

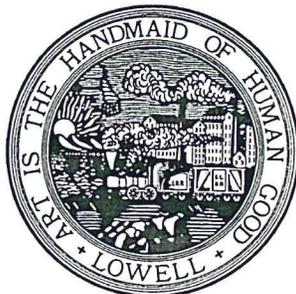
City of Lowell, Massachusetts

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

for the HUD

CDBG, ESG, HOME and HOPWA Programs

2014-2015 Program Year



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DRAFT

CR-05 - GOALS AND OUTCOMES

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year. The goals and objectives for the 2014-15 reporting period are based on HUD’s priority needs identified in the 2010-2015 Five Year Consolidated Plan. The Five-Year Plan provided the guidelines for selecting projects and activities to fund during each subsequent program year. The goals identified in the plan, and the anticipated funds available are summarized in the table below.

FY 2010-2015 Consolidated Plan Priority Needs

Source: City of Lowell, Five-Year Consolidated Plan FY 2010-2015

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete
DH-1.1	Affordable Housing		Rental units constructed	Household Housing Unit	50	0	0.00%
DH-1.1	Affordable Housing		Homeowner Housing Added	Household Housing Unit	50	0	0.00%
DH-1.2	Affordable Housing	HOPWA: \$471144	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		313	
DH-1.2	Affordable Housing	HOPWA: \$471144	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1720	0	0.00%

DH-1.2	Affordable Housing	HOPWA: \$471144	Tenant-based rental assistance / Rapid Rehousing	Households Assisted		11	
DH-1.2	Affordable Housing	HOPWA: \$471144	Homelessness Prevention	Persons Assisted		7	
DH-1.2	Affordable Housing	HOPWA: \$471144	Jobs created/retained	Jobs		0	
DH-1.2	Affordable Housing	HOPWA: \$471144	HIV/AIDS Housing Operations	Household Housing Unit		0	
DH-1.3	Affordable Housing	CDBG: \$42500	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	7200	0	0.00%
DH-1.4	Affordable Housing	CDBG: \$6000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	400	47	11.75%
DH-1.4	Affordable Housing	CDBG: \$6000	Direct Financial Assistance to Homebuyers	Households Assisted		47	
DH-2.1	Affordable Housing	HOME: \$255000	Direct Financial Assistance to Homebuyers	Households Assisted	175	0	0.00%
DH-2.2	Affordable Housing	CDBG: \$30000 / HOME: \$435000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		5	
DH-2.2	Affordable Housing	CDBG: \$30000 / HOME: \$435000	Rental units rehabilitated	Household Housing Unit	87	0	0.00%
DH-2.2	Affordable Housing	CDBG: \$30000 / HOME: \$435000	Homeowner Housing Rehabilitated	Household Housing Unit	88	0	0.00%
DH-2.3	Affordable Housing	CDBG: \$7500 / ESG: \$147500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		104	

DH-2.3	Affordable Housing	CDBG: \$7500 / ESG: \$147500	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	225	0	0.00%
DH-2.4	Non-Homeless Special Needs	HOPWA: \$151337	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		36	
DH-2.4	Non-Homeless Special Needs	HOPWA: \$151337	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	140	0	0.00%
DH-2.4	Non-Homeless Special Needs	HOPWA: \$151337	Tenant-based rental assistance / Rapid Rehousing	Households Assisted		10	
DH-2.4	Non-Homeless Special Needs	HOPWA: \$151337	Homelessness Prevention	Persons Assisted		18	
DH-2.4	Non-Homeless Special Needs	HOPWA: \$151337	Jobs created/retained	Jobs		0	
DH-2.4	Non-Homeless Special Needs	HOPWA: \$151337	Housing for People with HIV/AIDS added	Household Housing Unit		0	
DH-2.5	Affordable Housing Homeless	HOME: \$60000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	10	0	0.00%
EO-1.1	Non-Housing Community Development Economic Development	CDBG: \$53963	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	765	55	7.19%
EO-1.1	Non-Housing Community Development Economic Development	CDBG: \$53963	Homeless Person Overnight Shelter	Persons Assisted		0	
EO-1.1	Non-Housing Community Development Economic Development	CDBG: \$53963	Jobs created/retained	Jobs		0	

EO-1.1	Non-Housing Community Development Economic Development	CDBG: \$53963	Businesses assisted	Businesses Assisted		28	
EO-1.2	Economic Development	CDBG: \$30000	Facade treatment/business building rehabilitation	Business		0	
EO-1.2	Economic Development	CDBG: \$30000	Businesses assisted	Businesses Assisted	95	22	23.16%
EO-1.3	Economic Development	CDBG: \$175000	Businesses assisted	Businesses Assisted	500	0	0.00%
SL-1.1	Non-Housing Community Development LMI Youth	CDBG: \$81500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3570	419	11.74%
SL-1.2	Non-Homeless Special Needs Elderly	CDBG: \$63800	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted		31	
SL-1.2	Non-Homeless Special Needs Elderly	CDBG: \$63800	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	32100	1243	3.87%
SL-1.2	Non-Homeless Special Needs Elderly	CDBG: \$63800	Homeless Person Overnight Shelter	Persons Assisted		0	
SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	37510	2216	5.91%
SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0	
SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Homeless Person Overnight Shelter	Persons Assisted	0	0	

SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	
SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Homelessness Prevention	Persons Assisted	0	0	
SL-1.4	Non-Housing Community Development Public Facilities for LMI Persons	CDBG: \$376463	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15	788	5,253.33%
SL-2.1	Non-Housing Community Development	CDBG: \$10000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	825	69	8.36%
SL-2.1	Non-Housing Community Development	CDBG: \$10000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted		0	
SL-3.1	Public Facilities/Infrastructure	CDBG: \$190000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted		101403	
SL-3.1	Public Facilities/Infrastructure	CDBG: \$190000	Other	Other	5	0	0.00%
SL-3.2	Public Facilities	CDBG: \$31000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted		101318	
SL-3.2	Public Facilities	CDBG: \$31000	Other	Other	160	0	0.00%
SL-3.3	Affordable Housing	CDBG: \$338000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted		0	
SL-3.3	Affordable Housing	CDBG: \$338000	Buildings Demolished	Buildings	10	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified. All projects supported with Consolidated Plan program funds during the reporting period met the statutory goals of providing decent housing and a suitable living environment and expanded economic opportunities, principally for low- income and moderate-income persons.

During the 2014-15 reporting period, CDBG funds were distributed among the HUD-priority needs identified in the 2010-2015 Consolidated Plan. A breakdown of proposed and actual CDBG expenditures during the FY 14-15 is provided in the table below.

2013-2014 Funding Resources and Expenditure					
	CDBG	HOME	H-ESG	HOPWA	Total
Total Funds Received	\$ 2,015,178.00	\$603,747.00	\$141,290.00	\$685,108.00	\$ 3,445,323.00
Total Funds Expended	\$1,474,192.68	\$948,545.48	\$121,464.03	\$667,334.72	\$ 3,211,536.91
Expenditure Rate	73%	157%	86%	97%	93%

2014-15 Distribution by CDBG Funds

The actual expenditures for each priority need during program year 2013-14 were fairly consistent with those proposed in the Annual Action Plan. Affordable housing and infrastructure projects are often initiated during one program year but span multiple reporting periods, thus not funds are expended during a reporting period. Public Facility expenditures were higher than proposed due in large part to the draw down of funds that were originally allocated during previous program years. Many CDBG funded projects will continue through the next fiscal year when additional funds will be expended. Progress and expenditures on these activities will be reported in future CAPERs.

CR-10 Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME	HOPWA
White	3,712	38	35
Black or African American	327	0	16
Asian	480	11	2
American Indian or American Native	11	0	0
Native Hawaiian or Other Pacific Islander	10	0	0
Hispanic	1,012	14	35
Not Hispanic	3,528	35	36

Table 2 – Table of Assistance to racial and ethnic populations by source of Funds

Narrative

According to the 2010 Census more than 42% of Lowell’s population is a minority race or Hispanic. The City and the Citizens Advisory Committee is mindful in the selection of programs for funding, that services, especially those available in multiple languages, are made available to Lowell’s minority populations. As the table illustrates above, 41% of CDBG program participants were non-white or Hispanic. 51% of HOME assisted households and 71% of HOPWA assisted households were non-white or Hispanic. Also not included in the chart above are 18 persons who identified as “other” in their racial status. More in depth race and ethnicity information for ESG and HOPWA supported programs is included in the ESG and HOPWA portion of this report

Resources and Investments 91.520(a)
Identify the resources made available

(Insert Funds Expended Chart)

The table above outlines the Consolidated Plan funding received by the City of Lowell between July 1, 2014 and June 30, 2015. This table includes only new funds received during the program year and does not account for either unspent prior year funds use for FY 14-15 activities or funds from prior years spent during the 2014-15 program year. (Source: PRO2 9/23/2014)

Funds expended during the program year include reprogrammed prior year funds and funds awarded to activities in prior years that were not spent until the 2014-15 program year. Finally several large construction projects will span the course of several program years with expenditures occurring over multiple years. As a result, funds expended do not equal funds received.

Identify the geographic distribution and location of investments

Lowell does not have a designated target area of investment but does prioritize funds in neighborhoods with greatest need. The Hamilton Canal District Infrastructure/ Construction Management project supports the infrastructure improvements for the Hamilton Canal District. This ongoing activity supports the development of new streets and sidewalks, permanent affordable housing units, office and retail space for new businesses and non-profits, and new public facilities and open space for approximately 15 acres of diminishing vacant space in the Jackson/Appleton/Middlesex (JAM) Urban Renewal Plan.

The City of Lowell is a city on the move, through the redevelopment of vacant underutilized parcels of land to the exponential growth of UMass Lowell, the future has never looked better. The largest public project in the City is the redevelopment of the Hamilton Canal District. This project will result in the creation of a new mixed-use transit-orientated neighborhood reconnecting Downtown Lowell with the City's transportation infrastructure at the Gallagher Intermodal Transit Center and the Lowell Connector highway. As outlined in the Hamilton Canal District Master Plan, the redevelopment effort represents a \$700-\$800 million investment that will create nearly 2 million square feet of new building space, leading to the creation of at least 400 and up to 1,800 new permanent jobs in the City. The project will include the development of over 700 new units of housing, up to 55,000 square feet of retail, up to 450,000 square feet of commercial/office space and a new 225,000+ square foot Lowell Trial Court. Another public project that will have a significant effect on the local economy over the next few years is the Ayer City Industrial Park. Ayer's City Industrial Park defines redevelopment concepts and specific projects to revitalize the Tanner Street industrial corridor to drive the next decade of job creation and industrial development in Lowell.

The City's Department of Planning & Development is currently working on significant physical upgrades to the downtown area such as improving street lighting, sidewalk repair and other streetscape improvements. The Department is also coordinating a Neighborhood Business Corridor Improvement District initiative that will enhance neighborhood business corridors through streetscape improvements, sign and façade improvements, lighting, etc.

Entitlement funds were distributed among Lowell Census block groups with high concentrations of low- and moderate-income households and high concentrations of minorities. As stated previously, the City

of Lowell awarded Entitlement funds among eight priority needs identified in the 2015 Five Year Consolidated Plan. The distribution of funds for these goals is illustrated on the maps below.

More than half of Lowell's population has an income at or below the Area Median Income, making the entire City eligible for federally funded activities. Recognizing the need to serve its low- and moderate-income population, however, the City gives priority consideration for the use of federal funds to Census Tracts with 51% or more of the population at or below the AMI. As the maps below indicate these areas are located primarily in the center of the City and some outlying block groups. Projects that are located outside of these priority areas are those that provide citywide benefits.

(INSERT MAP of CDBG , ESG HOME and HOPWA)

HOPWA funds have been distributed across Middlesex and Essex County to the cities and towns where the needs are the greatest, and the AIDS populations are the largest. The map below shows the distribution of 2014-15 HOPWA funds. Cambridge, Lowell Malden, Medford, Everett, and Framingham, are among some of the larger communities that received HOPWA-funded services during the reporting period.

The table below provides the location of the seven agencies that received HOPWA funds during the 2014-15 program year.

(Insert chart of: 2014-15 Program Year Distribution of HOPWA Funds)

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

The City of Lowell shares HUD's goals of using Consolidated Plan funds to seed programs and projects that will ultimately prove financially self-sufficient. Unfortunately, over the past six-years other Federal, state, and local public resources for most of the activities eligible for Consolidated Plan funding have been cut severely in order to reduce deficits. Private resources have been similarly limited by reductions in corporate, foundation, and individual giving to nearly all non-profit entities during the same period. As a result, it has been nearly impossible for many organizations that address the priority needs established in the Consolidated Plan to survive without the assistance of the CDBG, HOME, ESG, and HOPWA programs. Nevertheless, the funds provided through the Consolidated Plan programs during the 2014-15 program year have leveraged a substantial amount of other public and private resources. These activities leveraged over \$8.7 million in other funding, including more than \$5.5 million in other Federal funds, more than \$1 million in State and local funds, and over \$2.2 million from private sources.

Matching Requirements

Lowell complies with the ESG match requirements through the matching funds provided by sub recipients. Lowell's total ESG match liability for the 2014-15 program year was \$141,290. More than \$720,508 was identified in the 2015-15 program year to support the matching requirements. More discussion about the matching funds supplied by each sub recipient and their activities is included in subsequent sections of this report.

The City of Lowell complies with federal matching requirements for HOME through Massachusetts Rental Voucher Program managed by the Lowell Housing Authority. As of July 1, 2014, Lowell maintained \$5,016,458.71 in excess matching funds from prior years. This reserve was more than adequate to meet the required \$185,175.58 match liability for the 2014-15 program year. Nevertheless, Lowell is reporting an additional \$526,829.00 matching funds during 2014-15. The HOME Match Report, Form 40107-A, is supplied in the Appendix of this report.

2013-2014 HOME Match Liability

1. Excess match from prior Federal fiscal year \$5,016,458.71
2. Match contributed during current Federal fiscal year \$526,829.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2) \$5,543,287.71
4. Match liability for current Federal fiscal year \$185,175.58
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) \$5,358,112.13

HOME Program Income

The HOME Program Income table illustrates the amount of HOME Program Income received and expended during the 2013-2014 reporting period. The HOME section of this report provides additional detail as to how these funds were expended.

(Insert Chart of: 2014-2015 HOME Program Income)

HOME MBE/WBE Reporting

During the 2013-2014 program year, the City of Lowell's HOME program completed projects having 42 contracts and 41 subcontracts totaling \$18,730,667.97. 2 contracts or subcontracts were awarded to MBE/WBE businesses during the reporting period. The HOME Program Annual Performance Report HUD-40107 is included in the appendix.

Minority Owners of Rental Property

The City of Lowell did not complete any homeowner rental projects using HOME funds during the 2014-2015 program year.

Relocation and Real Property Acquisition

No real property was acquired and no households or businesses were displaced during the 2014-2015 program year using Consolidated Plan program funds.

CR-20 Affordable Housing 91.520(b)

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

Table – Number of Households

Table – Number of Households Supported

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

New Housing Production: Projects that will result in new housing units are typically multi-year projects that take longer than 12 months to complete. Several projects identified for funding in the Action Plan experienced delays in securing additional funds to move the project out of pre-development phase. The City works closely with developers to ensure a timely start to project and supports attempts to secure additional funding from other federal, state, and private sources. Accomplishments for these projects will be reported in future CAPERs.

Rehabilitation of Existing Units: CDBG and HOME funds were used to support the rehab of 5 low-income, owner-occupied and one rental occupied housing units. A CDBG-funded Receivership Program was proposed in the FY13-14 Action Plan to support the renovation of additional units impacted by the foreclosure crisis. This program did not move forward however and as a result funds will be reprogrammed toward other eligible activities.

Homebuyer Units: The City's First Time Homebuyer Program saw a smaller pool of qualified applicants than in previous years resulting in fewer households supported with down payment assistance than projected. The City, in partnership, with the Merrimack Valley Housing Partnership, has made some changes to the eligibility criteria, in an effort to meet the changing needs of Lowell homebuyers.

Discuss how these outcomes will impact future annual action plans.

The City of Lowell will continue to make affordable housing a priority in its future Action Plans. Consistent with the 2010 Consolidated Plan and 2025 Sustainability Plan, entitlement grant funding will continue to support programs that assist first time homebuyers and maintain quality affordable housing units. Given the fiscal climate and dwindling resources at all levels of government and in the non-profit sector, as well as changes to housing regulations, it continues to be a challenge to reach annual housing goals. In preparation of future Annual Action Plans the City may consider changing its expectations for housing outputs. Future plans will also include more realistic timelines for project completion so that accomplishment goals are identified in the years they are anticipated to be reached.

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

Table – Number of Persons Served

Additional Narrative

In addressing priority housing needs in the City of Lowell it is crucial to highlight an action that is a driving factor in the City's efforts to provide safe, clean and affordable housing to those in need. The Lowell Housing Authority, with approval from the State Legislature, is replacing the 224-unit Julian D. Steele state-funded public housing project with a new neighborhood consisting of 180 mixed income units. As a partner in this effort, the City of Lowell has committed to using a combination of Consolidated Plan funds, Low Income Housing Tax Credits, project-based subsidies, and private funding to create 220 units of affordable housing scattered throughout the City referred to as "Replication Units." These projects will consist of safe, clean and affordable rental housing.

The City, in collaboration with the LHA has made significant progress on reaching the goals of the Replication Plan. The LHA expects to have only three additional vouchers to award to meet the goals of the Replication Plan. The City will work closely with the LHA and local housing developers to help reach this goal in the near future.

Table – Affordable Housing in the greater Lowell Area

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

1. Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through: Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

As previously stated, in FY2013-2014 the Lowell Continuum of Care lost HUD funding for the city's street outreach program. However to fill this gap Bridgewell, Inc. through their Pathfinder Outreach Project, will provide outreach and health-focused case management services to this most difficult to reach and underserved adult populations in Lowell. Vulnerable individuals living in homeless encampments found throughout the city, typically along highways, rivers, train tracks, or in and around abandoned buildings. Unfortunately the Pathfinder Outreach Project received only \$13,000 in funding for the project that was only able to operate for just 3 months during the summer of 2014.

As a result, early in 2015 the Lowell Police Department created a Homeless Beat to address the increasing number of homeless camps; medical and behavioral health challenges of unsheltered and vulnerable persons; and ongoing complaints relating to pan handling. The Police are currently working in cooperation with the City Manager's Homeless Camps Initiative, CoC shelter and service providers and other governmental, institutional, and private property owners to assess individual needs and connect persons experiencing street homelessness to services, shelter and housing.

In July of 2015 due to a large numbers of suspected unsheltered homeless veterans, the U.S. Department of Veterans Services' Edith Nourse Rogers Medical Center (Bedford VA) and Veteran's Northeast Outreach Center committed to providing outreach services for veterans living on the streets and other areas not meant for human habitation.

Although the Lowell Police and Bedford VA are an important component of an outreach program to serve unsheltered persons, Lowell's CoC is committed to developing a full time outreach program based on a medical not criminal justice model. Discussion are beginning with health care centers and others to explore opportunities for funding to carry on the work of the outreach pilot and enhance programs now underway with the Lowell Police Department and Bedford VA.

2. Addressing the emergency shelter and transitional housing needs of homeless persons

The City is committed to the national goal of ending homeless and working with CoC providers to maximize limited federal, state and local resources. It has developed a wide variety of strategies to meet the needs of homeless persons living in emergency shelter and transitional housing. Emergency shelters and transitional housing projects primarily employ a 'Housing First' strategy moving families and individuals to Rapid Re-housing, Permanent and Permanent Supportive Housing as quickly as possible.

To meet national goals to ensure that the most vulnerable households are placed in housing first, upon entering the system families and individuals work with case managers to complete a comprehensive, point-base vulnerability assessment. Those scoring the highest are prioritized for housing and services appropriate to their needs.

CoC member organizations are working to maintain a housing inventory and relationships with a wide variety of market rate and subsidized housing partners; and other facilities that include other institutional partners, emergency shelter, transitional housing, respite care and detox options. The goal is to integrating all housing types into a single comprehensive crisis response system for persons experiencing homelessness

In addition, the City is committed to assuring that the community facilities for the homeless provide decent, safe and sanitary residence for all those in crisis.

3. Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

A variety of efforts were undertaken by the City and the CoC agencies to prevent homelessness. The primary preventative services offered by different provider organizations included: rental assistance, financial assistance, utility assistance, housing relocation and stabilization services, counseling/advocacy and legal assistance. Many of these services were sought by families and individuals during times of financial difficulty to remain in their homes.

ESG funds were used to provide short and medium term rental assistance to those at-risk of becoming homeless as well as literally homeless. CDBG funds were used by community agencies serving the homeless which offered referral to a variety of agencies that provide services to help people avoid becoming homeless.

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

The City and Continuum of Care continues to find and seek additional funding to continue to help homeless individuals and families make the transition to permanent housing and independent living. Lowell's

Housing First strategies are working to improve and simplify local housing and service systems making them easy to navigate, while targeting resources quickly and efficiently to the chronically homeless individuals and families.

An immediate connection to permanent supportive housing can ensure that the majority of homeless individuals remain housed, even among clients with severe substance abuse and mental health conditions. However, the jurisdiction has an extremely low vacancy rate and as the City is now a major college town the lack of affordable rental units in the Greater Lowell area is acute.

As stated above housing and service providers have built important collaborations with local landlords and innovative medically-based strategies for housing the chronically homeless. Community Teamwork, Inc. the regional Community Action and Housing Agency, Lowell Housing Authority and others offer homeless prevention services that include advocacy and counseling, tenant/landlord mediation, rental assistance, home modification, fuel assistance, Representative Payee Services, fair housing services, utility assistance, budgeting skills, job training and much more to individuals and families at risk of homelessness.

CR-40 Monitoring

Description of the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements. 91.220 and 91.230

Lowell's Department of Planning and Development's monitoring process is more fully described in the Five-Year Consolidated Plan which is available on the City's website at www.lowellma.gov.

In general staff follow at least three channels for subrecipient monitoring: 1) a monthly "desk audit" of monthly reports and reimbursement requests; 2) an internal database designed to track overall progress towards program goals; and 3) on-site monitoring visits. The City of Lowell recognizes that monitoring is an important and ongoing component of the entitlement grant programs and is committed to completing at least one on-site visit at any *high-risk* program site during the course of each program year. For the past few years specific attention was given to ARRA-funded activities to ensure compliance with the Recovery Act. Additional monitoring is conducted to ensure compliance with programmatic regulations.

Subrecipient Monitoring: DPD staff conduct a risk assessment to identify subrecipients that may require a comprehensive on-site monitoring, by carefully examining subrecipients past performance. High-risk subrecipients include those which are:

- new recipients of CDBG, ESG, HOME, or HOPWA funds;
- experiencing turnover in key staff positions or a change in goals or direction;
- agencies with previous compliance or performance problems including failure to meet schedules, submit timely reports, or clear monitoring or audit findings;
- carrying out high-risk activities (such as economic development); and
- undertaking multiple entitlement grant funded activities at the same time.

Davis Bacon Compliance: Consultations with subrecipients and their contractors are held at the start of the grant to ensure all parties are aware of DBRA requirements. DPD staff conduct site visits and employee interviews, and check weekly payroll forms for accuracy and compliance.

MBE/WBE Outreach: Outreach to minority and women owned businesses is encouraged in both projects supported with entitlement funds as well as other city projects. The City encourages the utilization of MBE/WBE businesses by:

- Making direct reference to encourage minority and women business enterprises to participate in all solicitation for bids
- Direct periodic mailing to local and regional MBE's and WBE's encouraging participation in CDBG and HOME activities

- Direct periodic mailing to minority and women oriented service agencies and associations that may assist in encouraging minority and women owned businesses to participate
- Pass-through requirements to private and nonprofit groups acting as subrecipients of Consolidated Plan program funds , to the maximum extent possible, seek the inclusion of minorities and women-owned businesses in funded activities.

Fair Housing/Section 3 Compliance: The City ensures compliance with Fair Housing and Section 3 during the process of awarding grant agreements to selected agencies and throughout the program year. Documentation is maintained on efforts to support low- and moderate-income residents.

Timeliness: As both public and private resources decline the City is mindful of the importance in allocating and spending Consolidated Plan funds on projects that can quickly achieve their goals to meet the underserved needs of Lowell's low- and moderate-income residents while complying with applicable federal grant requirements.

Grant agreements for all public service activities are set up for a period of eight - ten months. This requirement ensures that the City is able to adhere to its own internal financial policies as proscribed by the Auditing Department and provides additional controls to ensure that the City does not spend more than 15% cap allowed on public service activities.

Most non-public service activities including public improvement and housing projects as well as some economic development activities use CDBG and HOME funds as seed money to leverage additional resources. As a result these projects are not held to the same ten month window to spend down their grant; however they are required to break ground and begin incurring costs within 12 months for HOME funded projects and 18 months for CDBG funded projects. This policy ensures that valuable federal dollars are not assigned to a project that is not in a position to move forward while providing some flexibility for the project to secure other funding sources.

Finally, Community Development staff review open activities in IDIS quarterly and communicate with project managers about any timeliness concerns. This review ensures that accomplishment goals are achieved in order to meet a National Objective and that funds are spent and drawn down in a timely manner. A more robust internal review of HOME projects began in 2011-12. To ensure that all HOME compliance deadlines are met an internal spreadsheet has been designed to help track the status of housing projects. Staff from the Community Development and Housing offices periodically review the expenditure rates of HOME projects as well as the development schedule to ensure that expenditure and completion deadlines are met.

Citizen Participation Plan: Description of efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports. 91.105(d) and 91.115(d)

The availability of the CAPER for the 2014-2015 program year was advertised in the Lowell Sun on October 9, 2015 and October 17, 2015. Public notices were also posted on the City's website as well as in English, Spanish, Portuguese, and Khmer at the Clerk's Office in Lowell City Hall, the Department of Planning and Development, and the Pollard Memorial Library, along with copies of the draft CAPER. The fifteen-day comment period ends on October 23, 2015.

Any comments received on this draft report will be included, along with the City's response, in the final CAPER.

CR – 45 CDBG

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences. 91.520(c)

No changes to the 2010-2015 Consolidated Plan Program were made during this reporting period. The priorities identified in the Five-Year Plan were the basis for allocating HUD funds during FY 14-15.

CR – 50 HOME 91.520(d)

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

The City's Housing Program conducts annual HQS Inspections of investor-owned rental properties assisted with HOME funds to ensure compliance with the Housing Quality Standard report. The vast majority of the City's rental housing is supported by vouchers from the Lowell Housing Authority, which conducts an annual inspection of supported properties and provides copies to the City. Units not supported by vouchers are inspected by the City of Lowell's housing staff. Self-verification forms are collected from tenants, documenting their household income, as well as their monthly rent and utility payments. Along with this income-verification process, housing staff inspect the properties for any physical problems and assist property owners, should there be any deficiencies. During the 2012-13 reporting period, all scheduled inspections were completed. A summary of the inspections is included in the table below.

Property Owner	Property Address	Monitoring Results
Pathfinder	94 Rock Street Unit #1 14 Rock Street	Ceiling was peeling due to water damage. No problems
CBA	48-60 Middlesex St. 63 Fletcher St.-Units 2D, 3E, 4B	No problems No problems The vinyl in the kitchen needs to be reattached
	174 Broadway Unit 2 5658 Middlesex St. Units 25,28,38	Rear hallway in common areas has missing or detached floor tiles to be replaced.
Redwood Terrace	109 Wood St.	No problems
Boott Mills East LP	Foot of John St.	No problems
House of Hope	172 Lakeview Ave. Unit 1 179 Salem St. 203 Salem St. Units 3, 8	Basement humidification system shall be serviced and operable to elevate moisture. Utility room on first floor ceiling needs holes patched with drywall. needs caulking on the back splash
Lowell Transitional Living	205 Middlesex St. Units #304,307, 309, 312 Mens Dorm, Mens Shower, Bath 219, Courtyard	Courtyard:Electric outlet by the fence needs a cover. Mens Dorm- Mens Dorm: Missing Tile Ceiling - Mens Shower-Ceiling light cover, shower head, handicap shower ceiling failing-Bath 219 failing
Alternative House	440 High St. Kitchens, 1st Floor	Both first floor kitchens have draws missing and doors that need to be replaced. Cabinet doors and draws have delaminated finishes that need repair. Kitchen counters and backsplash and shall be refastened and caulked. have delaminated in areas

	Bathroom, Unit #2, Second Floor	1st floor bathroom has mildew on bottom left of shower enclosure and needs to be patched, primed, and painted. Heat radiator is rusted and should be sanded, primed, and painted or replaced.
	Bathroom, Unit #3	Unit #2-Ripped screen shall be replaced.
	86.1 Bernier St. Unit 4, 3	Bathroom has hole that shall be repaired.
D'Ouille Senior Care Center	Phase 1 Bruyere Gardens Units 1,9, 11, 15. 19	No problems
	Phase 11 Bruyere Gardens Units 101,	No problems
Caleb Foundation	55 Willow Street Unit 314	A screen is missing. The carpet is frayed.
	105, 107, 206, 211, 212,303, 305,	No problems
Community Teamwork	205 Worthen St. Units 1, 2, 3	Unit #2-there is a tear in the carpet bedroom threshold that must be fixed.
Nason Property Management	155 Middlesex Street Unit #1	No Problems

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

The Department of Planning and Development (DPD) has continued to further affirmative marketing actions to involve minorities and women in the HOME program. Notices of funding availability are published in Spanish, Portuguese, and Khmer as well as English. Requests for contractor qualifications for rehabilitation and lead abatement program contractor lists are advertised and minority contractors are encouraged to apply. Qualified MBE and WBE contractors are included on lists of qualified contractors provided to property owners who receive assistance through these programs.

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

To be completed for final CAPER

Describe other actions taken to foster and maintain affordable housing 91.220(k)

The following activities helped to foster and maintain quality affordable housing in Lowell and Middlesex County:

- AIDS Action Committee
- City of Lowell, DPD – Code Enforcement
- City of Lowell, DPD – Emergency Housing Repair
- City of Lowell, DPD – First Time Homebuyer Program

- City of Lowell, DPD – HOME Housing Repair
- Community Teamwork, Inc.
- Institute for Health and Recovery
- Justice Resource Institute
- Lowell House, Inc.
- Rebuilding Together, Lowell
- Residents First Development Corporation

Energy Efficiency: In order to foster housing affordability and assist households to maintain quality energy efficient housing, the City adopted HUD's policy requiring energy star specifications for new construction and substantial rehabilitation projects. The Rivers Edge Development project in the South Lowell neighborhood includes 11 new HOME-assisted units which are currently under development and will comply with energy star standards. Additionally, in instances where Consolidated Plan funds are used to assist homeowners with minor rehab work that might not meet energy star qualifications, the City encourages the purchase of energy star appliances.

To further encourage energy efficiency in residential construction, the Lowell City Council voted to adopt the Massachusetts Stretch Code on March 31, 2010. The Stretch Code requires an increased level of energy efficiency on all new construction and substantial rehabilitation projects throughout the City. The Stretch Code is not dependent on funding as a requirement to achieve potentially the same energy efficiency rating as an Energy Star home.

Expand discussion to include foreclosures/receivership program in final CAPER

CR-55 - HOPWA 91.520(E)

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

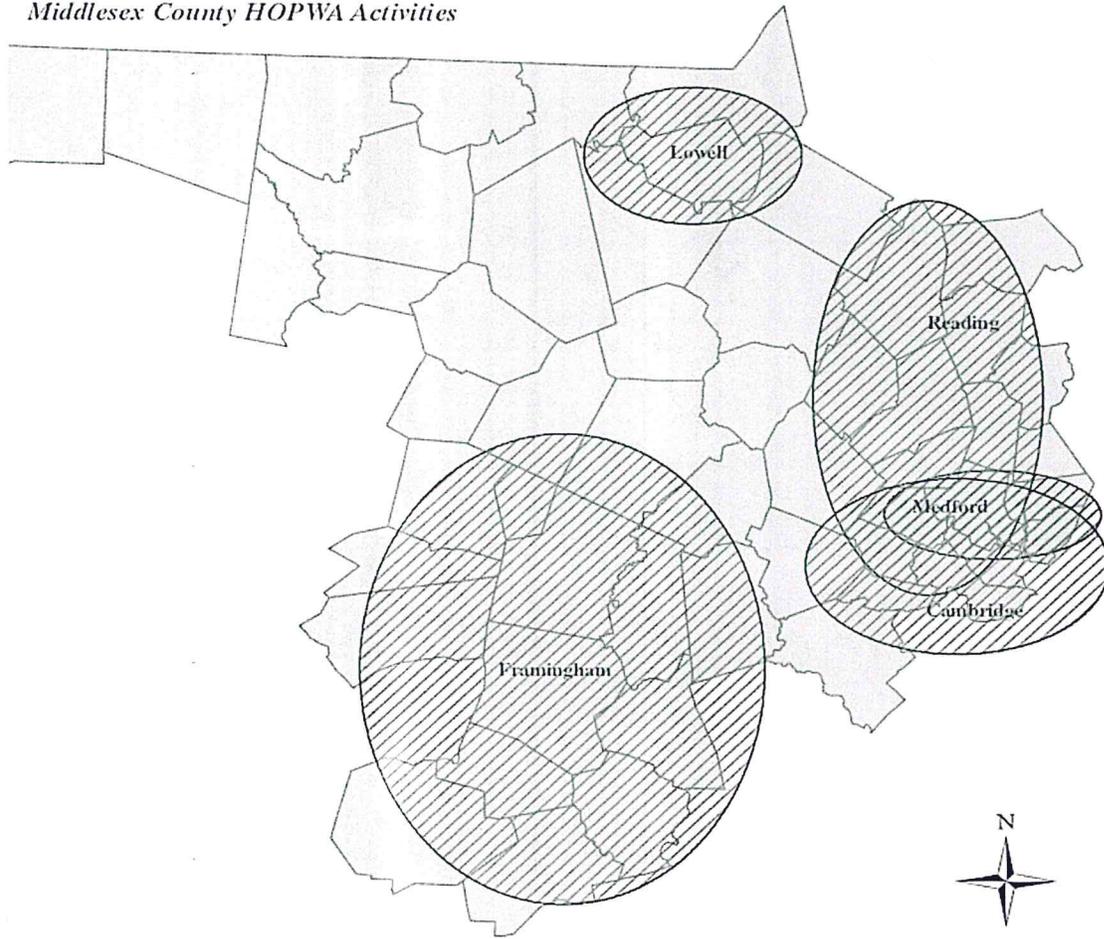
Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities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

Table 1 – HOPWA Number of Households Served

Narrative

Lowell's Five Year Consolidated Plan projected serving approximately 1,720 households with housing related supportive services and 140 households with financial assistance to secure affordable housing between 2010-2015. During the 2014-15 program year 69 households were provided with either long-term rent subsidy or short-term emergency assistance to remain in permanent housing. An additional 280 households received supportive services including permanent housing placement assistance and housing information services. The City of Lowell Utilizes HUD Form 40100-D Measuring Performance Outcomes and the Grantee CAPER/IDIS Verification Worksheets for its HOPWA CAPER. These forms are included in the Appendix to this CAPER Report.

Middlesex County HOPWA Activities



City of Lowell, Division of Planning and Development

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

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	LOWELL
Organizational DUNS Number	079521928
EIN/TIN Number	046001396
Identify the Field Office	BOSTON
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Lowell Continuum of Care

ESG Contact Name

Prefix	Mr.
First Name	Christopher
Last Name	Samaras
Suffix	n/a
Title	Community Development Director

ESG Contact Address

Street Address 1	50 Arcand Drive
Street Address 2	JFK Civic Center
City	Lowell
State	MA
ZIP Code	01852-
Phone Number	978-674-4252
Extension	1429
Fax Number	978-446-7014
Email Address	csamaras@lowellma.gov

ESG Secondary Contact

Prefix	Ms.
First Name	Linda
Last Name	King
Suffix	n/a
Title	Community Development Specialist
Phone Number	978-674-4252
Extension	1428
Email Address	lking@lowellma.gov

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2014
Program Year End Date	06/30/2015

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name	Alternative House
City	Lowell
State	MA
Zip Code	01852
DUNS Number	070436717
Is subrecipient a VAWA-DV provider	Yes
Subrecipient Organization Type	Private non-profit
ESG Subgrant or Contract Award Amount	\$20,000.00 (FY14-15)

Subrecipient or Contractor Name	Community Teamwork, Inc.
City	Lowell
State	MA
Zip Code	01852
DUNS Number	079518932
Is subrecipient a VAWA-DV provider	No
Subrecipient Organization Type	Private non-profit
ESG Subgrant or Contract Award Amount	\$44,750.00 (FY14-15)

Subrecipient or Contractor Name	House of Hope, Inc.
City	Lowell
State	MA
Zip Code	01854
DUNS Number	780116356
Is subrecipient a VAWA-DV provider	No
Subrecipient Organization Type	Private non-profit
ESG Subgrant or Contract Award Amount	\$20,000.00 (FY14-15)

Subrecipient or Contractor Name	International Institute of Boston Inc.
City	Lowell
State	MA
Zip Code	01852
DUNS Number	094845997
Is subrecipient a VAWA-DV provider	No
Subrecipient Organization Type	Private non-profit
ESG Subgrant or Contract Award Amount	\$44,750.00 (FY14-15)

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total FY 14-15
Adults	127
Children	52
Don't Know/Refused	3
Missing Information	0
Total	182

Table 1 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total FY 14-15
	43
	36
	0
	0
	79

Table 2 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total FY 14-15
Adults	234
Children	186
Don't Know/Refused	
Missing Information	
Total	420

Table 3 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total FY 14-15
Adults	0
Children	0
Don't Know/Refused	0
Missing Information	0
Total	0

Table 4 – Household Information for Persons Served with ESG

4e. Totals for all persons served with ESG

Number of persons in Household	Total FY 14-15
Adults	361
Children	238
Don't Know/ Refused	3
Missing Information	0
Total	602

Table 5 – Gender Information

5. Gender—Complete for All Activities

	Total FY 14-15
Male	242
female	360
Transgender	0
Don't Know / Refused	0
Missing Information	0
Total	602

Table 6 – Age Information

6. Age —Complete for All Activities

	Total FY 14-15
Male	237
female	110
Transgender	245
Don't Know / Refused	10
Missing Information	0
Total	602

7. Special Populations Served— Complete for All Activities

Number of Persons in Households FY 14-15

Subpopulation	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters	Total
Veterans	0	6	0	6
Victims of Domestic Violence	0	8	0	8
Elderly	0	1	0	1
HIV/AIDS	2	1	0	3
Chronically Homeless	0	11	0	11
Persons with Disabilities:				
Severely Mentally Ill	8	27	0	35
Chronic Substance Abuse	2	4	0	6
Other Disability	7	23	0	30
Total (unduplicated if possible)				

Table 7 – Special Population Served

Number of Persons in Households FY 12-13

Subpopulation	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters	Total
Veterans	0	0	1	1
Victims of Domestic Violence	0	0	109	109
Elderly	4	0	2	6
HIV/AIDS	0	0	2	2
Chronically Homeless	0	0	31	31
Persons with Disabilities:				
Severely Mentally Ill	30	0	25	55
Chronic Substance Abuse	1	0	40	41
Other Disability	44	0	16	60
Total (unduplicated if possible)				

Table 8 – Special Population Served

Insert Table on Race/Ethnicity

CR-70 – Assistance Provided

8. Shelter Utilization

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nighths available	0
Total Number of bed - nights provided	0
Capacity Utilization	0

Table 9 – Shelter Capacity

9. Project outcomes Data Measured under the performance standard developed in the consultation with the CoC(s)

No ESG Funds were used, during the reporting period, to renovate or create new housing units or shelter beds.

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	FY 2011 2nd Allocation	FY 2012
Expenditures for Rental Assistance	\$0.00	
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	\$17,486.00	\$79,931.00
Expenditures for Housing Relocation & Stabilization Services - Services	\$5,000.00	\$10,000.00
Expenditures for Homeless Prevention under Emergency Shelter Grants Program		
Subtotal Homelessness Prevention	\$22,486.00	\$89,931.00

Table 10 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	FY 2011 2nd Allocation	FY 2012
Expenditures for Rental Assistance	\$0.00	
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	\$9,976.63	
Expenditures for Housing Relocation & Stabilization Services - Services	\$25,000.00	\$6,000.00
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	\$0.00	
Subtotal Rapid Re-Housing	\$34,976.63	\$6,000.00

Table 11 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	FY 2011 2nd Allocation	FY 2012
Essential Services	\$0.00	
Operations	\$0.00	\$44,000.00
Renovation		
Major Rehab		
Conversion		
Subtotal	\$0.00	\$44,000.00

Table 12 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	FY 2011 2nd Allocation	FY 2012
Street Outreach	\$0.00	
HMIS	\$0.00	
Administration	\$7,084.37	\$6,865.00

Table 13 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2011 2nd Allocation	FY 2012
	\$64,547.00	\$146,796.00

Table 14 - Total ESG Funds Expended

11f. Match Source

	FY 2011 2nd Allocation	FY 2012
Other Non-ESG HUD Funds		
Other Federal Funds	\$37,142.00	\$17,642.00
State Government	\$946,093.00	\$458,624.28

Local Government	\$101,477.00	\$23,000.00
Private Funds	\$485,662.00	\$181,283.72
Other		
Fees		
Program Income		
Total Match Amount	\$1,570,374.00	\$680,550.00

Table 15 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2011 2nd Allocation	FY 2012
	\$1,634,921.00	\$827,346.00

Table 16 - Total Amount of Funds Expended on ESG Activities

Appendix

- HUD Form 40107 HOME Program Annual Performance Report
- Correspondence from Lowell Housing Authority regarding HOME Match Compliance
- HUD Form 40110-D HOPWA CAPER

Annual Performance Report HOME Program

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB Approval No. 2506-0171
(exp. 8/31/2009)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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

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

Submit this form on or before December 31. Send one copy to the appropriate HUD Field Office and one copy to: HOME Program, Rm 7176, 451 7th Street, S.W., Washington D.C. 20410	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy) 09/09/2015
	Starting	Ending	

Part I Participant Identification

1. Participant Number	2. Participant Name		
3. Name of Person completing this report		4. Phone Number (Include Area Code)	
5. Address	6. City	7. State	8. Zip Code

Part II Program Income

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

1. Balance on hand at Beginning of Reporting Period	2. Amount received during Reporting Period	3. Total amount expended during Reporting Period	4. Amount expended for Tenant-Based Rental Assistance	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5
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Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

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

	a. Total	Minority Business Enterprises (MBE)			f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	
A. Contracts					
1. Number	10				10
2. Dollar Amount	\$783,341				\$783,341
B. Sub-Contracts					
1. Number	36				36
2. Dollar Amount	\$783,341				\$783,341
	a. Total	b. Women Business Enterprises (WBE)	c. Male		
C. Contracts					
1. Number	10		10		
2. Dollar Amount	\$783,341		\$783,341		
D. Sub-Contracts					
1. Number	36		36		
2. Dollar Amounts	\$783,341		\$783,341		

Part IV Minority Owners of Rental Property

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

	a. Total	Minority Property Owners				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
1. Number	0					0
2. Dollar Amount	\$0.00					\$0.00

Part V Relocation and Real Property Acquisition

Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition. The data provided should reflect only displacements and acquisitions occurring during the reporting period.

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

FY14-15 CAPER PUBLIC HOUSING

ACTIONS TAKEN TO ADDRESS THE NEEDS OF PUBLIC HOUSING RESIDENTS:

The following summarizes improvements by the Lowell Housing Authority, in public housing programs initiated or ongoing during the reporting period.

Low Rent Public Housing Program: LHA continued to implement site based waiting lists for all Federal Public Housing Developments. This streamlined process allows applicants to choose developments that best suit their needs and has improved the screening procedures for applicants of public housing programs, as well as ensured vacant units are filled quickly.

LHA screening procedures for Public Housing Programs were improved enabling the Authority to create an approved Applicant Pool for each of the developments serviced. This system has saved time in making offers as soon as units become available.

The LHA has implemented an online application process to increase accessibility to applicants. The application form has been revised and requires basic household information. For those who wish to apply in one of our offices, staff is available to assist and answer any questions they may have.

ROSS Program: A Resident Service Coordinator (RSC) is employed directly by LHA to provide an array of supportive social services to elderly/disabled residents. Such services include: a) Assisting residents in applying for various financial, health and other benefit programs, b) Assisting residents with accessing medical, mental health and homemaker services, c) Assisting residents with accessing services that can enhance an individual's overall wellbeing including day, social, employment, recreational and nutritional programs, d) Providing crisis intervention services, as needed, and e) Facilitating health education presentations. The RSC has also provided trainings for Property Management and FSS staff on various mental health topics. The rationale for such trainings is twofold: a) to enhance non-clinical staff's understanding in these areas and b) to enhance the Property Management/RSC partnership in tenant preservation and quality of life efforts.

Some of the elderly/disabled sites continue to offer resident-operated breakfast cafes and luncheon meal programs via the Merrimack Valley Nutrition Project. A partnership with the Greater Boston Food Bank and Elder Services of Merrimack Valley makes available to a number of the residents, access to the monthly Brown Bag Program which provides extra food supplies available to eligible tenants. At the present time, 96 residents partake in this offering. Finally, in partnership with Community Teamwork, Inc., a number of residents participate in the Senior Corps Volunteer Program. Volunteers serve as Friendly Visitors to other elderly residents, most notably those who are socially isolated. The RSC serves as the on-site Station Supervisor for this program.

In an effort to respond to the mobility limitations of many Public Housing individuals and families, the LHA continues to increase the number of handicapped-accessible units within our developments through conversion of standard units to meet ADA requirements.

ACTIONS TAKEN TO ENCOURAGE PUBLIC HOUSING RESIDENTS TO BECOME MORE INVOLVED IN MANAGEMENT AND PARTICIPATE IN HOMEOWNERSHIP.

In an effort to address the needs of public housing residents, the Lowell Housing Authority offers its tenants opportunities to become involved in LHA management and policy implementation. LHA also provides a variety of activities aimed at self-sufficiency and homeownership among its residents. These programs are described below:

Community Service Program: A requirement of the residential lease signed by all public housing residents of LHA is to participate in the Community Service Program. As part of the program, non-exempt residents are mandated to contribute eight hours per month of community service, participate in eight hours per month of economic self-sufficiency activity, or a combination of the two.

Housing Choice Voucher & Public Housing Family Self-Sufficiency Programs: The Family Self-Sufficiency Program is designed to foster a holistic approach to self-sufficiency and engages with other agencies in the City to offer residents new opportunities for educational, financial and personal development. While overseeing an HCV FSS Program for many years, the LHA was awarded HUD funding to implement a Public Housing FSS Program in 2011 and has been awarded such on annual basis since that time. The premise of each program is that everyone deserves a chance for self-sufficiency, regardless of his or her current skill level, ability or past performance. Some of the provisions administered through the program include: intensive Case Management, resume development, financial literacy education, employment search support, credit repair guidance as well as instruction on nutrition, preventative medical care and healthy living. Referrals are frequently made to the Career Center of Lowell, Suitability, The Wish Project, Community Teamwork, Inc., and Middlesex Community College to assist in meeting the educational and employment goals of our participants. Through increases in earned income, many families become eligible for an interest-bearing escrow account. This component has allowed numerous LHA families to transition from subsidized housing to homeownership. During 2015, two HCV FSS participants completed their FSS Contract via satisfying their final goal of homeownership. Each participant successfully purchased a single family home within the City of Lowell. It is anticipated that additional families will secure the purchase of single family homes within the final quarter of 2015. We continue to aggressively assist towards qualifying additional families for homeownership opportunities on an ongoing basis.

HCV FSS Results through August 2015

- 34 participants currently enrolled in the HCV FSS Program
- In 2015, there have been 2 contract completions
- In 2015, there have been 7 new families enrolled
- 1 participant is enrolled in a GED Program
- 6 participants enrolled in college courses/degree programs
- 27 participants currently hold either part-time or full-time employment positions
- During 2015, the average increase in earned income was \$4,017.56
- As of the current time, 23 participants have escrow balances with an average escrow balance of \$4,950.93. All escrow balances total \$113,871.44.
- 15 participants are currently accruing escrow

- All participants are working on Credit Repair
- 2 participants purchased single family homes in 2015
- Many participants have established a goal of Homeownership within their FSS Contract

PH FSS Results through September 2015

- 39 participants currently enrolled in the PH FSS Program
- In 2015, there have been 6 new families enrolled
- 6 participants enrolled in college courses/degree programs
- 23 participants currently hold either part-time or full-time employment positions
- During 2015, the average increase in earned income was \$4,061.94
- As of the current time, 21 participants have escrow balances with an average escrow balance of \$4,532.88. All escrow balances total \$95,190.62
- 14 participants are currently accruing escrow
- All participants are working on Credit Repair
- Homeownership Program: The FSS Department of the LHA is responsible for assisting residents of Public Housing and Section 8 participants through the home buying process. With an exclusive association with the Residents First Development Corporation, a non-profit organization that builds homes for first time homebuyers and the Merrimack Valley Housing Partnership, participants in the program have access to an all-inclusive networking system that allows them to become future homeowners. The LHA covers the cost for each eligible family to complete the First Time Homebuyer's Program as well as offers post-purchase counseling for all clients to ensure long-term success as new homeowners. To date, several families have utilized their Section 8 Voucher towards homeownership. During 2015, 2 HCV FSS participants purchased single family homes utilizing their Section 8 Voucher.

PUBLIC HOUSING AND RESIDENT INITIATIVES:

The Lowell Housing Authority continues to offer programs and activities, which help improve the living environment for low- and moderate-income families living in public housing. These activities are summarized below:

- After-School Academic/ Summer Recreational Programs: These programs have provided education and guidance to youth of the LHA as well as the surrounding neighborhoods in order to prevent drug abuse. Together, these programs have been successful in reaching residents in need and in enhancing the overall security and safety at the housing authority sites. During the Summer of 2015, the Summer Recreational program provided approximately 65 participants with exposure to the following programming; swimming, sports, arts and crafts, and weekly reading activities provided by the Pollard Memorial Library as well as a field trip to the Museum of Science. Both Summer Program locations are also open meal sites via Project Bread and provide a healthy and balanced lunch to any interested youth under age 18, having served a total of 1,305 meals during our 2015 Summer Program. In addition, Project Bread awarded \$800.00 in grant funding for the purpose of providing recreational opportunities to program participants.
- The Learning Zone: The Learning Zone (North Common Village) serves youth in grades 3-8 from both the North Common Village Public Housing development as a

well as the surrounding Acre neighborhood. The Learning Zone (George W. Flanagan) serves youth in grades 3-8 from both the George W. Flanagan Public Housing development as well as the surrounding Highlands neighborhood. The overall mission of the Learning Zone is to offer daily tutoring assistance, hands-on activities, critical thinking exercises, informational guest speakers and recreational opportunities to further promote academic success and broaden one's quest for knowledge. Program staff have demonstrated an aptitude to act as a liaison between parents and school staff. Each site is supplied with individual laptops for student usage, a television and DVD player, educational movies, software and books as well as a plethora of school supplies needed to complete daily assignments and projects.

Mastering Math and Reading skills appear to be the greatest challenges faced by students in these programs. Program staff have observed many students who lack basic reading ability, leaving them to experience difficulty in completing assignments due to inability to read instructions. The language barrier that exists for many of the parents in this segment of the population further impedes their ability to help their children complete work outside of school. The Learning Zone offers many tools to overcome these obstacles to academic success. The increased number of volunteers allows more 1:1 attention to help those experiencing the most difficulty. The Learning Zone staff utilizes educational games and group activities to reinforce learning while still keeping it fun. In addition, guest speakers, presentations and field trips all play a significant role in the promotion of acquiring new knowledge and concepts.

Lowell Public Schools Nutrition Dept: Provides nutritious meals and snacks free of charge on a daily basis to program participants who due to limited family finances and food insecurity, may not always have access to healthy meals.

Recycling initiatives are conducted at both Learning Zone sites. The children choose rewards based upon the accrued monetary funds from recycling/redemption.

Pollard Memorial Library: A weekly Reading Program is conducted at the Learning Zone-Market St. during both the After-School and Summer Youth Activities Programs. The children receive awards as they attain their reading goals.

Summer & Recreational Opportunities:

Museum of Science-Boston, MA: Our Project Bread Meal Program sponsor, the Merrimack Valley Food Bank, applied for and was awarded grant funding for the provision of recreational activities which afforded us the ability to offer this Field Trip at no cost to participants.

Merrimack Valley Food Bank/Project Bread: Continues to provide the summer meal program to both of our Summer Youth Activities Program sites. The Project Bread Free Summer Lunch Program provided 862 lunches at Salem Street and 443 lunches at Chelmsford Street via MVFB over 6 weeks during 2015.

SFSP/Project Bread: LHA was awarded \$800.00 to provide recreational offerings on behalf of our Summer Youth Activities Program participants during 2015.

In conclusion, the LHA has found that many parents have developed an active involvement in their children's studies as a result of staff encouragement and support. Since the 2009 inception of the program, we have observed not only improvement in the children's academic progress but most importantly, a strong desire to learn the "why," "what" and "how" of the world around them. It is our hope that by making learning fun, we will instill an interest in the pursuit of higher education and therefore, increased future economic status.

The Kaitlyn Kazanjian Charitable Foundation provided a 2014 Christmas Party for all children residing within our North Common Village and George W. Flanagan housing developments.



Housing Opportunities for Persons with AIDS (HOPWA) Program

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

OMB Number 2506-0133 (Expiration Date: 12/31/2017)

The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support. This information is also covered under the Consolidated Plan Management Process (CPMP) report and includes Narrative Responses and Performance Charts required under the Consolidated Planning regulations. The public reporting burden for the collection of information is estimated to average 42 hours per manual response, or less if an automated data collection and retrieval system is in use, along with 60 hours for record keeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

Overview. The Consolidated Annual Performance and Evaluation Report (CAPER) provides annual performance reporting on client outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measure. The CAPER, in conjunction with the Integrated Disbursement Information System (IDIS), fulfills statutory and regulatory program reporting requirements and provides the grantee and HUD with the necessary information to assess the overall program performance and accomplishments against planned goals and objectives.

HOPWA formula grantees are required to submit a CAPER, and complete annual performance information for all activities undertaken during each program year in the IDIS, demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER and IDIS data to obtain essential information on grant activities, project sponsors, Subrecipient organizations, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

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

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

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

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

Filing Requirements. Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee’s State or Local HUD Field Office, and to the HOPWA Program Office: at HOPWA@hud.gov. 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.	Permanent Housing Facilities: Received Operating Subsidies/Leased units	
2b.	Transitional/Short-term Facilities: Received Operating Subsidies	
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year	
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year	
4.	Short-term Rent, Mortgage, and Utility Assistance	1
5.	Adjustment for duplication (subtract)	1
6.	TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)	1

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

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

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

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

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

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

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

Grassroots Organization: An organization headquartered in the local community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered

“grassroots.”

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

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

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

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

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

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

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

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

Master Leasing: Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

Operating Costs: Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing

function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

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

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

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

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

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

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

HUD Funding → Grantee → Project Sponsor

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

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

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

HUD Funding → Grantee → Project Sponsor → Subrecipient

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

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

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

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

OMB Number 2506-0133 (Expiration Date: 10/31/2017)

Part 1: Grantee Executive Summary

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

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

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

1. Grantee Information

HUD Grant Number MAH13F003		Operating Year for this report From (mm/dd/yy) 07/01/2014 To (mm/dd/yy) 06/30/2015	
Grantee Name City of Lowell, Massachusetts			
Business Address			
City, County, State, Zip			
Employer Identification Number (EIN) or Tax Identification Number (TIN)		046001396	
DUN & Bradstreet Number (DUNs):		079521928	
		Central Contractor Registration (CCR): Is the grantee's CCR status currently active? X Yes <input type="checkbox"/> No If yes, provide CCR Number:	
Congressional District of Grantee's Business Address		3	
*Congressional District of Primary Service Area(s)			
*City(ies) and County(ies) of Primary Service Area(s)		Cities: Counties: Middlesex County	
Organization's Website Address		Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.	

* Service delivery area information only needed for program activities being directly carried out by the grantee.

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

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

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

Project Sponsor Agency Name AIDS Action Committee of MA		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency	Brenda Rose, Director of Housing Services		
Email Address	brose@aac.org		
Business Address	75 Amory St.		
City, County, State, Zip,	Boston MA 02119		
Phone Number (with area code)	617-450-1255		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	222-707-246	Fax Number (with area code) 617-437-1186	
DUN & Bradstreet Number (DUNS):	186838694		
Congressional District of Project Sponsor's Business Address	8		
Congressional District(s) of Primary Service Area(s)	8		
City(ies) and County(ies) of Primary Service Area(s)	Cities: State of Massachusetts	Counties: Middlesex	
Total HOPWA contract amount for this Organization for the operating year	\$49,875		
Organization's Website Address			
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input checked="" type="checkbox"/>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain in the narrative section how this list is administered.	

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

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

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

Project Sponsor Agency Name Institute for Health & Recovery		Parent Company Name, if applicable	
Name and Title of Contact at Project Sponsor Agency	Norma Finkelstein, Executive Director		
Email Address	normafinkelstein@healthrecovery.org		
Business Address	349 Broadway		
City, County, State, Zip,	Cambridge, Middlesex, MA, 02139		
Phone Number (with area code)	617-661-3991		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	04-3086647	Fax Number (with area code)	
DUN & Bradstreet Number (DUNs):	82-837-2573	617-661-7277	
Congressional District of Project Sponsor's Business Address	7th		
Congressional District(s) of Primary Service Area(s)	5th		
City(ies) and County(ies) of Primary Service Area(s)	Cities Lawrence/Lowell		
Total HOPWA contract amount for this Organization for the operating year	\$29,925	Counties Essex	
Organization's Website Address www.healthrecovery.org	Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.		
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>	Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.		

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

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

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

Project Sponsor Agency Name Justice Resource Institute		Parent Company Name, if applicable Not Applicable			
Name and Title of Contact at Project Sponsor Agency		Susan Buoncuore, Director of JRI Health Housing Programs			
Email Address		sbuoncuore@jri.org			
Business Address		75 Amory Street			
City, County, State, Zip,		Boston, Suffolk County MA 02119			
Phone Number (with area code)		857	399	1915	X2424
Employer Identification Number (EIN) or Tax Identification Number (TIN)		04-2526357		Fax Number (with area code) 857-399-1901	
DUN & Bradstreet Number (DUNs):		0765646			
Congressional District of Project Sponsor's Business Address		8 th Congressional District			
Congressional District(s) of Primary Service Area(s)		h 3 rd Congressional District			
City(ies) and County(ies) of Primary Service Area(s)		Cities: Lowell, Framingham, Cambridge, Medford, Everett, Watertown, Woburn, Malden, Somerville, Arlington, Waltham		Counties: Middlesex County	
Total HOPWA contract amount for this Organization for the operating year		\$182,345.00			
Organization's Website Address		JRI.org			
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.			

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

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

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

Project Sponsor Agency Name Lowell House, Inc.		Parent Company Name, if applicable	
Name and Title of Contact at Project Sponsor Agency	Jennifer Rivera HOPWA Coordinator		
Email Address	jrivera@lowellhouseinc.org		
Business Address	555 Merrimack Street		
City, County, State, Zip,	Lowell, Middlesex, MA. 01854		
Phone Number (with area code)	978-459-8656	Ext. 23	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	23-7110106	Fax Number (with area code) 978-937-2559	
DUN & Bradstreet Number (DUNs):	780891057		
Congressional District of Project Sponsor's Business Address			
Congressional District(s) of Primary Service Area(s)			
City(ies) and County(ies) of Primary Service Area(s)	Cities: Lowell		
Total HOPWA contract amount for this Organization for the operating year	Counties: Middlesex County		
Organization's Website Address www.lowellhouseinc.org	Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain in the narrative section how this list is administered.		
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>	Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain in the narrative section how this list is administered.		

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

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

Project Sponsor Agency Name South Middlesex Opportunity Council		Parent Company Name, if applicable NA		
Name and Title of Contact at Project Sponsor Agency	Beth Connolly, Common Ground Resource Center Director			
Email Address	bconnolly@smoc.org			
Business Address	7 Bishop Street			
City, County, State, Zip,	Framingham, MA 01702			
Phone Number (with area code)	508	620	2690	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	042 389 659		Fax Number (with area code) 508-620-2472	
DUN & Bradstreet Number (DUNs):	824848162			
Congressional District of Project Sponsor's Business Address	5th; 3rd			
Congressional District(s) of Primary Service Area(s)	5th			
City(ies) and County(ies) of Primary Service Area(s)	Cities: MetroWest		Counties: Middlesex	
Total HOPWA contract amount for this Organization for the operating year	\$57,156			
Organization's Website Address				
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain in the narrative section how this list is administered.		

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

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

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

Project Sponsor Agency Name Victory Programs, Inc.		Parent Company Name, if applicable Victory Programs, Inc.	
Name and Title of Contact at Project Sponsor Agency	Caitlin Axelrod-McLeod, Program Director		
Email Address	camcleod@vpi.org		
Business Address	965 Massachusetts Ave		
City, County, State, Zip,	Boston, Suffolk, MA, 02118		
Phone Number (with area code)	617-541-0222		
Employer Identification Number (EIN) or Tax Identification Number (TIN)	042575322	Fax Number (with area code) 617-541-0040	
DUN & Bradstreet Number (DUNs):	79-727-6326		
Congressional District of Project Sponsor's Business Address	7 th		
Congressional District(s) of Primary Service Area(s)	8 th		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Cambridge	Counties: Middlesex	
Total HOPWA contract amount for this Organization for the operating year	\$43,869		
Organization's Website Address	www.vpi.org		
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>	Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.		

3. Administrative Subrecipient Information

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

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

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

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

4. Program Subrecipient Information

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

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

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

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

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

5. Grantee Narrative and Performance Assessment

a. Grantee and Community Overview

Provide a one to three page narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website. *Note: Text fields are expandable.*

AIDS Action Committee is funded to provide emergency rental assistance to people living with HIV/AIDS and their families through the Rental Assistance Programs (RAP). Assistance is provided through three sub-programs: the Homelessness Prevention Program, the Rental Start-Up Program, and the Utility Assistance Program.

The Rental Start-Up Program (RSP) provides assistance with the initial start-up costs associated with moving into an apartment, such as first and last month's rent. Eligibility is determined using the following criteria: applicants have not accessed the program within the last three years, applicants' net household income does not exceed the HUD Very Low Income guidelines for the area in which they live, and rent for the new unit is less than 50% of the applicants' net household income.

The Homelessness Prevention Program (HPP) assists applicants with back and/or ongoing rental or mortgage payments. Eligibility is determined using the following criteria: applicants have not accessed the program within the last three years, applicants' net household income does not exceed the HUD Very Low Income guidelines for the area in which they live, and applicants are paying more than 50% of their household income towards rent or have received a 14-day notice to vacate.

Applications to the RSP and HPP programs are reviewed for eligibility by the Emergency Financial Assistance Committee (EFAC), a group of AIDS Action Committee staff members who do not work directly with clients. Once applications for assistance have been approved by EFAC, and include all the required documentation, the program will make payments. In order to assure that the program is the payer of last resort, payments are made out and mailed to either the landlord or utility company, and are never made out or mailed directly to the client.

The Utility Assistance Program (UTL) assists applicants with their utility costs throughout the year. Applicants are eligible to receive a one-time payment of \$600 toward their utility bills. Eligibility is determined using the following criteria: applicants' net household income does not exceed the HUD Very Low Income guidelines, applicants are able to demonstrate that they are responsible for paying for the utilities at their current place of residence, and they fall into one of the four eligibility sub-categories. Eligibility sub-categories for utilities assistance include applicants who are; 1) paying for a heat utility, 2) required to pay a deposit to turn on a utility service, 3) moving into a new, subsidized living situation and are unable to turn on utility service due to a past arrearage**, or

4) paying for non-heat gas or electric utilities and are below the following income limits:

*1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
\$500	\$572	\$653	\$746	\$852	\$974	\$1113	\$1272

*The income limits above are only applicable to the last utility eligibility category. For the first three UTL eligibility categories only the HUD Very Low Income guidelines apply.

**UTL applicants who are unable to turn on service due to a past arrearage may be eligible for more than \$600 in assistance if the deposit required to turn on service is greater than \$600. All UTL applications seeking assistance with a past arrearage will be reviewed by the Emergency Financial

Assistance Committee (EFAC).

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.

AAC provided Short Term Emergency Rental and Utility (STRMU) and Permanent Housing Placement assistance to 28 unduplicated households during the reporting period through the coordination of its Rental Assistance Programs. 16 households were provided with STRMU assistance through the Homelessness Prevention Program and 13 households were provided with Permanent Housing Placements assistance through the Rental Start-Up Program. During this reporting period, all households that applied completed a Service Care and Housing Sustainability Plan with the assistance of a service provider, which fulfilled a goal that was proposed in the grant agreement.

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.

RAP has been successful in supporting HOPWA beneficiaries in establishing and maintaining stable and safe living environments. This year, all eligible households that applied for services through RAP were able to access financial assistance.

When looking at the long-term outcomes, they are also positive. Of the 6 month follow-up surveys returned to RAP from service providers, 100% of them report that the case manager reporting still has contact with the client, and of those clients 100% were stable, with 75% either still living at the address where they received assistance, or moving into more affordable units.

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.

Funds for RAP are leveraged by the Housing Opportunities for People With AIDS (HOPWA) Program of the U.S. Department of Housing and Urban Development (HUD). HUD has a contract with the City of Boston's Department of Neighborhood Development to administer HOPWA funds in Suffolk, Norfolk, and Plymouth counties, and also contracts with the Division of Planning and Development and the City of Providence, Rhode Island to deliver services to Bristol county. Additionally, the Boston Public Health Commission funds the programs through Title A of the Ryan White Treatment and Modernization Act in order to provide services in Suffolk, Norfolk, Plymouth, Middlesex, Essex, Worcester, and Bristol counties and the Massachusetts Department of Public Health funds the program with state dollars to deliver services for eligible households in all Massachusetts counties.

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

None at this time.

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.

Eligibilities for RAP programs are very specific in order to make sure that applicants are in need of financial assistance, that applicants have a Service Care and Housing Sustainability Plan to address housing sustainability in the future, and that RAP grant funds are used to promote housing stability for as many different households as possible. In the past, individuals were only able to access the Homelessness Prevention and Rental Start-Up Programs once in a lifetime, respectively. This created a significant eligibility barrier for clients, many of whom are living longer with HIV/AIDS and have used each program at some point in the last several years. As of July 1, 2012, RAP has addressed this barrier by increasing the frequency with which applicants to the Homelessness Prevention Program and Rental Start-Up Program may access the program from once in a lifetime to once every three years.

Housing affordability is also a significant barrier to accessing the Rental Start-Up Program. Applicants must be paying less than 50% of their total net household income towards their rent in order to be eligible for Rental Start-Up funds. All of the individuals who received assistance during this reporting period are extremely low income (between 0-30% of the area median income for the town in which they reside). The majority of applicants are thus not able to afford market rate apartments in Massachusetts.

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.

Again, due to advances in treatment, people with HIV are living longer, healthier lives. This means that many people require additional services throughout their lifetime, and may apply to our programs more than once. Our changes in frequency of eligibility have addressed these concerns.

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

Due to confidentiality concerns, we do not typically identify Rental Assistance Programs as being a part of AIDS Action Committee without a release. However, outcomes on housing assistance are provided in the form of data and infographics on leaflets available through AAC's Development Department.

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*,

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

Chart 1B of the Consolidated or Annual Plan(s), or as reported under HOPWA worksheet in the Needs Workbook of the Consolidated Planning Management Process (CPMP) tool.

Note: Report most current data available, through Consolidated or Annual Plan(s), and account for local housing issues, or changes in HIV/AIDS cases, by using combination of one or more of the sources in Chart 2.

If data is collected on the type of housing that is needed in Rows a. through c., enter the number of HOPWA-eligible households by type of housing subsidy assistance needed. For an approximate breakdown of overall unmet need by type of housing subsidy assistance refer to the Consolidated or Annual Plan (s), CPMP tool or local distribution of funds. Do not include clients who are already receiving HOPWA-funded housing subsidy assistance.

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

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

1. Total number of households that have unmet housing subsidy assistance need.	10
2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:	0
a. Tenant-Based Rental Assistance (TBRA)	
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	8
• Assistance with rental costs	8
• Assistance with mortgage payments	0
• Assistance with utility costs.	0
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	0

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	400,000	Rental Assistance and STUMU	<input 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: OHA/ DPH	600,000	Case Management, peer support, drop-n center, prevention and education, legal, support groups, transportation	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: private			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants	65,000	Mental Health	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
In-kind Resources	3,000	Clothing	<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			
Grantee/Project Sponsor/Subrecipient (Agency) Cash			<input type="checkbox"/> Housing Subsidy Assistance

			<input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord			
TOTAL (Sum of all Rows)	1,068,000		

2. Program Income and Resident Rent Payments

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

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

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

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

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.

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	0
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	0
3.	Total Program Income Expended (Sum of Rows 1 and 2)	0

End of PART 2

PART 3: Accomplishment Data Planned Goal and Actual Outputs

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

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

1. HOPWA Performance Planned Goal and Actual Outputs

HOPWA Performance Planned Goal and Actual		[1] Output: Households				[2] Output: Funding	
		HOPWA Assistance		Leveraged Households		HOPWA Funds	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
HOPWA Housing Subsidy Assistance		[1] Output: Households				[2] Output: Funding	
1.	Tenant-Based Rental Assistance						
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units (Households Served)						
2b.	Transitional/Short-term Facilities: Received Operating Subsidies/Leased units (Households Served) (Households Served)						
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance	20	16	150	633	\$30,847	\$30,847
5.	Permanent Housing Placement Services	15	13	150	257	\$ 15,765	\$15,765
6.	Adjustments for duplication (subtract)	0	1				
7.	Total HOPWA Housing Subsidy Assistance (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)	35	28	600	890	\$46,612	\$46,612
Housing Development (Construction and Stewardship of facility based housing)		[1] Output: Housing Units				[2] Output: Funding	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3 or 10 year use agreements						
10.	Total Housing Developed (Sum of Rows 8 & 9)						
Supportive Services		[1] Output: Households				[2] Output: Funding	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance						
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.						
12.	Adjustment for duplication (subtract)						
13.	Total Supportive Services (Columns a. – d. equal the sum of Rows 11 a. & b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. & 11b.)						
Housing Information Services		[1] Output: Households				[2] Output: Funding	
14.	Housing Information Services						
15.	Total Housing Information Services						

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)			
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)		3,263	
20.	Total Grant Administration and Other Activities (Sum of Rows 16 – 19)			
Total Expended				
			[2] Outputs: HOPWA Funds Expended	
			Budget	Actual
21.	Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)		49,875	49,875

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

3. Short-Term Rent, Mortgage and Utility Assistance (STRMU) Summary

In Row a., enter the total number of households served and the amount of HOPWA funds expended on Short-Term Rent, Mortgage and Utility (STRMU) Assistance. In Row b., enter the total number of STRMU-assisted households that received assistance with mortgage costs only (no utility costs) and the amount expended assisting these households. In Row c., enter the total number of STRMU-assisted households that received assistance with both mortgage and utility costs and the amount expended assisting these households. In Row d., enter the total number of STRMU-assisted households that received assistance with rental costs only (no utility costs) and the amount expended assisting these households. In Row e., enter the total number of STRMU-assisted households that received assistance with both rental and utility costs and the amount expended assisting these households. In Row f., enter the total number of STRMU-assisted households that received assistance with utility costs only (not including rent or mortgage costs) and the amount expended assisting these households. In row g., report the amount of STRMU funds expended to support direct program costs such as program operation staff.

Data Check: The total households reported as served with STRMU in Row a., column [1] and the total amount of HOPWA funds reported as expended in Row a., column [2] equals the household and expenditure total reported for STRMU in Part 3, Chart 1, Row 4, Columns b. and f., respectively.

Data Check: The total number of households reported in Column [1], Rows b., c., d., e., and f. equal the total number of STRMU households reported in Column [1], Row a. The total amount reported as expended in Column [2], Rows b., c., d., e., f., and g. equal the total amount of STRMU expenditures reported in Column [2], Row a.

Housing Subsidy Assistance Categories (STRMU)		[1] Output: Number of Households Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	Total Short-term mortgage, rent and/or utility (STRMU) assistance	16	\$28,485
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	1	\$3,097
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	0	\$0
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	11	\$25,388
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	0	\$0
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	0	0
g.	Direct program delivery costs (e.g., program operations staff time)		\$2,362

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
Tenant-Based Rental Assistance			1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		Unstable Arrangements
			7 Jail/Prison		
			8 Disconnected/Unknown		
			9 Death		Life Event
Permanent Supportive Housing Facilities/ Units	13		1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing	1	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	12	Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		Unstable Arrangements
			7 Jail/Prison		
			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
Transitional/ Short-Term Housing Facilities/ Units			1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		Unstable Arrangements
			7 Jail/Prison		
			8 Disconnected/unknown		
			9 Death		Life Event

B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months

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
16	Maintain Private Housing <u>without</u> subsidy <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	16	<i>Stable/Permanent Housing (PH)</i>
	Other Private Housing without subsidy <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>		
	Other HOPWA Housing Subsidy Assistance		
	Other Housing Subsidy (PH)		
	Institution <i>(e.g. residential and long-term care)</i>		
	Likely that additional STRMU is needed to maintain current housing arrangements		<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
	Transitional Facilities/Short-term <i>(e.g. temporary or transitional arrangement)</i>		
	Temporary/Non-Permanent Housing arrangement <i>(e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)</i>		
	Emergency Shelter/street		<i>Unstable Arrangements</i>
	Jail/Prison		
	Disconnected		
Death		<i>Life Event</i>	
1a. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the prior operating year (e.g. households that received STRMU assistance in two consecutive operating years).			
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).			

Section 3. HOPWA Outcomes on Access to Care and Support

1a. Total Number of Households

Line [1]: For project sponsors/subrecipients that provided HOPWA housing subsidy assistance during the operating year identify in the appropriate row the number of households that received HOPWA housing subsidy assistance (TBRA, STRMU, Facility-Based, PHP and Master Leasing) and HOPWA funded case management services. Use Row c. to adjust for duplication among the service categories and Row d. to provide an unduplicated household total.

Line [2]: For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance identify in the appropriate row the number of households that received HOPWA funded case management services.

Note: These numbers will help you to determine which clients to report Access to Care and Support Outcomes for and will be used by HUD as a basis for analyzing the percentage of households who demonstrated or maintained connections to care and support as identified in Chart 1b. below.

Total Number of Households	
1. For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded services:	
a. Housing Subsidy Assistance (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	
b. Case Management	29
c. Adjustment for duplication (subtraction)	1
d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)	28
2. For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded service:	
a. HOPWA Case Management	
b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance	

1b. Status of Households Accessing Care and Support

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report the number of households that demonstrated access or maintained connections to care and support within the program year.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report the number of households that demonstrated improved access or maintained connections to care and support within the program year.

Note: For information on types and sources of income and medical insurance/assistance, refer to Charts below.

Categories of Services Accessed	[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	28		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)	28		Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	28		Access to Health Care
4. Accessed and maintained medical insurance/assistance	28		Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	28		Sources of Income

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

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

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

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

End of PART 4

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

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

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

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 <i>From (mm/dd/yy) To (mm/dd/yy)</i> <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"/> <i>Yes, protect information: do not list</i> <input type="checkbox"/> <i>Not confidential; information can be made available to the public</i>
If the site is not confidential: Please provide the contact information, phone, email address/location, if business address is different from facility address	

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

I 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.

Individuals Served with Housing Subsidy Assistance	Total
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	28

Chart b. Prior Living Situation

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

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

Category	Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance
1. Continuing to receive HOPWA support from the prior operating year	0
New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year	
2. Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	0
3. Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	2
4. Transitional housing for homeless persons	1
5. Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)	3
6. Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHEL, or SRO Mod Rehab)	
7. Psychiatric hospital or other psychiatric facility	
8. Substance abuse treatment facility or detox center	
9. Hospital (non-psychiatric facility)	
10. Foster care home or foster care group home	
11. Jail, prison or juvenile detention facility	
12. Rented room, apartment, or house	22
13. House you own	1
14. Staying or living in someone else's (family and friends) room, apartment, or house	2
15. Hotel or motel paid for without emergency shelter voucher	
16. Other	
17. Don't Know or Refused	
18. TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)	28

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	1	7

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.)	28
2. Number of ALL other persons diagnosed as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	
3. Number of ALL other persons NOT diagnosed as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	8
4. TOTAL number of ALL beneficiaries served with Housing Subsidy Assistance (Sum of Rows 1, 2, & 3)	36

b. Age and Gender

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

HOPWA Eligible Individuals (Chart a, Row 1)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
1.	Under 18					
2.	18 to 30 years	1	2			3
3.	31 to 50 years	9	6			14
4.	51 years and Older	8	2			10
5.	Subtotal (Sum of Rows 1-4)	18	10			28
All Other Beneficiaries (Chart a, Rows 2 and 3)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
6.	Under 18	5	1			6
7.	18 to 30 years	1	1			2
8.	31 to 50 years					
9.	51 years and Older					
10.	Subtotal (Sum of Rows 6-9)	6	2			8
Total Beneficiaries (Chart a, Row 4)						
11.	TOTAL (Sum of Rows 5 & 10)	24	12			36

c. Race and Ethnicity*

In Chart c., indicate the Race and Ethnicity of all beneficiaries receiving HOPWA Housing Subsidy Assistance as reported in Section 2, Chart a., Row 4. Report the race of all HOPWA eligible individuals in Column [A]. Report the ethnicity of all HOPWA eligible individuals in column [B]. Report the race of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [C]. Report the ethnicity of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [D]. The summed total of columns [A] and [C] equals the total number of beneficiaries reported above in Section 2, Chart a., Row 4.

Category		HOPWA Eligible Individuals		All Other Beneficiaries	
		[A] Race [all individuals reported in Section 2, Chart a., Row 1]	[B] Ethnicity [Also identified as Hispanic or Latino]	[C] Race [total of individuals reported in Section 2, Chart a., Rows 2 & 3]	[D] Ethnicity [Also identified as Hispanic or Latino]
1.	American Indian/Alaskan Native	0	0		
2.	Asian				
3.	Black/African American	6	2		
4.	Native Hawaiian/Other Pacific Islander				
5.	White	13	5		
6.	American Indian/Alaskan Native & White				
7.	Asian & White				
8.	Black/African American & White				
9.	American Indian/Alaskan Native & Black/African American				
10.	Other Multi-Racial	7	1	2	2
11.	Column Totals (Sum of Rows 1-10)	28	11	2	2

Data Check: Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a., Row 4.

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

Section 3. Households

Household Area Median Income

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

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

Note: Refer to http://www.huduser.org/portal/datasets/il/i/2010/select_Geography_mfi.cfm for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	28
2.	31-50% of area median income (very low)	
3.	51-80% of area median income (low)	
4.	Total (Sum of Rows 1-3)	28

Part 7: Summary Overview of Grant Activities

B. Facility-Based Housing Assistance

Complete one Part 7B for each facility developed or supported through HOPWA funds.

Do not complete this Section for programs originally developed with HOPWA funds but no longer supported with HOPWA funds. If a facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs), but HOPWA funds are no longer used to support the facility, the project sponsor or subrecipient should complete Part 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY).

Complete Charts 2a., Project Site Information, and 2b., Type of HOPWA Capital Development Project Units, for all Development Projects, including facilities that were past development projects, but continued to receive HOPWA operating dollars this reporting year.

1. Project Sponsor/Subrecipient Agency Name (Required)

--

2. Capital Development

2a. Project Site Information for HOPWA Capital Development of Projects (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this reporting year)

Note: If units are scattered-sites, report on them as a group and under type of Facility write "Scattered Sites."

	Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
<input type="checkbox"/>	New construction	\$	\$	Type of Facility [Check <u>only one</u> box.] <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
<input type="checkbox"/>	Rehabilitation	\$	\$	
<input type="checkbox"/>	Acquisition	\$	\$	
<input type="checkbox"/>	Operating	\$	\$	
a.	Purchase/lease of property:			Date (mm/dd/yyyy)
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)?			
h.	Is the address of the project site confidential?			<input type="checkbox"/> Yes, please do not publish list <input type="checkbox"/> No, report should be made available to the public

2b. Number and Type of HOPWA Capital Development Project Units (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this Reporting Year)

For units entered above in 2a. please list the number of HOPWA units that fulfill the following criteria:

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired with or without rehab				
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 Units in use during the Operating Year Categorized by the Number of Bedrooms per Units					
	SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a. Single room occupancy dwelling						
b. Community residence						
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		
d. Other Activity (if approved in grant agreement) <u>Specify:</u>		
e. Adjustment to eliminate duplication (subtract)		
f. TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)		

HOPWA 91.520(E)

1. SPECIFIC HOPWA OBJECTIVES

The City of Lowell Utilizes HUD Form 40100-D Measuring Performance Outcomes and the Grantee CAPER/IDIS Verification Worksheets for its HOPWA CAPER. These forms are included in the Appendix to the CAPER Report. The narrative portion of this form is attached below.

2. GRANTEE AND COMMUNITY OVERVIEW

The Five-Year Consolidated Plan identified goals for serving non-homeless special needs populations with housing activities and supportive services. More discussion about the types of HOPWA activities funded and comparisons to 5-Year goals is provided in the Annual Performance section. The City of Lowell funded seven organizations throughout Middlesex County to provide direct housing and supportive services to individuals with HIV/AIDS and their families. A brief description of these programs is provided below.

AIDS Action Committee (AAC) is a not-for-profit community-based public health organization that provides case management, supportive services, and housing assistance to individuals with HIV/AIDS. Through partnerships with more than 60 providers, AAC serves HIV/AIDS clients who are homeless, in need of affordable housing, are diagnosed with a mental illness, facing imminent eviction, and struggling with addiction. During the 2013-14 fiscal year, HOPWA funds supported the agency's Rental Assistance Program, which provides both short-term rent, mortgage, and/or utility assistance as well as permanent housing placement services including rental start-up to low-income persons living with HIV/AIDS and their families. AAC also utilized HOPWA funds to assist chronically homeless individuals with tenant based rental assistance through the Housing Opportunities for Chronically Homeless Persons (HOCH) program, formerly managed by Cambridge Cares About AIDS.

AIDS Action Committee is funded to provide emergency rental assistance to people living with HIV/AIDS and their families through the Rental Assistance Programs (RAP). Assistance is provided through three sub-programs: the Homelessness Prevention Program, the Rental Start-Up Program, and the Utility Assistance Program (UTL). The Rental Start-Up Program (RSP) provides assistance with the initial start-up costs associated with moving into an apartment, such as first and last month's rent. The Homelessness Prevention Program (HPP) assists applicants with back and ongoing rental and mortgage payments. Applications to the RSP and HPP programs are reviewed for eligibility by the Emergency Financial Assistance Committee (EFAC), a committee of AIDS Action Committee staff members who do not work directly with clients. Once applications for assistance have been approved by EFAC and have all required documentation, the program will make payments. In order to assure that the program is the payer of last resort, payments are made out and mailed to either the landlord or utility company, and are never made out or mailed directly to the client. The Utility Assistance Program (UTL) assists applicants with their utility costs throughout the year. Applicants are eligible to receive a one-time payment of \$600 toward their utility bills. Brenda Rose is the Director of Housing Services.

Institute for Health and Recovery is a statewide service, research, policy, and program development agency. IHR's mission is to develop a comprehensive continuum of care for individuals, youth, and families affected by alcohol, tobacco, and other drug use, mental health problems, and violence/trauma. IHR was awarded a HOPWA grant in November of 2010 through the City of Lowell's rolling application process for HOPWA funds. HOPWA dollars are supporting IHR's Project Heal Program which assists homeless households living with HIV/AIDS and substance abuse. Two households are receiving tenant based rental assistance through this program. Norma Finkelstein is the contact for HOPWA Programs.

Justice Resource Institute (JRI) Health provides supportive services and TBRA to people with HIV/AIDS who are not accessing services from other organizations. JRI Health programs represent a continuum of care centered on the health care needs of highest risk populations. The Assisted Living Program assisted households utilizing a HOPWA subsidy or TBRA Section 8 subsidy in the Lowell HOPWA region with services including hands-on housing search, case management, and ongoing needs assessments. JRI used its funds during the 2013-14 fiscal year to provide 51 households with supportive services and 11 households with rental assistance. Susan Buoncuore is the Director of JRI Health Housing Programs.

Lowell House, Inc. is a multi-component substance abuse and HIV/AIDS treatment organization providing services in courts, prisons, and schools, and in the traditional components of outpatient and residential services provided at sites and in properties owned by Lowell House, Inc. HOPWA funds supported LHI's Housing Information Services and Supportive Services programs for HIV/AIDS clients in Greater Lowell, providing individuals with housing information services and housing placement assistance as well as case management services. JoAnn Aguila is the main contact for LHI's HOPWA-assisted programs.

South Middlesex Opportunity Council (SMOC) is a regional non-profit social service agency operating a wide variety of programs providing housing, behavioral health, education, employment, and other services designed to assist low income individuals and families achieve and maintain self-sufficiency. HOPWA funds assisted the Housing Counseling Program in 2013-14, which provided intensive housing search and placement services and rental assistance to individuals and families that are living with HIV/AIDS. Beth Connolly is the program's main contact.

Tri-City Community Action Program, Inc. is the anti-poverty agency for Malden, Medford, Everett, Melrose and Wakefield. During the reporting period, HOPWA funds supported TriCap's Benefits and Specialized Housing Program which provides case management and supportive services to individuals with HIV/AIDS. 56 households served were served with supportive and housing services. The primary contact for this program is Ellen Smith, ACS Director.

Victory Programs, Inc. is located in Cambridge, MA and provides permanent supportive housing and direct care services to individuals and families with specialized needs including those struggling with addiction and chronic conditions such as HIV/AIDS. During the 2013-14 program year, VPI administered the RUAH House program, formerly operated through Cambridge Cares About AIDS. RUAH House provides permanent housing and stabilization for homeless women living with HIV/AIDS and offers supportive services and case management services, with staff present 7 days a week. RUAH tenants were

also offered on-site workshops such as: Life Skills/Wellness, Overdose Prevention, and Anger Management. Monica Lindsay is VPI's primary contact.

GRANT MANAGEMENT

The City adopted a new Five-Year Consolidated Plan for the period between July 1, 2010 and June 30, 2015. In an effort to help provide consistency to project sponsors in designing their programs and planning project budgets, the City changed its Request for Proposal process for the 2010-2011 program year that allowed applicants to submit proposals for the use of HOPWA funds over a five-year term beginning July 1, 2010. This change also allows the City to help predict the level of accomplishments that may be achieved over the five-year Consolidated Plan period and helps reduce the paperwork associated with annual applications and grant agreements. As in prior years, activities were evaluated based on a number of criteria including consistency with the priority needs identified in the Five-Year Plan, as well as compliance with the HOPWA program regulations. The City drafted grant agreements with selected project sponsors, eligible for renewal each year over the course of five years, subject to availability of funds and compliance with program requirements. In order to provide room for flexibility and encourage new, innovative projects, the City held some funds aside to award to a new program that may not have historically received Lowell HOPWA funds. Applications for these funds are reviewed on a rolling basis, as funding is available. Financial management included the collection and verification of sponsor reports and invoice receipts. Remote monitoring of project sponsors was conducted during the course of the reporting period and was consistent with the process described in the Monitoring portion of this report.

LOCAL JURISDICTION

According to the AIDS Housing Corporation's January 2005 Assessment Report, there were 2,284 diagnosed cases of HIV/AIDS in Middlesex County. The largest HIV/AIDS populations resided in Cambridge/Somerville (601), Lowell (405), Malden/Medford (292) and Framingham (130). The total number of diagnosed cases rose to 2,590 according to the June 2007 Follow-up Report, completed by AHC. Since the 2005 report there has been an increase of people living with HIV/AIDS among refugees/immigrants, ex-offenders, and people with substance abuse. Services and low-threshold housing available to meet the unique needs of members of these populations are especially important. As of December 31, 2009, there were a reported 15,536 people living with HIV/AIDS (PLWHA) in the Boston EMA, a 3.8% increase over the 14,963 cases reported as of 12/31/08. Middlesex County represents 19% of those cases, 2,952 respectively. Fifty-one percent of these new cases were reported among Blacks and Hispanics.¹

PLANNING FOR THE USE OF HOPWA FUNDS

As the largest city in Middlesex County, Lowell is responsible for administering the HOPWA grant countywide. In 2007 AIDS Housing Corporation, a technical assistance provider, (now operated through Victory Programs, Inc.) completed a needs assessment for individuals with HIV/AIDS and their families.

¹ http://www.bphc.org/whatwedo/infectious-diseases/Ryan-White-HIV-AIDS-Services/boston-planning-council/Documents/2011_Needs_Assessment.pdf

This report which included both public health data as well as input from Middlesex County HOPWA service providers continues to help guide the use of HOPWA funds through the 2010- 2015 Consolidated Plan period. Additional discussion about the recommendations of this assessment is included further in this report.

In preparation for the 2010-2015 Consolidated Plan the City released a survey to HOPWA service providers to assess their level of need, resources, and challenges. Based on responses, the most significant barriers that service providers face in achieving their goals is the affordability of housing, clients' criminal justice history, and multiple diagnosis. Emergency rent and utility assistance remains the highest need for clients facing housing issues. This feedback indicates a need to support rental assistance programs and specifically ones targeting those hardest to house that might need strong case management and supportive services.

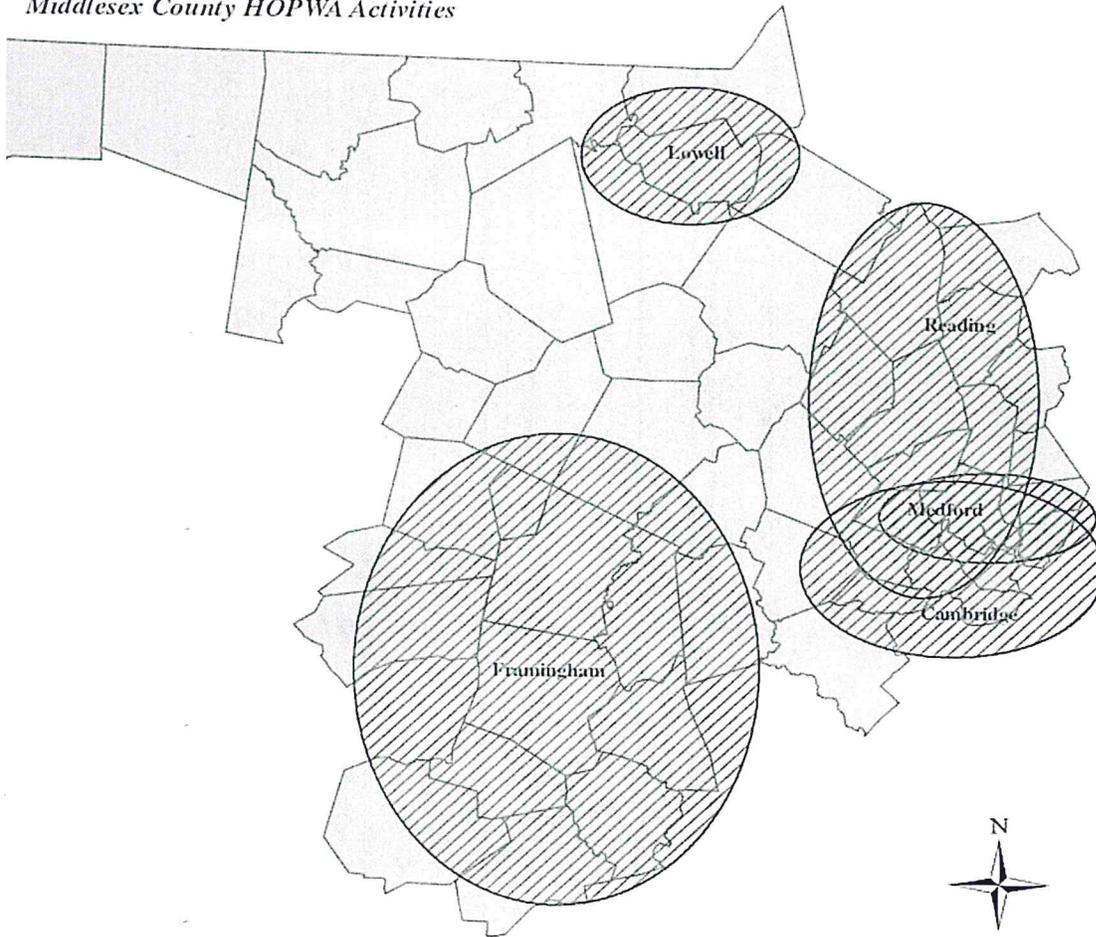
OTHER RESOURCES

More than \$1.7 million was secured through Federal, State and local resources to match HOPWA funds to create comprehensive housing strategies. HOPWA funds were supplemented with funds from the Ryan White funding, the State Dept. of Public Health, as well as the Boston Public Health Commission as well as private grants.

3. ANNUAL PERFORMANCE OUTPUTS REPORTED

Seven Project sponsors spent HOPWA funds during the reporting period to complete activities that provided a range of housing activities and related services in Middlesex County. The geographic distribution of these programs is illustrated on the map and table below.

Middlesex County HOPWA Activities



City of Lowell, Division of Planning and Development

The table below provides the location of the seven agencies that received HOPWA funds during the 2013-14 program year.

2013-14 Program Year Distribution of HOPWA Funds	
Agency	Middlesex County Service Area
AIDS Action Committee	County-wide
Institute for Health & Recovery	Lowell
Justice Resource Institute	County-wide (primarily Greater Boston)
Lowell House, Inc.	Greater Lowell
Southern Middlesex Opportunity Council	Metro west
Tri-City Community Action Program	Malden/Medford/Everett
Victory Programs, Inc.	Cambridge

Lowell's Five Year Consolidated Plan projected serving approximately 1,720 households with housing related supportive services and 140 households with financial assistance to secure affordable housing between 2010-2015. During the 2013-14 program year 78 households were provided with either long-term rent subsidy or short-term emergency assistance to remain in permanent housing. An additional 280 households received supportive services including permanent housing placement assistance and housing information services.

The table below outlines the proposed and actual accomplishments of the Middlesex County HOPWA program during the 2013-14 program year.

FY13-14 Proposed and Actual Accomplishments of the Middlesex County HOPWA program					
Agency/Program Name	HOPWA Activity	2013-14 Award	2013-14 Expenditures	Proposed Households Served	Actual Households Served
Direct Housing Assistance					
AIDS Action Committee	Permanent Housing Placement	\$12,055.00	\$12,038.00	18	10
AIDS Action Committee	Short-Term Rent/Mortgage/Utility Payments	\$35,276.00	\$35,259.00	22	18
AIDS Action Committee	Tenant Based Rental Assistance	\$70,408.00	\$55,743.00	8	8
Institute for Health & Recovery - Project Heal	Tenant Based Rental Assistance	\$27,376.78	\$27,376.78	2	2
Justice Resource Institute - JRI Health	Tenant Based Rental Assistance	\$76,849.54	\$76,849.54	11	11
Lowell House, Inc.	Permanent Housing Placement	\$9,000.00	\$9,000.00	20	9
South Middlesex Opportunity Council	Short-Term Rent/Mortgage/Utility Payments	\$2,526.00	\$2,526.00	2	7
South Middlesex Opportunity Council	Permanent Housing Placement	\$6,016.00	\$6,016.00	15	13
Total Direct Housing Assistance		\$239,507.32	\$224,808.32	98	78
Supportive Services					
AIDS Action Committee	Supportive Services	\$52,498.00	\$52,492.00	27	26
Justice Resource Institute - JRI Health	Supportive Services	\$120,924.87	\$120,924.87	51	51
Lowell House, Inc.	Supportive Services	\$45,211.00	\$45,196.00	50	52
Lowell House, Inc.	Housing Information Services	\$39,602.47	\$39,602.47	30	18
South Middlesex Opportunity Council	Supportive Services	\$42,332.00	\$42,332.00	55	70
Tri-City Action Program	Supportive Services	\$45,838.00	\$45,838.00	56	56
Victory Programs, Inc.	Supportive Services	\$39,047.00	\$39,047.00	7	7
Total Supportive Services		\$385,453.34	\$385,432.34	276	280
Total HOPWA Assistance		\$624,960.66	\$610,240.66		
Note: Amounts do not include administrative expenses					

HOUSING UNITS CREATED

The City of Lowell began administering HOPWA funds for Middlesex County during the 2004-05 fiscal year. Since that time no housing units have been created through acquisition, rehabilitation, or new construction, using HOPWA funds.

OUTCOMES ASSESSED

As a previous table indicates, the majority of programs providing supportive services with HOPWA funds during the reporting period, exceeded their goal and served more clients than initially planned. Many of these agencies were able to leverage additional resources to provide case management and housing information services to meet the needs of their clients.

Despite limited funding the number of households served with direct housing assistance, was also on target with the proposed goal. The majority of individuals with HIV/AIDS, served during the program year with housing assistance, obtained housing stability, and in some cases households entering the program were chronically homeless. HOPWA funded programs have managed to leverage additional resources to ensure that clients find permanent affordable housing along with the appropriate supportive services and case management to ensure a household's ability to be maintain their housing.

COORDINATION

The Greater Lowell SHIFT (Standardized Housing for Individuals and Families in Transition) coalition, under the direction of Community Teamwork, Inc. a regional non-profit multi-service agency, has approximately 40 partners including representatives from the Department of Mental Health, Department of Social Services, Department of Transitional Assistance, the Greater Lowell Interfaith Alliance, the House of Hope, the GRIP Project, the Lowell Transitional Living Center, and the City of Lowell. The coalition also has several members who work directly with the Governor's office and the Interagency Council, ensuring information flow among all levels of government and community-based non-profits. Lowell's Continuum of Care members provide extensive services to prevent homelessness for homeless populations including veterans, elderly, youth, victims of domestic violence, individuals with HIV/AIDS, and individuals with substance abuse problems. The Continuum of Care case managers ensure that individuals leaving shelters for other emergency or transitional housing are secure in support service programs.

In an effort to improve coordination and communication among service providers to individuals with HIV/AIDS, the City invited program managers to a meeting in the summer of 2010. The HOPWA project sponsors present, agreed to meet periodically share program updates and best practices with one another and to review challenges and find solutions, increase chains of communication and outreach, and share resources. Many HOPWA sponsors also leverage other state and federally supported programs such as SNAP and MART for transportation.

Additionally many organization coordinate with local and regional providers of housing and supportive services such as: the Cambridge Health Alliance; the Boston Living Center; Boston Healthcare for the Homeless; local Housing Authorities; Commonwealth Land Trust; Greater Boston Legal Services; CAB Health and Recovery; Safe Harbor Shelter and the Zinberg Clinic, Boston Housing Authority

Boston Healthcare for the Homeless, Boston Living Center, Lahey Behavioral Health (formerly CAB Healthcare), Cambridge Health Alliance, Childcare Circuit, Dept. of Public Health, Dept. of Transitional Assistance Malden, Fenway Community Health Center, GLAD - Gay and Lesbian Advocates and Defenders, Greater Boston Legal Services, Irish Immigration Center, Justice Resource Institute (JRI), Latino Health Institute, Lawyers Clearinghouse, MBHP – RAFT Program Mass Eye and Ear, Mass Law Reform Institute, MGH Chelsea, MGH Boston, Prevention and Access to Care and Treatment (PACT), Rockwell House, Safe Harbor Shelter, and many other agencies. HOPWA funded agencies have also leveraged assistance to clients in the form of EFSP, Federal Heating Assistance and Pro Bono Legal help.

TECHNICAL ASSISTANCE

HOPWA Project Sponsors typically contact Lowell DPD Staff for assistance in completing quarterly reports and the Final CAPER report. As the forms change it becomes easier to track data however some project sponsors find it difficult understanding the different types of data required for each type of activity.

The City of Lowell has historically relied on Victory Programs, Inc. (formerly AIDS Housing Corp.), a local agency that provides technical assistance to HOPWA recipients, especially in understanding and applying HUD regulations. As of January 2013, HUD's new online resources became available to answer HOPWA related program questions. Additionally, no HOPWA project sponsors have identified technical assistance as an impediment.

4. BARRIERS AND TRENDS OVERVIEW RESPONSE TO BARRIERS ENCOUNTERED

Project Sponsors identified a number of barriers encountered during the 2009-10 program year that impacted their programs. The following barriers to providing housing for persons with HIV/AIDS in Middlesex County were identified by HOPWA project sponsors:

- Multiple Diagnosis/complex medical needs – Several project sponsors noted that clients with unaddressed mental health needs resulted in challenges for case managers to having effective sessions and home visits. Case Managers continue to assess the needs of clients and connecting them with appropriate levels of medical services.
- Negative Tenant Behaviors - tenants have multiple diagnoses, disabilities, mental health issues and many have a history of substance use disorder. While some tenants have improved their conflict resolution with each other with the support and guidance, many tenants continue to have difficulty in controlling their emotions and are prone to angry outbursts. Program managers plan to continue to be mindful and thorough in the screening process keeping in mind the unique challenges.
- Client Eligibility – Obtaining comprehensive documentation of chronic homelessness from persons living on the street and/or in shelters for extended periods of time causes ongoing challenges for some project sponsors. The narrow definition of 'homeless' and high burden of documentation for chronic homelessness precludes many individuals from applying and/or being found eligible. Additionally, the policies and procedures of some property management companies make obtaining and maintaining housing in these units difficult for some clients. Threshold levels of eligibility often meant that

individuals with a history of substance abuse or CORI issues have difficulty finding affordable permanent housing options.

- **Housing Availability/Affordability** – The demand for scattered site, independent living options continues to grow and the lack of available affordable housing and rental subsidies is not matching the demand. FMR for participants with TBRA vouchers limits where they can reside and thus very limits housing options are available.
- **Other Issues – Immigration/Language Barriers/Linguistic Capacity** – Clients of some project sponsor programs are new, non-English speaking immigrants. In many cases, case managers find that immigration document is not in order. Because of these issues it is often difficult to assist clients in finding independent housing and/or assisting with obtaining employment.
- **Other Issues – Communicating with Clients** – Given financial insecurities of many clients, especially those recently homeless, maintaining a phone line (either land line or cellular) often poses challenges for some case managers to stay connected with their clients. Case managers continue to find creative and flexible ways to stay in touch with clients and ensure both their health and housing is stable. Additional barriers noted included limited resources to meet the growing demand for supportive services. Providers continue to leverage resources when possible and partner with other organizations to ensure clients receive appropriate services to meet their needs. Finally, providers note that increasingly a client's personal history interferes with their access to housing including past rental history, CORI history, and poor credit. This trend further explains the need for low-threshold housing. The HOPWA provider community meets regularly to address the above barriers and communicate their needs with Federal, State and local government representatives. Several programs have developed ways to address these challenges. AIDS Action, for example, continues to seek other sources of funds and leverage HOPWA funding with Ryan White Part A funding so that the program's activities are performed at a lower administrative cost, allowing more dollars to be directed toward direct housing assistance.
- **Other Issues - Relocations expenses** – Participants hesitant to relocate due to high costs of moving.

TRENDS IN MEETING NEEDS OF PERSONS WITH HIV/AIDS

The regional sponsors meet regularly to compare needs; share information on grants and other funding initiatives; and share resources to assist each other to care for the County's homeless population. Some universal impediments to stable housing are:

- Increase in rents cause pressure to extend service area outside Greater Boston area.
- Job losses and decrease in income
- Continued trend for the lack of more affordable housing; i.e. conversion to market rate housing.
- More individuals meeting eligibility requirements.
- Lots of applicants, lack of affordable housing options.
- Tenant behavior was a barrier; i.e. mental health and drug use.
- An overall need for increased attention to medical issues and care coordination.

Many sponsors employ the following strategies to address some of the barriers identified above and meet the needs of persons living with HIV/AIDS:

- E-mail other project sponsors about legislative activities regarding policies that affect the HIV/AIDS population, particularly the homeless, and urge them to contact their legislators;
- Conduct public forums within the community to educate the public about the facts and needs for both affordable, safe housing, as well as, the supportive services needed to sustain those in housing;
- Meet with Continuum of Care groups (Framingham, Somerville, Lowell and Malden) to discuss the needs and barriers to housing those with HIV/AIDS in Middlesex County.
- Improve referral processes to ensure efficient and quick service for clients.
- Leverage the existing funds via coalitions and partnerships.
- Improve communication and training with staff to ensure program requirements are understood and met. Regional community strategies continue to identify the housing and supportive service needs of the HIV/AIDS population. The sponsor agencies are dedicated and passionate about these housing objectives for their HIV/AIDS clients and families.

EVALUATIONS/ASSESSMENTS

In the 2007 Follow-up Report to the 2005 AIDS Housing Needs Assessment, AHC offered several recommendations to address the unmet needs of Middlesex County's HOPWA population. The most recent report pertaining to Middlesex County is the Assessment of Need among People Living with HIV in the Boston EMA Planning Council 2011. These recommendations included the following:

1. Continue to use HOPWA monies to serve those that are hardest to house
Supporting programs like Cambridge Cares About AIDS HOCH program will help individuals who experience difficulties in accessing federal and state public housing due to CORI related and/or substance abuse histories. Flexible HOPWA dollars will help these individuals obtain stable housing.
2. Provide funding for TBRA within the Greater Lowell area
While a high need for subsidies exists throughout Middlesex County, there is no organization in the Greater Lowell region that administers HOPWA subsidies. Working with an agency like CTI, which has the capacity to administer subsidies could address an unmet need in the area.
3. Provide funding for Housing Information Service activities in the Greater Lowell area
Funding an agency that can work specifically on helping individuals with HIV/AIDS to find and/or maintain housing is needed in the Greater Lowell area and would be especially beneficial for the hardest to house populations.
4. Prioritize funding for services that receive little or no funding outside of HOPWA
Services that are highly needed but receive limited or no funding from additional government agencies/programs, such as housing information services, housing subsidies, or emergency assistance, should be targeted for future HOPWA dollars. These recommendations report will be used to help prioritize the distribution of future HOPWA funds for Middlesex County.