

**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT**

**FY 2012**

**DISTRICT OF COLUMBIA**

**Consolidated  
Annual  
Performance  
Evaluation  
Report**

October 1, 2011 – September 30, 2012



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## TABLE OF CONTENTS

### FY2012 CAPER

<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>A. Assessment of the Five-Year Goals and Objectives .....</b>	<b>4</b>
<b>B. Affirmatively Furthering Fair Housing .....</b>	<b>9</b>
<b>C. Affordable Housing .....</b>	<b>13</b>
Specific Housing Goals and Objectives .....	13
Efforts to Address Worse Case Needs .....	15
Non-Homeless Special Needs Population .....	16
<b>D. Continuum of Care .....</b>	<b>16</b>
Actions Taken to Address Homeless Needs .....	16
Actions Taken to Prevent Homelessness .....	17
<b>E. Other Actions .....</b>	<b>18</b>
Address Obstacles to Meeting Under-Served Needs .....	18
Foster and Maintain Affordable Housing .....	18
Eliminate Barriers to Affordable Housing .....	19
Improve Public Housing and Resident Initiatives .....	19
Compliance with Program and Comprehensive Planning Requirements .....	22
Antipoverty Strategy .....	22
<b>F. Leveraging Resources .....</b>	<b>25</b>
Matching Funds .....	25
<b>G. Citizen Participation and Comment .....</b>	<b>26</b>
<b>H. Self-Evaluation .....</b>	<b>27</b>
<b>I. Monitoring and Compliance .....</b>	<b>29</b>
Community Housing Development Organizations (CHDOs) .....	29
Community-Based Organizations (CBOs) .....	29
Status of Grant Programs .....	29
<b>J. CDBG Program and Use of Funds .....</b>	<b>30</b>
Changes in Program Objectives .....	31
<b>K. HOME Program and Use of Funds .....</b>	<b>32</b>
HOME Match Requirement .....	32
HOME MBE and WBE Report .....	32
<b>L. ESG Program and Use of Funds .....</b>	<b>34</b>
Distribution of Funds by Goals .....	34
ESG Matching Funds .....	35
Method of Distribution .....	36
McKinney-Vento Continuum of Care Funds .....	37
Activity and Beneficiary Data .....	37
<b>Appendix A DFD FY2012 CDBG and HOME Funded Activities .....</b>	<b>41</b>
<b>Appendix B Residential Community Services FY2012 CDBG Funded Activities .....</b>	<b>45</b>
<b>Appendix C Income Levels .....</b>	<b>51</b>
<b>Appendix D Map of Funded Projects in FY2012 .....</b>	<b>52</b>
<b>Appendix E Public Notice .....</b>	<b>53</b>



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<b>Appendix F HOME Match Report .....</b>	<b>54</b>
<b>Appendix G Map of CDBG Eligible Areas and Geographic Target Areas.....</b>	<b>55</b>
<b>Appendix H: HOPWA FY2012 CAPER.....</b>	<b>57</b>
<b>Appendix I IDIS Reports .....</b>	<b>63</b>

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**TABLES**

Table 1: Summary of Accomplishments, FY2012 .....	2
Table 2: Outcome Performance Measurements (FY11 – FY15).....	6
Table 3: Summary of Specific FY2012 Objectives .....	22
Table 4: FY2012 CDBG Program Budget.....	43
Table 5: FY2012 HOME Program Budget.....	45
Table 6: Summary of Specific Homeless Objectives for FY2012.....	47
Table 7: ESG Program Expense, FY2012 .....	47
Table 8: Local ESG Match Expenditures for 2012 .....	49
Table 9: 2012 Continuum of Care Project Priorities .....	50



## ABBREVIATIONS

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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
FY2012	Fiscal Year 2012
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



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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's Office of Program Monitoring
PART	Pre-Apprenticeship Readiness Training
RCS	DHCD's 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 2012 Consolidated Annual Performance and Evaluation Report (the “FY2012 CAPER”) is a summary of the accomplishments under the District of Columbia’s Fiscal Year 2012 Annual Action Plan (the “FY2012 Annual Action Plan”). The FY2012 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 FY2012 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, are from the Community Development Block Grant Program (“CDBG”), the HOME Investment Partnerships Program (“HOME”), the Emergency Solution Grant Program (“ESG”), and the Housing Opportunities for Persons with AIDS Grant Program (“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 2012 Federal Funding:

CDBG Entitlement Allocation	\$16,328,680
CDBG Program Income	7,314,563
HOME Entitlement Allocation	8,273,607
HOME Program Income	892,218
ESG Entitlement Allocation	95,554
HOPWA Entitlement Allocation	13,795,546
<b>Total:</b>	<b>\$ 47,400,168</b>

### Fiscal Year 2012 Actual Expenditures:

CDBG	\$23,428,265
HOME	11,676,532
ESG	796,759
HOPWA	12,625,281
<b>Total:</b>	<b>\$48,526,837</b>

DHCD is pleased to report solid performance across all priority areas and specific objectives in FY2012. 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 and economic market. Increasing land and construction



costs, a great 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 resources in addition to limited credit and private financing options. Despite these challenges, DHCD still created, preserved or assisted in the rehabilitation of 915 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 FY2012 Annual Action Plan.

Table 1 is a summary of DHCD's accomplishments relative to the objectives and priorities set forth in the FY2012 Annual Action Plan.

**Table 1: Summary of Accomplishments, FY2012**

Total affordable housing units funded	915	Comprehensive housing counseling sessions	18,657
Homeownership units funded	364	Technical assistance services provided to small businesses	3,323
First-time homebuyers funded by the Home Purchase Assistance Program (HPAP)	247	Loans or grants by the Single Family Rehab Program	49
First Right Purchase Assistance Program (Tenant Purchase) units funded	36	Affordable housing units rehabilitated	515
Special needs housing units funded	223	Storefront façades improved	12

Other accomplishments in FY2012 include the following:

- The District of Columbia Department of Housing and Community Development, Lead Safe Washington Program (LSW) applied for the US Department of Housing and Urban Development HUD's Office of Healthy Homes and Lead Hazard Control (OHHLHC), Lead Hazard Reduction Demonstration Grant in January 2012 and in June 2012 was awarded \$2,998,819 under Grant number DCLHD0243-12.
- DHCD held the 4th 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) was fully operational and approximately 6,750 stakeholders visited the HRC for counter services regarding DHCD services and programs.
- DHCD, through the Housing Regulation Administration (HRA), conducted 11 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 915 total units of affordable housing in FY2012, which is slightly higher 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



EXECUTIVE SUMMARY

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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 services activities, including housing counseling, small business technical assistance, and façade improvements. Housing counseling was a particular focus in FY2012. 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

FY2012 marked the second year of the District of Columbia's Five-year Consolidated Plan. The Five-Year Consolidated Plan for Fiscal Year 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. 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 FY2012. The main areas of need acknowledged were affordable housing, economic development, and homelessness prevention and social service goals for the District of Columbia. DHCD is pleased to report solid performance across all priority areas and specific objectives.

During FY2012, 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. Entering the fifth year of integration of the local Housing Regulation Administration into its organizational structure, 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 879 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 247 new first-time homeowners through the Home Purchase Assistance Program (HPAP). DHCD also converted 36 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 112 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 18,657 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 3,323 small neighborhood businesses and to complete construction on façade improvement projects for 12 small businesses. As part of efforts to prevent homelessness, with ESG funds, emergency



#### A. Assessment of the Five-Year Goals and Objectives

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assistance was provided to prevent 166 households from becoming homeless and shelter was provided for 102 families in a family shelter.

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
<b>Outcome: Availability/Accessibility</b>													
Support homeless families. (DHS)	75	102	85	118	95		105		115		475	220	46.32%
Promote homeownership through the reclamation of abandoned properties.	30	31	32	52	36		40		42		180	83	46.11%
<b>Outcome: Sustainability</b>													
Enhance function and appearance of business facilities to strengthen commercial corridors.	40	46	42	12	44		45		45		216	58	26.85%
Conduct program monitoring activities	150	201	175	279	185		195		200		905	480	53.04%

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
<b>Outcome: Sustainability</b>													
Support retention and growth of local neighborhood businesses.	1,500	1,680	1,550	3,323	1,575		1,600		1,625		7,850	5,003	63.73%



## 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
<b>Outcome: Availability/Accessibility</b>													
Provide counseling to tenants in assisted housing with expiring subsidies, to prevent involuntary displacement.	3,000	4,306	3,200	9,276	3,400		3,600		3,800		17,000	13,582	79.89%
Provide Comprehensive housing counseling services to low/moderate income households	15,000	16,559	15,000	18,657	15,000		15,000		15,000		75,000	35,216	46.95%
<b>Outcome: Affordability</b>													
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		1,550		1,600		7,350	2,073	28.20%
Increase supply of new single and multi-family ownership housing units.	450	468	500	233	550		575		600		2,675	701	26.21%
Support tenants through tenant organizations with first right to purchase assistance to convert rental units to ownership units.	500	413	550	230	550		600		650		2,850	643	22.56%
Increase homeownership opportunities for first time low-moderate income residents	300	245	325	225	350		400		425		1,800	470	26.11%
Preserve and Increase homeownership opportunities for very low and low-income residents who are HOME income eligible.	50	42	60	316	70		75		80		335	358	106.87%
Preserve existing homeownership through assistance with rehabilitation to code.	100	124	110	49	120		130		140		600	173	28.83%
Assist conversion of rental units to condominium / co-op ownership units.	150	241	175	36	200		225		250		1,000	277	27.70%
Prevent increases in homelessness (DHS)	165	166	160	172	155		150		150		780	338	43.33%



## 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”). As such, The District of Columbia through the D.C. Department of Housing and Community Development has conducted an Analysis of Impediments to Fair Housing Choice (“AI”) on a five-year basis since 1995. The most recent published AI in 2005 highlighted various issues of concern which the City has taken appropriate actions to remediate. Ensuring accessibility and equality of services to all District residents is ongoing process; as such DHCD records its activities to reflect those actions. DHCD is currently working on completing the 2010 Analysis of Impediments. 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.

### Actions Taken to Affirmatively Further Fair Housing

The 2005 AI provided the District with recommendations which directly and indirectly provided guidance to the City in ensuring equal housing choice for all residents in the City. During the past year, the District has been working on updating the AI to reflect current needs. The new 2011 AI will be completed and available to the public before the end of the 2012 calendar year. Meanwhile, since the 2005 AI was published, various activities have been accomplished in order to increase housing opportunities for the general public and persons with special needs. These include:

- **Interagency collaborations** – DHCD has partnered with the DC Department of Mental Health (DMH) to increase funding for affordable housing units which will house DMH consumers, including persons with disabilities. DHCD has provided training to DMH grantees on affirmative marketing to various communities.
- **On-going partnerships with Community-Based Organization (CBO)** – DHCD partnered with CBOs and other institutions to implement an integrated legal assistance, housing counseling, and financial assistance program to District residents. The CBOs continue to provide an invaluable service to District residents regarding home ownership and credit counseling in these harsh economic times.
- **Inclusionary Zoning Program implemented** – DHCD’s Housing Regulation Administration, in collaboration with the DC Deputy Mayor for Planning and Economic Development (DMPED) and with the DC Department of Consumer and Regulatory Affairs (DCRA), implemented the DC 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 return, they receive a 20% density bonus to build the affordable housing and market rate housing. DHCD is the enforcing agency for compliance with this regulation.
- **Established the DCHousingSearch.org** – DHCD sub grantees and non-funding recipients continue to populate the website with available housing options. The website is continually upgraded to ensure it is interactive and meets the clients ‘needs. Individuals can browse up-to-date, detailed listings of available for-rent and for-sale properties. Listed properties include those developed or renovated with DHCD or DC Housing Finance Agency funding, as well as privately managed properties (those affordable to households with incomes up to 120% of AMI and those managed under the DC Housing Authority's Housing Choice Voucher Program).
- **Targeted foreclosure prevention** – The Department has identified high interest first trust loans in its portfolio, and proactively worked with these borrowers to avoid foreclosure. Names are forwarded to a partner housing counseling agency to contact and counsel if necessary, in an effort to prevent default.





## B. Affirmatively Furthering Fair Housing

- **Neighborhood Stabilization Program II & III-** As a result of the NSP funding, the Department partnered with national and local organizations to further the Department's mission of providing services and affordable housing to District residents. National Community Reinvestment Coalition (NCRC) - who produced a market study, homeownership strategies and sustainability research for the Ivy City, Trinidad, Anacostia and Deanwood neighborhoods

### Affirmative Marketing

The Department continues to enforce its affirmative marketing certification process for all of its construction projects (new construction, rehabilitation, and acquisition), as well as its service programs. The certification process was modeled after the HUD Affirmative Fair Housing Marketing Plan (AFHMP); however at the District level it ensures compliance with both federal and local laws and regulations of both programs and housing. The principal objective of the marketing certification is that the District's residential projects and its service programs are *affirmatively* marketed and accessible to *groups least likely* to know about the services or housing availability.

DHCD is the District entity charged with ensuring that affirmatively furthering fair housing compliance is adhered to. It is the goal of the Department to ensure that prospective buyers, tenants and service recipients, regardless of their protected category, are informed about programs and housing availability across the District and that they feel welcome to apply. 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.

In the Department's program services arena, the certification process is standard for all community programs. The standard Equal Opportunity Certification ensures that non-housing activities, a standalone program or one associated with new construction or rehabilitation projects also abides by the affirmative marketing principle. DHCD requires completion of an Affirmative Marketing Plan ("AMP") certification for non-housing projects and for program services. All residential housing projects submit an Affirmative Fair Housing Marketing Plan with its corresponding information for all projects of five units or more, whether these are located in one parcel or a scattered multi-family project.

### Impediments Identified in the 2005 Analysis

There were four housing areas identified with major impediments to fair housing choice. These were:

1. Lack of compliance of fair housing laws by the real estate and housing industry (real estate, lending, insurance/appraisals, etc.).
2. Decreasing number of affordable housing units for low- and moderate-income households and special needs residents in target neighborhoods already experiencing a shrinking market.
3. Lack of affordable housing information made available across many District neighborhoods particularly to individuals and families seeking homes due to segregated residential patterns.
4. There are low levels of home buying literacy among specific protected classes and a high number of prospective home seekers with blemished or no credit history.



## B. Affirmatively Furthering Fair Housing

**District Efforts to Remove Barriers to Affordable Housing**

By removing barriers to affordable housing, DHCD affirmatively furthers fair housing choice to a greater number of District residents, these efforts are listed as follows:

- **Housing Production Trust Fund** – The District maintains a dedicated source of local funding for housing production through its Housing Production Trust Fund (HPTF) that is managed by DHCD.
- **Rental Housing Act of 1985** – The District enforces the Rental Housing Act of 1985. This strong and effective rent stabilization law (known in the vernacular as rent control) is administered at DHCD, more effectively aligning the purpose of the law with the Department charged with creating and preserving affordable housing in the District.
- **Rental Housing Conversion and Sale Act of 1980** – The District enforces the Rental Housing Conversion and Sale Act of 1980 (known as the Tenant Opportunity to Purchase Act or TOPA). This vigorous first right of refusal law is administered by DHCD which has sought to align the purpose of the law with the creating and preserving affordable housing opportunities.
- **The Housing Regulation Administration (HRA)** – HRA, which includes the Rental Accommodations Division, the Rental Conversion and Sale Division, and the Housing Resource Center, administers many of the District’s local rental housing laws and the District’s Inclusionary Zoning program. HRA enforces rental housing statutes and regulations to ensure that: tenants are not unlawfully displaced; landlords comply with registration and rent control requirements’ tenant displacement is diminished or prevented; tenants have an opportunity to purchase their buildings; stakeholders are informed of their rights and responsibilities; and promote affordable housing opportunities for District residents.
- **The DHCD Office of Program Monitoring – Fair Housing** – Through the Office Program Monitoring’s Fair Housing department, 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 Eleventh Annual Fair Housing Symposium in April 2012. Once again, DHCD partnered with the DC Office of Human Rights and the Equal Rights Center to bring District residents and service providers a day full of information from advocates and experts in housing areas as it relates to the Lesbian, Gay, Bisexual, and Transgender community as well as the disability community, and the upcoming Analysis of Impediments to Fair Housing Choice. 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.
- **Community-Based Organization Partners** – The Department partners with non-profit and private sector housing advocates and practitioners to further fair housing policies and provide greater education coverage of housing and fair housing issues to target communities. This is accomplished by funding community-based organizations to provide outreach and education to District residents who are tenants and homeowners on topics such as purchase programs for first time homeowners, comprehensive homeownership and housing counseling, foreclosure prevention and assistance for relocation, and the location of suitable apartments. In fiscal year 2012, DHCD contracted with University Legal Services, the Latino Economic Development Corporation, Lydia’s House and the Central American Resource Center, and Housing Counseling Services, Inc., to provide comprehensive housing services.



## B. Affirmatively Furthering Fair Housing

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- **Annual Accessibility Training Program** – In December 2012, DHCD will host its 9<sup>th</sup> annual accessibility compliance training for direct funding recipients, project managers, and invited agencies and organizations. 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. This 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.
- **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 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.



## C. Affordable Housing

The challenges in FY2012 continue to be the increasing cost of housing, competition for a shrinking pool of affordable units, the impact of housing costs on the most vulnerable populations, the wage gap between skilled and unskilled workers regional employment trends, lack of public transportation options to regional employment opportunities, and the threat of displacement due to rising rents and/or the expiration of federally subsidized housing.

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 RFPs for development and acquisition projects and RFAs 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 FY2012 within the categories specified by HUD and consistent with the District's priorities.

### Specific Housing Goals and Objectives

During FY2012, DHCD assisted 247 first-time homeowners with loans from the Home Purchase Assistance Program (HPAP), and assisted another 36 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 18,657 individuals. This goal was revised during the year to reflect the actual level of activity and demand for services.

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 879 units. Among the affordable units supported were 515 rehabilitated or preserved units and 247 new construction multi-family or single-family units. Of the units funded in FY2012, 277 units were affordable to very low-income residents, 446 units were affordable to low-income residents, and 157 units were affordable to low-to-moderate income residents.



Table 3: FY2012 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"><li># of customers who utilize the HRC.</li><li>Total # of inclusionary zoning units built</li></ul>	650	6,750	DH-1 DH-2
				TBD	2	
2	Development Finance Division					
2.1	Preserving and increasing the supply of quality affordable housing	CDBG, HOME, Stimulus, Other	<ul style="list-style-type: none"><li>Total special needs housing units funded</li><li>Total affordable housing units preserved</li><li>Total # of affordable units funded</li><li>% of renters spending greater than 30% on housing cost</li></ul>	150	223	DH-1 DH-2
				200	327	
				900	915	
				45	49.3 <sup>1</sup>	
2.2	Increasing homeownership opportunities	CDBG, HOME, Stimulus, Other	<ul style="list-style-type: none"><li>Total new homeownership units funded</li><li>Total First Right Purchase units funded</li><li>% of Owners spending greater than 30% on housing cost</li></ul>	80	233	DH-1 DH-2
				100	36	
				35	35.7 <sup>2</sup>	
3	Residential and Community Services					
3.1	Preserving and increasing the supply of quality affordable housing	CDBG, HOME, Stimulus, HPTF, Other	<ul style="list-style-type: none"><li>Total affordable units funded by RCS</li><li>Total single family rehab</li><li>Total lead multi-family units funded</li><li>Total residential rehab special needs units funded</li><li># of Elevated blood lead level cases</li></ul>	200	338	SL-1 SL-3
				75	49	
				65	42	
				15	21	
				40	48	
3.2	Increasing homeownership opportunities	CDBG, HOME, Local, Other	<ul style="list-style-type: none"><li># of employee homebuyers funded by EAHP</li><li># of qualified employee homebuyers funded by NEAHP</li><li>Total # of first time homebuyers funded by HPAP</li><li>Total HPAP special needs units funded</li></ul>	80	76	DH-3 EO-1
				100	19	
				400	247	
				10	8	
4	Property Acquisition and Disposition					
4.1	Preserving and increasing the supply of quality affordable housing	Capital, Other	<ul style="list-style-type: none"><li>Total # of affordable units created or rehab through reclamation of abandoned properties</li><li>Average # of years of affordability for units created or rehab through reclamation of abandoned properties</li></ul>	45	24	SL-2
				15	15	

<sup>1</sup> 2011 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\\_11\\_1YR\\_DP04&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_11_1YR_DP04&prodType=table)  
 Accessed 12/19/2012

<sup>2</sup> 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 FY2012, three 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;
2. No single-family owner-occupied households were rehabilitated using HOME funds under the single-family rehabilitation program; and,
3. Approximately 290 multifamily units were acquired, rehabilitated or constructed using HOME funds.

## Efforts to Address Worse Case Needs

In FY2012, 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 to use 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 all 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 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 our 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 of its projects. Each program officer in the Development Finance Division (DFD) keeps track of any relocation required for a project. 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





## D. Continuum of Care

compliance, and to update the Division's operating protocols to ensure that all specialized monitoring disciplines are being addressed.

In FY12, three residential properties required submission and approval of temporary and/or permanent relocation plans. These projects were Bass Circle Apartments, Mayfair Mansions III, and L'Enfant Square (1609 21<sup>st</sup> Place SE). Many of the developers were able to temporarily relocate tenants to other vacant units on their project sites to the extent possible in order to avoid relocation to off-project sites. Other developers housed residents permanently off-site in comparable units that were decent, safe and sanitary and 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 FY2012, DHCD funded a total of 223 special needs housing units.

DHCD has partnered with the DC Department of Mental Health (DMH) to increase funding for affordable housing units which will house DMH consumers, including persons with disabilities.

## **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 FY2012 contract renewable for up to four option years 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 FY2012, the ESG funds paid for prevention, shelter operations, and administrative cost. Table 7 describes the uses of ESG funds in FY2012.

### **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



## D. Continuum of Care

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FY2012 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;
3. and
4. 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 FY12, 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, and the Homelessness Prevention and Rapid Rehousing Program were used to leverage ESG funds, which also DHS also met the FY2012 Action Plan Goal of assisting 160 individuals/families with emergency eviction prevention by providing prevention grants to 118 families and 54 individuals for a total of 172 cases.



## **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.

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 FY2012, 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, the DC Housing Authority and the Department of Insurance, Securities and Banking, held the 4th 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 FY2012, 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, eviction and mortgage default prevention, 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



## E. Other Actions

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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 FY2012, 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 to add a dedicated source of local funding for housing production through its 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 FY2012, the HPTF budget was \$46,427,144.

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.

### **Improve Public Housing and Resident Initiatives**

DHCD has partnered with the DC Housing Authority (DCHA) in redevelopment of the Frederick Douglass/Stanton Dwellings (Henson Ridge), the New East Capitol (Capitol Gateway) public housing community, the Arthur Capper/Carrollsborg Dwellings, and the Eastgate Public Housing sites (Glencrest) through the HOPE VI Program.

The HOPE VI Program redevelopment plan for Frederick Douglass/Stanton Dwellings, renamed Henson Ridge, calls for a new, 600-unit community with all new infrastructure (streets, sidewalks and alleys), a new community center, new parks and open spaces, as well as significant investment in neighborhood schools. The development includes 320 homeownership units targeted to households with a range of incomes. The 280 rental units will serve a mix of public housing and moderate-income families. The housing mix also includes 42 senior bungalows, 28 stacked-flat apartments and 530 townhouses.

To date, DHCD has committed \$8 million for infrastructure improvements, including \$5 million in CDBG funds (disbursed) and \$3 million in capital funds (disbursement in progress). In FY2010, DHCD completed underwriting a \$2.9 million HPTF loan to DCHA for assistance in the acquisition of 22 three and four bedroom townhouses at Henson Ridge for modification to meet Uniform Federal Accessibility Standards (UFAS); DHCD obtained DC Council approval and executed the contract for acquisition in March 2010 and disbursed the funds. In FY 2011, DHCD completed the underwriting for a second \$1.5 million CIP grant to the Parkside Public Housing Redevelopment which is associated with the Pollin Memorial Townhouses. DCHA is a partner in the Pollin project and is currently acquiring 42 replacement public housing units (one-for-one) for the existing public housing units that were demolished. In 2012, DHCD consolidated CIP funding to assist in the site infrastructure for an additional 45 affordable homeownership townhouses in the Eastgate (Glencrest) HOPE VI Project

The New East Capitol HOPE VI project, renamed Capitol Gateway Estates (formerly East Capitol Dwellings and Capitol View Plaza along with a HUD-foreclosed property), originally was to include 555 units of newly constructed mixed-income units. One hundred ninety-six units were to be public housing, 214 affordable and



## E. Other Actions

market rate rental units and 145 homeownership units; utilizing both lease-to-purchase and Section 8 home ownership rules thus ensuring home ownership for a number of current residents.

However, DCHA acquired Capitol View Plaza II from the Federal Housing Administration (FHA) and has developed a new redevelopment plan for Capitol Gateway Estates that received final approval from HUD. The new redevelopment plan, with a total 761 units includes 152 units of senior housing, 221 tax credit housing units, 177 market rate units, and 211 units of public housing replacement.

### **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.

#### 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;
- 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;

In June 2012 the Lead Safe Washington Program successfully completed 3 previous grants from HUD Office of Healthy Home and Lead Hazard Control (OHHLHC) grants which yielded over 650 units lead-safe. The last grant was funded with ARRA stimulus funding, which had many additional requirements, including the adherence to the Davis-Bacon Wage Act. The LSW program received consecutive Green Ratings and an overall "Outstanding Performance" recognition by HUD's Office of Healthy Homes and Lead Hazard Control.

The following is a summary of the key accomplishments of the programs and activities under the previous Grant DCLHD0193-08:

- Lead risk assessments were conducted on more than 242 housing units in the District of Columbia;
- Lead-safe construction was completed and subsequent lead-safe clearance was achieved in 204 units. The Program activities were within the original grant funding under DCLHD0193-08. Costs were incurred in the specific expense line items of the original budget;
- The District of Columbia provided matching funds of more than \$2.1 million, exceeding the requirement for matching funds dictated by the notice of funding availability



## E. Other Actions

The implementation of Lead Safe Washington's Lead Hazard Reduction Demonstration Grant (DCLHD0193-08) programs has had a major impact on the extent to which Title X activities are a reality in the District of Columbia. For example:

- Largely as a result of the Lead Safe Washington program, DHCD continues to play a leadership role in the District's overall strategy for eliminating lead-based paint hazards. LSW as one of the original members of the Mayor's Interagency Lead Task Force and has continued to provide consistent leadership in that group since 2006;
- Because of the ability for property owners to access lead hazard abatement funding through Demonstration Grant DCLHD0193-08, the regulatory authorities within District Government—Departments of Health, the Environment, Consumer and Regulatory Affairs, and the Office of the Attorney General—have had much greater leverage in litigating cases of lead hazards involving children with Elevated Blood Levels (EBL) for lead. The “carrot and stick”—lead hazard funding vs. the potential for significant consequences from the judiciary—continues to be a useful approach for ensuring that property owners whose housing units have lead-based paint hazards move swiftly to eradicate those hazards from their properties.
- Within DHCD, the full implementation of the Lead Safe Washington Initiative strengthened and formalized the requirements for lead safety already in place within the Department's multifamily affordable housing development and single family residential rehabilitation programs.
- As LSW's Lead Hazard Reduction Demonstration Grant program became increasingly visible in the community, the field of District-certified lead abatement entities (risk assessors, contractors, certified lead workers and clearance inspectors) has become more formally and completely engaged in addressing lead hazards within the constraints of the federal Lead Hazard Reduction Demonstration program. This has led to a more responsive field of contractors and more competitive pricing for lead hazard control activities.
- Since January 2008, Lead Safe Washington has seen a significant growth in the number of property owners, especially multifamily rental property owners, approaching the program with interest in making application for funding to render those units lead-safe. Comprehensive housing counseling agencies and other community-based organizations under grant agreement to the Department of Housing and Community Development have been provided training on the Lead Safe Washington Initiative and routinely address both the dangers of lead hazards and the benefits of funding available from Lead Safe Washington program in all residential individual and multi-family rental properties group client contacts.

It should be noted that the grant agreements under HUD's Lead Hazard Reduction Program have certain restrictions on units for which lead hazard remediation activities may be counted toward grant accomplishments; and the completed and cleared unit figures above reflect those restrictions. As a result, those figures do not reflect the full extent to which the Department has promoted remediation of lead-based paint hazards, or the extent to which the Department's financing of affordable housing has secured lead-safe housing units.

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.

In FY2012 DHCD continued to hold monthly DHCD contractors meetings to provide outreach to lead abatement contractors licensed in DC. These outreach sessions focused on the Department's efforts and policies regarding the Lead Safe Washington Program.





## E. Other Actions

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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.

The week of October 22, 2012 was “National Lead Awareness Week,” and again this year DHCD partnered with the Department of Health and a number of non-government 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.

Also, as part of the National Lead Awareness Week, this year the program will have commercial advertisements on all major Washington DC area television stations. The program also has internet and radio advertisements in place that run during the National Lead Awareness Week and beyond.

### **Compliance with Program and Comprehensive Planning Requirements**

To ensure compliance with program requirements, our Office of Program Monitoring (‘OPM’) conducts site monitoring and compliance reviews annually of all agencies receiving 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 made changes to its forms at the end of the year to better capture needed data and facilitate tracking of funds.

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



## E. Other Actions

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 FY2012, DHCD provided 230 tenant households with these services through a technical service contract with University Legal Services.

DHCD 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 FY2012, 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 include 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 the US Department of Housing and Urban Development (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. DHCD's Section 3 program helps in creating employment and contracting opportunities for businesses that are owned by or that employ Section 3 residents. 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



## E. Other Actions

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stating their Section 3 goals and how they would 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 is the second prong of DHCD's compliance approach; DHCD has conducted four 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, were introduced and given an opportunity to discuss their programs. Additionally, YouthBuild representatives and certified Section 3 business concerns were in attendance. This training is designed to provide a refresher on Department policy and procedure and to apprise non-recipients on the Section 3 program and opportunities that are available. DHCD is currently planning a consolidated recipient compliance training for 2013 which includes Section 3 training.

The third prong of the Department's compliance approach is 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 held its second Section 3 Business Concern certification orientation event in fiscal year 2012. The orientation targeted local businesses, small business assistance groups, minority contractor groups, and Certified Business Enterprise 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 60 businesses of which 47 are active.

In 2012 the District was one of five cities selected to participate in HUD's launch of its Section 3 Business Registry Pilot Program. On January 18, 2012 DHCD participated in a press conference in which two of the Department's certified Section 3 businesses discussed their participation in the Department's program. HUD's registry is similar to DHCD's certified Section 3 Business Concern directory, but instead businesses self-certify themselves as Section 3 Business Concerns.

DHCD will submit all Section 3 information required under 24 CFR §135.90 to HUD Headquarters on or before January 11, 2013 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. Because DHCD uses its funds to "close the gap" of needed financing for its selected projects, the private sector provides the bulk of each project's funds. 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, 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 \$2.1 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 FY12, DHCD contributed \$2.2 million toward the HOME match. (See HOME Match Report, Appendix F) 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 FY2012 local match for ESG was \$1,568,059 in cash and fair market value of free shelter rent.



## G. Citizen Participation and Comment

To ensure citizen participation in the District of Columbia's FY2012 CAPER process, DHCD followed the Department's approved Citizen Participation Plan. 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 26, 2012 and in local newspapers on or about November 18, 2012. 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 2012:

- **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 FY2012:

### 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. Over the past few years, the portfolio of activities funded from year to year has adjusted to meet the changing priorities and the availability of funds.

In FY2012, the Department's Property Acquisition and Disposition Division (PADD) combined local capital and federal funds to support the ability of non-profits to acquire property in the District in a timely, affordable manner in order to be better able to serve their constituents, and the Department's affordable housing mission. The strategic neighborhood focus of Department RFPs has permitted the Department to focus and concentrate affordable housing and community facilities in targeted neighborhoods to create more effective revitalization synergies in those neighborhoods.

### 2. What indicators would best describe overall results?

During FY2012, the District effectively utilized a comprehensive set of key performance indicators (KPIs) to track the progress of each program and activity identified in the Consolidated Plan. Several of these measurements include activities and services that are linked directly to the Consolidated Plan. Examples of such tracking activities include metrics that track the number of low-to-moderate households assisted in becoming first-time homeowners and the number of low-to-moderate income households served through our neighborhood based activities.

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.

### 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 FY2012, DHCD increased the supply of affordable housing by 915 units through funds provided for multi-family rehabilitation and/or for pre-development loans for new multi-family and single-family construction projects. DHCD also provided housing counseling to 18,657 tenants, home buyers and new homeowners to increase access to housing and stable homeownership.

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 technical assistance for 3,323 small neighborhood businesses to assist in their retention and expansion, and completed construction on façade improvement projects for 46 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 FY2012, the District's annual allocation of CDBG and HOME grants were supplemented by funding from competitive federal and state grants, as well as our local Housing Production Trust Fund, local operating funds, and capital improvement program 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.

Moreover, the high cost of housing in the District of Columbia continues to be a barrier as the median home sales price for the District in September, 2012 was \$417,500, which is 9.87% higher than September, 2011 and significantly higher than the national median price of \$183,900.<sup>3</sup>

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

In the face of declining revenues on the local level and diminishing federal fund balances, the District will evaluate all of its strategies for FY2013 to maximize available resources for affordable housing.

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<sup>3</sup> National home sale data from National Association of Realtors (<http://www.realtor.org/news-releases/2012/10/september-existing-home-sales-down-but-prices-continue-to-improve>; accessed November 7, 2012) and Washington DC specific data from Real Estate Business Intelligence (<http://www.rbintel.com/statistics/washington-dc-region>; accessed November 7, 2012)



## I. Monitoring and Compliance

During FY2012, DHCD continued to improve its sub-recipient monitoring program and procedures. DHCD developed its annual sub-recipient monitoring plan, and conducted monitoring reviews of DHCD programs and sub recipients, including the Neighborhood Based Activities (NBA) 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 action 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.

Annually, OPM conducts regular ongoing site visits as well as tenant file monitoring of affordable housing developments, including HOME, Low-Income Housing Tax Credit and Housing Production Trust Fund units, to ensure compliance with program goals and federal regulations. Site visits include property inspections. OPM monitored 1,757 affordable units this year.

### Community Housing Development Organizations (CHDOs)

During FY2012, DHCD certified four new 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 FY2012, 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 FY2012 was \$16,328,680. 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 did not spend more than fifteen percent (15%) of its 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 13.55% of its allocated FY2012 grant amount on public services and 16.82% of its allocated grant amount on administration costs.

In FY2012, \$7,314,562 was generated in program income through the CDBG Program. In terms of actual expenditures versus the budgeted amount during FY2012, DHCD spent \$24,244,047 of CDBG funds. The actual expenditure amounts as well as budgeted amounts are listed below.

Table 4: FY2012 CDBG Program Budget		
	Budget	Total Expenditures
<b>1. Homeownership and Home Rehabilitation Assistance</b>		
a. Home Purchase Assistance Program (HPAP)	\$ 7,431,739	\$ 4,541,766
b. Residential Rehabilitation Programs	\$ 1,850,917	\$ 1,162,040
<b>Subtotal</b>	<b>\$ 9,282,656</b>	<b>\$ 5,703,806</b>
<b>2. Affordable Housing/Real Estate Development</b>		
a. Property Acquisition and Disposition	\$ 942,979	\$ 3,528
b. Development Finance Division Project Funding	\$ 12,281,838	\$ 7,891,901
c. Tenant Purchase Technical Assistance	\$ 41,598	\$ 32,208
<b>Subtotal</b>	<b>\$ 13,266,415</b>	<b>\$ 7,927,637</b>
<b>3. Neighborhood Investment</b>		
a. Small Business and Crime Prevention	\$ -	
b. Storefront Façade Development	\$ 874,931	\$ 811,057
c. Housing Counseling	\$ 3,444,951	\$ 3,193,455
<b>Subtotal</b>	<b>\$ 4,319,882</b>	<b>\$ 4,004,512</b>
<b>4. Economic and Commercial Development</b>		
a. Economic Development	\$ -	
b. Real Estate & Property Management	\$ -	
c. DMPED	\$ 4,089,199	\$ 3,873,973
<b>Subtotal</b>	<b>\$ 4,089,199</b>	<b>\$ 3,873,973</b>
<b>5. Agency Management and Financial Operations</b>	\$ 3,550,394	\$ 2,258,853
<b>6. Program Monitoring and Compliance/Portfolio Mgt.</b>	\$ 494,857	\$ 475,266
<b>Total CDBG Program</b>	<b>\$ 35,003,403</b>	<b>\$ 24,244,047</b>



The District met expectations for the annual CDBG spending test, which was completed on August 2, 2012. 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 \$22 million 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 FY2012 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) programs 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. The changes had an immediate positive impact on the Department's homebuyer assistance programs. This was a dramatic improvement in the Department's success toward facilitating homeownership. As a result of escalating home sale prices in the District of Columbia.

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 FY2012 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 FY2012, which adhere to the Consolidated Plan goals, were:

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

In FY2012, DHCD was allocated \$8,273,607 in HOME funds through HUD while \$892,218 was generated in program income. In terms of actual expenditures versus the budgeted amount during FY2012, DHCD spent \$11,676,532 of HOME funds. The actual expenditure amounts as well as budgeted amounts are listed below.

Table 5: FY2012 HOME Program Budget		
	Budget	Total Expenditures
<b>1. Homeownership and Home Rehab Assistance</b>		
a. Home Purchase Assistance Program	\$ 1,707,827	\$ 1,217,000
b. Residential Rehabilitation Programs	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 1,707,827</b>	<b>\$ 1,217,000</b>
<b>2. Affordable Housing/Real Estate Development</b>		
a. DFD Project Financing	\$ 20,158,392	\$ 9,051,935
b. Community Housing Development Organization	\$ 20,799	\$ 10,394
<b>Subtotal</b>	<b>\$ 20,179,191</b>	<b>\$ 9,062,329</b>
<b>3. Neighborhood Investment</b>		
a. CHDO Operating Grants	\$ 723,890	\$ 36,245
<b>Subtotal</b>	<b>\$ 723,890</b>	<b>\$ 36,245</b>
<b>4. Agency Management and Financial Operations</b>	\$ 1,949,588	\$ 982,488
<b>5. Program Monitoring and Compliance/Portfolio Mgt.</b>	\$ 505,734	\$ 378,470
<b>Total HOME Program</b>	<b>\$ 25,066,229</b>	<b>\$ 11,676,532</b>

### 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. The District's was exempt for 100% of the FY2012 local match requirement for HOME which was \$1,018,040. However, DHCD still contributed over \$11 million toward the HOME match. DHCD provided this match through Housing Production Trust Fund-financed investments in housing that met the HOME definition of affordable housing. (See HOME Match Report, Appendix F)

### 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 FY2012. 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 D.C. 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

DHCD exceeded its FY2011 Action Plan goal under the ESG to provide shelter for 55 families. Shelter has provided for 102 families by supporting operations of a family shelter at 1448 Park Road NE. DHCD has also provided at least 107 families and 59 individuals with Emergency rental assistance and eviction prevention grants.

**Table 6: Summary of Specific Homeless Objectives for FY2012**

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"> <li>No. of households that received emergency financial assistance to prevent homelessness</li> </ul>	165	166	DH-2
Support homeless families	ESG	<ul style="list-style-type: none"> <li>No. of homeless families given overnight shelter.</li> </ul>	55	102	SL-1
Maintain the quality of shelter provided to homeless persons	ESG	<ul style="list-style-type: none"> <li>Emergency Housing:</li> <li>No. of beds created in an overnight shelter or other emergency housing.</li> </ul>	0	0	SL-1

In FY2012, funds reported on are from the ESG 2008 award that was given to DHCD in a grant agreement dated for 2010. DHCD spent 100% of the ESG within the required 24-month spending period, which expired on March 15, 2012. (Tables 2 and 3 show the ESG expenditures and accomplishments for FY2010.)

**Table 7: ESG Program Expense, FY2012**

ACTIVITY/SERVICE	PLANNED	ACTUAL	ESG EXPENSE
Homeless Prevention/Emergency Assistance Grants	165	166	\$207,780.16
Shelter Operations	55	102	\$313,951.06
Administration Cost	NA	NA	\$23,048.47
<b>Total</b>	<b>220</b>	<b>268</b>	<b>\$544,779.69</b>

\*families/adults

### Distribution of Funds by Goals

In FY2012, using 2008 ESG funds, the Community Partnership paid for the following activities as planned per its FY2010 spending plan though the FY10 action plan was based on ESG 2009 budget figures:

#### 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.

❖ Actual: 166 families and individuals have received prevention assistance totaling \$207,780.16

#### **Sponsor: The Community Partnership for the Prevention of Homelessness**

**Funding Source: ESG**

**Budget Amount: \$240,870.00 (February 2010-March 15, 2012 ESG)**

**Total Expenditure: \$207,780.16 (Spent in FY2011)**

**\$31,028.00 (Spent in FY2010)**





**Anticipated Outcome Measure: 165 households served**

**Actual Outcome Measure: 166 families and individuals served (107 families and 59 adults)**

The ESG 2008 agreement with The Community Partnership was executed March 15, 2010 and expired on March 15, 2012, which covers FY2010-FY2012.

## 2. Shelter Operations

- **GOAL:** Grants were to be made for the cost of rent at the Park Road Family Shelter (45 units) for a total of \$521,885.00
- **Actual:** A total of \$313,951.06 of ESG 2008 was paid in expenses for Shelter Operations which funded the rent for the 45-unit shelter at the Park Road Family Shelter which was expected to serve 45 different families. The shelter served 102 families during the fiscal year.

Sponsor: The Community Partnership for the Prevention of Homelessness

Funding Source: ESG

Budget Amount: \$521,885.00 (2010 ESG)

Total Expenditure: \$313,951.06 (FY 2011 Spending)  
\$207,933.94 (FY2010 Spending)

Anticipated Outcome Measure: 55

Actual Outcome Measure: 102 families

In FY2012, The 102 families served at the Park Road Family Shelter greatly exceeded the target of 55. The target was set based on experience with families moving slowly out of emergency shelter due to lack of transitional housing. In FY2012, the Short Term Exit Assistance Program funded by the DC Department of Human Services and coordinated by The Community Partnership, housed 80 families. In addition, there are 20 families housed by Shelter Plus Care grant funded by HUD. The size and scope of these programs created additional movement for families residing in all of the shelter programs in the city including Park Road. In FY 2012, many families were moved out of the Shelter system and into the Mayor's Permanent Supportive Housing Program.

## 10. Staff, Operating Costs and Administration

- **GOAL:** Funds in the amount of \$40,155.00 were included in the ESG 2008 recitals to cover a portion of administrative costs for the Community Partnership's staff involved in the ESG program and for fiscal monitoring of ESG-funded activities.
- **Actual:** The Community Partnership for the Prevention of Homelessness spent \$23,048.47 of the budgeted amount for administration.

Sponsor: The Community Partnership for the Prevention of Homelessness

Funding Source: ESG

Budget Amount: \$40,155.00

Total Expenditure: \$23,048.47 (FY2012 Spending)  
\$17,106.53 (FY2011 Spending)

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 and support shelter operations. The District works to provide assistance for the homeless through community-based organizations, faith-based organizations and other non-profit service providers.

**Table 8: Local ESG Match Expenditures for 2012**

<b>PREVENTION/EMERGENCY ASSISTANCE GRANTS</b>		
<b>Nonprofit Organization</b>	<b>Funding Source</b>	<b>Funding Level</b>
Virginia Williams Family Resource Center (Family Central Intake) – operated by the Coalition for the Homeless	TANF block grant allocated by DHS, funding staff salaries	\$826,081.17
<b>Total Prevention</b>		<b>\$826,081.17</b>

<b>ESSENTIAL SERVICES/SHELTER OPERATIONS</b>		
<b>Shelter Operations</b>	<b>Funding Source</b>	<b>Funding Level</b>
Park Road Family Shelter, 1448 Park Rd NW	TANF and local funding, DHS Appropriation funding program costs	\$741,978.35
<b>Total Shelter Operations</b>		<b>\$741,978.35</b>

### Method of Distribution

In FY2012, 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.

The Partnership 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.



## McKinney-Vento Continuum of Care Funds

Annual submissions to HUD for Continuum of Care funding utilize the open competition method of procurement. The application considers both new permanent housing proposals and renewals of existing transitional housing, permanent supportive housing and supportive services only (employment, healthcare, childcare). Once HUD announces the SuperNOFA competition, the Partnership issues an email blast to more than 125 programs and city leaders announcing the availability of HUD funding. Following this communication, several meetings are held to discuss the application process for new projects and to rank existing projects. The following criteria have been established by the Community Partnership in ranking applications:

- Performance on achieving past measurable objectives
- Demonstrable and credible outcomes on Housing, Income, Occupancy and Self-Sufficiency performance indicators
- Leveraging of public and private resources
- Cost effectiveness
- Project readiness for new proposals
- Access to mainstream services for clients
- Local and Federal policy priorities

## Activity and Beneficiary Data

The FY2012 Action Plan states that the District and Community Partnership will continue to seek McKinney-Vento Act “Continuum of Care” funds to maintain and build its system of care for homeless people. In FY2011, the Community Partnership received notice of awards in the amount of \$20,147,630 from its FY2011 “Continuum of Care” application to HUD. The 2012 Continuum of Care application prepared and submitted by the Community Partnership will be in the amount of at least \$20 million in McKinney-Vento funds, as follows:

**Table 9: 2012 Continuum of Care Project Priorities**

Applicant	Agency Name	Program Name	Type	SHP Renewal	Term of Project
The Community Partnership	Access Housing	Chesapeake House	TH	\$275,106	1
The Community Partnership	Bethany, Inc.	Good Hope House	TH	\$78,342	1
The Community Partnership	Calvary Women's Services	Calvary-Transitional Housing Program	TH	\$143,742	1
The Community Partnership	Catholic Charities	Chronic Homeless Initiative 5	PSH	\$477,676	1
The Community Partnership	Catholic Charities	Families in Transition at TEN	TH	\$201,038	1
The Community Partnership	Catholic Charities	Mt. Carmel House	TH	\$189,000	1
The Community Partnership	Catholic Charities	St. Mathias Mulumba House	PSH	\$245,421	1
The Community Partnership	Christ House	Kairos House	TH	\$899,866	1



## L. ESG Program and Use of Funds

Applicant	Agency Name	Program Name	Type	SHP Renewal	Term of Project
Partnership					
The Community Partnership	Coalition for the Homeless	Blair House	TH	\$204,747	1
The Community Partnership	Community Connections, Inc.	Dually Diagnosed-Girard St	PSH	\$121,727	1
The Community Partnership	Community Connections, Inc.	Family Connections	PSH	\$955,500	2
The Community Partnership	Community Connections, Inc.	HIV-G Street	PSH	\$132,300	1
The Community Partnership	Community Connections, Inc.	Permanent Families	PSH	\$188,312	1
The Community Partnership	Community Connections, Inc.	Supportive Housing Program	PSH	\$350,173	1
The Community Partnership	Community Connections, Inc.	Training Apts	TH	\$98,751	1
The Community Partnership	Community Connections, Inc.	Transitional Living Communities	TH	\$106,863	1
The Community Partnership	Community Connections, Inc.	Trauma-Suitland Road	PSH	\$109,725	1
The Community Partnership	Community Connections, Inc.	Youth Families	PSH	\$420,000	1
The Community Partnership	Community Council for the Homeless	Bridges Project 1	PSH	\$110,674	1
The Community Partnership	Community Council for the Homeless	Bridges Project 2	PSH	\$141,366	1
The Community Partnership	Community Family Life Services	Trinity Arms	TH	\$140,205	1
The Community Partnership	Community of Hope	Housing Families First	PSH	\$541,313	1
The Community Partnership	Cornerstone	Cornerstone	PSH	\$39,375	1
The Community Partnership	Covenant House Washington	My Place	PSH	\$257,260	1
The Community Partnership	DC Doors	Transitional Housing Partnership	TH	\$592,184	1
The Community Partnership	Green Door	Chronic Homeless Initiative 2	PSH	\$285,457	1
The Community Partnership	Green Door	Supportive Housing Program	PSH	\$144,758	1
The Community Partnership	House of Ruth	Hope Rising	PSH	\$239,506	1
The Community Partnership	House of Ruth	New Beginnings	TH	\$134,834	1
The Community Partnership	Miriam's House	Miriam's House	PSH	\$141,214	1
The Community Partnership	Neighbors Consejo	Casa Libertad	TH	\$150,000	1



## L. ESG Program and Use of Funds

Applicant	Agency Name	Program Name	Type	SHP Renewal	Term of Project
Partnership					
The Community Partnership	Neighbors Consejo	Casa Paz	TH	\$149,203	1
The Community Partnership	New Endeavors by Women	New Generations	TH	\$181,025	1
The Community Partnership	New Endeavors by Women	New Hope	PSH	\$211,621	1
The Community Partnership	New Endeavors by Women	New Horizons	PSH	\$414,028	1
The Community Partnership	Open Arms	The Dunbar	PSH	\$117,600	1
The Community Partnership	Pathways to Housing DC	DC Streets	PSH	\$425,774	1
The Community Partnership	Rachael's Women's Center	Rachael's-Permanent Housing	PSH	\$165,819	1
The Community Partnership	The Community Partnership	HMIS Expansion Grant	HMIS	\$75,000	1
The Community Partnership	The Community Partnership	Transitional Housing (Formerly GRM)	TH	\$100,905	1
The Community Partnership	The Community Partnership	Transitional Housing (Formerly THEIRS)	TH	\$148,115	1
The Community Partnership	Transitional Housing Corporation	Housing With Care	PSH	\$430,837	1
The Community Partnership	Transitional Housing Corporation	Partner Arms 2	TH	\$148,924	1
The Community Partnership	Transitional Housing Corporation	Rapid Rehousing	PSH	\$622,091	1
The Community Partnership	U.S. Veterans Initiative	US Vets-Ignatia House	PSH	\$102,199	1
The Community Partnership	Unity Health Care	FOCUS	PSH	\$123,530	1
The Community Partnership	Woodley House	Holly House	PSH	\$86,003	1
Catholic Charities	Catholic Charities	Tenants Empowerment Network (TEN)	TH	\$432,844	1
Coalition for the Homeless	Coalition for the Homeless	Spring Road Family Apartments	TH	\$171,453	1
Families Forward, Inc.	Families Forward, Inc.	Stable Families 1	TH	\$234,862	1
Families Forward, Inc.	Families Forward, Inc.	Stable Families 3	TH	\$207,041	1
House of Ruth	House of Ruth	Domestic Violence THP	TH	\$321,806	1
House of Ruth	House of Ruth	Madison Transitional Housing Program	TH	\$144,083	1
House of Ruth	House of Ruth	Reunified Families	TH	\$84,383	1
House of Ruth	House of Ruth	Unity Transitional Housing Program	TH	\$114,586	1



## L. ESG Program and Use of Funds

Applicant	Agency Name	Program Name	Type	SHP Renewal	Term of Project
Pathways to Housing DC	Pathways to Housing DC	Serial Inebriates	PSH	\$514,025	1
Sasha Bruce Youthwork, Inc.	Sasha Bruce Youthwork, Inc.	Independent Living Program 1	TH	\$67,628	1
Sasha Bruce Youthwork, Inc.	Sasha Bruce Youthwork, Inc.	Independent Living Program 2	TH	\$129,593	1
Sasha Bruce Youthwork, Inc.	Sasha Bruce Youthwork, Inc.	Olaiya's Cradle	TH	\$189,057	1
So Others Might Eat	So Others Might Eat	Exodus House Transitional Housing	TH	\$323,673	1
So Others Might Eat	So Others Might Eat	Mickey Leland Transitional Housing	TH	\$101,333	1
So Others Might Eat	So Others Might Eat	Women's Transitional	TH	\$513,940	1
The Salvation Army	The Salvation Army	The Harbor Light Center	TH	\$475,935	1
Transitional Housing Corporation	Transitional Housing Corporation	Partner Arms 1	TH	\$127,720	1
<b>Subtotal: Requested Amount for SHP Renewal Projects</b>				<b>\$15,773,071</b>	
DC Dept. of Health	DC Dept. of Health	Shelter Plus Care	S+C	\$247,488	1
DC Dept. of Health	DC Dept. of Health	Shelter Plus Care	S+C	\$327,792	1
DC Dept. of Human Services	DC Dept. of Human Services	Shelter Plus Care	S+C	\$3,138,528	1
DC Dept. of Human Services	DC Dept. of Human Services	Shelter Plus Care	S+C	\$910,908	1
<b>Subtotal: Requested Amount for Shelter Plus Care Renewal Projects</b>				<b>\$4,624,716</b>	
<b>TOTAL CoC REQUEST</b>				<b>\$20,397,787</b>	



## Appendix A DFD FY2012 CDBG and HOME Funded Activities

**Project:** Girard House Cooperative – TOPA Acquisition

**Project Type/Description:** Tenant cooperative that exercised their Tenant First to Purchase Rights (TOPA) to acquire their 36 unit apartment building. The tenants are low-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.

**Address:** 744 Girard Street NW

**Ward:** 2

**Sponsor:** Girard House Cooperative

**Anticipated Outcome:** TOPA Acquisition

**Actual Outcome:** TOPA Acquisition

**Beneficiaries:** Households at 80% or below of AMI

**Total Development Cost:** \$2,027,509

**DHCD Budget Funding:** \$2,027,509

**Total Expenditure:** \$1,866,412

**Funding Source:** CDBG

**Closing Date:** June 2012

**IDIS #:** 42

**Project:** Girard House Cooperative – Seed Money Loan

**Project Type/Description:** Tenant cooperative that exercised their Tenant First to Purchase Rights (TOPA) to acquire their 36 unit apartment building. The tenants are low-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:** 744 Girard Street NW

**Ward:** 2

**Sponsor:** Girard House 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:** \$36,500

**Total Expenditure:** \$36,500

**Funding Sources:** CDBG - \$36,500  
HPTF - \$3,624,286

**Closing Date:** June 2012

**IDIS #:** 43

**Project:** Sanitarium (RAP, Inc) Phase I Redevelopment

**Project Type/Description:** Community facility and housing. Development funds to cover architectural, legal, zoning, construction and other related costs for the redevelopment of the property.

**Address:** 1959 4<sup>th</sup> Street NE

**Ward:** 5

**Sponsor:** Regional Addiction Partnership, Inc.

**Anticipated Outcome:** 34 units of special needs housing

**Actual Outcome:** 0 at this time

**Beneficiaries:** 0-30% AMI individuals needing addiction counseling

**Total Development Cost:** \$4,000,000

**DHCD Budget Funding:** \$3,800,000

**Total Expenditure:** \$590,130

**Funding Source:** CDBG

**Closing Date:** May 2012

**IDIS #:** 34

**Project:** Jubilee Reentry Housing Initiative

**Project Type/Description:** 20 units of special needs housing individuals returning to society from prison.. Project was submitted in an RFP solicitation process.

**Address:** 2720 Ontario Road NW

**Ward:** 1

**Sponsor:** Jubilee Housing, Inc.

**Anticipated Outcome:** 20 special needs housing units

**Actual Outcome:** 20 special needs housing units

**Beneficiaries:** Individuals at 80% or below of AMI

**Total Development Cost:** \$5,472,857

**DHCD Budget Funding:** \$336,012

**Total Expenditure:** \$235,468

**Funding Source:** HOME

**Closing Date:** August 2012

**IDIS #:** 12-68



**Project:** House of Lebanon

**Project Type/Description:** 78 affordable new rental units for seniors, processed through the RFP process. Funding for construction costs and soft costs associated with the development of 78 affordable rental units.

**Address:** 27 O Street NW

**Ward:** 5

**Sponsor:** MM Washington Redevelopment Partners LLC

**Anticipated Outcome:** 78 new senior rental units

**Actual Outcome:** construction is underway

**Beneficiaries:** Seniors at 60% or below of AMI

**Total Development Cost:** \$19,441,863

**DHCD Budget Funding:** \$4,744,400

**Total Expenditure:** \$570,405

**Funding Sources:** HOME

**Closing Date:** April 2012

**IDIS #: 6**

**Project:** The Heights on Georgia Avenue

**Project Type/Description:** Construction assistance for new affordable rental.

**Address:** 3232 Georgia Avenue NW

**Ward:** 1

**Sponsor:** Georgia & Lamont LP

**Anticipated Outcome:** 35 unit of affordable rental housing

**Actual Outcome:** Construction in progress

**Beneficiaries:** Households at or below 60% AMI

**Total Program Cost:** \$

**DHCD Budget Funding:** \$3,323,850

**Total Expenditure:** \$3,170,463

**Funding Source:** HOME

**Closing Date:** April 2012

**IDIS #: 1242**

**Project:** 21 Kennedy Street NW Acquisition

**Project Type/Description:** Acquisition of 20 rental units.

**Address:** 21 Kennedy Street NW

**Ward:** 4

**Sponsor:** Selma Apartments LLC

**Anticipated Outcome:** 20 rental units

**Actual Outcome:** 20 rental units

**Beneficiaries:** Households at or below 60% AMI

**Total Program Cost:** \$2,805,750

**DHCD Budget Funding:** \$1,500,000

**Total Expenditure:** \$1,500,000

**Funding Source:** CDBG

**Closing Date:** May 2012

**IDIS #: 5**

**Project:** Israel Manor Life Learning Center Phase I - Pre-development

**Project Type/Description:** Pre-development assistance for architectural and engineering costs associated with the development of a community facility containing a medical clinic

**Address:** 1251 Saratoga Avenue NE

**Ward:** 5

**Sponsor:** Israel Manor CDC

**Anticipated Outcome:** New community facility

**Actual Outcome:** Pre-development being completed

**Beneficiaries:** Households at 80% or below AMI

**Total Program Cost:** \$18,613,424

**DHCD Budget Funding:** \$700,000

CDBG - \$407,966. CDBG-R - \$292,034

**Total Expenditure:** \$341,090

CDBG - \$49,056, CDBG-R - \$292,034

**Funding Source:** CDBG, CDBG-R

**Closing Date:** April 2012

**IDIS #: 27**

**Project:** Grandview Estates II

**Project Type/Description:** Construction assistance for construction of 46 new affordable ownership condominiums office and program facilities for drug treatment programs.

**Address:** 1265 Talbert Street SE

**Ward:** 8

**Sponsor:** Stanton View Development LLC

**Anticipated Outcome:** 46 affordable homeownership units

**Actual Outcome:** Construction in progress

**Beneficiaries:** Households at 80% or below AMI

**Total Development Cost:** \$14,200,016

**DHCD Budget Funding:** \$2,200,000

**Total Expenditure:** \$2,200,000

**Funding Source:** HOME

**Closing Date:** January 2012

**IDIS #: 7**



### Prior Year Federally Funded Projects with Disbursements in Fiscal Year 2012

**Project:** Holy Comforter Saint Cyprian Community Facility

**Project Type/Description:** Construction assistance for construction of new office and program facilities for drug treatment programs.

**Address:** 124 15<sup>th</sup> Street SE

**Ward:** 6

**Sponsor:** Holy Comforter Community Action Group

**Anticipated Outcome:** new community facility

**Actual Outcome:** Construction in progress

**Beneficiaries:** Individuals at 80% or below AMI

**Total Development Cost:** \$3,000,000

**DHCD Budget Funding:** \$3,000,000

**Total Expenditure:** \$1,785,037

**Funding Source:** CDBG

**Closing Date:** January 2008

**IDIS #: 21**

**Project:** 5940 Piney Branch Road NW – TOPA Acquisition

**Project Type/Description:** Tenant cooperative that exercised their Tenant First to Purchase Rights (TOPA) to acquire their 28 unit apartment building. The tenants are low-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.

**Address:** 5940 Piney Branch Road NW

**Ward:** 4

**Sponsor:** 5940 Piney Branch Road Tenant Association

**Anticipated Outcome:** TOPA Acquisition

**Actual Outcome:** TOPA Acquisition

**Beneficiaries:** Households at 80% or below of AMI

**Total Development Cost:** \$2,061,742

**DHCD Budget Funding:** \$2,061,742

**Total Expenditure:** \$2,036,815

**Funding Source:** CDBG

**Closing Date:** July 2011

**IDIS #: 1737**

**Project:** W Street Condos

**Project Type/Description:** Multi-family new construction for affordable homeownership units for low-moderate income persons. Project was submitted in an RFP solicitation process.

**Address:** 1751-1759 W Street SE

**Ward:** 8

**Sponsor:** W Street 38-42-43 LLC

**Anticipated Outcome:** 15 affordable rental units

**Actual Outcome:** 15 affordable rental units

**Beneficiaries:** Individuals at 80% or below AMI

**Total Development Cost:** \$3,911,575

**DHCD Budget Funding:** \$723,850

**Total Expenditure:** \$687,657

**Funding Source:** HOME

**Closing Date:** December 2010

**IDIS #: 1218**

**Project:** Ivy City Demonstration Initiative – Mi Casa Phase II

**Project Type/Description:** Affordable homeownership units for low-moderate income persons, processed through a Director's demonstration initiative process. Funding for construction costs and soft costs associated with the development of 6 affordable ownership units.

**Address:** 1835, 1940 & 1948 Capitol Avenue NE,  
1828 & 1833 Kendall Street NE, 1868 Corcoran Street NE

**Ward:** 5

**Sponsor:** Mi Casa Inc.

**Anticipated Outcome:** 6 affordable ownership units

**Actual Outcome:** 6 affordable ownership units

**Beneficiaries:** Individuals at 80% or below AMI

**Total Development Cost:** \$2,965,429

**DHCD Budget Funding:** \$1,305,887

**Total Expenditure:** \$1,259,022

**Funding Sources:** HOME - \$378,514  
NSP I - \$885,246

**Closing Date:** January 2011

**IDIS #: 1216**

**Project:** Alabama Ave Senior

**Project Type/Description:** Construction assistance for senior rental.

**Address:** 2513- 2517 Alabama Avenue SE

**Ward:** 8

**Sponsor:** Vision of Victory CDC (CHDO)

**Anticipated Outcome:** 91 units of senior rental housing

**Actual Outcome:** Construction in progress

**Beneficiaries:** Seniors at or below 60% AMI

**Total Program Cost:** \$15,160,492

**DHCD Budget Funding:** \$5,000,000

**Total Expenditure:** \$4,852,223

**Funding Source:** HOME

**Closing Date:** October 2011

**IDIS #: 1215**

**Project:** Capital Area Food Bank (Phase III)**Project Type/Description:** Community Facility – construction assistance activities associated with redevelopment of 4900 Puerto Rico Avenue NE warehouse**Address:** 4900 Puerto Rico Avenue NE**Ward:** 5**Sponsor:** Capital Area Food Bank**Anticipated Outcome:** Completed Food warehouse**Actual Outcome:** Completed food warehouse**Beneficiaries:** Households at 80% AMI or below needing  
Emergency food supplies**Total Development Cost:** \$37,154,877**DHCD Budget Funding:** \$4,300,000**Total Expenditure:** \$4,300,000**Funding Source:** CDBG**Closing Date:** September 2010**IDIS #:** 51**Project:** The Deauville – TOPA Acquisition**Project Type/Description:** TOPA Acquisition of 67 apartments**Address:** 3145 Mt. Pleasant Street NW**Ward:** 1**Sponsor:** NHT/Enterprise & 3145 Mt. Pleasant Street Tenant  
Association**Anticipated Outcome:** 67 affordable rental units**Actual Outcome:** 67 affordable rental units**Beneficiaries:** 22 households at 0-30% of AMI,  
22 at 31-50% AMI, 23 at 51-60% AMI**Total Development Cost:** \$16,154,765**DHCD Budget Funding:** \$4,137,000**Total Expenditure:** \$3,945,355**Funding Source:** CDBG**Closing Date:** July 2010**IDIS #:** 1725

**Appendix B Residential Community Services FY2012 CDBG Funded Activities****Housing Services - CDBG****1. Housing Counseling Services (IDIS # 1856)**2410 17<sup>th</sup> Street, NW

DHCD Budget Funding - \$1,200,000

Total Expenditure - \$1,199,010

**Outputs:**

- 161 HPAP/EHAP applications submitted
- 928 families were prepared to purchase a home in the future through pre-purchase counseling and training
- 48 families purchased a home
- 638 clients receive follow-up services, counseling and problem resolutions.
- 62 single family LSW/SFRRP applications submitted to DHCD for consideration
- 29 clients counseled in Homestead requirements
- 485 residents attended foreclosure prevention clinics
- 1338 clients received money/credit counseling or training
- 259 clients received relocation counseling
- 756 clients received eviction counseling
- 231 rental buildings received T/A for First Right Purchase
- 82 clients received counseling for IZ/ADU
- 444 rental buildings received tenant counseling services

**2. Lydia's House (IDIS # 1851)**

3939 South Capitol Street, SW

DHCD Budget Funding - \$370,000

Total Expenditure – \$314,813

**Outputs:**

- Homeownership Counseling provided to 1098 individuals
- Foreclosure prevention provided to 162 households
- General credit counseling provided to 589 households
- Processed 152 HPAP Applications submitted to the Greater Washington Urban League (GWUL)
- 25 applications processed for LSW
- 154 clients received eviction counseling
- One regular monthly Homebuyers Club; 80 members

**3. University Legal Services (IDIS #1852)**

220 I St. NE

DHCD Budget Funding - \$ 1,300,000

Total Expenditure - \$1,228,720

**Outputs:**

- Total of 1547 clients for Homeownership and Home Management services
- Provided 197 clients for direct Homebuyer training (HPAP/EAHP received their NOE)
- Provided Single Family rehab counseling to 413 clients
- Provided foreclosure counseling to 290 clients
- Processed 77 LSW applications



## Appendix B Residential Community Services FY2012 CDBG Funded Activities

- Provided service to 66 clients for Rental/Eviction Counseling
  - Provided First Right Purchase Counseling in one building: 156 units
4. Latino Economic Development Corporation (IDIS # 1847)  
2316 18<sup>th</sup> Street, NW  
DHCD Budget Funding - \$546,895  
Total Expenditure - \$536,417  
Outputs:
- Provided homeownership counseling to 395 potential applicants
  - Submitted 123 HPAP applications
  - 36 families purchased a homes
  - 63 clients received post-counseling services,
  - 87 residents attended foreclosure prevention clinics
  - 201 clients received money-credit counseling or training
  - 94 clients received eviction counseling
  - Educated tenants in 61 buildings, which are home to more than 4000 units of affordable housing
  - Provided T/A to 35 buildings for the First Right Purchase Program
5. Central American Resource Center (IDIS # 1848)  
1460 Columbia Rd NW  
DHCD Budget Funding - \$135,417  
Total Expenditure -\$134436  
Outputs:
- Provided general mortgage default and foreclosure counseling to 72 families
  - Provided technical assistance to 902 renters – education regarding tenant rights and helping the associations to organize
  - Provided eviction counseling to 196 individuals, specifically helping tenants file complaints against their landlords for housing code violations, providing counseling on tenant rights and responsibilities, and reading documents from English to Spanish pertaining to leases and other non-legal documents issued by landlords.
  - Provided Credit counseling to 77 individuals
  - Provided ongoing apartment management counseling to 104 individuals
6. Manna, Inc. (IDIS # 1849)  
828 Evarts Street, NE  
DHCD Budget Funding - \$75,000  
Total Expenditure -\$62,826  
Outputs:
- Homebuyers club held five chapter meetings per month with 291 members

**Storefront Façade Activities - CDBG**

1. Anacostia Economic Development Corporation (IDIS # 1870)  
1800 Martin Luther King, Jr. Avenue, SE  
DHCD Budget Funding - \$74,332  
Total Expenditure - \$9,633  
Outputs:
  - In predevelopment for 10 properties; construction will begin in 2013
2. Arch Development Corporation (IDIS # 1821)  
1227 Good Hope Road, SE  
DHCD Budget Funding - \$479,878  
Total Expenditure - \$111,709  
Outputs:
  - 20 construction completed on 15 properties; project will complete in FY 2013
3. Barracks Row Main Street (IDIS # 1661)  
733 8th St SE  
DHCD Budget Funding - \$474,253  
Total Expenditure - \$199,500  
Outputs:

**Commercial District and Small Business Technical Assistance**

1. DC Chamber of Commerce Foundation (IDIS #1854)  
7059 Blair Road, NW  
DHCD Budget Funding - \$203,131  
Total Expenditure – \$200,874  
Outputs:
  - Provided counseling to 34 existing small businesses and entrepreneurs
  - Executed 66 Business Resource Center counseling agreements of business plans, certification and licensing.
  - Retained 173 new clients
  - 10 workshops on business development for Chinese and American small businesses
  - 83 small business referrals
2. Development Corporation of Columbia Heights (IDIS #1855)  
3419 14<sup>th</sup> Street, NW  
DHCD Budget Funding - \$200,000  
Total Expenditure - \$194,091  
Outputs:
  - Provided technical assistance to 135 area businesses
  - Provided set-aside space for 2 businesses in DC-USA
  - Referred 2 businesses for CBE Certification
  - Completed 12 business plans and 2 business licenses



## Appendix B Residential Community Services FY2012 CDBG Funded Activities

3. Latino Economic Development Corporation (IDIS # 1853)  
2316 18<sup>th</sup> Street, NW  
DHCD Budget Funding - \$310,805  
Total Expenditure - \$308,722  
Outputs:
  - Closed 25 loans to small businesses in the District of Columbia
  - Grew Local First DC, an alliance of small businesses to 200+ members
  - Conducted 62 small business training workshops
  - Provided one-on-one technical assistance to 738 small business owners and aspiring entrepreneurs
4. Washington Area Community Investment Fund, Inc (IDIS #1858)  
3624 12<sup>th</sup> St NE  
DHCD Budget Funding - \$339,844  
Total Expenditure - \$322,240  
Outputs:
  - Provided direct technical assistance to 493 prospective or existing small business owners
  - Packaged 23 small business loans
  - Conducted 60 financial needs assessments
  - Distributed 86 small business toolkits
  - Held 13 Small Business Loan Days
  - Organized 31 small business seminars
5. ARCH Development Corporation (IDIS # 1850)  
1227 Good Hope Road, SE  
DHCD Budget Funding - \$229,822  
Total Expenditure - \$226,913  
Outputs:
  - Provided technical assistance to 233 businesses
  - Held 48 area business meetings
  - Located nine new businesses to Anacostia
  - Operated collective business space called “the HIVE” made available to 18 businesses
  - Completed 65 new business assessments
6. Greater Washington Hispanic Chamber of Commerce (IDIS # 1859)  
910 – 17th Street, NW  
DHCD Budget Funding - \$124,228  
Total Expenditure - \$124,228  
Outputs:
  - Conducted 14 workshops and networking events
  - Completed 24 businesses assessment reports
  - Provided in depth technical assistance to 22 businesses and assistance to 437
  - Facilitated seven contracts with Ward 5-based firms.
  - Conducted one small business expo
7. Anacostia Economic Development Corporation (IDIS #N/A-Challenge)





## Appendix B Residential Community Services FY2012 CDBG Funded Activities

1800 Martin Luther King, Jr. Avenue, SE

DHCD Budget Funding - \$86,392

Total Expenditure - \$35,928

Outputs:

- Provided one-on-one T/A to 132 businesses as either referred by CHTDC or through independent client contacts
- Conducted seven training/workshop events with 270 attendants
- Issued \$502,000 in new business loans and investment capital
- Assisted in the award of \$246,000 in contracts

### 8. Congress Heights Training and Development Center (IDIS # N/A Challenge)

3215 Martin Luther King, Jr. Avenue, SE

DHCD Budget Funding - \$142,600

Total Expenditure - \$92,231

Outputs:

- Provided one-on-one T/A to 31 businesses
- Grew area business database to 257
- Completed 8 business loan packages
- Conducted eight seminars

### 9. Emory Beacon of Light, Inc. (IDIS #1857)

6203 Piney branch Road, NW Washington, DC 20011

DHCD Budget Funding - \$50,000

Total Expenditure - \$35,357

Outputs:

- 61 SWOT Analyses (Needs Assessments) For Existing Businesses For Small Business Growth In Brightwood
- Facilitated 3 Events Promoting Local Retail In Brightwood
- Educated 90 Small Business Owners And Aspiring Entrepreneurs Through Group Education Workshops, Forums And Webinar
- Provided one-on-one technical assistance to 18 small business owners and aspiring entrepreneurs

## **HOME CHDO Operating Grants**

### 1. Vision of Victory Community Development Corporation

2498 Alabama Avenue, SE

DHCD Budget Funding: \$50,000

Total Expenditures: \$50,000

Outputs:

- Assisted with operating expenses to develop 96 Senior affordable housing units in Ward 8

Appendix B Residential Community Services FY2012 CDBG Funded Activities

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## 2. Jubilee Housing, Inc.

1640 Columbia Road, NW

DHCD Budget Funding: \$50,000

Total Expenditures: \$50,000

## Outputs:

- The development will produce twenty (20) bed units of supportive housing for occupancy by persons reentering the community after incarceration with incomes at or below 30% AMI

## 3. MiCasa, Inc.

6230 3<sup>rd</sup> Street, NW

DHCD Bu DHCD Budget Funding: \$50,000

Total Expenditures: \$50,000

## Outputs:

- Acquired 21 Kennedy Street NW to lease 20 affordable housing units to individuals and/or families. MiCasa is in the process of marketing the units to low income families and/or individuals.



## Appendix C Income Levels

# DISTRICT OF COLUMBIA 2012 MEDIAN INCOME TABLES Effective May 31, 2012

**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
22,600	25,800	29,050	32,250	34,650	37,450	40,000	42,600

**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
37,650	43,000	48,400	53,750	58,050	62,350	66,650	70,950

**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
49,200	56,200	63,250	70,250	75,900	81,500	87,150	92,750

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 \$107,500 for a family of four.

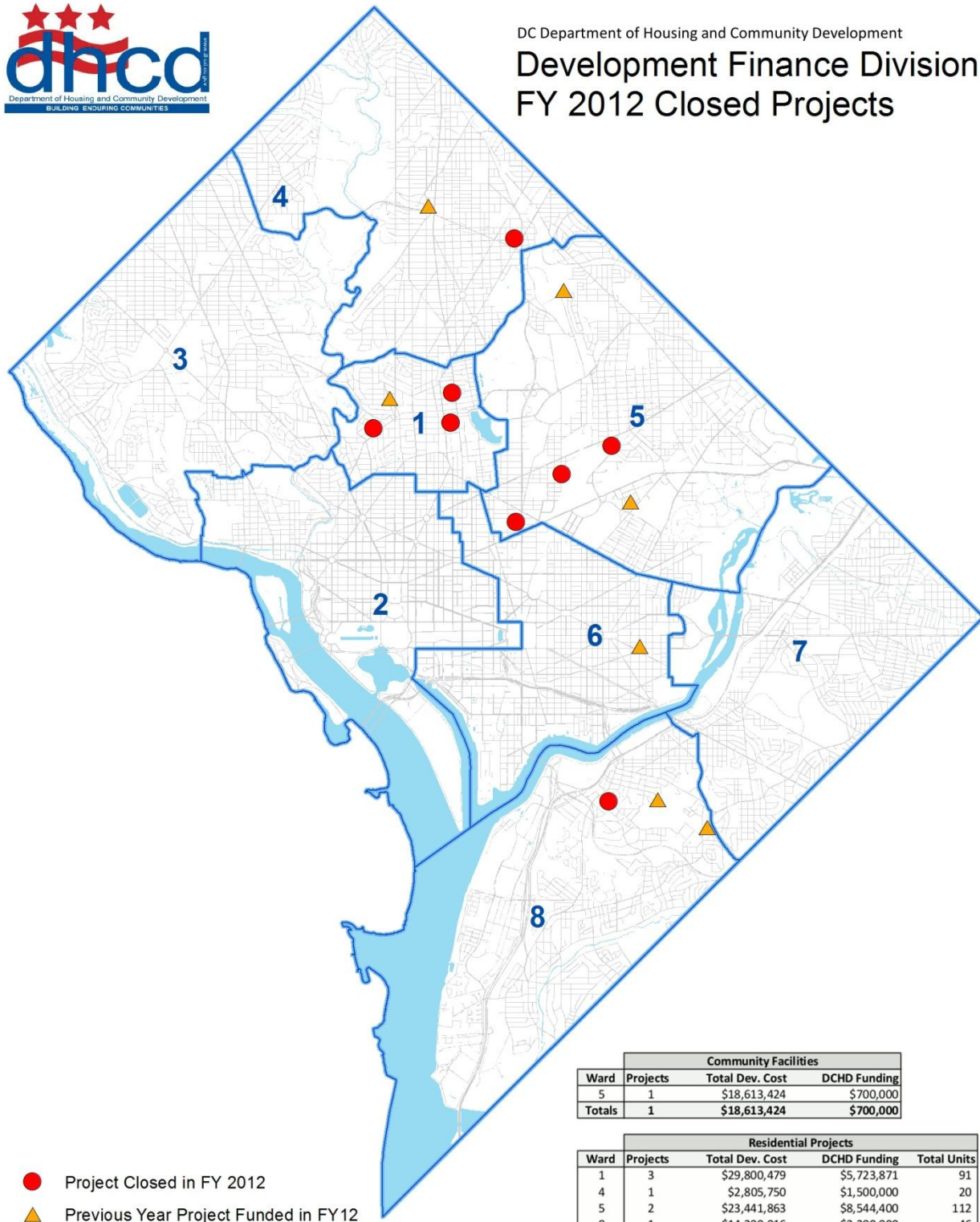


## Appendix D Map of Funded Projects in FY2012



DC Department of Housing and Community Development

### Development Finance Division FY 2012 Closed Projects



- Project Closed in FY 2012
- ▲ Previous Year Project Funded in FY12
- DC Ward

Community Facilities			
Ward	Projects	Total Dev. Cost	DCHD Funding
5	1	\$18,613,424	\$700,000
<b>Totals</b>	<b>1</b>	<b>\$18,613,424</b>	<b>\$700,000</b>

Residential Projects				
Ward	Projects	Total Dev. Cost	DCHD Funding	Total Units
1	3	\$29,800,479	\$5,723,871	91
4	1	\$2,805,750	\$1,500,000	20
5	2	\$23,441,863	\$8,544,400	112
8	1	\$14,200,016	\$2,200,000	46
<b>Totals</b>	<b>7</b>	<b>\$70,248,108</b>	<b>\$17,968,271</b>	<b>269</b>
Average DHCD Funding Per Unit:				\$66,797



## Appendix E Public Notice

# PUBLIC HEARING NOTICE

### District of Columbia's Fiscal Year 2012 Consolidated Annual Performance Evaluation Report (CAPER)

Michael P Kelly, Director, D.C. Department of Housing and Community Development (DHCD or the Department) will hold a public hearing on Wednesday, November 28, 2012, to discuss the District's Fiscal Year (FY) 2012 performance in its use of funds received from the U.S. Department of Housing and Urban Development (HUD). DHCD received approximately forty seven million dollars from HUD in Fiscal Year 2012 through four programs: the Community Development Block Grant (CDBG) Program; the HOME Investment Partnerships Program; the Emergency Solutions 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 2012 Consolidated Annual Performance and Evaluation Report (CAPER) to HUD, DHCD is soliciting public comments on the District's effectiveness during FY 2012 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 2012 performance.

The hearing will be held on **Wednesday, November 28, 2012** at the Department of Housing and Community Development, 1800 Martin Luther King Jr., Avenue, SE, 1<sup>st</sup> floor conference room from 6:30 pm – 8:30 pm. If you would like to testify, you are encouraged to register in advance either by e-mail at [DHCDEVENTS@dc.gov](mailto:DHCDEVENTS@dc.gov) or by calling (202)442-7251. 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. Bilingual staff will provide services on an as needed basis to walk-ins without registration.

Written statements may be submitted for the record at the hearing, or until close of business, Friday, December 9, 2012. Mail written statements to: Michael P. Kelly, Director, DHCD, 1800 Martin Luther King Jr., Avenue, SE, Washington, DC 20020.



*Vincent C. Gray, Mayor*  
*Michael P. Kelly, Director, Department of Housing and Community Development*  
*[www.dhcd.dc.gov](http://www.dhcd.dc.gov)*



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## **Appendix F HOME Match Report**

Report Not Available at Time of Draft Submission

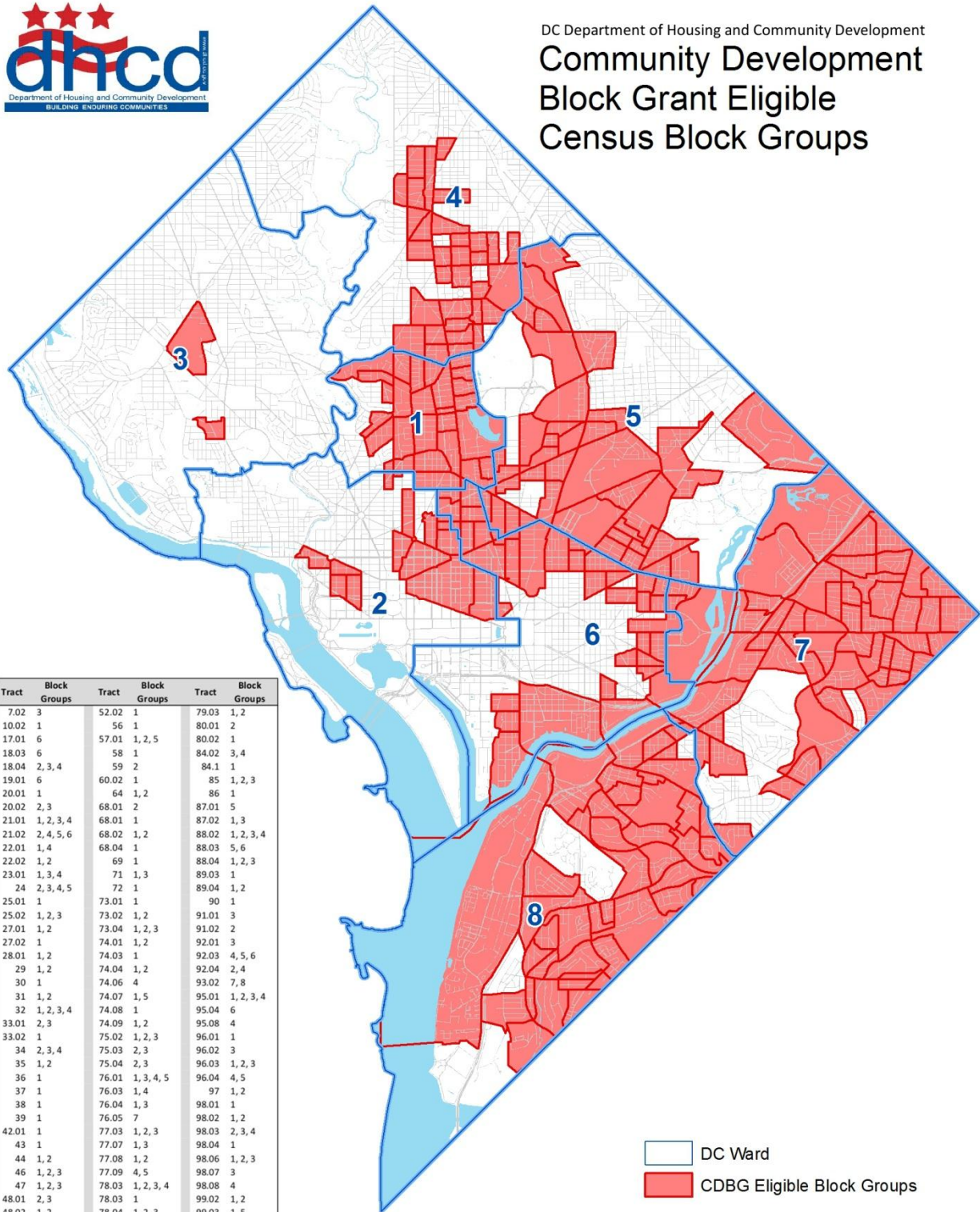




# Appendix G Map of CDBG Eligible Areas and Geographic Target Areas



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

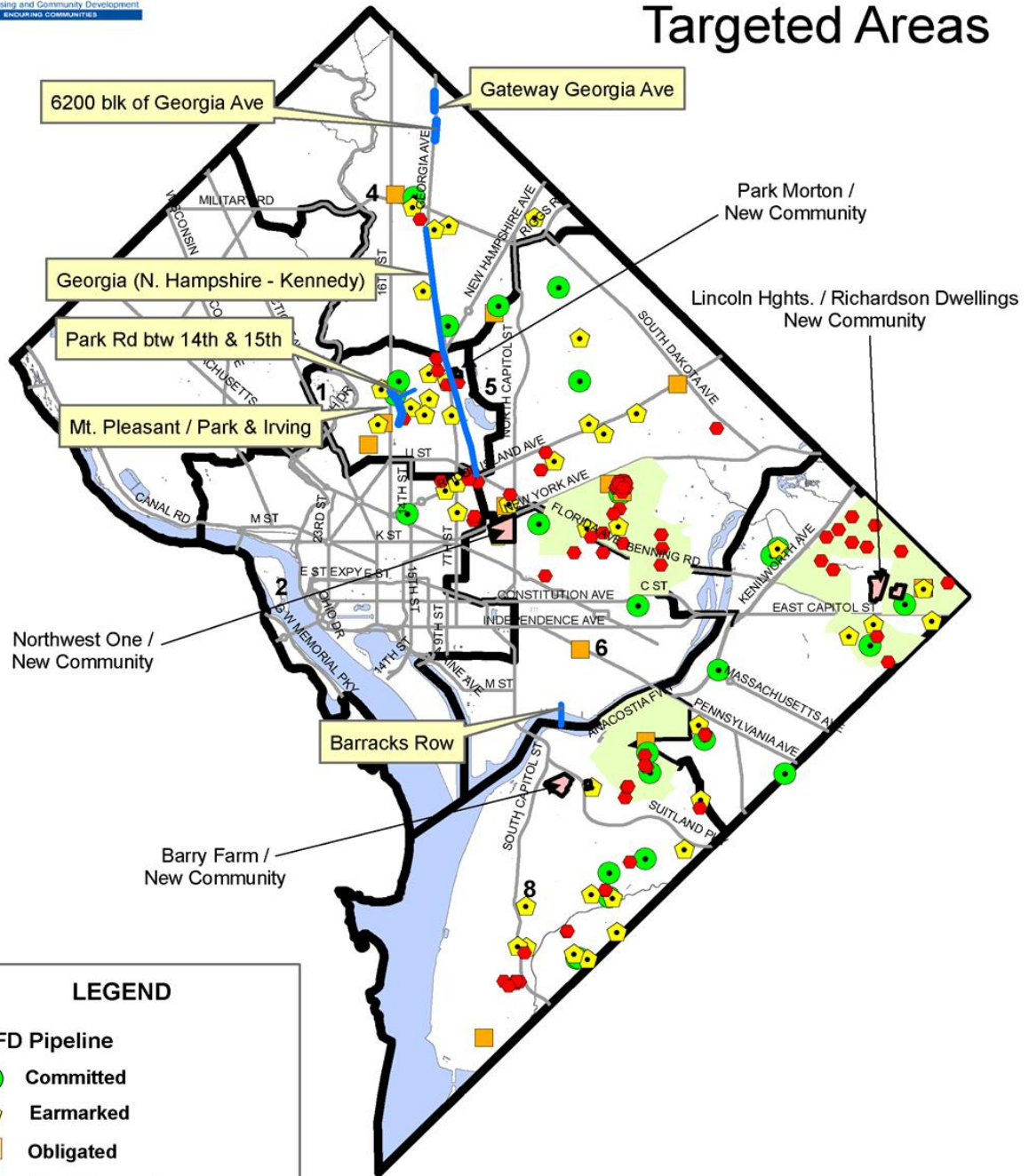


Tract	Block Groups	Tract	Block Groups	Tract	Block Groups
7.02	3	52.02	1	79.03	1, 2
10.02	1	56	1	80.01	2
17.01	6	57.01	1, 2, 5	80.02	1
18.03	6	58	1	84.02	3, 4
18.04	2, 3, 4	59	2	84.1	1
19.01	6	60.02	1	85	1, 2, 3
20.01	1	64	1, 2	86	1
20.02	2, 3	68.01	2	87.01	5
21.01	1, 2, 3, 4	68.01	1	87.02	1, 3
21.02	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		

DC Ward  
CDBG Eligible Block Groups



# DHCD Targeted Areas





## Appendix H: HOPWA FY2012 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 FY2012 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.

**Table of Contents****PART 1: Grantee Executive Summary**

1. Grantee Information
2. Project Sponsor Information
3. Administrative Subrecipient Information
4. Program Subrecipient Information
5. Grantee Narrative and Performance Assessment
  - a. Grantee and Community Overview
  - b. Annual Performance under the Action Plan
  - c. Barriers or Trends Overview
  - d. Assessment of Unmet Housing Needs

**PART 2: Sources of Leveraging and Program Income**

1. Sources of Leveraging
2. Program Income and Resident Rent Payments

**PART 3: Accomplishment Data: Planned Goals and Actual Outputs****PART 4: Summary of Performance Outcomes**

1. Housing Stability: Permanent Housing and Related Facilities
2. Prevention of Homelessness: Short-Term Housing Payments
3. Access to Care and Support: Housing Subsidy Assistance with Supportive Services

**PART 5: Worksheet - Determining Housing Stability Outcomes****PART 6: Annual Certification of Continued Use for HOPWA Facility-Based Stewardship Units (Only)****PART 7: Summary Overview of Grant Activities**

- A. Information on Individuals, Beneficiaries and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, PHP, Facility Based Units, Master Leased Units ONLY)
- B. Facility-Based Housing Assistance

**Continued Use Periods.** Grantees that received HOPWA funding for new construction, acquisition, or substantial rehabilitations are required to operate their facilities for HOPWA-eligible beneficiaries for a ten (10) years period. If no further HOPWA funds are used to support the facility, in place of completing Section 7B of the CAPER, the grantee must submit an Annual Certification of Continued Project Operation throughout the required use periods. This certification is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

In connection with the development of the Department's standards for Homeless Management Information Systems (HMIS), universal data elements are being collected for clients of HOPWA-funded homeless assistance projects. These project sponsor/subrecipient records would include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Conditions, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, Program Entry Date, Program Exit Date, Personal Identification Number, and Household Identification Number. These are intended to match the elements under HMIS. The HOPWA program-level data elements include: Income and Sources, Non-Cash Benefits, HIV/AIDS Status, Services Provided, and Housing Status or Destination at the end of the operating year. Other suggested but optional elements are: Physical Disability, Developmental

Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Date of Contact, Date of Engagement, Financial Assistance, Housing Relocation & Stabilization Services, Employment, Education, General Health Status, , Pregnancy Status, Reasons for Leaving, Veteran's Information, and Children's Education. Other HOPWA projects sponsors may also benefit from collecting these data elements.

**Final Assembly of Report.** After the entire report is assembled, please number each page sequentially.

**Filing Requirements.** Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee's State or Local HUD Field Office, and to the HOPWA Program Office: at [HOPWA@hud.gov](mailto:HOPWA@hud.gov). Electronic submission to HOPWA Program office is preferred; however, if electronic submission is not possible, hard copies can be mailed to: Office of HIV/AIDS Housing, Room 7212, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C.

**Record Keeping.** Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete this report for grants management oversight purposes, except for recording any names and other identifying information. **In the case that HUD must review client level data, no client names or identifying information will be retained or recorded. Information is reported in aggregate to HUD without personal identification. Do not submit client or personal information in data systems to HUD.**

**Definitions**

**Adjustment for Duplication:** Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services. For example, if a client household received both TBRA and STRMU during the operating year, report that household in the category of HOPWA Housing Subsidy Assistance in Part 3, Chart 1, Column [1b] in the following manner:

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

Previous



**Administrative Costs:** Costs for general management, oversight, coordination, evaluation, and reporting. By statute, grantee administrative costs are limited to 3% of total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

**Beneficiary(ies):** All members of a household who received HOPWA assistance during the operating year including the one individual who qualified the household for HOPWA assistance as well as any other members of the household (with or without HIV) who benefitted from the assistance.

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

**Chronically Homeless Person:** An individual or family who : (i) is homeless and lives or resides individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.

**Disabling Condition:** Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a disabling condition.

**Facility-Based Housing Assistance:** All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.

**Faith-Based Organization:** Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

**Grassroots Organization:** An organization headquartered in the local

community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered "grassroots."

**HOPWA Eligible Individual:** The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered "Head of Household." When the CAPER asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).

**HOPWA Housing Information Services:** Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

**HOPWA Housing Subsidy Assistance Total:** The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.

**Household:** A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g. a shared housing arrangement with a roommate) who resided in the unit are not reported on in the CAPER.

**Housing Stability:** The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year. See *Part 5: Determining Housing Stability Outcomes* for definitions of stable and unstable housing situations.

**In-kind Leveraged Resources:** These involve additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the rate established in HUD notices, such as the rate of ten dollars per hour. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

**Leveraged Funds:** The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

**Live-In Aide:** A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See *the Code of Federal Regulations Title 24, Part 5.403 and the HOPWA Grantee Oversight Resource Guide for additional reference.*

**Master Leasing:** Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the



## Appendix H: HOPWA FY2012 CAPER

tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

**Operating Costs:** Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

**Outcome:** The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness, and improve access to HIV treatment and other health care and support.

**Output:** The number of units of housing or households that receive HOPWA assistance during the operating year.

**Permanent Housing Placement:** A supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

**Program Income:** Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration requirements on program income for state and local governments at 24 CFR 85.25, or for non-profits at 24 CFR 84.24.

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

**Project Sponsor Organizations:** Any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended. Funding flows to a project sponsor as follows:

HUD Funding → Grantee → Project Sponsor

**Short-Term Rent, Mortgage, and Utility (STRMU) Assistance:** A time-limited, housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52 week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines.

**Stewardship Units:** Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

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

HUD Funding → Grantee → Project Sponsor → Subrecipient

**Tenant-Based Rental Assistance (TBRA):** TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.

**Transgender:** Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.

**Veteran:** A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.



**Housing Opportunities for Person with AIDS (HOPWA)  
Consolidated Annual Performance and Evaluation Report (CAPER)  
Measuring Performance Outputs and Outcomes**





## Part 1: Grantee Executive Summary

As applicable, complete the charts below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program. Chart 1 requests general Grantee Information and Chart 2 is to be completed for each organization selected or designated as a project sponsor, as defined by CFR 574.3. In Chart 3, indicate each subrecipient organization with a contract/agreement of \$25,000 or greater that assists grantees or project sponsors carrying out their administrative or evaluation activities. In Chart 4, indicate each subrecipient organization with a contract/agreement to provide HOPWA-funded services to client households. These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

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

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

### 1. Grantee Information

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

<b>Project Sponsor Agency Name</b> Regional Addiction Prevention		<b>Parent Company Name, if applicable</b> N/A
<b>Name and Title of Contact at Project Sponsor Agency</b>	Ron Clark, Executive Director	
<b>Email Address</b>	Ron.clark@rapinc.org	
<b>Business Address</b>	1949 4 <sup>th</sup> Street, NE & 3360 Center Lane, Laurel, MD	



## Appendix H: HOPWA FY2012 CAPER

<b>City, County, State, Zip,</b>	Washington, DC & Prince George's County 20009 & 20707		
<b>Phone Number (with area code)</b>	202 462-7500		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	52-0906297	<b>Fax Number (with area code)</b> 202 462-7507	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	0748333-02		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC-At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington,	<b>Counties:</b> District of Columbia	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$681,996.00		
<b>Organization's Website Address</b>	<a href="http://www.rapinc.org">http://www.rapinc.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.*

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



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Greater Washington Urban League		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Maudine Cooper, Executive Director		
<b>Email Address</b>	mrcooper@gwul.org		
<b>Business Address</b>	2901 14 <sup>th</sup> Street, NW		
<b>City, County, State, Zip,</b>	Washington, DC 20009		
<b>Phone Number (with area code)</b>	202 265-8200		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	53-0208981	<b>Fax Number (with area code)</b> 202 265-9878	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	072646755		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC-At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington	<b>Counties:</b> District of Columbia & Prince George's County	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$5,900,000		
<b>Organization's Website Address</b>	<a href="http://www.gwul.org">http://www.gwul.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Housing Counseling Services		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Marian Siegel, Executive Director		
<b>Email Address</b>	mariansiegel@housingetc.org		
<b>Business Address</b>	2410 17 <sup>th</sup> Street, NW		
<b>City, County, State, Zip,</b>	Washington, DC 20009		
<b>Phone Number (with area code)</b>	202 667-2681		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	52-0958568	<b>Fax Number (with area code)</b> 202 667-0862	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	012403044		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC-At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington,	<b>Counties:</b> District of Columbia County	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$500,000		
<b>Organization's Website Address</b>	<a href="http://www.housingetc.org">http://www.housingetc.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Cornerstone Community		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Mr. Tom Copps, Executive Director		
<b>Email Address</b>	Tcopps2000@hotmail.com		
<b>Business Address</b>	4800 Arkansas Ave., NW		
<b>City, County, State, Zip,</b>	Washington, DC 20011		
<b>Phone Number (with area code)</b>	202-207-8339		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	260573434	<b>Fax Number (with area code)</b> 202-347-0520	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	826-025-889		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington	<b>Counties:</b> District of Columbia	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$80,000		
<b>Organization's Website Address</b>	<a href="http://www.dccorderstone.org">http://www.dccorderstone.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Homes for Hope		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Dr. Veronica Jenkins, Executive Director		
<b>Email Address</b>	veronicajenkins@msn.com		
<b>Business Address</b>	3003 G Street, SE, Suite A		
<b>City, County, State, Zip,</b>	Washington, DC 20019		
<b>Phone Number (with area code)</b>	202-207-8339		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	27-0034814	<b>Fax Number (with area code)</b> 202-582-0522	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	141933860		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington	<b>Counties:</b> District of Columbia	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$240,000		
<b>Organization's Website Address</b>	<a href="http://homesforhopeinc.org/contact.html">http://homesforhopeinc.org/contact.html</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If yes, explain in the narrative section how this list is administered.</b>	





## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Miriam's House		<b>Parent Company Name, if applicable</b> N Street Village	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Schroeder Stribling, Executive Director		
<b>Email Address</b>	sstribling@nstreetvillage.org		
<b>Business Address</b>	1333 N Street, NW		
<b>City, County, State, Zip,</b>	Washington, DC 20005		
<b>Phone Number (with area code)</b>	202-939-2092		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	52-1007373	<b>Fax Number (with area code)</b> 202-319-1508	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	827-719-972		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington	<b>Counties:</b> District of Columbia	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$250,000.00		
<b>Organization's Website Address</b>	<a href="http://www.nstreetvillage.org">http://www.nstreetvillage.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Our Place, DC		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Ashley McSwain, Executive Director		
<b>Email Address</b>	amcswain@ourplacedc.org		
<b>Business Address</b>	1518 K Street, NW		
<b>City, County, State, Zip,</b>	Washington, DC 20003		
<b>Phone Number (with area code)</b>	202-548-2400		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	51-039333992	<b>Fax Number (with area code)</b> 202-548-2403	
<b>DUN &amp; Bradstreet Number (DUNS):</b>	135775448		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington	<b>Counties:</b> District of Columbia	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$135,000		
<b>Organization's Website Address</b>	<a href="http://www.ourplacedc.org">http://www.ourplacedc.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Joseph's House		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Patricia Wudel, Executive Director		
<b>Email Address</b>	pattywudel@josephshouse.org		
<b>Business Address</b>	1730 Lanier Place, NW		
<b>City, County, State, Zip,</b>	Washington, DC 20009		
<b>Phone Number (with area code)</b>	202-328-9161		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	52-1693018	<b>Fax Number (with area code)</b> 202-588-7097	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	79-042-7686		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC At-Large		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington	<b>Counties:</b> District of Columbia	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$240,000		
<b>Organization's Website Address</b>	<a href="http://www.josephshouse.org">http://www.josephshouse.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input checked="" type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Transgender Health Empowerment		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Anthony Hall, Executive Director		
<b>Email Address</b>	ahall@theincdc.us		
<b>Business Address</b>	1414 North Capitol Street		
<b>City, County, State, Zip,</b>	Washington, DC 20002		
<b>Phone Number (with area code)</b>	202-636-1646		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	30-0006489	<b>Fax Number (with area code)</b> 202-667-4638	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	14-087-6071		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC At-Large		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Washington	<b>Counties:</b> District of Columbia	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$225,000		
<b>Organization's Website Address</b>	<a href="http://www.theincdc.org/contactus.html">http://www.theincdc.org/contactus.html</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



## Appendix H: HOPWA FY2012 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.

<b>Project Sponsor Agency Name</b> Northern Virginia Regional Commission		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>	G. Mark. Gibb, Executive Director		
<b>Email Address</b>	gmg@novaregion.org		
<b>Business Address</b>	3060 Williams Drive, Suite 510		
<b>City, County, State, Zip,</b>	Fairfax, VA 22031 USA		
<b>Phone Number (with area code)</b>	703-642-0700		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	54-0567355	<b>Fax Number (with area code)</b> 703-642-5077	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	12-402-0830		
<b>Congressional District of Project Sponsor's Business Address</b>	Virginia Congressional District 11th		
<b>Congressional District(s) of Primary Service Area(s)</b>	Virginia Congressional Districts 1st, 8th, 10th, 11th		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Cities: Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, & Manassas Park	Counties: Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford & Warren	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$2,636,329		
<b>Organization's Website Address</b>	www.novaregion.org		
<b>Is the sponsor a nonprofit organization?</b> <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"/>		<b>Does your organization maintain a waiting list?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Regional HOPWA Waitlist for TBRA and stewardship units. <b>If yes, explain in the narrative section how this list is administered.</b>	

NOTE: Northern Virginia Regional Commission (NVRC) serves as both a project sponsor and an administrative agent for HOPWA services in Northern Virginia. The amount of the "Total HOPWA contract" listed above includes amounts that NVRC issues as sub-awards to agencies in Northern Virginia; those agencies are listed in the "Project Sponsor Information" forms immediately following.



## Appendix H: HOPWA FY2012 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.*

<b>Sub-recipient Name</b>	Northern Virginia Family Service		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	Sharon LeGrande, Director, Workforce Development/Self Sufficiency Programs			
<b>Email Address</b>	<a href="mailto:slegrande@nvfs.org">slegrande@nvfs.org</a>			
<b>Business Address</b>	10455 White Granite Drive, Ste 100			
<b>City, County, State, Zip</b>	Oakton	Fairfax	VA	22124
<b>Phone Number (include area code)</b>	571-748-2585		<b>Fax Number (include area code)</b> 703-385-5176	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	54-0791977			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	162818561			
<b>North American Industry Classification System (NAICS) Code</b>	6241			
<b>Congressional District of the Sub-recipient's Business Address</b>	VA Congressional District 11 <sup>th</sup>			
<b>Congressional District(s) of Primary Service Area</b>	VA Congressional District 1 <sup>st</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup>			
<b>City(ies) and County(ies) of Primary Service Area</b>	<b>Cities:</b> Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas & Manassas Park		<b>Counties:</b> Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, and Warren Counties.	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	\$1,352,194			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.



## Appendix H: HOPWA FY2012 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.*

<b>Sub-recipient Name</b>	Prince William County Office of Housing and Community Development			<b>Parent Company Name, if applicable</b> N/A
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	Amanda Harris, Program Manager			
<b>Email Address</b>	aharris@pwcgov.org			
<b>Business Address</b>	15941 Donald Curtis Drive, Ste 112			
<b>City, County, State, Zip</b>	Woodbridge	Prince William	VA	22191
<b>Phone Number (include area code)</b>	703-792-7536		<b>Fax Number (include area code)</b> 703-792-4978	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	54-6001531			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	003096740			
<b>North American Industry Classification System (NAICS) Code</b>				
<b>Congressional District of the Sub-recipient's Business Address</b>	VA Congressional District 11 <sup>th</sup>			
<b>Congressional District(s) of Primary Service Area</b>	VA Congressional District 11 <sup>th</sup>			
<b>City(ies) and County(ies) of Primary Service Area</b>	<b>Cities:</b> Manassas and Manassas Park		<b>Counties:</b> Prince William County	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	\$258,000			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.



**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.*

<b>Sub-recipient Name</b>	Wholistic Family Agape Ministries Institute		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	Rev. Dr. Daniel Brown			
<b>Email Address</b>	agape.dlbrown@comcast.net			
<b>Business Address</b>	2423 Mt. Vernon Avenue			
<b>City, County, State, Zip</b>	Alexandria	Alexandria City	VA	22301
<b>Phone Number (included area code)</b>	703-519-9100		<b>Fax Number (include area code)</b> 703-519-9510	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	54-1947547			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	022291213			
<b>North American Industry Classification System (NAICS) Code</b>	N/A			
<b>Congressional District of the Sub-recipient's Business Address</b>	VA Congressional District 8 <sup>th</sup>			
<b>Congressional District(s) of Primary Service Area</b>	VA Congressional District: 1 <sup>st</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup>			
<b>City(ies) and County(ies) of Primary Service Area</b>	<b>Cities:</b> Alexandria and Fairfax		<b>Counties:</b> Arlington and Fairfax	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	\$91,000.00			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.

**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.*

<b>Sub-recipient Name</b>	Arlington County Government		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	Titilayo Akodu			
<b>Email Address</b>	takodu@arlingtonva.us			
<b>Business Address</b>	2100 Washington Blvd., 3 <sup>rd</sup> Floor			
<b>City, County, State, Zip</b>	Arlington	Arlington	VA	22404
<b>Phone Number (include area code)</b>	703-228-1456		<b>Fax Number (include area code)</b> 703-228-1042	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	54-6001123			
<b>DUN &amp; Bradstreet Number (DUNs)</b>				
<b>North American Industry Classification System (NAICS) Code</b>				
<b>Congressional District of the Sub-recipient's Business Address</b>	VA Congressional District 8 <sup>th</sup>			
<b>Congressional District(s) of Primary Service Area</b>	VA Congressional District 8 <sup>th</sup>			
<b>City(ies) and County(ies) of Primary Service Area</b>	Cities: N/A		Counties: Arlington	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	\$90,000.00			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.



## Appendix H: HOPWA FY2012 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.*

<b>Sub-recipient Name</b>	Food & Friends, Inc.	<b>Parent Company Name, if applicable</b> N/A		
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	James Devilbiss, Grants Accountant			
<b>Email Address</b>	jdevilbiss@foodandfriends.org			
<b>Business Address</b>	219 Riggs Road, NE			
<b>City, County, State, Zip</b>	Washington	N/A	DC	20011
<b>Phone Number (included area code)</b>	202-269-6888		<b>Fax Number (include area code)</b> 202-635-4260	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	52-01648941			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	61-163-2050			
<b>North American Industry Classification System (NAICS) Code</b>	624210			
<b>Congressional District of the Sub-recipient's Business Address</b>	District of Columbia			
<b>Congressional District(s) of Primary Service Area</b>	VA Congressional Districts 1 <sup>st</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> and 11 <sup>th</sup> .			
<b>City(ies) and County(ies) of Primary Service Area</b>	Cities: Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park		Counties: Arlington, Fairfax, Loudoun, Prince William, Stafford, and Spotsylvania.	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	\$190,000			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.



## Appendix H: HOPWA FY2012 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.*

<b>Sub-recipient Name</b>	Wesley Housing Development Corporation		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	Julie Riddle, Supportive Services Manager			
<b>Email Address</b>	jriddle@whdc.org			
<b>Business Address</b>	5515 Cherokee Ave., Ste. 200			
<b>City, County, State, Zip</b>	Alexandria	Fairfax	VA	22312
<b>Phone Number (included area code)</b>	703-642-3830 x 230		<b>Fax Number (include area code)</b> 703-642-2319	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	51-0155779			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	184858249			
<b>North American Industry Classification System (NAICS) Code</b>	N/A			
<b>Congressional District of the Sub-recipient's Business Address</b>	VA Congressional District 8th			
<b>Congressional District(s) of Primary Service Area</b>	VA Congressional District 11th			
<b>City(ies) and County(ies) of Primary Service Area</b>	Cities: Fairfax		Counties: Fairfax	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	\$162,785.75			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.



## Appendix H: HOPWA FY2012 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.*

<b>Sub-recipient Name</b>	Homestretch, Inc.		<b>Parent Company Name, if applicable</b>	
			N/A	
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	Brenda Wilks			
<b>Email Address</b>	BWilks@homestretch-inc.org			
<b>Business Address</b>	303 S. Maple Avenue, Ste. 400			
<b>City, County, State, Zip</b>	Falls Church	City of Falls Church	VA	22046
<b>Phone Number (include area code)</b>	703-237-2035		<b>Fax Number (include area code)</b> (703) 237-4540	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	54-1894391			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	132622510			
<b>North American Industry Classification System (NAICS) Code</b>	N/A			
<b>Congressional District of the Sub-recipient's Business Address</b>	VA Congressional District 8th			
<b>Congressional District(s) of Primary Service Area</b>	VA Congressional District 8 <sup>th</sup> , 10 <sup>th</sup> , 11th			
<b>City(ies) and County(ies) of Primary Service Area</b>	Cities: Falls Church, Fairfax		Counties: Fairfax	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	\$0 (stewardship unit)			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.



#### 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	Legal Services of Northern Virginia		Parent Company Name, if applicable	
			N/A	
Name and Title of Contact at Contractor/ Sub-contractor Agency	James Ferguson, Executive Director			
Email Address	<a href="mailto:jferguson@lsnv.org">jferguson@lsnv.org</a>			
Business Address	6066 Leesburg Pike, Suite 500			
City, County, State, Zip	Falls Church	Fairfax	VA	22041
Phone Number (include area code)	703 778-6803		Fax Number (include area code) 703 778-4790	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	54-1137931			
DUN & Bradstreet Number (DUNs)	071240741			
North American Industry Classification System (NAICS) Code	N/A			
Congressional District of the Sub-recipient's Business Address	VA Congressional District 8th			
Congressional District(s) of Primary Service Area	VA Congressional District 1 <sup>st</sup> , 8th, 10th, 11th			
City(ies) and County(ies) of Primary Service Area	Cities: Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park		Counties: Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford and Warren	
Total HOPWA Subcontract Amount of this Organization for the operating year	\$188,000			

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.



## Appendix H: HOPWA FY2012 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.*

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

See Note above in Project Sponsor Information for Northern Virginia Regional Commission.





## Appendix H: HOPWA FY2012 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	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) <u>and</u> 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	\$ 2,538,175			

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.



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Greater Washington Urban League (PGCHA)		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Maudine Cooper, Executive Director		
<b>Email Address</b>	mrcooper@gwul.org		
<b>Business Address</b>	2901 14 <sup>th</sup> Street, NW		
<b>City, County, State, Zip,</b>	Washington, DC 20009		
<b>Phone Number (with area code)</b>	202 265-8200		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	53-0208981	<b>Fax Number (with area code)</b> 202 265-9878	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	072646755		
<b>Congressional District of Project Sponsor's Business Address</b>	DC At-Large		
<b>Congressional District(s) of Primary Service Area(s)</b>	DC-At-Large		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> All cities in Prince George's County	<b>Counties:</b> District of Columbia & Prince George's County	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$2,355,501.00		
<b>Organization's Website Address</b>	<a href="http://www.gwul.org">http://www.gwul.org</a>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	

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



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Southern Maryland Tri-County Community Action Committee, Inc.		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Faye Wade		
<b>Email Address</b>	<a href="mailto:fwade@smtccac.org">fwade@smtccac.org</a>		
<b>Business Address</b>	Post Office Box 280		
<b>City, County, State, Zip,</b>	Hughesville, Calvert County, Maryland 20637		
<b>Phone Number (with area code)</b>	301-274-0430		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	<a href="#">526066477</a>	<b>Fax Number (with area code)</b> 301-274-0637	
<b>DUN &amp; Bradstreet Number (DUNS):</b>	080554843		
<b>Congressional District of Project Sponsor's Business Address</b>	MD5		
<b>Congressional District(s) of Primary Service Area(s)</b>	MD5		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> All cities within Calvert and Charles Counties	<b>Counties:</b> Charles and Calvert Counties	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	<b>\$106,528.09</b>		
<b>Organization's Website Address</b>			
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If yes, explain in the narrative section how this list is administered.</b>	

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



## Appendix H: HOPWA FY2012 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.*

<b>Project Sponsor Agency Name</b> Community Networks, Inc.		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Glenda S. Helman, Executive Director		
<b>Email Address</b>	<a href="mailto:gia_antsa@hotmail.com">gia_antsa@hotmail.com</a>		
<b>Business Address</b>	309 W. King Street		
<b>City, County, State, Zip,</b>	Martinsburg Berkley WV 25401		
<b>Phone Number (with area code)</b>	304-263-6614		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	52-00662121	<b>Fax Number (with area code)</b> 304-263-9571	
<b>DUN &amp; Bradstreet Number (DUNs):</b>	015900939		
<b>Congressional District of Project Sponsor's Business Address</b>	WV-2		
<b>Congressional District(s) of Primary Service Area(s)</b>	WV-2		
<b>City(ies) <u>and</u> County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> All Cities with in Jefferson County	<b>Counties:</b> Jrfferson	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	80,000		
<b>Organization's Website Address</b>			
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	



### **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 HOPWA program goals 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 neighbor jurisdictions through individual service agreements with a designated administrative agent. The contacts for the program are:

<p>Gregory Pappas, MD, Director HIV/AIDS, Hepatitis, STD &amp; TB Administration Department of Health 899 North Capitol, N.E. 4<sup>th</sup> Floor Washington, DC 20002 Phone: 202/671-4900 Fax: 202/671-4860 E-mail: Gregory.Pappas@DC.Gov</p>	<p>Gunther Freehill, Division Chief Care, Housing and Support Services Division HIV/AIDS, Hepatitis, STD &amp; TB Administration Department of Health 899 North Capitol, N.E. 4<sup>th</sup> Floor Washington, DC 20002 Phone: 202/671-4900 Fax: 202/671-4860 E-mail: Gunther.Freehill@DC.Gov</p>	<p>Lawrence Frison, Deputy Chief Care, Housing and Support Services Division HIV/AIDS, Hepatitis, STD &amp; TB Administration Department of Health 899 North Capitol, N.E. 4<sup>th</sup> Floor Washington, DC 20002 Phone: 202/671-4900 Fax: 202/671-4860 E-mail: Lawrence.Frison@DC.Gov</p>
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Each of the three neighboring jurisdictions administers the award differently under the auspice of the following entities:

**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 somewhat based upon client need and the availability of other sources of funding for housing and housing-related services. The administrative agent in each jurisdiction is responsible for working within their community in conjunction with HAHSTA to implement HOPWA funding to augment the regional housing continuum. Services for each jurisdiction in fiscal year 2012 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 FY2012, the District of Columbia made significant achievements in the implementation of HOPWA services despite an increase in the local area Fair Market Rent (FMR) and a relatively modest increase in funding.

### Priority #1: Improve the ease of entering the housing system

- HAHSTA worked with the project sponsors identified as the Single Point of Entry and Single Point of Payment for both STRMU and TBRA to streamline the system, ensure the proper documentation of eligibility and referred clients to all services within the housing continuum of care.
- HAHSTA conducted numerous training sessions with the Ryan White Medical Case Managers to ensure that the Ryan White Case Managers had the most up-to-date 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. As a result housing needs assessment and planning are included in the comprehensive client acuity scale and treatment plan utilized by all Ryan White medical case managers.
- In FY 2012, HAHSTA continued training designed to improve the ability of medical case managers to assess client housing need and to develop individualized housing plans.
- In FY 2012, HAHSTA continued a series of monthly in-services for all HOPWA providers. These in-services featured speakers from Department of Human Services, Department of Health, and Social Security Administration and were designed to improve the ability of HOPWA providers to access a full continuum of support services.
- Grant agreements developed for FY 2012, required that programs fully implement these supportive services either through HOPWA funding or leveraged linkages.
- In Virginia and West Virginia housing case management continued to be funded with HOPWA funds and available to all clients with housing needs.

**Priority #3: Increase housing stability, including increasing capacity to implement objective measures of housing stability**

- HAHSTA continued collaboration 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 expects to beta test and deploy this data collection system by FY 2013.
- HAHSTA continued to increase 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 supported 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 612 households with TBRA slots after an increase of 10 slots and 166 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 local collaborations to ensure access to the full range of housing support 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 all of our client populations to get a true picture of the unmet need in the District and 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)**

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 \$12,063,253 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.

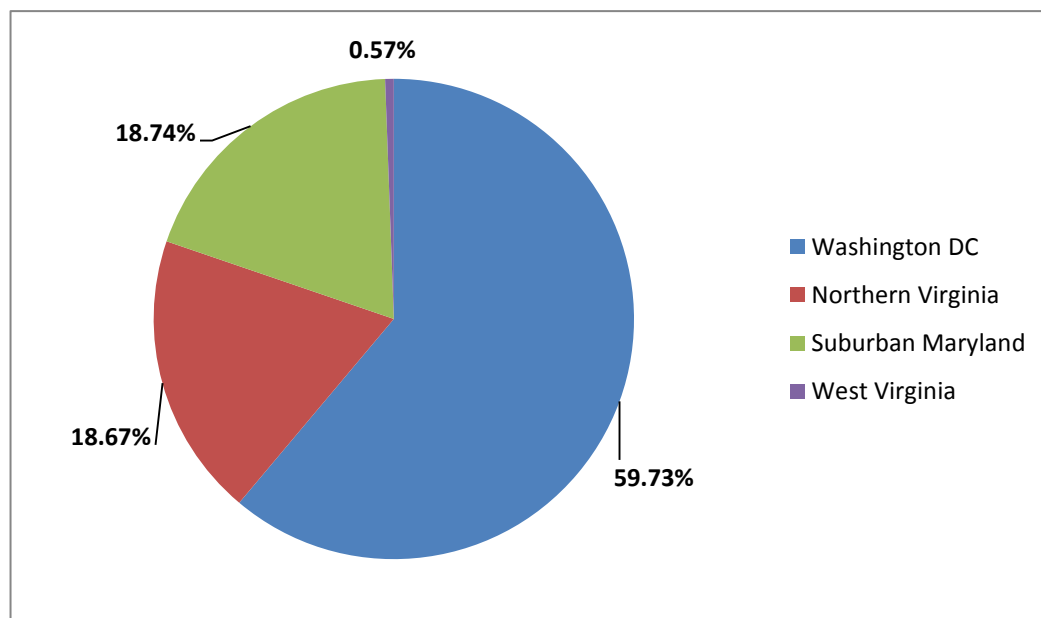
HAHSTA is responsible for distribution of HOPWA funds to the jurisdictions. HAHSTA distributes these funds to each jurisdiction based on cumulative AIDS case rates, the impact of distribution on overall housing stability within the EMSA; and each jurisdiction's ability to expend the allocation in previous 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, 2011 – September 30, 2012)**

	Program Cost	Project Sponsor Administration	Administration	TOTAL
Washington DC	7,589,896	590,325	252,997	8,433,218
Northern Virginia	2,372,696	184,543	79,090	2,636,329
Suburban Maryland	2,381,387	185,219	79,380	2,645,986
West Virginia	74,413	5,601		80,014
	12,706,956	423,565	988,320	14,118,841

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

**Percentage of HOPWA Funds Awarded to Each Jurisdiction, (October 1, 2011 – September 30, 2012)**



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.

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](http://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 2012**

**Households moved off the TBRA waiting list.** In FY 2012 HOPWA saw ten families receive TBRA and off the waiting list. HAHSTA is assessing possibilities for funds that may serve to add more slots to TBRA and make it possible for more families to 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 and 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 Office of the Chief Financial Officer. This collaboration improved the fiscal operation of the HOPWA program. Simultaneously, HAHSTA worked to educate project sponsors and sub recipients about HOPWA regulations and 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 documentation, and best consumer practices.

**Strengthened fiscal oversight.** In the spring of FY 2011, HAHSTA issued a Request for Applications (RFA) for two distinct, complementary housing services that will be funded through this RFA for FY2012. Both service categories provide housing services from multiple funding sources, specifically HOPWA and local appropriated funds. The Single Point of Entry for Housing Services is designed to ensure effective access to housing services for people with HIV and their families. This service is intended to offer access or referral to all available housing assistance programs that are appropriate for the client served. The Single Point of Payment will provide direct client subsidies supported by HOPWA Tenant-Based Rental Assistance (TBRA), HOPWA Short Term Rental, Mortgage and Utility (STRMU) Assistance and local appropriated funding for HIV housing services ("Bridges Fund"). HAHSTA identified two organizations through this competitive process that will serve in these roles in FY 2012 and help in maintaining long standing checks and balances while opening up opportunity for new community stakeholders.

Service agreements continued during FY 2012 with no new RFA conducted. An RFA is in development for release during the spring of calendar 2013 for new services to begin October 1, 2013.

### **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 \$674 in District of Columbia in 2010. Because SSI recipients received no cost of living increase in 2011, this has been the award amount for SSI recipients for the past three years. If SSI is an individual's sole source of income, a maximum of \$202 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.<sup>4</sup> 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.<sup>5</sup>

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 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%.<sup>6</sup> 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

<sup>4</sup> *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>.

<sup>5</sup> *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.

<sup>6</sup> 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>





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 94% of the allocated dollars in the EMSA and served 410 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 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 information 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 providers from both HOPWA and non-HOPWA sources understand the requirements and work together with the client to gather documentation. This burden is a barrier to helping clients and to gathering valid data.

Across the EMSA, STRMU has often struggled to get clients, landlords, and referring 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 and requests going unfilled based on insufficient documentation of STRMU eligible need. In the District of Columbia, the grantee has conducted numerous trainings with Ryan White Case Managers to ensure that the staff completing applications is 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 DC 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





materially provided through HPRP through September 2012, and preliminary analyses suggest that the termination of HPRP is beginning to give rise to increased demand beginning October 2012.

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 did experience increased usage; however, the expenditures did not match what the sub recipient forecasted. 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 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**



## Appendix H: HOPWA FY2012 CAPER

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)**

X	= Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives
	= Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
	= Data from client information provided in Homeless Management Information Systems (HMIS)
	= Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on need including those completed by HOPWA competitive grantees operating in the region.
	= Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
	= Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
	= 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	\$47,089.13		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other			<input type="checkbox"/> Housing Subsidy Assistance <input 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:	\$111,780.00		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:	\$650.00		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:	\$1,429.00	Support Services	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public:	\$47,470.00		<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:	\$3,730.00		<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:	\$16,995.00		<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants	\$442,149.00	Support Services	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources			<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 Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Funding			



## Appendix H: HOPWA FY2012 CAPER

Grantee/Project Sponsor/Subrecipient (Agency) Cash	\$998,516.07		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	\$1,151,448.89		
<b>TOTAL (Sum of all Rows)</b>	<b>\$2,774,167.96</b>		



## 2. Program Income and Resident Rent Payments

In Section 2, Chart A., report the total amount of program income and resident rent payments directly generated from the use of HOPWA funds, including repayments. Include resident rent payments collected or paid directly to the HOPWA program. Do NOT include payments made directly from a client household to a private landlord.

*Note: Please see report directions section for definition of program income. (Additional information on program income is available in the HOPWA Grantee Oversight Resource Guide).*

### A. Total Amount Program Income and Resident Rent Payment Collected During the Operating Year

Program Income and Resident Rent Payments Collected		Total Amount of Program Income (for this operating year)
1.	Program income (e.g. repayments)	\$29,440.00
2.	Resident Rent Payments made directly to HOPWA Program	\$414,699.18
3.	<b>Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)</b>	<b>\$444,139.18</b>

### 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	\$443,355.18
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	\$1,763.00
3.	<b>Total Program Income Expended (Sum of Rows 1 and 2)</b>	<b>\$445,118.18</b>


**PART 3: Accomplishment Data Planned Goal and Actual Outputs**

In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families.

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

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

	<b>HOPWA Performance Planned Goal and Actual</b>	<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
		<b>HOPWA Assistance</b>		<b>Leveraged Households</b>		<b>HOPWA Funds</b>	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
	<b>HOPWA Housing Subsidy Assistance</b>	<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
1.	Tenant-Based Rental Assistance	650	603			8,555,499	7,913,848
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	45	12		12	73,115	75,057
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies/Leased units (Households Served) (Households Served)	200	183		37	1,730,211	1,447,653
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)					0	0
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance	495	256			896,357	624,822
5.	Permanent Housing Placement Services	120	65			20,000	31,856
6.	Adjustments for Duplication (subtract)		18				
7.	<b>Total HOPWA Housing Subsidy Assistance</b> (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)		1,101				
	<b>Housing Development (Construction and Stewardship of facility based housing)</b>	<b>[1] Output: Housing Units</b>				<b>[2] Output: Funding</b>	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3 or 10 year use agreements						
10.	<b>Total Housing Developed</b> (Sum of Rows 8 & 9)						
	<b>Supportive Services</b>	<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	225	193			627,606	639,958
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	777	636			459,570	459,570
12.	Adjustment for duplication (subtract)		0				
13.	<b>Total Supportive Services</b> (Columns a. – d. equal the sum of Rows 11 a. & b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. & 11b.)	1002	849			1,087,176	1,099,528
	<b>Housing Information Services</b>	<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
14.	Housing Information Services		28,45			499,592	501,500
15.	<b>Total Housing Information Services</b>					499,592	501,500



## Appendix H: HOPWA FY2012 CAPER

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)					414,040	410,131
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					928,795	735,978
20.	<b>Total Grant Administration and Other Activities (Sum of Rows 16 – 19)</b>					<b>1,342,835</b>	<b>1,146,109</b>
<b>Total Expended</b>						<b>[2] Outputs: HOPWA Funds Expended</b>	
						<b>Budget</b>	<b>Actual</b>
21.	<b>Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)</b>					<b>14,204,786</b>	<b>12,840,374</b>

## 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	33	\$20,398.55
2.	Alcohol and drug abuse services	3	0
3.	Case management	147	\$315,683.25
4.	Child care and other child services	13	\$315
5.	Education	2	
6.	Employment assistance and training	10	
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310	23	\$8,001.11
8.	Legal services	306	178,569.49
9.	Life skills management (outside of case management)	61	\$94,185.61
10.	Meals/nutritional services	244	\$212,160.67
11.	Mental health services	15	
12.	Outreach		
13.	Transportation	194	\$20,401.67
14.	Other Activity (if approved in grant agreement). Specify: Substance abuse counseling	72	\$13,537.17
15.	<b>Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)</b>	1,123	
16.	<b>Adjustment for Duplication (subtract)</b>	281	
17.	<b>TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)</b>	842	\$863,252.51





### 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 <u>Households</u> Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	<b>Total Short-term mortgage, rent and/or utility (STRMU) assistance</b>	256	\$561,729.23
b.	<u>Of the total STRMU reported on Row a.</u> , total who received assistance with mortgage costs ONLY.	14	\$37,406.72
c.	<u>Of the total STRMU reported on Row a.</u> , total who received assistance with mortgage and utility costs.	2	\$12,435.70
d.	<u>Of the total STRMU reported on Row a.</u> , total who received assistance with rental costs ONLY.	210	\$410,324.71
e.	<u>Of the total STRMU reported on Row a.</u> , total who received assistance with rental and utility costs.	15	\$47,523.43
f.	<u>Of the total STRMU reported on Row a.</u> , total who received assistance with utility costs ONLY.	15	\$9,404.02
g.	Direct program delivery costs (e.g., program operations staff time)		\$44,634.65

**End of PART 3**


**Part 4: Summary of Performance Outcomes**

In Column [1], report the total number of eligible households that received HOPWA housing subsidy assistance, by type.

In Column [2], enter the number of households that continued to access each type of housing subsidy assistance into next operating year. In Column [3], report the housing status of all households that exited the program.

**Data Check:** The sum of Columns [2] (Number of Households Continuing) and [3] (Exited Households) equals the total reported in Column [1].

**Note:** Refer to the housing stability codes that appear in Part 5: Worksheet - Determining Housing Stability Outcomes.

**Section 1. Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)**
**A. Permanent Housing Subsidy Assistance**

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
<b>Tenant-Based Rental Assistance</b>	603	579	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	2	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	2	
			6 Institution	0	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/Unknown	12	
			9 Death	8	Life Event
<b>Permanent Supportive Housing Facilities/ Units</b>	12	10	1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	2	Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		
			7 Jail/Prison		Unstable Arrangements
			8 Disconnected/Unknown		
			9 Death		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
<b>Transitional/ Short-Term Housing Facilities/ Units</b>	195	71	1 Emergency Shelter/Streets	3	Unstable Arrangements
			2 Temporary Housing	20	Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing	30	Stable/Permanent Housing (PH)
			4 Other HOPWA	6	
			5 Other Subsidy	18	
			6 Institution	3	
			7 Jail/Prison	2	Unstable Arrangements
			8 Disconnected/unknown	33	



## Appendix H: HOPWA FY2012 CAPER

		9 Death	9	Life Event
B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months		2		

## 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
256	<b>Maintain Private Housing without subsidy</b> (e.g. Assistance provided/completed and client is stable, not likely to seek additional support)	55	Stable/Permanent Housing (PH)
	<b>Other Private Housing without subsidy</b> (e.g. client switched housing units and is now stable, not likely to seek additional support)		
	Other HOPWA Housing Subsidy Assistance	201	
	Other Housing Subsidy (PH)		
	<b>Institution</b> (e.g. residential and long-term care)		
	Likely that additional STRMU is needed to maintain current housing arrangements		Temporarily Stable, with Reduced Risk of Homelessness
	<b>Transitional Facilities/Short-term</b> (e.g. temporary or transitional arrangement)		
	<b>Temporary/Non-Permanent Housing arrangement</b> (e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)		
	Emergency Shelter/street		Unstable Arrangements
	Jail/Prison		
	Disconnected		
	Death		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).			28



## Appendix H: HOPWA FY2012 CAPER

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).	13
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**Section 3. HOPWA Outcomes on Access to Care and Support****B. 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.*

<b>Total Number of Households</b>	
<b>1. For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> services:	
a. Housing Subsidy Assistance (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	888
b. Case Management	558
c. Adjustment for duplication (subtraction)	454
<b>d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)</b>	<b>922</b>
<b>2. For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> service:	
a. HOPWA Case Management	42
<b>b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance</b>	<b>42</b>

C.

**D. 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>E. Categories of Services Accessed</b>	<b>[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:</b>	<b>[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:</b>	<b>Outcome Indicator</b>
1. Has a housing plan for maintaining or establishing stable on-going housing	641	47	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)	675	42	Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	662	293	Access to Health Care
4. Accessed and maintained medical insurance/assistance	308	153	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	529	344	Sources of Income


**Chart 1b., Line 4: Sources of Medical Insurance and Assistance include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• MEDICAID Health Insurance Program, or use local program name</li> <li>• MEDICARE Health Insurance Program, or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Veterans Affairs Medical Services</li> <li>• AIDS Drug Assistance Program (ADAP)</li> <li>• State Children's Health Insurance Program (SCHIP), or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Ryan White-funded Medical or Dental Assistance</li> </ul>
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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"> <li>• Earned Income</li> <li>• Veteran's Pension</li> <li>• Unemployment Insurance</li> <li>• Pension from Former Job</li> <li>• Supplemental Security Income (SSI)</li> </ul>	<ul style="list-style-type: none"> <li>• Child Support</li> <li>• Social Security Disability Income (SSDI)</li> <li>• Alimony or other Spousal Support</li> <li>• Veteran's Disability Payment</li> <li>• Retirement Income from Social Security</li> <li>• Worker's Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• General Assistance (GA), or use local program name</li> <li>• Private Disability Insurance</li> <li>• Temporary Assistance for Needy Families (TANF)</li> <li>• Other Income Sources</li> </ul>
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F.

**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	109	6

**End of PART 4**


**PART 5: Worksheet - Determining Housing Stability Outcomes (optional)**

1. This chart is designed to assess program results based on the information reported in Part 4 and to help Grantees determine overall program performance. Completion of this worksheet is optional.

<b>Permanent Housing Subsidy Assistance</b>	<b>Stable Housing</b> (# of households remaining in program plus 3+4+5+6)	<b>Temporary Housing</b> (2)	<b>Unstable Arrangements</b> (1+7+8)	<b>Life Event</b> (9)
Tenant-Based Rental Assistance (TBRA)	4	0	12	8
Permanent Facility-based Housing Assistance/Units	2	0	0	0
Transitional/Short-Term Facility-based Housing Assistance/Units	57	20	38	9
<b>Total Permanent HOPWA Housing Subsidy Assistance</b>	63	20	50	17
<b>Reduced Risk of Homelessness: Short-Term Assistance</b>	<b>Stable/Permanent Housing</b>	<b>Temporarily Stable, with Reduced Risk of Homelessness</b>	<b>Unstable Arrangements</b>	<b>Life Events</b>
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)	55	196	0	0
<b>Total HOPWA Housing Subsidy Assistance</b>	118	216	50	17

**Background on HOPWA Housing Stability Codes**
**Stable Permanent Housing/Ongoing Participation**

3 = Private Housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self-sufficient arrangements) with reasonable expectation that additional support is not needed.

4 = Other HOPWA-funded housing subsidy assistance (not STRMU), e.g. TBRA or Facility-Based Assistance.

5 = Other subsidized house or apartment (non-HOPWA sources, e.g., Section 8, HOME, public housing).

6 = Institutional setting with greater support and continued residence expected (e.g., residential or long-term care facility).

**Temporary Housing**

2 = Temporary housing - moved in with family/friends or other short-term arrangement, such as Ryan White subsidy, transitional housing for homeless, or temporary placement in institution (e.g., hospital, psychiatric hospital or other psychiatric facility, substance abuse treatment facility or detox center).

**Unstable Arrangements**

1 = Emergency shelter or no housing destination such as places not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station, or anywhere outside).

7 = Jail /prison.

8 = Disconnected or disappeared from project support, unknown destination or no assessments of housing needs were undertaken.

**Life Event**

9 = Death, i.e., remained in housing until death. This characteristic is not factored into the housing stability equation.

**Tenant-based Rental Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as reported under: 3, 4, 5, and 6. Temporary Housing is the number of



households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item: 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Permanent Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Transitional/Short-Term Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) continue in the residences (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Other Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Tenure Assessment.** A baseline of households in transitional/short-term facilities for assessment purposes, indicate the number of households whose tenure exceeded 24 months.

**STRMU Assistance:** Stable Housing is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period and there is reasonable expectation that additional support is not needed in order to maintain permanent housing living situation (as this is a time-limited form of housing support) as reported under housing status: Maintain Private Housing with subsidy; Other Private with Subsidy; Other HOPWA support; Other Housing Subsidy; and Institution. Temporarily Stable, with Reduced Risk of Homelessness is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period or left their current housing arrangement for a transitional facility or other temporary/non-permanent housing arrangement and there is reasonable expectation additional support will be needed to maintain housing arrangements in the next year, as reported under housing status: Likely to maintain current housing arrangements, with additional STRMU assistance; Transitional Facilities/Short-term; and Temporary/Non-Permanent Housing arrangements. Unstable Situation is the sum of number of households reported under housing status: Emergency Shelter; Jail/Prison; and Disconnected.

## End of PART 5




**PART 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)**

The Annual Certification of Usage for HOPWA Facility-Based Stewardship Units is to be used in place of Part 7B of the CAPER if the facility was originally acquired, rehabilitated or constructed/developed in part with HOPWA funds but no HOPWA funds were expended during the operating year. Scattered site units may be grouped together on one page.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation are required to operate their facilities for HOPWA eligible individuals for at least ten (10) years. If non-substantial rehabilitation funds were used they are required to operate for at least three (3) years. Stewardship begins once the facility is put into operation.

**Note:** See definition of Stewardship Units.

**1. General information**

HUD Grant Number(s)	Operating Year for this report From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr  <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6; <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10;
Grantee Name	Date Facility Began Operations (mm/dd/yy)

**2. Number of Units and Non-HOPWA Expenditures**

Facility Name:	Number of Stewardship Units Developed with HOPWA funds	Amount of Non-HOPWA Funds Expended in Support of the Stewardship Units during the Operating Year
Total Stewardship Units (subject to 3- or 10- year use periods)		

**3. Details of Project Site**

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
<b>If the site is not confidential:</b> Please provide the contact information, phone, email address/location, if business address is different from facility address	

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

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

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

**End of PART 6**

**Part 7: Summary Overview of Grant Activities****A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, Facility-Based Units, Permanent Housing Placement and Master Leased Units ONLY)**

*Note: Reporting for this section should include ONLY those individuals, beneficiaries, or households that received and/or resided in a household that received HOPWA Housing Subsidy Assistance as reported in Part 3, Chart 1, Row 7, Column b. (e.g., do not include households that received HOPWA supportive services ONLY).*

**Section 1. HOPWA-Eligible Individuals who Received HOPWA Housing Subsidy Assistance****a. Total HOPWA Eligible Individuals Living with HIV/AIDS**

In Chart a., provide the total number of eligible (and unduplicated) low-income individuals living with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance during the operating year. This total should include only the individual who qualified the household for HOPWA assistance, NOT all HIV positive individuals in the household.

<b>Individuals Served with Housing Subsidy Assistance</b>	<b>Total</b>
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	1,054

**Chart b. Prior Living Situation**

In Chart b., report the prior living situations for all Eligible Individuals reported in Chart a. In Row 1, report the total number of individuals who continued to receive HOPWA housing subsidy assistance from the prior operating year into this operating year. In Rows 2 through 17, indicate the prior living arrangements for all new HOPWA housing subsidy assistance recipients during the operating year.

**Data Check:** The total number of eligible individuals served in Row 18 equals the total number of individuals served through housing subsidy assistance reported in Chart a. above.

<b>Category</b>		<b>Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance</b>
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	622
<b>New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year</b>		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	2
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	12
4.	Transitional housing for homeless persons	22
5.	<b>Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)</b>	36
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	8
7.	Psychiatric hospital or other psychiatric facility	4
8.	Substance abuse treatment facility or detox center	35
9.	Hospital (non-psychiatric facility)	21
10.	Foster care home or foster care group home	2
11.	Jail, prison or juvenile detention facility	3
12.	Rented room, apartment, or house	260
13.	House you own	10
14.	Staying or living in someone else's (family and friends) room, apartment, or house	41



## Appendix H: HOPWA FY2012 CAPER

15.	Hotel or motel paid for without emergency shelter voucher	4
16.	Other	7
17.	Don't Know or Refused	1
18.	<b>TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)</b>	1,054

**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	4	20

**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.)	1,054
2. Number of ALL other persons <b>diagnosed</b> as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	48
3. Number of ALL other persons <b>NOT diagnosed</b> as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefited from the HOPWA housing subsidy	683
<b>4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1,2, &amp; 3)</b>	1,785



## Appendix H: HOPWA FY2012 CAPER

**b. Age and Gender**

In Chart b., indicate the Age and Gender of all beneficiaries as reported in Chart a. directly above. Report the Age and Gender of all HOPWA Eligible Individuals (those reported in Chart a., Row 1) using Rows 1-5 below and the Age and Gender of all other beneficiaries (those reported in Chart a., Rows 2 and 3) using Rows 6-10 below. The number of individuals reported in Row 11, Column E. equals the total number of beneficiaries reported in Part 7, Section 2, Chart a., Row 4.

<b>HOPWA Eligible Individuals (Chart a, Row 1)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
1.	Under 18	0	2	0	0	2
2.	18 to 30 years	84	44	11	0	139
3.	31 to 50 years	285	478	18	1	782
4.	51 years and Older	205	125	4	0	334
5.	<b>Subtotal (Sum of Rows 1-4)</b>	574	649	33	1	1257
<b>All Other Beneficiaries (Chart a, Rows 2 and 3)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
6.	Under 18	205	191	0	0	396
7.	18 to 30 years	108	85	0	0	193
8.	31 to 50 years	55	50	0	0	105
9.	51 years and Older	21	30	0	0	51
10.	<b>Subtotal (Sum of Rows 6-9)</b>	371	356	0	0	727
<b>Total Beneficiaries (Chart a, Row 4)</b>						
11.	<b>TOTAL (Sum of Rows 5 &amp; 10)</b>	945	806	33	1	1984



## Appendix H: HOPWA FY2012 CAPER

**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	1			
2.	Asian	4		4	
3.	Black/African American	930	13	650	12
4.	Native Hawaiian/Other Pacific Islander	0			
5.	White	116	40	62	28
6.	American Indian/Alaskan Native & White	1	0	2	0
7.	Asian & White	0			
8.	Black/African American & White	0		3	
9.	American Indian/Alaskan Native & Black/African American	2		1	
10.	Other Multi-Racial			4	
11.	Column Totals (Sum of Rows 1-10)	1054	53	726	27
<b>Data Check:</b> Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a., Row 4.					

\*Reference (data requested consistent with Form HUD-27061 Race and Ethnic Data Reporting Form)

**Section 3. Households****Household Area Median Income**

Report the area median income(s) for all households served with HOPWA housing subsidy assistance.

**Data Check:** The total number of households served with HOPWA housing subsidy assistance should equal Part 3C, Row 7, Column b and Part 7A, Section 1, Chart a. (Total HOPWA Eligible Individuals Served with HOPWA Housing Subsidy Assistance).

**Note:** Refer to [http://www.huduser.org/portal/datasets/il/il2010/select\\_Geography\\_mfi.odn](http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn) for information on area median income in your community.

G. Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	993
2.	31-50% of area median income (very low)	58
3.	51-80% of area median income (low)	3
4.	Total (Sum of Rows 1-3)	1,054

**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	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <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)?			



## Appendix H: HOPWA FY2012 CAPER

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 <u>with or without</u> rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

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

Charts 3a., 3b. and 4 are required for each facility. In Charts 3a. and 3b., indicate the type and number of housing units in the facility, including master leased units, project-based or other scattered site units leased by the organization, categorized by the number of bedrooms per unit.

*Note: The number units may not equal the total number of households served.*

**Please complete separate charts for each housing facility assisted. Scattered site units may be grouped together.**

**3a. Check one only**

- ☐ Permanent Supportive Housing Facility/Units  
☐ Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units:**

Type of housing facility operated by the project sponsor/subrecipient		Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units					
		SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a.	Single room occupancy dwelling						
b.	Community residence						
c.	Project-based rental assistance units or leased units						
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		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		





## Appendix H: HOPWA FY2012 CAPER

d.	Other Activity (if approved in grant agreement) <b><u>Specify:</u></b>		
e.	<b>Adjustment to eliminate duplication (subtract)</b>		
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>		





## 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 show 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 provide 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.



**Vincent C. Gray, Mayor**  
Government of the District of Columbia

Victor Hoskins, Deputy Mayor for  
Planning and Economic Development

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