

**Message to HOPWA grantees, sponsors and associates—**

**March 14, 2012**

For your information, please find updated editions of two tools that will assist HOPWA grantees and project sponsors in collecting and reporting performance results. Please find attached:

- Annotated Annual Progress Report (APR) based on **form HUD-40110-C (Expiration Date: 10/31/2014)**
- Annotated Consolidated Annual Performance Evaluation Report (CAPER) based on **form HUD-40110-D (Expiration Date: 10/31/2014)**

The Office of HIV/AIDS Housing is pleased to provide these updates that help support your efforts to manage resources and to make use relevant and accurate data on annual results. Good data is a vital part of reporting HOPWA results to HUD and in evaluating locally the effectiveness of your activities. The updates address several technical questions that have been posed by grantees since the release of the 2012 reporting forms -- see January 13, 2012 CPD web mail message found on Find a Resource HOPWA section of the Homelessness Resource Exchange at:

[http://www.hudhre.info/documents/HOPWA\\_HUD40110APR\\_1.13.12.pdf](http://www.hudhre.info/documents/HOPWA_HUD40110APR_1.13.12.pdf)

These editions of the annotated APR and CAPER provide clarifying information, including edits in (1) the definitions section for project sponsor and subrecipient organization on page iii of the CAPER and page ii of the APR; and (2) elements on reporting information regarding HIV positive beneficiaries in Part 7, Section 2 of the CAPER and Part 3, Section 2 of the APR. This new information also reminds grantees and project sponsors to follow confidentiality rules in the reporting of this element.

Overall these tools help you and sponsors walk through the 2012 reporting forms. For example page 4, edits made in the forms are shown along with data checks to help with reporting:

1. Total number of households that have unmet housing subsidy assistance need.	←
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**Data Check: The sum of 2a through 2c should equal the total households with an unmet Housing Subsidy Assistance Need in Row 1.**

2. From the total reported in #1, identify the number of households with unmet housing needs by type of housing subsidy assistance:

- a. Tenant-Based Rental Assistance (TBRA)
- b. Short-Term Rent, Mortgage and Utility payments (STRMU)
  - Assistance with rental costs
  - Assistance with mortgage payments
  - Assistance with utility costs
- c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities



This table has been revised to capture some more detailed information about the unmet need for STRMU in the service area.

Data Check: The sum total of the bulleted questions should equal the total STRMU unmet need reported as reported in question 2b.

Please make use of these tools that were developed through support provided by the HOPWA Data Verification and Analysis Project, Collaborative Solutions, Inc. Questions about this new information and HOPWA reporting should be directed to [hopwa@hud.gov](mailto:hopwa@hud.gov).

Thank you for your work on behalf of HOPWA beneficiaries in your community.

David Vos  
Director  
Office of HIV/AIDS Housing