



# **State of Indiana Consolidated Annual Performance and Evaluation Report (CAPER)**

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**Program Year 2013**

**July 1, 2013 to June 30, 2014**

**FINAL REPORT**

**Final Report**

September 30, 2014

**State of Indiana Consolidated  
Annual Performance and  
Evaluation Report (CAPER)  
for Program Year 2013  
(July 1, 2013 – June 30, 2014)**

**Prepared for**

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# **Electronic CAPER.**

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**IDIS Final September 30, 2014**

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Please see Attachments 2, 3 and 4, which summarize the state's accomplishments during PY2013. Attachment 2, Executive Summary, provides narrative on accomplishments that is too lengthy to include in the eCAPER. Attachment 3 summarizes the state's goals and accomplishments and is a supplement to this screen, CR-05. Attachment 4 is dedicated to a discussion of homelessness in Indiana and how the ESG program is helping to prevent and address homelessness.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Brownfield/Clearance Projects	Non-Housing Community Development	CDBG: \$900,000	Other	Other	15	5	33.33%	13	1	7.69%
Complete Owner Occupied Rehabilitation	Affordable Housing	CDBG: \$2,890,316	Homeowner Housing Rehabilitated	Household Housing Unit	1,500	992	66.13%	240	246	102.50%
Construct & Rehab Infrastructure Improvements	Non-Housing Community Development	CDBG: \$9,914,740	Other	Other	120	79	65.83%	19	11	57.89%

Construct Public Facility Projects	Non-Housing Community Development	CDBG: \$2,800,000	Other	Other	30	17	56.67%	9	3	33.33%
Construction & Rehab of Migrant Farmworker Housing	Homeless Non-Homeless Special Needs	CDBG: \$500,000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	40	0	0.00%	40	0	0.00%
Construction & Rehab of Perm Supportive Housing	Homeless Non-Homeless Special Needs	HOME: \$1,500,000	Housing for Homeless added	Household Housing Unit	250	19	7.60%	40	19	47.50%
Create Jobs for Low to Moderate Income Populations	Non-Housing Community Development	CDBG: \$2,000,000	Jobs created/retained	Jobs	1,300	475	36.54%	150	0	0.00%
Create New & Rehabilitate Affordable Rentals	Affordable Housing	HOME: \$4,700,000	Rental units constructed	Household Housing Unit	337	335	99.41%	50	69	138.00%
Develop Affordable Owner Occupied Units	Affordable Housing	HOME: \$1,000,000	Homeowner Housing Added	Household Housing Unit	125	95	76.00%	25	45	180.00%
Emergency Shelter Essential Services	Homeless	ESG: \$282,386	Homeless Person Overnight Shelter	Persons Assisted		0		15,000	10,269	68.46%
Emergency Shelter Essential Services	Homeless	ESG: \$282,386	Other	Other	53	77	145.28%	31	0	0.00%
Equipment for Emergency Services	Non-Housing Community Development	CDBG: \$2,800,000	Other	Other	40	26	65.00%	10	6	60.00%

Funding for Organizational Capacity	Affordable Housing	HOME: \$250,000	Other	Other	80	35	43.75%	8		0.00%
Historic Preservation Projects	Non-Housing Community Development	CDBG: \$900,000	Other	Other	10	8	80.00%	3	1	33.33%
HOPWA Housing Information Services	Non-Homeless Special Needs	HOPWA: \$100,000	Other	Other	375	0	0.00%	75	193	257.33%
HOPWA Housing Placement Services	Non-Homeless Special Needs	ESG: \$50,000	Other	Other	500	0	0.00%	100	39	39.00%
HOPWA Improve Housing Options	Non-Homeless Special Needs	HOPWA: \$800,000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	1,000	0	0.00%	110	118	107.27%
HOPWA Improve Housing Options	Non-Homeless Special Needs	HOPWA: \$800,000	HIV/AIDS Housing Operations	Household Housing Unit	35	0	0.00%	20	19	95.00%
HOPWA Improve Housing Options	Non-Homeless Special Needs	HOPWA: \$800,000	Other	Other	1,600	0	0.00%	220	231	105.00%

Operating Support Funding for Shelters	Homeless Non-Homeless Special Needs	ESG: \$1,600,000	Other	Other	55	221	401.82%	55	56	101.82%
Predevelopment Loan Funding for Affordable Housing	Affordable Housing	HOME: \$250,000	Other	Other	25	50	200.00%	5		0.00%
Provide & Support Homebuyer Assistance	Affordable Housing	HOME: \$1,000,000	Direct Financial Assistance to Homebuyers	Households Assisted	2,500	2528	101.12%	700		0.00%
Provide Planning Grants to Local Governments/CHDOs	Non-Housing Community Development	CDBG: \$1,300,000	Other	Other	145	144	99.31%	50	30	60.00%
Provide Project Support for Community Development	Non-Housing Community Development	CDBG: \$5,300,000	Other	Other	10	36	360.00%	10	5	50.00%
Rapid Re-Housing	Homeless Non-Homeless Special Needs	ESG: \$1,254,924	Tenant-based rental assistance / Rapid Rehousing	Households Assisted		0		130	1,611	1,239.23%
Rapid Re-Housing	Homeless Non-Homeless Special Needs	ESG: \$1,254,924	Homelessness Prevention	Persons Assisted	100,650	2,499	2.48%		0	



Tenant-Based Rental Assistance	Homeless Non-Homeless Special Needs	HOME: \$500,000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	1,000	0	0.00%	200	0	0.00%
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**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The State of Indiana determines its high priority needs through a combination of economic analysis on housing and community development conditions and input from stakeholders and residents. During the five-year Consolidated Planning cycle, the following have consistently been top needs: affordable housing to assist the state's lowest income households, community and economic development in rural Indiana, housing for persons with disabilities and housing for persons who are homeless.

Stakeholders participating in the 2013 Action Plan development identified the top 5 most urgent housing needs as: housing for persons at 30% AMI and less, emergency shelters, housing rehabilitation, housing for seniors and persons with disabilities, and housing for persons with mental illnesses. Urgent community development needs included: public transit, job training, water and sewer infrastructure, sidewalks and stormwater infrastructure.

During PY2013, the largest amount of CDBG was allocated to public infrastructure improvements, followed by public facilities. Despite being the top-ranked community development need by stakeholders, public transit was not funded, as transit improvements are not an eligible CDBG activity. Job training programs were suspended for PY2013 due to lack of applications.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME	HOPWA
White	0	0	0
Black or African American	0	13	0
Asian	0	0	0
American Indian or American Native	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Hispanic	0	0	0
Not Hispanic	0	13	0
<b>Total</b>	<b>0</b>	<b>26</b>	<b>0</b>

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

ESG is the only field that allows data entry for this screen. Because HMIS does not require racial and ethnic information on clients from organizations that assist the homeless, this type of information is not available.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Expected Amount Available	Actual Amount Expended Program Year X
CDBG			
HOME			
HOPWA			
ESG			\$3,476,988

**Table 3 – Resources Made Available**

### Narrative

ESG had a larger expenditure of funds in PY2013 than was received (\$2.8 million) due to rollover of prior year funds from RHH awards, many of which have 18 month contracts.

HOPWA funds expended also exceeded amount received due to prior year rollovers.

CDBG funds were not fully expended in the program year due to program changes. Awards were made later in the year.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

N/A

## Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly-owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Please see the section on Leveraging in Attachment 2.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	\$5,727,970
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$5,727,970
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$5,727,970

**Table 4 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 5 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	101,858	0	0	101,858

Table 6 – Program Income

**Minority Business Enterprises and Women Business Enterprises** – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	\$146,621	\$146,621	0			
Number	8	8	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 7 – Minority Business and Women Business Enterprises**

**Minority Owners of Rental Property** – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Dollar Amount						

**Table 8 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired	0	0
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Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 9 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	15,300	186
Number of Non-Homeless households to be provided affordable housing units	300	475
Number of Special-Needs households to be provided affordable housing units	300	0
<b>Total</b>	<b>15,900</b>	<b>661</b>

Table 10 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	400	184
Number of households supported through The Production of New Units	50	45
Number of households supported through Rehab of Existing Units	50	246
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>500</b>	<b>475</b>

Table 11 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Please note that the actual number of homeless to be provided affordable housing units reported above is the number of clients in PY2013 who were discharged into permanent housing.

CDBG dollars were not expended as quickly during PY2013 as in years past due to program changes. Awards were made later in the year.

**Discuss how these outcomes will impact future annual action plans.**

OCRA will provide continued technical assistance and information about the program changes during subsequent application cycles.



**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	8
Low-income	105,6180	475
Moderate-income	0	0
<b>Total</b>	<b>105,618</b>	<b>483</b>

**Table 12 – Number of Persons Served**

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

During PY2013, the state added homeless prevention and outreach to homeless persons to funded activities. A total of 243 persons were served through the Outreach Activity. The funds helped 95 people from becoming homeless.

Street outreach programs were funded in Evansville, Bloomington and Lafayette. IHDA conducted a conference call with the agencies who were funded in PY2013 to conduct outreach activities after the outreach activities had been conducted. All agreed there is a need for continued outreach, especially in Evansville, where there is a larger population in need of homeless assistance.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The State of Indiana addressed the emergency shelter needs of homeless persons through direct provision of funding to shelters to support operations. About \$1.2 million was allocated to shelter operation activities. These funds were used by shelters for operating and maintenance costs, shelter lease costs, capital expenses, payment of utilities, purchases of equipment and furnishings, provision of security, as well as purchase of food. Providing funding to shelters for operations is important for their continued provision of services to Indiana residents needing emergency assistance.

933 homeless persons were assisted with transitional housing through ESG. Of these, 75 percent were discharged into permanent housing.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

A major barrier to the transition to permanent housing is lack of employment. Many shelter programs serving the homeless reported that it was difficult for clients to find jobs due to the current high unemployment rate and consequential lack of job availability. This was especially difficult in rural areas. Still, about 55 percent of clients exited the shelter system with improvements in income and 56 percent were discharged into permanent housing.

Some emergency shelters also reported finding it challenging to move their clients from the shelter into permanent or transitional housing within the 40-day timeframe, which was the objective. That being said, most performance objectives set were either exceeded or very close to meeting the objective.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections**

**programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The state allocated \$1.1 million to rapid re-housing and homeless prevention activities from the 2013 ESG funding and utilized rollover funds from PY2012 to further supplement rapid re-housing funding. The rapid re-housing activities include housing relocation and stabilization services and financial assistance with rent, utilities, arrears, and deposits. The function of these funds is to provide short-term assistance to individuals and families. The state offered shelters a version of rapid re-housing that did not include rental assistance, but included the other rapid re-housing activities. Nine shelters chose to have these funds, totaling \$77,000 of 2013. Three agencies utilized a portion of their rapid re-housing funding for homeless prevention activities. The homeless prevention activities are the same as the rapid re-housing activities, only the population served is different—those who HUD defines as “at risk” of becoming homeless.

There has been a high learning curve for the shelters, agencies, and the ESG Program Coordinator to learn the Rapid Re-Housing Program. A goal for next year is for all involved to know the program in depth. Another goal for this next year is to meet the challenge of training all HMIS users to use the system appropriately and thus increase the data quality as well as create a positive experience for the case managers who use it. Training all the DV Shelters who will be using Client Track how to utilize the system is an additional goal.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

IHCDA is a Section 8 public housing authority (PHA) and the PHA serving the state's rural areas. IHCDA is a high performing PHA. During the 2013 program year, IHCDA:

Launched the Section 8 HCVP Family Self Sufficiency Program (FSS). FSS is designed to enable families to achieve economic independence and self-sufficiency. By linking the Section 8 Housing Choice Voucher Program (HCVP) vouchers with the help of both private and public resources, families are able to receive job training, educational services and other much needed assistance over a five year period. The goal is to eliminate the family's need for public assistance and enhance their ability to achieve homeownership, if desired.

Applied for Section 811 Project Based Rental Assistance. The target population will be for individuals with disabilities in State Operated Facilities and other restricted living situations. The Section 811 Project Based Rental Assistance will utilize existing HOME and Low Income Housing Tax Credit properties to provide the target population a choice of community-based housing options.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

Please see the FSS discussion above.

### **Actions taken to provide assistance to troubled PHAs**

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

State policies that serve as barriers to affordable housing will be examined in the State's update to its existing Analysis of Impediments to Fair Housing Choice (AI).

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

**IN Home Town Collaboration Initiative.** The Office of Community and Rural Affairs (OCRA) will be offering the Hometown Collaboration Initiative (HCI). HCI is intended for any community that is serious about enhancing their hometown. HCI provides a framework for helping hometowns build on their assets by developing and acting on a plan that has local buy-in. This innovative program will offer five building blocks for energizing communities which include the following: starting the initiative; leadership skills; strengthening hometown economies; focusing on natural and built resources; and keeping the momentum going.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Please see above (duplicate text box).

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The State of Indiana does not have a formally adopted statewide anti-poverty strategy. In a holistic sense, the entirety of Indiana's Consolidated Plan Strategy and Action Plan is anti-poverty related because a stable living environment is also a service delivery platform. However, many of the strategies developed for the five-year Plan directly assist individuals who are living in poverty.

Indiana has a history of aggressively pursuing job creation through economic development efforts at the state and local levels. This emphasis on creating employment opportunities is central to a strategy to reduce poverty by providing households below the poverty level with a means of gaining sustainable employment.

Other efforts are also needed to combat poverty. Many of the strategies outlined in the Consolidated Plan are directed at providing services and shelter to those in need. Once a person has some stability in a housing situation, it becomes easier to address related issues of poverty and provide resources such as childcare, transportation and job training to enable individuals to enter the workforce. Indiana's community action agencies are frontline anti-poverty service providers. They work in close cooperation with State agencies to administer a variety of State and federal programs.

Education and skill development are an important aspect of reducing poverty. Investment in workforce development programs and facilities is an essential step to break the cycle of poverty. Finally, there continue to be social and cultural barriers that keep people in poverty. Efforts to eliminate discrimination in all settings are important. In some cases, subsidized housing programs are vital to ensure that citizens have a safe and secure place to live.

The State also utilizes the Section 3 requirement (a provision of the Housing and Urban Development

Act of 1968). Section 3 applies to employment opportunities generated (jobs created) as a result of projects receiving CDBG or HOME funding through ORCA or IHCD, whether those opportunities are generated by the award recipient, a subrecipient, and/or a contractor. The requirements of Section 3 apply to all projects or activities associated with CDBG or HOME funding, regardless of whether the Section 3 project is fully or partially funded with CDBG/HOME. A detailed description of Section 3 requirements is included in OCRA/IHCD's award manual. A notice of Section 3 requirements is included in bid solicitations and is covered during the award trainings.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

**Regional workshops.** OCRA will be hosting eight regional conferences in the month of October. The conferences will provide communities an excellent opportunity to learn about and work with OCRA to launch new initiatives. The audience for the conferences include civic volunteers, mayors, councilmembers, county officials, members of the Indiana General Assembly, Main Street organizations, local and regional economic development officials (LEDOs), community foundation staff, convention and visitors bureau staff, educators, and youth program coordinators

**IN Main Street.** The Indiana Main Street Program will host three Community Exchanges this year and participate in 7 OCRA Regional Conferences. The exchanges help build capacity for organizations who are working towards revitalizing the downtown in their community. These exchanges have a variety of topics from Brownfields discussion to developing business incentives in the downtown area. The Indiana Main Street Program also has a Downtown Enhancement Grant Program, which is a small grant program aimed at helping communities build capacity in their downtown through projects that are permanent in nature. Projects in the past have included façade improvement programs, creation of pocket parks, restoration or creation of murals, creation of a revolving loan for business start-ups in downtown, and the list goes on. The grants are a dollar-for-dollar match, so it also used to show how communities can raise capital for projects that they are working on within the downtown area.

**Legislation.** The 2014-2015 Indiana legislature transitioned the State Historic Rehab Tax Credit Program to OCRA to manage and operate. This additional resource will further OCRA's ability to serve rural low-to-moderate income communities spur economic development.

**Shovel Ready Certification.** OCRA has a formal partnership with the Indiana Economic Development Corporation (IEDC) for OCRA to administer the Indiana Shovel Ready Program. OCRA assists community leaders by providing technical assistance in certifying their sites, as well as, work with participating State agencies to expedite approvals. The Indiana Shovel Ready designation certifies sites that are ready for economic development. Communities of any size may apply for the designation.

**Community Entrepreneurship Initiative.** OCRA partnered with the Office of Small Business and Entrepreneurship (OSBE) to establish the Community Entrepreneurship Initiative (CEI). CEI will assist communities in growing and retaining entrepreneurial talent. CEI provides consulting services and training for community economic development leaders, elected officials, and citizens interested in forging local initiatives to grow and retain entrepreneurs. The CEI staff will help develop plans with measurable steps in cultivating a more vibrant and innovative entrepreneurial community.

### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

During the 2013 program year, OCRA and IHCD continued regular outreach to its private and public sector partners through regional staff, workshops and training and opportunities for feedback about

program requirements and structure (through regional meetings, surveys, etc).

The State's new Section 108 loan program was explored as another program that would reward and encourage innovative private-public partnerships.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Please see the discussion of actions to address impediments to fair housing choice in Attachment 2 (Executive Summary).

## **CR-40 - Monitoring 91.220 and 91.230**

### **Description of the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Please see Attachment 2, which discusses monitoring for CDBG and HOME and Attachment 4, which discusses monitoring for ESG.

OCRA evaluates recipients' and subrecipients' employment practices in order to determine whether or not equal opportunity guidelines are followed in advertising vacancies, such as stating they are an "EEO employer." The State's field monitors review recipients' civil rights files to determine if there have been any EEO complaints filed against a recipient within five years. The field monitors also review records of complaints and responses to complaints, if any, regarding alleged discrimination in the provision of program benefits.

There are numerous procedures that must be followed and policies that must be adhered to for both the recipient and their contractors to assure compliance with these requirements. All policies and procedures must be fully documented to provide adequate record of civil rights compliance. In addition, the recipient must fully document the characteristics of the population of the area in which the project will be implemented in order to determine the specific actions that must be taken to ensure civil rights compliance.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

#### **Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The 2013 CAPER was available for public review between September 15, 2014 and September 29, 2014. A hard copy of the CAPER was on file with OCRA, and electronic copies were available on OCRA's website. Public comments were encouraged and accepted during this period. The public notice about the CAPER was filed in 16 newspapers throughout the state. Attachment 1, appended to the CAPER, contains the notice of public comment and all public comments received.



**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

During 2013, the goals, objectives and priorities for the State of Indiana CDBG allocation did not change substantially. Instead, OCRA implemented the program changes that began in 2012 and became effective during PY2013.

OCRA continued to assess the need for the Section 108 loan program, which was made available in PY2013. This program enables nonentitlement communities to complete larger-scale housing and economic development projects that would not be possible without such a loan guarantee.

OCRA also implemented modifications of the application process for the Community Focus Fund and a tiered system for the maximum grant amounts for wastewater and drinking water projects, which is tied to the proportion of LMI households.

<b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b>	No
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**[BEDI grantees] Describe accomplishments and program outcomes during the last year. N/A**

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

## CR-55 - HOPWA 91.520(e)

### Identify the number of individuals assisted and the types of assistance provided

Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities developed, leased, or operated with HOPWA funds.

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	15	231
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	110	231
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	220	231
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	5	231
Tenant-based rental assistance	15	118
Tenant-based rental assistance	110	118
Tenant-based rental assistance	220	118
Tenant-based rental assistance	5	118
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	15	39
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	110	39
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	220	39
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	5	39
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	220	19
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	110	19

Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	15	19
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	5	19

**Table 13 – HOPWA Number of Households Served**

## CR-60 - ESG 91.520(g) (ESG Recipients only)

Organization Awarded Funding	County	Total Spent
A Better Way Services, Inc	Delaware	\$45,984
Albion Fellows Bacon Center, Inc	Vanderburgh	\$20,167
Alternatives Inc of Madison County	Madison	\$39,887
Anchor House, Inc	Jackson	\$32,755
Becky's Place (Catholic Charities)	Lawrence	\$35,523
Bridges Community Services	Delaware	\$45,061
Catholic Charities Terre Haute	Vigo	\$33,216
Citizens Concerned for the Homeless	LaPorte	\$24,912
Council on Domestic Abuse, Inc	Vigo	\$25,373
Columbus Regional Shelter for Victims of Domestic Violence Inc dba Turning Point	Bartholomew	\$29,959
Community and Family Service	Huntington	\$19,838
Community Service Center of Morgan County, Inc dba WellSpring	Morgan	\$25,725
Coordinated Assistance Ministries, inc	Howard	\$36,657
ECHO Housing Corporation	Vanderburgh	\$35,984
Emmaus Mission Center	Cass	\$33,741
Evansville Goodwill Industries, Inc	Vanderburgh	\$20,722
Family Crisis Shelter, Inc	Montgomery	\$16,227
Family Promise of Greater Lafayette	Tippecanoe	\$11,810
Family Service Association of Howard County, Inc	Howard	\$43,677
Family Service Society	Grant	\$30,661
Family Services of Elkhart County, Inc dba iFIT	Elkhart	\$14,640
Gabriel's Horn Corporation	Porter	\$27,680
Gary Commission for Women	Lake	\$11,726
Genesis Outreach	Allen	\$34,139
Goshen Interfaith Hospitality Network, inc	Elkhart	\$21,452
Hancock Hope House	Hancock	\$27,296
Haven House, Inc	Lake	\$9,996
Heart House Inc	Dearborn	\$48,371
Hope House, Inc	Allen	\$37,579
House of Bread and Peace	Vanderburgh	\$24,877
Housing Opportunities	Porter	\$29,987
Human Services, Inc	Bartholomew	\$34,869
Interfaith Hospitality Network of Greater Fort Wayne	Allen	\$25,373
Interfaith Mission, Inc dba The Lighthouse	Whitley	\$25,373
Kosciusko County Shelter for Abuse, Inc	Kosciusko	\$30,448
Lafayette Transitional Housing Center Inc	Tippecanoe	\$38,964
Lafayette Urban Ministry	Tippecanoe	\$31,832
Mental Health America of Tippecanoe County	Tippecanoe	\$38,041
Middle Way House, Inc	Monroe	\$35,523
New Hope Family Shelter	Monroe	\$30,448
North Central Indiana Rural Crisis Center	Jasper	\$21,928
Ozanam Family Shelter Corporation	Vanderburgh	\$30,486
Prisoner and Community Together	Washington	\$36,311
Safe Passage	Ripley	\$36,477
Shalom Community Center	Monroe	\$32,293
Sheltering Wings Center for Women	Hendricks	\$32,293
St Elizabeth Catholic Charities	Floyd	\$31,371
Stepping Stone Shelter for Women, Inc	LaPorte	\$35,061
Stepping Stones Inc.	Monroe	\$27,680
The Caring Place	Porter	\$12,531
The Center for Women and Families	Floyd	\$13,456
The Salvation Army	Tippecanoe	\$30,909
United Caring Shelters	Vanderburgh	\$36,656
Vincent Village	Allen	\$35,061
YWCA Northeast Indiana	Allen	\$33,216
YWCA of Evansville	Vanderburgh	\$33,216
YWCA of Greater Lafayette	Tippecanoe	\$33,677
YWCA of Richmond	Wayne	\$6,306
<b>Total</b>		<b>\$1,705,421</b>

## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	32
Children	44
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>76</b>

Table 14 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	688
Children	708
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>1,396</b>

Table 15 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	6,644
Children	3,511
Don't Know/Refused/Other	81
Missing Information	0
<b>Total</b>	<b>10,236</b>

Table 16 – Shelter Information

#### 4d. Street Outreach

Number of Persons in Households	Total
Adults	174
Children	29
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>203</b>

Table 17 – Household Information for Street Outreach

#### 4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	6,338
Children	4,292
Don't Know/Refused/Other	81
Missing Information	0
<b>Total</b>	<b>10,711</b>

Table 18 – Household Information for Persons Served with ESG

#### 5. Gender—Complete for All Activities

	Total
Male	4,935
Female	7,863
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>12,798</b>

Table 19 - Gender Information

## 6. Age—Complete for All Activities

	<b>Total</b>
Under 18	4,669
18-24	1,669
25 and over	6,425
Don't Know/Refused/Other	81
Missing Information	0
<b>Total</b>	<b>12,844</b>

Table 20 – Age Information

## 7. Special Populations Served—Complete for All Activities

### Number of Persons in Households

<b>Subpopulation</b>	<b>Total Persons Served – Prevention</b>	<b>Total Persons Served – RRH</b>	<b>Total Persons Served in Emergency Shelters</b>	<b>Total</b>
Veterans	485	0	14	471
Victims of Domestic Violence	5,674	7	203	5,464
Elderly	159	1	3	155
HIV/AIDS	25	0	5	20
Chronically Homeless	761	0	23	738
<b>Persons with Disabilities:</b>				
Severely Mentally Ill	1,607	3	98	1,506
Chronic Substance Abuse	1,309	0	74	1,235
Other Disability	1,774	8	130	1,636
Total (Unduplicated if possible)	6,992	9	221	6,762

Table 21 – Special Population Served



## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

### 10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	0
Total Number of bed-nights provided	0
Capacity Utilization	0.00%

Table 22 – Shelter Capacity

### 11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

Please see the outcomes discussed in the Compliance and Monitoring section of Attachment 4. The data required for Table 8 are not yet tracked; however, the State intends to begin requesting the data from grantees.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2011	FY 2012	FY 2013
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	43,677
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>0</b>	<b>43,677</b>

Table 23 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2011	FY 2012	FY 2013
Expenditures for Rental Assistance	516,870	348,739	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	67,686
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	1,731,430
<b>Subtotal Rapid Re-Housing</b>	<b>516,870</b>	<b>348,739</b>	<b>1,799,116</b>

Table 24 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2011	FY 2012	FY 2013
Essential Services	0	643,789	448,426
Operations	0	1,496,419	1,156,617
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>2,140,208</b>	<b>1,605,043</b>

Table 25 – ESG Expenditures for Emergency Shelter

### 11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	FY 2011	FY 2012	FY 2013
HMIS	0	0	0
Administration	0	270,691	175,976
Street Outreach	0	0	29,003

Table 26 - Other Grant Expenditures

### 11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2011	FY 2012	FY 2013
6,900,320	516,870	2,759,638	3,623,812

Table 27 - Total ESG Funds Expended

### 11f. Match Source

	FY 2011	FY 2012	FY 2013
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	0	0	0
Private Funds	0	0	0
Other-In Kind	0	0	0
Cash Match	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 28 - Other Funds Expended on Eligible ESG Activities

### 11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2011	FY 2012	FY 2013
6,900,320	516,870	2,759,638	3,623,812

Table 29 - Total Amount of Funds Expended on ESG Activities

# **Attachment 1.**

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**Public Notice and Comment**

# **ATTACHMENT 1.**

## **Public Notice and Comment**

The 2013 CAPER was available for public review between September 15, 2014 and September 29, 2014. A hard copy of the CAPER was on file with OCRA, and electronic copies were available on OCRA's website. Public comments were encouraged and accepted during this period. No public comments were received.

The public notice announcing the availability of the CAPER is attached.

**AVISO DE REGISTRO  
DEL  
INFORME COMBINADO DE EVALUACIÓN DEL DESEMPEÑO ANUAL**

Para ver una versión en español de este anuncio de Aviso de Registro del Informe Combinado de Evaluación del Desempeño Anual visite el sitio web [www.in.gov/ocra](http://www.in.gov/ocra). Para traducciones al español de los documentos mencionados en este anuncio, escribir al Indiana Office of Community and Rural Affairs, One North Capitol, Suite 600, Indianapolis, Indiana 46204 o E-mail [coscott@ocra.in.gov](mailto:coscott@ocra.in.gov).

**NOTICE OF FILING  
OF  
2013 COMBINED ANNUAL PERFORMANCE EVALUATION REPORT**

Notice is hereby given that the Indiana Office of Community & Rural Affairs, and the Indiana Housing and Community Development Authority will file their 2013 Combined Annual Performance Evaluation Report with the U.S. Department of Housing & Urban Development (HUD) on or about September 30, 2014. These programs are funded through the U.S. Department of Housing & Urban Development under Title I of the Housing & Community Development Act of 1974 as amended.

The Combined Annual Performance Evaluation Report provides information on the expenditure of activities with regard to the Community Development Block Grant (CDBG) Program, the Home Investment Partnership (HOME) Program, the Emergency Shelter Grant (ESG) Program, and the Housing Opportunities for Persons With Aids (HOPWA) Program. The Office of Community & Rural Affairs will have the Combined Annual Performance Evaluation Report available for public inspection prior to its submission. Members of the public, especially persons of low to moderate income, are invited to review the Combined Annual Performance Evaluation Report prior to its submission during the hours of 8:30 a.m. to 5:00 p.m., Monday, September 15, 2014 through Monday, September 29, 2014, at the Indiana Office of Community & Rural Affairs, One North Capitol, Suite 600, Indianapolis, Indiana 46204. Information regarding the Combined Annual Performance Evaluation Report can be obtained by writing to: Office of Community and Rural Affairs, c/o 2013 CAPER, One North Capitol, Suite 600, Indianapolis, Indiana 46204-2027. Additional information may also be obtained via e-mail at [coscott@ocra.IN.gov](mailto:coscott@ocra.IN.gov) or by phone at 1-800-824-2476.

# **Attachment 2.**

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**State of Indiana 2013 CAPER, *Executive Summary***

# State of Indiana 2013 CAPER

## *EXECUTIVE SUMMARY*

This report is the 2013 Consolidated Annual Performance and Evaluation Report (CAPER) for the State of Indiana. It covers the July 1, 2013 to June 30, 2014 program year (PY2013). It is referred to as the 2013 CAPER in this report.

### **CAPER Background**

At the end of each program year, the U.S. Department of Housing and Urban Development (HUD) requires all HUD block grant recipients to submit a “performance and evaluation report” concerning the use of HUD grant funds. According to HUD, this report must include:

- An assessment of how such use addresses the objectives identified in the Consolidated Plan;
- Information on the proposed and actual accomplishments for each year that the HUD block grant funds were awarded;
- Resources made available and the investment of these resources;
- The geographic distribution and location of investments;
- The families and persons assisted (including the racial and ethnic status of persons assisted);
- Actions taken to affirmatively further fair housing; and
- Other actions indicated in the Strategic Plan and Action Plan.

This information is compiled into the “CAPER.” The overall goal of the CAPER is to enable HUD and citizens to assess the recipient’s progress toward meeting long-term goals.

### **Format and Organization of Report**

HUD recently modified the format of the CAPER with the release of the eConsolidated Planning suite (eCon Plan) in late 2012. The suite is an online submittal system that integrates the required reports of HUD block-grant recipients, including states. The eCon Plan includes a CAPER reporting module, referred to as the eCAPER in this document.

This 2013 CAPER uses the eCAPER as the basis for reporting PY2013 accomplishments. As needed, the eCAPER is supplemented with appendices that describe the full extent of the state’s investments in housing and community development.



This State of Indiana CAPER reports on program activities for four HUD block grants administered by two State agencies:

- The Office of Community and Rural Affairs (OCRA)—primary administrator of the State Community Development Block Grant (CDBG) program; and
- The Indiana Housing and Community Development (IHCDA)—administrator of the State HOME Investment Partnerships Program, the Emergency Solutions Grant (ESG) program, the Housing Opportunities for Persons with AIDS (HOPWA) program and a portion of the CDBG program dedicated to housing.

This CAPER was completed in accordance with Sections 104(d) and (e) of the Housing and Community Development Act and Title 24 CFR Part 91 and Part 570, which pertain to State submissions of the CAPER.

### **Citizen Participation Plan and Public Comments (91.105(d); 91.115(d))**

The 2013 CAPER was available for public review between September 15, 2014 and September 29, 2014. A hard copy of the CAPER was on file with OCRA, and electronic copies were available on OCRA’s website. Public comments were encouraged and accepted during this period. The public notice about the CAPER was filed in 16 newspapers throughout the state Attachment1, appended to the CAPER, contains the notice of public comment and all public comments received.

### **Resources and Investments and Geographic Distribution 91.520(a)**

The primary resource used to address the needs identified in the 2010-2014 Consolidated Plan is HUD block grant funding. Figure ES-1 shows the total amounts of 2013 funding allocated by HUD and administering agency.

**Figure ES-1.**  
**HUD Block Grant Allocations, Indiana State (“nonentitlement”) Program, 2013 Program Year**

<b>Program</b>	<b>State Agency Administering</b>	<b>Amount</b>
Community Development Block Program (CDBG)	OCRA	\$ 28,252,635
Home Investment Partnerships Program (HOME)	IHCDA	9,549,687
Emergency Solutions Grant Program (ESG)	IHCDA	2,780,819
Housing Opportunities for Persons with AIDS Program (HOPWA)	IHCDA	934,984
<b>Total</b>		<b>\$ 41,518,125</b>

Source: U.S. Department of Housing & Urban Development.

Unlike a local jurisdiction, the state does not allocate funding according to a targeted geography. Instead, the State of Indiana Consolidated Plan covers all non-entitlement areas in the State. The term “entitlement areas” refers to cities and counties that, because of their size, are able to receive federal HUD funding directly. These areas must complete a Consolidated Plan separately from the State to receive funding. The requirements for receiving CDBG, HOME, ESG, and HOPWA funds directly are all slightly different, but are generally based on size and need of the community. For purposes of this report,

“non-entitlement” refers to cities and towns that do not file Consolidated Plans individually and are not able to receive funding from the HUD programs directly.

The entitlement areas in Indiana during PY2013 include the cities of Anderson, Bloomington, Carmel, Columbus, East Chicago, Elkhart, Evansville, Fort Wayne, Gary, Goshen, Hammond, Indianapolis, Kokomo, Lafayette, LaPorte, Michigan City, Mishawaka, Muncie, New Albany, South Bend, Terre Haute, West Lafayette, and Hamilton County and Lake County.

## Leveraging Resources

OCRA requires a 10-20 percent local match overall for all CDBG projects and planning grants. The local match can consist of up to 5 percent in-kind or force account leveraging. Additionally, in order to increase philanthropic capital on CDBG projects, OCRA awards bonus points on projects if an applicant receives at least 1/2 percent of the grant request from a foundation.

The State of Indiana requires a 10 percent leverage requirement for CDBG funds expended. Applicants must demonstrate eligible matching funds equal to 10 percent of the amount of CDBG funds requested, less administration and environmental review.

IHCDA recipients have used a variety of funding sources to meet this requirement, including Federal Home Loan Bank grants, Rural Development grants, contractor contributions, cash contributions and cash from local government general funds.

The HOME program requires a 25 percent match, which is a federal requirement rather than a state policy. Applicants must demonstrate eligible matching funds equal to 25 percent of the amount of HOME funds requested, less administration, environmental review and CHDO operating costs.

If the applicant is proposing to utilize banked match for the activity:

- And it is the applicant’s own banked match, the match liability on the previous award for which the match was generated must already be met and documented with IHCDA for the match to be eligible as of the application due date. Only HOME-eligible match generated on IHCDA awards made in 1999 or later, are eligible to be banked.
- Or, if it is another recipient’s match, the applicant must provide an executed agreement with the application verifying that the recipient is willing to donate the match.
  - Only banked match from awards made in 1999 or later that have fully met their match liability are eligible to donate to another applicant. The award must be closed before the agreement to donate match is executed.
- Match cannot be sold or purchased and is provided purely at the discretion of the recipient that granted it.
- Banked leverage generated on a CDBG award cannot be used as match on a future HOME award. Only banked match generated on a HOME award can be used on a future HOME award.

The PY2013 HOME Match Report is attached to the end of this document.

## Program Income

OCRA did not receive any program income during the 2013 reporting period.

In the event OCRA receives CDBG Program Income, such moneys will be placed in the Water/Sewer Program for the purpose of making additional competitive grants under that program. Reversions of other years' funding will be placed in the program of origin for the specific year of funding reverted. The State will allocate and expend all CDBG Program Income funds received prior to drawing additional CDBG funds from the US Treasury. However, the following exceptions shall apply:

1. This prior-use policy shall not apply to housing-related grants made to applicants by the Indiana Housing & Community Development Authority (IHCDA), a separate agency, using CDBG funds allocated to the IHCDA by OCRA
2. Program income generated by CDBG grants awarded by OCRA using CDBG funds must be returned to OCRA, however, such amounts of less than \$35,000 per calendar year shall be excluded from the definition of CDBG Program Income pursuant to 24 CFR 570.489.

All obligations of CDBG program income to projects/activities require prior approval by OCRA. This includes use of program income as matching funds for CDBG-funded grants from the IHCDA. Applicable parties should contact OCRA at (317) 232-8333 for application instructions and documents for use of program income prior to obligation of such funds.

The CDBG-Housing program administered by IHCDA did receive program income:

Balance on hand at beginning of PY2013	\$ (90,349.49)
Amount received during PY2013	\$ 165,015.45
Amount expended during PY2013	\$ (57,980.06)
<b>Balance on hand at end of PY2013</b>	<b>\$ 16,685.90</b>

## Goals and Outcomes

Attachment 2 is dedicated to an assessment of how well the State of Indiana carried out its 2013 Action Plan goals and objectives. It is a supplement to eCAPER screen CR-05. Attachment 2 compares the proposed outcomes to actual outcomes for each measure, as developed for the 2010-2014 Consolidated Plan and 2013 Action Plan.

Many of the state's one-year goals were exceeded. When they were not, this was usually due to funding cuts or lack of applications for certain project. Where possible, the section describes why goals and objectives were not reached.

### CR-30 Public Housing 91.320(j)

IHCDA is a Section 8 public housing authority (PHA) and the PHA serving the state's rural areas. IHCDA is a high performing PHA. During the 2013 program year, IHCDA:

- Launched the Section 8 HCVP Family Self Sufficiency Program (FSS). FSS is designed to enable families to achieve economic independence and self-sufficiency. By linking the Section 8 Housing Choice Voucher Program (HCVP) vouchers with the help of both private and public resources, families are able to receive job training, educational services and other much needed assistance over a five year period. The goal is to eliminate the family's need for public assistance and enhance their ability to achieve homeownership, if desired.
- Applied for Section 811 Project Based Rental Assistance. The target population will be for individuals with disabilities in State Operated Facilities and other restricted living situations. The Section 811 Project Based Rental Assistance will utilize existing HOME and Low Income Housing Tax Credit properties to provide the target population a choice of community-based housing options.

**CR-40 Monitoring 91.230**

To ensure that all statutory and regulatory requirements are being met for activities with HUD funds, OCRA and IHCDA use various monitoring standards and procedures. OCRA and IHCDA are responsible for ensuring that grantees under the CDBG, HOME, ESG, and HOPWA programs carry out projects in accordance with both Federal and State statutory and regulatory requirements. These requirements are set forth in the grant contract executed between the State and the grantee. The State provides maximum feasible delegation of responsibility and authority to grantees under the programs. Whenever possible, deficiencies are rectified through constructive discussion, negotiation, and assistance.

**CDBG (non-housing) monitoring.** OCRA uses the following processes and procedures for monitoring projects receiving HUD funds:

- Evaluation on program progress;
- Compliance monitoring;
- Technical assistance;
- Project status reports;
- Monitoring technical assistance visits;
- Special visits; and
- Continued contact with grantees by program representatives.

OCRA conducts a monitoring of every grant project receiving HUD funds. Two basic types of monitoring are used: off-site, or “desk” monitoring and on-site monitoring.

- Desk monitoring is conducted by staff for non-construction projects. Desk monitoring confirms compliance with national objective, eligible activities, procurement, and financial management.
- On-site monitoring is a structured review conducted by OCRA staff at the locations where project activities are being carried out or project records are being maintained. One on-site monitoring visit is conducted during the course of a project, unless additional visits are required as determined by OCRA staff.

Grants utilizing a sub-recipient to carry out eligible activities are monitored on-site annually during the five-year reporting period to confirm continued compliance with national objective and eligible activity requirements.

In addition, if there are findings at the monitoring, the grantee is sent a letter within seven to 10 days of monitoring visit and is given 30 days to resolve it.

**CDBG (housing) monitoring.** IHCD A uses the following processes and procedures for monitoring projects receiving CDBG and HOME funds:

- Self-monitoring;
- Monitoring reviews (on-site or desk-top);
- Results of monitoring review;
- Determination and responses;
- Clearing issues/findings
- Sanctions;
- Resolution of disagreements; and
- Audits.

IHCDA conducts at least one monitoring of every grant project receiving CDBG and HOME funds. The recipient must ensure that all records relating to the award are available at IHCDA's monitoring. For those projects determined to need special attention, IHCDA may conduct one or more monitoring visits while award activities are in full progress. Some of the more common factors that would signal special attention include: activity appears behind schedule, previous audit or monitoring findings of recipient or administrative firm, high dollar amount of award, inexperience of recipient or administrative firm, and/or complexity of program. These visits will combine on-site technical assistance with compliance review. However, if the recipient's systems are found to be nonexistent or are not functioning properly, other actions could be taken by IHCDA, such as suspension of funding until appropriate corrective actions are taken or termination of funding altogether.

During the period of affordability, IHCDA's multi-family department monitors properties annually for owner certification. Income verification and physical inspections are conducted annually, once every two years, or once every three years depending on the size of the project.

Two basic types of monitoring are used: on-site monitoring and desk-top monitoring.

- On-site monitoring review:
  - Real-estate Development Monitor will contact recipient to set-up monitoring based on award expiration and completion/close-out documentation submitted and approved.
  - Recipient will receive a confirmation letter stating date, time, and general monitoring information.
  - On date of monitoring, IHCDA staff will need: files, an area to review files, and a staff person available to answer questions.
  - Before leaving, IHCDA staff will discuss known findings and concerns, along with any areas that are in question.
- Desk-top monitoring review:
  - Real-estate Development Monitor will request information/documentation from award recipient in order to conduct the monitoring. IHCDA staff will give approximately 14 days for this information to be submitted.

IHCDA staff will review the information/documentation submitted and correspond to at least two representatives of the project as identified by the project sponsor or owner.

**Shelter Plus Care & Permanent Supportive Housing monitoring.** It is the policy of the IHCD to monitor its Shelter Plus Care and Permanent Supportive Housing. Two types of reviews will be used to monitor subrecipients: On-Site Review and Remote Review. An On-Site Review will consist of a complete review of the subrecipient's program and financial records as well as random review of Housing Quality Standard inspections. Remote Reviews will require subrecipients to submit requested documentation to the IHCD for review. Remote Reviews will address specific topics, such as participant eligibility, from random files. It is the policy of the IHCD to perform On-Site Reviews of not less than 25 percent of its subrecipients annually. The remaining subrecipients will be engaged in topical Remote Reviews.

The following risk factors will be used in determining which subrecipients will be selected for On-Site Reviews:

1. Staff turnover;
2. Utilization of grant funds;
3. Claim iteration (deviation from monthly claims);
4. APR performance;
5. Consumer complaints;
6. Unresolved HUD finding (including APR findings);
7. Compliance with terms and conditions of IHCD S+C/PSH Agreement;
8. Time of last On-Site Review

Each program's past performance will be analyzed and compared against the full spectrum of IHCD's Shelter Plus Care programs & Permanent Supportive Housing programs. Programs with highest risk will be selected for On-Site Review. Prior to either On-Site or Remote Reviews, IHCD will notify subrecipient in writing of the type and date of the review. IHCD will also provide subrecipient with specific instructions and an explanation of review process.

**Process and standards.** OCRA evaluates recipients' and subrecipients' employment practices in order to determine whether or not equal opportunity guidelines are followed in advertising vacancies, such as stating they are an "EEO employer." The State's field monitors review recipients' civil rights files to determine if there have been any EEO complaints filed against a recipient within five years. The field monitors also review records of complaints and responses to complaints, if any, regarding alleged discrimination in the provision of program benefits.

There are numerous procedures that must be followed and policies that must be adhered to for both the recipient and their contractors to assure compliance with these requirements. All policies and procedures must be fully documented to provide adequate record of civil rights compliance. In addition, the recipient must fully document the characteristics of the population of the area in which the project will be implemented in order to determine the specific actions that must be taken to ensure civil rights compliance.

**Results of monitoring reviews.** Upon completion of the final monitoring visit, a recipient will receive a formal monitoring letter outlining the strengths and weaknesses in project management systems. The letter will list those areas of compliance that were reviewed and detailed results of that review.

**State findings.** Findings are reported when the review of the recipient's performance reveals specific identifiable violation of a statutory regulatory requirement, about which there is no question. When a finding is issued, the recipient is requested to formally respond within a specified period (typically 30

days) as to those steps the recipient will make to remedy and/or prevent a recurrence of the violation. If specific steps have already been taken to remedy a finding, the field monitor must verify before clearing the finding. Once the review indicates that satisfactory action has taken place, the field monitor will send a letter to the recipient indicating the finding has been resolved.

## **Actions to Overcome the Effects of Impediments to Fair Housing Choice**

To address the impediments to fair housing choice identified in annual fair housing reviews and the five-year Analysis of Impediments to Fair Housing Choice, IHCD and OCRA did the following during the 2013 program year:

1. During 2013, grantees were required to update and/or amend their fair housing ordinances to include a paragraph about the protected classes covered under HUD program funding, which are broader than the protected classes covered by the Federal Fair Housing Act.
2. All grantees of CDBG, HOME, ESG, and HOPWA funds continue to be required to:
  - a) Have an up-to-date Affirmative Marketing Plan;
  - b) Display a Fair Housing poster in a prominent place; and
  - c) Include the Fair Housing logo on all print materials and project signage. All grantees of HOME, ESG, and HOPWA are still required to provide beneficiaries with information on what constitutes a protected class and instructions on how to file a complaint.

In addition, beginning in March 2011, OCRA began requiring CDBG grantees to promote fair housing practices using the following guidelines:

- **Step 1—Develop a Fair Housing Ordinance.** The grantee should work with their attorney to develop a Fair Housing Ordinance if one does not exist. A sample Fair Housing Ordinance has been provided by OCRA. Once the ordinance has been developed, the ordinance must be formally adopted by the grantee and submitted to the OCRA Civil Rights Specialist for review on or before Release of Funds.
  - **Step 2— Display the Applicable Fair Housing Posters.** Upon receipt of the grantee’s Civil Rights/Section 3 Officer Notification, the OCRA Civil Rights Specialist will provide the applicable fair housing posters to grantees’ Civil Rights/Section 3 Officer. These posters must be displayed at public buildings, such as local government buildings, and must always be posted at the job site.
  - **Step 3—Conduct Fair Housing Activity.** Grantees must choose an activity from the Affirmatively Furthering Fair Housing Checklist (Civil Rights Form 3)<sup>1</sup> to conduct during the grant period. Examples of acceptable steps to promote Fair Housing practices include but are not limited to distributing the Fair Housing Brochure, reviewing sales and rental practices in the community, or conducting a Fair Housing Assessment.
3. All grantees of CDBG, HOME, ESG, and HOPWA funds are monitored for compliance with the aforementioned requirements as well as other Fair Housing standards (e.g., marketing materials, lease agreements, etc.). As part of the monitoring process, OCRA and IHCD staff ensure that

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<sup>1</sup> <http://www.in.gov/ocra/2575.htm>.

appropriate action (e.g., referral to HUD or appropriate investigative agency) is taken on all fair housing complaints at federally funded projects.

4. OCRA requires all CDBG projects to be submitted by an accredited grant administrator. Civil rights training, including fair housing compliance, will continue to be a required part of the accreditation process. IHCDCA continued to incorporate fair housing requirements in its grant implementation training for CSBG, HOME, ESG, and HOPWA grantees.
5. IHCDCA served on the Indianapolis Partnership for Accessible Shelters, which educates shelters about Fair Housing and accessibility issues and helps identify ways to make properties more accessible.
6. IHCDCA worked with ICRC to have testers sent to IHCDCA funded rental properties to ensure they are in compliance with the Fair Housing Act. The goal for the number of properties tested per year is four per year.
7. IHCDCA worked to ensure that the properties it has funded are compliant with uniform federal accessibility standards during on-going physical inspections, as part of the regular inspections that occur. The goal for the number of properties inspected per year for fair housing compliance is 100 per year.
8. IHCDCA expanded its Fair Housing outreach activities by 1) Posting ICRC information and complaint filing links on IHCDCA website, and 2) enhancing fair housing month (April) as a major emphasis in the education of Indiana residents on their rights and requirements under Fair Housing.
9. IHCDCA established the Indiana Foreclosure Prevention Network (IFPN), a program to provide free mortgage foreclosure counseling to homeowners. IFPN was launched in the fall of 2007, and is a partnership of community-based organizations, government agencies, lenders, realtors, and trade associations that has devised a multi-tiered solution to Indiana's foreclosure problem. This statewide initiative includes a targeted public awareness campaign, a telephone helpline, an educational website, and a network of local trusted advisors. IHCDCA has established a goal to provide two to five education trainings on foreclosure prevention and predatory lending each year.
10. IHCDCA began working with ICRC to ensure that complaints filed against IHCDCA properties are received and within 60 days ensure an action plan is devised to remedy future issues or violations.
11. IHCDCA worked with ICRC to conduct fair housing seminars throughout the State.



## **Other Relevant Actions 91.320(i)-(j)**

**Actions taken to address obstacles to meeting underserved needs.** This section discusses additional actions that were taken by the State to address a variety of unmet housing and community development needs.

**IN Home Town Collaboration Initiative.** The Office of Community and Rural Affairs (OCRA) will be offering the Hometown Collaboration Initiative (HCI). HCI is intended for any community that is serious about enhancing their hometown. HCI provides a framework for helping hometowns build on their assets by developing and acting on a plan that has local buy-in. This innovative program will offer five building blocks for energizing communities which include the following: starting the initiative; leadership skills; strengthening hometown economies; focusing on natural and built resources; and keeping the momentum going.

**Actions taken to reduce lead-based paint hazards.** Actions to reduce lead based paint hazards took the form of rehabilitation of existing housing, which included lead abatement. More than \$3 million in CDBG funds were dedicated to housing rehabilitation during the program year; about \$1.3 million of the dollars funded lead abatement activities.

**Actions taken to reduce the number of poverty-level families.** The State of Indiana does not have a formally adopted statewide anti-poverty strategy. In a holistic sense, the entirety of Indiana's Consolidated Plan Strategy and Action Plan is anti-poverty related because a stable living environment is also a service delivery platform. However, many of the strategies developed for the five-year Plan directly assist individuals who are living in poverty.

Indiana has a history of aggressively pursuing job creation through economic development efforts at the state and local levels. This emphasis on creating employment opportunities is central to a strategy to reduce poverty by providing households below the poverty level with a means of gaining sustainable employment.

Other efforts are also needed to combat poverty. Many of the strategies outlined in the Consolidated Plan are directed at providing services and shelter to those in need. Once a person has some stability in a housing situation, it becomes easier to address related issues of poverty and provide resources such as childcare, transportation and job training to enable individuals to enter the workforce. Indiana's community action agencies are frontline anti-poverty service providers. They work in close cooperation with State agencies to administer a variety of State and federal programs.

Education and skill development are an important aspect of reducing poverty. Investment in workforce development programs and facilities is an essential step to break the cycle of poverty. Finally, there continue to be social and cultural barriers that keep people in poverty. Efforts to eliminate discrimination in all settings are important. In some cases, subsidized housing programs are vital to ensure that citizens have a safe and secure place to live.

The State also utilizes the Section 3 requirement (a provision of the Housing and Urban Development Act of 1968). Section 3 applies to employment opportunities generated (jobs created) as a result of projects receiving CDBG or HOME funding through ORCA or IHCD, whether those opportunities are generated by the award recipient, a subrecipient, and/or a

contractor. The requirements of Section 3 apply to all projects or activities associated with CDBG or HOME funding, regardless of whether the Section 3 project is fully or partially funded with CDBG/HOME. A detailed description of Section 3 requirements is included in OCRA/IHCDA's award manual. A notice of Section 3 requirements is included in bid solicitations and is covered during the award trainings.

**Actions taken to enhance coordination between public and private housing and social service agencies.** During the 2013 program year, OCRA and IHCDA continued regular outreach to its private and public sector partners through regional staff, workshops and training and opportunities for feedback about program requirements and structure (through regional meetings, surveys, etc).

The State's new Section 108 loan program was explored as another program that would reward and encourage innovative private-public partnerships.

### **Actions taken to develop institutional structure and build capacity.**

**Regional workshops.** OCRA will be hosting eight regional conferences in the month of October. The conferences will provide communities an excellent opportunity to learn about and work with OCRA to launch new initiatives. The audience for the conferences include civic volunteers, mayors, council-members, county officials, members of the Indiana General Assembly, Main Street organizations, local and regional economic development officials (LEDOs), community foundation staff, convention and visitors bureau staff, educators, and youth program coordinators

**IN Main Street.** The Indiana Main Street Program will host three Community Exchanges this year and participate in seven OCRA Regional Conferences. The exchanges help build capacity for organizations who are working towards revitalizing the downtown in their community. These exchanges have a variety of topics from Brownfields discussion to developing business incentives in the downtown area. The Indiana Main Street Program also has a Downtown Enhancement Grant Program, which is a small grant program aimed at helping communities build capacity in their downtown through projects that are permanent in nature. Projects in the past have included façade improvement programs, creation of pocket parks, restoration or creation of murals, creation of a revolving loan for business start-ups in downtown, and the list goes on. The grants are a dollar-for-dollar match, so it also used to show how communities can raise capital for projects that they are working on within the downtown area.

**Legislation.** The 2014-2015 Indiana legislature transitioned the State Historic Rehab Tax Credit Program to OCRA to manage and operate. This additional resource will further OCRA's ability to serve rural low-to-moderate income communities spur economic development.

**Shovel Ready Certification.** OCRA has a formal partnership with the Indiana Economic Development Corporation (IEDC) for OCRA to administer the Indiana Shovel Ready Program. OCRA assists community leaders by providing technical assistance in certifying their sites, as well as, work with participating State agencies to expedite approvals. The Indiana Shovel Ready designation certifies sites that are ready for economic development. Communities of any size may apply for the designation.

**Community Entrepreneurship Initiative.** OCRA partnered with the Office of Small Business and Entrepreneurship (OSBE) to establish the Community Entrepreneurship Initiative (CEI). CEI assists communities in growing and retaining entrepreneurial talent. CEI provides consulting services and training for community economic development leaders, elected officials, and citizens interested in forging local initiatives to grow and retain entrepreneurs. CEI staff help develop plans with measureable steps in cultivating a more vibrant and innovative entrepreneurial community.

# **Attachment 3.**

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## **Goal Assessment**

# ATTACHMENT 3.

## Goal Assessment

This section of the CAPER describes the State's Consolidated Plan goals and performance measures established in the 2010-2014 Five-year Strategic Plan and 2013 One-Year Action Plan. It then compares the goals and planned outcomes with actual performance.

### Five-Year Strategic Goals, Objectives and Outcomes

The State of Indiana established the following goals, objectives and outcomes to guide its Consolidated Plan for program years 2010 to 2014. In addition to five-year projected outcomes, the 2013 outcome/goal is presented. The 2013 outcomes/goals are used in this CAPER to assess the State's progress in meeting its 2013 allocation plan.

It should be noted that the State typically uses a competitive application process when awarding the grants. Therefore, the actual allocations and anticipated accomplishments may not equal the proposed funding goal. For example, the State may have a goal to build 10 units of rental housing and receives no applications proposing this goal. Therefore, the goal would not be met.

### Decent Housing

#### Goal 1. Expand and preserve affordable housing opportunities throughout the housing continuum.

- **Objective DH-2.1 (Affordability):** Increase the supply and improve the quality of affordable rental housing.

##### *DH-2.1 outcomes/goals:*

- Support the **production of new affordable rental units** and the **rehabilitation** of existing affordable rental housing.
  - *Five-year outcome/goal:* 675 housing units.
  - *2013 outcome/goal:* 100 housing units; \$4.7 million HOME.
    - *Targeted to elderly and persons with disabilities:* 33 housing units.
    - **Was the 2013 outcome/goal met? 2013 actual:** Yes, it was far exceeded: 184 rental units, \$7.9 million HOME.

- **Objective DH-2.2 (Affordability):** Increase and improve affordable **homeownership opportunities** to low and moderate income families.

##### *DH-2.2 outcomes/goals:*

- Provide and support homebuyer assistance through **homebuyer education and counseling and downpayment assistance**.
  - *Five-year outcome/goal:* 2,500 households/housing units.

- *2013 outcome/goal:* 700 households/housing units; \$1 million HOME.
  - **Was the 2013 outcome/goal met? 2013 actual:** TBD
- Provide funds to organizations for the **development of owner occupied units.**
  - *Five-year outcome/goal:* 125 housing units.
  - *2013 outcome/goal:* 25 housing units; \$1 million HOME.
    - *Targeted to special needs populations:* Five housing units.
    - **Was the 2013 outcome/goal met? 2013 actual:** 45 housing units, \$564,000 HOME.
- Provide funds to organizations to complete **owner occupied rehabilitation.**
  - *Five-year outcome/goal:* 1,500 housing units.
  - *2013 outcome/goal:* 240 housing units; \$2.75 million CDBG.
    - *Targeted to elderly and persons with disabilities:* 160 housing units.
    - **Were the 2013 outcomes/goals met? Yes. 2013 actual:** 246 housing units, \$3.7 million HOME.
- **Objective DH-2.3 (Affordability):** Build capacity of affordable housing developers.
 

**DH-2.3 outcomes/goals:**

  - Provide funding for **predevelopment loans** to support affordable housing.
    - *Five-year outcome/goal:* 25 housing units.
    - *2013 outcome/goal:* Five housing units; \$250,000 HOME.
      - **Was the 2013 outcome/goal met? 2013 actual:** TBD
  - Provide funding for **organizational capacity.**
    - *Five-year outcome/goal:* 80 housing units.
    - *2013 outcome/goal:* Eight housing units; \$250,000 HOME.
      - **Was the 2013 outcome/goal met? 2013 actual:** TBD

**Goal 2. Reduce homelessness and increase housing stability for special needs populations.**

- **Objective DH-1.1 (Availability/Accessibility):** Improve the range of housing options for homeless and special needs populations.
 

**DH-1.1 outcomes/goals:**

  - Support the construction and rehabilitation of **permanent supportive housing** units.
    - *Five-year outcome/goal:* 250 housing units.
    - *2013 outcome/goal:* 40 units, \$1.5 million HOME.

- *Targeted to special needs populations:* 19 housing units, \$600,000.
  - **Was the 2013 outcome/goal met? 2013 actual:** TBD
- Provide **tenant based rental assistance** to populations in need.
  - *Five-year outcome/goal:* 1,000 housing units.
  - *2013 outcome/goal:* 200 housing units; \$500,000 HOME funds.
    - *Targeted to special needs populations:* 64 housing units.
    - **Was the 2013 outcome/goal met? 2013 actual:** TBRA was not funded.
- **Objective DH-1.2 (Availability/Accessibility):** Support activities to improve the range of housing options for special needs populations and to end chronic homelessness through the **Emergency Solutions Grant (ESG)** program by providing operating support to shelters case management to persons who are homeless, and short term rental assistance and services to rapidly re-house homeless individuals and families.

**DH-1.2 outcomes/goals:**

- Operating support—provide shelters with operating support funding.
  - *Five-year outcome/goal:* 55 shelters receiving support; \$6.12 million over five years.
  - *2013 outcome/goal:* 55 shelters; \$1.6 million in ESG support.
    - **Was the 2013 outcome/goal met?** Yes. 56 shelters assisted with \$1.2 million of ESG.
- Essential services—provide shelters with funding for essential services.
  - *Five-year outcome/goal:* 53 shelters; \$2 million over next five years.
  - *2013 outcome/goal:* 31 shelters; \$282,000 ESG.
    - **Was the 2013 outcome/goal met?** Yes; 36 shelters were assisted with \$448,125 of ESG.
- Rapid Re-Housing activities— provide sub recipients with rapid re-housing activity funding.
  - *Five-year outcome/goal:* Three to four programs annually; \$5.8 million over five years.
  - *2013 outcome/goal:* Three programs, 130 clients assisted, \$1.25 million ESG.
    - **Was the 2013 outcome/goal met?** Yes. 1,611 clients assisted; \$1.7 million ESG RRH funds (Funds could have been drawn from any of the following awards during the PY13 grant period 7/1/2013-6/30/2014: ESG PY11 round 2 & PY12 RRH funds, 2013 RRH funds, and 2014 RRH funds)
      - *Anticipated match:* Subrecipients match 100 percent of their awards. Rapid Re-Housing agencies match 100 percent of their award. Goal was met.

- *Anticipated number of counties assisted: 90 counties assisted annually. 2013 = 89 counties.*
- *Anticipated number of clients served over next five years: 100,650*
- Homeless prevention and outreach activities— provide sub recipients with homeless prevention activity funding and subrecipients with outreach activity funding.
  - *2013 outcome/goal: 110 clients assisted, \$72,000 ESG*
    - **Was the 2013 outcome/goal met?** Yes. 110 clients were assisted with homeless prevention with \$72,000 ESG and 243 clients were assisted through shelter outreach with \$29,000 ESG.
- **Objective DH-1.3 (Availability/Accessibility):** Improve the range of housing options for special needs populations through the **Housing Opportunities for Persons With AIDS (HOPWA)** program by providing recipients who assist persons with HIV/AIDS with funding for housing information, permanent housing placement and supportive services.

***DH-1.3 outcomes/goals:***

- **Housing information services.**
  - *Five-year outcome/goal: 375 households.*
  - *2013 outcome/goal: 75 households; \$100,000 HOPWA.*
    - **Was the 2013 outcome/goal met?** Yes, it was exceeded. *2013 actual: 193 households; \$198,000.*
- **Permanent housing placement services.**
  - *Five-year outcome/goal: 500 households.*
  - *2013 outcome/goal: 100 households; \$50,000 HOPWA.*
    - **Was the 2013 outcome/goal met?** Funding allocated to this activity was lower resulting in fewer households served. *2013 actual: 39 households; \$23,000 HOPWA.*
- **Objective DH-2.4 (Affordability):** Improve the range of housing options for special needs populations through the HOPWA program by providing recipients who assist persons with HIV/AIDS with funding for short-term rental; mortgage, and utility assistance; tenant based rental assistance; facility-based housing operations; and short-term supportive housing.

***DH-2.4 outcomes/goals:***

- **Tenant based rental assistance.**
  - *Five-year outcome/goal: 1,000 households/units.*
  - *2013 outcome/goal: 110 households/units; \$500,000 HOPWA.*
    - **Was the 2013 outcome/goal met?** *2013 actual: Yes. 118 households; \$447,000 HOPWA.*
- **Short-term rent, mortgage and utility assistance.**



- *Five-year outcome/goal:* 1,500 households/units.
- *2013 outcome/goal:* 220 households/units; \$200,000 HOPWA.
  - **Was the 2013 outcome/goal met?** Yes. *2013 actual:* 231 households/units; \$194,000 HOPWA.
- **Facility based housing operations support and short-term supportive housing**
  - *Five-year outcome/goal:* 35 units (facility based) and 100 units (short-term supportive).
  - *2013 outcome/goal-facility based:* Seven units; \$50,000 HOPWA.
  - *2013 outcome/goal-short term supportive:* 21 units; \$50,000 HOPWA.
    - **Was the 2013 outcome/goal met?** No, slightly under the goal. *2013 actual:* 19 households received transitional housing facility-based assistance; \$19,000 HOPWA.

## Suitable Living Environment

### Goal 3. Promote livable communities and community revitalization through addressing unmet community development needs.

- **Objective SL-1.1 (Availability/Accessibility):** Improve the quality and/or quantity of neighborhood services for low and moderate income persons by continuing to fund programs which use CDBG dollars for community development projects ranging from environmental infrastructure improvements to development of community and senior centers.

#### **SL-1.1 outcomes/goals:**

- **Emergency services**—Construction of fire and/or Emergency Management Stations (EMS) stations or purchase fire trucks.
  - *Five-year outcome/goal:* 35-45 projects.
  - *2013 outcome/goal:* 10 projects; \$2.8 million CDBG.
    - **Was the 2013 outcome/goal met?** *2013 actual:* Six projects; \$773,000 CDBG.
- Construction of **public facility projects** (e.g. libraries, community centers, social service facilities, youth centers, etc.). Public facility projects also include health care facilities, public social service organizations that work with special needs populations, and shelter workshop facilities, in addition to modifications to make facilities accessible to persons with disabilities.
  - *Five-year outcome/goal:* 30 public facility projects.
  - *2013 outcome/goal:* Nine public facility projects; \$2.8 million CDBG.
    - **Was the 2013 outcome/goal met?** *2013 actual:* Three projects; \$1.7 million CDBG.
- Completion of **downtown revitalization projects.**

- *Five-year outcome/goal:* 10 downtown revitalization projects.
- *2013 outcome/goal:* Four downtown revitalization projects; \$1 million CDBG.
  - **Was the 2013 outcome/goal met? 2013 actual:** Three projects; \$722,000 CDBG.
- Completion of **historic preservation projects.**
  - *Five-year outcome/goal:* 10 historic preservation projects.
  - *2013 outcome/goal:* Three historic preservation project; \$900,000 CDBG.
    - **Was the 2013 outcome/goal met? 2013 actual:** One project; \$272,000 CDBG.
- Completion of **brownfield/clearance projects.**
  - *Five-year outcome/goal:* 10-25 brownfield/clearance projects.
  - *2013 outcome/goal:* 13 clearance projects; \$900,000 CDBG.
    - **Was the 2013 outcome/goal met? 2013 actual:** One project; \$127,000 CDBG.
- **Objective SL-3.1 (Sustainability):** Improve the quality and/or quantity of public improvements for low and moderate income persons by continuing to fund programs which use CDBG dollars for community development projects ranging from environmental infrastructure improvements to development of community and senior centers.
 

**SL-3.1 outcomes/goals:**

  - Construction/rehabilitation of **infrastructure improvements** such as wastewater, water and storm water systems.
    - *Five-year outcome/goal:* 120 infrastructure systems.
    - *2013 outcome/goal:* 19 systems; \$8.9 million CDBG.
      - **Was the 2013 outcome/goal met? 2013 actual:** 11 projects; \$5.5 million CDBG.
- **Objective SL-3.2 (Sustainability):** Improve the quality and/or quantity of public improvements for low and moderate income persons by continuing the use of the planning and community development components that are part programs funded by CDBG and HOME dollars.
 

**SL-3.2 outcomes/goals:**

  - Provide **planning grants** to units of local governments and CHDOs to conduct market feasibility studies and needs assessments, as well as (for CHDOs only) predevelopment loan funding.
    - *Five-year outcome/goal:* 145 planning grants.
    - *2013 outcome/goal:* 50 planning grants; \$1,300,000 CDBG.
      - **Was the 2013 outcome/goal met? 2013 actual:** 30 studies; \$1 million in CDBG dedicated to planning.

- **Objective SL-3.3 (Sustainability):** Improve the quality and/or quantity of public improvements for low and moderate income persons through programs (such as the **Flexible Funding Program**, newly created in 2010) offered by OCRA. OCRA recognizes that communities may be faced with important local concerns that require project support that does not fit within the parameters of its other funding programs. All projects in the Flexible Funding Program will meet one of the National Objectives of the Federal Act and requirements of 24 CFR 570.208 and 24 CFR 570.483 of applicable HUD regulations.

**SL-3.3 outcomes/goals:**

- Provide project support for community development projects.
  - *Five-year outcome/goal:* 10-25 community development projects.
  - *2013 outcome/goal:*
    - ✓ **Flexible Funding Program:** Two projects; \$900,000 CDBG;
    - ✓ **Stellar Communities:** Six projects; \$3 million CDBG;
    - ✓ **Main Street Revitalization Program:** Four projects; \$1 million CDBG.
  - **Was the 2013 outcome/goal met? 2013 actual:** OCRA changed its programs in PY2013, providing more flexibility in addressing community needs. As such, the program categories that were established in the five-year Consolidated Plan are no longer relevant. During 2013, four Stellar projects were funded under the Stellar Communities program. All were for public facilities and are included in the Public Facilities totals above. Five projects received Main Street Revitalization funding; these are included in the Downtown Revitalization totals above.

## Economic Opportunities

### Goal 4. Promote activities that enhance local economic development efforts.

- **Objective EO-3.1 (Sustainability):** Improve economic opportunities for low and moderate income persons by coordinating with private industry, businesses and developers to create jobs for low to moderate income populations in rural Indiana.

**EO-3.1 outcomes:**

- Continue the use of the OCRA's **Community Economic Development Fund (CEDF)**, which funds infrastructure improvements and job training in support of employment opportunities for low to moderate income persons.
  - *Five-year outcome/goal:* 1,300 jobs.
  - *2013 outcome/goal:* 120 jobs; \$1.2 million CDBG.
    - **Was the 2013 outcome/goal met?** No; there were no awards in PY2013 for job training/creation activities.
- Fund training and micro-enterprise lending for low to moderate income persons through the **Micro-enterprise Assistance Program**.
  - *Five-year outcome/goal:* Will be made available if there is demand.

- *2013 outcome/goal:* Due to low demand this program has been suspended for 2010, 2011, and 2013.

**Administration.** The State of Indiana will use CDBG, HOME, ESG, and HOPWA funds to coordinate, monitor, and implement the Consolidated Plan objectives according to HUD. During the five-year Consolidated Plan the State will create annual Action Plans and CAPER documents acceptable to HUD while working to affirmatively further fair housing.

Figure 3-1 on the following page shows the allocation and accomplishment for the above goals during 2013.

**Figure 3-1.**  
**Comparison of Goals and Accomplishments, PY2013**

Priorities (also Five-year Goals)	HUD Objective Code	2013 Goals and Projects	Indicator	Target Outcomes		Target Funding for Year Four				Actual Allocation	Actual Outcomes	
				Five Year	Year Four	CDBG	HOME	ESG	HOPWA			
<b>1. Expand and preserve affordable housing opportunities throughout the housing continuum.</b>	• Rental housing.	DH-2.1	➤ Rehabilitation and new construction	Units	675	100		\$4,700,000			\$ 7,900,000	184
	• Homeownership opportunities.	DH-2.2	➤ Home modifications for persons with disabilities, homeownership education and counseling, and downpayment assistance	Households	2,500	700		\$1,000,000			\$ 565,000 \$ 3,750,000	\$ 45 246
			➤ Homebuyer development	Units	125	25		\$1,000,000				
			➤ Owner-occupied rehabilitation	Units	1,500	240	\$2,752,934					
	• Build capacity for affordable housing developers.	DH-2.3	➤ Predevelopment loans and CHDO operating funds	Units supported	25	5		\$250,000				
➤ Organizational capacity (funding for IHCD training)			Units	80	8		\$250,000					
<b>2. Reduce homelessness and increase housing stability for special needs populations.</b>	• Improve the range of housing options for homeless and special needs populations.	DH-1.1	➤ Permanent supportive housing	Units	250	40		\$1,500,000				
			➤ Rental assistance	Units	1,000	200		\$500,000				
			➤ Migrant farmworker housing	Units	N/A	40	\$500,000					
	• Support activities to improve the range of housing options for special needs populations and to end chronic homelessness.	DH-1.2	➤ Operating support	Shelters	55	55			\$1,600,000		\$1,200,000	56 shelters
			➤ Essential services	Persons	80,000	15,000			\$282,000		\$448,000	10,269
			➤ Rapid re-housing	Persons	N/A	130			\$1,250,000		\$1,700,000	1,611
			➤ Homeless prevention and outreach	Persons	N/A	72			\$110,000		\$101,000	353
	• Improve the range of housing options for special needs populations living with HIV/AIDS.	DH-1.3	➤ Housing information services	Households	375	75				\$100,000	\$198,000	193
			➤ Permanent housing placement services	Households	500	100				\$50,000	\$23,000	39
			➤ Supportive services	Households	1,000	0				\$0	\$0	\$0
	DH-2.4	➤ Tenant based rental assistance	Units	1,000	110					\$500,000	\$447,000	118
		➤ Short-term rent, mortgage and utility assistance	Units	1,500	220					\$200,000	\$194,000	231
➤ Facility based housing operations support		Units	35	7								
➤ Short term supportive housing		Units	100	21						\$19,000	19	
<b>3. Promote livable communities and community revitalization through addressing unmet community development needs.</b>	• Improve the quality and/or quantity of neighborhood services for low and moderate income persons.	SL-1.1	➤ Emergency services (stations & fire struck)	Projects	35-45	10	\$2,800,000			\$773,000	6	
			➤ Public facilities	Facilities	30	9	\$2,800,000			\$1,700,000	3	
			➤ Historic preservation projects	Projects	10	3	\$900,000			\$272,000	1	
			➤ Brownfield/clearance projects	Projects	10-25	13	\$900,000			\$127,000	1	
	• Improve the quality and/or quantity of public improvements for low and moderate income persons.	SL-3.1	➤ Infrastructure systems	Systems	120	19	\$8,941,616			\$5,500,000	11	
			SL-3.2	➤ Planning Fund	Grants	145	50	\$1,300,000			\$1,000,000	30
				SL-3.3	➤ Stellar Communities	Projects		6	\$4,000,000			included above \$722,000
➤ Main Street Revitalization Program	Projects		4		\$1,000,000							
<b>4. Promote activities that enhance local economic development efforts.</b>	• Coordinate with private industry, businesses and developers to create jobs for low to moderate income populations in rural Indiana.	EO-3.1	➤ Section 108 Loan Program	Jobs	1,300	150	\$2,000,000					

Source: Indiana Housing and Community Development Authority.

# **Attachment 4.**

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**ESG CAPER Supplement**

# **ATTACHMENT 4.**

## **ESG CAPER Supplement**

This section of the State of Indiana 2013 CAPER is a supplement to the eCAPER sections relevant to the ESG program. This section addresses the requirements of Homelessness (Section 91.520 (c)) and the eCAPER screens CR-60, CR-65, CR-70 and CR-75. The tables exported directly from the relevant screens are appended to this section.

### **Background on ESG**

The Emergency Shelter Grant (ESG, now Emergency Solutions Grant) and HOME Investment Partnerships Program (HOME) funds are the primary resources used for funding homeless activities in Indiana. Community Development Block Grant (CDBG) can also be used for physical improvements to shelters.

ESG, HOME and CDBG are important resources for addressing homelessness in Indiana. The Indiana Housing and Community Development Authority (IHCDA) has developed a Homeless Initiative, which involves an annual commitment of HOME and CDBG funds to emergency shelter, transitional, and permanent supportive housing projects and homeless prevention projects.

ESG may be used for rental assistance; rehabilitation or conversion of buildings into homeless shelters; shelter operating expenses; “essential services” (supportive services concerned with employment, health, substance abuse, and education); homeless prevention activities; and administrative costs. ESG serves persons who are homeless or at high risk of becoming immediately homeless.

During 2013 the state was entitled to receive \$2.8 million in ESG dollars for nonentitlement communities throughout the state. This section of the CAPER discusses how these funds were used to mitigate the housing and shelter needs of the state’s homeless population.

### **Homelessness in Indiana**

The 2014 count demonstrated a 2 percent decrease in overall homelessness from 2013, with a total of 5,971 persons without a home on January 29th. Through statewide initiatives and programs aimed at combating homelessness, there has been a steady reduction in numbers signified in a 6 percent overall decrease since 2010.

With a 12 percent decrease from 2013, the total number of homeless households with dependent children was 654. However, the survey found 3,827 households without dependent children, which is a 6 percent increase from last year. IHCDA concludes that this increase may be due to more homeless cohabitating couples who do not have children or whose children are currently not living with them.

The homeless veteran population decreased to 710 as compared to the 743 persons identified in 2013. This is due to the Veterans Administration commitment of Veterans Affairs Supportive Housing (VAISH), Supportive Services for Veteran Families (SSVF) and Indiana's commitment to increase permanent supportive housing for veterans experiencing homelessness. For example, adding to the 478 beds already in use around the state, in May 2014 Jackson Commons, a permanent supportive housing project, opened their doors to homeless veterans; providing 27 supportive housing beds in the Kokomo area. Building on this success, another permanent supportive housing project to serve homeless veterans will be constructed in Lake County. The Gary Northwest Veterans Village will break ground in April 2015 with 44 beds for veterans.

National research suggests the number of people who experience homelessness at some time during the year is three to five times the number in the January Point-in-Time (PIT) counts. This means that 17,000 to 29,000 people in Indiana are likely to experience homelessness in 2014—a staggering number which highlights the importance of rapid re-housing persons who are homeless, and providing homeless prevention initiatives across the state.

- Of the 5,971 persons found and identified as experiencing homelessness:
  - 5,568 were staying in emergency shelters, safe havens or in temporary transitional housing programs;
  - 403 were unsheltered and found on the street;
  - 3,827 households were persons without dependent children;
  - 654 households were with dependent children;
  - 1,277 were under the age of 18 years old;
  - 710 of the adults counted were veterans;
  - 1,203 of the adults counted were persons fleeing from domestic violence;
  - 542 identified themselves as being characterized as "chronically homeless";
  - 933 adults counted identified themselves as having a substance abuse disorder; and
  - 770 of the adults counted identified themselves as having a serious mental illness.

**State approach to mitigating homelessness.** The state's nonentitlement homeless strategy is carried out through the Continuum of Care (CoC) process. IHADA is the collaborative applicant for the CoC Balance of State (BOS IN-502) structure in Indiana and coordinates the annual PIT count and survey. In 2012, as required by HUD, IHADA has started the process of coordinating a CoC Board to provide guidance and leadership to the CoC. The first board meeting was held in September 2013. The CoC Board is committed to using a comprehensive approach to develop, operate, and improve Indiana's continuum of homelessness solutions. The Council operates from a "housing first" philosophy and embraces the proven efficacy of a permanent supportive housing model and the use of rapid re-housing as way to end homelessness.



The Indiana BOS (IN-502) CoC has five strategic plan objectives:

- **Objective No. 1. New permanent housing.** The first objective is to create new permanent housing beds for chronically homeless individuals. The Indiana Permanent Supportive Housing Initiative targets creating 1,100 units of PSH by 2013. An additional 400 units are planned to be developed in the next five years.
- **Objective No. 2. Increase length of permanent housing stays.** The second objective is to increase the percentage of homeless persons staying in permanent housing over six months to at least 80 percent. The CoC has implemented several steps to ensure providers reach this goal. Currently, 86 percent of homeless persons in permanent housing have remained for at least one year.
- **Objective No. 3. Increase movements into permanent housing.** Objective No. 3 is to increase percentage of homeless persons moving from transitional housing and other CoC programs to permanent housing to at least 65 percent. Currently, 74 percent of homeless persons in transitional housing have moved to permanent housing.
- **Objective No. 4. Increase participant employment.** The fourth objective is to increase the percentage of persons employed at program exit to at least 20 percent. Statewide, the BOS CoC exceeds HUD's goals and has done so for the past three years. This past year it was at 33 percent.
- **Objective No. 5. Decrease homeless households with children.** Objective No. 5 is to decrease the number of homeless households with children. The BOS CoC has prioritized the development of permanent housing alternatives for unsheltered families.

For the 2013 HUD competitive grant application, the Indiana Balance of State (IN-502) was awarded \$8.4 million in one-year renewals, to 59 different Continuum of Care programs, of 36 different nonprofit agencies. By June 2014, the IN-502 CoC BOS was notified that its 2013 Balance of State McKinney Vento Application was awarded \$654,573 for two new permanent housing programs across the state. The new programs are located in Marion and Valparaiso, Indiana.

In PY2013, IHCD was the recipient of 28 open Permanent Supportive Housing Rental Assistance programs and Shelter Plus Care programs. IHCD partners with subrecipients like: Aliveness of NWI, Aspire Indiana, Inc., Catholic Charities, Community Action of Northeast Indiana, Community Mental Health Center, Edgewater Systems for Balanced Living, Mental Health Association in Vigo County, Park Center, Porter Starke Services, Regional Mental Health Center, Aurora, Oaklawn Psychiatric Center, Family Service Association of Howard County, Centerstone of Indiana, Echo Housing, City of Lafayette, Meridian Services, and Community Howard Regional.

The State's Shelter Plus Care (S+C) II program contracts with agencies Meridian Services and Aspire Indiana, Inc., while the S+C III program contracts with agencies and local governments, the City of Lafayette, Meridian Services, and Howard Regional Behavioral Health Care. The new Permanent Housing Rental Assistance programs that opened this past year were Family Service

Association – Jackson Commons in Kokomo, Integrated PSH 1 in Goshen, and Kosciusko County Rapid Rehousing in Warsaw.

In 2013, IHCD was renewed as the recipient for the HMIS of BOS for a total renewal of \$439,316.

IHCDA signed the agreement with HUD and started the Planning Grant for the 2013-2014 year, in the amount of \$173,302. Since IHCDA is the collaborative applicant for the IN-502 CoC Application, the agency was able to apply for up to 3 percent of the CoC's Final Pro Rata Need (FPRN) amount or the maximum amount established by the CoC Program NOFA, whichever is less, to fund CoC planning activities. These CoC planning activities will benefit the IN-502 CoC in preparing for Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) requirements, the Coordinated Access System, and the new CoC Board requirements.

Only the collaborative applicant was able to apply for and receive planning funds, which may be used for:

- Designing and carrying out the collaborative process for the application to HUD;
- Preparing and submitting the CoC's application for CoC Program funds;
- Determining the geographic area the CoC will serve;
- Evaluating outcomes of projects funded through CoC and ESG program grants within the geographic area;
- Participating in the Consolidated Plan(s) process of the jurisdictions within the geographic area;
- Developing a CoC system;
- Conducting sheltered and unsheltered PIT counts; and
- Monitoring recipients and sub recipients and enforcing compliance with program requirements.

IHCDA has signed the HUD agreement for the Coordinated Access Application grant for \$114,000 that would be utilized to develop a coordinated access system for the BOS CoC IN-502.

The CoC Board under the guidance of the Steering Committee will be leading the planning, as outlined in the Planning Grant, and the implementation of a statewide, systematic, coordinated assessment system which is comprehensive, accessible, standardized, and focused on the needs of households that are experiencing homelessness with the best program to address their needs. A software system will provide a statewide web-based tool that will be utilized to identify household eligibility for homeless programs based on geographic location. Through this project, it will be expanded to include a standard statewide assessment and triage process to determine the most appropriate housing and service intervention and refer to available homeless programs in the geographic area.

The three key components will be: 1) Access—Households that are experiencing or at-risk of homelessness will be able to access the coordinated assessment system. Homeless shelters and other providers including non-traditional partners like child welfare, corrections, hospital, education, etc., will be trained on the system and how to effectively connect households with housing and services. 2) Assess—Creation and implementation of a statewide assessment and triage tool to determine the household eligibility based on current living situation, housing, and service needs. Diversion to other, non-homeless resources will occur at this stage. Household information will be entered into HMIS and will be shared with housing programs. 3) Assign—After completion of the assessment and the most appropriate program has been identified; the household will be triaged and assigned to that housing program. Included in that referral will be household information and housing plans developed and the program will provide the service and housing provisions such as case management and rapid re-housing. The project will be operationalized and implemented by 2014, meeting HUD’s deadline.

### **Other ESG activities:**

- **Homeless Management Information System (HMIS).** Requires the use of the HMIS for all residential shelter programs serving homeless individuals and families. HMIS is a secure, confidential, electronic data collection system used to determine the nature and extent of homelessness and to report to HUD on an annual basis. This requirement will be met by only funding entities that either currently use HMIS system or commit to using it once awarded. The HMIS must be used on a regular and consistent basis. The ESG Coordinator will periodically check with the HMIS coordinator to monitor utilization. Claim reimbursement is contingent upon participation in and completeness of HMIS data records.

Domestic violence (DV) shelters are excluded from the HMIS data entry requirement in accordance with the Violence against Women’s Act, but is required to have a comparable database set up by January 2014. Currently, there are a number of domestic violence subrecipients that are utilizing the Client Track software system that is a closed and comparable system. Shelters can track their HUD programs, and be able to populate an annual performance report. In the near future with assistance from the Indiana Criminal Institute, we hope to be able to populate reports for their Domestic Violence grants.

- Require participation in annual, statewide homeless PIT count and submission of this data to IHCDA.
- Strongly encourage ESG sub recipients to attend their local Regional Planning Council meetings in their region of the Continuum of Care (IN-502) regularly. The ESG RFP inquires about attendance to and involvement in the meetings. The response is heavily weighed upon evaluation of the RFP.

### **Program Year 2013 Awards**

During 2013, the State of Indiana received approximately \$2.8 million in ESG to use for homeless shelter support, services, operations, rapid re-housing, HMIS, and limited administrative costs.

ESG funding in 2013 was used to meet high and medium priority needs of providing housing to households earning between 0 and 30 percent of the median family income (MFI). All types of

households—renter, owner, special needs, small and large—were prioritized as high in the Five-Year Consolidated Plan.

The state chose to allocate ESG to 5 primary activities, two of which differed from the previous year: essential services, operations, rapid re-housing, homeless prevention, and outreach activities. In 2013, \$175,976 (6 percent) of the ESG award was allocated for administration for IHCD as well as portion of that going to agencies who administered the rapid re-housing program.

**Essential services.** In 2013, about \$450,000 of ESG funds were allocated to essential services. Essential services consist of supportive services provided by shelters for persons who are homeless. These services vary, as they are tailored to client needs. In general, essential services consist of the following:

- Employment services: job placement, job training, and employment counseling;
- Health care services: medical and psychological counseling, nutrition counseling, and substance abuse treatment; and
- Other services: assistance in locating permanent housing and income assistance, childcare and transportation.

**Shelter operations.** About \$1.2 million was allocated to shelter operation activities. These funds were used by shelters for operating and maintenance costs, shelter lease costs, capital expenses, payment of utilities, purchases of equipment and furnishings, provision of security, as well as purchase of food.

The state believes that the greatest need of shelters is for operational subsidies. Running a shelter for the homeless is a difficult business; the work is challenging and intense, staff turnover can be high, client needs usually exceed the services available, and operational funding is scarce and very competitive.

**Rapid re-housing.** The state allocated \$1.1 million to rapid re-housing and homeless prevention activities from the 2013 ESG funding and utilized rollover funds from PY2012 to further supplement rapid re-housing funding. The rapid re-housing activities include housing relocation and stabilization services and financial assistance with rent, utilities, arrears, and deposits. The function of these funds is to provide short-term assistance to individuals and families. The state offered shelters a version of rapid re-housing that did not include rental assistance, but included the other rapid re-housing activities. In 2013, nine shelters chose to have these funds, totaling \$77,000. Three agencies utilized a portion of their rapid re-housing funding for homeless prevention activities. The homeless prevention activities are the same as the rapid re-housing activities, only the population served is different—those who HUD defines as “at risk” of becoming homeless.

In 2013, the allocation of ESG led to the following results:

- Approximately 11,202 homeless persons received residential assistance through ESG Shelter Program.

- A total of 1,611 people received financial assistance, services, and/or rental assistance through the Rapid Re-housing Program.
- Nine shelters were funded and expended rapid re-housing activity funding financial assistance and services. Nine agencies received rapid re-housing funds for short-term rental assistance, financial assistance, and services. Three agencies served a combined total of 95 people who were “at risk” of becoming homeless.
- Approximately 243 street homeless received services through the Street Outreach Program.

Of these awards:

- Forty-six, or \$1,314,432, was allocated to emergency/day shelters; 23 of those shelters primarily served victims of domestic violence; and
- Twelve, or \$358,446, were allocated to transitional housing providers.

**Donations and match.** Cash and in-kind donations from private individuals, organizations, and other government entities provide another vital source of funding for the state’s shelters. These donations came from a variety of sources including foundations and nonprofit organizations, local fund drives, and small individual contributions. The majority of the in-kind donations consists of volunteer labor, but may also be made up of tangible goods (e.g., furniture, clothing, equipment).<sup>1</sup>

During the 2013 ESG program year, all subrecipients matched 100 percent of their individual Emergency Solutions Grants. Approximately 35 percent of subrecipients used in-kind match and 65 percent used cash/grant match.

**State method of distribution.** Each RFP was reviewed by two reviewers using an Excel-based scoring tool. Final award amounts were calculated based on a combination of the amount available in each category, the amount requested, and the organization’s score, which was an average of the two reviewers’ scores.

The application scoring and evaluation process evaluated the shelters’ organizational capacity, shelter program qualities such as a focus on permanent housing placement, comprehensiveness of services available, as well as the administration of past ESG grants and completeness of proposal submitted.

## Compliance and Monitoring

IHCDA requires that all contracts with shelters be performance based. These are the CoC performance standards required by HUD. Based on the type of shelter program funded with ESG (Emergency/Day Shelter or Transitional Housing), each used three objectives specific and relevant to their shelter type. The goals state a minimum required percentage goal to be met by

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<sup>1</sup> IHCDA audits the components of the in-kind donations and calculations used to derive the donation amount during on-site monitoring.

the end of the fiscal year. These are the Continuum of Care performance standards required by HUD.

***Emergency/Day Shelters performance objectives*** for the 2013 program year were the following:

- Fifty percent of clients in the shelter program will exit to permanent housing upon completion of the program. *Average actual performance: 56 percent.*
- Twenty-five percent of clients in the shelter program will maintain or increase their income upon exit from the program. *Average actual performance: 59 percent.*
- The average length of stay for clients who move to permanent housing upon completion of the program will be 40 days or less. *Average actual performance: 44 days.*

***Transitional Housing performance objectives*** for the 2013 program year were the following:

- Sixty-five percent of clients in transitional housing will increase or maintain their income upon exit from the program. *Average actual performance: 59 percent.*
- Sixty-five percent of transitional residents will move from transitional to permanent housing. *Average actual performance: 75 percent.*
- The average length of stay for transitional housing clients who move to permanent housing will be 170 days or less. *Average actual performance: 146 days.*

During ESG site visits, program coordinator reviews the following components of the ESG program:

- Client eligibility is documented with appropriate homeless documentation;
- Program performance in connecting homeless clients to mainstream resources such as food stamps, Medicaid, SSDI/SSI, TANF, etc.;
- Program performance in transitioning homeless clients to permanent housing;
- The organizations' financial accountability;
- Documentation of ESG match source;
- Other issues of organization capacity, volunteer involvement, Board of Directors composition and function;
- Tour facility and review basic habitability requirements;
- Discuss services offered by the facility and elsewhere in the community;
- Participation in the regional planning council on the homeless;
- Participation in statewide point-in-time count; and

- Homeless Management Information System (HMIS) utilization or other data tracking methods.

The monitoring tool covers services provided through essential services, operational services, and rapid re-housing. The tool and the site visit reviews areas related to mainstream resources, transitioning to permanent housing, client eligibility, financial accountability, ESG match, fees for services, personnel issues, volunteers, facility inspection, services offered by the facility, and those services that are referred out to the other collaborative agencies. The tool looks at their participation in the CoC meetings, community support, participation in the statewide PIT count, HMIS usage, and any pending issues. The monitor provides technical assistance on overall organizational capacity and ensures that federal requirements pursuant to ESG are being met. When standards and processes are found to be deficient, a corrective plan of action is developed and monitored.

Grant disbursements are completed in a timely fashion. Claims for reimbursement are submitted through the IHCD Online electronic claims system. Claims are reviewed and initially approved by the Financial Department followed by the approval and drawdown done by the Accounting Department. Reimbursements for ESG eligible expenses are directly deposited into the subrecipient's bank account within 10 business days from IHCD approval.

**Subrecipient early terminations/modifications.** There were no ESG contracts terminated in 2013.

**Discharge coordination policy.** The McKinney-Vento Act requires that state and local governments have policies and protocols developed to ensure that persons being discharged from a publicly-funded institution or system of care are not discharged immediately into homelessness. Indiana has implemented formal discharge policies pertaining to persons released from publicly-funded institutions and systems of care. IHCD is involved in many elements of discharge coordination, as discussed below. In addition, IHCD uses ESG funds to support the programs and facilities which serve households and residents being discharged from foster care, health care institutions, and correctional facilities.

- **Foster care.** The Chafee Plan is the basis for Indiana's protocol for implementing the Foster Care Independence Act of 1999. The Planning Council is working with IHCD and Division of Child Services to create housing options for persons being discharged from the foster care system. A Permanent Supportive Housing (PSH) project, Connected by 25, has created 44 units serving youth aging out and youth at risk of homelessness. This project is a statewide demonstration project to develop a model for serving this population and improving discharge protocol. The Planning Council and IHCD work closely with foster care to monitor data and trends on discharges and work with cases as necessary.
- **Health care.** The Indiana Department of Health (IDH) has a formal discharge plan developing a set of recommendations for an integrated, statewide discharge policy. The CoC, which is coordinated by IHCD, is currently working locally to develop discharge policies for health care systems. The Planning Council has a long-term goal to create a network of primary care centers that identify people at risk of homelessness and the local CoC housing network. Local trainings are for emergency room workers and social workers to triage clients into the

appropriate housing. The Council is working closely with private hospitals to reduce or eliminate those being discharged into homelessness through tools such as IHOPE and hospital involvement in the local CoCs.

- **Mental health.** The Indiana Department of Mental Health and Addiction (DMHA) has a formal discharge protocol and provides recommendations to state agencies on creating housing protocols for individuals discharged from state hospitals.
- **Corrections.** The Indiana Department of Corrections (IDOC) has a formal discharge policy. CoCs work with IDOC reps to develop protocols so that individuals being released from correctional facilities are not discharged into homelessness. Utilizing HOME TBRA funds, IHCD provides tenant-based rental assistance to Aurora in Evansville, to target individuals who are leaving the local corrections. The program provides rental assistance and services to help prevent recidivism and homelessness.

### **Capacity Building Activities**

- Trainings were made available to ESG subrecipients regarding the administration of the ESG, including trainings about HEARTH.
- ESG monitors regularly assisted and referred homeless individuals who contacted IHCD in need of assistance. These calls were referred to the ESG subrecipient, Township Trustees, 211 Referral Help lines, Community Action Agencies, and other local assistance and mainstream resources.
- Technical Assistance was provided to ESG subrecipients on a daily basis regarding ESG claim forms, activity eligibility questions and progress reports.
- Much training continues to be given to ESG subrecipients regarding Client Track, the HMIS system that replaced Foothold in March, 2012.
- ESG Staff coordinated the 2014 statewide PIT Count and worked with ESG subrecipients to ensure their data was up to date in the HMIS system so that count would be accurate. All ESG subrecipients to participate in the count.
- The ESG Program Coordinator provided technical assistance on the regional planning council structures by actively encouraging the shelters and transitional housing agencies to attend their local regional planning council meetings and partnering with other local agencies that provide assistance to the homeless population. Participation in the regional planning councils was weighed heavily in the RFP scoring tool.

### **Self-Evaluation/Challenges**

Many shelter programs serving the homeless reported that it was difficult for clients to find jobs due to the current high unemployment rate and consequential lack of job availability. This was especially difficult in rural areas. Some emergency shelters also reported finding it challenging to move their clients from the shelter into permanent or transitional housing within the 40-day timeframe, which was the objective. That being said, most performance objectives set were either exceeded or very close to meeting the objective.



There has been a high learning curve for the shelters, agencies, and the ESG Program Coordinator to learn the Rapid Re-Housing Program. A goal for next year is for all involved to know the program in depth. Another goal for this next year is to meet the challenge of training all HMIS users to use the system appropriately and thus increase the data quality as well as create a positive experience for the case managers who use it. Training all the DV shelters that will be using Client Track how to utilize the system is an additional goal.

**ESG goals for Program Year 2014:**

- Provide more frequent trainings and intensive technical assistance around the implementation of HEARTH Act in the State of Indiana.
- Encourage subrecipients to work with local and regional agencies and shelters with rapid re-housing activities.
- Monitor a minimum of 25 percent of the ESG Shelters and Rapid Re-Housing agencies.
- Assist ESG HMIS users in using Client Track. Promote the system as a case management tool to create a positive experience for case managers. Participate in trainings and work with HMIS staff to ensure data quality is sufficient. Work with DV Shelters in assisting them to acquire a comparable HMIS software system.
- Provide technical assistance and guidance with new online submission of claims.
- Establish new performance objectives for 2014 program year that are more consistent with HEARTH Act objectives. These include an overall reduction in homelessness, duration of homeless episodes, reduction in recidivism to homelessness, and increase outreach to all homeless people.
- Continue to post all ESG documents on IHCDA's website. Send regular e-mail updates to subrecipients communicating training opportunities, grant administration updates and other issues of note.

# **Attachment 5.**

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**HOPWA CAPER**



# **Housing Opportunities for Persons with AIDS (HOPWA) Program**

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

OMB Number 2506-0133 (Expiration Date: 10/31/2014)

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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. The public reporting burden for the collection of information is estimated to average 42 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, in conjunction with the Integrated Disbursement Information System (IDIS), 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, and complete annual performance information for all activities undertaken during each program year in the IDIS, demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER and IDIS data to obtain essential information on grant activities, project sponsors, Subrecipient organizations, 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 received HOPWA funding for new construction, acquisition, or substantial rehabilitations are required to operate their facilities 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 Certification of Continued Project Operation throughout the required use periods. This certification is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

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/subrecipient 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, and Housing Status or Destination at the end of the operating year. Other suggested but optional elements are: Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Date of Contact, Date of Engagement, Financial

Assistance, Housing Relocation & Stabilization Services, Employment, Education, General Health Status, , Pregnancy Status, Reasons for Leaving, Veteran’s Information, and Children’s Education. Other HOPWA projects sponsors may also benefit from collecting these data elements.

**Final Assembly of Report.** After the entire report is assembled, please 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](mailto: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 7212, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C.

**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.**

**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:

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

**Central Contractor Registration (CCR):** The primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants (**grantees**) are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA (American Recovery and Reinvestment Act). Per ARRA and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all **grantees** and sub-grantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number.

**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 involve 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 rate established in HUD notices, such as the rate of ten dollars per hour. 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 the *Code of Federal Regulations Title 24, Part 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 for state and local governments at 24 CFR 85.25, or for non-profits at 24 CFR 84.24.

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

**Project Sponsor Organizations:** 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. Funding flows to a project sponsor as follows:

HUD Funding → Grantee → Project Sponsor

**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.

**Subrecipient Organization:** Any organization that receives funds from a project sponsor to provide eligible housing and other support services and/or administrative services as defined in 24 CFR 574.300. If a subrecipient organization provides housing and/or other supportive services directly to clients, the subrecipient organization must provide performance data on household served and funds expended. Funding flows to subrecipients as follows:

HUD Funding → Grantee → Project Sponsor → Subrecipient

**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: 10/31/2014)

## 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 CFR 574.3. In Chart 3, indicate each subrecipient organization with a contract/agreement of \$25,000 or greater that assists grantees or project sponsors carrying out their administrative or evaluation activities. In Chart 4, indicate each subrecipient organization with a contract/agreement to provide HOPWA-funded services to client households. These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definition section for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A. Do not leave any section blank.*

### 1. Grantee Information

<b>HUD Grant Number</b> INH12F999	<b>Operating Year for this report</b> <i>From (mm/dd/yy)</i> 07/01/2013 <i>To (mm/dd/yy)</i> 06/30/2014		
<b>Grantee Name</b> INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY			
<b>Business Address</b>	30 SOUTH MERIDIAN ST. SUITE 1000		
<b>City, County, State, Zip</b>	INDIANAPOLIS	MARION	INDIAN A 46204
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	35-1485172		
<b>DUN &amp; Bradstreet Number (DUNs):</b>	086870479	<b>Central Contractor Registration (CCR):</b> Is the grantee's CCR status currently active? X Yes <input type="checkbox"/> No If yes, provide CCR Number:	
<b>*Congressional District of Grantee's Business Address</b>	IN-7		
<b>*Congressional District of Primary Service Area(s)</b>	IN-1, IN-2, IN-3, IN-4, IN-5, IN-6, IN-7, IN-8, IN-9		
<b>*City(ies) and County(ies) of Primary Service Area(s)</b>	Cities: INDIANA BALANCE OF STATE	Counties: ALL COUNTIES	
<b>Organization's Website Address</b> <a href="http://www.ihcda.in.gov">HTTP://WWW.IHCDA.IN.GOV</a>	<b>Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area?</b> X 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 CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

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

<b>Project Sponsor Agency Name</b> AIDS MINISTRIES/ AIDS ASSIST		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	LEEAH HOPPER, EXECUTIVE PROGRAM DIRECTOR		
<b>Email Address</b>	LHOPPER@AIDSMINISTRIES.ORG		
<b>Business Address</b>	201 S WILLIAM ST		
<b>City, County, State, Zip,</b>	SOUTH BEND, ST. JOSEPH, INDIANA 46601-2515		
<b>Phone Number (with area code)</b>	574-234-2870		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	35-1902136	<b>Fax Number (with area code)</b> 574-232-2872	
<b>DUN &amp; Bradstreet Number (DUNS):</b>	793023276		
<b>Congressional District of Project Sponsor's Business Address</b>	IN-2		
<b>Congressional District(s) of Primary Service Area(s)</b>	IN-2		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	COUNTIES: ST JOSEPH, ELKHART, MARSHALL, STARKE, PULASKI, FULTON		
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$159,500	<b>Counties:</b>	
<b>Organization's Website Address</b> WWW.AIDSMINISTRIES.ORG	<b>Does your organization maintain a waiting list?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, explain in the narrative section how this list is administered.</b>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input 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"/>	<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, explain in the narrative section how this list is administered.</b>		



<b>Project Sponsor Agency Name</b> AIDS RESOURCE GROUP		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>		TRACY HUCK, EXECUTIVE DIRECTOR	
<b>Email Address</b>		THUCK@ARGEVANSVILLE.ORG	
<b>Business Address</b>		201 NW 4 <sup>TH</sup> ST, STE B-7	
<b>City, County, State, Zip,</b>		EVANSVILLE, VANDERBURGH, INDIANA, 47708	
<b>Phone Number (with area code)</b>		260-744-1144	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		35-183-4665	<b>Fax Number (with area code)</b> 260-745-0978
<b>DUN &amp; Bradstreet Number (DUNs):</b>		827745647	
<b>Congressional District of Project Sponsor's Business Address</b>		IN-8	
<b>Congressional District(s) of Primary Service Area(s)</b>		IN-8	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		KNOX, DAVIESS, MARTIN, DUBOIS, PIKE, GIBSON, POSEY, VANDERBURGH, WARRICK, SPENCER, PERRY	
<b>Total HOPWA contract amount for this Organization for the operating year</b>		\$200,822	<b>Counties:</b>
<b>Organization's Website Address</b> ARGEVANSVILLE.ORG		<b>Does your organization maintain a waiting list?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input 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"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	

<b>Project Sponsor Agency Name</b> AIDS TASK FORCE OF FORT WAYNE		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>		ARIEN DILLON	
<b>Email Address</b>		ARIEN@AIDSFORTWAYNE.ORG	
<b>Business Address</b>		525 OXFORD STREET	
<b>City, County, State, Zip,</b>		FORTWAYNE, ALLEN, INDIANA 46806	
<b>Phone Number (with area code)</b>		260-744-1144	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		31-1191147	<b>Fax Number (with area code)</b> 260-745-0978
<b>DUN &amp; Bradstreet Number (DUNs):</b>		196314459	
<b>Congressional District of Project Sponsor's Business Address</b>		IN-3	
<b>Congressional District(s) of Primary Service Area(s)</b>		IN-3, IN-5, IN-6	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		COUNTIES: LAGRANGE, STEUBEN, NOBLE, DEKALB, KOSCIUSKO, WHITLEY, ALLEN, WABASH, HUNTINGTON, WELLS, ADAMS	
<b>Total HOPWA contract amount for this Organization for the operating year</b>		\$165,850	<b>Counties:</b>
<b>Organization's Website Address</b>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	
<b>Is the sponsor a nonprofit organization?</b> <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 type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	

<b>Project Sponsor Agency Name</b> AIDS TASK FORCE OF LAPORTE AND PORTER COUNTIES		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>		TAMMY MORRIS	
<b>Email Address</b>		TMORRISAP@AOL.COM	
<b>Business Address</b>		5490 BROADWAY SUITE L-3	
<b>City, County, State, Zip,</b>		MERRILLVILLE, LAKE, INDIANA, 46410	
<b>Phone Number (with area code)</b>		219-985-6170	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		35-1785024	<b>Fax Number (with area code)</b> 260-745-0978
<b>DUN &amp; Bradstreet Number (DUNs):</b>		800678740	
<b>Congressional District of Project Sponsor's Business Address</b>		IN-1	
<b>Congressional District(s) of Primary Service Area(s)</b>		IN01	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		COUNTIES: LAKE, PORTER, LAPORTE	
<b>Total HOPWA contract amount for this Organization for the operating year</b>		\$201,217	<b>Counties:</b>
<b>Organization's Website Address</b>		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.	
<b>Is the sponsor a nonprofit organization?</b> <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 type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	

<b>Project Sponsor Agency Name</b> ASPIRE INDIANA		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>		JULIE FOLTZ	
<b>Email Address</b>		<a href="mailto:JULIE.FOLTZ@ASPIREINDIANA.ORG">JULIE.FOLTZ@ASPIREINDIANA.ORG</a>	
<b>Business Address</b>		9615 E 148 SUITE 1	
<b>City, County, State, Zip,</b>		NOBLESVILLE, HAMILTON, INDIANA, 46060	
<b>Phone Number (with area code)</b>		765-610-3405	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		35-1341204	<b>Fax Number (with area code)</b> 765-608-5541
<b>DUN &amp; Bradstreet Number (DUNs):</b>		121585822	
<b>Congressional District of Project Sponsor's Business Address</b>		IN-4	
<b>Congressional District(s) of Primary Service Area(s)</b>		IN-4, IN-6	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		COUNTIES: CASS, MIAMI, HOWARD, TIPTON, HAMILTON, HANCOCK	
<b>Total HOPWA contract amount for this Organization for the operating year</b>		\$161,458	<b>Counties:</b>
<b>Organization's Website Address</b>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	
<b>Is the sponsor a nonprofit organization?</b> <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 type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	

<b>Project Sponsor Agency Name</b> HOOSIER HILLS		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>		DOROTHY WATERHOUSE	
<b>Email Address</b>		<a href="mailto:DWATERHOUSE@CCHAIDS.WIN.NET">DWATERHOUSE@CCHAIDS.WIN.NET</a>	
<b>Business Address</b>		1301 AKERS AVENUE	
<b>City, County, State, Zip,</b>		JEFFERSONVILLE, CLARK, INDIANA, 47130	
<b>Phone Number (with area code)</b>		812-288-2706	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		35-1987523	<b>Fax Number (with area code)</b> 812-288-1474
<b>DUN &amp; Bradstreet Number (DUNs):</b>		5376940	
<b>Congressional District of Project Sponsor's Business Address</b>		IN-9	
<b>Congressional District(s) of Primary Service Area(s)</b>		IN-9	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		COUNTIES: JACKSON, JENNINGS, ORANGE, CRAWFORD, WASHINGTON, HARRISON, FLOYD, CLARK, SCOTT, JEFFERSON, SWITZERLAND	
<b>Total HOPWA contract amount for this Organization for the operating year</b>		\$25,000	<b>Counties:</b>
<b>Organization's Website Address</b>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	
<b>Is the sponsor a nonprofit organization?</b> <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 type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	

<b>Project Sponsor Agency Name</b> HOUSING AUTHORITY OF THE CITY OF TERRE HAUTE		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>		KELLI FULLER	
<b>Email Address</b>		<a href="mailto:KFULLER@TERREHAUTEHOUSING.ORG">KFULLER@TERREHAUTEHOUSING.ORG</a>	
<b>Business Address</b>		2001 N 19 <sup>TH</sup> ST	
<b>City, County, State, Zip,</b>		TERRE HAUTE, VIGO, INDIANA, 47803	
<b>Phone Number (with area code)</b>		812-232-1381 X200	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		35-6007274	<b>Fax Number (with area code)</b> 812-234-4164
<b>DUN &amp; Bradstreet Number (DUNs):</b>		50349430	
<b>Congressional District of Project Sponsor's Business Address</b>		IN-8	
<b>Congressional District(s) of Primary Service Area(s)</b>		IN-8	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		COUNTIES: VERMILLION, PARKE, PUTNAM, VIGO, CLAY, SULLIVAN	
<b>Total HOPWA contract amount for this Organization for the operating year</b>		\$43,094	<b>Counties:</b>
<b>Organization's Website Address</b>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	
<b>Is the sponsor a nonprofit organization?</b> <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 type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	

<b>Project Sponsor Agency Name</b> IU HEALTH BLOOMINGTON- POSITIVE LINK		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	JILL STOWERS		
<b>Email Address</b>	<a href="mailto:JSTOWERS@IUHEALTH.ORG">JSTOWERS@IUHEALTH.ORG</a>		
<b>Business Address</b>	333 EAST MILLER DRIVE		
<b>City, County, State, Zip,</b>	BLOOMINGTON, MONROE, INDIANA, 47401		
<b>Phone Number (with area code)</b>	812-353-3250		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	35-1720796	<b>Fax Number (with area code)</b> 812-353-3226	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	07-2052137		
<b>Congressional District of Project Sponsor's Business Address</b>	IN-9		
<b>Congressional District(s) of Primary Service Area(s)</b>	IN-9		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	COUNTIES: OWEN, GREENE, LAWRENCE, MONROE, BROWN, BARTHOLOMEW		
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$103,737	<b>Counties:</b>	
<b>Organization's Website Address</b>	Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.		
<b>Is the sponsor a nonprofit organization?</b> <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 type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain in the narrative section how this list is administered.	

### 3. Administrative Subrecipient Information

Use Chart 3 to provide the following information for each subrecipient with a contract/agreement of \$25,000 or greater that assists project sponsors to carry out their administrative services but no services directly to client households. Agreements include: grants, subgrants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders. (Organizations listed may have contracts with project sponsors) These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

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

<b>Subrecipient Name</b>				<b>Parent Company Name, if applicable</b>
<b>Name and Title of Contact at Subrecipient</b>				
<b>Email Address</b>				
<b>Business Address</b>				
<b>City, State, Zip, County</b>				
<b>Phone Number (with area code)</b>			<b>Fax Number (include area code)</b>	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>				
<b>DUN &amp; Bradstreet Number (DUNs):</b>				
<b>North American Industry Classification System (NAICS) Code</b>				
<b>Congressional District of Subrecipient's Business Address</b>				
<b>Congressional District of Primary Service Area</b>				
<b>City (ies) <u>and</u> County (ies) of Primary Service Area(s)</b>	<b>Cities:</b>		<b>Counties:</b>	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>				



#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

*Note: Please see the definition of a subrecipient for more information.*

*Note: Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.*

*Note: If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.*

Sub-recipient Name				Parent Company Name, if applicable
Name <u>and</u> Title of Contact at Contractor/ Sub-contractor Agency				
Email Address				
Business Address				
City, County, State, Zip				
Phone Number (included area code)				Fax Number (include area code)
Employer Identification Number (EIN) or Tax Identification Number (TIN)				
DUN & Bradstreet Number (DUNs)				
North American Industry Classification System (NAICS) Code				
Congressional District of the Sub-recipient's Business Address				
Congressional District(s) of Primary Service Area				
City(ies) <u>and</u> County(ies) of Primary Service Area	Cities:		Counties:	
Total HOPWA Subcontract Amount of this Organization for the operating year				

## **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 Indiana Housing and Community Development Authority (IHCDA) is a HOPWA grantee supporting activities in the "balance of state," or the area of Indiana not supported by other HOPWA grantees. Within the state of Indiana are 12 HIV Care Coordination Regions as established by the Indiana State Department of Health (ISDH.) IHCDA ensures that sponsor organizations in each eligible organization receive a portion of HOPWA funds to support assistance to Hoosiers with HIV and/or AIDS.

Each HOPWA sponsor was selected by a Request for Proposals process that solicited applications from individual care coordination sites. HOPWA awards were then determined based on proposed budgets, proposed activities, and ISDH-published HIV/AIDS epidemiology reports. Among other activities funded by IHCDA's HOPWA grant were: long-term rental assistance, short-term rental assistance, mortgage assistance, utility assistance, facility-based housing, permanent housing placement, housing information services, and program administration. In 2012, an additional category of activities was added: Support Services, which allows the funding of activities which do not directly provide care or services, but facilitate the provision of care and services.

The ISDH HIV Care Coordination Regions are as follows:

#### **REGION 1**

Counties Served: Lake, Porter, LaPorte

Sponsor Agency: AIDS Task Force of Porter and LaPorte County, Inc, dba The Aliveness Project

2013-2014 HOPWA Award: \$201,217.00

#### **REGION 2**

Counties Served: St. Joseph, Elkhart, Starke, Marshall, Pulaski, Fulton

Sponsor Agency: AIDS Ministries/AIDS Assist of North Indiana, Inc

2013-2014 HOPWA Award: \$159,500

#### **REGION 3**

Counties Served: LaGrange, Steuben, Kosciusko, Noble, DeKalb, Whitley, Allen, Wabash, Huntington, Wells, Adams

Sponsor Agency: AIDS Task Force, Inc.

2013-2014 HOPWA Award: \$165,850

#### **REGIONS 4, 5, 6, and 9**

Counties Served (Region 4): Newton, Jasper, Benton, White, Carroll, Warren, Tippecanoe, Clinton, Fountain, Montgomery

Counties Served (Region 5): Grant, Blackford, Jay, Delaware, Randolph

Counties Served (Region 6): Cass, Miami, Howard, Tipton, Hamilton, Hancock

Counties Served (Region 9): Henry, Wayne, Rush, Fayette, Union, Decatur, Franklin, Ripley, Dearborn, Ohio

Sponsor Agency: Aspire Indiana

2013-2014 HOPWA Award: \$161,458

#### **REGION 7**

Counties Served: Boone, Hendricks, Marion, Morgan, Johnson, Shelby, Madison

*\*Not served by IHCDA*

#### **REGION 8**

Counties Served: Vermillion, Parke, Putnam, Vigo, Clay, Sullivan

Sponsor Agency: Housing Authority of the City of Terre Haute

2013-2014 HOPWA Award: \$43,094

#### **REGION 10**

Counties Served: Owen, Greene, Monroe, Lawrence, Brown, Bartholomew  
Sponsor Agency: Indiana University Health Positive Link  
2013-2014 HOPWA Award: \$103,737

#### REGION 11

Counties Served: Jackson, Jennings, Orange, Washington, Scott, Jefferson, Switzerland, Crawford, Harrison, Floyd, Clark  
Sponsor Agency: Hoosier Hills AIDS Coalition  
2013-2014 HOPWA Award: \$25,000.00

#### REGION 12

Counties Served: Knox, Daviess, Martin, Gibson, Pike, Dubois, Posey, Vanderburgh, Warrick, Spencer, Perry  
Sponsor Agency: AIDS Resource Group, Inc.  
2013-2014 HOPWA Award: \$200,822

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

In 2013-2014, IHCD HOPWA sponsors assisted 372 individual households with housing subsidy assistance, of which 116 received tenant-based rental assistance; 13 received transitional housing facility-based assistance; 231 received short-term rent, mortgage, and utility assistance; and 39 received permanent housing placement services. 33 households received two or more of these services. Additionally, 193 households received housing information services. Funds spent totaled \$446,768.52 on tenant-based rental assistance; \$19,251.50 on transitional housing or short term facility-based assistance; \$194,322.51 on short-term rent, mortgage, and utility assistance; and \$22,813.92 on permanent housing placement services. \$197,897.62 was spent on housing information services, \$64,752.02 was spent by sponsors for program administration, and \$28,049.00 was spent by IHCD for grant administration.

**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.

Of all 147 households assisted with housing subsidy assistance, only 7 (4.76%) exited the program into unstable arrangements. This included:

- TBRA: 5
- Facility Based: 1
- STRMU: 1

In the 2013-2014 program year, grantee observed an increase of 8.7% since 2012-2013 in the total number of households assisted with HOPWA funds.

**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.

In 2013-2014, HOPWA sponsors leveraged \$722,123.00 in funds, which is more than 65% of Indiana's HOPWA grant (total HOPWA includes the \$934,984 received in PY2013 plus \$165,850 in rollover funds). The most significant source of assistance came from the Indiana State Department of Health, from which sponsors received \$355,000 in funds to administer case management to HOPWA recipients. The second most lucrative source of funds was the Ryan White Program, from which sponsors received \$180,000.

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

In 2013-2014, new spreadsheets were created to simplify the budget modification and APR processes. Questions regarding HUD regulation, especially on the subject of capital improvements, were common. More comprehensive training on this topic would be helpful in reducing the administrative burden of executing the HOPWA grant.

**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.

Criminal records of clients as well as stigma related to AIDS/HIV+ individuals remain significant barriers for HOPWA clients in establishing stable housing. Further, economic conditions have made the acquisition of reasonably priced rental housing marginally more difficult.

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.

The public continues to be misinformed and/or uneducated on the nature of AIDS and HIV. This is addressed, to a degree, by local non-profit NGOs, but remains a substantial barrier.

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

IHCDA has not received anything fitting that description.

**d. Unmet Housing Needs: An Assessment of Unmet Housing Needs**

In Chart 1, provide an assessment of the number of HOPWA-eligible households that require HOPWA housing subsidy assistance but are not currently served by any HOPWA-funded housing subsidy assistance in this service area.

In Row 1, report the total unmet need of the geographical service area, as reported in *Unmet Needs for Persons with HIV/AIDS*, Chart 1B of the Consolidated or Annual Plan(s), or as reported under HOPWA worksheet in the Needs Workbook of the Consolidated Planning Management Process (CPMP) tool.

**Note:** Report most current data available, through Consolidated or Annual Plan(s), and account for local housing issues, or

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

changes in HIV/AIDS cases, by using combination of one or more of the sources in Chart 2.

If data is collected on the type of housing that is needed in Rows a. through c., enter the number of HOPWA-eligible households by type of housing subsidy assistance needed. For an approximate breakdown of overall unmet need by type of housing subsidy

assistance refer to the Consolidated or Annual Plan (s), CPMP tool or local distribution of funds. Do not include clients who are already receiving HOPWA-funded housing subsidy assistance.

Refer to Chart 2, and check all sources consulted to calculate unmet need. Reference any data from neighboring states' or municipalities' Consolidated Plan or other planning efforts that informed the assessment of Unmet Need in your service area. *Note: In order to ensure that the unmet need assessment for the region is comprehensive, HOPWA formula grantees should include those unmet needs assessed by HOPWA competitive grantees operating within the service area.*

**1. Planning Estimate of Area's Unmet Needs for HOPWA-Eligible Households**

1. Total number of households that have unmet housing subsidy assistance need.	88
2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:	
a. Tenant-Based Rental Assistance (TBRA)	49
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	38
• Assistance with rental costs	21
• Assistance with mortgage payments	3
• Assistance with utility costs.	14
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	1

**2. Recommended Data Sources for Assessing Unmet Need (check all sources used)**

X = Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives
X = Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
X = Data from client information provided in Homeless Management Information Systems (HMIS)
X = Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on need including those completed by HOPWA competitive grantees operating in the region.
= Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
= Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
X = Data collected for HIV/AIDS surveillance reporting or other health assessments, e.g. local health department or CDC surveillance data

**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			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	\$180,000	CASE MANAGEMENT	<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
Shelter Plus Care			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Emergency Solutions Grant	\$22,741	OPERATIONS AND HPRP, STRMU	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: COMMUNITY BLOCK GRANT	\$9,000	CASE MANAGEMENT	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: SUPPORTIVE HOUSING	\$36,325	CASE MANAGEMENT	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: INDIANA STATE DEPARTMENT OF HEALTH	\$355,000		<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public:SPSP	\$1,130	CASH	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: CARE COORDINATION	\$21,100	CASH	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Private Funding			
Grants	\$42,100	STRMU, INDIANA AIDS FUND, DEFA	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
In-kind Resources			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private: MAC AIDS FUND	\$10,000	FOOD PANTRY	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private: INDIANA AIDS FUND	\$17,500	FINANCIAL ASSISTANCE	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
CLIENT CONTRIBUTIONS	\$4,709	CLIENT CONTRIBUTION	<input checked="" type="checkbox"/> OTHER SUPPORT
Other Funding			
Grantee/Project Sponsor/Subrecipient (Agency) Cash	\$22,518		<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support

Resident Rent Payments by Client to Private Landlord			
<b>TOTAL (Sum of all Rows)</b>	<b>\$722,123</b>		



## 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

<b>Program Income and Resident Rent Payments Collected</b>		<b>Total Amount of Program Income (for this operating year)</b>
1.	Program income (e.g. repayments)	0
2.	Resident Rent Payments made directly to HOPWA Program	\$34,161
3.	<b>Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)</b>	\$34,161

### 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.

<b>Program Income and Resident Rent Payment Expended on HOPWA programs</b>		<b>Total Amount of Program Income Expended (for this operating year)</b>
1.	Program Income and Resident Rent Payment Expended on Housing Subsidy Assistance costs	\$129,136.29
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	\$50,605.82
3.	<b>Total Program Income Expended (Sum of Rows 1 and 2)</b>	\$179,742.11

**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.

*Note: The total households assisted with HOPWA funds and reported in PART 3 of the CAPER should be the same as reported in the annual year-end IDIS data, and goals reported should be consistent with the Annual Plan information. Any discrepancies or deviations should be explained in the narrative section of PART 1.*

**1. HOPWA Performance Planned Goal and Actual Outputs**

<b>HOPWA Performance Planned Goal and Actual</b>		[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
<b>HOPWA Housing Subsidy Assistance</b>		<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
1.	Tenant-Based Rental Assistance	84	116	10	17	\$495,046.68	\$446,768.52
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	6	6	6	6	\$20,000	\$20,748.50
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies/Leased units (Households Served) (Households Served)	9	13	9	13	\$20,000	\$19,251.50
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)						
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance	207	231	86	98	\$185,301.32	\$192,322.51
5.	Permanent Housing Placement Services	31	39	0	2	\$24,397	\$22,813.92
6.	Adjustments for duplication (subtract)	2	33	37	42		
7.	<b>Total HOPWA Housing Subsidy Assistance</b> (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)	335	372	74	94	\$744,745	\$701,905
<b>Housing Development (Construction and Stewardship of facility based housing)</b>		<b>[1] Output: Housing Units</b>				<b>[2] Output: Funding</b>	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)	17	18			\$40,000	\$34,350
9.	Stewardship Units subject to 3 or 10 year use agreements						
10.	<b>Total Housing Developed</b> (Sum of Rows 78 & 9)	17	18			\$40,000	\$34,350
<b>Supportive Services</b>		<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	126	130			\$17,798.5	\$2,694.96
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	135	149			\$8,041.50	\$7,228.94
12.	Adjustment for duplication (subtract)						
13.	<b>Total Supportive Services</b> (Columns a. – d. equal the sum of Rows 11 a. & b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. & 11b.)	261	193			\$25,840	\$9,923.90
<b>Housing Information Services</b>		<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
14.	Housing Information Services	50	193			\$204,455	\$197,897.62
15.	<b>Total Housing Information Services</b>	50	193			\$204,455	\$197,897.62

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)					\$75,030	\$64,752.02
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					\$28,049	\$28,049
20.	<b>Total Grant Administration and Other Activities (Sum of Rows 17 – 20)</b>					\$103,079	\$92,801.02
<b>Total Expended</b>						<b>[2] Outputs: HOPWA Funds Expended</b>	
						<b>Budget</b>	<b>Actual</b>
21.	<b>Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)</b>					\$1,118,119	\$1,035,877.54

## 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 <u>Households</u>	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance		
2.	Alcohol and drug abuse services		
3.	Case management	77	
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310	3	\$3,175.94
8.	Legal services		
9.	Life skills management (outside of case management)		
10.	Meals/nutritional services	190	\$4,627.26
11.	Mental health services		
12.	Outreach		
13.	Transportation	12	\$2,120.70
14.	Other Activity (if approved in grant agreement). <b>Specify:</b>		
15.	<b>Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)</b>		
16.	<b>Adjustment for Duplication (subtract)</b>	282	
17.	<b>TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)</b>	3	

### 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	231	\$194,322.51
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	12	\$8,927.46
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	13	\$29,143.46
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	107	\$92,666.91
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	30	\$31,535.52
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	69	\$30,571.43
g.	Direct program delivery costs (e.g., program operations staff time)		\$1,477.73

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
<b>Tenant-Based Rental Assistance</b>	118	82	1 Emergency Shelter/Streets		<i>Unstable Arrangements</i>
			2 Temporary Housing	1	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	20	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA	4	
			5 Other Subsidy	7	
			6 Institution		
			7 Jail/Prison	1	<i>Unstable Arrangements</i>
			8 Disconnected/Unknown	3	
			9 Death		<i>Life Event</i>
<b>Permanent Supportive Housing Facilities/ Units</b>	18	15	1 Emergency Shelter/Streets		<i>Unstable Arrangements</i>
			2 Temporary Housing		<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	1	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		
			7 Jail/Prison	1	<i>Unstable Arrangements</i>
			8 Disconnected/Unknown	1	
			9 Death		<i>Life Event</i>

**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
<b>Transitional/ Short-Term Housing Facilities/ Units</b>	13	9	1 Emergency Shelter/Streets		<i>Unstable Arrangements</i>
			2 Temporary Housing	1	<i>Temporarily Stable with Reduced Risk of Homelessness</i>
			3 Private Housing	2	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		
			7 Jail/Prison		<i>Unstable Arrangements</i>
			8 Disconnected/unknown	1 death	

		9 Death	1	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 or subrecipient’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
231	<b>Maintain Private Housing without subsidy</b> <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	110	<i>Stable/Permanent Housing (PH)</i>
	<b>Other Private Housing without subsidy</b> <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>	20	
	Other HOPWA Housing Subsidy Assistance	12	
	Other Housing Subsidy (PH)	5	
	<b>Institution</b> <i>(e.g. residential and long-term care)</i>	0	
	Likely that additional STRMU is needed to maintain current housing arrangements	70	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
	<b>Transitional Facilities/Short-term</b> <i>(e.g. temporary or transitional arrangement)</i>	3	
	<b>Temporary/Non-Permanent Housing arrangement</b> <i>(e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)</i>	3	
	Emergency Shelter/street	0	<i>Unstable Arrangements</i>
	Jail/Prison	3	
	Disconnected	3	
	Death	2	<i>Life Event</i>
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).			81
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).			51

### Section 3. HOPWA Outcomes on Access to Care and Support

#### 1a. Total Number of Households

Line [1]: For project sponsors/subrecipients 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/subrecipients 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. <b>For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance:</b> 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	372
b. Case Management	305
c. Adjustment for duplication (subtraction)	305
d. <b>Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)</b>	372
2. <b>For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following HOPWA-funded service:	
a. HOPWA Case Management	0
b. <b>Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance</b>	0

#### 1b. Status of Households Accessing Care and Support

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

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients 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 program 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/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients 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 on-going housing	372	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)	389	0	Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	388	0	Access to Health Care
4. Accessed and maintained medical insurance/assistance	382	0	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	338	0	Sources of Income

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

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

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

**1c. Households that Obtained Employment**

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients 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/subrecipients 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/subrecipients 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/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients 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	146	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.

<b>Permanent Housing Subsidy Assistance</b>	<b>Stable Housing</b> (# of households remaining in program plus 3+4+5+6)	<b>Temporary Housing</b> (2)	<b>Unstable Arrangements</b> (1+7+8)	<b>Life Event</b> (9)
Tenant-Based Rental Assistance (TBRA)				
Permanent Facility-based Housing Assistance/Units				
Transitional/Short-Term Facility-based Housing Assistance/Units				
<b>Total Permanent HOPWA Housing Subsidy Assistance</b>				
<b>Reduced Risk of Homelessness: Short-Term Assistance</b>	<b>Stable/Permanent Housing</b>	<b>Temporarily Stable, with Reduced Risk of Homelessness</b>	<b>Unstable Arrangements</b>	<b>Life Events</b>
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)				
<b>Total HOPWA Housing Subsidy Assistance</b>				

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

The Annual Certification of 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
<b>If the site is not confidential:</b> Please provide the contact information, phone, email address/location, if business address is different from facility address	

I certify that the facility that received assistance for acquisition, rehabilitation, or new construction from the Housing Opportunities for Persons with AIDS Program has operated as a facility to assist HOPWA-eligible persons from the date shown above. I also certify that the grant is still serving the planned number of HOPWA-eligible households at this facility through leveraged resources and all other requirements of the grant agreement are being satisfied.

*I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.*

<b>Name &amp; Title of Authorized Official of the organization that continues to operate the facility:</b>	<b>Signature &amp; Date (mm/dd/yy)</b>
<b>Name &amp; Title of Contact at Grantee Agency</b> (person who can answer questions about the report and program)	<b>Contact Phone (with area code)</b>

**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.

<b>Individuals Served with Housing Subsidy Assistance</b>	<b>Total</b>
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	372

**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.*

<b>Category</b>		<b>Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance</b>
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	158
<b>New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year</b>		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	8
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	9
4.	Transitional housing for homeless persons	19
5.	<b>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)</b>	<b>36</b>
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	0
8.	Substance abuse treatment facility or detox center	1
9.	Hospital (non-psychiatric facility)	1
10.	Foster care home or foster care group home	0
11.	Jail, prison or juvenile detention facility	1
12.	Rented room, apartment, or house	125
13.	House you own	26
14.	Staying or living in someone else's (family and friends) room, apartment, or house	23
15.	Hotel or motel paid for without emergency shelter voucher	1
16.	Other	0
17.	Don't Know or Refused	0
18.	<b>TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)</b>	<b>372</b>

**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	9	11

## 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.)	372
2. Number of ALL other persons <b>diagnosed</b> as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	31
3. Number of ALL other persons <b>NOT diagnosed</b> as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	221
<b>4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1,2, &amp; 3)</b>	624

**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.

<b>HOPWA Eligible Individuals (Chart a, Row 1)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
1.	Under 18	0	0	0	0	0
2.	18 to 30 years	27	21	2	0	50
3.	31 to 50 years	157	72	1	1	231
4.	51 years and Older	64	119	4	1	91
5.	<b>Subtotal (Sum of Rows 1-4)</b>	248	119	4	1	372
<b>All Other Beneficiaries (Chart a, Rows 2 and 3)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
6.	Under 18	62	68	0	0	130
7.	18 to 30 years	25	12	0	0	37
8.	31 to 50 years	35	25	0	0	60
9.	51 years and Older	16	9	0	0	25
10.	<b>Subtotal (Sum of Rows 6-9)</b>	138	114	0	0	252
<b>Total Beneficiaries (Chart a, Row 4)</b>						
11.	<b>TOTAL (Sum of Rows 5 &amp; 10)</b>	386	233	4	1	624

**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	1	0	0	0
3.	Black/African American	120	0	39	1
4.	Native Hawaiian/Other Pacific Islander	2	0	2	0
5.	White	222	13	151	11
6.	American Indian/Alaskan Native & White	0	0	0	0
7.	Asian & White	0	0	0	0
8.	Black/African American & White	1	0	4	0
9.	American Indian/Alaskan Native & Black/African American	0	0	0	0
10.	Other Multi-Racial	26	9	56	13
11.	Column Totals (Sum of Rows 1-10)	372	22	252	25

**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 area median 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 [http://www.huduser.org/portal/datasets/il/il2010/select\\_Geography\\_mfi.odn](http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn) 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)	234
2.	31-50% of area median income (very low)	111
3.	51-80% of area median income (low)	27
4.	<b>Total (Sum of Rows 1-3)</b>	372

**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 or subrecipient should complete Part 6: Annual Certification of 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/Subrecipient Agency Name (Required)**

AIDS MINISTRIES/AIDS ASSIST

**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: ELKHART PERMANENT HOUSING
<input type="checkbox"/> New construction	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <input checked="" 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 checked="" type="checkbox"/> Operating	\$20,748.50	\$14,000	
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 = 6                      Total Units = 6
f.	Is a waiting list maintained for the facility?		<input checked="" 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)?		614-616 MAIN ELKHART, INDIANA 46516
h.	Is the address of the project site confidential?		<input type="checkbox"/> Yes, protect information; do not publish list <input checked="" 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	0	0	0	0
Rental units rehabbed	0	0	0	0
Homeownership units constructed (if approved)	0	0	0	0

**3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor or Subrecipient**

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/subrecipient		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	0	0	0	0	0
c.	Project-based rental assistance units or leased units	4	0	2	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/subrecipient 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/subrecipient
a.	Leasing Costs	0	0
b.	Operating Costs	6	\$20,748.50
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.	<b>Adjustment to eliminate duplication (subtract)</b>	0	
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	6	\$20,748.50

**1. Project Sponsor/Subrecipient Agency Name (Required)**

AIDS TASK FORCE FORT WAYNE

**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."*

<b>Type of Development this operating year</b>	<b>HOPWA Funds Expended this operating year (if applicable)</b>	<b>Non-HOPWA funds Expended (if applicable)</b>	<b>Name of Facility:</b> JACK RYAN HOUSE
<input type="checkbox"/> New construction	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <input checked="" 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	\$	\$	
X Operating	\$34,350	\$34,437.74	
a.	Purchase/lease of property:		Date (mm/dd/yy): 04/13/1996
b.	Rehabilitation/Construction Dates:		Date started: _____ Date Completed: 11/17/2006
c.	Operation dates:		Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:		Date started: 12/01/2006 <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:		HOPWA-funded units = 17      Total Units = 17
f.	Is a waiting list maintained for the facility?		X 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)?		415 E WAYNE ST. FORT WAYNE, INDIANA 46802
h.	Is the address of the project site confidential?		X 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	0	0	0	0
Rental units rehabbed	0	0	0	0
Homeownership units constructed (if approved)	0	0	0	0

**3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor or Subrecipient**

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/subrecipient		Total Number of <u>Units</u> 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	0	0	0	0	0
c.	Project-based rental assistance units or leased units	5	11	1	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/subrecipient 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/subrecipient
a.	Leasing Costs	0	0
b.	Operating Costs	16	\$34,350
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.	<b>Adjustment to eliminate duplication (subtract)</b>	0	
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	0	0