

# USING DATA FOR HOPWA MODERNIZATION & PROGRAM PLANNING

Using data is critical in planning due to changes with HOPWA Modernization as well as overall program design. However, data can only be useful for these purposes if you are sure about the accuracy of your own data, know how to analyze your own data, and know where to find additional, relevant data sources.

*This resource is prepared by technical assistance providers and intended to help grantees and project sponsors understand HOPWA program guidance. The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

This fact sheet helps HOPWA grantees and project sponsors understand key elements associated with data quality; data sources; what data to include in the Consolidated Annual Performance and Evaluation Report (CAPER) (including hot spots); and analyzing CAPER data to plan for HOPWA Modernization and program design.

## DATA QUALITY: SIX KEY ELEMENTS

All data collected, reported, and used for design and planning purposes should include six key elements. Learn more about these elements in the "[Data Tells the Real Story](#)" webinar listed on the following page.

- Completeness
- Consistency
- Conformity
- Accuracy
- Integrity
- Timeliness

## DATA SOURCES

A few of the many HOPWA and non-HOPWA data sources available in planning for HOPWA Modernization are described below.

Data Sources	Coverage
<a href="#">American Community Survey (ACS)</a>	Yearly demographic and housing data, such as income, poverty, health, and number of renters
<a href="#">U.S. Center For Disease Control and Prevention (CDC)</a>	HIV prevalence
<a href="#">Ryan White HIV/AIDS Program</a>	Viral suppression, demographics, housing (if collected), funded activities
<a href="#">U.S. Department of Housing &amp; Urban Development (HUD) data sets</a>	Income limits, Fair Market Rents (FMRs), etc.
<a href="#">HUD Continuum of Care (CoC)</a>	Information on award, by funded component, for each CoC
<a href="#">Consolidated Annual Performance Evaluation Report (CAPER)</a>	Outcomes, outputs, HOPWA funds expended
<a href="#">HUD Exchange – HOPWA Grantee Profiles</a>	HOPWA performance profiles for all grantees, outlining data as reported in CAPER and annual performance reviews



## HOPWA CAPER REPORTING

CAPER provides annual performance reporting on HOPWA expenditures and household outputs/outcomes during a grantee's operating year. This report enables an assessment of grantee-level and project-sponsor-level performance in assuring financial program compliance and in achieving housing stability outcome measures.

### HOPWA CAPER REPORTING HOTSPOTS

To use the HOPWA CAPER for Modernization planning and program design, a grantee must assure that their HOPWA data is quality data. Here are some common issues, or hot spots, that grantees face:

- **Reporting on all HOPWA expenditures and households for the operating year**, not just those that were reimbursed: CAPERs should include HOPWA funds expended on eligible program activities/households during the Operating Year, whether or not those expenses have been reimbursed yet. If a project sponsor spent funds that will ultimately be reimbursed by HOPWA, the funds and associated households should be included in the CAPER.
- **Allocating costs to the correct HOPWA activity**: The program delivery costs, including overhead costs, for operating a HOPWA activity must be allocated to that activity or leveraged to a non-HOPWA resource; program delivery costs, including overhead, for each activity, cannot be “clumped” and allocated to one activity (such as Supportive Services or Administration).
  - For example, tenant-based rental assistance (TBRA) costs would include the Housing Assistance Payment (HAP), any utility reimbursement to a household or utility company, as well as any overhead costs associated with administering HOPWA TBRA (including staff salary, benefits, office space, etc.).
- **Inaccurate, missing, or incomplete data**: Accurate data must be tracked for HOPWA assisted households (those that qualify their household for HOPWA assistance and others living in the unit that meets the definition of household), which includes information on demographics, income, outputs, and outcomes.

### FOR MORE INFORMATION

- HOPWA National Technical Assistance <https://www.hudexchange.info/hopwa/hopwa-national-technical-assistance/>
- HUD Ask a Question <https://www.hudexchange.info/program-support/my-question/>
- Data Tells the Real Story: Using Data for HOPWA Modernization Planning Webinar and Transcript <https://www.hudexchange.info/trainings/courses/hopwa-modernization-data-tells-the-real-story-using-data-for-hopwa-modernization-planning/>

### WHAT CAN BE DONE WITH HOPWA DATA

- Evaluate project sponsor accomplishments, households assisted, funds expended, and outcomes achieved.
- Identify gaps in services for HOPWA eligible households.
- Determine an accurate cost per unit for housing activities for planning purposes.
- Compare Supportive Services funded by the grantee's program, how successful those services are, and what comparable services exist in the community to determine which services to fund and which to leverage.
- Compare the grantee's data to the HOPWA and other national data and trends using the HOPWA national performance profiles and other sources.
- Compare grantee and project sponsor level data over multiple years to track trends.
- Provide consistent and reliable data to other organizations in the grantee's area.
- Compare funded activities to each other to determine which are producing the best outcomes.
- Compare the HOPWA data to other local data sources to see if it aligns with the community's demographics, needs, and plans.
- Tell the HOPWA program's story to your community and community partners!