cecil County Emergency Room to make HIV testing on every client a part of their regular lab work. By going to these institutions it will help test high risk populations and diagnose more people and get these high risk undiagnosed clients into care if needed. Cecil County is considered a low risk HIV/AIDS county, but HIV/AIDS is mostly undiagnosed in a lot of individuals.

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

Delaware HIV Consortium

In addition to submitting the HOPWA CAPER, the Project Sponsor regularly evaluates the TBRA program to measure progress toward overall HOPWA goals of reducing homelessness, improving access to care, and achieving housing stability. The program evaluation tool is an annual survey that polls the TBRA households and the HIV service providers on alternate years. The consumer survey collects information from TBRA households about their prior housing situations, current housing affordability, quality of TBRA housing, economic challenges, access to medical care and services and overall satisfaction with the TBRA program. For this report period, a comprehensive robust HIV services client survey was developed and administered for the first time in more than a decade. To prevent over-reach, the housing specific survey was suspended for one year. The provider survey will resume in the next year.

The Project Sponsor routinely schedules and hosts training and professional development workshops for the HIV service provider network in order to improve service quality and delivery. The Project Sponsor also promotes and facilitates wellness and self-sufficiency workshops for TBRA program beneficiaries to promote medical adherence and long-term housing stability and wellness.

National research on the topic of HIV housing policy identifies housing as the greatest unmet need of persons living with HIV. Cumulative research presented annually at a series of national HIV housing summits showed “a strong and consistent evidence base [which] identifies housing status as a key structural factor influencing HIV vulnerability, risk, and health outcomes” and that “receipt of housing assistance has an independent, direct impact on receipt of HIV care, health status, and mortality among homeless and unstably housed people living with HIV/AIDS” (*North American Housing and HIV/AIDS Research Summit VII, September 2014*).

Delaware HIV Services generated some local statistics that support the national research on the topic of HIV housing. A December 2012 report generated from CAREWare, a data collection system used by DPH to document medical care and other services for persons with HIVS, illustrated the importance of housing in the medical management of HIV. When comparing information on clients who self-identified as stably housed versus those who self-identified as unstably housed, the findings were remarkable. The data showed that 72% of the stably housed group was medically compliant with their HIV treatment compared with only 21% medical compliance for those who were unstably housed.

A primary function of Delaware HIV Services is to conduct a statewide community planning process that determines the needs of people living with or at risk of HIV infection in order to guide local HIV policy and program development. Part of this process involves a comprehensive needs assessment based on consumer and service provider surveys, along with service utilization reports and gaps analyses. The final output of this process is the “*Delaware Integrated HIV Prevention and Care Plan 2017-2021*”. This document was finalized and published in FY17 and is posted on the Project Sponsor’s website (<http://www.delawarehiv.org>). Shelter and housing assistance is listed as one of the principal unmet needs for persons living with HIV/AIDS in Delaware. Following the publication of the Integrated Plan, the HIV/AIDS Planning Council drafted a consumer survey to collect information from persons living with HIV throughout the state on their service needs, including affordable housing. The survey will solicit consumer input on the quality of services they receive and any barriers to accessing needed services. Consumers will be able to take the survey from August through October 2017. Survey results will be summarized.

Cecil County Maryland – Evaluations and assessments of the HOPWA program are done on a case by case basis. Clients that are in the Cecil County Health Dept HIV/AIDS Case Management or Non- Medical Case Management Program are educated on the Cecil County Housing Program sponsored through HOPWA on admission and frequently discussed at appointments during the year. If clients show an interest and meet program criteria, they can apply for the program. The Cecil County Housing Program does an annual (September-October) Housing Assistance Program (CCHAP) Consumer Survey. This is a confidential survey given to all clients in the program to evaluate our program through the client's perspective.

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	\$323,052	Rental Assistance	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	\$342,714	Case management, transportation, mental health, health insurance, advocacy	<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
Continuum of Care	\$358,279	Cash Resources	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Emergency Solutions Grant			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: DE Division of Public Health	\$193,294	Cash Resources	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: HUD HOPWA	\$ 272,728	Cash Resources	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: Grant in Aid	\$31,104	Cash Resources	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
In-kind Resources	\$18,000	Operational	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Private: Contributions	\$12,921	Cash Resources	<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 Funding			
Grantee/Project Sponsor (Agency) Cash			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support

Resident Rent Payments by Client to Private Landlord	\$179,376		
TOTAL (Sum of all Rows)	\$ 1,458,740		

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	\$19,460
3.	Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)	\$19,460

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	\$19,460
3.	Total Program Income Expended (Sum of Rows 1 and 2)	\$19,460

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.

1. HOPWA Performance Planned Goal and Actual Outputs

HOPWA Performance Planned Goal and Actual		[1] Output: Households				[2] Output: Funding	
		HOPWA Assistance		Leveraged Households		HOPWA Funds	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
HOPWA Housing Subsidy Assistance		[1] Output: Households				[2] Output: Funding	
1.	Tenant-Based Rental Assistance	95	57	46	46	\$585,700	\$585,700
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units (Households Served)	12	20	4	4	\$7,537	\$7,537
2b.	Transitional/Short-term Facilities: Received Operating Subsidies/Leased units (Households Served)						
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance	19	26	0	0	\$47,225.37	\$37,181.87
5.	Permanent Housing Placement Services	5	3	0	0	\$3,676.00	\$3,676.00
6.	Adjustments for duplication (subtract)						
7.	Total HOPWA Housing Subsidy Assistance (Columns a – d equal the sum of Rows 1-5 minus Row 6; Columns e and f equal the sum of Rows 1-5)	131	106	50	50	\$617,133	\$595,557.87
Housing Development (Construction and Stewardship of facility based housing)		[1] Output: Housing Units				[2] Output: Funding	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3- or 10- year use agreements						
10.	Total Housing Developed (Sum of Rows 8 & 9)						
Supportive Services		[1] Output: Households				[2] Output: Funding	
11a.	Supportive Services provided by project sponsors that also delivered HOPWA housing subsidy assistance	32	45			\$58,499	\$58,499
11b.	Supportive Services provided by project sponsors that only provided supportive services.						
12.	Adjustment for duplication (subtract)						
13.	Total Supportive Services (Columns a – d equals the sum of Rows 11 a & b minus Row 12; Columns e and f equal the sum of Rows 11a & 11b)	32	45			\$58,499	\$58,499
Housing Information Services		[1] Output: Households				[2] Output: Funding	
14.	Housing Information Services						
15.	Total Housing Information Services						

Grant Administration and Other Activities		[1] Output: Households			[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources					
17.	Technical Assistance (if approved in grant agreement)					
18.	Grantee Administration (maximum 3% of total HOPWA grant)				\$21,768	\$21,768
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)				\$28,214	\$28,214
20.	Total Grant Administration and Other Activities (Sum of Rows 16 – 19)				\$49,982	\$49,982
Total Expended						
					[2] Outputs: HOPWA Funds Expended	
					Budget	Actual
21.	Total Expenditures for operating year (Sum of Rows 7, 10, 13, 15, and 20)				\$725,614	\$704,038.87

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	0	0
2.	Alcohol and drug abuse services	0	0
3.	Case management	45	38045.74
4.	Child care and other child services	0	0
5.	Education	0	0
6.	Employment assistance and training	0	0
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310	20	9,977.20
8.	Legal services	0	0
9.	Life skills management (outside of case management)	0	0
10.	Meals/nutritional services	20	\$10,476.06
11.	Mental health services	0	0
12.	Outreach	0	0
13.	Transportation	0	0
14.	Other Activity (if approved in grant agreement). Specify:	0	0
15.	Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)	85	
16.	Adjustment for Duplication (subtract)	40	
17.	TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)	45	\$58,499

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	26	\$37,181.95
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	0	0
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	2	\$2,383.45
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	5	\$3,753.27
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	2	\$5,244.91
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	17	\$25,800.32
g.	Direct program delivery costs (e.g., program operations staff time)		0

Commented [A1]: I believe there is a confusion. The sum of row b-g in column 2 should match what is reported in column 2 row a.

Commented [A2R1]: Data has been corrected

Commented [A3R1]:

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	57	74	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	1	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	2	
			6 Institution	1	Unstable Arrangements
			7 Jail/Prison	0	
			8 Disconnected/Unknown	1	
			9 Death	2	Life Event
Permanent Supportive Housing Facilities/ Units	20	12	1 Emergency Shelter/Streets	1	Unstable Arrangements
			2 Temporary Housing	2	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	2	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	1	
			6 Institution	0	Unstable Arrangements
			7 Jail/Prison	0	
			8 Disconnected/Unknown	1	
			9 Death	1	Life Event

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	Unstable Arrangements
			7 Jail/Prison	0	
			8 Disconnected/unknown	0	
			9 Death	0	Life Event

B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months	0
---	---

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'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
26	Maintain Private Housing <u>without</u> subsidy <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	0	Stable/Permanent Housing (PH)
	Other Private Housing without subsidy <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>	9	
	Other HOPWA Housing Subsidy Assistance	5	
	Other Housing Subsidy (PH)	8	
	Institution <i>(e.g. residential and long-term care)</i>	0	
	Likely that additional STRMU is needed to maintain current housing arrangements	4	Temporarily Stable, with Reduced Risk of Homelessness
	Transitional Facilities/Short-term <i>(e.g. temporary or transitional arrangement)</i>	0	
	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>	0	
	Emergency Shelter/street	0	Unstable Arrangements
	Jail/Prison	0	
Disconnected	0		
Death	0	Life Event	
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).			9
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).			4

Section 3. HOPWA Outcomes on Access to Care and Support

1a. Total Number of Households

Line [1]: For project sponsors 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 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 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	57
b. Case Management	45
c. Adjustment for duplication (subtraction)	45
d. Total Households Served by Project Sponsors with Housing Subsidy Assistance (Sum of Rows a and b minus Row c)	147
2. For Project Sponsors did NOT provide HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded service:	
a. HOPWA Case Management	
b. Total Households Served by Project Sponsors without Housing Subsidy Assistance	

1b. Status of Households Accessing Care and Support

Column [1]: Of the households identified as receiving services from project sponsors 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 operating year.

Column [2]: Of the households identified as receiving services from project sponsors 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 operating 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 that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors 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 ongoing housing	57	0	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)	121	0	Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	121	0	Access to Health Care
4. Accessed and maintained medical insurance/assistance	121	0	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	118	0	Sources of Income

Commented [A4]: While not a data error, the number of hh highlighted are below HUD's 80% threshold of the total HH served. Could you please provide a brief comment as to why this might be?

Commented [A5R4]: One of our project sponsors did not report accurately: #1. I added 17 to "Has a housing plan", project sponsor only reported on 3 PHP clients they assisted. #3. I added 22 to "Had contact with provider", project sponsor mistakenly skipped, only reported data for #4.

Commented [A6R4]:

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

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> MEDICAID Health Insurance Program, or use local program name MEDICARE Health Insurance Program, or use local program name | <ul style="list-style-type: none"> Veterans Affairs Medical Services AIDS Drug Assistance Program (ADAP) State Children's Health Insurance Program (SCHIP), or use local program name | <ul style="list-style-type: none"> Ryan White-funded Medical or Dental Assistance |
|--|--|--|

Chart 1b, Row 5: Sources of Income include, but are not limited to the following (Reference only)

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

Column [1]: Of the households identified as receiving services from project sponsors 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 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 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 that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors 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	0	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)	57	0	2	2
Permanent Facility-based Housing Assistance/Units	15	2	2	1
Transitional/Short-Term Facility-based Housing Assistance/Units	0	0	0	0
Total Permanent HOPWA Housing Subsidy Assistance	72	2	4	3
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)	22	4	0	0
Total HOPWA Housing Subsidy Assistance	108	6	4	3

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 Report of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)

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

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

Note: See definition of Stewardship Units.

1. General information

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

2. Number of Units and Non-HOPWA Expenditures

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

3. Details of Project Site

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

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.	124

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	57
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)	1
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)	3
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	0
7.	Psychiatric hospital or other psychiatric facility	4
8.	Substance abuse treatment facility or detox center	0
9.	Hospital (non-psychiatric facility)	1
10.	Foster care home or foster care group home	0
11.	Jail, prison or juvenile detention facility	0
12.	Rented room, apartment, or house	27
13.	House you own	1
14.	Staying or living in someone else's (family and friends) room, apartment, or house	6
15.	Hotel or motel paid for without emergency shelter voucher	0
16.	Other	0
17.	Don't Know or Refused	0
18.	TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)	94

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	3

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)	57
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	4
3. Number of ALL other persons NOT diagnosed as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefited from the HOPWA housing subsidy	43
4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1, 2, & 3)	105

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	0	0	0	0	0
2.	18 to 30 years	1	1	0	0	2
3.	31 to 50 years	2	10	0	0	12
4.	51 years and Older	29	15	0	0	44
5.	Subtotal (Sum of Rows 1-4)	32	26	0	0	58
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	11	8	0	0	19
7.	18 to 30 years	7	10	0	0	17
8.	31 to 50 years	1	4	0	0	5
9.	51 years and Older	3	3	0	0	6
10.	Subtotal (Sum of Rows 6-9)	22	25	0	0	47
Total Beneficiaries (Chart a, Row 4)						
11.	TOTAL (Sum of Rows 5 & 10)	54	51	0	0	105

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	0	0	0	0
2. Asian	0	0	0	0
3. Black/African American	51	0	40	0
4. Native Hawaiian/Other Pacific Islander	0	0	0	0
5. White	4	7	5	5
6. American Indian/Alaskan Native & White	0	0	0	0
7. Asian & White	0	0	0	0
8. Black/African American & White	0	0	0	0
9. American Indian/Alaskan Native & Black/African American	0	0	0	0
10. Other Multi-Racial	2	2	4	4
11. Column Totals (Sum of Rows 1-10)	57	9	47	7

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 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 <https://www.huduser.gov/portal/datasets/il.html> 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)	35
2.	31-50% of area median income (very low)	20
3.	51-80% of area median income (low)	2
4.	Total (Sum of Rows 1-3)	57

Part 7: Summary Overview of Grant Activities
B. Facility-Based Housing Assistance

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

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

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

1. Project Sponsor Agency Name (Required)

The Ministry of Caring Inc. – House of Joseph II

2. Capital Development

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

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

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

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

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

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired 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

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		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	0					
b.	Community residence	0	16	0	0	0	0
c.	Project-based rental assistance units or leased units	0	0	0	0	0	0
d.	Other housing facility <u>Specify:</u>	0	0	0	0	0	0

4. Households and Housing Expenditures

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor on subsidies for housing involving the use of facilities, master leased units, 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
a.	Leasing Costs	0	0
b.	Operating Costs	20	\$7,537
c.	Project-Based Rental Assistance (PBRA) or other leased units	0	0
d.	Other Activity (if approved in grant agreement) <u>Specify:</u>	0	0
e.	Adjustment to eliminate duplication (subtract)	0	
f.	TOTAL Facility-Based Housing Assistance (Sum Rows a through d minus Row e)	20	\$7,537