



New HOPWA Annual Report and Data Collection Process

A Basic Orientation

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Presenters

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Agenda

Welcome message from HUD's Office HIV/AIDS Housing Overview of the new HOPWA Consolidated APR/CAPER

- Format
- Data Collected
- Collection, Submission, and Data Validation

Implementation Timeline

Other Reminders

Questions

Welcome

From Rita Harcrow

Director
Office of HIV/AIDS Housing

The New Consolidated APR/CAPER

Overview, Format, and Data Elements

The New Consolidated APR/CAPER

Big Picture: What's the Same?

- Most data elements collected will be familiar and should already be gathered by all HOPWA providers
 - There are a few slightly modified data elements and one new
- Most aspects of report reminder, submission, and data validation process **unchanged**
- Grantee still responsible for review of, accuracy, and submission of reports
- One-on-one HUD TA provider (Cloudburst) support and assistance is still present every step of the way

The New Consolidated APR/CAPER

Big Picture: What's Different?

- Data collected by HUD **at the provider (project sponsor) level**
 - No longer aggregated, as in previous HOPWA paper APRs and CAPERs
- The new Consolidated APR/CAPER consists of ***customized, Excel-based workbooks***
- The **same format** will be used for Competitive and Formula Grantee reports
- **Additional training tools and resources will be released soon – check HUD Exchange**

The New Consolidated APR/CAPER

A Closer Look: The New Format

- Two types of Excel-based workbooks:
 - **Grantee Performance Report** – Brief and *only* for reporting grantee administrative and stewardship data. One per submission.
 - **Provider Performance Report** – Report ALL the performance data (all households served and HOPWA funds expended). This is information sponsors are already reporting on to their Grantee. One per direct service provider.

All workbooks together comprise the Consolidated APR/CAPER.

Format of the Workbooks

- ✓ Simple, streamlined questions, sorted by activity
- ✓ No totaling required
- ✓ Amounts reported only once, and not repeated **anywhere**
- Some built-in auto-totals and data checks that will update as you complete the workbook

The New Consolidated APR/CAPER

A Closer Look: The New Format

Possible Combinations

Example 1: State of Oz (HOPWA Formula grantee)

- Grantee has 3 project sponsors that provide TBRA, STRMU, and PHP. Grantee does not provide any services to households directly but expends grantee admin dollars.

Grantee's APR/CAPER submission to HUD consists of:

- ✓ 1 Grantee Performance Report to report grantee admin
- ✓ 3 Provider Performance Reports, 1 for each of the three project sponsors to report TBRA, STRMU, and PHP

Example 2: Hogsmeade RIH00023 (HOPWA Competitive grantee)

- Grantee provides Permanent Housing and Supportive Services (SS) directly to households. No project sponsors.

Grantee's APR/CAPER submission to HUD consists of:

- ✓ 1 Grantee Performance Report to report grantee admin
- ✓ 1 Provider Performance Report to report on their Permanent Housing and SS activities

The New Consolidated APR/CAPER

A Closer Look: The New Format

Possible Combinations, cont...

Example 3: Gotham City (HOPWA Formula grantee)

- Grantee operates a Permanent Housing Facility directly and uses grantee admin dollars. Has 2 project sponsors that provide TBRA, STRMU, and Supportive Services (SS).

Grantee's APR/CAPER submission to HUD consists of:

- ✓ 1 Grantee Performance Report to report grantee admin activity
- ✓ 3 Provider workbooks total. One to report on Gotham City's Permanent Housing Facility activity, and one provider report each for the two project sponsors delivering TBRA, STRMU, and SS activities

The New Consolidated APR/CAPER

A Closer Look: A Review of Data Elements Collected



Expenditures



Households Served



Income Levels

CHANGED



Demographics

CHANGED



Housing Stability

CHANGED



Longevity

CHANGED



Access to Care

NEW



Health Outcomes

The New Consolidated APR/CAPER

A Closer Look: Changed Data Elements

Demographics

- Collected for ALL hh served with any type of HOPWA assistance (including Housing Info and Supportive Services)
- Gender categories expanded
- Age and gender combined with race in re-formatted single table

Housing Stability

- A few simple questions added to gain additional information on those who exit to “temporarily stable” or “unstable” housing situations
- Collected for PHP in re-formatted single table

Longevity

- Simple additional questions added, to provide additional insight into household stability in re-formatted single table
- Now collected for TBRA, Facility-Based Housing, and STRMU

Access to Care

Access to Care

- Simplified – now collected **only for those served with Housing Subsidy Assistance activities**

The New Consolidated APR/CAPER

A Closer Look: New Data Element

Health Outcomes

Two questions. Collected for households served with: TBRA, STRMU, and Permanent Facility operation and leasing activities

Health Outcomes for Households Served by this Activity

How many HOPWA-eligible individuals served with TBRA this year have ever been prescribed Anti-Retroviral Therapy?	0
How many HOPWA-eligible individuals served with TBRA have shown an improved viral load or achieved viral suppression?	0

Submission Process

Notifications, Collection, and Data Validation

Submission Process

Overview: How Will It Work?

- Same advance notice and due date timelines as existing process.
 - Two new important emails (see next slide)
- Consolidated APR/CAPER still due to HUD (OHH and CPD Field Office representatives)
- Grantee still responsible for collecting data or Provider Performance Reports from their project sponsors, reviewing for accuracy, and submitting to HUD
 - Aggregation no longer necessary!
- Same HUD TA Provider support and data validation
 - New email account: HOPWAReports@hud.gov
 - No tiers for the first year!

Submission Process

First Steps: Notifications and Report Generation

1) 150-day Email

- HUD TA provider (Cloudburst) sends out email to confirm active project sponsors for current operating year

2) Grantee Confirms Sponsors

- Grantee reviews and confirms all active sponsors

3) 120-day Email

- HUD TA provider sends out the Consolidated APR/CAPER, a custom package of reports, to Grantee, from hopwareports@hud.gov email account

4) Grantee Distributes Forms to Sponsors

- Grantee verifies accuracy of Consolidated APR/CAPER package and distributes forms to sponsors
- Sponsors complete forms

Important! New steps.

Submission Process

Final Steps: Submission and Data Validation

5) 90 and 30-day Reminder Emails

- Cloudburst continues to send reminder emails to grantees in advance of report due date
- Cloudburst TA is available for support, including trainings.

6) Grantee Collects

- Grantee collects completed Provider Performance Reports from sponsors
- Reviews for accuracy

7) Grantee Submits

- To HOPWAReports@hud.gov and HUD Field Office CPD representative
- By due date – 90 days after close of Grantee's operating year or grant year

8) Data Validation/ Resubmission

- If one or more workbook contain errors, Cloudburst provides explanations for Grantee to correct with Sponsor
- Resubmit to CPD rep once data validation complete.

Implementation Timeline

Implementation Timeline

Important Dates

- All annual performance reports due to **HUD on or after January 1, 2023** → Use the new Consolidated APR/CAPER and submission process
 - Grant or Formula operating years ending October 1, 2022, and after
- For grantees with reports due in January, 2023 → Look for first email requesting sponsor confirmation coming **this month, from Cloudburst (August, 2022)**



Implementation Timeline

New or Old Form?

Example 1: State of Oz (HOPWA Formula grantee)

- Grantee's operating year runs from September 30, 2021 - September 29, 2022
- Report is due December 30, 2022 (90 days after the end of the operating year)
 - ✓ Uses old form (paper CAPER HUD form 40110-D)

Example 2: Hogsmeade RIH00023 (HOPWA Competitive grantee)

- Grantee's operating year runs from August 25, 2021 – August 24, 2022
- Report is due November 25, 2022 (90 days after the end of the operating year), but the grantee received an extension on submission until January 10, 2023
 - ✓ Uses old form (paper APR HUD form 40110-C)

Implementation Timeline

New or Old Form?

Example 3: Gotham City (HOPWA Formula grantee)

- Grantee's operating year runs from October 30, 2021 - October 29, 2022
- Report is due January 30, 2023 (90 days after the end of the operating year)
 - ✓ Uses new Consolidated APR/CAPER (sent from HOPWAReports@hud.gov)

Review and Other Reminders

Review

In a Nutshell!

- The new Consolidated APR/CAPER and submissions process applies to all Competitive and Formula HOPWA APR/CAPER annual performance reports due to **HUD on or after January 1, 2023**
 - Grant or Formula operating years ending October 1, 2022, and after
- The new Consolidated APR/CAPER consists of customized, Excel-based workbooks
- Data collected by HUD at the provider (project sponsor) level
 - No longer aggregated, as in previous HOPWA paper APRs and CAPERs
 - Grantees still responsible for review for accuracy and submission
- Report reminders, review process, training, and support still present through HUD TA provider (Cloudburst)
- Submit questions to the [HOPWA Ask A Question desk](https://www.hudexchange.info/program-support/) on the HUD Exchange (www.hudexchange.info/program-support/)

Other Reminders

Don't forget...

- CARES Act Funds Reporting
 - For Formula Grants → Use new Consolidated APR/CAPER to continue reporting CARES expenditures along side all other HOPWA expenditures in your operating year.
 - For Competitive grants → Continue using the Simplified HOPWA APR (HUD form 40110-C) data through the life cycle of these grants.
- Detailed support products (eTutorials and a User Manual) will be released and Office Hours will be held throughout Fall, 2022 to support grantees and project sponsors with the completion of the new Consolidated APR/CAPER.
- Please continue to draw CARES Act (and ALL) expenditures in IDIS accurately and in a timely manner.

Other Reminders & Resources

- New Recording Available! [Clarification of Rent Standard Requirements for HOPWA](#) webinar (July 6) posted on the HUD Exchange
- Recent HOPWA Notices and Waivers
 - [HOPWA Notice CPD-22-10: Clarification of Rent Standard Requirement for the Housing Opportunities for Persons With AIDS \(HOPWA\) Program](#)
 - [Expedited Regulatory Waivers for the Emergency Solutions Grants, Continuum of Care, Youth Homelessness Demonstration Program, and Housing Opportunities for Persons with AIDS Programs](#)
- Save the Date!
 - HOPWA Allocation Increases, Best Practices for Managing Budgets and Balances Webinar: **Aug. 17, 2022 (1-3:30pm ET)**
 - New HOPWA APR/CAPER Completion and Submission Process Office Hours(x3): **TBD Fall-Winter, 2022**
 - Use of Client-Centered Low-Barrier Methods Webinar Series: **TBD Fall, 2022**

Questions?

Thank You!

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