



DISTRICT OF COLUMBIA

FY 2013 Consolidated Annual Performance Evaluation Report

October 1, 2012 – September 30, 2013



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Washington D.C. Department of Housing and Community Development FY2013 Consolidated Annual Performance and Evaluation Report

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ABBREVIATIONS

ADAP	AIDS Drug Assistance Program
ADDI	American Dream Down-payment Initiative
AFHMP	Affirmative Fair Housing Marketing Plan
AI	Analysis of Impediments to Fair Housing Choice
AMI	Area Median Income
CAPER	Consolidated Annual Performance Evaluation Report
CBDO	Community-Based Development Organization
CDBG	Community Development Block Grant
CDC	Centers for Disease Control
CHDO	Community Housing Development Organization
CIP	Capital Improvement Program
CPP	Citizen Participation Plan
DCHA	District of Columbia Housing Authority
DCRA	Department of Consumer and Regulatory Affairs
DFD	DHCD's Development Finance Division
DHCD	Department of Housing and Community Development
DHS	Department of Human Services
DMPED	Deputy Mayor for Planning and Economic Development
DOES	Department of Employment Services
DOH	Department of Health
DSLBD	Department of Small and Local Business Development
EAHP	Employer Assisted Housing Program
EMSA	Eligible Metropolitan Statistical Area
ESG	Emergency Solutions Grant
FHIP	Fair Housing Initiatives Program
FRPAP	First Right Purchase Assistance Program
FY2013	Fiscal Year 2013
HAHSTA	HIV/AIDS, Hepatitis, STD, and Tuberculosis Administration
HAP	Homeownership Assistance Program
HCVP	Housing Choice Voucher Program
HDS	Housing Development Software
HoDIF	Home Ownership Developers Incentive Fund
HoFEDD	Housing Finance for the Elderly, Dependent, and Disabled
HOME	HOME Investment Partnerships Program
HOPWA	Housing Opportunities for Persons with AIDS
HPAP	Home Purchase Assistance Program
HPTF	Housing Production Trust Fund
HQS	Housing Quality Standards
HRA	Housing Regulation Administration
HUD	U.S. Department of Housing and Urban Development
IDIS	Integrated Disbursement and Information System
LAA	D.C. Language Access Act of 2004
LAHDO	Land Acquisition for Housing Development Opportunities
LBP	Lead-Based Paint
LIHTC	Low-Income Housing Tax Credit

LISC	Local Initiatives Support Corporation
LSDBEs	Local, Small, and Disadvantaged Business Enterprises
LSW	Lead Safe Washington
NCRC	National Capital Revitalization Corporation
NIF	Neighborhood Investment Fund Target Areas
NOFA	Notice of Funding Availability
NSP	Neighborhood Stabilization Program
NRSAs	Neighborhood Revitalization Strategy Areas
OPM	DHCD Office of Program Monitoring
PART	Pre-Apprenticeship Readiness Training
RCS	DHCD Residential and Community Services Division
RFA	Request for Applications
RFP	Request for Proposals
SAFI	Site Acquisition Funding Initiative
SFRRP	Single Family Residential Rehabilitation Program
TBRA	Tenant Based Rental Assistance
TOPA	Tenant Opportunity to Purchase Act
TPTAP	Tenant Purchase Technical Assistance Program
URA	Uniform Relocation Act
WASA	Water and Sewer Authority
WIC	Workforce Investment Council

EXECUTIVE SUMMARY

The Fiscal Year 2013 Consolidated Annual Performance and Evaluation Report (the “FY2013 CAPER”) is a summary of the accomplishments under the District of Columbia’s Fiscal Year 2013 Annual Action Plan (the “FY2013 Annual Action Plan”). The FY2013 CAPER consists of narrative statements which explain the progress made in carrying out the activities, and achieving the objectives and priorities set forth in the FY2013 Annual Action Plan. It also describes the methods used to comply with federal regulations.

Appendices with tables and reports supply additional details about the use of federal entitlement funding for the District of Columbia (“DC”). All of this information serves to document the significant amount of work contributed by the DC Department of Housing and Community Development (“DHCD”) and community partners in an effort to carry out the priorities of the District’s Five-Year Consolidated Plan (“Consolidated Plan”).

The CAPER is submitted in accordance with regulations governing Consolidated Submissions for Community Planning and Development Programs (24 CFR 91.520) and Consolidated Annual Performance and Evaluation Reporting requirements as directed by the U.S. Department of Housing and Urban Development (“HUD”). The purpose is to report on DHCD’s use of federal entitlement funding allocated from HUD and related program income. The federal entitlement funding and related program income sources, listed below, come from four federal funding programs: Community Development Block Grant (“CDBG”), the HOME Investment Partnerships (“HOME”), the Emergency Solution Grant (“ESG”), and the Housing Opportunities for Persons with AIDS grant (“HOPWA”). DHCD has been designated by the District of Columbia to receive and administer the entitlement funds allocated through the Consolidated Plan. However, the HOPWA grant is received directly by, and is administered by, the HIV/AIDS, Hepatitis, STD, and Tuberculosis Administration (previously known as the HIV/AIDS Administration) of the DC Department of Health (“DOH”). The ESG grant is received and administered by the Department of Human Services.

Fiscal Year 2013 Federal Funding:	
CDBG Entitlement Allocation	\$13,904,983
CDBG Program Income	8,260,124
HOME Entitlement Allocation	4,343,097
HOME Program Income	1,587,267
ESG Entitlement Allocation	1,414,021
HOPWA Entitlement Allocation	13,623,582
Total:	\$43,133,074

Fiscal Year 2013 Actual Expenditures:	
CDBG	\$23,408,230
HOME	10,703,218
ESG	646,668
HOPWA	12,462,444
Total:	\$47,220,560

DHCD is pleased to report solid performance across all priority areas and specific objectives in FY2013. The Department’s performance in other areas met or exceeded targets despite the austere resource

environment. This exemplifies the broad array of programs offered and evidences DHCD's continuing efforts to be an effective steward of federal funds in the service of District residents.

DHCD has continued to successfully provide and expand affordable housing opportunities for District residents while facing a very challenging housing market. Increasing land and construction costs, an increasing demand to live in the District, and intense competition from private housing developers all contributed to the difficulty of creating and maintaining affordable units. At the same time, the District, like many jurisdictions across the country, faced rapidly diminishing local and federal resources. Despite these challenges, DHCD still created, preserved or assisted in the rehabilitation of 1,216 affordable ownership or rental units. The availability of HUD resources to leverage funds from other public and private sources was essential to achieving the objectives and priorities set forth in the Consolidated Plan and the FY2013 Annual Action Plan.

Table 1 is a summary of DHCD's accomplishments relative to the objectives and priorities set forth in the FY2013 Annual Action Plan.

Table 1 Summary of Accomplishments, FY2013			
Total affordable housing units funded	1,216	Comprehensive housing counseling sessions	19,951
Homeownership units funded	24	Technical assistance services provided to small businesses	1,907
First-time homebuyers funded by the Home Purchase Assistance Program	289	Loans or grants by the Single Family Rehab Program	42
First Right Purchase Assistance Program units funded	50	Affordable housing units rehabilitated	482
Special needs housing units funded	262	Storefront façades improved	26

Other accomplishments in FY2013 include the following:

- DHCD held the 5th Annual Housing Expo at the Walter E. Washington Convention Center where over 1,000 people interacted with representatives from the mortgage industry, community-based organizations, and DC government agencies offering information, services and referrals to attendees.
- DHCD's Housing Resource Center (HRC) had over 6,500 stakeholders visit the HRC for counter services regarding DHCD services and programs.
- DHCD, through the Housing Regulation Administration (HRA), conducted a number of education and informational sessions on rental housing, condominium conversion matters, affordable housing programs, and inter-agency coordinated topics, and also conducted 8 quarterly stakeholder meetings.

Despite challenging times DHCD funded 1,216 total units of affordable housing in FY2013, which is slightly lower than initially projected. This number includes units financed for acquisition, rehabilitation and new construction, as well as lead multi-family and Home Purchase Assistance Program units.

Focusing on infrastructure and efficiency, DHCD used creative and resourceful methods to fund as many affordable housing units as possible. In addition, the Department also met community development goals in the areas of community service activities, including housing counseling and small business technical assistance. Housing counseling was a particular focus in FY2013. DHCD worked with several agencies, non-profit organizations, community-based grantees, and the private sector to enhance outreach, education, and counseling around foreclosure prevention and loss mitigation within the District.

A. Assessment of the Five Year Goals and Objectives

Fiscal Year 2013 marked the third year of the District of Columbia's Five Year Consolidated Plan. The Five Year Consolidated Plan for Fiscal Years 2011–2015 includes specific objectives and priorities pertaining to suitable living environments, decent housing, and economic development activities to be achieved during the five year period.¹ These objectives and priorities, designed to assist persons of low- and moderate-income, are identified on an annual basis in the five Annual Action Plans. They include the following:

- Creation and retention of affordable homeownership and rental housing through new production, preservation, and rehabilitation; comprehensive housing counseling; and eviction prevention and homeless assistance;
- Expansion of homeownership through first-time homebuyer financial assistance, and technical assistance and counseling to convert rental properties to affordable homeownership; and
- Support of neighborhood-based economic and community revitalization activities through business expansion and retention services.

In an effort to prioritize needs and efficiently allocate resources, DHCD collaborated with citizens, elected officials, public-private agencies, and nonprofit organizations to determine community development needs for FY2013. The main identified areas of need were affordable housing, economic development, and homelessness prevention and social services for the District of Columbia. DHCD is pleased to report solid performance across all priority areas and specific objectives.

During FY2013, DHCD focused on three strategic areas: (1) preserving and increasing the supply of affordable housing through new construction and rehabilitation; (2) increasing homeownership opportunities; and (3) revitalizing neighborhoods, promoting community development, and providing economic opportunities. To help meet the diverse housing needs of the District's low- to moderate-income residents, DHCD operated programs for individuals, developers, and community groups. Through the Housing Regulation Administration DHCD works to ensure the preservation and maintenance of affordable rental housing by regulating building sales and conversion of use, administering the Rental Housing Act of 1985, and by enforcing the Rental Conversion and Sale Act of 1980 (also known as the Tenant Opportunity to Purchase Act (TOPA)).

In terms of preserving and increasing affordable housing, DHCD provided funding for the pre-development, rehabilitation and construction of 857 affordable units for both multi-family and single-family developments over the past year.

With respect to homeownership, DHCD provided loans, through second trust financing for acquisition and closing costs, for 238 new first-time homeowners through the Home Purchase Assistance Program

¹ The Five Year Consolidated Plan is mandated by the United States Department of Housing and Urban Development for participating jurisdictions received in federal funding. The current plan covers Washington DC fiscal years 2011 through 2015, a time period that runs from October 1, 2010 through September 30, 2015, and can be accessed at the DHCD office at 1800 Martin Luther King Jr. Ave, SE, Washington DC 20020 or via the internet at http://dhcd.dc.gov/sites/default/files/dc/sites/dhcd/release_content/attachments/19883/2-ConPlan2ndDraftFinalPart2.pdf

(HPAP). DHCD also converted 50 rental units into home ownership opportunities by assisting tenants in acquiring their rental units for condominium or co-op ownership under the District of Columbia’s First Right to Purchase Assistance Program. DHCD assistance allowed 66 families to remain in their homes by providing loans and grants for rehabilitation, including repairs for accessibility improvements, eliminating code violations, lead remediation, and the replacement of lead pipes. DHCD also provided housing counseling to 19,951 tenants, home buyers and new homeowners to increase access to housing and stable homeownership.

In connection with neighborhood revitalization and addressing community needs, DHCD activities ranged from small business technical assistance to individual assistance in order to prevent homelessness. As part of our neighborhood investments over the past year, DHCD funded our non-profit partners to provide technical assistance for 1,907 small neighborhood businesses and to complete construction on façade improvement projects for 26 small businesses. As part of efforts to prevent homelessness, with ESG funds, emergency assistance was provided to prevent 198 households from becoming homeless.

The following Table 2 shows the District’s progress from FY 2011 through 2015 in addressing the priorities set by the community:

A. Assessment of the Five Year Goals and Objectives

Table 2 Outcome Performance Measurements (FY11 – FY15)

OBJECTIVE: SUITABLE LIVING ENVIRONMENT	Expected FY11	Actual FY11	Expected FY12	Actual FY12	Expected FY13	Actual FY13	Expected FY14	Actual FY14	Expected FY15	Actual FY15	5-Year Goal	5-Year Total	5-Year % of Total
Outcome: Availability/Accessibility													
Support homeless families. (DHS)	75	102	85	118	95	242	105		115		475	462	97.26%
Promote homeownership through the reclamation of abandoned properties.	30	31	32	52	36	0	40		42		180	83	46.11%
Outcome: Sustainability													
Enhance function and apperaranace of business facilities to strengthen commercial corridors.	40	46	42	12	44	26	45		45		216	84	38.89%
Conduct program monitoring activities	150	201	175	279	185	141	195		200		905	621	68.62%

OBJECTIVE: ECONOMIC DEVELOPMENT	Expected FY11	Actual FY11	Expected FY12	Actual FY12	Expected FY13	Actual FY13	Expected FY14	Actual FY14	Expected FY15	Actual FY15	5-Year Goal	5-Year Total	5-Year % of Total
Outcome: Sustainability													
Support retention and growth of local neighborhood businesses.	1,500	1,680	1,550	3,323	1,575	1,907	1,600		1,625		7,850	6,910	88.03%

A. Assessment of the Five Year Goals and Objectives

OBJECTIVE: DECENT HOUSING	Expected FY11	Actual FY11	Expected FY12	Actual FY12	Expected FY13	Actual FY13	Expected FY14	Actual FY14	Expected FY15	Actual FY15	5-Year Goal	5-Year Total	5-Year % of Total
Outcome: Availability/Accessibility													
Provide counseling to tenants in assisted housing with expiring subsidies, to prevent involuntary displacement.	3,000	4,306	3,200	9,276	3,400	5,424	3,600		3,800		17,000	19,006	111.80%
Provide Comprehensive housing counseling services to low/moderate income households	15,000	16,559	15,000	18,657	15,000	19,951	15,000		15,000		75,000	55,167	73.56%
Outcome: Affordability													
Preserve and increase rental housing supply for low-moderate income, extremely low and very low-income residents.	1,300	1,417	1,400	656	1,500	833	1,550		1,600		7,350	2,906	39.54%
Increase supply of new single and multi-family ownership housing units.	450	468	500	233	550	24	575		600		2,675	725	27.10%
Support tenants through tenant organizations with first right to purchase assistance to convert rental units to ownership units.	500	413	550	230	550	305	600		650		2,850	948	33.26%
Increase homeownership opportunities for first time low-moderate income residents	300	245	325	225	350	257	400		425		1,800	727	40.39%
Preserve and Increase homeownership opportunities for very low and low-income residents who are HOME income eligible.	50	42	60	316	70	279	75		80		335	637	190.15%
Preserve existing homeownership through assistance with rehabilitation to code.	100	124	110	49	120	42	130		140		600	215	35.83%
Assist conversion of rental units to condominium / co-op ownership units.	150	241	175	36	200	50	225		250		1,000	327	32.70%
Prevent increases in homelessness (DHS)	165	166	160	172	155	242	150		150		780	580	74.36%

B. Affirmatively Furthering Fair Housing

Section 808(e) (5) of the Fair Housing Act, requires a participating jurisdiction to engage in activities which promote Affirmatively Furthering Fair Housing (“AFFH”) and in accordance with Section 104 of the Housing and Community Development Act of 1974 (24CFR Part 570.496(a)), DHCD certifies that it will affirmatively further fair housing. This legal requirement mandates that federal grantees further the purposes of the Fair Housing Act. Hence, the city must look at all factors – past, current and future--which have resulted in or help to perpetuate historical areas of segregation, racially concentrated areas of poverty, and unequal access to vital community assets and services-- all which have a great impact of life outcomes. Factors which the District must confront include discriminatory housing actions by banking, real estate industry and government; housing markets operations, investment decisions by District officials and capital investors, geography limitations and development patterns.

As such, The District of Columbia through the D.C. Department of Housing and Community Development has conducted the prescribed Analysis of Impediments to Fair Housing Choice (“AI”). The most recent AI published in 2011 highlighted various issues of concern which the City will begin to examine and integrate into its action plans.

DHCD will also keep abreast of the proposed HUD *Affirmatively Furthering Fair Housing Regulations* to amend 24 CFR part 5, subpart A. This rule proposes to add new sections which will regulate the AFFH planning process by states, local governments, and PHAs. We will work with HUD as they provide greater clarity on the AFFH goals, planning guidance, and interaction with all programs that are subject to AFFH requirements. One major contribution of the proposed regulation is in expansion of the “*affirmatively furthering fair housing*” definition to include not only fostering antidiscrimination measures, but to direct jurisdiction to take “proactive” steps to ensure more inclusive communities and access to programs and services for all protected under the Fair Housing Act. It also requires appropriate assessment and analysis and actions based on this assessment and analysis. The proposed regulation looks to the jurisdictions to synchronize the AI assessment with the planning cycle of the Consolidated Plan process linking fair housing goals to strategies, actions, and reporting on outcomes. In preparation for the regulation to take effect. DHCD will collaborate with the Office of Human Rights to create an AFFH advisory board to assist the District to effectuate the recommendations proposed in the 2011 AI.

According to the 2011 AI report, the District is in a unique position “to transform itself into a stable, racially, ethnically, and economically integrated city *without* displacing its most vulnerable residents.”² The City through its programs, services, private sector development, and capital improvements will need to undo years of extreme segregation which have created an immense fair housing challenge for the City. To tackle the causes and effect of racial discrimination in housing, the City will have to delicately balance many competing issues while framing them in the affirmatively furthering fair housing context to achieve the racial and ethnic composition throughout the city and its metropolitan area. Factors such as the high cost of housing; lack of affordable housing in higher income neighborhoods, racial segregation accompanied by economic segregation due to the extreme median incomes difference between white and minority households, discriminatory housing practices by the real estate and lending industries, and a dual housing market within the District and the surrounding metropolitan area have created fair housing barriers causing extreme racial and ethnic segregation.

² 2011 Analysis of Impediments to Fair Housing Choice, p1

Since the housing boom of the mid 2000s the District has benefited from an increase in residents moving to the District, which has brought diversity and economic revitalization to many neighborhoods. However, this transformation could have potentially severe consequences if it does not achieve long-term racial and economic integration, allows gentrification to displace predominantly African-American residents, and does not preserve existing housing to modest income households. The Analysis of Impediments specifically highlights impediments to fair housing choice and provides a framework of recommendations for the District to begin planning and shaping the city into an economically integrated and racially and ethnically stable city.

The impediments found include actions generated by the private, public and private/public sector. They are as follows:

A. Private Sector Impediments

1. Dual [Real Estate] Market: The 'dual market' consists of having one real estate market for African Americans and another for everyone else. The entrenched dual housing market activities within and around the District of Columbia is responsible for the levels of housing segregation in both the District and the counties that surround it.
2. Racial Steering in the Real Estate Market: Real estate and rental agents direct whites to predominantly white or gentrifying neighborhoods while directing African Americans and Hispanics away from predominantly white and integrated neighborhoods to all-black or predominantly black neighborhoods.
3. Mortgage Lending discriminatory practices in issuing conventional and FHA loans. Data suggests that the private sector lending industry has engaged in widespread discrimination against African Americans and Latinos by steering them into high cost (subprime and predatory) mortgage and refinance loans.

B. Private and Public Sector Impediments

4. High cost of housing and shrinking affordable rental housing stock. Disproportionate high cost of housing fosters economic and racial segregation in a city where the median income of non-Hispanic whites is much greater than the median income of African American and Hispanic households. Gentrification has led to higher housing costs and displacement of substantial percentages of residents who are lower income, which in the city are also disproportionately African American.
5. Exemption of new housing units from the DC Inclusionary zoning requirements; resulting from units having been placed in the pipeline prior to the Act taking effect.
6. Obstacles to creating accessory apartments placed by the District's zoning ordinance.

C. Public Sector Impediments

7. The City's Comprehensive Plan does not address or have goals, objectives, or policies that seek to achieve stable racially-integrated neighborhoods.
8. The City's planning process does not address fair housing issues that it can resolve, mitigate, or prevent. Private sector residential developments are uniformly approved by the city without any effort to promote compliance with the Fair Housing Act or the accessibility requirements of the American with Disabilities Act.
9. The District's zoning regulation of "community-based residential facilities" is very complicated to navigate and at times contradictory.

10. There is severe concentration of community based residential facilities in the Northeast and Southeast quadrants creating a de facto social service district which undermines the ability of community residents to achieve the goal of normalization and community integration.
11. Difficulty accessing fair housing information. Information about housing discrimination, complaint process, and education is not easily accessible through the various government agencies webpages or the Mayor's webpage.
12. Lack of ready available information on affirmatively furthering fair housing choice.
13. Lack of transparency and access to data. Inability to obtain information, and accurate and up-to-date data from District of Columbia agencies and quasi-government agencies.

The recommendations in the 2011 AI, based on detailed data and research, provide the City and its agencies with direct and indirect guidance to begin the process of creating an economically integrated, racially and ethnically diverse city. The recommendations are geared towards ensuring housing opportunities are available to all District residents on an equal basis as it begins to undo generations of hyper-segregation of African Americans, the continuous concentration of ethnic minorities, and the isolation of persons with disabilities.

The District is geographically positioned and economically affected by Maryland and Virginia cities and counties which make up the metropolitan area; thus any work integral to District well-being has to include neighbors which may or may not choose to participate in a metropolitan wide approach to AFFH.

The recommendations include activities to be addressed at the private, public and private/public sector. They are as follows:

A. Private Sector Recommendations

1. The District should adopt an explicit goal and policy to promote the expansion of housing choice through the city and the metropolitan area to transform the distorted dual housing market into a free unitary housing market where all residents participate and compete for the housing they can afford.
2. Establish a city wide, centrally located Housing Service Center where home seekers are introduced to options beyond the enclaves of their own racial and ethnic neighborhoods.
3. Reinforce the one-to-one housing counseling centers, and update the DCHousingSearch.org website to encourage viewers to seek housing throughout the city and metropolitan area.
4. Real estate marketing images should reflect person of all ethnic backgrounds for all quadrants, to convey that all people are welcomed in those neighborhoods.
5. Use a public campaign to expand housing choice to ensure Blacks and Hispanics know they have options to move anywhere in the city and metropolitan area.
6. Preserve affordable housing in neighborhoods going through a resurgence and gentrification to ensure long term stability and integration
7. Work with the Council of Governments to encourage greater production of housing across the metropolitan area to provide greater choices to all metro and District residents and prevent re-segregation due to lack of affordable housing in the surrounding counties.
8. Transform the dual market into a unitary free market throughout the metro.
9. Expand the Housing Service Center throughout the metropolitan area to expand housing choices of suburban residents and foster racial and ethnic integration at all income levels.
10. Conduct on-going, systematic and thorough testing program, based on proven and court upheld methods, to identify any discriminatory practices in rental and for-sale housing.

11. Provide greater financial and lending counseling to better prepare applicants *before* they submit a mortgage loan application.
12. Provide written notification of counseling to potential buyers through private sector real estate firms to inform them about this counseling and alert buyers of the signs of discrimination in issuing home loans.
13. Reward city lenders who do not discriminate by placing District cash reserves and operating funds, and adopting a policy that it will bank only with institutions that do not engage in discriminatory practices.

B. Private and Public Sector recommendations

14. Commit resources to aggressively implement the Rental Housing Conversion and Sale Act of 1980 and enable the conversion of many more rentals to low-equity cooperatives, especially in neighborhoods experiencing gentrification and related integration.
15. Revitalize and reinvigorate the Co-op Seed Money Loan Program, First Right Purchase Program, and Deferred Payment Loans.
16. Create a database of buildings subject to the Rental Housing Conversion and Sale Act of 1980 with resident demographic data. Gather resident demographic before and after the sale of each building to gauge effectiveness of the Act.
17. Cease building permit extensions to construction that has not broken ground years after being granted the original inclusionary zoning requirement exemption due to units being in the ‘pipeline’ when the zoning act went into effect.
18. Emulate Montgomery County by including scattered site public housing units in the Inclusionary Zoning program.
19. Remove obstacles to accessory apartments from the zoning code. Full list provided on page 95 of the AI report.

C. Public Sector recommendations

20. Amend the City Comprehensive Plan to establish explicit goals, objectives, policies, and implementation approaches to start the process of achieving stable, racially-integrated neighborhoods throughout DC and metro area.
21. Require private and public developers of all residential developments and buildings to submit a Fair Housing Act, DC Human Rights Act, and ADA compliance plan in order to receive zoning approval and building permit.
22. Require developers and landlords to produce and implement a marketing plan to fulfill the mandated fair housing laws and affirmatively furthering fair housing choice. Approvals should require targeted marketing and advertising techniques.
23. Apply same principle and requirements to the conversion of rental dwellings to condominium ownership.
24. Revise and replace zoning code for ‘community-based residential facilities’ with a fact-based zoning scheme that will prevent contradiction, confusion and expansion of existing clustering and *de-facto* social service districts.
25. The word ‘facilities’ should be modified or changed as it represents a misunderstanding of the nature of these residences. Zoning language should reflect these homes as “community residences” used with the primary purpose of providing a place of abode in a family-like environment. The word ‘facilities’ implies an institutional use, a sharp contrast to community residence.
26. The zoning code definition of “family” should be consistent and compatible throughout the various types of “community-based residential facilities”.

27. Amend the zoning ordinance to permit all residential districts to have residential care homes of up to six individuals who are either 'substance abuse or youth with disabilities'. Imposing additional zoning restrictions on their community residences, which have met the definition of family, constitutes a violation of the Fair Housing Act.
28. Examine and revise the zoning code to make reasonable accommodations for all types of "community-based residential facilities" for people with disabilities. Reasonable accommodations are not required for community residences for persons without disabilities or persons with disabilities who pose a threat or danger to themselves or others.
29. Amend the building code to reflect information on the number of residents who can live together in a 'community based residential facility' instead of in the zoning ordinance.
30. Amend the zoning ordinance to recognize that the building code's formula for determining how many people can live in a dwelling unit should apply to community residences.
31. Update the '311' call center computer database to identify the Office of Human Rights (OHR) as the place to refer callers who may have encountered housing discrimination. Also, ensure the '311' information operators are trained to direct all possible housing discrimination calls to OHR.
32. Implement uniform reporting systems for housing discrimination complaints throughout the various government and non-profit fair housing offices intake centers. The DC Office of Human Rights and the Equal Rights Center should record fair housing complaints by separating whether it originates as a rental or home ownership complaint.
33. The Equal Rights Center should also record fair housing complaint information based on the locally District based protections.
34. Link OHR rental and homeownership discrimination complaints received to actual complaints filed, investigated or mediated.
35. The District of Columbia Housing Authority (DCHA) should maintain current records on race and ethnicity of each Housing Choice Voucher holder (HCV) and public housing residents.
36. The DCHA should maintain current maps showing where all public housing and voucher holders live by race and ethnicity to analyze the racial and ethnic composition of census tracts and neighborhood clusters in which the vouchers are being used to ensure voucher holders are being segregated or steered to predominantly minority neighborhoods.
37. The DC Housing Authority should adopt a strategic policy to locate public housing outside of the 13 hyper segregated neighborhood clusters.
38. DCHA public housing buildings in need of repair, located in gentrifying neighborhoods, should receive high priority for restoration and continued use as public housing.
39. DCHA should expand the geographic range throughout the District and in nearby suburbs and provide assistance to HCV holders so they consider housing outside predominantly African American neighborhoods.
40. DCHA should recruit more HCV holders for the Moving to Work Program.
41. Conduct a thorough study of the level of financial services available and assess whether redlining of mortgages and/or home owner and renter insurance is occurring in largely minority neighborhoods.
42. The City needs to raise a culture of information sharing and transparency among career and political leadership so that information sharing is more fluid.

Affirmatively Further Fair Housing Activities

During the past year, the District has been working on updating the AI to reflect current needs. Meanwhile, since the 2005 and 2011 Analyses were published, the following activities have been accomplished in order to increase housing opportunities for the general public and persons with special needs. These include:

- **Interagency collaborations** – DHCD continues to partner with the DC Department of Behavioral Health (DBH), formerly known as the Department of Mental Health. In the interagency Memorandum, DHCD will oversee acquisition, construction, rehabilitation of permanent supportive housing units for DBH consumer with mental health and/or physical disabilities.
- **Inclusionary Zoning Program**—This innovative regulatory program requires that developers of 10 or more units set aside up to 10 percent of the residential units for affordable housing in a new development or in a substantial rehabilitation project that expands the existing building. In return, the developer receives a 20% density bonus to build the affordable housing and market rate housing. The goals of the program are to create mixed income neighborhoods; produce affordable housing for a diverse labor force; seek equitable growth of new residents; and increase homeownership opportunities for low and moderate income levels.
- **Affordable Dwelling Unit (ADU)** - The ADU program is an umbrella term applied to the for-sale and for-rent homes that are restricted for occupancy by households whose income falls within a certain range and are generally offered at below-market rate. These units are generally produced in exchange for zoning relief, tax incentives, public financing, and/or the right to purchase or lease District-owned land. DHCD is the monitoring and enforcement agency for this program.
- **Targeted foreclosure prevention** – The Department is proactive in identifying high risk loans in its portfolio and works with borrowers to avoid foreclosure. DHCD directs borrowers who are in financial distress to one of seven partner Community Based Organizations throughout the District specializing in housing counseling. All staff of these organizations are HUD and Neighborworks certified in foreclosure mitigation counseling. These organizations have successfully avoided foreclosure for 50% of the borrowers seeking assistance.
- **Commercial Revitalization** - Affirmatively furthering fair housing also means creating cohesive neighborhoods that offer a variety of retail and service options for residents. The District has focused its commercial revitalization efforts on utilizing public actions and resources to leverage private investment in retail, housing, office space, and cultural facilities. Mayor Vincent Gray instituted the Great Streets Initiative, a multi-year, multi-agency commercial revitalization program that aims to “transform emerging corridors across the District into thriving and inviting neighborhood centers.” This commercial revitalization initiative has transformed emerging corridors throughout the District into thriving and inviting neighborhood centers.
- **Green Building** - DHCD has incorporated in all of its Requests for Proposals (RFPs), a green building requirement as specified by The Green Building Act of 2006. This ensures that buildings that are greater than 10,000 square feet and receive 15% or more of their development costs through public financing, meet the appropriate green building standard.
- **Washington Area Bicyclist Association Partnership** - Under the Agency’s Fiscal Year 2013 Community Challenge Planning Grant, DHCD partnered with the Washington Area Bicyclists Association (WABA) to help bring the enhanced livability, mobility, sustainability, and community development benefits of bicycling to communities east of the Anacostia River.
- **Fair Housing Program** - Through the Office of Program Monitoring, DHCD provides technical assistance and training to sub-recipients on all fair housing and accessibility compliance issues for

construction projects and programs. DHCD also continually monitors all its sub-recipients to ensure compliance with fair housing and equal opportunity laws and regulations.

- **Annual Fair Housing Symposium** – The District held its Twelfth Annual Fair Housing Symposium in April 2013. DHCD with its partner the DC Office of Human Rights and the Equal Rights Center brought District residents and service providers a day full of fair housing information. This year's theme, "Breaking through Barriers," provided the audience with information on how to better serve themselves and clients on issues dealing with barriers to housing and equal opportunity.
- **Affirmative Marketing Certification process** - DHCD requires an affirmative marketing plan from all of its service, acquisition, and construction funded projects, i.e., new construction, rehabilitation. The certification process, modeled after the HUD Affirmative Fair Housing Marketing Plan (AFHMP), is applied to all programs and projects regardless of its funding source, thereby increasing the number of residents that can benefit from all of our services. The affirmative marketing certification process at DHCD, allows for greater diversity in areas that are suspect of having been subjected to housing discrimination based on the residents' protected group. DHCD requires completion of an Affirmative Marketing Plan ("AMP") for non-housing projects and for program services.

Activities that Remove Barriers to Equal Opportunity and Promote Affordable Housing

DHCD affirmatively furthering fair housing choice means removing barriers to affordable housing to a greater number of District residents, who have been historically segregated or isolated due to race, ethnicity, or disability. Some of these efforts are listed as follows:

- **Housing Production Trust Fund** – The District created this funding vehicle to provide financial assistance to non-profit and for-profit developers for the planning and production of low, very low and extremely low income housing and related facilities. The District continues to maintain this dedicated source of local funding to increase its housing production, in particular to assist in housing retention or production for the elderly and persons with disabilities. DHCD manages this program.
- **Rental Housing Act of 1985** – This Act better known as Rent Control is a strong and effective rent stabilization law and is administered in the Rental Accommodations Division (RAD) at DHCD. This law parallels the mission of the Agency in that it assists in creating and preserving affordable housing in the District. RAD acts as the repository for information regarding the amount of rent charged to tenants for residential rental property. It also receives and processes documents required from property managers for the operation of rental property in the District and to resolve disputes between landlords and tenants.
- **Rental Housing Conversion and Sale Act of 1980** – The District enforces the Rental Housing Conversion and Sale Act of 1980 (also known as the Tenant Opportunity to Purchase Act or TOPA). TOPA regulates conversion of property into a condominium or cooperative, relocation assistance, the tenant organization registration, the registration of rental residential property offered for sale and tenant opportunity to purchase rights. This vigorous first right of refusal law is administered by DHCD which has sought to align the purpose of the law with its mission of creating and preserving affordable housing opportunities.
- **Annual Accessibility Training Program** – DHCD hosts annual accessibility compliance training for direct funding recipients, project managers, and interested stakeholders. This training covers Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act as Amended, the District Housing Code, and the Americans with Disabilities Act. The training is mandatory for new staff and sub-recipients; sister housing and District agencies are also invited to attend. The training covers changes in federal

and local regulations, parallels among the various regulations, practical application of such regulations and the current accessibility requirements for multifamily and single family housing.

- **Affordable and Fair Housing Literacy** – DHCD continues to provide fair housing information and training as needed to the general public and District agencies, and distributes its fair housing brochure series, printed in various languages, at events such as community fairs and the annual DHCD Housing Expo held during National Homeownership month in June. Various national and local non-profit organizations as well as non-profit community development corporations offer tools to assist first time homebuyers and residents in crisis. The DC Housing Finance Agency has a Home Resource Center dedicated to education and training of first time homebuyers on homeownership opportunities. Manna, Inc., a non-profit housing corporation which builds affordable housing, also has its own first time home buyer training and mortgage assistance program, as do Housing Counseling Services, Inc. and other non-profits that assist low income residents citywide.
- **www.dchousingsearch.org** -The DHCD-sponsored web housing locator is the most comprehensive affordable housing database in the District that links people to residential rental and for sale housing. All posted units must be licensed with the DC Dept. of Consumer and Regulatory Affairs and registered with DHCD. The website is populated by both public funded and private developers which increase the number of affordable housing units to low and middle income renters and homebuyers. Individuals can browse up-to-date, detailed listings of available for-rent and for-sale properties. Listed properties also include properties affordable to households with incomes up to 120% of AMI and those managed under the DC Housing Authority's Housing Choice Voucher Program
- **The Housing Resource Center (HRC)** – is a one-stop shop for information on DHCD programs and services. It is the repository for all Rental Accommodation Division and Conversion and Sales Division filings. Over 5,000 individuals have visited the HRC annually since its inception. The HRC also has an active Housing Provider Ombudsman, who serves as a resource for small housing providers. In partnership with community based organizations, University Legal Services (ULS) maintains an office in the HRC. This community non-profit organization provides free counseling and training to tenants and both potential and current homeowners on DHCD programs and services such as the Home Purchase Assistance Program (HPAP), credit scoring, navigating the homeownership process and foreclosure prevention. In addition, community based organizations, advisory neighborhood commissions and private citizen groups use the HRC to conduct trainings, information sessions and regularly scheduled meetings.
- **Partnerships with Community-Based Organizations (CBO)** – DHCD currently partners with 22 individual organizations to provide an array of direct services to District residents to ensure housing opportunities are available to a greater diversity of the population and to provide assistance to small business developments which contribute to the stabilization of neighborhoods. Assistance to renters, prospective homeowners and small businesses include: housing legal assistance for the elderly, housing credit and mortgage counseling, as well as, financial assistance towards homeownership, single family home repair safeguarding homes of lead hazards, housing code failures, and towards accessibility for persons with disabilities and the elderly. The CBOs continue to provide an invaluable service to District residents regarding home ownership and credit counseling in these harsh economic times.

C. Affordable Housing

The challenges in FY2013 continue to be the increasing cost of housing, competition for a shrinking pool of affordable units, the wage gap between skilled and unskilled workers, lack of public transportation options to regional employment opportunities, and the threat of displacement due to rising rents. Additionally, the Washington DC area faced a unique challenge in the forced budget cuts known as “sequestration” imposed on federal agencies that affected District residents as well.

DHCD administers a number of programs that create and preserve opportunities for affordable housing and economic development as well as revitalize underserved communities. DHCD continues to utilize its competitive funding process to target specific projects to achieve this mission by issuing Requests for Proposals for development and acquisition projects and Requests for Application for service-oriented grants. Additionally, DHCD works with partner organizations—including private, non-profit, or quasi-governmental development and financing entities—to provide housing and economic opportunities for low-to-moderate income residents.

For each fiscal year DHCD establishes objectives to meet the District’s priority needs based on community consultation, experiences within the marketplace, U.S. Census and other data. These objectives are identified in the Department’s Annual Action Plan. Table 3 presents a summary of DHCD’s specific objectives for FY2013 within the categories specified by HUD and consistent with the District’s priorities.

Specific Housing Goals and Objectives

During FY2013, DHCD assisted 238 first-time homeowners with loans from the Home Purchase Assistance Program (HPAP), and assisted another 50 units in the conversion from rental units to ownership as condominiums or co-ops under the District’s Tenant Opportunity to Purchase Act. DHCD also provided housing counseling assistance to 19,951 individuals.

DHCD increased the supply of affordable housing by funding rehabilitation of multi-family and single-family units or pre-construction of new units for a total of 857 units. Among the affordable units supported were 482 rehabilitated or preserved units and 375 new construction multi-family or single-family units. Of the units funded in FY2013, 332 units were affordable to very low-income residents, 281 units were affordable to low-income residents, and 244 units were affordable to low-to-moderate income residents.

Table 3: FY2013 Summary of Specific Housing Objectives

#	Specific Objectives	Sources of Funds	Performance Indicators	Expected	Actual	Outcome/ Objective
1	Housing Regulation Administration					
1.1	Preserving and increasing the supply of quality affordable housing	HPTF, Local, Other	<ul style="list-style-type: none"># customers who utilize the HRC.# of inclusionary zoning units built	6,500	6,618	DH-1 DH-2
				6	6	
2	Development Finance Division					
2.1	Preserving and increasing the supply of quality affordable housing	CDBG, HOME, Other	<ul style="list-style-type: none">Total special needs housing units fundedTotal affordable housing units preservedTotal # of affordable units funded% of renters spending greater than 30% on housing cost	150	262	DH-1 DH-2
				200	482	
				900	857	
				45	45.8 ³	
2.2	Increasing homeownership opportunities	CDBG, HOME, Other	<ul style="list-style-type: none">Total new homeownership units fundedTotal First Right Purchase units funded% of owners spending greater than 30% on housing cost	80	24	DH-1 DH-2
				100	50	
				35	28.4 ⁴	
3	Residential and Community Services					
3.1	Preserving and increasing the supply of quality affordable housing	CDBG, HOME, HPTF, Other	<ul style="list-style-type: none">Total affordable units funded by RCSTotal single family rehabTotal lead multi-family units fundedTotal residential rehab special needs units funded# of Elevated blood lead level cases	425	352	SL-1 SL-3
				75	42	
				65	24	
				15	15	
				40	183	
3.2	Increasing homeownership opportunities	CDBG, HOME, Local, Other	<ul style="list-style-type: none"># of employee homebuyers funded by EAHP# of employee homebuyers funded by NEAHPTotal # of first time homebuyers funded by HPAP# HPAP special needs units funded	80	104	DH-3 EO-1
				100	33	
				400	286	
				10	2	
4	Property Acquisition and Disposition					
4.1	Preserving and increasing the supply of quality affordable housing	Other	<ul style="list-style-type: none">Total # of affordable units created or rehab through reclamation of abandoned propertiesAverage # of years of affordability for units created or rehab through reclamation of abandoned properties	45	0	SL-2
				15	n/a	

³ 2012 Estimate for Washington D.C. from the U.S. Census Bureau American Community Survey
http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_1YR_DP04&prodType=table
 Accessed 10/24/2013

⁴ *Ibid.*

Section 215 Housing Opportunities

Section 215 of the Affordable Housing Act contains eligibility requirements for affordable housing as well as a definition, specifically pertaining to the HOME program. Sections 92.252 and 92.254 under Title 24 Code of Federal Regulations, Part 92 (24 CFR 92) further explains rental and owner-occupied HOME housing criteria necessary to qualify as Section 215 housing.

As such, during FY2013, two types of assistance qualified as Section 215 housing:

1. A total of 26 households received down payment assistance using HOME dollars through our HPAP program, which are allowable under HOME regulations and guidelines; and,
2. Approximately 253 multifamily units were acquired, rehabilitated or constructed using HOME funds.

Efforts to Address Worse Case Needs

In FY2013, the District took several steps to address worse case housing needs, which are defined as low-income households who live in seriously substandard housing or have been involuntarily displaced.

The most important step taken by the District government was the use of a dedicated source of local funding for the production of affordable housing. The Housing Production Trust Fund (HPTF or “Fund”), authorized by the Housing Production Trust Fund Act of 1988 as amended by the Housing Act of 2002, acts as a local source of money for affordable housing development. Capital for the HPTF is supplied from the legislated share of Washington DC deed recordation and real estate transfer taxes, currently 15%. The Fund is designed to direct assistance toward the housing needs of the most vulnerable District residents—very low- and extremely low-income renters. Pending the receipt of feasible project proposals, the statute requires that:

- A minimum of 40 percent of Fund monies disbursed each year must benefit households earning up to 30 percent of the area median income (AMI);
- A second minimum of 40 percent of the Fund monies distributed must benefit households earning between 31 and 50 percent of the AMI;
- The remainder must benefit households earning between 51 and 80 percent of the AMI; and
- At least 50 percent of the Fund monies disbursed each year must be used for the development of rental housing.

The remainder of the funds may also be used for for-sale housing development, and loans associated with other programs, such as First Right Purchase Assistance Program and Lead Safe Washington.

Another step the District has taken to address worse case housing needs is by discouraging projects that involve the displacement of persons. However, if displacement of persons should occur in a project, DHCD will make provisions for the appropriate relocation assistance as established by federal regulations. It is DHCD’s policy to minimize displacement in all DHCD funded projects. Development Finance Division (DFD) project managers review developer’s plans and revise those plans as necessary to minimize displacement. Where relocation is required, the project managers ensure, as part of the underwriting process, that the relocation plans are adequate and are funded as part of the project development costs. A number of DFD project managers have received training in the Uniform Relocation Act (URA). OPM has convened a team to oversee project compliance, including URA compliance, and to update the Division’s operating protocols to ensure that all specialized monitoring disciplines are being addressed.

In FY2013, three residential properties required submission and approval of temporary and/or permanent relocation plans. These projects were 4000 Kansas Street Apartments, Crestwood Cooperative, and 2nd DC Co-op and comprised 25 units total. In most cases developers were able to relocate residents within the same facility; if residents had to be housed elsewhere during project completion they were housed off-site in comparable units that were decent, safe, and sanitary as well as inspected by DHCD. Any required relocation generated by DHCD's single family rehabilitation projects is incorporated into each project work plan, and associated costs are factored into the budget.

Non-Homeless Special Needs Population

Addressing the non-homeless special needs population, which includes the elderly and people with disabilities, is an important aspect of DHCD's Annual Action Plan. During the past fiscal year DHCD utilized five programs to fund projects for the special needs population. These were the Home Purchase Assistance Program (HPAP), Single Family Residential Rehabilitation Program, Multi-Family Housing Construction and Rehabilitation Program, First Right Purchase Program, and the Handicapped Accessibility Improvement Program. In FY2013, DHCD funded a total of 281 special needs housing units.

D. Continuum of Care

HUD encourages communities to address housing and homelessness through a comprehensive, collaborative, and strategic approach that it has promoted since 1994. HUD's Continuum of Care concept facilitates this process and is designed to help communities envision, organize, and plan comprehensive and long-term solutions to address the problem of homelessness.

The District's current homeless and homeless special needs' housing efforts are coordinated and managed by the Department of Human Services (DHS). DHS partners with the Community Partnership for the Prevention of Homelessness (the Partnership) for the District's Continuum of Care program under a FY2013 contract that has renewal provisions based upon achievement of the contract's performance objectives and the decision of the District. The contract funds the Partnership to address the needs of the District's homeless population, including other special needs subpopulations of the homeless (e.g., the frail elderly, chronically mentally ill, drug and alcohol abusers, and persons with HIV/AIDS).

The Partnership, with the approval of DHS, determines annually which services will be funded with the Emergency Solutions Grant (ESG) to address the most pressing emergency and prevention needs. In FY2013, the ESG funds paid for prevention, shelter operations, and administrative cost. Table 7 describes the uses of ESG funds in FY2013.

Actions Taken to Address Homeless Needs

Numerous activities are undertaken in the District to address the needs of homeless persons, and the special needs of persons that are not homeless but require supportive housing. Many of these activities are undertaken with the use of ESG and/or local funds.

The Emergency Solutions Grant supports the District's Homeless Continuum of Care program and the related objectives of the Consolidated Plan that provide for homeless or special needs populations. In FY2013 ESG funds continued to support prevention efforts and facilities operating at the entry point of the Continuum of Care, in order to maintain and improve those facilities even while the District works to build the permanent affordable and supportive housing that will end homelessness over time.

Improvements to the Continuum have been ongoing. The District's plan to end homelessness includes new efforts based on the Interagency Council on Homelessness and designed to support the Continuum of Care concept. It rests on three centerpiece policies:

1. Increase homeless prevention efforts within local and federal government;
2. Develop and/or subsidize at least 6,000 units of affordable, supportive permanent housing to meet the needs of DC's chronically homeless and other very low-income persons at risk of homelessness; and
3. Provide wraparound mainstream supportive services fully coordinated with Continuum of Care programs and special needs housing.

The goals focus on 1) keeping as many people as possible from becoming homeless through direct prevention efforts and increasing the supply of affordable housing; and 2) enriching the homeless Continuum at all levels with supportive services that rapidly re-house persons with and without special

needs. This refocuses the District's efforts over time from a "shelter first" to a "housing first" model that ends homelessness.

Within this general context, ESG funds continue to be used to support policy goal #1, which is to prevent homelessness and to maintain and improve the entry level of the Continuum of Care. Efforts to prevent homelessness in the District of Columbia have been enhanced by local funding of a rental assistance program in FY2013, but ESG prevention funds which are distributed through a network of neighborhood based organizations, continue to be the backbone of the District's prevention efforts.

Actions Taken to Prevent Homelessness

Prevention funds through various programs such as the Emergency Rental Assistance Program, the Family Rental Subsidy Program (FRSP) and when available, the Local Rental Subsidy Program (LRSP) were used to accompany the ESG program, these funds were specific to families in shelter. The goal of the ERAP, FRSP and LRSP programs were to assist families by either preventing homelessness by paying rental arrears, or assisting households through rapid rehousing. Depending on the program that a family was referred to, they would have either contributed funds to their rental, or received payment in full. ESG funds could be used to pay first month's rent and security deposit for families entering housing. In total, ESG funds were used to shelter 242 families in FY2013.

E. Other Actions

The District continued to support and use several methods to remove possible barriers to affordable housing such as: a dedicated source of local funding for housing production through its Housing Production Trust Fund (HPTF); improving programs and processes to make project funding more efficient; targeting investment by type of project and geographic area; using inter-agency coordination and public-private partnerships to leverage public funding; and by increasing outreach and marketing of programs and funding opportunities. Mayor Vincent Gray announced that there would be a onetime addition of approximately \$100 million to go toward affordable housing projects in the District. Much of this money will be allocated by DHCD in FY2014 and FY2015.

DHCD improved its various programs to effectively address the needs of the underserved. The Department continued to fund outreach and assistance programs for tenants in buildings with expiring Section 8 and/or other federal program statuses. Tenants were provided information on purchase options under the District's First Right statute, comprehensive housing counseling and assistance for relocation, location of apartments, and for first-time home ownership.

In FY2013, DHCD hosted and participated in a number of outreach and community participation events specifically focused on homeownership and foreclosure prevention. In June, DHCD, in partnership with the Greater Washington Urban League and the Department of Insurance, Securities and Banking, held the 5th Annual Housing Expo at the Washington Convention Center. The event provided residents with access to a variety of housing resources. Over 1,000 people attended the free event and took advantage of the many educational opportunities offered, including workshops, credit and foreclosure counseling, exhibitors, and free credit reports.

During FY2013, DHCD allocated its funds based on the determination of priority needs identified in the Consolidated Plan and the Annual Action Plan and by the suitability of activities that are planned to meet those needs. Actions taken to address those needs are as follows:

Address Obstacles to Meeting Under-Served Needs

DHCD addressed obstacles to meeting under-served needs in the District through the following activities:

- Funded a broad range of housing counseling services with an emphasis on home ownership, transit oriented development, and preservation of existing housing placements.
- Conducted and participated in meetings with community agencies, neighborhood groups, and concerned citizens to discuss needs, available grants, the grant process, and other relevant information.
- Conducted site visits of target areas to assess/confirm needs and consider appropriate actions.
- Utilized a variety of funding sources to assist with rehabilitation of owner-occupied housing of low-income residents.
- Provided information on housing discrimination and landlord-tenant laws to low-income families, nonprofit organizations, local realtors, and property owners.

Foster and Maintain Affordable Housing

The Department has partnered with non-profit and for-profit developers to preserve existing and offer new affordable housing opportunities to those residents unable to meet the current cost demands of the District's escalating real estate market. The Department offers programs that help first-time homebuyers purchase homes and assist current homeowners with home repairs. In addition, the District provides funding for housing counseling services to assist residents in moving towards home ownership and self-sufficiency. The District also funds commercial and economic development initiatives that help revitalize our communities and provide employment opportunities to unemployed and underemployed residents. DHCD makes special needs housing, preservation of affordable units with expiring Low Income Housing Tax Credit use agreements, and retention of Section 8 rental properties a specific funding priority when issuing Requests for Proposals.

Eliminate Barriers to Affordable Housing

In FY2013, the District took several steps to ameliorate the negative impacts of the current housing market, but realizes the fact that resources produced fewer units in an atmosphere characterized by pricing pressures.

The most important step taken by District government has been the use of the Housing Production Trust Fund (HPTF). The HPTF is a local source of money for affordable housing development that DHCD combines with other local and federal sources of funds in the competitive funding process to maximize Department support for affordable housing and community development projects. The HPTF is aimed at assisting the most vulnerable District residents. The Housing Act of 2002 requires that 80% of funds benefit households earning up to 50% of Area Median Income (AMI), and that 50% of funds disbursed each year must be used for the development of for-sale housing. In FY2013, the HPTF budget was \$48,603,251.

The District also uses other methods to remove possible barriers to affordable housing such as: targeting investment by type of project and geographic area in its funding processes; using inter-agency coordination and public-private partnerships to leverage public funding; and increasing outreach and marketing of programs and funding opportunities.

Evaluate and Reduce Lead-Based Paint Hazards

In January 2012 DHCD's Lead Safe Washington Program (LSW) applied for the US Department of Housing and Urban Development Office of Healthy Homes and Lead Hazard Control (OHHLHC) Lead Hazard Reduction Demonstration Grant and in June 2012 was awarded \$2,998,819 with a District match of \$2.4M to render a total of 225 units lead safe during a three year period under grant number DCLHD0243-12. LSW has completed 20 inspection and risk assessment for 20 single family homes and is working on pre-construction documents to start production. Fiscal Year 2013 was the first of three years of this grant.

Current Grant Goals:

- Provide 275 free lead paint inspection/risk assessments to identify lead hazards;
- Perform lead hazard reduction interventions in 225 homes;
- Conduct 80 outreach and education events directly reaching 2,500 District residents;
- Provide job training and increased contractor capacity by providing free lead worker training to 20 District residents and train 225 property owners and tenants on lead awareness and cleaning/ maintenance issues;
- Establish three HEPA-Vacuum Loan Programs in targeted communities;

E. Other Actions

- Distribute, through faith-based partner organizations, 100 free prevention kits;
- Deliver 225 Post Remediation Kits to property owners to maintain lead safety in homes;
- Establish a Lead Safe Housing Registry of available healthy and lead certified rental properties to distribute regularly to community residents who are seeking lead safer housing;

Lead Safe Washington's outreach efforts continue to focus on single-family and multi-family properties with children under the age of 6 and to identify properties of children with EBLs. Due to the high percentage of low- to moderate-income families in the District, multi-family apartment buildings and young children in single-family properties, our outreach target areas have been concentrated in Wards 4, 6, 7, and 8. These efforts contributed to the submission of a steady stream of new single family and multi-family applications.

The week of October 22, 2012 was "National Lead Awareness Week," and DHCD partnered with the Department of Health and a number of community organizations to convene a kick-off for Lead Awareness Week called the "D.C. Lead Safe Fair: Healthy Homes-Healthy Children." The Fair offered information on lead-related health screenings, government programs and services, and businesses or organizations that provide products or services to populations most affected by the effects of lead-based paint.

DHCD outreach efforts also included commercials played on local television and radio stations during 'National Lead Awareness Week' and participation in community events and fairs. One such event was the Matthews Memorial Baptist Church Annual Health Fair and Blood Drive which allowed DHCD staff to educate a number of parents and community members on the risks associated with elevated blood levels and the importance of testing.

Other consumer-based efforts center on community fairs, health fairs and other public events in which LSW has the opportunity to have direct contact with property owners interested in lead remediation. Our owner-based efforts occur largely through direct "cold calls" to owners of multifamily properties, of properties expected to be good candidates for grant-funded hazard reduction as well as through dissemination of written materials to real estate associations and tenant organizations. Our detailed information highlights the LSW program and the detrimental hazards of lead-based paint. Letters sent to owners and tenants of properties containing a child with an elevated blood level as reported by the DC Department of the Environment have proven to be an effective means to provide outreach and enroll properties into the program.

DHCD also continued to hold monthly contractor meetings to educate local contractors about lead and the grants available for lead assessment and mitigation.

Compliance with Program and Comprehensive Planning Requirements

To ensure compliance with program requirements, the DHCD Office of Program Monitoring ('OPM') conducts site monitoring and compliance reviews annually of all awardees of CDBG and HOME funding. The Office of Program Monitoring focuses on accountability and reviews Department records and financial practices to determine compliance with grant regulations. DHCD has made a number of changes in the policies and procedures used for compliance purposes and continues to work with technical assistance providers from Enterprise Community Partners as part of a HUD OneCPD grant that began in November of 2011.

For comprehensive planning purposes, DHCD staff works closely with the Office of Planning on local affordable housing issues. The Office of Planning assisted DHCD with the development of the Five-Year Consolidated Plan.

Antipoverty Strategy

By funding housing for extremely low, very-low and low-income residents, DHCD contributes to the District's anti-poverty strategy by lifting families out of poverty and providing them with stable housing and a means to build wealth for the future. DHCD also supports other District Government initiatives in reducing poverty and utilizes its federal and local funds to help residents improve their financial stability through housing and financial counseling programs conducted by a network of community-based organizations. DHCD also provides funds to CBOs to assist small businesses with technical assistance and to improve their physical appearance to retain and expand neighborhood job opportunities.

The comprehensive housing counseling services funded by DHCD provide tenants and prospective homeowners with assistance in such matters as household/home management and maintenance, improving credit, household budgeting, and foreclosure prevention all geared toward improving residents' opportunities to obtain and retain decent housing with the prospect of moving toward ownership and the development of equity. Residents of buildings with expiring Section 8 protections are provided targeted assistance in locating housing options and are introduced to the DHCD-sponsored Tenant First Right to Purchase Program to move toward ownership.

The Tenant First Right to Purchase Program provides technical assistance, seed funding, and earnest money to tenant groups to assist them in organizing so they are prepared to take advantage of their first right of refusal when their building is up for sale. The program also provides new tenant owner groups with management/technical assistance. Converted buildings are also eligible to apply to DHCD for rehabilitation funding. During FY2013, DHCD provided 50 tenant households with these services through a technical service contract with University Legal Services.

DHCD also provides education and outreach to ensure that Fair Housing Laws are understood and that all residents are provided with information on their rights to access housing in the District of Columbia. DHCD's fair housing brochures are available in several languages. During FY2013, DHCD reached over 150 residents with fair housing information and/or assistance. In addition, DHCD also contributes to the District's anti-poverty strategy by encouraging developers to meet Section 3 requirements.

Other agencies play a key role in the reduction of poverty. The Department of Human Services administers income support, welfare to work, and a range of programs to support families and individuals. The Community Partnership for the Prevention of Homelessness provides emergency support from ESG funds to prevent eviction. The Office on Aging provides support services to seniors and partners with DHCD in the development of senior housing.

The Department of Employment Services (DOES) provides extensive job training opportunities through its city-wide "One Stop Service Centers." The Workforce Investment Council (WIC) brings together private and public sector stakeholders to develop strategies to increase employment opportunities for DC residents and to support and assist DOES in its employment mission. The D.C. Public School Administration has created career-oriented high schools in a number of specialized areas, including the technology and hospitality industries to facilitate students progressing from school to real jobs in the D.C. market.

DMPED manages the New Communities and Great Streets initiatives that address both physical and human service needs of targeted areas by combining government resources with those of private and non-profit developers or organizations to bring long-term and comprehensive revitalization to the designated area.

“New Communities” is a comprehensive partnership to improve the quality of life for families and individuals living in distressed neighborhoods. DHCD administers one of the key resources for New Communities, the Housing Production Trust Fund. The companion program to New Communities is “Great Streets.” Great Streets is a strategy to revive the local commercial corridors bordering the new communities so that services neighborhoods need are restored along with the housing and social fabric.

These two initiatives are a new and aggressive approach to fighting poverty that includes current residents and businesses in the planning for a diverse neighborhood that attracts a mixture of incomes and household types into the revitalized neighborhoods.

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that recipients of HUD funds (and their contractors and subcontractors), to the greatest extent feasible, provide job and other economic opportunities to low and very-low income persons (Section 3 residents) and Section 3 Business Concerns. DHCD, as a recipient of HUD funding, must ensure that all of its recipients, and the contractors they hire, provide employment opportunities to low and very-low income residents; in particular public housing residents and recipients of public assistance. Recipients of community development funds from DHCD are required to either hire Section 3 residents or subcontract with Section 3 business concerns.

DHCD has implemented a comprehensive compliance program to ensure compliance of its recipients and their contractors. DHCD reviews all housing construction, housing rehabilitation, and public construction projects for Section 3 applicability. Recipients for covered projects are required to submit a detailed plan stating their Section 3 goals and how they will comply with Section 3 prior to receiving funds. Additionally, covered recipients are required to submit plans detailing their Section 3 goals, how they notify the community of opportunities, and efforts to comply. Recipients are monitored during the life of their project for compliance; monitoring includes site visits, reviews of documents, and quarterly reporting.

Education has been a priority in furthering Section 3 hiring in the District. In FY2013 DHCD conducted five annual mandatory trainings on Section 3 policy and procedure for recipients and their contractors. General contractors, local businesses, community groups, YouthBuild organizations, and representatives from the DC Housing Authority are regularly in attendance. Partners in DHCD’s Section 3 efforts from the District of Columbia Housing Authority, including the Resident Services Manager and Section 3 Compliance Coordinator, are introduced and given an opportunity to discuss their programs. Certified Section 3 business concerns are often in attendance as well. This training is designed to provide a refresher on DHCD policy and procedure and to educate stakeholders on the Section 3 program and opportunities that are available.

In the hope of making compliance easier for its partners, DHCD has created the Section 3 Business Concern certification. The certification was implemented in 2009 and designed to facilitate compliance with Section 3 among DHCD recipients and their contractors. The certification is an application process that requires any business wishing to receive the preferences available to businesses under 24 CFR §135.36 to submit an application based upon factors defined in the regulations. The certification of Section 3 Business Concerns limits the opportunity for recipients and their subcontractors to assert that bona fide Section 3 businesses are not available for contracting opportunities.

Additionally, DHCD regularly holds Section 3 Business Concern certification orientation events. These orientations target local businesses, small business assistance groups, minority contractor groups, and

E. Other Actions

Certified Business Enterprises to apprise them of Section 3 related opportunities at the Department and DHCD policy. DHCD continues to certify Section 3 businesses and to date has certified over 65 businesses. On April 23, 2013 DHCD participated in a HUD Section 3 Business Concern Certification event in support of HUD's Section 3 Business Registry Pilot Program, in which several certified Section 3 Business Concerns were in attendance. Additionally, DHCD participated in the second annual Section 3 Summit on March 19, 2013 at the NAHRO Legislative Conference, which provided NAHRO members with training on Section 3 compliance.

DHCD will submit all Section 3 information required under 24 CFR §135.90 to HUD Headquarters in order to assist in meeting reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. The data will indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

F. Leveraging Resources

The District's housing and community development programs require, whenever possible, the maximum use of private financial resources. The Department looks to be a gap financier of financing for its selected projects, the private sector provides the bulk of each project's funds with DHCD funds closing the gap between private funds and the development cost of the project. Banks and other financial institutions serve as the private financing sources of all housing production, rehabilitation, or capital improvements and ongoing operations.

Many banks have special community lending operations called Community Development Financial Institutions (CDFI), partly in response to the provisions of the Community Reinvestment Act, which encourage local lenders to invest in affordable housing and other community support projects. Several local banks have been active in supporting nonprofit affordable housing development. The District's public dollars leverage these private funds.

DHCD also works in tandem with non-profit and quasi-governmental development organizations to leverage funds for affordable housing and economic opportunity. In addition, the District government and nonprofit developers have actively sought to capture foundation grants. Many nonprofit organizations seek foundation funding to provide social support services, especially to special needs populations. Among the organizations that are active in this area are the Local Initiatives Support Corporation (LISC), and the Enterprise Foundation. Many of these organizations have provided funding to help support DHCD's annual housing expo.

Matching Funds

Three HUD programs require matching funds: HOME, ESG, and Lead Safe Washington. The Lead Safe Washington local match requirement for the Lead-Based Paint grants was \$2.4 million, which came from the Housing Production Trust Fund (HPTF).

Under 24 CFR 92.218 *et. seq.*, the District must provide a matching contribution of local funds to HOME-funded or other affordable housing projects as a condition of using HOME monies. In FY2013, DHCD contributed \$14,129,144.74 toward the HOME match. DHCD met its HOME match obligation through local contributions from HPTF and the Unified Fund. Eighty percent of all HPTF monies must benefit households earning up to a true 50 percent of the area median income, which is below the HOME income eligibility maximum; moreover, HPTF-assisted rental projects must be affordable for 40 years, which exceeds the HOME affordability period requirement. As the Department incurs HOME and Lead match-eligible expenses, it ensures that adequate funding is provided for the matching contribution.

In addition to its federal ESG funds, the District of Columbia provided local match dollars to support outreach and prevention services; support shelter operations and fund renovation of shelter space. The District provided assistance for the homeless through community-based organizations, faith-based organizations and other non-profit service providers. The FY2013 local match for ESG was \$826,081 in Emergency Rental Assistance Program vouchers.

G. Citizen Participation and Comment

To ensure citizen participation in the District of Columbia's FY2013 CAPER process, DHCD followed the Department's approved Citizen Participation Plan. The CAPER public hearing will be held on November 20, 2013 at DHCD headquarters where citizens, community partners, and other interested stakeholders will be able to provide testimony on the performance of DHCD. Information on the public hearing and public review period was developed and delivered to neighborhood associations, Advisory Neighborhood Commissioners, local non-profits, churches, civic associations, District staff, City Council, and interested residents. Notice of the hearing was published on the DHCD website and in the D.C. Register on Friday, October 18, 2013 and in local newspapers on or about November 13, 2013. The CAPER was made available for a 30-day review and comment period in accordance with HUD guidelines and the Citizen Participation Plan.

The purpose of the public hearing was to provide residents with an update on the implementation of the current CDBG, HOME, HOPWA and ESG activities and offer the CAPER for public review and comment.

DHCD took the following actions to make the Notice of Public Review available and to invite public comment on the CAPER for FY 2013:

- Direct mailings – Office of the Mayor, City Administrator and Deputy Mayor for Planning and Economic Development; the Council of the District of Columbia; Advisory Neighborhood Commissioners (ANC); ANC Chair offices; Community Development Corporations and Community-Based organizations; Special Needs Housing Organizations; Non-profit Housing Groups; Latino, African, Asian and Pacific Islander Community Organizations and groups; and residents.
- Email distributions – DHCD staff, DHCD's housing partners, community leaders and neighborhood-based list serves.
- Website – The draft CAPER was posted on DHCD's website for review.
- Media – Notice of 15-day Public Review is being provided to diverse media outlets via paid advertising and press release distribution.

H. Self-Evaluation

DHCD responds to questions concerning the self-evaluation of the District's overall performance in implementing the Five Year Consolidated Plan and, in particular, its performance during FY2013:

1. Are activities and strategies having an impact on identified needs?

Yes: The District, through its neighborhood-based activity programs, strategically invests funds through housing development and community-based non-profit organizations to support the enhancement of economic opportunities, affordable housing preservation, and development for the benefit of the District's low-to-moderate income residents. The District funds an array of activities that are tailored to meet/satisfy the needs of each service community only limited by the capacity of the non-profit organization that serves that particular community. Additionally, the Department conducts a number of public outreach activities and continues to place emphasis on educating DHCD stakeholders about the good things the Department does and the programs and opportunities available to them.

The Department continues to work with community partners and other District government agencies to continually identify needs and develop pro-active solutions to meet those needs. Starting in FY12 DHCD's Director was part of Mayor Vincent Gray's Comprehensive Housing Strategy Task Force which brought together diverse interest groups and experts to broadly analyze housing needs in the District of Columbia and recommend actions. The Task Force released its report "Bridges to Opportunity: A New Housing Strategy for DC" on March 12, 2013; DHCD will be one of the lead agencies in implementing the recommendations of the task force and Mayor Gray's vision for affordable housing in the District.

DHCD also works closely with the DC Housing Authority and the DC Housing Finance Agency to maximize dollars available for housing opportunities for extremely low to moderate income residents of the District. A representative of DHCD attends the meetings of the Metropolitan Washington Council of Governments (COG) Committee of Housing Directors to participate in information sharing and initiatives of the Committee.

In FY13, the Director of DHCD sat on the Interagency Council on Homelessness (ICH) as a government agency representative and was co-chair of the ICH Permanent Supportive Housing Production Committee. The ICH comprised of both government and community leaders working together to find creative and cost effective solutions to alleviate homelessness in the District.

Combined, all of these activities and programs have made a positive impact on previously identified needs while improving DHCD's stakeholder relationships and creating a more collaborative environment going forward.

2. What indicators would best describe overall results?

During FY2013, the District effectively utilized a comprehensive set of key performance indicators (KPIs) to track the progress of a wide range of activities in each division within the Department. Several of these measurements include activities and services that are linked directly to the Consolidated Plan. In all, there are 67 KPIs tracked across the 7 divisions within DHCD. Examples of such metrics include the number of low-to-moderate households assisted in becoming first-time homeowners, the number of low-to-moderate

H. Self-Evaluation

income households served through the neighborhood based activities programs, the time in which legal cases are heard and ruled upon, the number of visitors to the Housing Resource Center, the number of environmental reviews performed, and the cost of housing (rental and ownership) as a percentage of income.

The number of affordable housing units funded is a critical measure that indicates the revitalization of our neighborhoods and how the need for affordable rental and ownership housing for low and moderate-income households is being addressed. The Development Finance Division also tracks the number of affordable housing units created per \$100,000 of subsidy provided, which is an International City/County Management Association (ICMA) industry standard metric for jurisdictions with residents >100,000.

3. Are major goals on target?

Yes: DHCD has made a tremendous amount of progress in meeting the priorities set forth in the Consolidated Plan and has significantly increased the supply of affordable housing; expanded homeownership opportunities; and contributed to economic and community revitalization.

In FY2013, DHCD increased the supply of affordable housing by 857 units through funds provided for multi-family rehabilitation and/or for pre-development loans for new multi-family and single-family construction projects. While this is slightly below the FY2013 goal, Mayor Vincent Gray's promise of \$100 million towards the production of affordable housing over the next two fiscal years (FY14 and FY15) will allow DHCD to overcome this minor shortfall and surpass the goals set forth in the Consolidated Plan.

DHCD's affordable housing construction projects spurred neighborhood revitalization and local economic development. As part of its neighborhood investments over the past year, DHCD funded housing counseling for 19,951 residents, home buyers, and new homeowners to increase access to housing and stable homeownership, technical assistance for 1,907 small neighborhood businesses to assist in their retention and expansion, and completed construction on façade improvement projects for 26 small businesses.

The District maintains goals and targets for the priority needs of the communities it serves. Progress continues to meet newly established goals: creation of new affordable housing, preservation of existing affordable housing, expansion of homeownership opportunities and meeting the needs of the homeless and those at-risk of becoming homeless. In FY2013, the District's annual allocation of CDBG and HOME grants were supplemented by funding from competitive federal grants, as well as the local Housing Production Trust Fund and local operating funds. Efforts to house special needs populations, such as the elderly and people with physical and intellectual disabilities, continue to improve through close partnerships with other District agencies.

4. What barriers may have a negative impact on fulfilling strategies and achieving the overall vision?

The number one barrier that prevents DHCD from fulfilling the strategic housing objectives set forth by the District government is scarcity of resources. Even after leveraging the District's annual federal entitlement funding of approximately \$47 million with almost \$68 million in local Housing Production Trust Fund dollars, the District's affordable housing and neighborhood economic and community revitalization needs continue to outpace resources. In FY14 and FY15, DHCD will have more resources from local funding sources, but as the cost of real estate in the District continues to rise to record levels and the number of new residents moving into the District continues to put pressure on the existing housing supply, those resources will need to be managed and allocated more carefully to be utilized most effectively. The high cost of housing in the District of Columbia continues to be a barrier for both home-owners and renters as

H. Self-Evaluation

the median home sales price for the District in September, 2012 was \$460,000, which is 10.18% higher than September, 2012 and significantly higher than the national median price of \$199,200. For renters, the Washington DC Metropolitan Statistical Area is the seventh highest rental market in the United States according to real estate research firm Trulia, with the median rent for a two bedroom apartment costing \$2,100 per month in September 2013.

5. Based on this evaluation, what adjustments or improvements to strategies and activities might meet the identified needs more effectively?

In the 2013 State of the District address, Mayor Vincent Gray announced that, due to a large budget surplus from the previous fiscal year, \$100 million would be set aside for affordable housing in the District with a long term goal of creating 10,000 units of affordable housing by the year 2020. DHCD will be the lead agency for the allocation of much of these funds over fiscal years 2014 and 2015. These funds will be utilized to address some of the most pressing affordable housing needs in the District.

While the District suffers from some of the highest housing prices in the nation, the rising real estate market does benefit the local Housing Production Trust Fund, which produces affordable housing units with funding mainly from the deed transfer and recordation taxes the city collects on real estate transaction. As residential and commercial real estate development in the District remains strong, the HPTF will benefit from this strength. Statutorily 40% of HPTF funds are required to fund housing for residents under 30% of Area Median Income, while another 40% is required for those under 50% AMI.

Lastly, beginning in November 2011 DHCD has been the beneficiary of technical assistance from Enterprise Community Partners through a grant provided by the US Department of Housing and Urban Development's OneCPD program. In that time, DHCD has worked with experts in all areas of affordable housing to review DHCD policies and procedures, recommend changes, and assist in the implementation of those changes to create more effective programs, compliance, and monitoring internally and externally. Through these process improvements DHCD had begun to implement industry best practices in many areas and continues to work with OneCPD to more effectively meet the needs of District residents.

I. Monitoring and Compliance

During FY2013, DHCD continued to improve its sub-recipient monitoring program and procedures. DHCD developed its annual monitoring plan, and conducted monitoring reviews of DHCD programs and sub recipients. The Office of Program Monitoring (OPM) issued monitoring reports that included specific findings and recommendations to be addressed.

OPM continued to use its tracking database to monitor DHCD and sub-recipient corrective actions for reports issued by OPM and by external agencies such as HUD, the D.C. Office of the Inspector General, and respective A-133 auditors. Several findings/recommendations were closed due to the division's tracking and follow-up. The Office of Program Monitoring also regularly monitors the Integrated Disbursement Information System (IDIS) for CDBG, HOME, HOPWA and ESG commitment and spending requirements. The division issues monthly spending reports for the above programs.

In FY2013 OPM initiated a complete review of DHCD Administrative Instructions (AI), which are the policies and procedures that outline how each department within DHCD is to function. While ongoing, this process has identified areas where no AIs have existed before and led to the update of AIs that have not been updated in a number of years, allowing for the introduction of best practices and increased efficiency.

Community Housing Development Organizations (CHDOs)

During FY2013, DHCD certified six CHDOs in accordance with the CHDO definition stated in 24 CFR 92.2. The Department also requires that all CHDOs recertify their compliance with that definition prior to issuing CHDO funds to them. To maximize the use of CHDO funds, the Office of Program Monitoring monitors the CHDO reservation requirement (in IDIS) on an ongoing basis, and DHCD both advertises technical assistance opportunities to the CHDOs and solicits CHDO participation from nonprofit organizations.

Community-Based Organizations (CBOs)

DHCD monitors the CBO's three times a year. (November, April and September) Our on-site monitoring review is focused on the following areas of program administration and regulatory compliance: (This monitoring depends on the program the CBO is working on.)

- Program performance review (national objective, eligible activities, contract objectives, scope of work, contract schedule, contract budget)
- General management practices (procurement practices, conflict of interest)
- Financial management practices (accounting system, internal controls)
- Recordkeeping/reporting practices
- Anti-discrimination compliance
- Activity-specific monitoring

Status of Grant Programs

Most services and activities are conducted within the planned time frame of one to two years. All CDBG, HOME, HOPWA and ESG funded activities are managed and completed well within established schedules, except for the activities that have been delayed due to changed circumstances, service areas or populations. DHCD has implemented a policy that projects must be ready for funding within three months of the application date.

J. CDBG Program and Use of Funds

During FY2013, Community Development Block Grant (CDBG) activities were conducted in accordance with the priority goals and objectives identified in the Consolidated Plan. DHCD's total CDBG program allocation for FY2013 was \$13,904,983. Funds were distributed among homeownership and home rehabilitation assistance, affordable housing/real estate development, neighborhood investment, economic and commercial development, and administration costs.

As stated in statutory requirements, DHCD may not spend more than fifteen percent (15%) of the allocated grant amount on public services and no more than twenty percent (20%) on administrative costs, irrespective of actual expenditures during the program year. According to the Integrated Disbursement and Information System (IDIS) PR26 Financial Summary Report, DHCD spent 15.69% of its allocated FY2013 grant amount on public services and 14.79% of its allocated grant amount on administration costs.

In addition to the entitlement allocation, \$8,260,124 was generated in program income through DHCD programs. In terms of actual expenditures versus the budgeted amount during FY2013, DHCD spent \$25,666,746 of CDBG funds. The actual expenditure amounts as well as budgeted amounts are listed below.

Table 4: FY2013 CDBG Program Budget

Table 4: FY2013 CDBG Program Budget		
	Budget	Total Expenditures
1. Homeownership and Home Rehabilitation Assistance		
a. Home Purchase Assistance Program (HPAP)	\$ 6,397,721	\$ 5,852,655
b. Residential Rehabilitation Programs	\$ 1,898,865	\$ 1,666,412
Subtotal	\$ 8,296,586	\$ 7,519,067
2. Affordable Housing/Real Estate Development		
a. Property Acquisition and Disposition	\$ -	\$ -
b. Development Finance Division Project Funding	\$ 17,254,057	\$ 9,997,819
c. Tenant Purchase Technical Assistance	\$ 24,225	\$ 17,120
Subtotal	\$ 17,278,282	\$ 10,014,939
3. Neighborhood Investment	\$ 4,557,805	\$ 4,245,528
a. Small Business and Crime Prevention		
b. Storefront Façade Development	\$ 725,000	\$ 420,563
c. Housing Counseling		
Subtotal	\$ 5,282,805	\$ 4,666,091
4. Agency Management and Financial Operations	\$ 2,982,293	\$ 2,933,869
5. Program Monitoring and Compliance/Portfolio Mgt.	\$ 428,595	\$ 532,780
Total CDBG Program	\$ 34,268,561	\$ 25,666,746

The District met expectations for the annual CDBG spending test, which was completed on August 2, 2013. By statute, on that day a jurisdiction cannot have more than 1 ½ times its most recent grant amount unspent. DHCD successfully completed this spending test by investing over \$20 million of CDBG funds into neighborhood revitalization, affordable housing and community development activities.

CDBG housing activities undertaken by the DHCD addressed the following Consolidated Plan goals: encouraging revitalization of low-income neighborhoods, housing repairs for elderly persons, and support services to low-income elderly and disabled persons. DHCD's CDBG housing activities for FY2013 were:

- Multi-family rehabilitation,
- Tenant purchase,
- Home purchase assistance,
- Single family rehabilitation, and
- Housing for people with special needs.

Public service activities were focused on the needs of the District's very low to moderate-income residents by assisting with high priority needs. These included, but were not limited to, housing counseling services, neighborhood services, and support for tenants. Other needs listed in the Consolidated Plan and accomplished over the past program year were employment training, small business technical assistance, and façade improvement.

Changes in Program Objectives

While DHCD has used CDBG funds successfully to carry out its programs, the Department has made changes to programs as needed.

- DHCD continues to strengthen the monitoring protocols for its Development Finance Division (DFD) and its Residential and Community Services Division programs.
- DHCD has changed the Department's first-time homebuyer assistance programs, by determining levels of assistance that more strongly relate to household income in comparison to the metropolitan area median income; prevailing real estate market prices; and providing more favorable terms for loan repayment.

DHCD's programs have been designed to meet the HUD national objectives of benefiting low- and moderate-income persons, and elimination of slums and blight (through, for example, acquisition, disposition and rehabilitation).

K. HOME Program and Use of Funds

DHCD's HOME Program for FY2013 was designed to address both rental housing activities as well as owner-occupied housing activities, which deal with the Consolidated Plan's housing goals of increasing the availability of affordable rental units targeted to extremely low-, very low-, and low-income families and to encourage revitalization of low-income neighborhoods through housing rehabilitation.

HOME activities implemented in FY2013, which adhere to the Consolidated Plan goals, were:

- Multifamily development, including rehabilitation;
- Down payment assistance through the HPAP program; and
- Single family rehabilitation.

In FY2013, DHCD was allocated \$4,343,097 of HOME funds through HUD while \$1,587,267 was generated in program income. This HOME allocation represents a reduction of over 40% in HOME funds from the previous fiscal year due to federal reductions in the HOME program; in FY2012, DHCD received an allocation of \$8,273,607. In terms of actual expenditures versus the budgeted amount during FY2013, DHCD spent \$8,679,885 of HOME funds. The actual expenditure amounts as well as budgeted amounts are listed below.

Table 5: FY2013 HOME Program Budget

Table 5: FY2013 HOME Program Budget		
	Budget	Total Expenditures
1. Homeownership and Home Rehab Assistance		
a. Home Purchase Assistance Program	\$ 951,770	\$ 366,805
b. Residential Rehabilitation Programs	-	-
Subtotal	\$ 951,770	\$ 366,805
2. Affordable Housing/Real Estate Development		
a. DFD Project Financing	\$ 10,139,261	\$ 6,875,989
b. Community Housing Development Organization	-	-
Subtotal	\$ 10,139,261	\$ 6,875,989
3. Neighborhood Investment		
a. CHDO Operating Grants	\$ 415,757	\$ 21,202
Subtotal	\$ 415,757	\$ 21,202
4. Agency Management and Financial Operations	\$ 860,346	\$ 966,692
5. Program Monitoring and Compliance/Portfolio Mgt.	\$ 260,219	\$ 449,197
Total HOME Program	\$ 12,627,353	\$ 8,679,885

HOME Match Requirement

Under 24 CFR 92.218 *et. seq.*, the District must provide a matching contribution of local funds to HOME-funded or other affordable housing projects as a condition of using HOME monies. Through the Housing Production Trust Fund, the District spent over \$30 million on affordable housing projects that met the HOME program of affordable housing.

HOME MBE and WBE Report

Submittal of each annual CAPER must also include Part III of HUD Form 4107, otherwise known as HOME Annual Performance Report. Specifically, this report is used to report on the contracting and subcontracting opportunities with MBEs and WBEs for any HOME projects completed during FY2013. While there are no statutory requirements for contracting with a MBE or WBE, HUD uses this report to determine the outreach efforts of the Department to MBEs and WBEs. (See HUD Form 4107, Appendix F)

In terms of affirmative marketing, DHCD has established measures to guarantee compliance with affirmative marketing guidelines, including providing prospective funding recipients and all other affected stakeholders, i.e. developers, non-profits, the general public and tenants, with information on such fair housing requirements. The grantees are informed of their responsibility to make good faith efforts to provide information and otherwise attract eligible persons from racial, ethnic, familial composition, and gender groups in the District to occupy the available housing units who otherwise would not be aware of such programs or projects. Following are some actions mandated to assure affirmative marketing:

- All housing related programs and projects must display the “Equal Housing Opportunity” logo/slogan or statement in any advertising or solicitation for tenants or participants.
- Management companies of multifamily funded projects must display the fair housing posters wherever applications are accepted.
- Inform and solicit applications for vacant units for persons in the housing market who are least likely to apply for housing unless special outreach is completed.
- Inform targeted community agencies of the availability of units in order to reach the ethnically/racially/linguistically isolated community.
- Accept referrals from the D.C. Housing Authority that match the affirmative marketing requisites.
- Obtain information about apartment buildings occupied by community organizations and churches whose members are non-minority and are located in the various neighborhoods in which the program operates.

DHCD also continues to ensure that all its public documents have the District’s Non-Discrimination clause as mandated by the Mayor’s Executive Order 11246 and the implementing regulations at 41 CFR Chapter 60. This clause provides that:

In accordance with the DC Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

L. ESG Program and Use of Funds

DHS exceeded its FY2012 Action Plan goal under the Emergency Solutions Grant to provide shelter for 55 families. Shelter has provided for 102 families by supporting operations of a family shelter at 1448 Park Road NE. DHS has also provided at least 125 families and 59 individuals with emergency rental assistance and eviction prevention grants.

Table 4 Summary of Specific Homeless Objectives for FY2013

Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective
Homeless Objectives					
Prevent increases in homelessness	ESG	<ul style="list-style-type: none"> No. of households that received emergency financial assistance to prevent homelessness 	165	242	DH-2

For FY2013, funds reported on are from the ESG 2012 award, of which DHS spent 93% within the required 24-month spending period that expired on March 15, 2012. (Tables 6 and 7 show the ESG expenditures and accomplishments for FY2013)

Table 5: ESG Program Expense, FY2013

ACTIVITY/SERVICE	PLANNED	ACTUAL	ESG EXPENSE
Homeless Prevention/Emergency Assistance Grants	165	242	\$646,669
Total	165	242	\$646,669

Distribution of Funds by Goals

In FY2013 The Community Partnership for the Prevention of Homelessness (TCP or The Partnership) funded the following activities per its FY2011 spending plan:

1. Homeless Prevention/Emergency Assistance Grants for Families and Adults:

Goal: Grants were to be made to eligible recipients through the Emergency Assistance Fund and neighborhood-based Family Support Collaborative.

Sponsor: The Community Partnership for the Prevention of Homelessness

Funding Source: ESG

Budget Amount: \$795,554

Total Expenditure: \$646,669 (Spent in FY2013)

Anticipated Outcome Measure: 165 households served

Actual Outcome Measure: 242 families and individuals served (125 families and 119 adults)

2. Staff, Operating, and Administration:

GOAL: Funds in the amount of \$40,155.00 were included in the spending plan to cover a portion of administrative costs for TCP staff involved in the ESG program and for fiscal monitoring of ESG-funded activities.

Sponsor: The Community Partnership for the Prevention of Homelessness

Funding Source: ESG

Budget Amount: \$40,155.00

Total Expenditure: Not available at time of draft publication

Anticipated Outcome Measure: N/A

Actual Outcome Measure: N/A

ESG Matching Funds

In addition to its federal ESG funds, the District provided local matching dollars to support outreach and prevention services. The District works to provide assistance for the homeless through community-based organizations, faith-based organizations, and other non-profit service providers.

Table 6 Local ESG Match Expenditures for 2013

PREVENTION/EMERGENCY ASSISTANCE GRANTS		
Nonprofit Organization	Funding Source	Funding Level
Virginia Williams Family Resource Center (Family Central Intake) – operated by the Coalition for the Homeless	ERAP grant allocated by DHS	\$826,081
Total Prevention		\$826,081

Method of Distribution

In FY2013, DHS worked directly through The Community Partnership for the Prevention of Homelessness and its sub-grantees to carry out the intent of the ESG program.

TCP utilizes three categories of procurement to establish or expand services from District and federal funding sources.

1. Open Competition is the most frequently used method. The Partnership issues Requests for Proposal (RFPs) for desired services. The RFPs define in detail the services required. Draft RFPs are reviewed in a public conference prior to the issuance of a final RFP in order to insure maximum understanding and participation by potential providers. The Partnership accepts competitive applications from any interested organization. Applications submitted in response to RFPs are evaluated and ranked, according to the ranking criteria outlined in the RFP, by panels of three to five persons consisting of Partnership Board members and outside reviewers who have been determined to have no personal or financial interest in the provision of services under the various programs to be funded. The review panel makes recommended selection of awardees to the Partnership's Executive Director who, in consultation with the Board, is responsible for determining which proposals shall be funded.
2. Limited Competition is used to competitively bid within a limited pool of qualified providers. The basic criteria for inclusion in such procurement include: long standing and unique experience, capacity to implement a special project for a limited period of time, and/or capacity to provide a unique and specialized service under extenuating circumstances.

3. Sole Source Contracts are used primarily for interim contracts for projects that may be subject to an open competition at a later date; collaborative agreements with substantively qualified agencies that can advance a particular initiative; or personal services and consultant contracts to achieve limited objectives.

Appendix A: DFD FY2013 CDBG and HOME Funded Activities

Project: 6925 Georgia Avenue

Project Type/Description: Development of 27 units of affordable housing, including 11 HOME units for low-moderate income households. Project was submitted through an RFP process.

Address: 6925 & 6929 Georgia Avenue NW

Ward: 4

Sponsor: Girard House Cooperative

Anticipated Outcome: 27 Affordable units

Actual Outcome: Closing Date: August 2013

Beneficiaries: Households at 60% or below of AMI

Total Development Cost: \$6,295,316

DHCD Budget Funding: \$1,302,316

Total Expenditure: \$145,446

Funding Source: HOME

IDIS #: 1245 and 1270

Project: 5741 Colorado Ave. NW

Project Type/Description: Tenant cooperative that exercised Tenant First to Purchase Rights (TOPA) to acquire 28 unit apartment building. Tenants are low- and moderate-income households that now own their apartment units. The project funding application came through an open-ended TOPA funding for all cooperatives that are eligible under the requirements of the TOPA Law. Seed money loan provided pre-acquisition assistance to facilitate the acquisition.

Address: 5741 Colorado Avenue NW

Ward: 2

Sponsor: 5741 Colorado Ave Cooperative

Anticipated Outcome: Pre-development assistance leading to TOPA Acquisition

Actual Outcome: pre-development assistance

Beneficiaries: Individuals at 80% or below of AMI

Total Development Cost: \$36,500

DHCD Budget Funding: \$23,053

Total Expenditure: \$23,053

Funding Sources: CDBG

Closing Date: June 2012

IDIS #: 1946 and 1954

Project: Servana II

Project Type/Description: Development of 133 units of affordable housing for low- and moderate-income households

Address: 100 K Street. NW

Ward: 6

Sponsor: Golden Rule

Anticipated Outcome: 133 units of affordable housing

Actual Outcome: 0 at this time

Beneficiaries: 0-60% AMI individuals needing addiction counseling

Total Development Cost: \$26,673,850

DHCD Budget Funding: \$3,500,000

Total Expenditure: \$1,377,796

Funding Source: HOME

Closing Date: December 2012

IDIS #: 1243

Project: 3232 Georgia Avenue

Project Type/Description: 35 units of affordable housing. Submitted in an RFP solicitation process.

Address: 3232 Georgia Avenue NW

Ward: 1

Sponsor: Georgia and Lamont LP.

Anticipated Outcome: 35 affordable housing units

Actual Outcome: 35 housing units

Beneficiaries: Individuals at 80% or below of AMI

Total Development Cost: \$22,263,613

DHCD Budget Funding: \$2,323,850

Total Expenditure: \$235,468

Funding Source: HOME

Closing Date: July 2013

IDIS #: 1242

Appendix A: DFD FY2013 CDBG and HOME Funded Activities

Project: Atlas Performing Arts Center**Project Type/Description:** Employment and Training to Eligible Residents.**Address:** 1333 H Street NE**Total Development Cost** \$6,500,000**Ward:** 6**DHCD Budget Funding:** \$6,500,000**Sponsor:** Atlas Performng Arts Center**Total Expenditure:** \$6,500,000**Anticipated Outcome:** Employment and Training to Eligible Residents**Funding Source:** CDBG**Actual Outcome:** Employment and Training for Eligible Residents**Closing Date:** July 2013**Beneficiaries:** Community residents at 80% or below of AMI **IDIS #:** 2001**Project: Dance Place (DC Wheels)****Project Type/Description:** Expansion of facilities for performances and programs**Address:** 3225 8th Street, NE**Total Development Cost** \$500,000**Ward:** 5**DHCD Budget Funding:** \$500,000**Sponsor:** Dance Place**Total Expenditure:** \$500,000**Anticipated Outcome:** Provide training for Eligible Residents **Funding Source:** CDBG**Actual Outcome:** Training for Eligible Residents**Closing Date:** July 2013**Beneficiaries:** Community Residents at 80% or below of AMI **IDIS #:** 1882

Appendix B: Residential & Community Services FY2013 Funded Activities

Housing Services – CDBG and Challenge Grant

1. Housing Counseling Services (IDIS # 1953)

2410 17th Street, NW

DHCD Budget Funding - \$1,250,000

Total Expenditure - \$1,249,927

Outputs:

- 200 HPAP/EHAP applications submitted
- 1270 families were prepared to purchase a home in the future through pre-purchase counseling and training
- 43 families purchased a home
- 33 clients receive follow-up services, counseling and problem resolutions.
- 56 single family LSW/SFRRP applications submitted to DHCD for consideration
- 11 clients counseled in PADD/Homestead requirements
- 151 residents attended foreclosure prevention clinics
- 1101 clients received money/credit counseling or training
- 323 clients received relocation counseling
- 1,385 clients received eviction counseling
- 362 rental buildings received T/A for First Right Purchase
- 62 clients received counseling for IZ/ADU
- 592 rental buildings received tenant counseling services

1a. Housing Counseling Services (Challenge Grant)

2410 17th Street, NW

DHCD Budget Funding - \$150,000

Total Expenditure - \$146,634

Outputs:

- Outreach in various forms to over 5,000 DC Ward 8 residents; promoted DHCD housing programs in over 30 community meetings
- Conducted 10 pre-purchase workshops for HPAP or Inclusionary Zoning
- Conducted two foreclosure prevention workshops in DC Ward 8

2. Lydia's House (IDIS # 1923)

3939 South Capitol Street, SW

DHCD Budget Funding - \$400,000

Total Expenditure – \$329,120

Outputs:

- Homeownership Counseling provided to 748 individuals
- Foreclosure prevention provided to 137 households
- General credit counseling provided to 842 households
- Processed 146 HPAP Applications submitted to the Greater Washington Urban League (GWUL)
- 4 applications processed for LSW

Appendix B: Residential & Community Services FY2013 Funded Activities

- 129 clients received eviction counseling
 - One regular monthly Homebuyers Club; 58 members
3. Marshall Heights Community Development Organization, Inc. (IDIS # 1944)
3939 Benning Road, NE
DHCD Budget Funding - \$75,000
Total Expenditure – \$74,712
Outputs:
- Completed 5 Inclusionary Zoning Applications
 - Completed 26 certifications for the ADU program
 - Referred 78 residents to HPAP or Single Family Rehab program
 - Provided foreclosure counseling to 86 households
4. University Legal Services (IDIS #1912)
220 I St. NE
DHCD Budget Funding - \$ 1,200,000
Total Expenditure - \$1,184,593
Outputs:
- Total of 3474 clients for Homeownership and Home Management services
 - Provided 292 clients for direct Homebuyer training (HPAP/EAHP received their NOE)
 - Provided Single Family rehab counseling to 571 clients
 - Provided foreclosure counseling to 220 clients
 - Processed 89 LSW applications
 - Provided service to 197 clients for Rental/Eviction Counseling
 - Submitted 388 HPAP/EAHP/NEAHP applications
 - 2,156 Homebuyer workshops
 - Provided eviction counseling to 197 tenants
 - Submitted 88 Single Family Rehab applications
 - Provided First Right Purchase Counseling in One building: 305 units
 - Provided 2,580 residents with credit counseling
 - Outreach & marketing to 25,000 residents
5. Latino Economic Development Corporation (IDIS # 1915)
2316 18th Street, NW
DHCD Budget Funding - \$600,000
Total Expenditure - \$581,073
Outputs:
- Provided homeownership counseling to 223 potential applicants
 - Submitted 152 HPAP applications
 - 62 families purchased a homes
 - 42 clients received post-counseling services,
 - 61 residents attended foreclosure prevention clinics
 - 233 clients received money-credit counseling or training
 - 244 clients received eviction counseling
 - Educated tenants in 75 buildings, which are home to more than 3,571 units of affordable housing
 - Provided T/A to 29 buildings for the First Right Purchase Program

Appendix B: Residential & Community Services FY2013 Funded Activities

7. Manna, Inc. (IDIS # 1849)
828 Evarts Street, NE
DHCD Budget Funding - \$75,000
Total Expenditure - \$74,997
Outputs:
 - Homebuyers club held five chapter meetings per month with 338 members
8. Legal Clinic for the Elderly - AARP (IDIS # 1945)
3939 South Capitol Street, SW
DHCD Budget Funding - \$125,000
Total Expenditure – \$113,817
Outputs:
 - Foreclosure prevention provided to 160 senior households
 - General credit counseling provided to 62 households
 - Referral services provided to 101 senior households

Commercial District and Small Business Technical Assistance

1. DC Chamber of Commerce Foundation (IDIS # 19483)
7059 Blair Road, NW
DHCD Budget Funding - \$203,131
Total Expenditure - \$191,334
Outputs:
 - Provided counseling to 117 existing small businesses
 - Executed 69 Business resource center counseling agreements of business plans, CBE certification and licensing
 - Retained 20 new clients
 - 7 workshops on business development for Chinese and American small businesses.
 - 60 small business referrals
 - Facilitated business licenses for 17 new businesses
 - Assisted ten businesses in securing \$102,522 in grants and loans for business start-up or façade improvement
2. Development Corporation of Columbia Heights (IDIS # 1949)
3419 14th Street NW
DHCD Budget Funding - \$50,000
Total Expenditure – \$43,239
Outputs:
 - Provided technical assistance to 75 area businesses
 - Provided set-aside space for 2 businesses in DCUSA
 - Referred eight businesses for CBE Certification
 - Completed one business plan facilitated one business licenses
 - Conducted six workshops for business development
3. Washington Area Community Investment Fund (IDIS # 1955)
3624 12th Street, NE

Appendix B: Residential & Community Services FY2013 Funded Activities

DHCD Budget Funding - \$339,844

Total Expenditure – \$312,703

Outputs:

- Provided direct technical assistance to 297 prospective or existing small business owners
- Packaged 15 small business loans; 15 loans were approved
- Organized 37 small business seminars
- Made 41 business referrals

4. ARCH Development Corporation (IDIS #1911)

1227 Good Hope Road, SE

DHCD Budget Funding - \$229,822

Total Expenditure - \$218,434

Outputs:

- Provided technical assistance to 249 businesses
- Held 42 area business meetings
- Located five new businesses to Anacostia
- Operated collective business space called “the HIVE” and “the HIVE 2.0” which made space available to 208 businesses
- Completed 58 new business assessments

5. Latino Economic Development Corporation (IDIS # 1917)

2316 18th Street, NW

DHCD Budget Funding - \$310,805

Total Expenditure - \$302,563

Outputs:

- Closed 28 loans to small businesses in the District of Columbia
- Conducted 42 small business training workshops
- Provided one-on-one technical assistance to 235 small business owners and aspiring entrepreneurs
- Made 30 business referrals

6. Greater Washington Hispanic Chamber of Commerce (IDIS # 1950)

1460 Columbia Rd NW

DHCD Budget Funding - \$130,000

Total Expenditure - \$129,860

Outputs:

- Conducted 18 workshops and networking events
- Completed 36 business assessment reports
- Provided in depth technical assistance to 32 businesses and assistance to 771
- Facilitated six contracts with Ward 5 firms
- Conducted one Small Business Expo and two business matchmaking events

7. Emory Beacon of Light, Inc. (IDIS # 1918)

6203 Piney Branch Road, NW

DHCD Budget Funding - \$75,000

Total Expenditure - \$40,086

Outputs:

- Provided counseling to 69 businesses

Appendix B: Residential & Community Services FY2013 Funded Activities

- Executed 8 Business Resource Center counseling agreements of business plans, certification and licensing
 - Facilitated seven workshops and two events on business development
 - 1125 business referrals
 - Completed the design and creation of websites for two businesses. Three additional websites are in the final stage of development.
8. Anacostia Economic Development Corporation (IDIS # 1913)
1800 Martin Luther King, Jr., SE
DHCD Budget Funding - \$100,000
Total Expenditure -\$85,602
Outputs:
- Provided one-to-one T/A to 178 businesses
 - Conducted seven training workshop events with 196 attendants
 - Issued \$509,000 in new business loans and investment capital
 - Assisted in the award of \$330,075 in contracts
9. DC Fashion Foundation (IDIS # 1952)
640 10th Street, NE
DHCD Budget Funding - \$75,000
Total Expenditure -\$75,000
Outputs:
- Conducted outreach and marketing through various means reaching over 30,000 constituents
 - Provided one-on-one T/A to 71 businesses and entrepreneurs
 - Delivered 25 training sessions in fashion, design, and arts management
 - Participated in 19 meetings of the mayor Creative Economy Task Force
10. Congress Heights Training and Development Center (IDIS # 1945)
3215 Martin Luther King, Jr., Ave., SE
DHCD Budget Funding - \$230,000
Total Expenditure – \$228,895
Outputs:
- Provided one-on-one technical assistance to 70 businesses
 - Grew area business database to 309
 - Completed seven business loan packages
 - Conducted eight business seminars

Appendix B: Residential & Community Services FY2013 Funded Activities

FAÇADE IMPROVEMENT

1. ARCH Development Corporation (IDIS #1821)
1227 Good Hope Road, SE
DHCD Budget Funding - \$115,000
Total Expenditure - \$96,098
Outputs:
 - Completed predevelopment for three storefronts
 - Completed construction for four storefronts
2. Anacostia Economic Development Corporation (IDIS #1870)
1800 Martin Luther King, Jr. Ave., SE
DHCD Budget Funding - \$68,521
Total Expenditure -\$5,274
Outputs:
 - Completed predevelopment for one storefront
3. Barracks Row Mainstreets, Inc. (IDIS #1869)
733 ½ 8th Street, SE
DHCD Budget Funding - \$277,662
Total Expenditure -\$192,792
Outputs:
 - Completed construction for nine storefronts

Appendix C: Income Levels

DISTRICT OF COLUMBIA

FY 2013 MEDIAN INCOME TABLES

Effective January 1, 2013

Very Low Income - Gross household income 30% area median income (AMI), adjusted for household size per the following table: (This category is known as Extremely Low Income when referring to HOME)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$22,550	\$25,800	\$29,050	\$32,200	\$34,800	\$37,400	\$39,950	\$42,550

Low Income - Gross household income 50% area median income (AMI), adjusted for household size per the following table: (This category is known as Very Low Income when referring to HOME)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$37,600	\$42,950	\$48,300	\$53,650	\$57,950	\$62,250	\$66,550	\$70,850

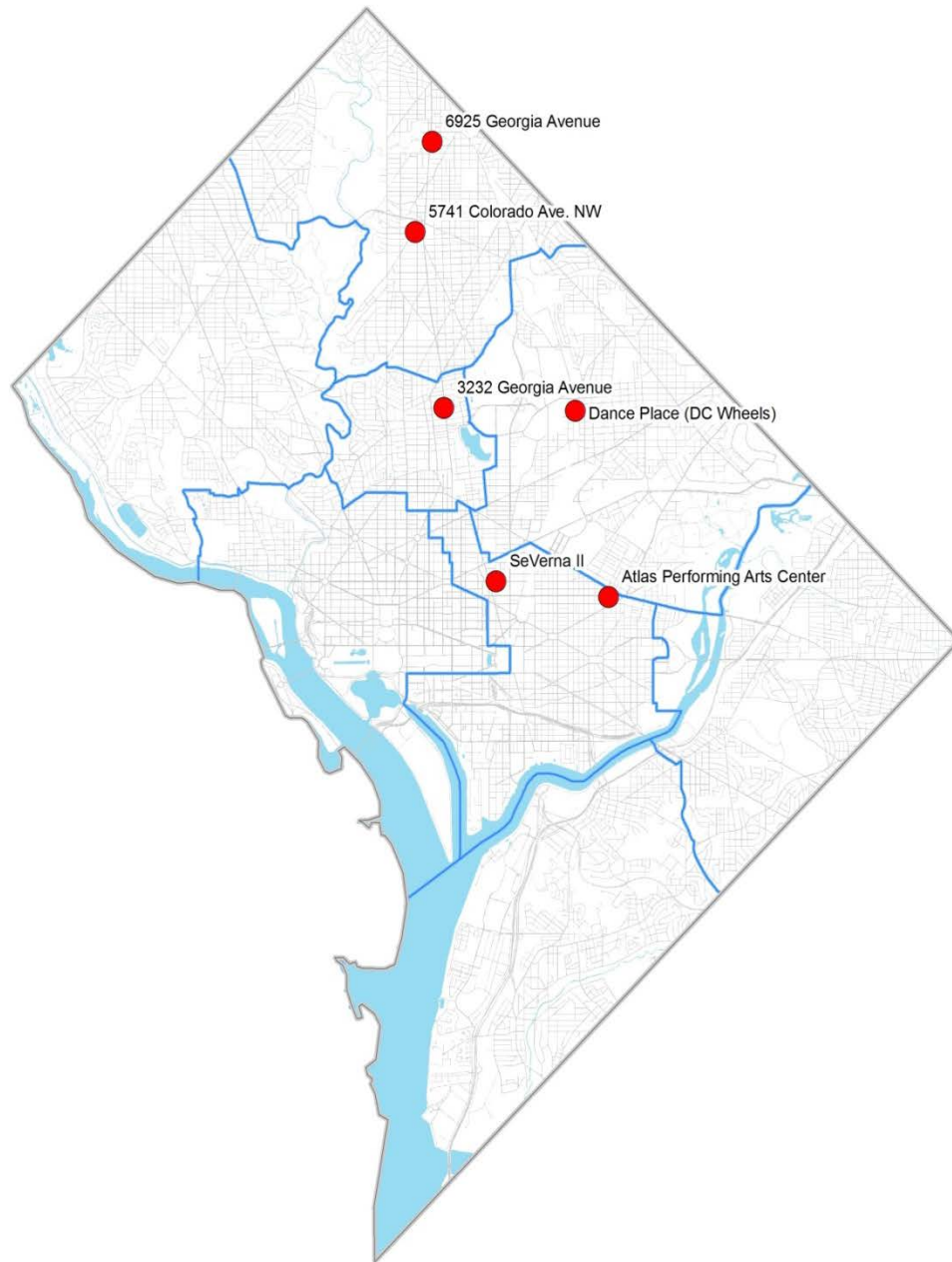
Moderate Income - Gross household income 80% area median income (AMI), adjusted for household size per the following table: (This category is known as Low Income when referring to HOME)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$46,750	\$53,400	\$60,100	\$66,750	\$72,100	\$77,450	\$82,800	\$88,150

Jurisdictions covered by these income limits include the following: Arlington, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, and Stafford County, and the Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park in Virginia; Washington, D.C.; and Calvert, Charles, Frederick, Montgomery, and Prince George's County in the State of Maryland.

Median Family Income for Washington Metropolitan Area is **\$107,300** effective December 12, 2012.

Appendix D Map of Funded Projects in FY2013



Project	Type	Ward	Funding Source	Comm. Facilities	Residential Units	Total Development Cost	DHCD Funding	Expenditure
3232 Georgia Avenue	New Construction	1	HOME	0	35	\$ 22,263,613	\$ 2,323,850	\$ 235,468
5741 Colorado Ave. NW	Pre-Development	4	CDBG	0	28	\$ 36,500	\$ 23,053	\$ 23,053
6925 Georgia Avenue	Rehabilitation	4	HOME	0	27	\$ 6,295,316	\$ 1,302,316	\$ 145,446
Dance Place (DC Wheels)	Community Facility	5	CDBG	1	0	\$ 500,000	\$ 500,000	\$ 500,000
Atlas Performing Arts Center	Community Facility	6	CDBG	1	0	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000
SeVerna II	New Construction	6	HOME	0	133	\$ 26,673,850	\$ 3,500,000	\$ 1,377,796
				2	223	\$ 62,269,279	\$ 14,149,219	\$ 8,781,763

Appendix E: Public Notice

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

PUBLIC HEARING NOTICE

Wednesday, November 20, 2013

District of Columbia's Fiscal Year 2013 Consolidated Annual Performance Evaluation Report (CAPER)

Michael P. Kelly, Director, D.C. Department of Housing and Community Development (DHCD or the Department) will conduct a public hearing on Wednesday, November 20, 2013, to discuss the District's Fiscal Year (FY) 2013 performance in its use of funds received from the U.S. Department of Housing and Urban Development (HUD). DHCD received approximately \$from HUD in Fiscal Year 2013 through four programs: the Community Development Block Grant (CDBG) Program; the HOME Investment Partnerships Program; the Emergency Shelter Grant (ESG) Program; and the Housing for Persons with AIDS (HOPWA) Program. DHCD administers the CDBG and HOME funds directly; the Department entered into an agreement with the Community Partnership for the Prevention of Homelessness to administer the ESG grant; and transferred the HOPWA grant to the D.C. Department of Health.

In preparation for the submission of the FY 2013 Consolidated Annual Performance and Evaluation Report (CAPER) to HUD, DHCD is soliciting public comment on the District's effectiveness during FY 2013 at using federal funds to meet the District's housing and community development needs. These comments will form part of DHCD's and the District's evaluation, as required by federal regulations (24 CFR 91.520). This hearing is reserved for a discussion of the District's FY 2013 performance.

The hearing will be held on **Wednesday, November 20, 2013, at the Department of Housing and Community Development, 1800 Martin Luther King Jr., Avenue, SE, 1st floor conference room at 6:30 pm.** If you would like to testify, you are encouraged to register in advance either by e-mail at DHCDEVENTS@dc.gov or by calling (202)442-6993. Please provide your name, address, telephone number, and organization affiliation, if any.

Telecommunications Device for the Deaf (TDD) relay service will be provided by calling (800) 201-7165. Sign language interpretation and language translation services will be available upon request by calling Ms. Pamela Hillsman, seven days prior to the hearing on (202) 442-7251. Persons, who require interpretation or language translation, must specify the language of preference (i.e. Spanish, Vietnamese, Chinese-Mandarin/Cantonese, Amharic, or French). Language interpretation service will be provided to pre-registered persons only.

Appendix F HOME Match Report

Appendix F HOME Match Report

HOME Match Report

U.S. Department of Housing and Urban Development
Office of Community Planning and DevelopmentOMB Approval No. 2506-0171
(exp. 12/31/2012)

Part I Participant Identification		Match Contributions for Federal Fiscal Year (yyyy)						
1. Participant No. (assigned by HUD) 56-6001131	2. Name of the Participating Jurisdiction Government of the District of Columbia	3. Name of Contact (person completing this report) Quinn Warner						
5. Street Address of the Participating Jurisdiction 1800 Martin Luther King Jr. Ave, SE		4. Contact's Phone Number (include area code) 202-442-7245						
6. City Washington	7. State DC	8. Zip Code 20020						
Part II Fiscal Year Summary								
1. Excess match from prior Federal fiscal year		\$	0					
2. Match contributed during current Federal fiscal year (see Part III.9.)		\$	\$14,129,144					
3. Total match available for current Federal fiscal year (line 1 + line 2)		\$	\$14,129,144					
4. Match liability for current Federal fiscal year		\$	\$1,085,774					
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)		\$	\$13,043,370					
Part III Match Contribution for the Federal Fiscal Year								
1. Project No. or Other ID	2. Date of Contribution (mm/dd/yyyy)	3. Cash (non-Federal sources)	4. Foregone Taxes, Fees, Charges	5. Appraised Land / Real Property	6. Required Infrastructure	7. Site Preparation, Construction Materials, Donated labor	8. Bond Financing	9. Total Match
Trinity Plaza	09/11/13	\$1,642,914.97						\$1,642,914.97
Carver 2000	05/17/13					\$47,552.85		\$47,552.85
62nd Street	07/30/13					\$89,519.17		\$89,519.17
Jubilee Housing, Inc.	12/21/12	\$1,844,250.39						\$1,844,250.39
1417 N St. NE	06/14/13	\$12,724.85						\$12,724.85
Pollin Memorial	8/23/13	\$2,940,510.30						\$2,940,510.30
Holy Comforter	3/3/13	\$484,130.86						\$484,130.86
DC Habitat f	05/16/13	\$361,790.85						\$361,790.85
Senior Housing at O	05/16/13	\$1,400,000.00						\$1,400,000.00
L'Enfant Square	05/08/13	\$353,488.39						\$353,488.39
SOME Scattered II	4/24/13	\$2,065,203.62						\$2,065,203.62

page 1 of 4 pages

form HUD-40107-A (12/94)

Appendix F HOME Match Report

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page 2 of 4 pages

form HUD-40107-A (12/94)

Appendix F HOME Match Report

Annual Performance Report
HOME ProgramU.S. Department of Housing
and Urban Development
Office of Community Planning
and DevelopmentOMB Approval No. 2506-0171
(exp. 8/31/2009)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/M) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31. Send one copy to the appropriate HUD Field Office and one copy to: HOME Program, Rm 7176, 451 7th Street, S.W., Washington D.C. 20410	This report is for period (mm/dd/yyyy) Starting 10/1/2012	Ending 9/30/2013	Date Submitted (mm/dd/yyyy) 12/31/2013
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Part I Participant Identification

1. Participant Number 56-6001131	2. Participant Name Government of the District of Columbia		
3. Name of Person completing this report Quinn Warner	4. Phone Number (Include Area Code) 202-442-7245		
5. Address 1800 Martin Luther King Jr Ave, SE	6. City Washington	7. State DC	8. Zip Code 20020

Part II Program Income

Enter the following program income amounts for the reporting period: in block 1, enter the balance on hand at the beginning; in block 2, enter the amount generated; in block 3, enter the amount expended; and in block 4, enter the amount for Tenant-Based rental Assistance.

1. Balance on hand at Beginning of Reporting Period \$1,580,503	2. Amount received during Reporting Period \$1,587,267	3. Total amount expended during Reporting Period \$2,130,282	4. Amount expended for Tenant-Based Rental Assistance 0	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5 \$1,037,488
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Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.

	a. Total	Minority Business Enterprises (MBE)				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
A. Contracts						
1. Number	5	0	0	0	0	5
2. Dollar Amount	\$73,596,581	0	0	0	0	\$73,596,581
B. Sub-Contracts						
1. Number	93	0	6	11	15	57
2. Dollar Amount	\$50,326,530	0	\$4,547,727	\$7,828,833	\$14,239,693	\$23,712,277
	a. Total	b. Women Business Enterprises (WBE)	c. Male			
C. Contracts						
1. Number	5	0	5			
2. Dollar Amount	\$73,596,581	0	\$73,596,581			
D. Sub-Contracts						
1. Number	93	10	83			
2. Dollar Amounts	\$50,326,530	\$3,961,133	\$46,347,397			

Appendix F HOME Match Report

Part IV Minority Owners of Rental Property

In the table below, indicate the number of HOME assisted rental property owners and the total dollar amount of HOME funds in these rental properties assisted during the reporting period.

	a. Total	Minority Property Owners				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
1. Number	0	0	0	0	0	0
2. Dollar Amount	0	0	0	0	0	0

Part V 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. The data provided should reflect only displacements and acquisitions occurring during the reporting period.

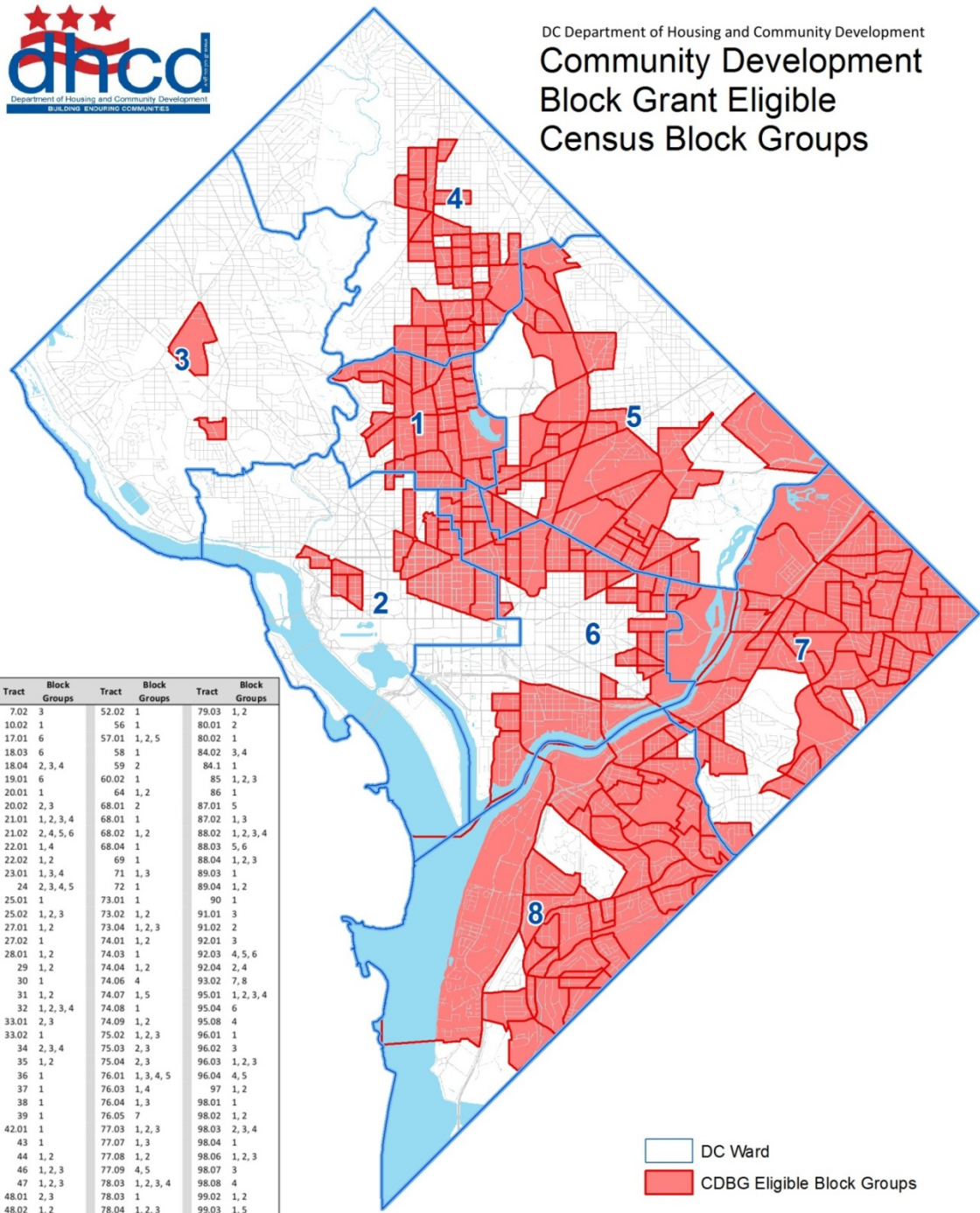
	a. Number	b. Cost				
1. Parcels Acquired	0	0				
2. Businesses Displaced	0	0				
3. Nonprofit Organizations Displaced	0	0				
4. Households Temporarily Relocated, not Displaced	0	0				
Households Displaced	a. Total	Minority Business Enterprises (MBE)				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
5. Households Displaced - Number	0	0	0	0	0	0
6. Households Displaced - Cost	0	0	0	0	0	0

Appendix G: Map of CDBG Eligible Areas

Appendix G: Map of CDBG Eligible Areas



DC Department of Housing and Community Development
Community Development
Block Grant Eligible
Census Block Groups



Tract	Block Groups	Tract	Block Groups	Tract	Block Groups
7.02	3	52.02	1	79.03	1, 2
10.02	1	56	1	80.01	2
17.01	6	57.01	1, 2, 5	80.02	1
18.03	6	58	1	84.02	3, 4
18.04	2, 3, 4	59	2	84.1	1
19.01	6	60.02	1	85	1, 2, 3
20.01	1	64	1, 2	86	1
20.02	2, 3	68.01	2	87.01	5
21.01	1, 2, 3, 4	68.01	1	87.02	1, 3
21.02	2, 4, 5, 6	68.02	1, 2	88.02	1, 2, 3, 4
22.01	1, 4	68.04	1	88.03	5, 6
22.02	1, 2	69	1	88.04	1, 2, 3
23.01	1, 3, 4	71	1, 3	89.03	1
24	2, 3, 4, 5	72	1	89.04	1, 2
25.01	1	73.01	1	90	1
25.02	1, 2, 3	73.02	1, 2	91.01	3
27.01	1, 2	73.04	1, 2, 3	91.02	2
27.02	1	74.01	1, 2	92.01	3
28.01	1, 2	74.03	1	92.03	4, 5, 6
29	1, 2	74.04	1, 2	92.04	2, 4
30	1	74.06	4	93.02	7, 8
31	1, 2	74.07	1, 5	95.01	1, 2, 3, 4
32	1, 2, 3, 4	74.08	1	95.04	6
33.01	2, 3	74.09	1, 2	95.08	4
33.02	1	75.02	1, 2, 3	96.01	1
34	2, 3, 4	75.03	2, 3	96.02	3
35	1, 2	75.04	2, 3	96.03	1, 2, 3
36	1	76.01	1, 3, 4, 5	96.04	4, 5
37	1	76.03	1, 4	97	1, 2
38	1	76.04	1, 3	98.01	1
39	1	76.05	7	98.02	1, 2
42.01	1	77.03	1, 2, 3	98.03	2, 3, 4
43	1	77.07	1, 3	98.04	1
44	1, 2	77.08	1, 2	98.06	1, 2, 3
46	1, 2, 3	77.09	4, 5	98.07	3
47	1, 2, 3	78.03	1, 2, 3, 4	98.08	4
48.01	2, 3	78.03	1	99.02	1, 2
48.02	1, 2	78.04	1, 2, 3	99.03	1, 5
49.01	1, 2	78.06	1, 5	99.04	1, 3, 4, 6
49.02	1, 2	78.07	1, 3	99.05	2, 3, 4
50	2	78.08	2, 3, 4	99.06	1
51	1	78.09	3, 4	99.07	2
52.01	1	79.01	1, 2, 3, 4		

Appendix H: HOPWA FY2013 CAPER



Housing Opportunities for Persons with AIDS (HOPWA) Program

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

Final Released 1/12/12

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

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.

Appendix H: HOPWA FY2013 CAPER

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. 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:

HOPWA Housing Subsidy Assistance		[1] Outputs: Number of Households
1.	Tenant-Based Rental Assistance	628
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units	31
2b.	Transitional/Short-term Facilities: Received Operating Subsidies	143
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year	
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year	
4.	Short-term Rent, Mortgage, and Utility Assistance	312
5.	Adjustment for duplication (subtract)	
6.	TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)	1,114

Appendix H: HOPWA FY2013 CAPER

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

Appendix H: HOPWA FY2013 CAPER

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 Persons with AIDS (HOPWA)
Consolidated Annual Performance and Evaluation Report (CAPER)
Measuring Performance Outputs and Outcomes**

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

HUD Grant Number DCH08F001		Operating Year for this report <i>From (mm/dd/yy)</i> 10/01/2011 <i>To (mm/dd/yy)</i> 09/30/2012		
Grantee Name Government of the District of Columbia, Department of Health, HIV/AIDS, Hepatitis, STD and Tuberculosis Administration				
Business Address	899 N. Capitol, N.E. 4th Floor			
City, County, State, Zip	Washington	District of Columbia	DC	20002
Employer Identification Number (EIN) or Tax Identification Number (TIN)	536001131			
DUN & Bradstreet Number (DUNS):	DC At-Large	Central Contractor Registration (CCR): Is the grantee's CCR status currently active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide CCR Number:		
Congressional District of Grantee's Business Address	DC At-Large			
*Congressional District of Primary Service Area(s)				
*City(ies) and County(ies) of Primary Service Area(s)	Cities:	Counties:		
Organization's Website Address http://www.doh.dc.gov	Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area? <input checked="" type="checkbox"/> 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.

Project Sponsor Agency Name Regional Addiction Prevention	Parent Company Name, if applicable N/A
Name and Title of Contact at Project Sponsor Agency	Ron Clark, Executive Director
Email Address	Ronclark@rapinc.org
Business Address	1949 4 th Street, NE & 3360 Center Lane, Laurel, MD
City, County, State, Zip,	Washington, DC & Prince George's County 20009 & 20707

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Phone Number (with area code)	202 462-7500			
Employer Identification Number (EIN) or Tax Identification Number (TIN)	52-0906297	Fax Number (with area code) 202 462-7507		
DUN & Bradstreet Number (DUNS):	0748333-02			
Congressional District of Project Sponsor's Business Address	DC At-Large			
Congressional District(s) of Primary Service Area(s)	DC-At-Large			
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Washington,		Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$681,996.00			
Organization's Website Address	http://www.rapinc.org			
Is the sponsor a nonprofit organization? <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"/>		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.		

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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.

Project Sponsor Agency Name Community Family Life Services		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Claudia Thorne, Executive Director		
Email Address	Cthorne@cflsdc.org		
Business Address	305 E. Street, NW		
City, County, State, Zip,	Washington, DC 20001		
Phone Number (with area code)	202/347-0511 X411		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	52-0910609	Fax Number (with area code) 202)-347-0520	
DUN & Bradstreet Number (DUNs):	12-652-0121		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC-At-Large		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$160,000		
Organization's Website Address	http://www.cflsdc.org		
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input checked="" type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		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.	

Appendix H: HOPWA FY2013 CAPER

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.

Project Sponsor Agency Name Greater Washington Urban League		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Maudine Cooper, Executive Director		
Email Address	mrcooper@gwul.org		
Business Address	2901 14 th Street, NW		
City, County, State, Zip,	Washington, DC 20009		
Phone Number (with area code)	202 265-8200		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	53-0208981	Fax Number (with area code) 202 265-9878	
DUN & Bradstreet Number (DUNS):	072646755		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC-At-Large		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia & Prince George's County	
Total HOPWA contract amount for this Organization for the operating year	\$5,900,000.00		
Organization's Website Address	http://www.gwul.org		
Is the sponsor a nonprofit organization? <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"/>		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.	

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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.

Project Sponsor Agency Name Housing Counseling Services		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Marian Siegel, Executive Director		
Email Address	mariansiegel@housingetc.org		
Business Address	2410 17 th Street, NW		
City, County, State, Zip,	Washington, DC 20009		
Phone Number (with area code)	202 667-2681		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	52-0958568	Fax Number (with area code) 202 667-0862	
DUN & Bradstreet Number (DUNs):	012403044		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC-At-Large		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Washington,	Counties: District of Columbia County	
Total HOPWA contract amount for this Organization for the operating year	\$500,000.00		
Organization's Website Address	http://www.housingetc.org		
Is the sponsor a nonprofit organization? <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"/>		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. Waitlist is based upon date of application submission	

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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.

Project Sponsor Agency Name Cornerstone Community		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Mr. Tom Copps, Executive Director		
Email Address	Tcopps2000@hotmail.com		
Business Address	4800 Arkansas Ave., NW		
City, County, State, Zip,	Washington, DC 20011		
Phone Number (with area code)	202-207-8339		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	260573434	Fax Number (with area code) 202-347-0520	
DUN & Bradstreet Number (DUNs):	826-025-889		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC At-Large		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$80,000.00		
Organization's Website Address	http://www.dccornerstone.org		
Is the sponsor a nonprofit organization? <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"/>		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.	

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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.

Project Sponsor Agency Name Homes for Hope		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Dr. Veronica Jenkins, Executive Director		
Email Address	veronicajenkins@msn.com		
Business Address	3003 G Street, SE, Suite A		
City, County, State, Zip,	Washington, DC 20019		
Phone Number (with area code)	202-207-8339		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	27-0034814	Fax Number (with area code) 202-582-0522	
DUN & Bradstreet Number (DUNS):	141933860		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC At-Large		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$225,000.00		
Organization's Website Address	http://homesforhopeinc.org/contact.html		
Is the sponsor a nonprofit organization? <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"/>		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.	

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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.

Project Sponsor Agency Name Miriam's House		Parent Company Name, if applicable N Street Village	
Name and Title of Contact at Project Sponsor Agency	Schroeder Stribling, Executive Director		
Email Address	sstribling@nstreetvillage.org		
Business Address	1333 N Street, NW		
City, County, State, Zip,	Washington, DC 20005		
Phone Number (with area code)	202-939-2092		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	52-1007373	Fax Number (with area code) 202-319-1508	
DUN & Bradstreet Number (DUNS):	827-719-972		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC At-Large		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$250,000.00		
Organization's Website Address	http://www.nstreetvillage.org		
Is the sponsor a nonprofit organization? <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"/>		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.	

Appendix H: HOPWA FY2013 CAPER

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.

Project Sponsor Agency Name Our Place, DC		Parent Company Name, if applicable	
Name and Title of Contact at Project Sponsor Agency	Caralita Moore Executive Director		
Email Address	Cmoore@ourplacedc.org		
Business Address	1518 K Street, NW		
City, County, State, Zip,	Washington, DC 20003		
Phone Number (with area code)	202-548-2400		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	51-039333992	Fax Number (with area code) 202-548-2403	
DUN & Bradstreet Number (DUNS):	135775448		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC At-Large		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$135,000.00		
Organization's Website Address	http://www.ourplacedc.org		
Is the sponsor a nonprofit organization? <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"/>		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.	

Appendix H: HOPWA FY2013 CAPER

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.

Project Sponsor Agency Name Joseph's House		Parent Company Name, if applicable	
Name and Title of Contact at Project Sponsor Agency	Patricia Wudel, Executive Director		
Email Address	pattywudel@josephshouse.org		
Business Address	1730 Lanier Place, NW		
City, County, State, Zip,	Washington, DC 20009		
Phone Number (with area code)	202-328-9161		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	52-1693018	Fax Number (with area code) 202-588-7097	
DUN & Bradstreet Number (DUNS):	79-042-7686		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC At-Large		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$240,000.00		
Organization's Website Address	http://www.josephshouse.org		
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input checked="" type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		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.	

Appendix H: HOPWA FY2013 CAPER

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.

Project Sponsor Agency Name Transgender Health Empowerment		Parent Company Name, if applicable	
Name and Title of Contact at Project Sponsor Agency	Anthony Hall, Executive Director		
Email Address	ahall@theincdc.us		
Business Address	1414 North Capitol Street		
City, County, State, Zip,	Washington, DC 20002		
Phone Number (with area code)	202-636-1646		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	30-0006489	Fax Number (with area code) 202-667-4638	
DUN & Bradstreet Number (DUNs):	14-087-6071		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC At-Large		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Washington	Counties: District of Columbia	
Total HOPWA contract amount for this Organization for the operating year	\$225,000.00		
Organization's Website Address	http://www.theincdc.org/contactus.html		
Is the sponsor a nonprofit organization? <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"/>		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.	

Appendix H: HOPWA FY2013 CAPER

HUD Grant Number		Operating Year for this report From (mm/dd/yy) To (mm/dd/yy)	
Grantee Name			
Business Address			
City, County, State, Zip			
Employer Identification Number (EIN) or Tax Identification Number (TIN)			
DUN & Bradstreet Number (DUNs):		Central Contractor Registration (CCR): Is the grantee's CCR status currently active? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide CCR Number:	
*Congressional District of Grantee's Business Address			
*Congressional District of Primary Service Area(s)			
*City(ies) and County(ies) of Primary Service Area(s)		Cities:	Counties:
Organization's Website Address		Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area? <input type="checkbox"/> 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.

Appendix H: HOPWA FY2013 CAPER

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.

Project Sponsor Agency Name		Parent Company Name, if applicable	
Northern Virginia Regional Commission (NVRC)		N/A	
Name and Title of Contact at Project Sponsor Agency	G. Mark. Gibb, Executive Director		
Email Address	gmg@novaregion.org		
Business Address	3060 Williams Drive, Suite 510		
City, County, State, Zip,	Fairfax, Fairfax County, VA 22031 USA		
Phone Number (with area code)	703-642-0700		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-0567355	Fax Number (with area code) 703-642-5077	
DUN & Bradstreet Number (DUNs):	12-402-0830		
Congressional District of Project Sponsor's Business Address	Virginia Congressional District 11		
Congressional District(s) of Primary Service Area(s)	Virginia Congressional Districts 1, 7, 8, 10, 11		
City(ies) <u>and</u> County(ies) of Primary Service Area(s)	Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park, & Fredericksburg	Counties: Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford & Warren	
Total HOPWA contract amount for this Organization for the operating year	\$2,636,329 [\$2,372,696 sub-awarded for services of which \$45,999 is retained by NVRC for direct services; \$184,543 for project sponsor administration; and \$79,090 for regional administration.]		
Organization's Website Address	www.novaregion.org		
Is the sponsor a nonprofit organization? <input type="checkbox"/> Yes <input checked="" 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"/>		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.	

Note: NVRC is the regional administrative agent for services in Northern Virginia.

Appendix H: HOPWA FY2013 CAPER

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.

Subrecipient Name				Parent Company Name, if applicable
Name and Title of Contact at Subrecipient				
Email Address				
Business Address				
City, State, Zip, County				
Phone Number (with 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 Subrecipient's Business Address				
Congressional District of Primary Service Area				
City (ies) <u>and</u> County (ies) of Primary Service Area(s)	Cities:			Counties:
Total HOPWA Subcontract Amount of this Organization for the operating year				

Appendix H: HOPWA FY2013 CAPER

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	Prince William County Office of Housing and Community Development (PW OHCD)		Parent Company Name, if applicable N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	Amanda Harris, Program Manager			
Email Address	aharris@pwcgov.org			
Business Address	15941 Donald Curtis Drive, #112			
City, County, State, Zip	Woodbridge	Prince William	VA	22191
Phone Number (included area code)	703-792-7536		Fax Number (include area code) 703-792-4978	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-6001531			
DUN & Bradstreet Number (DUNs)	N/A			
North American Industry Classification System (NAICS) Code	N/A			
Congressional District of the Sub-recipient's Business Address	11th			
Congressional District(s) of Primary Service Area	1st 10th 11th			
City(ies) and County(ies) of Primary Service Area	Cities: Manassas, and Manassas Park		Counties: Prince William County	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$345,075			

Appendix H: HOPWA FY2013 CAPER

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	Northern Virginia Family Service (NVFS)		Parent Company Name, if applicable N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	Andrea Zych, Director, Housing			
Email Address	azych@nvfs.org			
Business Address	10455 White Granite Drive, Ste 100			
City, County, State, Zip	Oakton	Fairfax	VA	22124
Phone Number (included area code)	571-748-2601		Fax Number (include area code) 703-385-5176	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-0791977			
DUN & Bradstreet Number (DUNS)	162818561			
North American Industry Classification System (NAICS) Code	6241			
Congressional District of the Sub-recipient's Business Address	8th Congressional District in Virginia			
Congressional District(s) of Primary Service Area	1st, 7th, 8th, 10th, and 11th Congressional District in Virginia			
City(ies) and County(ies) of Primary Service Area	Cities: City of Fredericksburg, City of Falls Church, Alexandria City, Fairfax City and City of Manassas		Counties Arlington, Fairfax, Prince William, Loudoun, Spotsylvania County, Stafford County, Fauquier County, Warren and Clarke Counties.	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$1,817,012			

Appendix H: HOPWA FY2013 CAPER

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	ARLINGTON COUNTY GOVERNMENT		Parent Company Name, if applicable N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	TITILAYO "TITI" AKODU			
Email Address	TAKODU@ARLINGTONVA.US			
Business Address	2100 WASHINGTON BLVD., 3RD FLOOR			
City, County, State, Zip	ARLINGTON	ARLINGTON	VA	22204
Phone Number (included area code)	703-228-1456		Fax Number (include area code) 703-228-1042	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-6001123			
DUN & Bradstreet Number (DUNs)	N/A			
North American Industry Classification System (NAICS) Code	N/A			
Congressional District of the Sub-recipient's Business Address	8th Congressional District			
Congressional District(s) of Primary Service Area	8th Congressional District			
City(ies) and County(ies) of Primary Service Area	Cities: N/A		Counties: Arlington	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$81,320			

Appendix H: HOPWA FY2013 CAPER

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	Wesley Housing Development Corporation		Parent Company Name, if applicable N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	Susan Conley, Director of Resident Services			
Email Address	sconley@whdc.org			
Business Address	5515 Cherokee Avenue, Suite 200			
City, County, State, Zip	Alexandria	Fairfax	VA	22312
Phone Number (include area code)	703-642-3830		Fax Number (include area code) 703-642-2319	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	51-0155779			
DUN & Bradstreet Number (DUNs)	184858249			
North American Industry Classification System (NAICS) Code	N/A			
Congressional District of the Sub-recipient's Business Address	11 th Congressional District			
Congressional District(s) of Primary Service Area	11 th Congressional District			
City(ies) and County(ies) of Primary Service Area	Cities: Fairfax		Counties: Fairfax	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$107,376			

Appendix H: HOPWA FY2013 CAPER

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	Wholistic Family Agape Ministries Institute (WFAMI)		Parent Company Name, if applicable N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	Rev. Dr. Daniel Brown, Executive Director			
Email Address	agape.dlbrown@comcast.net			
Business Address	2429 Mt. Vernon Avenue			
City, County, State, Zip	Alexandria	N/A	VA	22301
Phone Number (include area code)	703-519-9100		Fax Number (include area code) 703-519-9510	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-1947547			
DUN & Bradstreet Number (DUNs)	022291213			
North American Industry Classification System (NAICS) Code	N/A			
Congressional District of the Sub-recipient's Business Address	8 th Congressional District			
Congressional District(s) of Primary Service Area	8 th Congressional District			
City(ies) and County(ies) of Primary Service Area	Cities: Alexandria, Arlington, Fairfax		Counties: Arlington, Fairfax	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$91,000.00			

Appendix H: HOPWA FY2013 CAPER

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	Northern Virginia AIDS Ministry (NOVAM)		Parent Company Name, if applicable N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	Jane Beddoe, Executive Director			
Email Address	jbeddoe@novam.org			
Business Address	803 West Broad Street, #700			
City, County, State, Zip	Falls Church	Falls Church City	VA	22046
Phone Number (include area code)	703-533-5505		Fax Number (include area code) 703-533-5506	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-1421559			
DUN & Bradstreet Number (DUNs)	79-830-4572			
North American Industry Classification System (NAICS) Code	N/A			
Congressional District of the Sub-recipient's Business Address	Virginia 8th			
Congressional District(s) of Primary Service Area	Virginia 8th			
City(ies) and County(ies) of Primary Service Area	Cities: Falls Church, City, City of Alexandria		Counties: Fairfax County, Prince William County, Arlington County, Loudoun County	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$155,000			

Note: NOVAM ceased operation March 1, 2013

Appendix H: HOPWA FY2013 CAPER

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	Support Services (FAHASS) Fredericksburg Area HIV/AIDS		Parent Company Name, if applicable N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	Zachary Hatcher, Director			
Email Address	director@fahass.org			
Business Address	415 Elm St			
City, County, State, Zip	Fredericksburg		VA	22401
Phone Number (include area code)	540-907-4555		Fax Number (include area code)	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-1644116			
DUN & Bradstreet Number (DUNs)	834428906			
North American Industry Classification System (NAICS) Code	N/A			
Congressional District of the Sub-recipient's Business Address	7th VA Congressional District			
Congressional District(s) of Primary Service Area	1ST & 7TH VA Congressional Districts			
City(ies) and County(ies) of Primary Service Area	Cities: Fredericksburg		Counties Spotsylvania Stafford Prince William Fauquier	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$			

Appendix H: HOPWA FY2013 CAPER

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.

Subrecipient Name	Homestretch			Parent Company Name, if applicable N/A	
Name and Title of Contact at Subrecipient	Brenda Wilks, Deputy Director				
Email Address	BWilks@homestretch-inc.org				
Business Address	303 Maple Avenue, Suite 400				
City, State, Zip, County	Falls Church	N/A	VA	22046	
Phone Number (with area code)	703 237-2035			Fax Number (include area code) 703 237-4540	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-1894391				
DUN & Bradstreet Number (DUNs):	123622510				
North American Industry Classification System (NAICS) Code	N/A				
Congressional District of Subrecipient's Business Address	8th				
Congressional District of Primary Service Area	8 th , 10 th , and 11th				
City (ies) and County (ies) of Primary Service Area(s)	Cities: Falls Church City of Fairfax			Counties: Fairfax County	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$0 (Stewardship units)				

Appendix H: HOPWA FY2013 CAPER

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 Northern Virginia Regional Commission (NVRC) is the administrative agent for the Housing for Persons with AIDS program (HOPWA) in Northern Virginia. NVRC is a council of local governments serving a number of localities that are a part of the Washington D.C. eligible metropolitan area. The Suburban Virginia service area consists of 15 cities/counties.

The Continuum of Care & HOPWA Funded Services

People in Virginia living with HIV/AIDS have a wide range of housing and related needs. Throughout his/her lifetime a person living with HIV/AIDS may need varying types of assistance from: one-time, periodic assistance paying rent or mortgage to an ongoing subsidy. The types of assistance identified as important for the Suburban Virginia HIV/AIDS housing continuum include housing information and referral, emergency housing assistance, transitional housing, permanent housing, specialized care facilities and supportive services. Because of the range of needs that people experience and because resources dedicated to serving people with HIV/AIDS are limited, funding within the Suburban Virginia continuum focuses on HIV/AIDS housing programs that are most in demand by PLWHAs.

Housing Information

NVRC's HIV Resources Project exists to help persons with HIV/AIDS and their caregivers in Suburban Virginia identify appropriate housing options and supportive services that will contribute to enhanced health outcomes and quality of life. Assistance is provided to PLWHAs who call for information and through the information provided on the HIV Resources Project website at www.novaregion.org/hiv. The website continues to increase in service and received over 28,000 "hits" during the reporting period.

NVRC maintains the Regional HOPWA Waitlist for tenant-based rental assistance (TBRA) for Suburban Virginia. Waitlist applicants receive information and referral services to community resources and housing case management services. Currently 315 clients remain on the waitlist which is completely updated annually. Recipients are pulled from the waitlist based on time and date of application.

Short Term Rent, Mortgage and Utilities (STRMU)

The suburban Virginia STRMU program is used to prevent homelessness of an eligible person. Funds pay for rent, mortgage, or utilities for a period of up to 21 weeks in any 52 week period. Two organizations Fredericksburg Area HIV/AIDS Support Services (FAHASS) and Northern Virginia Family Service (NVFS) provide STRMU. The program served 98 households during the reporting period.

Transitional Housing (Stewardship Units)

Homestretch, a non-profit housing organization provides transitional housing to residents of Suburban Virginia. Several years ago, HOPWA funds purchased two condominium units to provide transitional housing to HOPWA-eligible families with dependent children. Homestretch provides a robust wraparound skills building program (case management, budgeting/savings/credit repair, job skills training, substance abuse treatment & mental health counseling, if indicated) to empower homeless families to return to stable housing and self-sufficiency. Two families were served in this program during the reporting period.

Tenant Based Rental Assistance (TBRA)

Arlington County Dept. of Human Services, NVFS, and Prince William County Office of Housing and Community Development provide permanent rental housing subsidies. One-hundred and forty-eight (148) households were assisted with TBRA during the reporting period. Clients seeking TBRA must apply to be put on the regional waiting list, maintained by NVRC.

Permanent Housing Placement (PHP)

(FAHASS) and NVFS receive funding to assist eligible clients with security deposits and first month's rent. Forty-two (42)

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households were served this year.

Partial Operating Support

Wesley Housing Development Corporation (Wesley Housing) developed, owns, and operates a HUD 811 project in Fairfax County exclusively for persons with HIV/AIDS. Agape House features eight one-bedroom and four two-bedroom units. HOPWA funds provide partial support for maintaining the physical plant of the facility. Twelve (12) households were assisted with operating support during the reporting period.

Supportive Services

FAHASS receives funding for housing case management services to assist clients on the Regional HOPWA Waitlist, as well as referrals from other programs, in housing stabilization efforts. Forty (40) clients were served this year. FAHASS also receives referrals in-house from other HOPWA programs including STRMU and PHP.

Northern Virginia AIDS Ministry (NOVAM) provided transportation for PLWHAs. Transportation was available to medical, dental and other supportive service appointments using a variety of mechanisms, including: van rides, Metro bus/Metrorail fare cards, and emergency taxi assistance. Seventy-seven (77) PLWHAs were assisted with transportation during the reporting period. This was NOVAM's final HOPWA program year as they are no longer in business. NOVAM worked with NVRC during the transition to ensure client needs and funding obligations were met. Ryan White funding has assumed this service.

Wesley Housing uses support services funding to underwrite a Resident Services Coordinator who plays a vital role in crisis intervention, service referral, and linkages to outside resources required by Agape House residents and those in the community in need of housing case management. Fourteen (14) households were assisted.

Wholistic Family Agape Ministries Institute (WFAMI) receives funding for housing case management services to assist clients on the Regional HOPWA Waitlist, as well as referrals from other programs, in housing stabilization efforts. Forty-three (43) clients were served this year.

NVFS receives funding for housing case management services to assist clients on the regional HOPWA Waitlist, as well as referrals from other programs, in housing stabilization efforts. Thirteen clients were served this year. NVFS has made a priority of offering this assistance to a subset of its STRMU clients who seem to count on STRMU assistance more than is optimal. For the first time, NVFS was also funded to provide access to its Training Futures job training program for HOPWA clients. Unfortunately, confidentiality issues in referring clients from the Regional HOPWA Waitlist for this service proved to be a barrier to timely referrals into this program. NVFS staff also found that HOPWA clients within their current TBRA, STRMU or PHP programs often (1) did not wish to take these training or (2) did not possess the necessary underlying competencies (English language facility, basic math ability, etc.) to succeed in the program.

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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.

Subrecipient Name	Prince George's County Housing Authority			Parent Company Name, if applicable
Name and Title of Contact at Subrecipient	Eric Brown, Executive Director			
Email Address	Eric.brown@co.pg.md.us			
Business Address	9400 Peppercorn Place			
City, State, Zip, County	Largo	MD	20774	Prince George's County
Phone Number (with area code)	301-883-5531			Fax Number (include area code) 301-883-9832
Employer Identification Number (EIN) or Tax Identification Number (TIN)	52-1332044			
DUN & Bradstreet Number (DUNs):	127110067			
North American Industry Classification System (NAICS) Code	925110			
Congressional District of Subrecipient's Business Address	MD-4			
Congressional District of Primary Service Area	MD-4, MD-5			
City (ies) and County (ies) of Primary Service Area(s)	Cities: All Cities within Prince George's, Charles, and Calvert Counties			Counties: Prince George's, Charles, and Calvert Counties
Total HOPWA Subcontract Amount of this Organization for the operating year	\$ 2,645,986.00			

NOTE: Prince George's County Housing Authority (PGCHA) serves as an administrative agent for HOPWA services in Prince George's Charles and Calvert Counties. The amount of the "Total HOPWA contract" listed above includes amounts that PGCHA issues as sub-awards for services to residents of southern Maryland; those agencies are listed in the "Project Sponsor Information" forms immediately following.

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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.

Project Sponsor Agency Name Greater Washington Urban League (PGCHA)		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Maudine Cooper, Executive Director		
Email Address	mrcooper@gwul.org		
Business Address	2901 14 th Street, NW		
City, County, State, Zip,	Washington, DC 20009		
Phone Number (with area code)	202 265-8200		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	53-0208981	Fax Number (with area code) 202 265-9878	
DUN & Bradstreet Number (DUNs):	072646755		
Congressional District of Project Sponsor's Business Address	DC At-Large		
Congressional District(s) of Primary Service Area(s)	DC-At-Large		
City(ies) and County(ies) of Primary Service Area(s)	Cities: All cities in Prince George's County	Counties: District of Columbia & Prince George's County	
Total HOPWA contract amount for this Organization for the operating year	\$2,460,078		
Organization's Website Address	http://www.gwul.org		
Is the sponsor a nonprofit organization? <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"/>		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.	

See Note above in Project Sponsor Information for Prince George's County Housing Authority.

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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.

Project Sponsor Agency Name Southern Maryland Tri-County Community Action Committee, Inc.		Parent Company Name, if applicable	
Name and Title of Contact at Project Sponsor Agency	Faye Wade		
Email Address	fwade@smtccac.org		
Business Address	Post Office Box 280		
City, County, State, Zip,	Hughesville, Calvert County, Maryland 20637		
Phone Number (with area code)	301-274-0430		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	526066477	Fax Number (with area code) 301-274-0637	
DUN & Bradstreet Number (DUNs):	080554843		
Congressional District of Project Sponsor's Business Address	MD5		
Congressional District(s) of Primary Service Area(s)	MD5		
City(ies) and County(ies) of Primary Service Area(s)	Cities: All cities within Calvert and Charles Counties	Counties: Charles and Calvert Counties	
Total HOPWA contract amount for this Organization for the operating year	\$106,528.09		
Organization's Website Address			
Is the sponsor a nonprofit organization? <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"/>		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.	

See Note above in Project Sponsor Information for Prince George's County Housing Authority.

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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.

Project Sponsor Agency Name Community Networks, Inc.		Parent Company Name, if applicable	
Name and Title of Contact at Project Sponsor Agency	Glenda S. Helman, Executive Director		
Email Address	ghedcni@yahoo.com		
Business Address	309 W. King Street		
City, County, State, Zip,	Martinsburg Berkley WV 25401		
Phone Number (with area code)	304-263-6614		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	52-00662121	Fax Number (with area code) 304-263-9571	
DUN & Bradstreet Number (DUNS):	015900939		
Congressional District of Project Sponsor's Business Address	WV-2		
Congressional District(s) of Primary Service Area(s)	WV-2		
City(ies) and County(ies) of Primary Service Area(s)	Cities: All Cities with in Jefferson County	Counties: Jrfferson	
Total HOPWA contract amount for this Organization for the operating year	80,014.00		
Organization's Website Address			
Is the sponsor a nonprofit organization? <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"/>		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.	

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.*

Overview

The District of Columbia Department of Housing and Community Development (DHCD) is the Formula Grantee for the Housing Opportunity for Persons with AIDS (HOPWA) grant for the Washington, DC Eligible Metropolitan Statistical Area (EMSA). The mission of DHCD is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. HOPWA is administered by the HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA) of the Washington DC Department of Health. The mission of HAHSTA is to prevent HIV/AIDS, STDs, Tuberculosis and Hepatitis, reduce transmission of the diseases and provide care and treatment to persons with the diseases. The goals of the HOPWA program are to reduce homelessness, minimize the risk of homelessness, increase housing stability and promote the general health and well-being of residents with HIV and their families.

The EMSA for the Washington DC Regional Metropolitan area includes the District of Columbia; portions of northern and northwest Virginia; three counties in suburban Maryland; and Jefferson County, West Virginia. The EMSA represents a subset of the CARE Act Part A eligible metropolitan area, also administered by HAHSTA. This puts HAHSTA in the unique position of administering housing programs across four states each operating within unique local housing and medical continuums of care.

HAHSTA directly administers funding and oversees services for residents of the District of Columbia, and supports housing programs in the each of the neighboring jurisdictions through individual service agreements. Contacts for the HAHSTA program are as follows:

Michael Kharfen Interim Senior Deputy Director HIV/AIDS, Hepatitis, STD & TB Administration Department of Health 899 North Capitol Street, NE 4 th Floor Washington, DC 20002 Phone: 202/671-4860 Fax: 202/671-4860 E-mail:michael.kharfen@dc.gov	Lawrence Frison Deputy Bureau Chief Care, Housing and Support Services Bureau HIV/AIDS, Hepatitis, STD & TB Administration Department of Health 899 North Capitol Street, NE 4 th Floor Washington, DC 20002 Phone: 202/671-4812 Fax: 202/671-4860 E-mail:lawrence.frison@dc.gov	
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The three neighboring jurisdictions administers their grant awards differently under the auspice of the following entities:

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Northern and Northwest Virginia. A quasi-governmental organization, the Northern Virginia Regional Commission (NVRC), serves as the administrative agency for northern and northwest Virginia. The service area includes the counties of Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, and Warren and the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park.

Suburban Maryland. The Prince George's County Housing Authority serves as the administrative agency for residents of Prince Georges County, Calvert County and Charles County.

Jefferson County, West Virginia. Community Networks, Inc. (CNI) serves the dual role of administrative agency and housing service provider for this region. CNI is located at 309 W. King St., Martinsburg, West Virginia in Berkley County.

Services supported among the four jurisdictions vary based on client need and availability of other sources of funding for housing and housing-related services. Administrative agents in each jurisdiction are responsible for working within their communities in conjunction with HAHSTA to implement HOPWA funding to augment the regional housing continuum. Services for each jurisdiction in fiscal year 2013 were:

	District of Columbia	Northern and Northwest Virginia	Suburban Maryland	Jefferson County, West Virginia
Tenant Based Rental Assistance (TBRA)	√	√	√	√
Permanent Housing Placement (PHP)	√	√	√	√
Facility Based Housing (FBH)	√			
Facility Operations		√		
Short-Term, Rent, Mortgage, and Utility Assistance (STRMU)	√	√	√	√
Housing Information and Referral Services: Intake, Assessment, and linkage services	√	√		
Support Services	√			√

Summary of Achievements

In FY2013, the District of Columbia made significant achievements in the implementation of HOPWA services despite a decrease in the local area Fair Market Rent (FMR) and a decrease in funding.

Priority #1: Improve Housing System Accessibility

- HAHSTA worked with project sponsors identified as single points of entry and single points of payment for STRMU and TBRA in an effort to streamline the system, ensure proper documentation of eligibility and referring clients to applicable services within the housing continuum of care.
- HAHSTA conducted numerous training sessions with Ryan White medical case managers to ensure that they had current information about entry into the HOPWA program and could be more successful in assisting clients.

- HAHSTA also conducted outreach with consumer groups to ensure that clients and client advocates received information about the application process and available housing resources.

Priority #2: Improve the Impact of Support Services_____

- In the District of Columbia HAHSTA administers both Ryan White and HOPWA funds. As a result, HAHSTA is in a unique position to coordinate HOPWA and Ryan White support services. In FY 2011, HOPWA staff participated in the development of guidance for Ryan White medical case managers. Consequently, housing needs assessments and planning are included in the comprehensive client acuity scale and treatment plan utilized by Ryan White medical case managers. In FY 2013, HAHSTA continued a series of monthly in-services for HOPWA providers. These in-services featured speakers from the HAHSTA contractor from CD Experts, Baron Bell, to improve the reporting requirements of HOPWA providers.
- Grant agreements developed for FY 2013, required that programs fully implement supportive services through HOPWA funding or leveraged linkages.
- In Virginia and West Virginia housing case management continued to be funded with HOPWA funds and was made available to clients with housing needs.

Priority #3: Increase Housing Stability, Including Increasing Capacity to Implement Objective Measures of Housing Stability

- HAHSTA continued collaboration with CAREWARE on software that will allow the program to capture client-level data. HAHSTA worked with staff to develop indicators that would better measure housing stability and the impact of the HOPWA program on client health outcomes.
- HAHSTA continued to increase its focus on data collection and measures. Project Sponsors are required to submit as part of the monthly report housing quality measures designed to capture the program's ability to successfully move a client toward housing stability.

Priority #4: Increase the Number of Slots for Tenant-Based and Facility-Based Rental Assistance

- The HOPWA program successfully increased the number of housing assistance slots available, while the amount of unmet need for long-term housing assistance remains.
- The EMSA supported 628 households with TBRA slots after an increase of 20 slots and 143 households with Facility Based Housing assistance.
- Despite the increase in the number of permanent housing slots available for low-income people, HIV positive individuals and families, there continues to be more need for housing services than available resources. The District of Columbia still experienced high unemployment compared to the national average. As a result, many more residents continued to seek assistance from HOPWA as well as other housing continuums of care. Waitlists for long-term subsidy assistance continued to increase in all local long-term housing programs.

Priority #5: Identify and Utilize the Full Range of Support for Housing Programs by Expanding Routine Interactions with Entities Associated with Other Housing Programs.

- The District of Columbia continued to expand collaborations locally to ensure access to the full range of housing supports for HOPWA eligible households.
- With the support of executive leadership HAHSTA engaged in collaborations with the DHCD, Department of Mental Health (DMH) and Department of Human Services (DHS) to explore opportunities to improve the collaboration among providers. As a result HAHSTA is working with these organizations to analyze the overlap among our client populations to get a true picture of unmet needs in the District as well as to ensure better use of available resources.

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.

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.

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.

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

B. Annual Performance under the Action Plan

Provide a narrative addressing each of the following four items:

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.

Distribution of HOPWA across the Washington DC EMSA HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA)

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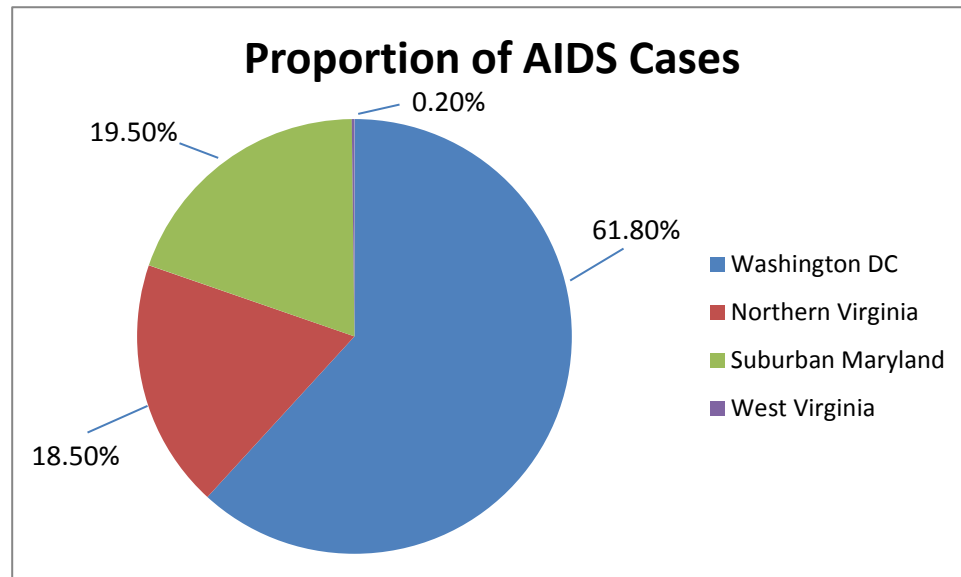
The District of Columbia Department of Housing and Community Development (DHCD) is the HOPWA Formula Grantee for the Washington, DC EMSA. The District's Department of Health, HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA) is the agency within the District of Columbia responsible for the fiscal and programmatic administration and oversight of the HOPWA award. In FY 2012, the HOPWA program in the Washington DC EMSA spent \$12,462,444 in support of housing services. In conjunction with community partners HAHSTA maximized the fiscal accountability and implementation of HOPWA program to address the increased needs of clients. Although HAHSTA expects to continue to fully expend HOPWA funds in the EMSA, the needs of residents continue to outstrip available resources.

HAHSTA is responsible for distribution of HOPWA funds to the jurisdictions. HAHSTA distributes these funds to each jurisdiction based on cumulative AIDS case rates, the impact of distribution on overall housing stability within the EMSA; and each jurisdiction's ability to expend the allocation in previous years. HAHSTA contracts out with sub-recipients in each of the Suburban Jurisdictions comprised in the EMSA. The sub-recipients, in turn will sub-contract with local service providers based on the community needs and in conjunction with statewide housing Action Plans applicable to the region. The distribution to each jurisdiction was as follows:

Distribution of HOPWA Funds in Washington D.C. EMSA, (October 1, 2012 – September 30, 2013)

Program					
	Proportion of AIDS Cases	Program	Project Sponsor	Administration	Subtotal
Washington DC	61.8%	7,589,896	595,926	252,997	8,438,818
Northern Virginia	18.5%	2,372,696	184,543	79,090	2,636,329
Suburban Maryland	19.5%	2,381,387	185,219	79,380	2,645,986
West Virginia	0.2%	77,614	-	2,400	80,014
Total	100.0%	12,421,593	965,688	413,866	13,801,147

Note: Funds tabled above include unspent funds from the previous grant year.

Percentage of HOPWA Funds Awarded to Each Jurisdiction, (October 1, 2012 – September 30, 2013)

The basis for the administration of the HOPWA program is coordination of the five-year Consolidated Housing Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). HAHSTA provides overall leadership in the development and implementation of these planning tools. Working with the administrative agents, HAHSTA sets EMSA wide programmatic and fiscal goals; provides technical assistance to the administrative agents and project sponsors EMSA wide; ensures that the system of housing care EMSA wide meets legislative requirements; and collaborates with the US Department of Housing and Urban Development (HUD). HAHSTA monitors the administrative agents for programmatic and fiscal compliance by reviewing quarterly programmatic reports, conducting annual site visits, and providing technical assistance as needed.

In the District of Columbia, Clients enter into the system through a single point of entry program called the Metropolitan Housing Access Program (MHAP). Clients can go to MHAP directly to apply for housing assistance or submit applications through a Ryan White Medical Case Managers. The MHAP program ensures that clients are properly assessed for eligibility, linked to appropriate supportive services, and receive referrals to all available programs, including those supported by non-HOPWA funds.

In the District, HAHSTA monitors these programs both fiscally and programmatically to ensure coordination within the overall housing continuum of care, efficiency in service delivery, and compliance with federal and local regulations. This is done through both remote and on-sight monitoring.

Prince George County Department of Housing Authority (Suburban Maryland) The HOPWA Program in Suburban Maryland comprises services to Prince George's, Calvert, and Charles Counties. Maryland sub-contracts out with 2 project sponsors to deliver services.

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HOPWA programs in Suburban Maryland are operated in collaboration with a broader continuum of care that helps clients to meet their daily needs for housing, mental health, substance abuse and other supportive services. The priorities and allocations of the Suburban Maryland region correlate with those of the Washington, D.C. Eligible Metropolitan Area.

Clients in Suburban Maryland also enter into the system through the MHAP. This ensures that clients are properly assessed for eligibility, linked to supportive services, and referred to the full housing continuum of care.

Northern Virginia Regional Commission (NVRC). The Northern and Northwest Virginia portion of the EMSA serves the counties of Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, and Warren and the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park. Northern Virginia includes urban, suburban and rural areas. NVRC contracts out with vendors regionally who are adept at providing services in this large and diverse service area. NVRC funded 7 sub-grants to community-based organizations and local housing authorities.

Because of the range of needs that people experience and because resources dedicated to serving people with HIV/AIDS are limited, funding within the Suburban Virginia continuum focuses on HIV/AIDS housing programs that are most in demand by people living with HIV/AIDS (PLWH). In addition to those tabled above, these included NVRC's HIV Resources Project exists to help persons with HIV/AIDS and their caregivers in Suburban Virginia identify appropriate housing options and supportive services that contribute to enhanced health outcomes and quality of life. Assistance is provided to PLWHs who call for information and through the information provided on the HIV Resources Project website at www.novaregion.org/hiv.

Clients in Northern Virginia enter into the HOPWA system of care by referral from Ryan White medical case managers, directly through individual project sponsors or through the HIV Resource Project.

West Virginia: Community Networks, INC (CNI). The Community Networks, INC (CNI) is the project sponsor for services to residents of Jefferson County, West Virginia, and does not serve as an administrative agent. Services provided through CNI are tabled above.

Currently Jefferson County, West Virginia is the only jurisdiction in the EMSA not experiencing waiting lists for TBRA and STRMU.

Accomplishments in FY 2013

Households moved off the TBRA waiting list. In FY 2013 20 families received Tenant-Based Rental Assistance (TBRA) and were subsequently removed from the waiting list. HAHSTA is assessing its current operating funds to explore the possibility of adding more slots to TBRA so that more families can be taken off the waiting list.

- **Increased regulatory compliance through policies and procedures.** In collaboration with HUD, the Executive Office, and the City Council, HAHSTA developed policies and procedures that strengthened regulatory compliance that improved the District's ability to work with HUD to improve the program. The process included collaboration with the multiple government bureaus and agencies responsible for the administration of the HOPWA program including those bureaus within HAHSTA and those within the District's Office of the Chief Financial Officer (OCFO). This collaboration improved the fiscal operation of the HOPWA program. HAHSTA continues to work to educate project sponsors and sub recipients about HUD and HOPWA regulations, as well as to provide technical assistance.

Throughout the year, HAHSTA continued to strengthen the single point of entry and single point of payment to ensure that the process worked smoothly and to ensure that the programs who serve the most number of households best complied with regulations. This included review of the client application formats, increased monitoring of

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documentation, and utilizing best consumer practices.

June 2013 HAHSTA issued a RFA to implement services to prevent or reduce homelessness among people with HIV/AIDS and their families, and to assist them in obtaining or maintaining residency in stable housing. A secondary goal of the RFA was to improve health outcomes through stabilizing housing.

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.

Extreme Affordability Gap, High Cost Burden, and Lack of Affordable Housing

In the EMSA the 2012 Fair Market Rent (FMR) for a one-bedroom unit was \$1,328. According to the National Low-Income Housing Coalition publication *Out of Reach 2010* by Keith E. Wardrip, Danilo Pelletiere, and Sheila Crowley, a household in the Washington DC EMSA must earn \$4,427 monthly or \$53,120 annually to rent a one-bedroom unit at FMR and remain within the federal affordability estimate (30% of income spent on housing).

To achieve this "housing affordability wage" and assuming a 40-hour work week, 52 weeks per year, this level of income requires a wage of \$25.54 per hour or more than three times the minimum wage for the District of Columbia (\$8.25 per hour).

HOPWA utilization data for the region indicates that nearly 95% of the consumers had incomes below 30% of Area Median Income.

The monthly Supplemental Security Income (SSI) payment for an individual was \$710.00 in District of Columbia in 2012. If SSI is an individual's sole source of income, a maximum of \$212 in monthly rent is "affordable."

According to the February 2010 study by the DC Fiscal Policy Institute (DCFPI) entitled *Nowhere to Go: As DC Housing Costs Rise, Residents Are Left With Fewer Affordable Housing Options*, nearly 80% of all households that earned less than 30% of AMI in the District of Columbia in 2007 experienced a cost burden defined as spending at least 30% of their income on housing costs. According to the National Alliance to End Homelessness this cost burden was above the national average of 74% for 2007.⁵ Additionally, nearly 64% of households earning less than 30% AMI qualified as having extreme cost burden defined as spending more than 50% of the household income on rent and utility costs.⁶

Across the EMSA there is limited availability of affordable housing options outside of those supported by housing subsidy programs like HOPWA and the Housing Choice Voucher Program. In the District of Columbia, according to the DCFPI report, the number of rental units considered affordable for families living

⁵ *Affordable Housing Shortage*. "Fact Checker: Accurate Statistics on Homelessness". National Alliance to End Homelessness, September 2007. Downloaded Feb. 17, 2010. <http://www.endhomelessness.org/content/article/detail/1658>.

⁶ *Nowhere to Go: As DC Housing Costs Rise, Residents Are Left with Fewer Affordable Housing Options*. DC Fiscal Policy Institute, Feb. 5, 2010, pg 8.

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at or below 30% of the AMI (\$750 per month) has decreased from 69,000 in 2000 to 45,000 in 2007. Additionally, the number of homes valued at or below \$250,000 fell from 58,000 in 2000 to 27,000 in 2007.

According to *Housing in the Nation's Capital*, reductions in affordable housing stock applied to the entire EMSA. Several counties within the EMSA had foreclosure rates surpassing the national average of 2.7%: Prince George's County 5.2%, Charles County 3.9% and Prince William 3.7%.⁷ In West Virginia, Jefferson County only has three rental complexes that either offer their own subsidized housing or accept Housing Choice Vouchers, but these complexes have a long waiting list.

HOPWA eligible clients in Northern Virginia have difficulty finding housing that is affordable. Northern Virginia is an affluent area -- the cost of rental properties is high and approval standards are stringent. Most HOPWA clients have insufficient incomes, many on SSI/SSDI, to qualify for many available rentals. Clients are turned down for various reasons, such as not meeting income requirements or having poor credit. Many landlords/large apartment complexes are not willing to work with the HOPWA programs.

To address this issue in Virginia HOPWA case managers have reached out to landlords to educate them on the benefits of participating in the HOPWA program. Case managers have compiled a list of rental properties that have accepted HOPWA clients in the past, as well as information resources regarding housing options for new clients. The HIV Resources Project also features a number of affordable housing resource lists and search engines. The goal is to provide as much information regarding affordable housing opportunities so that client can secure housing and stabilize their health.

Inadequate Resources to Meet the Needs of all Eligible Residents

Federal funding has not kept pace with the HIV epidemic in the Washington DC EMSA. HOPWA in the Washington DC EMSA has experienced prolonged client usage in long-term programming, decreased client turnover, and a lack of capacity across other HUD funded programs to accommodate clients. This is especially impactful for the EMSA given the affordability gap, cost burden and lack of housing stock for the region. The lack of affordable housing options below the FMR for low-income PLWHA means that many individuals cannot sustain housing without long-term subsidy support. Additionally, other programs funded by local or federal dollars such as the Housing Choice Voucher program experienced long wait lists with little capacity for new clients. So few PLWHA are able to move from TBRA to more permanent housing programs.

As a result in September 2012, the waiting list for TBRA services, expanded to include 1,104 people in the District, 149 in Virginia, and 1,563 in Maryland.

As a result of the TBRA wait list, all other HOPWA programs experienced increased use and a lack of options for moving people into long-term support programs. Transitional and emergency housing programs had trouble moving clients into more permanent programming; and despite the availability of additional emergency dollars through the Homelessness Prevention and Rapid Re-Housing Program (HPRP), the STRMU program spent 96% of the allocated dollars in the EMSA and served 312 households. HOPWA funding to assist clients in the Washington EMSA has not increased proportionately for HAHSTA to meet the needs of the residents of the EMSA.

Because high cost of housing in the District, it is increasingly difficult for clients to find affordable housing and maintain self-sufficiency. Although the current FMR more accurately reflects the costs of available

⁷ Pettit, K., Hendey, L., Kingsley, G, et. al. *Housing in the Nation's Capital 2009* The Urban Institute. Washington D.C. Downloaded Feb. 19, 2010. <http://www.nvaha.org/pdfs/housingnationscapital09.pdf>

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housing for many clients in the EMSA and it appears to show a slight decrease in the median cost it is still reflects an amount that is out of reach for the population served by the HOPWA program.

Administrative Cost and Complexity

The Washington DC EMSA covers a large area and incorporates parts of four different states with four distinct housing continua of care. Administering the program in this broad area causes multiple challenges for service delivery. First, the continuum of care in each jurisdiction is different and requires a different set of HOPWA services to address those needs and to ensure parity across the EMSA. Additionally, each sub recipient has different capacity to implement and address those needs. For all of the sub recipients this often means coordinating multiple government entities within their portion of the EMSA in systems where HIV housing may not be a priority. HAHSTA has been working both with the service providers in the District and the sub recipients in the jurisdictions to improve the service delivery system. In addition, the complicated data collection mechanisms required to meet HOPWA guidelines becomes much more challenging to administer across jurisdictions. This requires an increased level of coordination for both HAHSTA and the sub recipients in the jurisdictions and can be confusing for Project Sponsors. This high level of coordination becomes even more challenging when operating on the limited administration support budget that HOPWA allows. Finally, ensuring that programming in this environment meets high quality standards across every jurisdiction is difficult without a set of HUD defined uniform set of quality indicators.

Complexity and Acuity of Client Needs

Clients in the EMSA face a number of barriers in achieving self-sufficiency including extreme poverty, lack of affordable housing options, language and cultural barriers, and systemic barriers such as poor credit. These issues often require the coordination of several systems including medical systems; employment rehabilitation services; support services such as substance abuse treatment and mental health services; and non-HOPWA funded housing programs such as the Housing Choice Voucher Program. The need for these services is more pronounced as a result of the down turn in the economy. Without the coordination of these systems, clients are at risk for cycling in-and-out of homelessness and continual dependence on governmental systems for stability. This is due not only to lack of funding to create more dynamic systems but also to the level of technical knowledge providers and administrators must possess to adequately address needs and support clients.

Currently the EMSA has a wide array of transitional and emergency housing programs through HOPWA, Shelter Plus Care, and Emergency Shelter Grants. However, the length of time allotted for clients in short-term programming and the lack of long-term supportive programming cause clients to cycle in and out of homelessness. The lack of exit strategies available for clients into long-term supportive housing often mean that clients leaving transitional housing programs also face an upheaval to their support structures.

Other – Documentation Burden

The HOPWA program requires a large amount of assessment data and supporting documentation from clients. Gathering this documentation requires information from clients who are already under a tremendous amount of stress and pressure; it also requires a number of HOPWA and non-HOPWA providers to understand the requirements and work with clients to gather documentation. This burden oftentimes serves as a barrier to helping clients and gathering valid data.

Across the EMSA, STRMU has often struggled to get clients, landlords, and case workers to return documentation required to process cases in a timely manner. This issue prolongs the application process and causes stress for all participating parties. In Northern Virginia, the STRMU project sponsor has added staff to the HOPWA program to proactively pursue required documentation but continues to experience delays

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and requests going unfilled based on insufficient documentation of STRMU eligible need. In the District of Columbia, the grantee conducted numerous trainings with Ryan White case managers to ensure that staff completing applications are better trained on the process.

Other -- Difficulty in Obtaining Security Deposit Repayment

Project sponsors in Suburban Virginia and the District of Columbia have difficulty ensuring security deposits are returned by landlords when the tenant vacates. Former landlords are reporting that clients are causing damage to their rental properties and therefore they are using the security deposit for repairs. HOPWA case managers have requested documentation or receipts of repairs from landlords to justify situations when the security deposit is not returned, but none have been given. Landlords are also keeping security deposits to offset nonpayment of the tenant rent portion. Although clients are informed that they are not allowed to use the security deposit for rent payments, this continues to happen.

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 Washington DC EMSA notes the following trends.

Economic downturn continues to negatively impact HIV community.

In the Washington, D.C. EMSA, despite increased availability of slots due to both better forecasting of the rental costs associated with the TBRA program and through leveraged slots in the Housing Choice Voucher Program, the waiting list for permanent housing slots continued to increase. Short term assistance has been provided through Homelessness Prevention and Rapid Re-Housing Program HPRP through September 2012, and preliminary analyses suggest that the termination of HPRP is beginning to give rise to increased demand beginning October 2013.

In Northern Virginia, the sub recipient, NVRC, anticipated that the economic downturn would require significantly more money in STRMU. In fact, the STRMU program in Northern Virginia experienced increased usage; however, the expenditures did not match sub recipient forecasts. As in the District, in Virginia this appears to have been the result of the availability of HPRP money for emergency support.

In Virginia, the economic downturn has had a dramatic effect on the HOPWA eligible population. Some PLWHA who were doubled up with friends and family are being asked to leave because of changes in the hosting household's financial situation. As a result, the HOPWA wait list for TBRA continued to grow. Local homeless shelters saw an increase in requests for assistance. The availability of affordable housing units continued to contract in the region as families throughout the community had to downsize housing, i.e. people who had been homeowners, but have been through foreclosure are competing with HOPWA clients for a limited supply of more affordable rental housing.

Funding formula does not adequately measure housing needs for the Washington DC EMSA

The HUD calculation for Formula Grantees (cumulative AIDS cases) does not accurately depict the funding needs of a metropolitan area with a modern epidemic. Utilizing cumulative AIDS cases as the method for distributing the HOPWA formula grant does not take into account the increasing number of HIV positive individuals needing assistance as well; those HIV positive clients currently being supported by the HOPWA program; or the relatively recent and dramatic increase in HIV experienced throughout the Washington DC metropolitan region.

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

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public.

See HUD website

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 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.	1,214
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)	1,175
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	
• Assistance with rental costs	16
• Assistance with mortgage payments	0
• Assistance with utility costs.	10
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	13

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

<input checked="" type="checkbox"/> = Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives
<input type="checkbox"/> = Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
<input type="checkbox"/> = Data from client information provided in Homeless Management Information Systems (HMIS)
<input type="checkbox"/> = 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.
<input type="checkbox"/> = Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
<input type="checkbox"/> = Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
<input type="checkbox"/> = 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	\$99,348	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			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:	\$108,336.00		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants	\$759,753.00		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources	\$19,877		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Funding			

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Grantee/Project Sponsor/Subrecipient (Agency) Cash	\$337,593.00		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	\$1,286,548		
TOTAL (Sum of all Rows)	\$2,611,455		

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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

Program Income and Resident Rent Payments Collected		Total Amount of Program Income (for this operating year)
1.	Program income (e.g. repayments)	\$0
2.	Resident Rent Payments made directly to HOPWA Program	\$89,346
3.	Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)	\$89,346

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.

End of PART 2

Program Income and Resident Rent Payment Expended on HOPWA programs		Total Amount of Program Income Expended (for this operating year)
1.	Program Income and Resident Rent Payment Expended on Housing Subsidy Assistance costs	\$89,346
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	0
3.	Total Program Income Expended (Sum of Rows 1 and 2)	\$89,346

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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

	HOPWA Performance Planned Goal and Actual	[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
	HOPWA Housing Subsidy Assistance	[1] Output: Households				[2] Output: Funding	
1.	Tenant-Based Rental Assistance	612	628			8,439,357	7,901,459
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units (Households Served)	45	31			268,428	212,826
2b.	Transitional/Short-term Facilities: Received Operating Subsidies/Leased units (Households Served)	205	143			1,225,767	1,130,296
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year (Households Served)					0	0
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance	412	312			1,008,928	990,646
5.	Permanent Housing Placement Services	120	75			89,000	87,258
6.	Adjustments for Duplication (subtract)						
7.	Total HOPWA Housing Subsidy Assistance (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)	1,394	1189			11,031,480	10,322,477
	Housing Development (Construction and Stewardship of facility based housing)	[1] Output: Housing Units				[2] Output: Funding	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3 or 10 year use agreements	2	2				
10.	Total Housing Developed (Sum of Rows 8 & 9)						
	Supportive Services	[1] Output Households				[2] Output: Funding	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	225	226			641,134	596,738
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	107	140			75,859	86,790
12.	Adjustment for duplication (subtract)		0				
13.	Total Supportive Services (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.)	332	366			716,993	683,529
	Housing Information Services	[1] Output Households				[2] Output: Funding	
14.	Housing Information Services		28,99			516,685	504,076
15.	Total Housing Information Services					516,685	504,076

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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)					413,866	357,910.78
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					965,688	594,450.20
20.	Total Grant Administration and Other Activities (Sum of Rows 16 – 19)					1,379,554	952,360.98
Total Expended						[2] Outputs: HOPWA Funds Expended	
						Budget	Actual
21.	Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)					13,644,712	12,462,443

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 Households	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance	19	\$11,992.28
2.	Alcohol and drug abuse services	26	\$748.00
3.	Case management	271	\$261,136.90
4.	Child care and other child services	0	\$0
5.	Education	3	\$312.90
6.	Employment assistance and training	2	\$156.00
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310	23	\$10,659.80
8.	Legal services	0	\$0
9.	Life skills management (outside of case management)	24	\$1,736.48
10.	Meals/nutritional services	59	\$22,111.28
11.	Mental health services	3	\$0
12.	Outreach	0	\$0
13.	Transportation	132	\$44,688.80
14.	Other Activity (if approved in grant agreement). Specify: Substance abuse counseling	67	\$36,724.33
15.	Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)	606	
16.	Adjustment for Duplication (subtract)	225	
17.	TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)	381	\$355,565.87

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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	312	\$990,647
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	15	\$45,440
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	7	\$19,836
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	234	\$806,431
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	27	\$55,194
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	27	\$14,898
g.	Direct program delivery costs (e.g., program operations staff time)		\$48,944

End of PART 3

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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
Tenant-Based Rental Assistance	628	588	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	4	Stable/Permanent Housing (PH)
			4 Other HOPWA	1	
			5 Other Subsidy	1	
			6 Institution	0	
			7 Jail/Prison	4	Unstable Arrangements
			8 Disconnected/Unknown	18	
			9 Death	12	Life Event
Permanent Supportive Housing Facilities/ Units	31	19	1 Emergency Shelter/Streets	1	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	0	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	3	
			6 Institution	1	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/Unknown	7	
			9 Death	0	Life Event

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
Transitional/ Short-Term Housing Facilities/ Units	143	61	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	22	Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing	20	Stable/Permanent Housing (PH)
			4 Other HOPWA	1	
			5 Other Subsidy	8	
			6 Institution	2	
			7 Jail/Prison	2	Unstable Arrangements

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		8 Disconnected/unknown	27	
		9 Death	0	<i>Life Event</i>
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
312	Maintain Private Housing <u>without</u> subsidy (e.g. Assistance provided/completed and client is stable, not likely to seek additional support)	19	Stable/Permanent Housing (PH)
	Other Private Housing without subsidy (e.g. client switched housing units and is now stable, not likely to seek additional support)		
	Other HOPWA Housing Subsidy Assistance	0	
	Other Housing Subsidy (PH)	0	
	Institution (e.g. residential and long-term care)	0	
	Likely that additional STRMU is needed to maintain current housing arrangements	293	Temporarily Stable, with Reduced Risk of Homelessness
	Transitional Facilities/Short-term (e.g. temporary or transitional arrangement)	0	
	Temporary/Non-Permanent Housing arrangement (e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)	0	
	Emergency Shelter/street	0	Unstable Arrangements
	Jail/Prison	0	
	Disconnected	0	
	Death	0	Life Event
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).			50

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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).	17
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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. For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance: 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	1147
b. Case Management	0
c. Adjustment for duplication (subtraction)	0
d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)	0
2. For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded service:	
a. HOPWA Case Management	43
b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance	43

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.

B. 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	891	43	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)	1010	43	Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	1055	0	Access to Health Care
4. Accessed and maintained medical insurance/assistance	1005	0	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	903	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"> • MEDICAID Health Insurance Program, or use local program name • MEDICARE Health Insurance Program, or use local program name 	<ul style="list-style-type: none"> • Veterans Affairs Medical Services • AIDS Drug Assistance Program (ADAP) • State Children's Health Insurance Program (SCHIP), or use local program name 	<ul style="list-style-type: none"> • Ryan White-funded Medical or Dental Assistance
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Chart 1b., Row 5: Sources of Income include, but are not limited to the following (Reference only)

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

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	195	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.

Permanent Housing Subsidy Assistance	Stable Housing (# of households remaining in program plus 3+4+5+6)	Temporary Housing (2)	Unstable Arrangements (1+7+8)	Life Event (9)
Tenant-Based Rental Assistance (TBRA)	6	0	22	12
Permanent Facility-based Housing Assistance/Units	4	0	8	0
Transitional/Short-Term Facility-based Housing Assistance/Units	31	22	29	0
Total Permanent HOPWA Housing Subsidy Assistance	41	22	59	12
Reduced Risk of Homelessness: Short-Term Assistance	Stable/Permanent Housing	Temporarily Stable, with Reduced Risk of Homelessness	Unstable Arrangements	Life Events
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)	19	293	0	0
Total HOPWA Housing Subsidy Assistance	60	315	59	12

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.

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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

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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 checked="" type="checkbox"/> Yr 10;
Grantee Name Homestretch, Inc	Date Facility Began Operations (mm/dd/yy) 06/16/2003

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)	2	\$74,000 (housing cost, supportive services)

3. Details of Project Site

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	22042,22046
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input checked="" type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
If the site is not confidential: 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>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.</i>	
Name & Title of Authorized Official of the organization that continues to operate the facility: Brenda Wilks	Signature & Date (mm/dd/yy) October 21, 2013
Name & Title of Contact at Grantee Agency (person who can answer questions about the report and program) Brenda Wilks	Contact Phone (with area code) (703) 237-2035 x121

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.

Individuals Served with Housing Subsidy Assistance	Total
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	1101

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.

Category		Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	650
New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	1
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	9
4.	Transitional housing for homeless persons	10
5.	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)	20
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	22
9.	Hospital (non-psychiatric facility)	9
10.	Foster care home or foster care group home	0
11.	Jail, prison or juvenile detention facility	5
12.	Rented room, apartment, or house	43
13.	House you own	0

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14.	Staying or living in someone else's (family and friends) room, apartment, or house	33
15.	Hotel or motel paid for without emergency shelter voucher	0
16.	Other	3
17.	Don't Know or Refused	2
18.	TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)	787

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	7	31

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.)	1095
2. Number of ALL other persons diagnosed as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	39
3. Number of ALL other persons NOT diagnosed as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	678
4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1,2, & 3)	1812

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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.

HOPWA Eligible Individuals (Chart a, Row 1)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
1.	Under 18	11	0	0	0	11
2.	18 to 30 years	63	28	11	0	102
3.	31 to 50 years	318	289	15	0	622
4.	51 years and Older	224	139	6	0	369
5.	Subtotal (Sum of Rows 1-4)	606	456	32	0	1094
All Other Beneficiaries (Chart a, Rows 2 and 3)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
6.	Under 18	205	211	0	0	416
7.	18 to 30 years	98	92	0	0	190
8.	31 to 50 years	35	30	0	0	65
9.	51 years and Older	22	28	0	0	50
10.	Subtotal (Sum of Rows 6-9)	360	361	0	0	721
Total Beneficiaries (Chart a, Row 4)						
11.	TOTAL (Sum of Rows 5 & 10)	966	817	32	0	1815

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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	2	0
2.	Asian	2	0	2	0
3.	Black/African American	917	15	630	0
4.	Native Hawaiian/Other Pacific Islander	0	0	0	0
5.	White	129	48	64	27
6.	American Indian/Alaskan Native & White	0	0	0	0
7.	Asian & White	0	0	0	0
8.	Black/African American & White	0	0	0	0
9.	American Indian/Alaskan Native & Black/African American	2	0	1	0
10.	Other Multi-Racial	3	1	3	0
11.	Column Totals (Sum of Rows 1-10)	1053	64	702	27
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 for information on area median income in your community.

D. Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	731
2.	31-50% of area median income (very low)	54
3.	51-80% of area median income (low)	4
4.	Total (Sum of Rows 1-3)	789

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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)

--

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:
<input type="checkbox"/> New construction	\$	\$	Type of Facility [Check <u>only one</u> box.] <input 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 type="checkbox"/> Operating	\$	\$	
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 = Total Units =
f.	Is a waiting list maintained for the facility?		<input 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)?		

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h.	Is the address of the project site confidential?	<input type="checkbox"/> 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 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						
b.	Community residence	84	0				
c.	Project-based rental assistance units or leased units		15	4			
d.	Other housing facility <u>Specify:</u>						

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	48	32344
b.	Operating Costs	139	1,065,128.89

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c.	Project-Based Rental Assistance (PBRA) or other leased units	109	223,803.28
d.	Other Activity (if approved in grant agreement) <u>Specify:</u>		
e.	Adjustment to eliminate duplication (subtract)	157	
f.	TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)	179	

Appendix I: IDIS Reports

IDIS REPORTS TO SUBMIT WITH CAPER

CDBG REPORTS

- *PR01 Federal Entitlement Grant Funding - Shows for each grant the amount authorized, sub allocated, drawn and available to draw. The grants are organized by program and listed by fiscal year.
- *PR02 List of Activities - Lists, by project, activity and program sequence - the amount authorized for draw, amount drawn and the difference.
- PR03- Summary of Activities - Lists each CDBG activity which was open during a program year. For each activity the report shows the status, accomplishments, program year narrative and program year expenditures. For each activity the report also shows the activity code, regulation cite and characteristics of the beneficiaries.
- PR06 Consolidated Annual Performance and Evaluation Report - Tracks progress in implementing projects identified in the action plan. This report lists all projects for a plan year in sequence by project number. Disbursements are summarized by program for each project's activities. Accomplishments reported for the program year in the C04MA08 screens are summarized for each program area.
- *PR07 Drawdown Voucher Report - Lists the details for all vouchers in sequence by voucher identification. The voucher details include voucher status, amount drawn and the grant identification.
- *PR08 Grantee Summary Activity Report - Provides a list of activities in grantee activity number sequence. For each activity the report shows the date funded, grant status, amount drawn and date last draw.
- *PR23 Summary of Accomplishments Report - Presents data on CDBG activity counts and disbursements by priority need categories. It also contains data on CDBG accomplishments by various units of measure and housing units by racial/ethnic categories.
- *PR26 Financial Summary Report - Provides the key CDBG program indicators. This report shows the obligations, expenditures which the grantee has made for a specified program year. The expenditures are summarized to determine the relevant indicators for low- and moderate-income, planning/ administration, public service activities and economic development.

ESG REPORTS

- *PR12 ESG Financial Summary - Shows the grants, committed and disbursed amounts for each ESG project/activity.
- *PR19 ESG Program for Grantee Statistics - Provides statistics on the characteristics of beneficiaries and services for each ESG project/activity.
- *PR20 ESG Activity Summary Report - Provides the amounts that are committed and disbursed by type of ESG expenditure.

HOME REPORTS

- *PR01 Federal Entitlement Grant Funding - Shows for each grant the amount authorized, sub allocated, drawn and available to draw. The grants are organized by program and listed by fiscal year.
- *PR22 Status of HOME Activities - Shows the status of current HOME activities. The report lists activities which are currently open and funded or which have been closed out within the past 12 months. For each activity, the report shows the address, the number of units, funds committed and disbursed and activity status.
- *PR25 Status of CHDO Funds - Shows for each fiscal year the funds reserved, committed and disbursed for each CHDO.
- *PR27 Status of HOME Grants - Provides a summary of funding by fiscal year. This report contains the key programmatic indicators. The funding report show the status of commitments, disbursements, administrative funds, CHDO operating funds, all CHDO funds, CHDO loan/capacity building, other entities and program income.
- PR33 Match Report - Shows the required match percentage, funds disbursed and required match for a given fiscal year.



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