



HOPWA Office Hours – Session 2 October 5, 2022

How The New Consolidated APR/CAPER
Will Change Data Collection & Validation Processes

Presenters and Panelists

Presenters: The Cloudburst Group

Heather Rhoda, Subject Matter Expert

Steve Ellis, Senior Analyst

Jonathan Sherwood, HUD Compliance Expert

Panelists: HUD's Office of HIV Housing (OHH)

Claire Donze, Management and Program Analyst

Agenda

During today's office hours, we will review:

- Frequently Asked Questions – FAQs
- Considerations to plan for how the Consolidated APR/CAPER will affect:
 - Project Sponsor and Grantee data collection methods
 - Data validation processes between the grantees and project sponsors
- The Consolidated APR/CAPER

HOPWA Reporting FAQs

HOPWA Reporting FAQs

When should grantees switch from using the old APR and CAPERs to the new Consolidated APR/CAPER?

For reports with original due dates **on** or **before** December 31, 2022, grantees should use the old process and old forms.

For reports with original due dates **on** or **after** January 1, 2023, grantees will use the new process and new form.

NOTE: Competitive HOPWA grantees who still need to submit CARES ACT APRs will continue to use the old C-CV-APR form until the grant funds are expended and reported.

HOPWA Reporting FAQs

How will we know when to switch from using the old APR and CAPERs to the new Consolidated APR/CAPER?

HOPWA Grantees with a report originally due **on or after January 1, 2023**, must use the new reporting tool and follow the new report submission process.

Grantees will still receive reminder emails with the date their report is due, information about the new report submission process, suggested resources to review, and an attached version of the correct report to use (whether old or new).

- Grantees, please make sure to update Cloudburst when there are changes to your HOPWA point of contact

HOPWA Reporting FAQs

If a grantee also delivers HOPWA assistance, does the grantee also need to fill out the Provider Workbook?

Yes. If a Grantee delivers HOPWA assistance directly to clients, the grantee will need to submit a separate grantee and project sponsor workbook.

HOPWA Reporting FAQs

What is the date new data elements are expected to begin getting collected?

HUD recommends grantees begin collecting the new data elements as soon as possible.

For planning purposes, a PDF version of the new Consolidated APR/CAPER is now published on HUD.gov at form [HUD-4155](#)

Since there are new data elements, HUD recognizes that the first reporting year will be an adjustment period for all programs.

HOPWA Reporting FAQs

Whose health outcomes need to be reported on the consolidated report? Just the person who qualified their household for assistance or all household members (including beneficiaries)?

Only the health outcomes of the HOPWA-eligible individuals (those who qualified their household for assistance) are reported in the workbook.

HOPWA Reporting FAQs

Regarding ARTs and improved viral loads, what verification is needed to document these questions?

There are no specific verification requirements related to reporting on health outcomes.

HOPWA Reporting FAQs

How should we report on HOPWA-eligible individuals served during reporting year who were already virally suppressed either before receiving HOPWA assistance or before the reporting year began?

ALL HOPWA-eligible individuals who were virally suppressed during the reporting year should be included. This includes HOPWA-eligible individuals who entered the reporting year virally suppressed, as well as those that entered the HOPWA program virally suppressed.

HOPWA Reporting FAQs

Where do we report on households with insurance types not listed in the *Types of Insurance* chart located in the workbook?

The workbook still includes an Access to Care section which can be used to account for households who accessed and/or maintained any type of medical insurance and/or assistance, including those not listed in the *Types of Insurance* chart.

HOPWA Reporting FAQs

Regarding housing outcomes, how do you define “institutional arrangement”?

Examples of institutional arrangements include a mental health support institution, a rehab institution, a senior care facility, or any other such form of care in a group, or facility setting.

HOPWA Reporting FAQs

What is a VAWA emergency transfer?

An emergency transfer under the VAWA protections allows tenants who are victim of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit.

HOPWA Reporting FAQs

What are the types of VAWA emergency transfers?

There are two types of emergency transfers.

- **Internal emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
- **External emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.

HOPWA Reporting FAQs

Where do grantees and project sponsor charge costs incurred for updating reporting systems and tools and for program staff time spent on HOPWA reporting?

HOPWA program staff time and costs associated with updating reporting systems, tools and processes, and compiling and completing the Consolidated report must be charged to **HOPWA Administration** (unless non-HOPWA funding is leveraged/used to cover such costs).

HOPWA Reporting Changes:

How will changes affect data collection and internal data validation processes?

HOPWA Reporting Changes

Internal HOPWA Reporting Processes

As mentioned earlier, HOPWA programs should begin collecting data as soon as possible. This may mean programs will need to review data collection and reporting processes and update systems and tools used to collect HOPWA data.

- With the addition of gender categories and health outcome data elements, ensure that tools and data systems are updated to collect this information from assisted households and enter this data into their system.
- Data systems and internal reports used to answer HOPWA APR or CAPER questions should be updated to account for changes due to the Consolidated form

HOPWA Reporting Changes

Grantee Validation Process

Initially, Grantees may need to start planning HOPWA reporting earlier than in past years.

- Grantees will receive an email from Cloudburst staff 150 days before the report is due.
- The email will include the following pre-filled chart for Grantees to confirm project sponsors active during the reporting period.

SPONSOR ROW NO.	GRANTEE	GRANT ID	SPONSORS/PROVIDERS IN 2021 HOPWA APR/CAPER <i>Add missing or new sponsors /providers to the bottom of this list.</i>	Still a Sponsor through 2022? Yes or No		SPONSORS IN IDIS	Type in Matching Sponsor Row Number from Column A		PROJECT IN IDIS WITH NO SPONSORS	ACTIVITY FOR EACH PROJECT IN IDIS	Type in Matching Sponsor Row Number from Column A	NOTES

HOPWA Reporting Changes

Grantee Validation Process

Initially, Grantees may need to start planning HOPWA reporting earlier than in past years.

- Once confirmed, Grantees will receive an email from HOPWAReports@hud.gov with individually customized Excel workbooks (one for the grantee and a different workbook for each project sponsor).
- Grantee will send individually customized workbooks to each of their project sponsors.

HOPWA Reporting Changes

Grantee Validation Process

Grantees may need to consider changes to:

- How grantees validate and track project sponsor reports to make sure all project sponsors submit reports and corrected workbooks
 - Internal tracking of project sponsor workbooks to avoid quality control issues so old, incorrect workbooks aren't resubmitted
 - How to communicate any errors in reports and the process for project sponsors to re-submit updated reports back to the Grantee
- Remember, all workbooks must be submitted by the Grantee, not the project sponsor. Furthermore, all communication between HOPWAReports@hud.gov and Cloudburst will be with the Grantee, not project sponsors.

The Consolidated HOPWA APR/CAPER Workbook

Time for a Sneak Peak!

NOTE: The presentation switched from reviewing this PowerPoint to a live review of the Consolidated APR/CAPER tool. The live preview of the tool begins at 0:33:20 and returns to this PowerPoint at 00:52:40.

The recording can be found at the [HOPWA Office Hours - The New Consolidated APR/CAPER](#) webpage on the HUD Exchange.



Questions?

HOPWA Consolidated APR/CAPER Resources

Now Available:

- PDF Version of the Consolidated APR/CAPER [HUD-4155](#)
- New Consolidated APR/CAPER Landing [Page](#) on the HUD Exchange

Coming Soon:

- Additional Consolidated APR/CAPER e-Tutorials
- User Manual

News You Can Use!

Reminder and New Checklist for HOPWA Community-Wide Exception Rent Standard Submission

- As a reminder, Notice CPD-22-10 states that 120 days following the publication of this Notice, HUD will expect grantees to update their policies for determining rent standards and be able to support their use of any rent standard above FMR as provided by this Notice
- For grantees who need to submit information for an approved community-wide exception rent standard, please review the [HOPWA Community-Wide Exception Rent Standard Submission Checklist](#) for additional information.

Availability of Waivers of Community Planning and Development Grant Program and Consolidated Plan Requirements to Facilitate Recovery from [Hurricane Fiona](#) and [Hurricane Ian](#)

Upcoming HOPWA Webinars & Office Hours

Topic	Dates
HOPWA APR/CAPER Office Hours – Session 3 TOPIC: To Be Determined	November 2, 2022 (2-3:30 pm EST)
HOPWA Race, Gender, and LGBTQ+ Equity Initiative: Lessons Learned to Date	Fall 2022

Reminders & Resources

Get Assistance!

HOPWA APR/CAPER Technical Assistance – Reach out to Cloudburst!

General HOPWA Technical Assistance (TA)

- HOPWA TA is available to grantees. Those needing TA assistance may submit an online request through the HUD Exchange at:
<https://www.hudexchange.info/program-support/technical-assistance/>

Ask-A-Question!

Submit a question to the HOPWA Ask-A-Question (AAQ) Desk

- Grantees and Project Sponsors may ask program, policy, and COVID-related questions through the HOPWA AAQ: [HOPWA Ask A Question \(AAQ\) Portal](#)