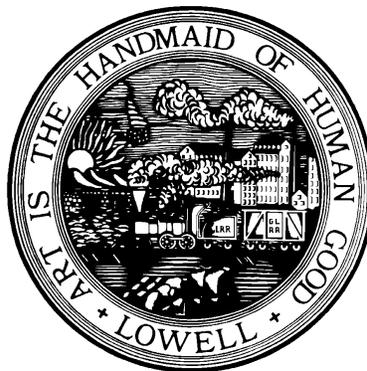


City of Lowell, Massachusetts

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

**for the HUD
CDBG, ESG, HOME and HOPWA Programs**

2013-2014 Program Year



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Grantee and activity reports generated through the Integrated Disbursement and Information Systems (IDIS) are included in a separate volume to the City of Lowell’s 2013-2014 program year CAPER. This document is on file at the City of Lowell, Department of Planning and Development, and has been submitted to HUD.

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 2013-14 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	Expected – Program Year	Actual – Program Year	Percent Complete
DH-1.1	Affordable Housing		Rental units constructed	Household Housing Unit	50	0	0.00%		0	
DH-1.1	Affordable Housing		Homeowner Housing Added	Household Housing Unit	50	0	0.00%		0	
DH-1.2	Affordable Housing	HOPW A: \$471144	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		313			313	
DH-1.2	Affordable Housing	HOPW A: \$471144	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1720	0	0.00%		0	

DH-1.2	Affordable Housing	HOPW A: \$4711 44	Tenant-based rental assistance / Rapid Rehousing	Households Assisted		11			11	
DH-1.2	Affordable Housing	HOPW A: \$4711 44	Homelessness Prevention	Persons Assisted		7			7	
DH-1.2	Affordable Housing	HOPW A: \$4711 44	Jobs created/retained	Jobs		0			0	
DH-1.2	Affordable Housing	HOPW A: \$4711 44	HIV/AIDS Housing Operations	Household Housing Unit		0		276	0	0.00%
DH-1.3	Affordable Housing	CDBG: \$4250 0	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	7200	0	0.00%	700	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%		47	
DH-1.4	Affordable Housing	CDBG: \$6000	Direct Financial Assistance to Homebuyers	Households Assisted		47		50	47	94.00%
DH-2.1	Affordable Housing	HOME: \$2550 00	Direct Financial Assistance to Homebuyers	Households Assisted	175	0	0.00%	30	0	0.00%
DH-2.2	Affordable Housing	CDBG: \$3000 0 / HOME: \$4350 00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		5			5	
DH-2.2	Affordable Housing	CDBG: \$3000 0 / HOME: \$4350 00	Rental units rehabilitated	Household Housing Unit	87	0	0.00%		0	
DH-2.2	Affordable Housing	CDBG: \$3000 0 / HOME: \$4350 00	Homeowner Housing Rehabilitated	Household Housing Unit	88	0	0.00%	25	0	0.00%
DH-2.3	Affordable Housing	CDBG: \$7500 / ESG: \$1475 00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		104			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%	136	0	0.00%
DH-2.4	Non-Homeless Special Needs	HOPW A: \$151337	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted		36			36	
DH-2.4	Non-Homeless Special Needs	HOPW A: \$151337	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	140	0	0.00%		0	
DH-2.4	Non-Homeless Special Needs	HOPW A: \$151337	Tenant-based rental assistance / Rapid Rehousing	Households Assisted		10			10	
DH-2.4	Non-Homeless Special Needs	HOPW A: \$151337	Homelessness Prevention	Persons Assisted		18			18	
DH-2.4	Non-Homeless Special Needs	HOPW A: \$151337	Jobs created/retained	Jobs		0			0	
DH-2.4	Non-Homeless Special Needs	HOPW A: \$151337	Housing for People with HIV/AIDS added	Household Housing Unit		0		27	0	0.00%
DH-2.5	Affordable Housing Homeless	HOME: \$60000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	10	0	0.00%	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%		55	
EO-1.1	Non-Housing Community Development Economic Development	CDBG: \$53963	Homeless Person Overnight Shelter	Persons Assisted		0			0	
EO-1.1	Non-Housing Community Development Economic Development	CDBG: \$53963	Jobs created/retained	Jobs		0		100	0	0.00%
EO-1.1	Non-Housing Community Development Economic Development	CDBG: \$53963	Businesses assisted	Businesses Assisted		28			28	

EO-1.2	Economic Development	CDBG: \$30000	Facade treatment/business building rehabilitation	Business		0			0	
EO-1.2	Economic Development	CDBG: \$30000	Businesses assisted	Businesses Assisted	95	22	23.16%	25	22	88.00%
EO-1.3	Economic Development	CDBG: \$175000	Businesses assisted	Businesses Assisted	500	0	0.00%		0	
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%	535	419	78.32%
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			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%	3617	1243	34.37%
SL-1.2	Non-Homeless Special Needs Elderly	CDBG: \$63800	Homeless Person Overnight Shelter	Persons Assisted		0			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%	1595	2216	138.93%
SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0			0	
SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Homeless Person Overnight Shelter	Persons Assisted	0	0			0	
SL-1.3	Homeless Non-Housing Community Development	CDBG: \$68000 / ESG: \$62500	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0			0	

SL-1.3	Homeless Non-Housing Community Development	CDBG: \$6800 / ESG: \$62500	Homelessness Prevention	Persons Assisted	0	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%	4	788	19,700.00%
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%		69	
SL-2.1	Non-Housing Community Development	CDBG: \$10000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted		0		50	0	0.00%
SL-3.1	Public Facilities/Infrastructure	CDBG: \$190000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted		101403		9	101403	1,126,700.00%
SL-3.1	Public Facilities/Infrastructure	CDBG: \$190000	Other	Other	5	0	0.00%		0	
SL-3.2	Public Facilities	CDBG: \$31000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted		101318			101318	
SL-3.2	Public Facilities	CDBG: \$31000	Other	Other	160	0	0.00%	2	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		22	0	0.00%
SL-3.3	Affordable Housing	CDBG: \$338000	Buildings Demolished	Buildings	10	0	0.00%		0	

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 2013-14 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 13-14 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%

2013-14 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 assisted (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.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Actual Amount Expended Program Year X
CDBG	1,474,193
HOME	948,545
HOPWA	667,335
ESG	121,464

Table 3 – Resources Made Available

Narrative

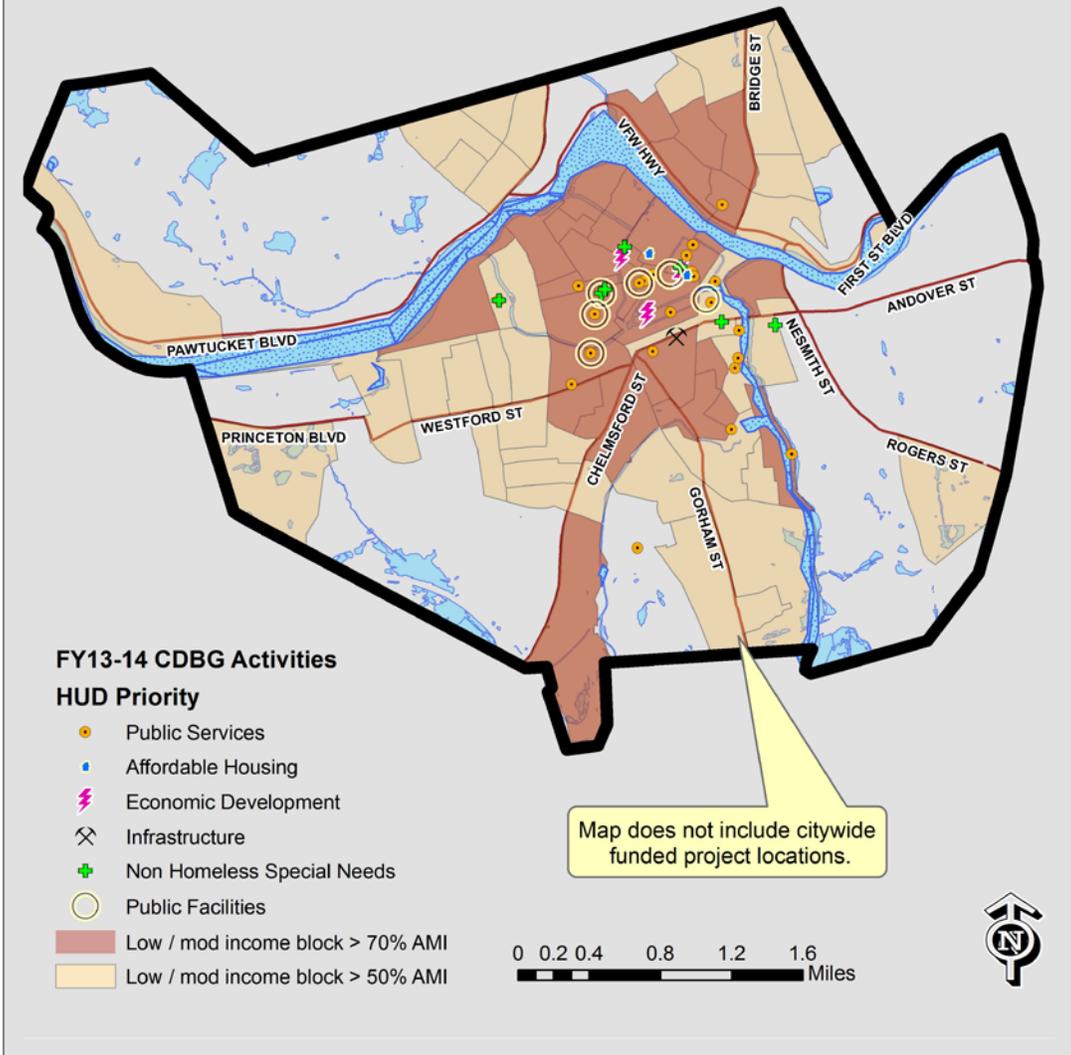
The table above outlines the Consolidated Plan funding received by the City of Lowell between July 1, 2013 and June 30, 2014. This table includes only new funds received during the program year and does not account for either unspent prior year funds use for FY 13-14 activities or funds from prior years spent during the 2013-14 program year. (Source: PR02 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 2013-14 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.

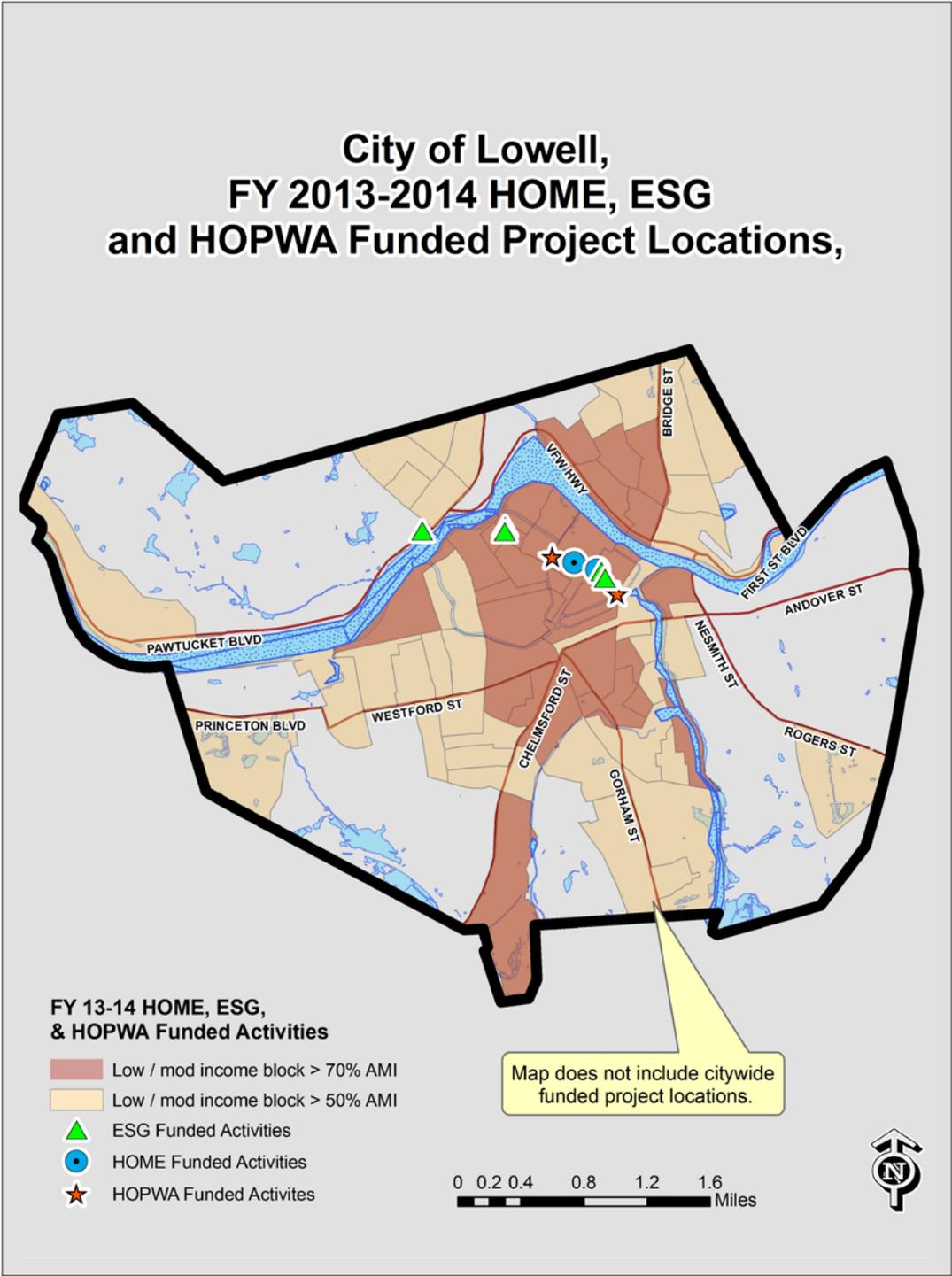
Identify the geographic distribution and location of investments

The following maps identify the geographic distribution and location of investments

City of Lowell, FY 2013-2014 CDBG Funded Project Locations, by HUD Priority



City of Lowell, FY 2013-2014 HOME, ESG and HOPWA Funded Project Locations,



Narrative

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.

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 2010 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.

HOPWA funds have been distributed across Middlesex 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 2013-14 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 HOPWA table provides the location of the seven agencies that received HOPWA funds during the 2013-14 program year.

Leveraging

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

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 2013-14 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 2013-14 program year was **\$141,290**. More than **\$720,508** was identified in the 2013-14 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, 2013, 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 2013-14 program year. Nevertheless, Lowell is reporting an additional \$526,829.00 matching funds during 2013-14. 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 2012-2013 reporting period. The HOME section of this report provides additional detail as to how these funds were expended.

2013-2014 HOME Program Income				
Balance on Hand at Start of PY	PI Received	Total Expended	Total Expended on TBRA	Balance on Hand at End of the PY
\$0.00	\$210,870.84	\$210,865.84	\$0.00	\$5.00
Source: PR01, PR09 (8/20/14)				

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 rehab projects using HOME funds during the 2013-2014 program year.

Relocation and Real Property Acquisition: No real property was acquired and no households or businesses were displaced during the 2013-2014 program year using Consolidated Plan program funds

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	526,829
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	526,829
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	526,829

Table 4 – Fiscal Year Summary - HOME Match Report

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	210,871	210,866	0	5

Table 5 – Program Income

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

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	37,461,336	0	0	18,730,668	0	18,730,668
Number	42	0	0	0	0	42
Sub-Contracts						
Number	41	0	0	2	0	39
Dollar Amount	17,357,629	0	0	1,286,027	0	16,071,601
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	37,461,336	18,730,668	18,730,668			
Number	42	0	42			
Sub-Contracts						
Number	41	2	39			
Dollar Amount	17,357,631	539,643	16,817,987			

Table 6 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Dollar Amount						

Table 7 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 8 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	10	0
Number of Non-Homeless households to be provided affordable housing units	188	6
Number of Special-Needs households to be provided affordable housing units	0	0
Total	198	6

Table 9 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	173	104
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	25	12
Number of households supported through Acquisition of Existing Units	0	31
Total	198	147

Table 10 – Number of Households Supported

Discuss the difference between goals and outcomes and 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.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	7	5
Low-income	24	5
Moderate-income	13	6
Total	44	16

Table 11 – Number of Persons Served

Narrative Information

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.

Affordable Housing in Greater Lowell Area			
Municipality	Total Housing Units (2010 Census)	Affordable Housing Units	Proportion of Affordable Housing
Lowell	41,308	5,220	12.60%
Billerica	14,442	842	5.80%
Chelmsford	13,741	990	7.20%
Dracut	11,318	660	5.80%
Dunstable	1,085	0	0.00%
Groton	3,930	204	5.20%
Pepperell	4,335	130	3.00%
Tewksbury	10,803	1,011	9.40%
Tyngsboro	4,166	320	7.70%
Westford	7,671	553	7.20%
Source DHCD Chapter 40B Subsidized Housing Inventory (SHI) as of April 30, 2013. updated 8/5/14			

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

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

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

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.

This initiative will build upon services provided through Bridgewell, Inc.'s Pathfinder program in Lowell. Opened in 1996, Pathfinder Drop-In Center offers a safe place for homeless adults to eat three hot meals a day, take a shower, wash laundry, and take refuge from the streets. Assistance with entitlement applications and linkages to other community providers are also offered. Adjacent to the Drop-In Center is Pathfinder's residential programs serving 24 formerly chronically homeless, mentally ill individuals. Residents are supported 24/7 through case management services focused on a medical model in support of healthy and independent living.

Pathfinder actively collaborates with many community organizations in Lowell, including Lowell House, Community Teamwork, Mental Health Association of Greater Lowell, Lowell Housing Authority and Renaissance Club. Pathfinder has been an active member of the Lowell Continuum of Care for more than 20 years and is a partner in the City of Lowell's 10 Year Plan to End Homelessness. In addition, Pathfinder's program director was recently asked to participate on the Lowell District Drug Court Advisory Committee.

The Pathfinder Outreach Project will also work in cooperation with the City Manager's Homeless Initiative with other governmental, institutional, and private property owners to connect individuals experiencing street homelessness to services, shelter and housing.

Currently Lowell has a dual centralized assessment system. Individuals enter through the CoC's only shelter for individuals where intakes and assessments are completed by case managers. Eligible persons are referred to housing and/or mainstream services as appropriate to their needs. A centralized intake for all homeless families or those at-risk of homelessness in Massachusetts is conducted through the State Department of Housing and Community Development with offices co-located with the Dept. of Transitional Assistance and Community Teamwork, Inc.

Since December 2012, the Lowell CoC has participated as a member in of the Massachusetts statewide committee to develop a standardized intake, assessment, and referral system for homeless individuals and families. These efforts will ensure system access through a "no wrong door policy" within the CoCs

and State. In 2014 Governor Duval Patrick announced the creation of new state data warehouse for Homeless Management Information Systems with the goal of creating a “one person one file” system that can streamline and de-duplicate data and efforts in assisting families and individuals experiencing homelessness. Moving the state towards a more comprehensive and coordinated intake, assessment and referral focused system.

Addressing the emergency shelter and transitional housing needs of homeless persons

To address the needs of homeless person, Lowell CoC’s emergency shelter and transitional housing projects continue to prioritize moving families and individuals to Housing First Rapid Re-housing, Permanent Housing and Permanent Supportive Housing as soon as possible. Upon entering the system, a comprehensive assessment is completed for each household. Some families may need to be directed to temporary emergency shelter for crisis stabilization and housing search support.

If after a short period of time, the family cannot find housing on their own, they will be directed to a Rapid Re-housing or Transitional Housing program along with other related services that they may be deemed eligible to receive, some of which may already be in process. Most of these families will be directed to community based permanent housing that can include market rate and subsidized options; and other community based supports. The most vulnerable families with a high level of service needs will be directed to Permanent Supportive Housing if available. A few families may move directly from initial assessment to housing--bypassing shelter.

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

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 of Lowell supports a number of initiatives to help low-income and extremely low-income residents in avoiding homelessness. These activities include providing emergency fuel assistance, and food and meals programs, as well as emergency rental and utility assistance. CDBG, ESG, and HOPWA funds are the primary resources used for these programs.

In addition for many of the most vulnerable families a large portion of case management and housing stabilization services will be provided through the Community Support Program for People Experiencing

Chronic Homelessness (CSPECH). Supported by the Massachusetts Behavioral Health Partnership under contract with MassHealth, CSPECH funds non-clinical support services for adults experiencing chronic homelessness. The goal is to get these individuals permanently housed and prevent avoidable hospitalizations.

Lowell providers turn to organizations like Comfort Home Care, certified by the Center for Medicare and Medicaid Services and experienced in working with medical, psychiatric, developmentally disabled, or elderly clients in need of skilled medical care. Programs like Bridgewell, Inc.'s Pathfinder Permanent Supportive Housing and Apartments, and Place of Promise offer wide range of medical, mental health, and therapeutic needs for persons that may be experiencing a range of problems including substance abuse, mental illness, HIV/AIDS, chronic disease, and/or chronic homelessness. These kinds of programs help maximize mental and physical health, promote and monitor medication compliance and work to increase independence and stabilize housing.

Lowell has two permanent supportive housing programs for youth aging out of foster care. The Massachusetts Department of Social Services and the Sisters of Charity of Ottawa created a dorm-style setting for female foster youth currently enrolled in secondary education or vocational training program in the Greater Lowell area. The program offers an ideal transition from foster care to independent living in an apartment. In 2013, the Caleb Foundation opened Page Apartments a community of 9 one-bedroom apartments designated for young people (ages 18-22) who have extended their relationship with the foster care system and have elected to remain under the supervision of DCF.

The Lowell Transitional Living Center provides emergency shelter and outreach services to homeless individuals. LTLC has established written discharge policies specific to correctional facilities and substance abuse treatment centers. These policies, distributed to area institutions, ensures that a strong line of communication is established among facilities and that the shelter is informed when an individual might be discharged and seeking housing.

In 2013, the Career Center of Lowell received funding through the Sustainable and Transitional Employment Program to serve 50 individuals experiencing homelessness. Participants will be enrolled in a comprehensive case management employment support services program that provides specific training designed to prepare them for employment and includes opportunities for advanced occupational training. Thirteen (13) private employers including United Parcel Service, Home Depot and Enterprise Bank are partnering on this employment effort.

Education/Employment/Financial Literacy: A number of local service providers manage programs that provide employment training and educational programs to promote financial stability and self-sufficiency. Many of these programs are available through Community Teamwork, Inc. the regional CAP agency for Lowell.

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

Using the process described above, the Lowell CoC has made progress in transitioning homeless individuals and families into permanent affordable housing that is suited to their direct needs. Emergency Solutions Grant, RAFT and HomeBASE funding programs are supporting community rapid re-housing and homelessness prevention efforts.

Shelters, housing and service providers follow new policies and operations designed to help reduce the length of time someone experiences homelessness. CoC members have reported a 3-6 month transition time for moving most families from shelter to housing.

In addition a new CoC Veteran's Subcommittee, chaired by the VA and that includes representatives from HUD, MA Department of Veterans' Services, Northeast Veterans Outreach Center, Volunteers of America MA and CoC shelter and housing services members are coordinating and streamlining access to veterans' housing and services options and VASH program housing vouchers.

As mentioned above, the CoC is also working with the MA Department of Housing and Community Development and the MA HMIS as the state develops a new data warehouse and updates MA HMIS software to move to statewide system of "one person, one record." Once completed CoC members will be able to determine if families are entering the system for the first time, reentering from another shelter program thereby shorting the time in gathering data, determining chronic homelessness, reducing duplicate services, expanding efforts to address high need families. One record can also provide an opportunity for more comprehensive coordination of service and housing plans.

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

Actions taken to address the needs of public housing

During the reporting period the Lowell Housing Authority made a number of capital improvements to enhance the physical properties as well as improve the health and safety of residents. Work included roof replacements, upgrades to handicapped ramps, and renovations to kitchens and bathrooms.

In an effort to streamline the application process for its Low Rent Public Housing Program, the LHA implemented site based waiting lists for all Federal Public Housing Developments. This improvement allows applications to choose developments that best suit their needs, improves the screening procedures, and ensures vacant units are filled quickly. To increase accessibility, applications are now available online as well as in LHA offices.

The LHA continues to offer programs and activities that meet the needs of its residents including continued funding for the Drug Elimination Program in both family and elderly developments, offering After-School Academic and Summer Recreational Programs to LHA youth, and providing supportive social services to elderly and disabled residents through the ROSS Program.

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

The LHA provides its residents with opportunities to become involved in management and policy implementation and encourages residents to participate in self-sufficiency and homeownership activities. Examples of these opportunities include:

Community Service Program: Non-exempt residents are required, as identified in the lease agreements, 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: Residents are provided opportunities to engage in services offered by other local agencies including educational, financial, and personal development. A sample of programs available to residents include intensive case management, resume development, employment search, credit repair counseling, and health and nutrition.

Homeownership Program: LHA, in partnership with the Merrimack Valley Housing Partnership, provides free First Time Homebuyer pre-purchase counseling program to Section 8 participants and qualified public housing residents. Post-purchase counseling is also made available to help ensure long-term success for new homebuyers.

Actions taken to provide assistance to troubled PHAs N/A

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

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

Under the City of Lowell’s current Zoning Ordinance, over 38% of the land area is zoned to allow multi-family development in residential or mixed-use zoning districts. The City allows significant density in these zones. Even the most restrictive single-family zone allows more than four units per acre. In addition, the Ordinance allows for accessory dwelling units in single-family zoned areas and encourages the conversion of existing buildings including schools, churches, and obsolete industrial buildings, to multi-family residential uses, even when those buildings are located in single-family zoning districts. Lowell’s permit fees and development review process are also some of the least burdensome in the region. The City does not charge development impact fees or technical review fees that are permitted under Massachusetts General Law and places no special permitting reviews on affordable housing projects that would not be required of all developments.

Maximum Allowable Residential Densities in Lowell Zoning Districts		
Zoning District(s)	Proportion of Land Area	Units per Acre
Suburban Multifamily (SMF), Suburban Mixed Use (SMU), & Traditional Two-Family (TTF)	17.00%	14.50%
Traditional Multifamily (TMF), Traditional Mixed Use (TMU), & Neighborhood Business (NB)	8.00%	17.42%
Urban Multifamily (UMF) & Urban Mixed Use (UMU)	4.00%	43.50%
Downtown Mixed Use (DMU), High Rise Commercial (HRC), and Institutional (INST)	9.00%	60-120*
*Limited only by floor area ratios. Source: City of Lowell Zoning Code, updated 8/5/14		

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

The City of Lowell continues to support non-profit agencies, the local housing authority, homeless providers, and special needs groups in their goal to meet the underserved persons of the community. The City communicates with these groups as their needs change or the demand dramatically increases in order to provide the appropriate assistance as needed. The City often provides technical assistance to providers in their pursuit of other federal, state, or private funding sources.

The primary obstacle to meeting underserved needs of low- and moderate-income populations continues to be the availability of funds. Organizations serving these populations continue to experience significant reductions in funding from both governmental and private sources. Like many entitlement communities, Lowell's CDBG funding was reduced by 16% in 2011-12 while HOME funding was reduced by 12%; while the 2012-2013 program year saw 11% and 36% cuts, respectively, to these programs. Program year 2013-2014 saw a 3.9% increase in CDBG and a 5.3% decrease in HOME. Reductions in State aid to the City of Lowell and the local budget have prohibited the City from being able to cover this funding gap, leaving many worthy and valuable programs unfunded or under-funded. This challenge is beyond the capacity of the local jurisdiction to satisfactorily address. Where practical the City has strongly encouraged organizations to consider collaborating in the provision of services to low-income residents in an effort to improve efficiency, strengthen capacity, and best meet the needs of the underserved.

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

The City of Lowell has historically administered a lead-based paint abatement program, funded through a HUD Lead Hazard Control Grant. During the 2009-2012 program period the Lowell Lead Program assisted 115 housing units achieve lead compliance in the Merrimack Valley. Key components of the program also included lead poisoning prevention education, community outreach, and technical training to increase the availability of licensed professionals to perform lead related activities.

In the spring of 2013, the City of Lowell successfully secured \$2.5 million grant through the Office of Healthy Homes and Lead Hazard control. These funds will become available in August for a 36 month period. \$2 million of these funds will be used toward deleading activities while the balance will assist with healthy home interventions. Currently, CDBG and HOME funded housing-rehab programs are also used in conjunction with Lead Hazard Control funds to address lead-paint should a child under six be present in the home. Eligible households are also referred to the Massachusetts Housing Partnership's Get the Lead Out program for additional financial support for de-leading activities. As of June 30th, 2014 four units with children under six have been completed. In this fiscal year approximately 25% of units assisted with Lead Hazard Control funds also receive rehab funding.

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

Most activities undertaken by the City of Lowell with CDBG, HOME, ESG, and HOPWA funds are efforts to reduce persons in poverty and improve the quality of life for Lowell residents; either directly or indirectly. Programs that directly influence the poverty level: job enrichment, development, and placement through education and economic development. Projects that indirectly affect poverty include those that upgrade the community and provide affordable housing. CDBG, HOME, and ESG funds are often used as matching funds that also reduce the number of poverty level families.

Specific projects supported during the 2013-2014 program year that helped lift participants out of poverty included:

- Acre Family Child Care Family Child Care Business Development
- AIDS Action Committee Emergency Rental Assistance
- AIDS Action Committee HOCH Program
- Cambodian Mutual Assistance Association/Merrimack Valley Housing Partnership First Time Homebuyer Counseling Program
- Eliot Community Human Services Tenancy Preservation Program
- House of Hope Hope Chest
- Lowell Wish Project Furniture Bank
- Community Teamwork, Inc. SuitAbility
- Community Teamwork, Inc. Fuel Assistance
- Justice Resource Institute Supportive Services
- Merrimack Valley Housing Partnership First Time Homebuyer Project
- South Middlesex Opportunity Council HOPWA Program
- Community Teamwork, Inc. SHIFT Coalition

Specific projects supported during the 2013-14 program year that provide direct assistance to persons in poverty included:

- Alternative House Domestic Violence Shelter
- Merrimack Valley Catholic Charities Lowell Food Pantry Collaborative
- House of Hope Shelter Operations
- Lowell Transitional Living Center Winter Protocol
- Merrimack Valley Food Bank Mobile Pantry
- Open Pantry of Greater Lowell Food Distribution
- St. Paul's Soup Kitchen
- International Institute of Lowell Homelessness Prevention

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

The City of Lowell Department of Planning and Development (DPD) acts as the primary administrative agency for the City of Lowell's Consolidated Plan programs. As part of this responsibility, the DPD consistently reviews the performance of subrecipients and monitors the overall program delivery structure to ensure coordination and compliance.

DPD staff provide education and outreach to subrecipients of Consolidated Plan funds, resulting in extremely high rates of compliance with program regulations, reporting requirements, and most significantly, efficient delivery of services and completion of programs in a time of increasingly constrained resources.

In addition to providing technical assistance and oversight to subrecipients from the private sector, staff routinely meets with officials from other City departments. Coordination among staff from the

Department of Public Works, Department of Parks and Recreation, as well as offices within DPD helps to ensure an understanding of and compliance with HUD grant agreements including Section 3, Davis Bacon and Environment Review.

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

Public and assisted housing providers, private and governmental health, mental health, and service agencies participated in the network of activities described in this CAPER report. They are also the organizations with which the City of Lowell worked to develop the FY 13-14 Annual Action Plan. In addition to the specific entities discussed in this report, a strong network of community partnerships exist among public, private, nonprofit and for-profit sector of the City effectively working to meet the needs of Lowell's low- and moderate-income residents.

Additionally the City has a well-developed Continuum of Care with a full-time City staff member assisted to support the efforts to address homelessness in Lowell. Finally, the City strongly encourages collaborations among its subrecipients. A collaborative not only enhances the coordination of services among agencies but also helps consolidate the reporting requirements of the block grant programs, and reduces inefficiencies duplication of services.

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

The City of Lowell updated its Analysis of Impediments to Fair Housing Choice Report (AI) in 2011. A brief summary of these impediments and the actions taken to address them during the 2013-14 program year is provided below.

Impediment #1/2: Lack of Fair Housing Outreach and Education and Lack of Fair Housing

Enforcement: In 2012 The City launched a new page on its website dedicated to fair housing, offering information for households, landlords, property managers, and real estate agents about their rights and responsibilities under state and federal fair housing laws. Information is available in Spanish, Portuguese, and Khmer (Cambodian), the three most common languages spoken in Lowell, other than English. Additionally City staff participated in trainings on HUD's new LGBT Equal Access Rule and Fair Housing Online Forum for Veterans. Information from these trainings was passed along to local service providers and subrecipient agreements were updated to reflect new requirements.

Impediment #3: Potential for Discrimination against Families with Children due to the Presence of Lead

Paint: In the spring of 2013 DPD successfully secured a \$2.5million grant through the Office of Healthy Homes and Lead Hazard Control. \$200,000 of these funds will be used toward healthy homes interventions while the balance will assist in deleading activities. As of June 30th, 2014, four units with children under six have been completed. In this fiscal year approximately 25% of units assisted with Lead Hazard Control funds also receive rehab funding.

Recommendation #1: Continue to encourage the development of a variety of housing options for individuals of mixed-incomes especially in areas of high concentrations of minority or low-income populations: The City is working on the development of housing available to low/moderate income households in higher income neighborhoods through prioritizing HOME funds in support of affordable housing development in “opportunity areas”, and working with Lowell Housing Authority to locate project based vouchers in “opportunity areas” to further de-concentrate subsidized housing. Lowell also encourages the development of market rate housing in areas with high concentrations of poverty. 1,148 market rate units were added in Lowell’s downtown neighborhood in the past ten years without the loss of a single subsidized unit. To further support these efforts, the City recently received approval from the Massachusetts DHCD to create a Housing Development Incentive Program (HDIP) Zone. This state program, designed to boost the development of market rate housing in designated “Gateway Cities” will provide state (and potentially local) tax incentives to market rate residential projects.

Recommendation #2: Promote Diversity on City Boards and Commissions: Approximately 135 Lowell residents serve on various municipal boards and commissions. The City only tracks demographics on the 39 individuals that receive a stipend for their membership. Boards that provide stipends include the Election Commission, Zoning Board of Appeals, Board of Health, School Committee, City Council, Retirement Board, and License Commission. Of the 39 individuals that serve on these boards, 23% are female and 5% are Asian.

Recommendation #3: Formalize a Limited English Proficiency (LEP) Plan: In October 2011 Lowell’s DPD released a LEP Plan for Federally Assisted Programs. The document outlines the steps the City will take to communicate with people qualifying for federally assisted programs who need services or information in a language other than English. Electronic copy of the LEP plan is located on the City’s website.

CR-40 - Monitoring 91.220 and 91.230

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

In general, staff follows 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. 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 conducts site visits and employee interviews, and check weekly payroll forms for accuracy and compliance.

MBE/WBE Outreach: Outreach to minority and women owned businesses are 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.

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

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

The availability of the CAPER for the 2013-2014 program year was advertised in the Lowell Sun on August 25, 2014 and September 8, 2014. 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 September 23, 2014.

CR-45 - CDBG 91.520(c)

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

No changes to the 2013-2014 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 13-14.

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

CR-50 - HOME 91.520(d)

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

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

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 housing staff inspects properties for any physical problems and assist property owners, should there be any deficiencies. During the 2013-14 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	No problems
	14 Rock Street	No problems
CBA	48-60 Middlesex St.	No problems
	63 Fletcher St.-Units 2D, 3E, 4B	No problems
	174 Broadway Unit 2	No problems
	5658 Middlesex St. Units 25,28,38	No problems
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	No problems
	179 Salem St.	No problems
	203 Salem St. Units 3, 8	No problems
Lowell Transitional Living	205 Middlesex St. Units #304,307, 309	No problems
Alternative House	440 High St.	No problems
	Unit #2,	No problems
	Unit #3	No problems
	86.1 Bernier St. Unit 4, 3	No problems
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	No problems
	105, 107, 206, 211, 212,303, 305,	No problems
Community Teamwork	205 Worthen St. Units 1, 2, 3	No problems
Nason Property Management	155 Middlesex Street Unit #1	2 Ripped Screens

**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

See Rental Characteristics Chart

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

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.

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.

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

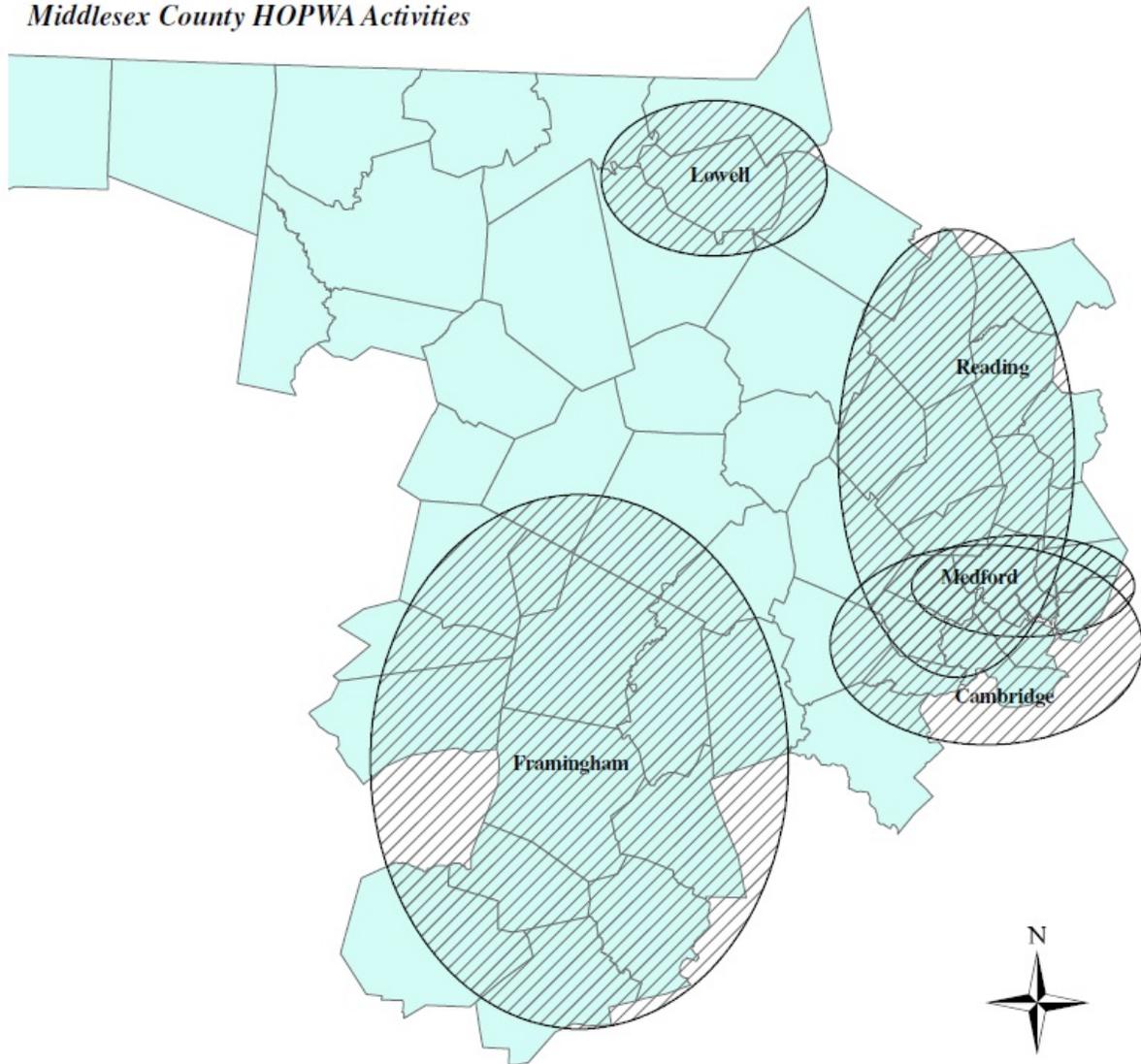
Table 12 – HOPWA Number of Households Served

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 2013-14 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



HOPWA chart

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

Distribution of HOPWA

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 07/01/2013
Program Year End Date 06/30/2014

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 \$16,200 (FY13-14)

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 \$76,140 (FY13-14)

Subrecipient or Contractor Name Eliot Community Human Services
City Lexington
State MA
Zip Code 02420
DUNS Number 079525101
Is subrecipient a VAWA-DV provider No
Subrecipient Organization Type Private non-profit
ESG Subgrant or Contract Award Amount \$6,345 (FY13-14)

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 \$8,460 (FY13-14)

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 \$42,300.00

Subrecipient or Contractor Name Lowell Transitional Living Center
City Lowell
State MA
Zip Code 01851
DUNS Number 184153815
Is subrecipient a VAWA-DV provider No
Subrecipient Organization Type Private non-profit
ESG Subgrant or Contract Award Amount \$19,035 (FY13-14)

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

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

Table 13 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	43
Children	36
Don't Know/Refused/Other	0
Missing Information	0
Total	79

Table 14 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	234
Children	186
Don't Know/Refused/Other	0
Missing Information	0
Total	420

Table 15 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 16 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	361
Children	238
Don't Know/Refused/Other	3
Missing Information	0
Total	602

Table 17 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	242
Female	360
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	602

Table 18 - Gender Information

6. Age—Complete for All Activities

	Total
Under 18	237
18-24	110
25 and over	245
Don't Know/Refused/Other	10
Missing Information	0
Total	602

Table 19 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters	Total
Veterans	7	0	1	3
Victims of Domestic Violence	78	0	3	75
Elderly	2	0	1	1
HIV/AIDS	2	0	2	0
Chronically Homeless	28	0	5	23
Persons with Disabilities:				
Severely Mentally Ill	66	0	10	56
Chronic Substance Abuse	66	0	11	55
Other Disability	69	0	2	67
Total (Unduplicated if possible)	135	0	11	135

Table 20 – Special Population Served

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

10. Shelter Utilization

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

Table 21 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in 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

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	17,486	79,931	0
Expenditures for Housing Relocation & Stabilization Services - Services	5,000	10,000	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
Subtotal Homelessness Prevention	22,486	89,931	0

Table 22 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	9,976	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	25,000	6,000	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
Subtotal Rapid Re-Housing	34,976	6,000	0

Table 23 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Essential Services	0	0	0
Operations	0	44,000	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	0	44,000	0

Table 24 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
HMIS	0	0	0
Administration	7,084	6,865	1,145
Street Outreach	0	0	0

Table 25 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2009	FY 2010	FY 2011
212,487	64,546	146,796	1,145

Table 26 - Total ESG Funds Expended

11f. Match Source

	FY 2009	FY 2010	FY 2011
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	37,142	17,642	41,000
State Government	946,093	458,624	458,624
Local Government	101,477	23,000	10,000
Private Funds	458,662	181,284	220,884
Other	0	0	0
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	1,543,374	680,550	730,508

Table 27 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2009	FY 2010	FY 2011
3,166,919	1,607,920	827,346	731,653

Table 28 - Total Amount of Funds Expended on ESG Activities

Appendix

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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/M) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31.	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy)
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	Starting 07/01/2013	Ending 06/30/2014	09/20/2014

Part I Participant Identification

1. Participant Number M13MC250205	2. Participant Name City of Lowell, DPD		
3. Name of Person completing this report Nick Pernice, Community Development Asst.		4. Phone Number (Include Area Code) 978-674-4252	
5. Address 50 Arcand Drive	6. City Lowell	7. State MA	8. Zip Code 01852

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 \$0.00	2. Amount received during Reporting Period \$210,870.84	3. Total amount expended during Reporting Period \$210,865.84	4. Amount expended for Tenant-Based Rental Assistance \$2,384.03	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5 \$5.00
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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	42	0	0	0	42
2. Dollar Amount	\$18,730,667.97	0	0	0	\$18,730,667.97
B. Sub-Contracts					
1. Number	41	0	0	2	39
2. Dollar Amount	\$17,357,630.57	0	0	\$1,286,029.31	\$16,071,601.26
	a. Total	b. Women Business Enterprises (WBE)	c. Male		
C. Contracts					
1. Number	42	0	42		
2. Dollar Amount	\$18,730,667.97	0	\$18,730,667.97		
D. Sub-Contracts					
1. Number	41	2	39		
2. Dollar Amounts	\$17,357,630.57	\$539,643.26	\$16,817,987.31		

Part IV Minority Owners of Rental Property

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

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

Part V Relocation and Real Property Acquisition

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

	a. Number	b. Cost
1. Parcels Acquired	0	0
2. Businesses Displaced	0	0
3. Nonprofit Organizations Displaced	0	0
4. Households Temporarily Relocated, not Displaced	0	0

	a. Total	Minority Business Enterprises (MBE)				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
Households Displaced						
5. Households Displaced - Number	0	0	0	0	0	0
6. Households Displaced - Cost	0	0	0	0	0	0

Lowell Housing Authority



350 Moody Street • PO Box 60 • Lowell, Massachusetts 01853-0060 • (978) 937-3500
Fax: (978) 937-5758 • TDD: 1-800-545-1833 Ext. 178 • www.lhma.org

Dr. Gary K. Wallace
Executive Director

Kristin J. Ross-Sitcawich
Chairperson
Walter Timothy Green
Vice Chairperson
Bopha Peou
Rosaline Willie-Bonglo
Commissioners

August 5, 2014

Ms. Allison Lamey
City of Lowell
Division of Planning and Development
John F. Kennedy Civic Center, Second Floor
50 Arcand Drive
Lowell, Massachusetts 01852

RE: FY 2013 - 2014 State Subsidy Payments

Dear Ms. Lamey:

Please be advised, the following represents the total earned subsidy for FYE 2013 and projected earned amounts for FYE 2014:

State Consolidated (400.01) - 132 public housing units (family and elderly):
FY2013 Actual: \$272,722
FY2014 Projected: \$401,316 (increase mainly attributable to utilities)

Lowell Rental Assistance Program (LRAP) - 50 units of leased housing
FY2013 Actual: \$517,219
FY2014 Projected: \$517,464

Massachusetts Rental Voucher Program (MRVP) - 80 units of leased housing (approx.; leasing fluctuates)
FY2013 Actual: \$526,829
FY2014 Projected: \$556,728

667-2B - Section 8 NC / SRO; Technically a state budget, but subsidy originates from HUD and flows through DHCD. It is technically federal subsidy under a federal CFDA number.
FY2013 Actual: \$318,125
FY2014 Projected: \$311,229

If you have any questions, please feel free to contact me.

Sincerely,

Dr. Gary K. Wallace
Executive Director

14 AUG 18 AM 8:50
DIVISION OF
PLANNING & DEVELOPMENT

“A STRONG COMMITMENT TO RESIDENT INITIATIVES”



EQUAL OPPORTUNITY

FY13-14 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.

Capital Improvements: Extensive maintenance and improvement projects were completed during the reporting period that enhance the physical property as well as the safety and health of residents. Work included:

- North Common Village – Roof repairs and replacement project wide \$236,000 cost.
- George Flanagan Development – remodeled kitchen and baths \$862,900 cost.
- Bishop Markham Village, Upgrade underground wiring and transformers \$672,650 cost.
- Bishop Markham – 227 Gorham St. #327, handicap unit conversion \$86,875 cost.
- Archambault Towers, 657 Merrimack St. – Hallway Tile installation \$96,299 cost.
- 572-610 Lakeview Ave., 129-151 Lakeview Ave, 125 Grand St., 51 Lane Street – Health and Safety - 13 Trees removed \$7,475 cost.

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. 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 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. Over the past 12 months one family has purchased a home. We are aggressively working to qualify additional families for home ownership opportunities in the coming year.

HCV FSS Results through April1, 2014

- 35 participants currently enrolled in the HCV FSS Program
 - There have been 2 contract completions
 - 5 participants enrolled in college courses/degree programs
 - 21 participants hold either part-time or full-time employment positions
 - As of March 30, 2014, 14 participants had escrow balances with an average escrow balance of \$5,971. All escrow balances totaled \$83,606.54.
 - 7 participants presently accruing escrow
 - All participants are working on Credit Repair
 - 3 participants completed the First Time Homebuyer's Course via MVHP
 - Many participants have established a goal of Homeownership within their FSS Contract
-
- 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.

PUBLIC HOUSING AND RESIDENT INITIATIVES:

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.

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:

- Drug Elimination Program: The LHA continued to implement a drug elimination program with funding from the operating budget. These funds provide dispatch services for both family and elderly developments.
- 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 2012, the Summer Recreational program provided approximately 50 participants with exposure to the following programming; piano instruction, Girls Scouts Programming, swimming, arts and crafts as well as a field trip to the Southwick Zoo. 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.
- 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 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.

Free piano & voice lessons are offered twice weekly at The Learning Zone After-School Program-Chelmsford St.

Lowell Public Schools Dept: Provides a tutor to assist children on-site in the Learning Zone After School Program 8 hours per week.

Coalition for A Better Acre (CBA): The CBA provides an Assistant Youth Coordinator at the Learning Zone-Market St.

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

Girls, Inc. has been providing weekly on-site programming to all children within both Learning Zone sites.

A local piano instructor is presently conducting piano lessons two days per week at the Chelmsford St. site. Several of the Instructor's private instruction students have also volunteered their time to mentor the students with regards to instruction/practice. Students have access to the on-site pianos during the week so that they can reinforce the material learned during their weekly lessons. Three students who faithfully completed a full year of instruction were rewarded with Ipods and iTunes cards.

Girl Scouts (GS) of Eastern Massachusetts/ Andover conducted programming for the female participants at both sites each week. The Girl Scouts curriculum emphasizes the promotion of "courage, confidence and character to help make the world a better place." LHA will cover the cost of the GS annual membership fee for each girl enrolled in the Learning Zone. The girls who participated also sold Girl Scout cookies at each site, raising money for both their uniforms as well as a field trip to Canobie Lake. The LHA helped to supplement the cost of both of these endeavors. This provision will allow the girls access to all GS programming offered throughout the year outside of the Learning Zone.

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.

National Textile History Museum: Provides weekly programming at both Learning Zone After-School and Summer Youth Activities Program sites in which the students explore various textiles/fabrics and utilize such to create an array of items.

Summer & Recreational Opportunities:

Zoo New England: A presentation was provided for all children within our 2013 Summer Youth Activities Program via a Merrimack Valley Food Bank grant.

Jeanne D'Arc Credit Union: Hosted "Philanthropy for Kids" presentation at both Summer Youth Activities Program sites during July 2013

IDEA Camp: LHA covered the cost of sending two resident children to one week one IDEA Camp hosted by the Lowell Public School Dept. during Summer 2013.

Children's Museum-Boston: LHA applied for and was awarded a fully sponsored field trip for participants in the 2013 Summer Youth Activities Program

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 952 lunches at Salem Street and 662 lunch at Chelmsford Street via MVFB over 7 weeks during 2013.

SFSP/Project Bread: LHA was awarded \$2000 to incorporate Nutrition Education curriculum into its Summer Youth Activities Program during 2013. LHA partnered with Stop & Shop to carry out this initiative which included weekly healthy recipe preparation utilizing native produce.

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 2013 Christmas Party for all children residing within our North Common Village and George W. Flanagan housing developments.

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. Also, during the school year some of the sites offer monthly Cosmetology services provided by Greater Lowell Technical High School students. 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. 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.



Housing Opportunities for Persons with AIDS (HOPWA) Program

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

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

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: 10/31/2014)

Part 1: Grantee Executive Summary

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

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

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

1. Grantee Information

HUD Grant Number MAH13F003		Operating Year for this report From (mm/dd/yy) 07/01/2013 To (mm/dd/yy) 06/30/2014		
Grantee Name City of Lowell, Massachusetts				
Business Address		50 Arcand Drive		
City, County, State, Zip		Lowell	Middlesex	MA 01852
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? <input checked="" type="checkbox"/> 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 www.lowellma.gov		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		Parent Company Name, if applicable NA	
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			
Total HOPWA contract amount for this Organization for the operating year \$50,000.00		Counties: Middlesex	
Organization's Website Address www.aac.org		Does your organization maintain a waiting list? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		If yes, explain in the narrative section how this list is administered.	
Is the sponsor a nonprofit organization? X Yes <input type="checkbox"/> No		Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please check if yes and a faith-based organization. <input type="checkbox"/>		If yes, explain in the narrative section how this list is administered.	
Please check if yes and a grassroots organization. X			

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		
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) 617-661-7277	
DUN & Bradstreet Number (DUNs):	82-837-2573		
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	\$28,500	Counties: Essex	
Organization's Website Address www.healthrecovery.org	Does your organization maintain a waiting list? <input 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 type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.		

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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		25 West Street, 4 th Floor	
City, County, State, Zip,		Boston MA, 02111 Suffolk County	
Phone Number (with area code)		617-457-8142 X2424	617-457-8155 - Fax
Employer Identification Number (EIN) or Tax Identification Number (TIN)		42526357	Fax Number (with area code)
DUN & Bradstreet Number (DUNS):		76575646	
Congressional District of Project Sponsor's Business Address		Congressional District #8	
Congressional District(s) of Primary Service Area(s)			
City(ies) and County(ies) of Primary Service Area(s)		Cities: Lowell, Framingham, Malden, Everett, Ashland, Marlborough, Cambridge, Somerville, Watertown, Woburn	
Total HOPWA contract amount for this Organization for the operating year		\$206,239.15	Counties: Norfolk and Suffolk Counties
Organization's Website Address JRI.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. JRI maintains waitlist for this HOPWA program and other JRI housing programs throughout the State of MA. Applicants must provide a medical diagnosis letter and current housing status, before being placed on waitlist. Applicants are encouraged to contact JRI to find out status on waitlist and update JRI of any contact information changes. Once applicant reaches top of JRI waitlist, JRI provides or coordinates supportive services and linkage to Regional Housing Authorities for JRI TBRA.	
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	JoAnn S. Aguila HOPWA Coordinator		
Email Address	jaguila@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) 978-937-2599	
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	100,378.48	Counties: Middlesex	
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, <i>if applicable</i> <input type="checkbox"/> n/a	
Name and Title of Contact at Project Sponsor Agency	Beth Connolly, Common Ground Resource Center Component 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	5 th 3 rd		
Congressional District(s) of Primary Service Area(s)	5th		
City(ies) and County(ies) of Primary Service Area(s)	Cities: Metrowest		
Total HOPWA contract amount for this Organization for the operating year	\$54,435	Counties: Middlesex	
Organization's Website Address	Does your organization maintain a waiting list? <input 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 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 TRI-CITY Community Action Programs		Parent Company Name, if applicable			
Name and Title of Contact at Project Sponsor Agency	Ellen M. Smith, PhD ACS Director				
Email Address	esmith@tri-cap.org				
Business Address	110 Pleasant Street				
City, County, State, Zip,	Malden, MA 02148				
Phone Number (with area code)	781-322-4125	781-322-4125	781-322-4125	781-322-4125	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	04-2658101		04-2658101		
DUN & Bradstreet Number (DUNS):	04-2658101				
Congressional District of Project Sponsor's Business Address	MA-07				
Congressional District(s) of Primary Service Area(s)	MA-07				
City(ies) and County(ies) of Primary Service Area(s)	Cities: Malden, Medford, Everett, Melrose, and Wakefield				
Total HOPWA contract amount for this Organization for the operating year	49,047		Counties: Middlesex		
Organization's Website Address	www.tri-cap.org				
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>			Does your organization maintain a waiting list? <input type="checkbox"/> Yes <input 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		Parent Company Name, if applicable N/A	
Name and Title of Contact at Project Sponsor Agency		Victory Programs, Inc – Monica Lindsay, Program Director Supportive Housing	
Email Address		mlindsay@vpi.org	
Business Address		965 Massachusetts Avenue	
City, County, State, Zip,		Boston, MA 02118	
Phone Number (with area code)		857-321-0056	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		04-2575322	Fax Number (with area code) 617.541.0040
DUN & Bradstreet Number (DUNS):		79-727-6326	
Congressional District of Project Sponsor's Business Address			
Congressional District(s) of Primary Service Area(s)		MA - *	
City(ies) and County(ies) of Primary Service Area(s)		Cities: Cambridge	
Total HOPWA contract amount for this Organization for the operating year		\$41,780	Counties: Middlesex
Organization's Website Address www.vpi.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.	

3. Administrative Subrecipient Information

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

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

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

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

4. Program Subrecipient Information

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

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

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

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

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

5. Grantee Narrative and Performance Assessment

a. Grantee and Community Overview

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

See attached

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.

See attached

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.

See attached

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.

See attached

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

See attached

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.

<input checked="" type="checkbox"/> HOPWA/HUD Regulations	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Housing Availability	<input type="checkbox"/> Rent Determination and Fair Market Rents
<input type="checkbox"/> Discrimination/Confidentiality	<input checked="" type="checkbox"/> Multiple Diagnoses	<input checked="" type="checkbox"/> Eligibility	<input type="checkbox"/> Technical Assistance or Training
<input checked="" 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	

See attached

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.

See attached

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

See attached

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

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

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

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

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

Refer to Chart 2, and check all sources consulted to calculate unmet need. Reference any data from neighboring states' or municipalities' Consolidated Plan or other planning efforts that informed the assessment of Unmet Need in your service area.

Note: In order to ensure that the unmet need assessment for the region is comprehensive, HOPWA formula grantees should include those unmet needs assessed by HOPWA competitive grantees operating within the service area.

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

1. Total number of households that have unmet housing subsidy assistance need.	950
2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:	868
a. Tenant-Based Rental Assistance (TBRA)	
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	38
• Assistance with rental costs	19
• Assistance with mortgage payments	0
• Assistance with utility costs.	2
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	23

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

X	= Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives
X	= Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
	= Data from client information provided in Homeless Management Information Systems (HMIS)
X	= Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on need including those completed by HOPWA competitive grantees operating in the region.
	= Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
	= Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
	= 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	511,573	Rental assistance	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Ryan White-Other	20,000	Mental assistance	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program	0	-	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Low Income Housing Tax Credit	0	-	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOME	0	-	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Shelter Plus Care	0	-	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Emergency Solutions Grant	0	-	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: DPH	804,190	supportive	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: DPH	95,000	Peer Supportive	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: DPH	33,000	transportation	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: state rental assistance	99,570	rental	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:	0	-	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants project bread	10,000	Food voucher	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources	6,313	Cloths/ rental assistance	<input checked="" type="checkbox"/> Housing Subsidy Assistance

			<input checked="" type="checkbox"/> Other Support
Other Private: probono legal assistance	5,400	Legal assistance	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
other Private EFSP	\$ 600.00	EFSP	
other Private: AAC	\$ 94,000.00	volunteers	
other Private Washington st housing	\$ 8,000.00	private	
other private fuel assistance	\$ 1,170.00	fuel assistance	
other Private Kaszanek	\$ 14,000.00	private	
Other Private: Tenant rent	\$ 18,272.00	tenant rent	
Other Funding			
Grantee/Project Sponsor/Subrecipient (Agency) Cash	0	-	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	0		
TOTAL (Sum of all Rows)	\$1,721,088.00		

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	18,272
3.	Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)	18,272

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	21	21	11	11	174,634.32	159,969.32
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	24	25	450	543	37,802	37,785
5.	Permanent Housing Placement Services	53	32	150	262	27,071	27,054
6.	Adjustments for duplication (subtract)	7	7	0	38		
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)	91	71	611	778	\$239,507.32	\$224,808.32
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 78 & 9)						
Supportive Services		[1] Output Households				[2] Output: Funding	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	183	199			260,965.87	260,944.87
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	63	63			84,885	84,855
12.	Adjustment for duplication (subtract)	0	0			-	-
13.	Total Supportive Services (Columns a. – d. equal the sum of Rows 11 a. & b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. & 11b.)	246	262			\$345,850.87	\$345,829.87
Housing Information Services		[1] Output Households				[2] Output: Funding	
14.	Housing Information Services	30	18			39,602.47	39,602.47
15.	Total Housing Information Services	30	18			39,602.47	39,602.47

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)					21,676.22	21,676.22
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					36,449.74	35,417.74
20.	Total Grant Administration and Other Activities (Sum of Rows 17 – 20)					58,125.96	57,093.96
Total Expended						[2] Outputs: HOPWA Funds Expended	
						Budget	Actual
21.	Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)					583,086.62	667,334.62

2. Listing of Supportive Services

Report on the households served and use of HOPWA funds for all supportive services. Do NOT report on supportive services leveraged with non-HOPWA funds.

Data check: Total unduplicated households and expenditures reported in Row 17 equal totals reported in Part 3, Chart 1, Row 13.

Supportive Services		[1] Output: Number of <u>Households</u>	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance		
2.	Alcohol and drug abuse services		
3.	Case management	262	\$345,229.97
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	12	\$250
11.	Mental health services		
12.	Outreach		
13.	Transportation	25	\$350
14.	Other Activity (if approved in grant agreement). Specify:		
15.	Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)	299	
16.	Adjustment for Duplication (subtract)	37	
17.	TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)	262	\$345,829.97

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	25	37,785
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.	25	37,785
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

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	21	18	1 Emergency Shelter/Streets	1	<i>Unstable Arrangements</i>
			2 Temporary Housing		<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	1	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		
			7 Jail/Prison		<i>Unstable Arrangements</i>
			8 Disconnected/Unknown		
			9 Death	1	
Permanent Supportive Housing Facilities/ Units	32	11	1 Emergency Shelter/Streets	1	<i>Unstable Arrangements</i>
			2 Temporary Housing		<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	15	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy	4	
			6 Institution		
			7 Jail/Prison		<i>Unstable Arrangements</i>
			8 Disconnected/Unknown		
			9 Death	1	

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		<i>Unstable Arrangements</i>
			2 Temporary Housing		<i>Temporarily Stable with Reduced Risk of Homelessness</i>
			3 Private Housing		<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		
			7 Jail/Prison		<i>Unstable Arrangements</i>
			8 Disconnected/unknown		
			9 Death		

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
25	Maintain Private Housing without subsidy <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	23	<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>	2	
	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	78
b. Case Management	199
c. Adjustment for duplication (subtraction)	16
d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)	261
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	63
b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance	63

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	261	55	<i>Support for Stable Housing</i>
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)	260	63	<i>Access to Support</i>
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	261	49	<i>Access to Health Care</i>
4. Accessed and maintained medical insurance/assistance	261	63	<i>Access to Health Care</i>
5. Successfully accessed or maintained qualification for sources of income	258	53	<i>Sources of Income</i>

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 |
|---|--|--|

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	14	

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 From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6; <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10;
Grantee Name	Date Facility Began Operations (mm/dd/yy)

2. Number of Units and Non-HOPWA Expenditures

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

3. Details of Project Site

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
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.	71

Chart b. Prior Living Situation

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

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

Category		Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	8
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
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	6
4.	Transitional housing for homeless persons	5
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)	14
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	1
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	37
13.	House you own	
14.	Staying or living in someone else's (family and friends) room, apartment, or house	5
15.	Hotel or motel paid for without emergency shelter voucher	
16.	Other	3
17.	Don't Know or Refused	3
18.	TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)	71

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		14

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.)	71
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	5
3. Number of ALL other persons NOT diagnosed as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefited from the HOPWA housing subsidy	19
4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1,2, & 3)	95

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	1	6	0	0	7
2.	18 to 30 years	8	2	0	0	10
3.	31 to 50 years	18	11	0	0	29
4.	51 years and Older	20	5	0	0	25
5.	Subtotal (Sum of Rows 1-4)	47	24	0	0	71
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	6	8	0	0	14
7.	18 to 30 years	1	3	0	0	4
8.	31 to 50 years	1	3	0	0	4
9.	51 years and Older	0	2	0	0	2
10.	Subtotal (Sum of Rows 6-9)	8	16	0	0	24
Total Beneficiaries (Chart a, Row 4)						
11.	TOTAL (Sum of Rows 5 & 10)	55	40	0	0	95

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	2	0	4	0
3.	Black/African American	16	0	6	0
4.	Native Hawaiian/Other Pacific Islander				
5.	White	35	18	10	8
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	18	17	4	3
11.	Column Totals (Sum of Rows 1-10)	71	35	24	11

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

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

Section 3. Households

Household Area Median Income

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

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

Note: Refer to http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	67
2.	31-50% of area median income (very low)	4
3.	51-80% of area median income (low)	0
4.	Total (Sum of Rows 1-3)	71

Part 7: Summary Overview of Grant Activities

B. Facility-Based Housing Assistance

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

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

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

1. Project Sponsor/Subrecipient Agency Name (Required)

--

2. Capital Development

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

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

	Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
	<input type="checkbox"/> New construction	\$	\$	Type of Facility [Check <u>only one</u> box.] <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
	<input type="checkbox"/> Rehabilitation	\$	\$	
	<input type="checkbox"/> Acquisition	\$	\$	
	<input type="checkbox"/> Operating	\$	\$	
a.	Purchase/lease of property:			Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:			Date started: Date Completed:
c.	Operation dates:			Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:			Date started: <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:			HOPWA-funded units = Total Units =
f.	Is a waiting list maintained for the facility?			<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of participants on the list at the end of operating year</i>
g.	What is the address of the facility (if different from business address)?			
h.	Is the address of the project site confidential?			<input type="checkbox"/> Yes, protect information; do not publish list <input type="checkbox"/> No, can be made available to the public

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

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

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired with or without rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

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

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

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

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

3a. Check one only

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

3b. Type of Facility

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

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

Type of housing facility operated by the project sponsor/subrecipient		Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units				
		SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
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.

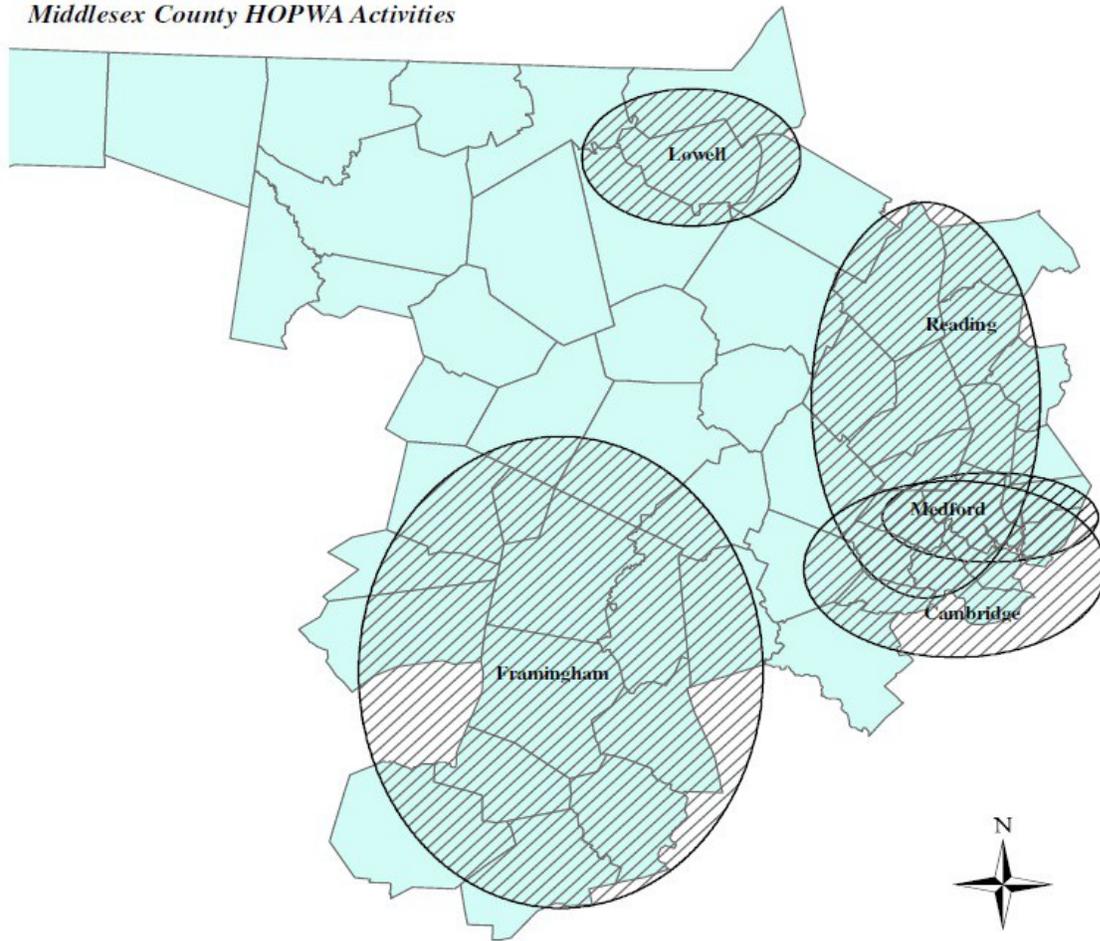
OTHER RESOURCES

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.