

*Housing Opportunities for Persons With AIDS (HOPWA Program)
Consolidated Annual Performance and Evaluation Report (CAPER)*

HMIS ClientTrack CAPER Data Assistance Manual

2018

*A guide to navigating ClientTrack, a web-based data reporting tool.
This guide will explain how to extract data from HMIS to assist with
the 2018 HOPWA CAPER.*

This manual will assist with locating client level data needed for the HOPWA CAPER in ClientTrack. Data that cannot be found in ClientTrack will not be mentioned. The manual will begin with Part 3 of the CAPER.

The HOPWA CAPER can be found on the HUD Exchange website:

<https://www.hudexchange.info/resource/1011/hopwa-caper-form-hud-40110-d/>

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Only highlighted data elements are explained.

Part 3: Accomplishment Data Planned Goal and Actual Outputs

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 Planned	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 –						
5.	Permanent Housing Placement Services						
6.	Adjustments for duplication (subtract)						
7.	Total HOPWA Housing Subsidy Assistance (Columns a – d equal the sum of Rows 1-5 minus Row 6; Columns e and f equal the sum of Rows 1-5)						
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 that also delivered HOPWA housing subsidy assistance						
11b.	Supportive Services provided by project sponsors that only provided supportive services.						
12.	Adjustment for duplication (subtract)						
13.	Total Supportive Services (Columns a – d equals the sum of Rows 11a & 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						

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Data in Rows 1-5 are found on the *Clients in Programs* Report in ClientTrack. The *Clients in Programs* Report can be found using the following steps: **GA HMIS Reports** → **Standard Reports** → **Clients in Programs**. Fill in enrollment dates, check “Include Heads of Households Only” and then select report. Export as an Excel data file.

← Clients in Programs Report

For help relating to this form, click the **Help** icon in the top right area of this form. For general help, click the **Help Topics** link in the top right area of this application.

Saved Report Settings - To use saved report settings, select the desired settings description. To save the settings for a new report, select **Save Settings**, type the description of the settings in the **Save As** field, select the report settings, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: --SELECT--

Date Range - Indicate the time period for this report. Only records that fall within the date range you select will be included.

Predefined Date Range: --SELECT--

Enrollments between: 07/01/2017 and 06/30/2018

Run Report By - Select Enroll to run the report filtered by program enroll date fall in the report date range. Select Exited to filtered by the program exit date. Select Enroll at any time to show all the clients still in the program during the report date range.

Report Type: * Enroll at any point

Head of Household - This check box allows the user to choose whether to see all clients or only the heads of household.

Include Heads of Households Only:

This report will give you the total number of heads of households (HOHs) in each program. Filter for each program type and fill in the actual amount. Adjust for duplicate HOHs in Row 6.

For Row 11a, you will need to use the *Services* CSV. This report can be found by using the following steps: **GA HMIS Reports → HUD/HMIS Reports → Full, SSVF, and RHY 6.1 CSV Exports → HMIS CSV Export 6.1 → Services.CSV**

Fill in the beginning portion as follows:

HMIS Export - CSV 6.1

Export Full HMIS data in the HMIS CSV 6.1 Standard the data included will fit the filters that are selected. The Source type is not used to filter the data it is only used as part of the export file.

Source End Point: * GA HMIS

Source Type - Identify where the export is being generated from. This populates fields in the Export.csv. It is not a CoC Filter.
Source Type: * Data Warehouse

Date Range - Indicate the time period for this export. Only enrollments that were active at some point within the date range you select will be included. However, all data associated with those enrollments, up to the end date will be included. The start date of the grant (or earlier) should be used for the Export Start Date.
Predefined Date Range: -- SELECT --

Enrollments active between: * 07/01/2017 and 06/30/2018

Export Date: * 07/05/2018 06:34 AM

In the programs portion, **ONLY** highlight HOPWA programs. Run the export and download the report under *Files on Server*. Once the report has downloaded, open the *Services* CSV document and go to the column *Record Type*. You will notice that this report only has number codes. You will need to use the code translator below to interpret the numbers. Sort the *Record Type* column to only include **143**. This will give you the number you will need to answer 11a. Adjust for duplicated HOHs (check for duplicate Personal IDs) in Row 12.

Used in Services.csv when RecordType = 143 (HOPWA service).	
Value	Text
1	Adult day care and personal assistance
2	Case management
3	Child care
4	Criminal justice/legal services
5	Education
6	Employment and training services
7	Food/meals/nutritional services
8	Health/medical care
9	Life skills training
10	Mental health care/counseling
11	Outreach and/or engagement
12	Substance abuse services/treatment
13	Transportation
14	Other HOPWA funded service

RecordType	TypeProvided
143	14
143	2
143	2
143	2
143	2
143	2
143	2
143	2
143	2
143	14
143	14
143	14
143	12
143	12

2. Listing of Supportive Services

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)		

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This section is a breakdown of the supportive services provided. The number of each service type provided can be found by using the *Services Report*. Please see **HOPWA Performance Planned Goal and Actual Outputs** directions for details on how to download this report. Sort the *Record Type* column to only include 143. The column *Type Provided* has all services broken down by type based on the code translator. Sort for each type provided to get the count for each individual service. When there are a large number of services, it is **highly suggested** to place all *Record Type* 143 data on a separate Excel tab to remove duplicate Personal IDs. Duplicates can be removed by: **Highlighting the column Personal IDs → select remove duplicates from the top of the Excel document → Expand the selection → Remove Duplicates... → Unselect all other columns except Personal ID → OK**. The remaining Personal IDs are the number of HOHs that received services (Row 17). Subtract this number from the total in Row 15 to get the answer for Row 16.

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

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	■	■
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	■	■
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	■	■
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	■	■
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	■	■
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	■	■
g.	Direct program delivery costs (e.g., program operations staff time)		■

End of PART 3

The number of each service type provided can be found by using the *Services Report*. Please see **HOPWA Performance Planned Goal and Actual Outputs** directions for details on how to download this report. In the programs section, make sure to **ONLY** highlight STRMU HOPWA programs. Run the export. Once the report has downloaded, open the *Services* CSV document and sort the *Record Type* column to only include **151**. The column *Type Provided* has all services broken down by type based on the code translator. In this section, make sure to count households with multiple service types only **once** in the households served column.

Used in Services.csv when RecordType = 151 (HOPWA financial assistance).	
Value	Text
1	Rental assistance
2	Security deposits
3	Utility deposits

4	Utility payments
7	Mortgage assistance

Part 4: Summary of Performance Outcomes

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

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/Street	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			1 Emergency Shelter/Street	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
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/Street	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

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Column [1] Output: Total Number of Households Served, is the same number recorded in the HOPWA Performance Planned Goal and Actual table on page 2.

Column [2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year, is the number of households who were still enrolled as of 7/1/18. This can be found using *Clients in Programs* Report in ClientTrack. Please see **HOPWA Performance Planned Goal and Actual Outputs** directions for details on how to download this report.

Section 2. Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness (Short-Term Housing Subsidy Assistance)

Assessment of Households that Received STRMU Assistance			
[1] Output: Total number of households	[2] Assessment of Housing Status	[3] HOPWA Client Outcomes	
[]	Maintain Private Housing without subsidy <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</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	[]	
	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	[]	
	Jail/Prison	[]	
	Disconnected	[]	
	Death	[]	
			<i>Stable/Permanent Housing (PH)</i>
			<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
		<i>Unstable Arrangements</i>	
		<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).		[]	

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For directions on how to fill in Columns 1-2 please see directions for the Table: **Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities).**

Row 1a – Run the *Clients in Programs* Report for STRMU programs in ClientTrack. Please see **HOPWA Performance Planned Goal and Actual Outputs** directions for details on how to download this report. Enrollment dates should be between 7/1/16 and 7/1/18. Export as an Excel data document. Anyone who was enrolled on or before 7/1/17 and remained enrolled as of 7/1/18 should be included here.

Row 1b - Run the *Clients in Programs* Report for STRMU programs in ClientTrack. Enrollment dates should be between 7/1/15 and 7/1/18. Export as an Excel data document. Anyone who was enrolled on or before 7/1/15 and remained enrolled as of 7/1/18 should be included here.

Section 3. HOPWA Outcomes on Access to Care and Support

Section 3. HOPWA Outcomes on Access to Care and Support

1a. Total Number of Households

Line [1]: For project sponsors 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 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 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	
c. Adjustment for duplication (subtraction)	
d. Total Households Served by Project Sponsors with Housing Subsidy Assistance (Sum of Rows a and b minus Row c)	
2. For Project Sponsors 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 without Housing Subsidy Assistance	

Row 1a – Use the *Clients in Programs* Report in ClientTrack. Please see **HOPWA Performance Planned Goal and Actual Outputs** directions for details on how to download this report. Include all of the HOPWA programs listed and export as an Excel data report. Include the **duplicated** number here.

Row 1b – Use the *Services* CSV file in ClientTrack. Please see **HOPWA Performance Planned Goal and Actual Outputs** directions for details on how to download this report. Include all of the HOPWA programs listed and export as an Excel data report. Include the **duplicated** number here.

Row 1c – Adjust for HOHs who had more than one case management service. Only one HOH should be counted even if they had multiple case management services.

Row 1d – Adjust for duplicated HOHs (count HOHs once)

1c. Households that Obtained Employment

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

End of PART 4

Column [1] – You will need to use the *Employment Education* CSV. This report can be found by using the following steps: **GA HMIS Reports** → **HUD/HMIS Reports** → **Full, SSVF, and RHY 6.1 CSV Exports** → **HMIS CSV Export**. Run the export by filtering for the programs required in this section and download the report under *Files on Server*. Once the report has downloaded, open the *Employment Education* CSV document and go to the column *Employed* to determine which individuals have employment.

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)

Chart b. Prior Living Situation

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	
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)	
3. Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	
4. Transitional housing for homeless persons	
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)	
6. Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, 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	
13. House you own	
14. Staying or living in someone else's (family and friends) room, apartment, or house	
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)	

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For this table, you will need to run the *HUD Data Quality Report Detail* in ClientTrack. Use the following steps: **GA HMIS Reports → HUD/HMIS Reports → HUD Data Quality Report Detail**. Fill in all HOPWA grants and programs from Chart 1a, Row 1d in this table. The file will be located under Files on Server. Open the file bundle and use the *Data (Validation Only)* report. Filter the column *Relationship to HOH* to only include “self”. All clients (unduplicated) without an Exit Date should be included in row 1.

Rows 2-17 data can be found in column *Prior Residence* for individuals who were not discharged.

Chart c. Homeless Individual Summary

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		

Download the *HUD Data Quality Report Detail* following the steps above. Filter the column *Relationship to HOH* to only include “self”, and filter *Prior Residence* to only include: “Place not meant for human habitation”, “Emergency Shelter”, and “Transitional Housing”. Use the *Veteran Status* column to enter the number of homeless veterans and the *Chronically Homeless Individual* column to enter the number of chronically homeless (unduplicated).

Section 2. Beneficiaries

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 Transponder.
 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)	
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	
4. TOTAL number of ALL beneficiaries served with Housing Subsidy Assistance (Sum of Rows 1, 2, & 3)	

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Note: Remaining sections should include unduplicated numbers.

Row 1: Same answer as Part 7A, Section 1, Chart a

Row 2: Download the *HUD Data Quality Report Detail* following the steps above. Filter the column *Relationship to HOH* to include all options **except** “self”. Include the total number of individuals with “yes” as an answer for column *HIV AIDS*.

Row 3: Same as directions for row 2 but include all individuals with “no” as an answer for column *HIV AIDS*.

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					
3. 31 to 50 years					
4. 51 years and Older					
5. Subtotal (Sum of Rows 1-4)					
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					
7. 18 to 30 years					
8. 31 to 50 years					
9. 51 years and Older					
10. Subtotal (Sum of Rows 6-9)					
Total Beneficiaries (Chart a, Row 4)					
11. TOTAL (Sum of Rows 5 & 10)					

For the section HOPWA Eligible individuals, download the *HUD Data Quality Report Detail* following the steps for **Chart b. Prior Living Situation**. Filter the column *Relationship to HOH* to only include “self” and filter the columns *Gender*, and *Age At Entry* to answer this section.

For the section All Other Beneficiaries, download the *HUD Data Quality Report Detail* following the steps for **Chart b. Prior Living Situation**. Filter the column *Relationship to HOH* to include all options **except** “self” and filter the columns *Gender*, and *Age At Entry* to answer this section.

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				
2. Asian				
3. Black/African American				
4. Native Hawaiian/Other Pacific Islander				
5. White				
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				
11. Column Totals (Sum of Rows 1-10)				

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)

For the section HOPWA Eligible individuals, download the *HUD Data Quality Report Detail* following the steps **Chart b. Prior Living Situation**. Filter the column *Relationship to HOH* to only include "self". For the section All Other Beneficiaries, filter the column *Relationship to HOH* to include all options **except** "self". Use the column *Races* to fill in the table.

Section 3. Households

Section 3. Households
Household Area Median Income
 Report the 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 <https://www.huduser.gov/portal/datasets/il.html> 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)	
2.	31-50% of area median income (very low)	
3.	51-80% of area median income (low)	
4.	Total (Sum of Rows 1-3)	

Previous editions are obsolete Page 20 form HUD-40110-D (Expiration Date: 01/31/2021)

Use the *Home Income Limits State of GA 2018* document to help determine Household Area Median Income.

Data from this report can be found by using the *HOPWA APR* Report in ClientTrack. This report can be found by using the following steps: **GA HMIS Reports** → **HUD/HMIS Reports** → **HOPWA APR** → **+ADD NEW** → **Operating Begin Date (7/1/2017)** → **Operating End Date (6/30/2018)** → **Grantee Name (Any name can be used here)** → **Poverty Level (United States – 48 States and D.C.)** → **Organization** → **Programs** → **Zip Code (Zip Code of the Organization)** → **Finish** → **Blue action button – HOPWA Report**. Do not put the grant type because this may cause the report to show up blank. Download the report in PDF format and go to page 9 to find the Household Area Median Income. **Note:** The report will appear to be very similar to the CAPER but it is highly recommended to follow the steps in this guide to obtain the data needed for the CAPER. The only data that should be taken directly from this report is the information for Household Area Median Income.

HUD Grant Number:

Operating Begin Date: *

Operating End Date: *

Operating Year:

Grantee Name: *

Poverty Level: *

Fax:

Address:

Zip Code: *

City:

State:

Email: