



# Consolidated Annual Performance and Evaluation Report

First Program Year | July 1, 2020 – June 30, 2021

Presented to the U.S. Department of Housing and Urban Development  
Oklahoma City Field Office  
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**CITY OF TULSA**  
**Consolidated Annual Performance and Evaluation Report (CAPER)**  
**First Year Action Plan**  
**Program Year 2020**  
**July 1, 2020 – June 30, 2021**

**GENERAL**

**Executive Summary**

Required by the U.S. Department of Housing and Urban Development (HUD), the Consolidated Annual Performance and Evaluation Report (CAPER) provides detailed financial and beneficiary information explaining how the City of Tulsa is carrying out its housing and community development strategies, projects, and activities, outlined in the 2020-2024 Consolidated Plan.

This year-end report summarizes the results of activities that have taken place during PY 2020. It provides information for HUD and citizens of the City of Tulsa to review funded programs and evaluate performance against established goals.

The HUD Community Development Committee (HUD CDC) identified community goals and priorities utilizing public input. Based on this information, interested agencies submitted proposals to meet these objectives. Proposals for funding were received and per City ordinance the proposals were reviewed and scored by five reviewers. The HUD CDC reviewed the scoring and made funding recommendations to the Mayor for approval. As a result, the City Council and Mayor approved 38 activities to be awarded HUD funds.

Utilizing Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) funds, the City of Tulsa selected activities to promote Decent Housing, Create Suitable Living Environments and Economic Opportunities.

The City of Tulsa expended a total of \$6,143,767 to:

- Serve 10,448 people through public service activities;
- Provide STRMU, TBRA and Permanent Housing Placement to 180 persons with AIDS;
- Provide Rapid Re-Housing and Homeless Prevention activities to 193 households
- Provide emergency shelter to 1,077 people;
- Create or retain 17 FTE jobs;
- Assist 22 businesses;
- Rehabilitate 183 homes;
- Rehabilitate one rental development creating 92 affordable housing units
- Assist 25 first time homebuyers;
- Rehabilitate 2 public facilities that will serve 45,181 people, including 32,078 low- and moderate-income citizens; and
- Demolish 27 substandard structures

The City has received additional funding through the Coronavirus Aid Relief and Economic Security Act (CARES Act) and three substantial amendments to the PY19 Annual Action Plan have been submitted and approved by HUD. Funding totals include: CDBG - \$4,972,954; ESG - \$5,151,657; and HOPWA - \$86,391. Due to the urgency needed to allocate these funds to address the coronavirus pandemic, consultation with the Continuum of Care and the Mayor's Coronavirus Relief Fund Working Group along with an expedited application process was used.

As a result of these efforts, 28 activities have been allocated funds and are underway. An additional 12 agencies have submitted applications for Essential Services activities that will be funded with the last round of CDBG. These are anticipated to be underway by the end of the year. Total expenditures of CARES Act funding through June 30, 2021 includes: CDBG - \$1,112,196; ESG - \$932,250; and HOPWA - \$79,538.66.

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## CR-05 - Goals and Outcome

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

#### 91.520(a)

The City of Tulsa expended \$6,143,767 in HUD funds during PY 2020.

CDBG expenditures totaled \$4,558,857

ESG expenditures totaled \$218,578

HOME expenditures totaled \$880,976

HOPWA expenditures totaled \$485,357

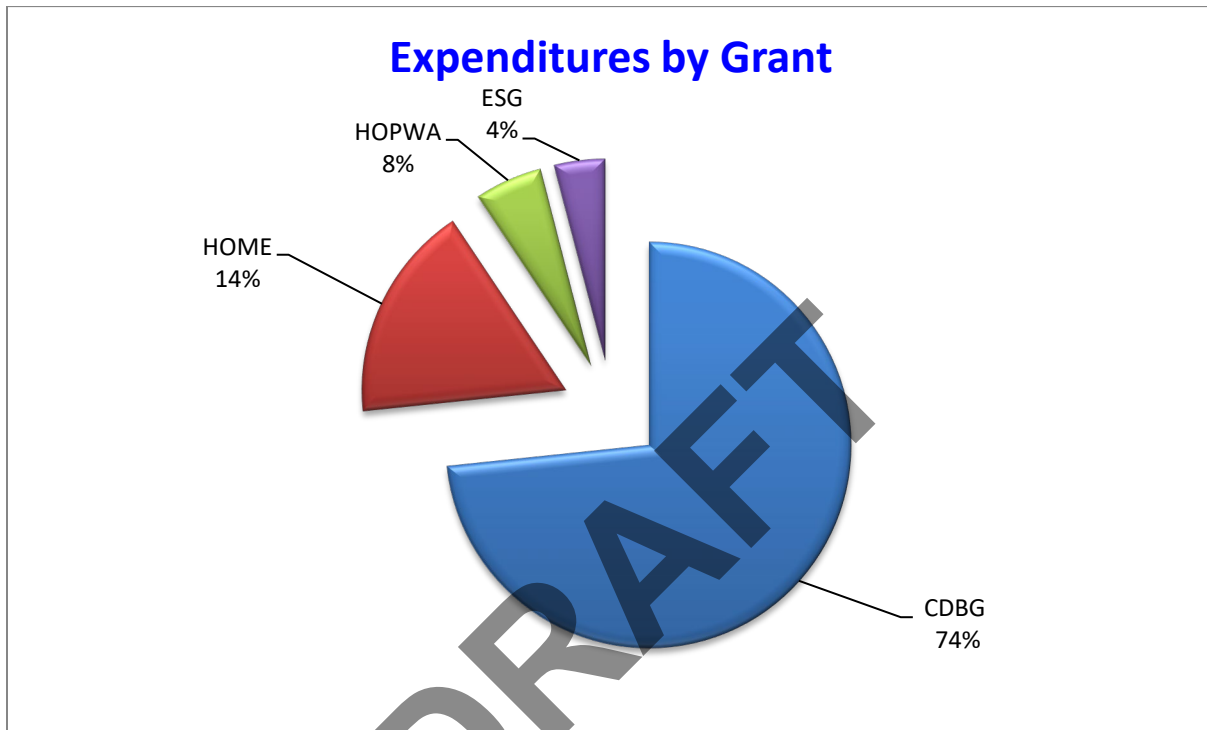
During PY20 the City continued to work towards accomplishing the five-year goals set out in the consolidated plan. During the first half of the program year most agencies were affected in some way due to the COVID-19 pandemic, although many had developed safety protocols to continue to serve clientele. Public facility and housing projects experienced delays, mostly from a materials/supply shortage, but were able to resume progress toward projected goals. One public facility, approved on May 30, 2018 in a plan amendment, was completed and a Grand Opening was held on May 17th. The construction and rehabilitation of rental units planned will reach projected goals, but typically are not completed within the same program year as funded. In the development of the Consolidated Plan it was anticipated that Essential Services (Public Services) funding would go to fewer projects as the trend has been to reduce funding in that area to 10% instead of the allowable 15% compared to the last five years. In addition, many subrecipient's services continued to be reduced due to the ongoing issues with the Coronavirus pandemic.

The City of Tulsa's Homeowner Rehabilitation Program continued to see higher cost of work required at each home and problems with limited availability of qualified contractors. This year an average of \$3,410 was spent per home for Emergency Repairs.

Two HOME development projects were funded during PY20. One CHDO Development project funded in PY17 and another one funded in PY16, both for seniors, continued to experience delays, including agency shutdown due to the COVID-19 pandemic. Both projects were able to restart and are projected to be completed in 2022. One rental rehabilitation project funded which were completed during the program year included a rental rehabilitation project funded during PY19. Phased work due to the coronavirus pandemic, weather-related delays in February, and supplier issues caused project delays, but the project was completed in June 2021.

HOME funds allocated to assist first-time homebuyers were not all expended by the end of the program year. Agency shut down early in the program year and adapting to virtual operations at the height of the coronavirus pandemic was challenging. In addition, the low availability of housing stock and the hyper-competitiveness in the housing market priced many first-time homebuyers out of the market. Changes in the City's Homebuyer Policies were revised for the PY21 Program Year to raise the maximum HOME assistance from \$5,000 to \$10,000. Contracts were drafted to continue through September 30<sup>th</sup> in hopes that all HOME funds are expended. The majority of all other projects were fully expended. Any HOME and CDBG funds not expended will be reallocated in PY22.

ESG funds allocated to three agencies for Homelessness Prevention activities were not expended due to the Eviction Moratorium in place. Agreements with two of the subrecipients have been extended and funds will surely be expended by the end of the two-year deadline as there is a great need in the community for this type of assistance. One agency has declined the funds allocated to them and the City is in process of reallocating those funds for Rapid Rehousing.



**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
Acquisition and New Construction of Housing	Affordable Housing	HOME: \$0	Rental units constructed	Household Housing Unit	10	0	0%	0	0	0%
Acquisition and New Construction of Housing	Affordable Housing	HOME: \$893,625	Homeowner Housing Added	Household Housing Unit	17	0	0%	7	0	0%
Acquisition and New Construction of Housing	Affordable Housing	HOME: \$160,000 CDBG: \$48,000	Direct Financial Assistance to Homebuyers	Households Assisted	160	25	16%	32	25	78%
Housing Rehabilitation	Affordable Housing	HOME: \$255,133	Rental units rehabilitated	Household Housing Unit	95	92	95%	12	92	767%
Housing Rehabilitation	Affordable Housing	CDBG: \$1,333,575 HOME: \$420,000	Homeowner Housing Rehabilitated	Household Housing Unit	990	183	18%	242	183	76%

Essential Services (Public Services)	Non-Housing Community Development	CDBG: \$343,778  HOPWA: \$248,718	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50,000	10,448	29.50%	8,000	10,448	131%
Emergency Shelter	Homeless	ESG: \$180,187	Homeless Person Overnight Shelter	Persons Assisted	15,600	1077	6.90%	3,120	1077	35%
Economic Development	Non-Housing Community Development	CDBG: \$1,500,000	Jobs created/retained	Jobs	225	17	7.56%	45	17	38%
Economic Development	Non-Housing Community Development	CDBG: \$40,000	Businesses assisted	Businesses Assisted	50	22	44%	10	22	220%
Public Facilities and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$743,497	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50,000	45,181	90%	12,378	45,181	365%
Rental Housing Subsidies	Affordable Housing	HOPWA: \$327,108 ESG: \$88,593 TOTAL	Tenant-based rental assistance / Rapid Rehousing	Household s Assisted	400	43	11%	40	43	108%

Housing Subsidies	Affordable Housing	HOPWA: \$50,650  ESG: \$88,593	Homelessness Prevention	Persons Assisted	1,584	92	6%	347	92	27%
Clearance and Demolition	Clearance or demolition of substandard structures and hazardous contaminants.	CDBG: \$400,000	Buildings Demolished	Buildings	208	27	13%	48	27	56%

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

In CARES Act funding, the City of Tulsa served 105 persons with Essential Services, retained 30 FTE jobs, and assisted 4 existing businesses with CDBG-CV funding. ESG-CV funds were used to serve 2,438 persons with Emergency Shelter Services, Rapid Rehousing, and Homelessness Prevention Assistance.

**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.**

The City of Tulsa identified seven priorities in its Consolidated Plan. These priorities are: 1) Housing Acquisition, Construction and Rehabilitation 2) Essential Services (Public Services), 3) Homeless/Special Populations, 4) Economic Development, 5) Public Facilities and Infrastructure Improvements, 6) Housing Subsidies/Assistance, and 7) Demolition of Substandard Buildings. All activities tie to one of HUD’s specific performance objectives of Creating Suitable Living Environments, Providing Decent Housing, or Creating Economic Opportunities. During Program Year 2020 the City of Tulsa expended \$5,552,304 of PY 2020 funds, carryover funds and revolving loan funds, on activities and projects excluding general administration and Homeless Management Information System (HMIS) data collection. Ten activities expended \$2,141,762 to support Decent Housing. Twenty-eight activities expended \$2,407,232 to Create Suitable Living Environments, and two activities expended \$1,003,310 to Create Economic Opportunities.

In CARES Act funding, the City of Tulsa expended \$1,953,236 on activities and projects excluding general administration and Homeless Management Information System (HMIS) data collection. Eleven activities expended \$303,007 to support Decent Housing. Nine activities expended \$767,729 to Create Suitable Living Environments, and one activity expended \$882,500 to Create Economic Opportunities.



## CR-10 - Racial and Ethnic composition of families assisted

**NOTE: Data in this section was not available at the time of publication**

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

91.520(a)

Race	CDBG	HOME	ESG	HOPWA
White	7,075	55	1,183	72
Black or African American	2,557	24	633	27
Asian	114	4	11	3
American Indian/Alaskan Native	870	5	200	1
Native Hawaiian/Other Pacific Islander	24	1	5	0
<b>Total</b>	<b>10,640</b>	<b>89</b>	<b>2,032</b>	<b>103</b>
<b>Ethnicity:</b>				
Hispanic	1689	6	179	12
Not Hispanic	8,951	83	1,853	91

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

Table 2 data does not include all race types reported in IDIS and therefore does not represent the total families served. Also, the tables do not include the number of people served with CDBG funds through the installation of new sidewalks. According to PR 23 Reports (see Section 3) a total of 11,465 persons and 441 households were served in CDBG and 102 homebuyers, homeowners and renters were served in HOME. HOPWA data submitted by the service provider indicated that 105 persons were served. The Homeless Management Information System, required by HUD, shows ESG funds provided services to 2,691 individuals. A CDBG funded sidewalks project also served 2,565 persons.

The following table shows the total PY20 racial data (not including sidewalks totals and Oasis Fresh Market).

<b>Race</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>
White	7,075	55	1,183	72
Black or African American	2,557	24	633	27
Asian	114	4	11	3
American Indian/Alaskan Native	870	5	200	1
Native Hawaiian/Other Pacific Islander	24	1	5	
American Indian/Alaskan Native & White	126	3	0	1
Asian & White	3	0	0	0
Black/African American & White	45	3	0	
Amer. Indian/Alaskan Native & Black/African Amer.	37	1	0	
Other Multi-racial	854	6	240	1
Client refused:			77	
Client doesn't know:			342	
Null: 9			0	
<b>Totals</b>	<b>11,705</b>	<b>102</b>	<b>2,691</b>	<b>105</b>

<b>Ethnicity:</b>				
Hispanic	1,956	12	179	12
Not Hispanic	9,749	90	2,512	93

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Federal	\$5,114,837	\$4,558,857
HOME	Federal	\$2,280,237	\$880,976
HOPWA	Federal	\$593,635	\$485,357
ESG	Federal	\$300,313	\$218,578

**Table 3 – Resources Made Available**

### Narrative

The expected amount available in Table 3 is the amount included in the PY 2020 Annual Action Plan.

CARES Act funding for CDBG, ESG, and HOPWA are also being reported. Amendments to the PY19 Annual Action Plan included these additional resources.

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG-CV	Federal	\$4,972,954	1,112,196
HOPWA-CV	Federal	\$86,391	\$79,539
ESG-CV	Federal	\$5,151,657	\$932,251

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Peoria Bus Rapid Transit Route	10%	24%	Funds expended include public facility improvements
11 <sup>th</sup> Street Bus Rapid Transit Route	1%	0%	N/A

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

Previously the majority of low and moderate income (LMI) census tracts had been located in the north quadrant of the city and this area was targeted during the last Consolidated Plan. New census data, gathered during the development of the Consolidated Plan, showed a sharp rise in the number of LMI census tracts throughout the city as a whole and this is the basis for targeting specific geographical locations within the jurisdiction. In the development of the Consolidated Plan, two target areas were defined and approved. Along these two bus route corridors, there is a high level of poverty and unemployment, but also areas available where new investments and revitalization can occur. With the exception of a small portion of the Peoria Bus Rapid Transit Route target area, all are identified as LMI census tracts.

Of all the HUD funds expended during this program year, approximately 24% were spent on activities that were identified to serve beneficiaries located within the designated target areas. This Figure does not include CDBG Public Service activities, ESG activities and HOPWA activities that provided services to all eligible Tulsa citizens, for example emergency shelter and crisis management services.

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## **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 federal, state, and local resources available to address the needs identified in the plan included federal formula grant funds under CDBG, ESG, HOME, and HOPWA. The local Continuum of Care (CoC) also awarded grant funds under the competitive McKinney-Vento Homeless Assistance Act. These funds were leveraged with the City's general funds, ESG match dollars, various state and county sources, local nonprofit resources, and private foundation grants.

Public service projects concentrated efforts to address the needs of families, children, and youth in high risk populations, consistent with the identified priority needs. Use of CDBG and ESG funds leveraged other nonprofit resources and private foundation funds to assist low-income persons.

Physical expansion and/or improvement projects used a combination of funds including, but not limited to, CDBG, city general funds, nonprofit fundraising efforts, and private foundation funds to enhance selected projects.

Since matching funds are not required for CDBG, the City Council considered projects that included leveraged funds to support CDBG dollars. For the projects selected for funding, \$15.8 million of leveraged resources enhanced the use of CDBG dollars.

**HOME Match:** The sources of matching contributions for HOME funds were from non-federal contributions and the City. The City requires subrecipients, housing developers, and CHDOs to provide up to a 25% match. The match liability for the City of Tulsa was reduced to 0% due to HUD Waivers issued because of the coronavirus pandemic. Banked match is available if grant recipients are not able to generate the required match. The City had \$9.6 million in excess match at the beginning of the program year on July 1, 2020. After the match contributions were received and the liability deducted, the City has a match balance of \$9.7 million.

**Emergency Solutions Grant Match:** The jurisdiction fulfilled the ESG requirement of a matching contribution equal to the grant program funds. Each organization provided matching funds equal to the amount of funds expended. This stipulation is included in each written agreement. Documentation of match is required when each subrecipient submits a request for funds. The City of Tulsa provided in-kind administrative expenditures, as necessary, to match administrative funds received.

With the implementation of HUD waivers available for ESG-CV, projects and administrative expenditures were not required to provide matching funds equal to the amount of funds expended.

The City did not identify any publically owned land and property that could be used to address the needs identified for PY 2019.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	9,656,791
2. Match contributed during current Federal fiscal year	110,000
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	9,766,791
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	9,766,791

**Table 5 – Fiscal Year Summary - HOME Match Report**

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Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
HPT – FTHB Program (Inspections)	6/30/2021					\$3,750		\$3,750
MHAOK – City Gardens Apartments	6/24/2021	\$106,250						\$106,250

Table 6 – Match Contribution for the Federal Fiscal Year

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HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning 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	\$1,160	\$1,160	0	0

Table 7 – 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	
<b>Contracts</b>						
Dollar Amount	MHAOK 425,000 WIN \$210,000	\$0	\$0	WIN \$210,000	\$0	MHAOK \$425,000
Number	MHAOK 3 WIN 6	0	0	WIN 6	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount		\$0	\$0	\$0	\$0	\$0



	Total	Women Business Enterprises	Male
<b>Contracts</b>			
Dollar Amount	\$635,000	\$0	\$635,000
Number	9	0	9
<b>Sub-Contracts</b>			
Number	0	0	0
Dollar Amount	\$0.00	\$0.00	\$0.00

**Table 8 – Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property</b> – 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	0	0	0	0	0	0
Dollar Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired		
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 10 – Relocation and Real Property Acquisition

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## 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	38	43
Number of non-homeless households to be provided affordable housing units	618	381
Number of special-needs households to be provided affordable housing units	24	11
<b>Total</b>	<b>680</b>	<b>435</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	387	135
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	254	275
Number of households supported through the acquisition of existing units	39	25
<b>Total</b>	<b>680</b>	<b>435</b>

Table 12 – Number of Households Supported

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

Typical of HOME-funded housing development is that outcomes are not produced in the same program year as funds are awarded.

In PY19 Mental Health Association Oklahoma (MHAOK) was awarded \$425,000 in HOME funds for rehabilitation of a 131-unit multi-family rental project, City Gardens Apartments. This project produced 92 affordable housing units to the City's housing stock for persons at or below 60% AMI. Project completion occurred in June 2021. Other housing projects funded in PY20 were delayed due to the coronavirus pandemic and the cost and availability of materials.

Vintage Housing was allocated \$358,650 in HOME funds for construction of a 40-unit elderly independent living rental complex in PY17. They did not receive anticipated funding from LIHTCs but applied again in 2019 with success. The City allocated the PY18 CHDO reserve funding to this project since no CHDO eligible project was funded in PY18 and additional funds in PY19. This project got underway in November 2020 and significant progress has been made during the program year. Completion is anticipated for the first quarter of 2022. This project is located adjacent to the smaller 6-unit rental apartment development, Whittier Villas, which Vintage was awarded with \$624,000 of PY16 Off-Cycle funds during PY17. Zoning issues, infrastructure development, General Contractor changes, coronavirus pandemic issues including increased material costs have stalled project progress. The City awarded an additional \$256,882 to Vintage Housing in PY21 to help fill the funding gap due to higher construction costs. The City has also submitted a Waiver request to HUD to extend the time allowed to complete the project for another year.

Housing Partners of Tulsa, Inc. (HPT) used \$44,616 in CDBG project delivery funds and \$117,980 in HOME funds to assist 25 households to purchase their first home. Additional households will be assisted with their remaining funds but will be reported next year.

The City of Tulsa Working in Neighborhoods Department (WIN) was awarded \$700,000 in HOME funds and \$1,291,060 in CDBG funds. The CDBG Homeowner Repair program served 179 homeowners, providing necessary safety and sanitary improvements. The HOME Homeowner Rehabilitation Loan Program provided substantial rehabilitation to houses for 6 homeowners.

Additional energy conservation rehabilitation was provided by a CDBG-funded subrecipient program. The Area Council for Community Action assisted 4 homeowners. The change to allow maximum assistance for roof repairs up to \$7,500 for lead-free housing has enabled them to more easily meet their goals.

Family Safety Center, Inc, used ESG funds to provide Homeless Prevention assistance to 11 individuals. Salvation Army was unable to serve clients due to the Eviction Moratorium. Their contract has been extended through 2022 and is expected to be fully expended. Restore Hope Ministries was awarded a significant amount of funds from various sources, including local philanthropy to assist tenants with housing assistance due to the coronavirus pandemic and declined the funds awarded to them for PY20. Due to the coronavirus pandemic the number of households seeking assistance has increased significantly.

For information on ESG and ESG-CV refer to the ESG and ESG-CV CAPER reports located in the appendix.

**Discuss how these outcomes will impact future annual action plans.**

Those projects currently under construction will certainly be completed and will add more affordable housing units in the Tulsa area. One of the biggest delays for major projects is caused by the time it takes to secure all the necessary financing before the projects can get underway. Additionally, minor rehabilitation projects have resulted in an increased cost per home which has affected the number of households served, exacerbated by the shortage of available qualified contractors. The City continues to try and find ways to help increase the availability of quality affordable housing over the next several years. An Affordable Housing Trust Fund was established in February 2021 and is aligned with the City's Affordable Housing Strategy to endeavor to create an economically thriving, inclusive community with quality housing opportunities for all residents.

**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.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	165	80
Low-income	32	26
Moderate-income	0	11
<b>Total</b>	<b>197</b>	<b>117</b>

**Table 13 – Number of Persons Served**

**Narrative**

The City of Tulsa continues to see a large need for decent, affordable housing. Additional activities to address this need have been funded during PY21.

## **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**

Street outreach programs for unsheltered persons are not currently funded by the City of Tulsa, but there are outreach programs organized locally by faith-based and non-profit organizations that reach out to unsheltered individuals. Housing Solutions, serving as the Tulsa City and County Continuum of Care lead agency, created a new street outreach team in response to the COVID-19 pandemic to serve the unsheltered population when many organizations were suspending operations. Housing Solutions outreach program operates using a Housing First approach with an emphasis on services that support self-sufficiency, such as obtaining vital documents, and find creative solutions to connect them to housing resources. Housing Solutions works with other local organizations to coordinate street outreach for person living in unsheltered situations across Tulsa County. The outreach teams provide a variety of services and assess people using the Vulnerability Index-Service Prioritization Delivery Tool (VI-SPDAT) for placement on the system's coordinated entry system By-Name List and connection to other services. In addition, the outreach teams come together each year to perform the Point-in-Time count survey of the unsheltered population. One survey question asks each person what services are currently needed. The top three answers are housing, transportation and dental care, unchanged for the past several years.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

A portion of the Emergency Solutions Grant (ESG) funds were utilized by the City of Tulsa for shelter operations and/or services at Domestic Violence Intervention Services (DVIS), Tulsa Day Center (TDC), Legal Aid Services of Oklahoma, and Youth Services of Tulsa (YST). In addition, CDBG funds were provided to DVIS, TDC, Salvation Army, and YST to provide services, counseling, case management, and basic needs to those experiencing homelessness or those at risk of homelessness.

During the program period, the ESG-funded DVIS shelter provided shelter to 14 persons, which included 2 children. Clients unable to be served were referred to other area shelters. The CDBG-funded Court Advocacy Program provided services to 39 survivors of domestic and sexual violence which included 17 children. Of those served in the program, 35 survivors have exited the program as of June 30, 2021. Due to the nature of the client's situation no exit data was collected.

TDC provided shelter and essential services to homeless persons by using ESG funds for operational expenses. One of the primary goals of the Day Center is to give people who are experiencing homelessness the tools necessary to rebuild their lives, including help to move into permanent housing and assistance to prevent eviction, once housed. During the program year 706 unduplicated clients stayed in the night shelter, only about half as many as in previous years due to safety protocols in place for social distancing at the shelter. Individuals not only have access to shelter but also to various services including food and clothing, case management, laundry, shower and restroom facilities, medical services, bus tokens and access to telephones and the internet. TDC also used CDBG funds for salary costs for the free nurses' clinic located in the shelter. The clinic provided medical services to 1,849

persons during the program year, exceeding the projected goal of 1,600. As a result of the services provided, 149 emergency room visits were averted.

YST utilized ESG funds to operate Oklahoma's largest shelter for adolescents. In PY 2020, the shelter served a total of 181 adolescent youth. The shelter program now has a full-time counselor at the shelter to address the increasing emotional/mental health challenges of the youth staying at the shelter. They also offer on-site psychiatric services through the OSU Health Sciences Center, Department of Psychiatry and Behavior Sciences. During the year 41% of the youth exited the shelter to transitional or permanent housing. Of those exited to housing 52% were not in DHS custody. The CDBG-funded Transitional Living Program adapted to the coronavirus pandemic challenges working remotely until March 2021 and were able to serve 77 youth, with 27% successfully completing the program and 100% housed by the end of the program year. Fifty-three percent of the youth were involved in job training or school and 64% found gainful employment.

Despite the coronavirus pandemic and shelters for persons experiencing homelessness being at half capacity, every person who sought assistance from the ESG-funded Legal Aid Services of Oklahoma's (LASO) program was given legal advice and 33 of the 176 people served were able to solve their legal issues without need for further legal intervention. Of the 176 served, LASO was able to assist 47 people in applying for or appealing denials of Social Security benefits. Of the closed social security cases, five clients obtained average monthly benefits of \$814.40 and an average backpay amount of \$8503.40. LASO was able to advise 89 people about replacing missing identification papers and able to obtain 25 birth certificates for those persons, removing barriers to employment and housing. Five persons that were facing eviction and sought legal assistance remained housed or were given additional time to move. An additional 15 people received legal assistance with tax issues, EIP payments and family law matters.

The Salvation Army utilized CDBG funds to fund operations of their Center of Hope which provided 224,014 meals and case management services to 1,721 individuals during the program year. The CDBG funds were used for costs associated with food and security guards.

**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.**

In an effort to prevent homelessness, the City of Tulsa and the Continuum of Care focus on five primary preventative services offered by various provider organizations including:

- Mortgage assistance;
- Rental assistance;
- Utility assistance;
- Eviction prevention;
- Counseling/advocacy; and
- Legal assistance

ESG funds were allocated to Restore Hope Ministries (RHM) to provide Homelessness Prevention in the form of short-term rental assistance. Due to the significant amount of other funding the agency received for this same purpose, the agency declined their allocation for the remaining dollars from PY19 and all of the funds awarded for PY20. The City is currently in the process of working to reallocate these funds to Rapid Rehousing.

Tulsa CARES (TC) provided housing services in the form of short-term rent, mortgage and utility assistance, tenant-based rental assistance, permanent housing placement and supportive services with HOPWA funds as outlined in the HOPWA CAPER which can be found in the appendix.

The Community Service Council (CSC) also operates the 2-1-1 Help Line providing referrals to multiple organizations that provide services to help people remain housed. No grant funds were awarded to this agency during PY20.

Publicly funded institutions and systems of care are overseen by the State of Oklahoma. Discharge policies and practices are managed by the designated State agency.

During the reporting period, the Tulsa City and County Continuum of Care received funding that provided Rapid Rehousing assistance through Youth Services of Tulsa for youth-specific needs and through Tulsa Day Center for families and individuals being served in the shelter system.

**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**

YST used CDBG funds to partially fund a transitional housing program that served 77 unaccompanied youth ages 17-22. All successfully completed the program and were placed in housing and 47% participants were involved in school, employment or job training. Through CARES Act funding through the Continuum of Care and the City, YST was able to hire staff to focus specifically on clients housing needs and is connected to needed community resources. Eight youth were able to access permanent housing with the use of the City's CARES Act funding.

TDC continued utilizing their PY19 allocation to provided Rapid Re-Housing to individuals and families experiencing homelessness. These funds were exhausted in August and provided assistance to 3 households. No funds were allocated for RRH in PY20.

With ESG CARES Act funding, Mental Health Association Oklahoma (MHAOK) was able to assist 105 households with Rapid Rehousing and Tulsa CARES and Legal Aid Services of Oklahoma used funding for Homelessness Prevention to assist 109 persons.



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

### **Actions taken to address the needs of public housing**

No PY 2019 funds were allocated to projects directly relating to addressing public housing needs.

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

THA operated Community Centers at all its public housing apartment communities. Each center was staffed by THA Social Service Coordinators (SSC) that assisted all residents in connecting with partnering agencies and organizations in achieving their individual health, educational and employment goals to ultimately break the cycle of generational poverty. Due to covid, partnering agencies had very limited access unless interactions were held outdoors, utilizing CDC protocol. The SSC usually conducts a needs assessment at the time of move in to help determine the residents' personal needs, educational, and employment aspirations, but needs assessments were only conducted on a case-by-case bases to address basic needs during the pandemic. Personal barriers that prevent self-sufficiency may include a lack of life and parenting skills, clothing, transportation, childcare and chronic health conditions. Once those barriers are addressed, the SSC assists residents in connecting with partner agencies and organizations to obtain a high school diploma/GED, technical training, higher education or whatever may be necessary to help the residents become self-sufficient.

THA staffed two Family Service Coordinators with funding received under a ROSS Family Service Coordinator grant that provided case management services at six public housing family communities. These Family Service Coordinators completed a needs assessment on all participants in the program and goals were set according to each individual resident's needs. The Family Service Coordinators provided additional job placement assistance, counseling, group networking, and outreach to community resources. The two Family Service Coordinators worked closely with local agencies to bring programs and services to the community sites.

The Family Self-Sufficiency (FSS) Program provided community support and resources to encourage and assist families towards becoming self-sufficient. The Family Self Sufficiency Coordinator met with interested residents, and if selected for the program, participants established his or her own set of goals such as employment or homeownership. Monthly meetings were held to assess progress and assist with any barriers in reaching the participant's stated goals. As an incentive, the FSS Program opened an escrow account for each participant. As the family's income increased, contributions were made to the escrow account on their behalf. Once the family is determined to be "Self-Sufficient" by meeting their goals and other program requirements, the money in the escrow account will be paid to the participant. No conditions are imposed on the use of the money, but the family is encouraged to pursue homeownership. Information regarding local Homebuyer Education Programs is provided to the family.

Residents of THA communities were actively involved in the planning and development of programs for their communities. The Resident Associations met monthly to discuss concerns as well as plan events

and activities for their communities. Each Association has a set of by-laws that have been voted on and approved by the members that outline how their association will operate. Training that includes job duties, parliamentary procedures, communication and financial bookkeeping were provided to all Resident Association officers.

In 2018, THA was awarded a \$30mm U.S. Department of Housing and Urban Development's Choice Neighborhoods Implementation Grant that will leverage other public and private funds to revitalize Riverview Park Apartments, a THA public housing property, and Brightwaters Apartments, a HUD subsidized Section 8 property, along with investing in improvements to West Tulsa Park, establishing a neighborhood grocery store, and piloting new programs with local agencies to strengthen resident and community growth within health and wellness, employment and self-sufficiency and educational attainment. The Choice Program provides one-on-one case management for all 390 families in Riverview and Brightwaters for the entirety of the grant period as well as increased mobility counseling as families are relocated during construction to ensure their ability to return to the new units, using their first right to return. In 2020, THA completed the relocation and demolition of the public housing property of Riverview Park Apartments.

In 2018, THA received approval to proceed with a portfolio wide conversion through the Rental Assistance Demonstration (RAD), transferring fee simple ownership of the 13 public housing properties from HUD to THA via the RAD project-based rental assistance program. Residents are engaged throughout the conversion process to provide information on the new structure, provide input on any planned renovations and to understand the choice mobility voucher option that is made available to them one year after conversion. In 2019, THA converted four properties through the RAD process: East Central Village, Parkview Terrace, Pioneer Plaza and LaFortune Tower. In 2020, THA converted two properties, Sandy Park and Apache Manor, with both properties receiving substantial renovations in conjunction with their conversion through 4% LIHTC and Tax Exempt Bond financing.

In 2019, THA completed comprehensive, community led master planning for the redevelopment of Comanche Park Apartments. The THA Board of Commissioners approved the final plan in November 2019, with redevelopment calling for the replacement of the existing 271 subsidized units with over 400 mixed-income apartments across a range of housing types; neighborhood sized retail/commercial spaces; a centralized park space and overall improvements to site connectivity and infrastructure. Through this new planned mixed-income community, residents were engaged in identifying both housing and non-housing uses, as well as were vocal in ensuring the development included opportunities for home ownership. With such input, the final phase will include 16 single family homes made available both for existing and new residents, partnering with the homebuyer program provided through Housing Partners of Tulsa.

### **Actions taken to provide assistance to troubled PHAs**

The Housing Authority of the City of Tulsa is not designated as troubled.

## **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)**

The Tulsa Planning Office at INCOG and City of Tulsa continues to implement the Zoning Code, which came into effect on January 1<sup>st</sup>, 2016. The Zoning Code supports diverse, affordable housing opportunities including various lot size options for single-family homes and the introduction of new housing types such as mixed-use buildings, cottage homes, patio homes and multi-unit houses. These housing types are allowed in certain districts and can introduce density and affordability, while remaining compatible with nearby single-family neighborhoods.

Most recently, the Downtown & Surrounding Neighborhoods Housing Study and Strategy was completed in July 2020. The study identified the need for the creation of ‘missing middle’ Zoning Code amendments to promote a diversity of housing typologies that have the potential to be effective tools for expanding housing choice and affordability. According to the study, ‘missing middle’ housing could “potentially foster redevelopment in older neighborhoods with housing that “fits in” with the historic housing stock and land use patterns” in Tulsa and these typically smaller unit types introduce an affordable option. ‘Missing Middle’ housing refers to the lack of housing options other than detached houses and large apartment complexes.

In May 2020, The Tulsa Planning Office began to identify possible Zoning Code amendments that seek to remove barriers to ‘missing middle’ housing types by making a few changes applicable citywide and by creating a Neighborhood Infill Overlay within the study area. The City Council initiated the development of the overlay, both with text amendments to the Zoning Code and assignment of the Overlay to the area surrounding downtown on the Zoning Map. A draft of the Neighborhood Infill Overlay and citywide changes was developed by a staff working group and refined from input received during meetings with neighborhood residents, local builders, licensed architects, and various City officials. The proposed zoning code amendments are intended to allow for a spectrum of ‘missing middle’ options to be developed by right, eliminating zoning obstacles that prevent these housing types. The amendments are expected to be in effect by the end of 2021.

### **Update to the City’s comprehensive plan, planitulsa**

The Tulsa Planning Office is also leading the update to the City of Tulsa’s comprehensive plan, planitulsa. Recommendations from the City of Tulsa’s Affordable Housing Strategy are being incorporated into planitulsa, and are being combined with input from the general public and subject matter experts about how Tulsa can build and maintain strong neighborhoods. The recommendations will set the stage for modifications to regulatory documents associated with development activities in the city, such as the Zoning Code, Subdivision Regulations, and Building Codes. Further insight into potential regulatory limitations will be gathered through a series of roundtable discussions with organizations that work

through the permitting processes of the City as they develop properties. These insights will inform recommendations to make the permitting process more consistent, transparent, and predictable.

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

In PY 2020, the City of Tulsa provided funds to 28 external agencies and 2 city departments to conduct 38 activities. By awarding funds to a variety of agencies and multiple activities, the City assisted in addressing obstacles to meet the underserved needs of the community. In addition, Tulsa CARES utilized HOPWA funds to support people with HIV/AIDS.

CDBG funds were used to provide public service activities to 10,448 persons. These activities served youth, battered persons, and abused and neglected children. The funds also assisted people with transportation needs, employment and training services, health services and referrals to a variety of much needed services. Off cycle funding from 2018 was used to construct a full-service grocery store in a north Tulsa area considered a food desert, providing nearly 38,000 residents access to fresh, healthy food options. ESG funds were used to assist 1,091 persons. Homelessness Prevention assistance was only provided to 5 households due to the Eviction Moratorium in place, and Rapid Re-Housing assisted 3 households with carryover funds from PY19. Shelter provided services were utilized by 1,077 persons. HOPWA funds served a total of 180 people, with 121 receiving some type of housing assistance and support services while another 59 received support services alone.

This year two public facilities and improvement projects received funding. Only the sidewalks project was completed, but a project funded in 2018 was also completed. Altogether, 45,181 people were served, including 32,078 low and moderate income citizens.

Through an economic development activity for small business loans, 17 FTE jobs were created or retained and 27 businesses were assisted. All of the jobs created or retained were filled by low and moderate income persons. Through an economic development activity for micro-enterprises 22 new businesses were assisted during the program year.

Additionally, CDBG funds were utilized to demolish 27 dilapidated structures.

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

All programs that provided rehabilitation to owner-occupied homes inspected each house built prior to 1978 for lead-based paint (LBP) hazards using a Certified LBP inspector or risk assessor. In homes where an inspection confirmed the presence of LBP (or it was presumed), all contractors were required to implement safe work practices during the rehabilitation work in accordance with HUD's Lead-Safe Housing Rule. The City's Working in Neighborhood Department prequalified contractors to work on HUD-funded projects and all were trained in lead-safe work practices.

Grants Administration includes additional measures to ensure specific grant-funded activities comply with LBP regulations. Additional language is included in subrecipient agreements for projects where rehabilitation work occurs, requiring subrecipients to produce documentation of LBP testing prior to any work commencing. Additionally, Grants Administration's *Construction Checklist* used for grant-funded construction and housing projects includes a check for LBP compliance.

In October 2020, the Environmental Health Services Division at the Tulsa City County Health Department (TCCHD) launched a program new to Oklahoma to identify and reduce lead hazards in homes. The Lead Hazard Control Program's (LHCP) goal is to create healthy living conditions for children under the age of 6 through a HUD grant. TCCHD's outreach includes lead testing and home inspections, Safe and Healthy Homes education, tenant rights, and promoting lead testing in children. In fiscal year 20-21, TCCHD conducted 10 lead inspections and risk assessments in Tulsa county. TCCHD participated in 12 lead safety presentations to the public, some which were conducted in Spanish. City departments are helping to advance the LHCP in two key ways. Working in Neighborhoods (WIN) is assisting TCCHD by referring citizens who contact them about housing rehabilitation to this new program. The Mayor's office is also helping to advertise LHCP by including it as a component in the Goldstar Landlord Program.

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

To attempt to break the cycle of poverty for the City's youth, the City continued to fund education programs and provide after school programs and transitional living programs for youth. In addition, educational needs and employment training of low-income parents were also addressed with CDBG funding. Other programs offered mentoring to people released from prison and assistance to victims of abuse. Services to help homeless individuals on a path to self-sufficiency were also conducted during the program year.

The City received CARES Act funding from various sources which were used in a variety of ways to help address the needs of citizens and businesses as a result of the coronavirus pandemic. The Mayor formed a Coronavirus Relief Fund Working Group to ensure the various sources of funds were allocated to address critical needs and to eliminate duplication. Staff from Grants Administration participated in this group to ensure the CDBG, ESG, and HOPWA CARES Act funding was allocated to areas of need based on eligible use of the funds.

The Tulsa Housing Authority's Family Self-Sufficiency (FSS) Program also provided resources to assist families toward becoming self-sufficient. Interested residents participate in the program to establish goals, such as employment or homeownership. An escrow account is established for each participant and money is added to this fund when they meet their goals and program requirements. Once families meet their goals they are encouraged to use the escrow funds to pursue homeownership.

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

Program year 2020 goals and priorities were set with input from the public, non-profit organizations and the City's HUD Community Development Committee. In October grant applicants were informed of the City's goals, priorities and target areas. Once funding was awarded, the HUD Community Development Committee (CDC) continued to review the performance of projects and programs during the year.

The City of Tulsa utilized City departments as well as non-profit organizations, community and faith-based organizations, developers, and social service agencies to carry out projects for the first year of the City's five-year plan. Multiple philanthropic organizations throughout the City also provide funding to

the same projects/programs funded with HUD grant dollars. These leveraged dollars allowed our grant recipients to continue or expand their programs during the year.

Assisting low and moderate income persons, especially the unemployed, is critical to the economic success of the City of Tulsa; therefore the City funded programs that assist such persons in becoming economically self-sufficient through skills training and workforce development services. The City of Tulsa also addressed economic opportunities by providing funding to a Community Development Financial Institution (CDFI) to provide loans to businesses normally excluded from the economic mainstream so that jobs would be created through the development, stabilization and expansion of small businesses.

To ensure continued compliance with the HEARTH Act, Grants Administration (GA) worked closely with the city's Continuum of Care and Emergency Solutions grant recipients serving the homeless. Tulsa's Project Sponsor for the HOPWA grant, Tulsa CARES, completed an expansion of their facility three years ago using private funds. This enables them to continue to offer more services through collaboration with other organizations and clients have better access to public transportation.

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

Tulsa benefits from a strong and cohesive coalition of local government officials, service providers, lenders, and volunteers. These various groups coordinate effectively to avoid duplication of services and facilitate a delivery system which meets the needs of Tulsa's various populations.

The City continued its public outreach effort to educate and engage the public regarding HUD Grants and televised all HUD Community Development Committee meetings.

Coordination and integration of ESG-funded activities with other programs in the area covered by the CoC, provided a strategic, community-wide system to prevent and end homelessness.

In the midst of the COVID-19 pandemic, Housing Solutions (Tulsa CoC) coordinated efforts with the City of Tulsa to use ESG-CV funds to assist local shelters implement CDC guidelines for physical distancing by opening an overflow shelter for both day and night shelter guests. A local hotelier partnered with Housing Solutions and the City using ESG-CV funds to create an insolation/quarantine facility operated by two local social service agencies and dedicated for people experiencing homelessness. Finally, the Housing Solutions Street Outreach teams worked with several social service agencies to educate people in unsheltered situations how to stay safe during the pandemic and provided them with hygiene and personal protective supplies to allow for isolation in place. In February 2021, Tulsa experienced a severe winter storm with subzero temperature for consecutive days causing life-threatening situations for the unsheltered population. Housing Solutions coordinated an emergency response to the federally declared disaster with the City, Tulsa County, local hotel owners, social service agencies, citizens and many other in which over 500 individuals, including families, were placed in non-congregate shelter in hotels.

**,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's designated department for fair housing is the Mayor's Office of Resilience and Equity (MORE). During PY 2020 there were four housing-related complaints received by MORE. These included: 1) a complaint about the management company, 2) a complaint about the landlord's timeliness to make requested repairs, 3) unsafe activity at a public housing complex, and 4) uninhabitable housing units. The first two complaints were resolved. The uninhabitable housing was referred to the proper enforcement agency, the Tulsa Health Department, and the remaining complaint is still under investigation.

Nine cases were filed with the U.S. Department of Housing and Urban Development Fair Housing and Equal Opportunity (FHEO) and two other cases reported in PY19 were unresolved at the end of PY19. Four cases were made on the basis of disability and two of those cases also included Retaliation. Five cases were made on the basis of Familial Status, and the two unresolved cases were on the basis of race. One of the disability and retaliation cases were closed through conciliation and settlement as were the two cases based on race and four of the cases based on familial status. One of the familial status cases was withdrawn without resolution. The remaining cases, all of which were disability related were still pending as of 6-30-2021. The Mayor's Office of Resilience and Equity continues to work with the U.S. Department of Housing and Urban Development and Legal Aid of Tulsa to provide support to all housing-related complaints.

Due to the coronavirus pandemic the normal planning and implementation of local fair housing events sponsored in conjunction with Tulsa Area Fair Housing Partnership (TAFHP) that normally take place during September and April during Fair Housing Month did not happen this year. Metro Fair Housing in Oklahoma City provided information to the TAFHP membership on several Virtual Fair Housing Forums they conducted throughout the year and members communicated events and information through the partnership via email and at monthly meetings. Housing Solutions, the Continuum of Care lead agency in Tulsa, offered regular trainings which were posted on their website. One of the areas focused on throughout the program year was the Eviction Moratorium and efforts were made to address misconceptions and confusion renters and property owners faced. This agency also launched a Landlord/Tenant Resource Center to provide information and resources to the community during this difficult time.

In response to the coronavirus pandemic, the City of Tulsa Eviction Strategies task group continued to work with local providers and AWH4T to educate landlords and tenants about the eviction moratorium rules. Outreach through live virtual training on fair housing and tenant's rights, as well as visual aids outlining how to access information and services, continued into PY20. Various funding streams including local philanthropy, worked with local nonprofits to provide assistance to tenants facing eviction and incentivizing assistance to tenants who reside in properties where the owner agreed to resolve cases through mediation.

During the coronavirus pandemic the Mayor's Office of Resilience and Equity (MORE) collaborated with St. Bernard Project (SBP), a non-profit disaster recovery organization. Online homeowner/renter and small business owner disaster preparedness sessions for Tulsa area residents were conducted to help prepare individuals with ways to protect their family, home and finances from everyday risks and major disasters.

In addition to the ongoing efforts from PY19, in February 2021, the City of Tulsa launched the Affordable Housing Trust Fund, a city-wide fund for production or preservation of affordable housing through affordable rental housing development, homebuyer assistance, landlord incentives, and rental assistance. The Affordable Housing Trust Fund is a key tool in the implementation of the Affordable Housing Strategy to make the City of Tulsa an economically thriving, inclusive community with quality housing opportunities for all its residents. In May 2021, the Affordable Housing Trust Fund announced its first landlord incentive grant to the Tulsa Day Center to create the Landlord Guarantee Fund, which reimburses landlords who rent to low-income tenants through their Rapid Rehousing Program if the tenants fail to pay rent or utilities. Landlord incentives are only available to landlords participating in the City of Tulsa's Gold Star Landlord Program, which launched in March 2021. The Gold Star Landlord Program is a free and voluntary program that provides rewards and incentives for landlords and property managers who engage in the best rental practices, including maintaining safe rental properties and using mediation as an alternative to eviction. In addition to incentives funded by the Affordable Housing Trust Fund, Gold Star Landlords also receive advertising and promotion, prioritized processing of applications to the City of Tulsa's Emergency Rental Assistance Program, assistance from City of Tulsa staff with accessing resources and services that landlords need, and referrals of tenants who have completed the Housing Solutions' Housing Stability Certificate program, which teaches tenants skills to maintain housing stability. Currently there are 15 landlords participating in the Gold Star Landlord Program with nearly 1,000 rental properties in the City of Tulsa.

For more information on the Affordable Housing Trust Fund: <http://www.cityoftulsa.org/housing>

### **CR-40 - Monitoring 91.220 and 91.230**

**Describe 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**

All funded projects and agencies were assigned a risk factor rating to identify which projects were to be monitored on-site during the year. This assessment rates risk based upon the type of project, compliance issues, complexity of the project, and known capacity of the agency. Agencies with a high risk rating were selected for formal onsite monitoring as well as those programs not monitored recently. GA utilizes the HUD CPD Monitoring Handbook as its standard and guideline for each formal monitoring visit. Desk monitoring of all HUD-funded programs and projects were conducted throughout the year to ensure compliance with regulations and agreement requirements. Physical projects are inspected on a periodic basis until completion to confirm construction/rehabilitation projects are progressing and funds are being spent as planned.

For new HOME rental projects, on-site inspections occur throughout the project and the first on-site monitoring occurs within 12 months after project completion. Because of the 2013 HOME Final Rule, unless a rental project is considered a high risk property, HOME monitoring schedules have been adjusted to ensure these on-site monitoring visits for rental properties still under the period of affordability are conducted at least every three years. The Rental Annual Reporting requirements included in each rental written agreement does ensure that the properties have a desk monitoring



review yearly and that they remain financially viable and are operated/managed according to the HOME requirements.

It is the policy of the City of Tulsa to encourage the use of minority or woman owned businesses in contracting opportunities. As part of HUD's grant requirements and written agreements, agencies performing construction and rehabilitation projects are encouraged to hire Section 3 residents and/or utilize Section 3 businesses and WMBE businesses when contracting or subcontracting.

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

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

In accordance with the Citizen Participation Plan, the City of Tulsa posted notices in the Tulsa World at least 14 days in advance of public hearings. In addition, notice was posted on the City's website and social media sites. The draft CAPER is available for public comment from August 25 – September 9, 2021. A Public Hearing will be held on September 9, 2021. Comments pending.

### **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.**

The City of Tulsa did not make any changes to the CDBG program objectives during the year. The City monitored the expenditure of CDBG funds throughout the year to ensure that projects awarded funds, either during this year or from prior periods, were completed and dollars expended.

As per Ordinance 23362, agencies that did not expend all awarded funds were asked to provide certain documentation in order to carryover funds into the next program year. Instances where sufficient documentation was not provided resulted in funds being recaptured and reprogrammed by the City.

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

N/A.

## 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.**

All HOME rental projects subject to the affordability period were monitored during the program year. Since annual onsite monitoring is no longer required per the 2013 HOME Final Rule, projects with no findings or concerns from the previous onsite monitoring are identified as low risk and scheduled for an onsite monitoring in a two or three-year cycle. Annual monitoring includes finances, occupancy, marketing, property condition, and management reports which are submitted each year according to the established rental monitoring schedule. There are currently 23 developments under the period of affordability, 15 are multi-family and 8 are elderly complexes.

Onsite monitoring at all developments involved:

- A review of tenant files of the HOME-assisted units to verify compliance with:
  - Income calculations and documentation according to HUD's Part 5 income determinations and HUD's applicable income limits for Tulsa
  - Leases and rent charges to verify the appropriate HOME rental rates and utility allowances as approved by GA and in compliance with HOME rental rates limits and utility allowances
- An inspection of HOME-assisted units to ensure compliance with Tulsa's local codes
- Overall inspection of complex exterior, surroundings, and common areas

The following is a summary of the onsite monitoring conducted in PY20:

**Tulsa Day Center for the Homeless:** Hudson Villas (Multi-Family with 18 units part of a SHP initiative, 30 HOME units) – HOME Monitoring of tenant files and physical inspections were conducted onsite on May 25, 2021. Staff reviewed 6 tenant files and inspections were conducted on 6 of the HOME units. Additionally, all rental annual reports were reviewed to ensure the operations of the rental development was in compliance with HOME regulations. A few items needed corrections/revisions. These were completed in a few days. The next onsite monitoring is scheduled for May 2024.

No findings or concerns were found during the previous onsite monitoring at the following developments. Dates indicated below are the next scheduled onsite monitoring dates. Some of the dates for the onsite reviews were extended due to the coronavirus pandemic which suspended most onsite monitoring.

**Community Action Project in Tulsa County (CAPTC):** Norwood Apartments (25 HOME units).  
November 2022

**Carland Group, LLC:** Cherokee Meadows (Senior Housing, 3 HOME units). - December 2022

**Mental Health Association in Tulsa (MHAT) now dba Mental Health Association Oklahoma (MHAOK):** Velda Rose, Autumn Ridge, Abbey Road, and Ranch Acres Manor (246 HOME units). - May 2022.

**MACO Development Company (MACO):** Northwind Estates II (Multi-family senior independent living complex (4 HOME units). Approval of the annual Utility Allowance is completed yearly. - November 2021

**Tulsa Housing Authority (THA) / Housing Partners of Tulsa (HPT):** Latimer Phase I, Haskell Phase II, Newton Phase II, Osage North Phase IV, Nogales Phase V (All Multi-Family); HOPE VI Latimer Mid-Rise and Latimer Phase I (Elderly) (207 HOME units) - February 2022.

**Vintage Housing:** Brookhollow Landing, Cornerstone Village, Heritage Landing, and Park Village (70 HOME units) - April 2022

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.**

**92.351(b)**

GA includes in its grant administration policies that all housing projects include an Affirmative Fair Housing Marketing Plan (AFHMP) that follows the Affirmative Fair Housing Policy established by GA. These plans are required with each application for a housing project and must be updated periodically until land use restrictions on the property have expired. Yearly rental reporting requirements include a review of the most recent AFHMP for each property location and a narrative to report the outcome of the marketing and outreach efforts and any changes that will be made for the following year. The Tulsa Area Fair Housing Partnership (TAFHP) members play a big part in the education, awareness, and outreach efforts in the city. Subrecipients and local housing developers are among the members of this organization and help carry out the TAFHP plans.

**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 (CR-10 IDIS)**

Program income was received from one previously funded down payment assistance project. The assisted homeowners sold the property prior to completion of the HOME affordability period. The total amount of program income received was \$1,160. The program income was applied to one down payment assistance activity. The following table describes the characteristics of the household.

Household Type	Household Size	Household Race/Ethnicity	Household Income
Single-Non-elderly	1	White	60+% to 80%

**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)**

Not applicable

DRAFT

## 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.

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance payments	95	81
Tenant-based rental assistance	38	40
Units provided in transitional housing facilities developed, leased, or operated with HOPWA funds	0	0
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0	0
<b>Total</b>	<b>133</b>	<b>121</b>

Table 14 – HOPWA Number of Households Served

### Narrative

The Tulsa CARES Housing Program has successfully administered the Housing Opportunities for Persons with AIDS (HOPWA) program since 1995. The housing program is designed to work collaboratively with other programs and service providers to identify and develop short- and long-term strategies for meeting the needs of low-income people living with HIV/AIDS and their families. Overarching housing program client goals include: 1) to establish or better maintain a stable living environment for program clients, 2) to improve access to HIV treatment and other health care support, and 3) to prevent homelessness among households living with HIV/AIDS. The actual numbers listed above do not account for duplications. In addition, the numbers served include both HOPWA and HOPWA-CV expenditures. More detail regarding the PY 2020 HOPWA funded Housing Program goals are provided in the HOPWA CAPER located in the appendix.

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

ESG Supplement to the CAPER in the SAGE HMIS Reporting Repository

### For Paperwork Reduction Act

#### 1. Recipient Information—All Recipients Complete

##### Basic Grant Information

Recipient Name	TULSA
Organizational DUNS Number	078662251
EIN/TIN Number	736005470
Identify the Field Office	OKLAHOMA CITY
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	TULSA CITY/COUNTY

##### ESG Contact Name

Prefix	0
First Name	Gary
Middle Name	0
Last Name	Hamer
Suffix	0
Title	CAPITAL PLANNING AND GRANTS ADMINISTRATION MANAGER

##### ESG Contact Address

Street Address 1	175 E 2nd Street, Suite 480
Street Address 2	
City	Tulsa
State	OK
ZIP Code	74103
Phone Number	9185967573
Extension	
Fax Number	
Email Address	GHamer@cityoftulsa.org

CAPER

37

**ESG Secondary Contact**

Prefix	0
First Name	Rhys
Last Name	Williams
Suffix	0
Title	0
Phone Number	9185962604
Extension	0
Email Address	rhyswilliams@cityoftulsa.org

**2. Reporting Period—All Recipients Complete**

<b>Program Year Start Date</b>	07/01/2020
<b>Program Year End Date</b>	06/30/2021

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

<b>Subrecipient or Contractor Name</b>	<b>Community Service Council of Greater Tulsa, Inc.</b>
<b>City</b>	<b>Tulsa</b>
<b>State</b>	<b>Oklahoma</b>
<b>Zip Code</b>	<b>74119</b>
<b>DUNS Number</b>	<b>164638207</b>
<b>Is subrecipient a victim services</b>	<b>No</b>
<b>Subrecipient Organization Type</b>	<b>Not-for-profit</b>
<b>ESG Subgrant or Contract Award</b>	<b>\$9,010.00</b>

<b>Subrecipient or Contractor Name</b>	<b>Domestic Violence Intervention Services, Inc.</b>
<b>City</b>	<b>Tulsa</b>
<b>State</b>	<b>Oklahoma</b>
<b>Zip Code</b>	<b>74135</b>
<b>DUNS Number</b>	<b>11449977</b>
<b>Is subrecipient a victim services</b>	<b>Yes</b>
<b>Subrecipient Organization Type</b>	<b>Not-for-profit</b>
<b>ESG Subgrant or Contract Award</b>	<b>\$47,704.00</b>

CAPER

**Subrecipient or Contractor Name** Family Safety Center  
**City** Tulsa  
**State** Oklahoma  
**Zip Code** 74103  
**DUNS Number** 801712188  
**Is subrecipient a victim services** No  
**Subrecipient Organization Type** Not-for-profit  
**ESG Subgrant or Contract Award** \$25,000.00

**Subrecipient or Contractor Name** Legal Aid Services of Oklahoma, Inc.  
**City** Tulsa  
**State** Oklahoma  
**Zip Code** 74120  
**DUNS Number** 089770473  
**Is subrecipient a victim services** No  
**Subrecipient Organization Type** Not-for-profit  
**ESG Subgrant or Contract Award** \$28,255.00

**Subrecipient or Contractor Name** Restore Hope Ministries, Inc.  
**City** Tulsa  
**State** Oklahoma  
**Zip Code** 74127  
**DUNS Number** 602857468  
**Is subrecipient a victim services** No  
**Subrecipient Organization Type** Faith-Based Organization  
**ESG Subgrant or Contract Award** \$35,000.00

**Subrecipient or Contractor Name** Salvation Army  
**City** Tulsa  
**State** Oklahoma  
**Zip Code** 74112  
**DUNS Number** 125800032  
**Is subrecipient a victim services** No  
**Subrecipient Organization Type** Faith-Based Organization  
**ESG Subgrant or Contract Award** \$28,593



**Subrecipient or Contractor Name** Tulsa Day Center for the Homeless, Inc.  
**City** Tulsa  
**State** Oklahoma  
**Zip Code** 74103  
**DUNS Number** 938338324  
**Is subrecipient a victim services** No  
**Subrecipient Organization Type** Not-for-profit  
**ESG Subgrant or Contract Award** Shelter \$44,385.00

**Subrecipient or Contractor Name** Youth Services of Tulsa, Inc.  
**City** Tulsa  
**State** Oklahoma  
**Zip Code** 74120  
**DUNS Number** 121254585  
**Is subrecipient a victim services** No  
**Subrecipient Organization Type** Not-for-profit  
**ESG Subgrant or Contract Award** \$59,843.00

**DRAFT**

## CR-65 - Persons Assisted

The Following information is now collected using HUD's Sage HMIS Reporting Repository. Information for both ESG and ESG-CV are located in the appendix.

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

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

Table 15 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

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

Table 16 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

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

Table 17 – Shelter Information

**4d. Street Outreach**

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

**Table 18 – Household Information for Street Outreach**

**4e. Totals for all Persons Served with ESG**

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

**Table 19– Household Information for Persons Served with ESG**

**5. Gender—Complete for All Activities**

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

**Table 20 - Gender Information**

**6. Age—Complete for All Activities**

	0
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

**Table 191 – Age Information**

**7. Special Populations Served—Complete for All Activities**

**Number of Persons in Households**

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically	0	0	0	0
<b>Persons with Disabilities:</b>				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (unduplicated if	0	0	0	0

**Table 202 – Special Population Served**

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

### 8. Shelter Utilization

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nights available	78,840
Total Number of bed - nights provided	43,835
Capacity Utilization	55.60%

Table 23 – Shelter Capacity

### 9. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

A. Emergency Shelter - Percentage of households exiting from emergency shelter into transitional or permanent housing (excluding youth and DV shelters): Ninety-four percent (94%) of shelter stayers that completed an exit survey exited into transitional or permanent housing.

B. Prevention & Rapid Rehousing - Percentage of clients who remained in permanent housing within six (6) months following the last receipt of assistance: Homeless prevention activities for the most part were suspended due to the Eviction Moratorium that was instituted because of the coronavirus pandemic. Subrecipient contracts for PY20 ESG Homelessness Prevention allocations were extended through 6-30-22 and are expected to be fully expended. Rapid Rehousing was not funded in PY20, but carryover from PY19 expended in August 2020 assisted 3 clients. None of those assisted stayed at any of the area shelters after exiting.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	80,464	61,476	3,523
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	1,222
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>80,464</b>	<b>61,476</b>	<b>4,745</b>

Table 214 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	25,196	40,204	2,205
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	21,381	13,754	0
Expenditures for Housing Relocation & Stabilization Services - Services	8,786	4,232	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program		0	0
<b>Subtotal Rapid Re-Housing</b>	<b>55,363</b>	<b>58,190</b>	<b>2,205</b>

Table 25 – ESG Expenditures for Rapid Re-Housing

**11c. ESG Expenditures for Emergency Shelter**

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Essential Services	48,322	67,152	75,959
Operations	116,292	103,343	104,228
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	164,614	170,495	180,187

**Table 22 – ESG Expenditures for Emergency Shelter**

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Street Outreach	0	0	0
HMIS	8,231	8,528	9,010
Administration	20,576	21,317	22,523

**Table 23 - Other Grant Expenditures**

**11e. Total ESG Grant Funds**

Total ESG Funds	2018	2019	2020
	329,248	320,006	218,578

**Table 24 - Total ESG Funds Expended**

**11f. Match Source**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	18,401	18,232	15,000
State Government	48,146	62,535	59,843
Local Government	20,576	24,302	10,000
Private Funds	186,762	135,634	180,307
Other	55,363	79,303	56,473
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	329,248	320,006	321,623

**Table 259 - Other Funds Expended on Eligible ESG Activities**

**11g. Total**

<b>Total Amount of Funds</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
	658,496	640,012	540,200.63

**Table 30 - Total Amount of Funds Expended on ESG Activities**

**DRAFT**





## HUD ESG CAPER FY2020

Grant: ESG: Tulsa - OK - Report Type: CAPER

## Report Date Range

7/1/2020 to 6/30/2021

## Q01a. Contact Information

First name	Allen
Middle name	
Last name	Bowie
Suffix	
Title	Senior Grants Compliance Monitor
Street Address 1	175 East 2nd Street
Street Address 2	
City	Tulsa
State	Oklahoma
ZIP Code	74103
E-mail Address	ABowie@cityoftulsa.org
Phone Number	(918)576-5374
Extension	
Fax Number	

## Q01b. Grant Information

As of 8/20/2021

Fiscal Year	Grant Number	Current Authorized Amount	Total Drawn	Balance	Obligation Date	Expenditure Deadline
2020	E20MC400004	\$300,313.00	\$216,419.04	\$83,893.96	6/25/2020	6/25/2022
2019	E19MC400004	\$284,239.00	\$284,190.51	\$48.49	7/2/2019	7/2/2021
2018	E18MC400004	\$274,358.00	\$274,358.00	\$0	8/7/2018	8/7/2020
2017	E17MC400004	\$448,395.00	\$448,395.00	\$0	9/12/2017	9/12/2019
2016	E16MC400004	\$283,807.00	\$282,126.50	\$1,680.50	7/25/2016	7/25/2018
2015	E15MC400004	\$287,025.00	\$287,025.00	\$0	7/13/2015	7/13/2017
2014	E14MC400001	\$272,524.00	\$272,524.00	\$0	11/17/2014	11/17/2016
2013	E13MC400001	\$233,945.32	\$233,945.32	\$0	10/28/2013	10/28/2015
2012						
2011						
Total		\$2,384,606.32	\$2,298,983.37	\$85,622.95		

## ESG Information from IDIS

## CAPER reporting includes funds used from fiscal year:

2019, 2020

## Project types carried out during the program year

Enter the number of each type of projects funded through ESG during this program year.

Street Outreach	0
Emergency Shelter	4
Transitional Housing (grandfathered under ES)	0
Day Shelter (funded under ES)	0
Rapid Re-Housing	1
Homelessness Prevention	3

## Q01c. Additional Information

## HMIS

## Comparable Database

Are 100% of the project(s) funded through ESG, which are allowed to use HMIS, entering data into HMIS?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes
Are 100% of the project(s) funded through ESG, which are allowed to use a comparable database, entering data into the comparable database?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes

## Q04a: Project Identifiers in HMIS

Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlink?
Domestic Violence Intervention Services, Inc.	1	DVIS Shelter - ESG	2232	1	0	0	0	OK-501	409143	1	EmpowerDB	2020-07-01	2021-06-30	No	Yes
Youth Services of Tulsa Inc	340	Youth Serv Tul-Emergency Shelter (ES)	3876	1	0			OK-501	403036	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Legal Aid Services of Oklahoma, Inc	7	Legal Aid Tul-ESG (ESG)	12052	1	0			OK-501	403036	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Family Safety Center	11898	Fam Safety Cntr- Project Hope (HP) (ESG)	11899	12				OK-501	403036	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Salvation Army Center of Hope	26	Sal Army Tul-Intensive HP (HP)(ESG)	12159	12				OK-501	403036	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Tulsa Day Center	3	Tul Day Cntr-Emergency Shelter (ES)	2944	1	3			OK-501	403036	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Tulsa Day Center	3	Tul Day Cntr-ERRP (RRH)	11256	13				OK-501	403036	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Restore Hope-ESG Homelessness Prevention (HP)	11176	Restore Hope-ESG Homelessness Prevention (HP)	11176	12				OK-501	403036	0	ServicePoint	2020-07-01	2021-06-30	No	Yes

## Q05a: Report Validations Table

Total Number of Persons Served	1241
Number of Adults (Age 18 or Over)	902
Number of Children (Under Age 18)	327
Number of Persons with Unknown Age	12
Number of Leavers	1003
Number of Adult Leavers	717
Number of Adult and Head of Household Leavers	894
Number of Stayers	238
Number of Adult Stayers	185
Number of Veterans	68
Number of Chronically Homeless Persons	229
Number of Youth Under Age 25	234
Number of Parenting Youth Under Age 25 with Children	6
Number of Adult Heads of Household	829
Number of Child and Unknown-Age Heads of Household	188
Heads of Households and Adult Stayers in the Project 365 Days or More	16

## Q06a: Data Quality: Personally Identifying Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
Name	0	2	0	2	0.16 %
Social Security Number	60	91	9	160	12.89 %
Date of Birth	0	15	0	15	1.21 %
Race	20	30	0	50	4.03 %
Ethnicity	12	22	0	34	2.74 %
Gender	0	12	0	12	0.97 %
Overall Score				196	15.79 %

## Q06b: Data Quality: Universal Data Elements

	Error Count	% of Error Rate
Veteran Status	6	0.67 %
Project Start Date	0	0.00 %
Relationship to Head of Household	80	6.45 %
Client Location	9	0.88 %
Disabling Condition	125	10.07 %

## Q06c: Data Quality: Income and Housing Data Quality

	Error Count	% of Error Rate
Destination	420	41.87 %
Income and Sources at Start	138	13.57 %
Income and Sources at Annual Assessment	16	100.00 %
Income and Sources at Exit	120	13.42 %

## Q06d: Data Quality: Chronic Homelessness

	Count of Total Records	Missing Time in Institution	Missing Time in Housing	Approximate Date Started DK/R/missing	Number of Times DK/R/missing	Number of Months DK/R/missing	% of Records Unable to Calculate
ES, SH, Street Outreach	1023	0	0	308	297	299	32.78 %
TH	0	0	0	0	0	0	--
PH (All)	33	0	2	0	0	0	6.00 %
Total	1056	0	0	0	0	0	31.94 %

## Q06e: Data Quality: Timeliness

	Number of Project Start Records	Number of Project Exit Records
0 days	534	329
1-3 Days	161	124
4-6 Days	66	107
7-10 Days	38	50
11+ Days	266	393

## Q06f: Data Quality: Inactive Records: Street Outreach &amp; Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	15	15	100.00 %
Bed Night (All Clients in ES - NBN)	26	26	100.00 %

## Q07a: Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	902	816	84	0	2
Children	327	0	133	193	1
Client Doesn't Know/ Client Refused	0	0	0	0	0
Data Not Collected	12	0	0	0	12
Total	1241	816	217	193	15
For PSH & RRH – the total persons served who moved into housing	43	20	23	0	0

## Q08a: Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	1017	763	65	188	1
For PSH & RRH – the total households served who moved into housing	24	17	7	0	0

## Q08b: Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	134	98	24	12	0
April	166	145	11	10	0
July	161	130	24	7	0
October	91	63	19	9	0

## Q09a: Number of Persons Contacted

	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	9	0	4	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	9	0	4	0

## Q09b: Number of Persons Engaged

	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	0	0	0	0
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	0	0	0	0
Rate of Engagement	0.00	0.00	0.00	0.00

## Q10a: Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	448	431	16	1
Female	453	384	68	1
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	1	1	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	902	816	84	2

## Q10b: Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	157	71	85	1
Female	168	62	106	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	1	0	1	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	1	0	1	0
Subtotal	327	133	193	1

## Q10c: Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	1	0	0	0	1
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	11	0	0	0	11
Subtotal	12	0	0	0	12

## Q10d: Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/ Client Refused	Data Not Collected
Male	606	157	26	352	70	0	1
Female	621	168	33	365	55	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0	0	0
Trans Male (FTM or Female to Male)	2	1	1	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0	0
Data Not Collected	12	1	0	0	0	0	11
Subtotal	1241	327	60	717	125	0	12

## Q11: Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	59	0	50	8	1
5 - 12	78	0	65	13	0
13 - 17	190	0	18	172	0
18 - 24	60	47	13	0	0
25 - 34	144	107	35	0	2
35 - 44	219	191	28	0	0
45 - 54	187	180	7	0	0
55 - 61	167	166	1	0	0
62+	125	125	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	12	0	0	0	12
Total	1241	816	217	193	15

## Q12a: Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	636	473	82	81	0
Black or African American	301	177	79	45	0
Asian	6	5	0	1	0
American Indian or Alaska Native	97	64	21	9	3
Native Hawaiian or Other Pacific Islander	2	1	0	1	0
Multiple Races	137	68	33	36	0
Client Doesn't Know/Client Refused	32	16	0	16	0
Data Not Collected	30	12	2	4	12
Total	1241	816	217	193	15

## Q12b: Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	1105	771	190	141	3
Hispanic/Latino	99	37	26	36	0
Client Doesn't Know/Client Refused	12	2	0	10	0
Data Not Collected	25	6	1	6	12
Total	1241	816	217	193	15

**Q13a1: Physical and Mental Health Conditions at Start**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☺	With Only Children	Unknown Household Type
Mental Health Problem	296	286	9	0	--	1	0
Alcohol Abuse	14	14	0	0	--	0	0
Drug Abuse	41	28	0	0	--	13	0
Both Alcohol and Drug Abuse	37	33	0	0	--	4	0
Chronic Health Condition	111	103	1	0	--	7	0
HIV/AIDS	6	6	0	0	--	0	0
Developmental Disability	39	20	2	0	--	16	1
Physical Disability	170	158	7	0	--	5	0

☺ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13b1: Physical and Mental Health Conditions at Exit**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☺	With Only Children	Unknown Household Type
Mental Health Problem	229	222	6	0	--	1	0
Alcohol Abuse	13	13	0	0	--	0	0
Drug Abuse	35	23	0	0	--	12	0
Both Alcohol and Drug Abuse	35	31	0	0	--	4	0
Chronic Health Condition	96	88	0	0	--	8	0
HIV/AIDS	4	4	0	0	--	0	0
Developmental Disability	31	14	2	0	--	14	1
Physical Disability	126	114	5	2	--	5	0

☺ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13c1: Physical and Mental Health Conditions for Stayers**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☺	With Only Children	Unknown Household Type
Mental Health Problem	68	66	2	0	--	0	0
Alcohol Abuse	1	1	0	0	--	0	0
Drug Abuse	6	5	0	0	--	1	0
Both Alcohol and Drug Abuse	3	2	0	0	--	1	0
Chronic Health Condition	18	17	1	0	--	0	0
HIV/AIDS	2	2	0	0	--	0	0
Developmental Disability	9	6	1	0	--	2	0
Physical Disability	50	47	3	0	--	0	0

☺ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q14a: Domestic Violence History**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	208	157	45	6	0
No	583	541	36	4	2
Client Doesn't Know/Client Refused	2	2	0	0	0
Data Not Collected	297	116	3	178	0
Total	1090	816	84	188	2

**Q14b: Persons Fleeing Domestic Violence**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	124	86	32	6	0
No	69	56	13	0	0
Client Doesn't Know/Client Refused	1	1	0	0	0
Data Not Collected	23	23	0	0	0
Total	217	166	45	6	0

## Q15: Living Situation

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Homeless Situations</b>	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	406	327	37	42	0
Transitional housing for homeless persons (including homeless youth)	3	1	0	2	0
Place not meant for habitation	174	153	15	4	2
Safe Haven	19	3	1	15	0
Host Home (non-crisis)	1	0	0	1	0
Interim Housing ☞	0	0	0	0	0
<b>Subtotal</b>	603	484	53	64	2
<b>Institutional Settings</b>	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	19	12	0	7	0
Substance abuse treatment facility or detox center	4	4	0	0	0
Hospital or other residential non-psychiatric medical facility	19	14	0	5	0
Jail, prison or juvenile detention facility	22	15	0	7	0
Foster care home or foster care group home	24	1	0	23	0
Long-term care facility or nursing home	1	1	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
<b>Subtotal</b>	89	47	0	42	0
<b>Other Locations</b>	0	0	0	0	0
Permanent housing (other than RRH) for formerly homeless persons	8	7	0	1	0
Owned by client, no ongoing housing subsidy	13	13	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	2	2	0	0	0
Rental by client in a public housing unit	10	9	0	1	0
Rental by client, no ongoing housing subsidy	62	47	15	0	0
Rental by client, with VASH subsidy	1	1	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy	11	6	5	0	0
Hotel or motel paid for without emergency shelter voucher	21	19	2	0	0
Staying or living in a friend's room, apartment or house	65	51	2	12	0
Staying or living in a family member's room, apartment or house	111	46	4	61	0
Client Doesn't Know/Client Refused	7	4	0	3	0
Data Not Collected	87	80	3	4	0
<b>Subtotal</b>	398	285	31	82	0
<b>Total</b>	1090	816	84	188	2

☞ Interim housing is retired as of 10/1/2019.

## Q16: Cash Income - Ranges

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No income	454	0	343
\$1 - \$150	4	0	3
\$151 - \$250	6	0	5
\$251 - \$500	22	0	17
\$501 - \$1000	199	0	165
\$1,001 - \$1,500	54	0	43
\$1,501 - \$2,000	27	0	25
\$2,001+	9	0	7
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	127	0	109
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0	169	0
Number of Adult Stayers Without Required Annual Assessment	0	16	0
<b>Total Adults</b>	902	185	717

## Q17: Cash Income - Sources

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	65	0	55
Unemployment Insurance	10	0	7
SSI	133	0	110
SSDI	116	0	97
VA Service-Connected Disability Compensation	5	0	6
VA Non-Service Connected Disability Pension	1	0	1
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
TANF or Equivalent	3	0	3
General Assistance	0	0	0
Retirement (Social Security)	6	0	3
Pension from Former Job	1	0	1
Child Support	5	0	3
Alimony (Spousal Support)	0	0	0
Other Source	18	0	16
Adults with Income Information at Start and Annual Assessment/Exit	0	0	5

## Q19b: Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source
Earned Income	8	26	34	23.65 %	3	13	16	18.88 %	0	1	1	0.00 %
Supplemental Security Income (SSI)	79	13	92	85.87 %	2	1	3	66.67 %	1	0	1	100.00 %
Social Security Disability Insurance (SSDI)	78	9	87	89.62 %	0	2	2	0.00 %	0	0	0	--
VA Service-Connected Disability Compensation	4	0	4	100.00 %	0	0	0	--	0	0	0	--
Private Disability Insurance	0	0	0	--	0	0	0	--	0	0	0	--
Worker's Compensation	0	0	0	--	0	0	0	--	0	0	0	--
Temporary Assistance for Needy Families (TANF)	1	2	3	33.33 %	0	0	0	--	0	0	0	--
Retirement Income from Social Security	1	2	3	33.33 %	0	0	0	--	0	0	0	--
Pension or retirement income from a former job	1	0	1	100.00 %	0	0	0	--	0	0	0	--
Child Support	1	0	1	100.00 %	0	2	2	0.00 %	0	0	0	--
Other source	9	8	17	52.82 %	1	2	3	33.33 %	0	0	0	--
No Sources	127	170	297	42.66 %	5	17	22	22.41 %	0	0	0	--
Unduplicated Total Adults	286	223	509		10	36	46		1	1	2	

## Q20a: Type of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutritional Assistance Program	287	0	234
WIC	15	0	10
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	4	0	4
Other Source	1	0	1

## Q21: Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
Medicaid	348	0	286
Medicare	116	0	99
State Children's Health Insurance Program	69	0	54
VA Medical Services	6	0	7
Employer Provided Health Insurance	9	0	9
Health Insurance Through COBRA	1	0	0
Private Pay Health Insurance	8	0	5
State Health Insurance for Adults	21	0	20
Indian Health Services Program	24	0	19
Other	4	0	5
No Health Insurance	508	0	392
Client Doesn't Know/Client Refused	3	0	2
Data Not Collected	178	23	152
Number of Stayers Not Yet Required to Have an Annual Assessment	0	215	0
1 Source of Health Insurance	443	0	360
More than 1 Source of Health Insurance	78	0	69

## Q22a2: Length of Participation – ESG Projects

	Total	Leavers	Stayers
0 to 7 days	531	468	63
8 to 14 days	92	84	8
15 to 21 days	63	54	9
22 to 30 days	48	44	4
31 to 60 days	113	87	26
61 to 90 days	61	43	18
91 to 180 days	151	92	59
181 to 365 days	80	57	23
366 to 730 days (1-2 Yrs)	94	71	23
731 to 1,095 days (2-3 Yrs)	8	3	5
1,096 to 1,460 days (3-4 Yrs)	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	1241	1003	238

## Q22c: Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	0	0	0	0	0
Average length of time to housing	--	--	--	--	--
Persons who were exited without move-in	7	3	4	0	0
Total persons	7	3	4	0	0

## Q22d: Length of Participation by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	531	276	128	112	15
8 to 14 days	92	62	0	30	0
15 to 21 days	63	49	0	14	0
22 to 30 days	48	38	0	10	0
31 to 60 days	113	93	2	18	0
61 to 90 days	61	57	2	2	0
91 to 180 days	151	138	7	6	0
181 to 365 days	80	65	14	1	0
366 to 730 days (1-2 Yrs)	94	32	62	0	0
731 to 1,095 days (2-3 Yrs)	8	6	2	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	1241	816	217	193	15



## Q22e: Length of Time Prior to Housing - based on 3.917 Date Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	243	85	50	108	0
8 to 14 days	15	10	0	5	0
15 to 21 days	26	13	9	4	0
22 to 30 days	12	11	0	1	0
31 to 60 days	40	19	16	5	0
61 to 180 days	87	50	21	12	4
181 to 365 days	48	38	0	10	0
366 to 730 days (1-2 Yrs)	126	95	16	15	0
731 days or more	212	180	20	12	0
Total (persons moved into housing)	809	501	132	172	4
Not yet moved into housing	13	9	4	0	0
Data not collected	348	297	19	21	11
Total persons	1170	807	155	193	15

## Q23c: Exit Destination – All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	2	2	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	89	50	34	1	4
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	36	12	24	0	0
Permanent housing (other than RRH) for formerly homeless persons	3	2	0	1	0
Staying or living with family, permanent tenure	63	5	0	58	0
Staying or living with friends, permanent tenure	5	0	0	5	0
Rental by client, with RRH or equivalent subsidy	7	7	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	49	17	31	1	0
<b>Subtotal</b>	254	95	89	66	4
<b>Temporary Destinations</b>	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	66	31	13	22	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	4	2	0	2	0
Staying or living with family, temporary tenure (e.g. room, apartment or house)	22	8	6	8	0
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	5	3	0	2	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	125	93	0	32	0
Safe Haven	1	0	0	1	0
Hotel or motel paid for without emergency shelter voucher	2	1	0	1	0
Host Home (non-crisis)	0	0	0	0	0
<b>Subtotal</b>	225	138	19	68	0
<b>Institutional Settings</b>	0	0	0	0	0
Foster care home or group foster care home	21	0	0	21	0
Psychiatric hospital or other psychiatric facility	2	0	0	2	0
Substance abuse treatment facility or detox center	2	1	0	1	0
Hospital or other residential non-psychiatric medical facility	4	0	0	4	0
Jail, prison, or juvenile detention facility	3	0	0	3	0
Long-term care facility or nursing home	2	2	0	0	0
<b>Subtotal</b>	34	3	0	31	0
<b>Other Destinations</b>	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	1	1	0	0	0
Other	69	27	38	4	0
Client Doesn't Know/Client Refused	7	5	0	2	0
Data Not Collected (no exit interview completed)	413	389	3	11	10
<b>Subtotal</b>	490	422	41	17	10
<b>Total</b>	1003	658	149	182	14
Total persons exiting to positive housing destinations	252	93	89	66	5
Total persons whose destinations excluded them from the calculation	28	3	0	25	1
Percentage	25.85 %	14.20 %	59.73 %	42.04 %	38.46 %

**Q24: Homelessness Prevention Housing Assessment at Exit**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	0	0	0	0	0
Able to maintain the housing they had at project start--With the subsidy they had at project start	0	0	0	0	0
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project start	0	0	0	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	0	0	0	0	0
Moved to new housing unit--Without an on-going subsidy	2	1	1	0	0
Moved in with family/friends on a temporary basis	0	0	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless - moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data not collected (no exit interview completed)	45	5	40	0	0
<b>Total</b>	<b>47</b>	<b>6</b>	<b>41</b>	<b>0</b>	<b>0</b>

**Q25a: Number of Veterans**

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	17	17	0	0
Non-Chronically Homeless Veteran	51	51	0	0
Not a Veteran	828	742	84	2
Client Doesn't Know/Client Refused	2	2	0	0
Data Not Collected	4	4	0	0
<b>Total</b>	<b>902</b>	<b>816</b>	<b>84</b>	<b>2</b>

**Q26b: Number of Chronically Homeless Persons by Household**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	229	203	21	5	0
Not Chronically Homeless	672	310	188	171	3
Client Doesn't Know/Client Refused	3	2	0	1	0
Data Not Collected	337	301	8	16	12
<b>Total</b>	<b>1241</b>	<b>816</b>	<b>217</b>	<b>193</b>	<b>15</b>

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## HUD ESG-CV

Grant: ESG: Tulsa - OK - Report Type: ESG-CV

## Report Date Range

4/1/2021 to 6/30/2021

## ESG-CV Information on Allowable Activities

Temporary Emergency Shelters – essential services  
 Temporary Emergency Shelters – operating costs

No  
 Yes

Briefly describe what you provided through this service, including how you used these services to prevent, prepare for, and respond to the COVID-19 response and recovery and why you believe it was necessary for your crisis response effort.

ESG-CV funds were used to provide emergency shelter operating costs to two projects. Due social distancing requirements related to COVID-19, homelessness shelters in Tulsa were forced to operate at a reduced capacity. This resulted in an increase in the number of unsheltered citizens, congregating around emergency shelters and other homelessness service providers. By using ESG-CV to provide expanded shelter and quarantine spaces, individuals experiencing homelessness were able practice safe social distancing and quarantining if needed. This practice heled to prevent and minimize community spread among one of Tulsa's most vulnerable populations.

Temporary Emergency Hotel Operations – ESG Funds were used to provide meals to citizens staying at the temporary hotel due to quarantine and social distancing needs related to COVID-19

Temporary Emergency Shelter Operations – ESG Funds were used to provide furnishing, food, maintenance, and insurance

Temporary Emergency Shelters – leasing existing real property or temporary structures

Yes

Due social distancing requirements related to COVID-19, homelessness shelters in Tulsa were forced to operate at a reduced capacity. This resulted in an increase in the number of unsheltered citizens, congregating around emergency shelters and other homelessness service providers.

Briefly describe what you provided through this service, including how you used these services to prevent, prepare for, and respond to the COVID-19 response and recovery and why you believe it was necessary for your crisis response effort.

ESG-CV funds were used to lease a 68-room hotel that was used as a temporary emergency shelter to allow for social distancing and quarantine needs relating to COVID-19. The hotel rooms were prioritized for persons and families experiencing homelessness that were most vulnerable to the COVID-19 crisis. Using current CoC systems preferences was given to:

- Families with children
- Youth Services clients between the ages of 18 and 24
- Elderly individuals
- Persons with pre-existing conditions
- Persons awaiting test results or who have received positive test results for COVID-19

By using ESG-CV to provide safe space to social distance and quarantine, for individuals experiencing homelessness, we were able to prevent and minimize community spread among one of Tulsa's most vulnerable populations.

Temporary Emergency Shelters – acquisition of real property

No

Temporary Emergency Shelters – renovation of real property

No

Training

No

Hazard Pay

No

Handwashing Stations & Portable Bathrooms

No

Landlord Incentives

No

Volunteer Incentives

No

Transportation (community-wide transport for testing or vaccination)

No

I have completed all the fields on this form relevant to this submission

Yes

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## Financial Information

Category	This Quarter	Total Previous Submissions	Total Current + Previous
<b>Expenditures for Homelessness Prevention</b>			
Rental Housing	13,755.54		15,827.70
Relocation and Stabilization Services - Financial Assistance	280.00		780.00
Relocation and Stabilization Services - Services	9,680.32		30,562.26
Hazard Pay ( <i>unique activity</i> )	0.00		0.00
Landlord Incentives ( <i>unique activity</i> )	0.00		0.00
Volunteer Incentives ( <i>unique activity</i> )	0.00		0.00
Training ( <i>unique activity</i> )	0.00		0.00
<b>Subtotal Homelessness Prevention</b>	<b>23,715.86</b>		<b>47,169.96</b>
<b>Expenditures for Rapid Rehousing</b>			
Rental Housing	4,865.00		13,722.94
Relocation and Stabilization Services - Financial Assistance	1,327.09		2,402.09
Relocation and Stabilization Services - Services	28,165.68		40,069.93
Hazard Pay ( <i>unique activity</i> )	0.00		0.00
Landlord Incentives ( <i>unique activity</i> )	0.00		0.00
Volunteer Incentives ( <i>unique activity</i> )	0.00		0.00
Training ( <i>unique activity</i> )	0.00		0.00
<b>Subtotal Rapid Rehousing</b>	<b>34,357.77</b>		<b>56,194.96</b>
<b>Expenditures for Emergency Shelter (Normal)</b>			
Essential Services	0.00		0.00
Operations	123,391.17		163,553.87
Renovation	0.00		0.00
Major Rehab	0.00		0.00
Conversion	0.00		0.00
Hazard Pay ( <i>unique activity</i> )	0.00		0.00
Volunteer Incentives ( <i>unique activity</i> )	0.00		0.00
Training ( <i>unique activity</i> )	0.00		0.00
<b>Subtotal Emergency Shelter</b>	<b>123,391.17</b>		<b>163,553.87</b>
<b>Expenditures for Temporary Emergency Shelter</b>			
Essential Services	0.00		0.00
Operations	0.00		144,380.68
Leasing existing real property or temporary structures	0.00		266,668.00
Acquisition	0.00		0.00
Renovation	0.00		0.00
Hazard Pay ( <i>unique activity</i> )	0.00		0.00
Volunteer Incentives ( <i>unique activity</i> )	0.00		0.00
Training ( <i>unique activity</i> )	0.00		0.00
Other Shelter Costs	0.00		0.00
<b>Subtotal Temporary Emergency Shelter</b>	<b>0.00</b>		<b>411,048.68</b>
<b>Expenditures for Street Outreach</b>			
Essential Services	0.00		0.00
Hazard Pay ( <i>unique activity</i> )	0.00		0.00
Handwashing Stations & Portable Bathrooms ( <i>unique activity</i> )	0.00		0.00
Volunteer Incentives ( <i>unique activity</i> )	0.00		0.00
Training ( <i>unique activity</i> )	0.00		0.00
<b>Subtotal Street Outreach</b>	<b>0.00</b>		<b>0.00</b>
<b>Other ESG-CV Expenditures</b>			
Training ( <i>unique activity</i> )	0.00		0.00
HMIS	12,575.00		12,575.00
Administration	19,016.81		58,220.49
<b>Subtotal Other Expenditures</b>	<b>31,591.81</b>		<b>70,795.49</b>
<b>Total ESG-CV Expenditures</b>	<b>213,056.61</b>		<b>748,762.96</b>

**Contact Information**

Prefix **Mr**  
First Name **Rhys**  
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Organization **City of Tulsa**  
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**Additional Comments**

- no data -

DRAFT

## Q04a: Project Identifiers in HMIS

Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlink?
Tulsa CARES	11891	Tulsa CARES-Homeless Prevention (HP)(ESG-CV)	12313	12				OK-501	403036	0	ServicePoint	2021-01-01	2021-06-30	No	Yes
Legal Aid Services of Oklahoma, Inc	7	Legal Aid Tul-Homeless Prevention - ESG-CV (ESG-CV)	12311	12				OK-501	403036	0	ServicePoint	2021-01-01	2021-06-30	No	Yes
Family Safety Center	11898	Fam Safety Cntr-Rental Assistance COVID (HP)(ESG-CV)	12161	12				OK-501	403036	0	ServicePoint	2021-04-01	2021-06-30	No	Yes
Tulsa CARES	11891	Tulsa CARES-Homeless Prevention (HP)(ESG-CV)	12313	12				OK-501	403036	0	ServicePoint	2021-04-01	2021-06-30	No	Yes
Legal Aid Services of Oklahoma, Inc	7	Legal Aid Tul-Homeless Prevention - ESG-CV (ESG-CV)	12311	12				OK-501	403036	0	ServicePoint	2021-04-01	2021-06-30	No	Yes
Mental Health Association In Tulsa, Inc	8	MHAOK Tul-RRH COVID 19 (RRH) (ESG-CV)	12160	13				OK-501	403036	0	ServicePoint	2021-04-01	2021-06-30	No	Yes
Youth Services of Tulsa Inc	340	Youth Serv Tul-Rental Assistance COVID (RRH) (ESG-CV)	12169	13				OK-501	403036	0	ServicePoint	2021-04-01	2021-06-30	No	Yes
Salvation Army Center of Hope	26	Sal Army Tul-Emergency Shelter (ES)	29	1	3			OK-501	403036	0	ServicePoint	2021-05-01	2021-06-30	No	Yes
Salvation Army Center of Hope	26	Sal Army Tul-Emergency Shelter (ES)	29	1	3			OK-501	403036	0	ServicePoint	2021-05-01	2021-06-30	No	Yes
Tulsa Day Center	3	Tul Day Cntr-Emergency Shelter (ES)	2944	1	3			OK-501	403036	0	ServicePoint	2021-04-01	2021-06-30	No	Yes
Tulsa Day Center	3	Tul Day Cntr-Emergency Shelter (ES)	2944	1	3			OK-501	403036	0	ServicePoint	2021-01-01	2021-06-30	No	Yes
Family Safety Center	11898	Fam Safety Cntr-Rental Assistance COVID (HP)(ESG-CV)	12161	12				OK-501	403036	0	ServicePoint	2021-04-01	2021-06-30	No	Yes
Youth Services of Tulsa Inc	340	Youth Serv Tul-Rental Assistance COVID (RRH) (ESG-CV)	12169	13				OK-501	403036	0	ServicePoint	2020-04-01	2021-06-30	No	Yes
Mental Health Association In Tulsa, Inc	8	MHAOK Tul-RRH COVID 19 (RRH) (ESG-CV)	12160	13				OK-501	403036	0	ServicePoint	2020-12-01	2021-06-30	No	Yes
Tulsa Temporary Shelter	12127	City Lights Hotel-Rooms COVID (ES)(ESG-CV)	12140	1	3			OK-501	403036	0	ServicePoint	2020-04-01	2020-09-30	No	Yes
Tulsa Temporary Shelter	12127	Tulsa Temp ES-Night (ES)	12129	1	3			OK-501	403036	0	ServicePoint	2020-04-01	2020-07-31	No	Yes

Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlink?
Domestic Violence Intervention Services, Inc.	1	ESG-CARES	3006	1	0	0	0	OK-501	409143	1	EmpowerDB	2021-04-01	2021-06-30	No	Yes
Domestic Violence Intervention Services, Inc.	1	ESG-CARES	3006	1	0	0	0	OK-501	409143	1	EmpowerDB	2021-02-01	2021-06-30	No	Yes

**Q05a: Report Validations Table**

Total Number of Persons Served	2438
Number of Adults (Age 18 or Over)	2185
Number of Children (Under Age 18)	253
Number of Persons with Unknown Age	0
Number of Leavers	1401
Number of Adult Leavers	1292
Number of Adult and Head of Household Leavers	1294
Number of Stayers	1037
Number of Adult Stayers	893
Number of Veterans	152
Number of Chronically Homeless Persons	600
Number of Youth Under Age 25	137
Number of Parenting Youth Under Age 25 with Children	2
Number of Adult Heads of Household	2103
Number of Child and Unknown-Age Heads of Household	2
Heads of Households and Adult Stayers in the Project 365 Days or More	24

**Q06a: Data Quality: Personally Identifying Information (PII)**

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
Name	0	1	0	1	0.04 %
Social Security Number	11	525	25	561	23.01 %
Date of Birth	0	3	0	3	0.12 %
Race	1	10	0	11	0.45 %
Ethnicity	0	2	0	2	0.08 %
Gender	0	0	0	0	0.00 %
Overall Score				566	23.22 %

**Q06b: Data Quality: Universal Data Elements**

	Error Count	% of Error Rate
Veteran Status	18	0.82 %
Project Start Date	0	0.00 %
Relationship to Head of Household	24	0.98 %
Client Location	61	2.90 %
Disabling Condition	144	5.91 %

**Q06c: Data Quality: Income and Housing Data Quality**

	Error Count	% of Error Rate
Destination	820	58.53 %
Income and Sources at Start	407	19.33 %
Income and Sources at Annual Assessment	18	75.00 %
Income and Sources at Exit	302	23.34 %

**Q06d: Data Quality: Chronic Homelessness**

	Count of Total Records	Missing Time in Institution	Missing Time in Housing	Approximate Date Started DK/R/missing	Number of Times DK/R/missing	Number of Months DK/R/missing	% of Records Unable to Calculate
ES, SH, Street Outreach	1740	0	0	110	133	144	10.27 %
TH	0	0	0	0	0	0	--
PH (All)	242	0	0	0	0	0	0.00 %
Total	1982	0	0	0	0	0	9.02 %

**Q06e: Data Quality: Timeliness**

	Number of Project Start Records	Number of Project Exit Records
0 days	1592	848
1-3 Days	261	40
4-6 Days	68	39
7-10 Days	62	55
11+ Days	233	419

**Q06f: Data Quality: Inactive Records: Street Outreach & Emergency Shelter**

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	90	89	98.89 %
Bed Night (All Clients in ES - NBN)	122	122	100.00 %

**Q07a: Number of Persons Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	2185	2034	151	0	0
Children	253	0	233	10	0
Client Doesn't Know/ Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	2438	2044	384	10	0
For PSH & RRH – the total persons served who moved into housing	118	86	32	0	0

**Q08a: Households Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	2105	1988	115	2	0
For PSH & RRH – the total households served who moved into housing	86	76	10	0	0

**Q08b: Point-in-Time Count of Households on the Last Wednesday**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	66	59	7	0	0
April	307	281	26	0	0
July	88	88	0	0	0
October	2	2	0	0	0

**Q09a: Number of Persons Contacted**

	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	23	0	1	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	23	0	1	0

**Q09b: Number of Persons Engaged**

	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	3	0	0	0
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	3	0	0	0
Rate of Engagement	1.00	0.00	0.00	0.00

**Q10a: Gender of Adults**

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	1238	1201	37	0
Female	945	831	114	0
Trans Female (MTF or Male to Female)	2	2	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	2185	2034	151	0



## Q10b: Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	115	107	4	0
Female	138	126	6	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	253	233	10	0

## Q10c: Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0

## Q10d: Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/ Client Refused	Data Not Collected
Male	1353	115	67	1043	128	0	0
Female	1083	138	86	771	88	0	0
Trans Female (MTF or Male to Female)	2	0	0	2	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0	0
Subtotal	2438	253	153	1816	216	0	0

## Q11: Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	109	6	96	7	0
5 - 12	111	4	105	2	0
13 - 17	33	0	32	1	0
18 - 24	153	134	19	0	0
25 - 34	471	397	74	0	0
35 - 44	521	477	44	0	0
45 - 54	479	466	13	0	0
55 - 61	345	344	1	0	0
62+	216	216	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	2438	2044	384	10	0

## Q12a: Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	1228	1056	169	3	0
Black or African American	637	496	141	0	0
Asian	10	10	0	0	0
American Indian or Alaska Native	217	200	17	0	0
Native Hawaiian or Other Pacific Islander	13	5	6	2	0
Multiple Races	297	246	51	0	0
Client Doesn't Know/Client Refused	26	26	0	0	0
Data Not Collected	10	5	0	5	0
Total	2438	2044	384	10	0

## Q12b: Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	2255	1923	331	1	0
Hispanic/Latino	158	114	44	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	25	7	9	9	0
Total	2438	2044	384	10	0

**Q13a1: Physical and Mental Health Conditions at Start**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☺	With Only Children	Unknown Household Type
Mental Health Problem	739	707	28	4	--	0	0
Alcohol Abuse	57	55	2	0	--	0	0
Drug Abuse	116	114	2	0	--	0	0
Both Alcohol and Drug Abuse	141	141	0	0	--	0	0
Chronic Health Condition	430	407	20	2	--	1	0
HIV/AIDS	18	18	0	0	--	0	0
Developmental Disability	129	117	8	4	--	0	0
Physical Disability	479	463	16	0	--	0	0

☺ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13b1: Physical and Mental Health Conditions at Exit**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☺	With Only Children	Unknown Household Type
Mental Health Problem	462	451	9	2	--	0	0
Alcohol Abuse	38	36	2	0	--	0	0
Drug Abuse	78	78	0	0	--	0	0
Both Alcohol and Drug Abuse	97	97	0	0	--	0	0
Chronic Health Condition	248	241	4	2	--	1	0
HIV/AIDS	11	11	0	0	--	0	0
Developmental Disability	72	67	3	2	--	0	0
Physical Disability	277	268	9	0	--	0	0

☺ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13c1: Physical and Mental Health Conditions for Stayers**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☺	With Only Children	Unknown Household Type
Mental Health Problem	289	267	20	2	--	0	0
Alcohol Abuse	19	19	0	0	--	0	0
Drug Abuse	40	38	2	0	--	0	0
Both Alcohol and Drug Abuse	46	46	0	0	--	0	0
Chronic Health Condition	182	168	14	0	--	0	0
HIV/AIDS	8	8	0	0	--	0	0
Developmental Disability	59	51	6	2	--	0	0
Physical Disability	209	201	8	0	--	0	0

☺ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q14a: Domestic Violence History**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	532	471	60	1	0
No	1368	1292	76	0	0
Client Doesn't Know/Client Refused	16	16	0	0	0
Data Not Collected	271	255	15	1	0
Total	2187	2034	151	2	0

**Q14b: Persons Fleeing Domestic Violence**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	215	180	34	1	0
No	281	255	26	0	0
Client Doesn't Know/Client Refused	2	2	0	0	0
Data Not Collected	40	38	2	0	0
Total	538	475	62	1	0

## Q15: Living Situation

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Homeless Situations</b>	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	760	686	74	0	0
Transitional housing for homeless persons (including homeless youth)	17	17	0	0	0
Place not meant for habitation	468	437	31	0	0
Safe Haven	16	16	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Interim Housing ☞	0	0	0	0	0
<b>Subtotal</b>	1261	1156	105	0	0
<b>Institutional Settings</b>	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	19	19	0	0	0
Substance abuse treatment facility or detox center	10	10	0	0	0
Hospital or other residential non-psychiatric medical facility	45	45	0	0	0
Jail, prison or juvenile detention facility	46	46	0	0	0
Foster care home or foster care group home	1	1	0	0	0
Long-term care facility or nursing home	7	5	2	0	0
Residential project or halfway house with no homeless criteria	4	4	0	0	0
<b>Subtotal</b>	132	130	2	0	0
<b>Other Locations</b>	0	0	0	0	0
Permanent housing (other than RRH) for formerly homeless persons	23	23	0	0	0
Owned by client, no ongoing housing subsidy	21	19	2	0	0
Owned by client, with ongoing housing subsidy	1	1	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	10	10	0	0	0
Rental by client in a public housing unit	5	5	0	0	0
Rental by client, no ongoing housing subsidy	250	245	5	0	0
Rental by client, with VASH subsidy	3	3	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy	23	23	0	0	0
Hotel or motel paid for without emergency shelter voucher	93	83	10	0	0
Staying or living in a friend's room, apartment or house	146	144	2	0	0
Staying or living in a family member's room, apartment or house	150	140	10	0	0
Client Doesn't Know/Client Refused	8	8	0	0	0
Data Not Collected	61	44	15	2	0
<b>Subtotal</b>	794	748	44	2	0
<b>Total</b>	2187	2034	151	2	0

☞ Interim housing is retired as of 10/1/2019.

## Q16: Cash Income - Ranges

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No income	1036	4	611
\$1 - \$150	19	0	13
\$151 - \$250	20	0	13
\$251 - \$500	55	0	37
\$501 - \$1000	337	0	199
\$1,001 - \$1,500	137	0	60
\$1,501 - \$2,000	155	2	75
\$2,001+	142	0	77
Client Doesn't Know/Client Refused	2	0	2
Data Not Collected	282	0	205
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0	869	0
Number of Adult Stayers Without Required Annual Assessment	0	18	0
<b>Total Adults</b>	2185	893	1292

## Q17: Cash Income - Sources

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	236	2	114
Unemployment Insurance	48	0	19
SSI	398	0	232
SSDI	307	0	182
VA Service-Connected Disability Compensation	19	0	11
VA Non-Service Connected Disability Pension	12	0	6
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
TANF or Equivalent	8	0	8
General Assistance	10	0	0
Retirement (Social Security)	44	0	16
Pension from Former Job	14	0	7
Child Support	13	0	2
Alimony (Spousal Support)	2	0	2
Other Source	70	0	47
Adults with Income Information at Start and Annual Assessment/Exit	0	2	5

## Q19b: Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source
Earned Income	31	80	111	28.17 %	2	2	4	50.25 %	0	0	0	--
Supplemental Security Income (SSI)	198	25	223	89.03 %	3	1	4	75.00 %	0	0	0	--
Social Security Disability Insurance (SSDI)	164	14	178	91.98 %	0	0	0	--	0	0	0	--
VA Service-Connected Disability Compensation	10	0	10	100.00 %	0	0	0	--	0	0	0	--
Private Disability Insurance	0	0	0	--	0	0	0	--	0	0	0	--
Worker's Compensation	0	0	0	--	0	0	0	--	0	0	0	--
Temporary Assistance for Needy Families (TANF)	4	4	8	50.00 %	0	0	0	--	0	0	0	--
Retirement Income from Social Security	9	7	16	56.38 %	0	0	0	--	0	0	0	--
Pension or retirement income from a former job	5	2	7	71.43 %	0	0	0	--	0	0	0	--
Child Support	2	0	2	100.00 %	0	0	0	--	0	0	0	--
Other source	42	31	73	57.82 %	1	0	1	100.00 %	0	0	0	--
No Sources	256	289	545	46.75 %	11	23	34	32.38 %	0	0	0	--
Unduplicated Total Adults	572	428	1000		16	26	42		0	0	0	

## Q20a: Type of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutritional Assistance Program	777	0	423
WIC	33	0	17
TANF Child Care Services	3	0	0
TANF Transportation Services	6	0	4
Other TANF-Funded Services	6	0	4
Other Source	13	0	8

**Q21: Health Insurance**

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
Medicaid	510	0	260
Medicare	274	0	169
State Children's Health Insurance Program	104	0	48
VA Medical Services	43	0	36
Employer Provided Health Insurance	28	0	18
Health Insurance Through COBRA	4	0	2
Private Pay Health Insurance	48	0	28
State Health Insurance for Adults	83	0	50
Indian Health Services Program	66	0	30
Other	59	0	38
No Health Insurance	1166	0	685
Client Doesn't Know/Client Refused	9	0	7
Data Not Collected	341	20	243
Number of Stayers Not Yet Required to Have an Annual Assessment	0	1007	0
1 Source of Health Insurance	595	0	279
More than 1 Source of Health Insurance	268	0	166

**Q22a2: Length of Participation – ESG Projects**

	Total	Leavers	Stayers
0 to 7 days	1084	715	369
8 to 14 days	211	161	50
15 to 21 days	194	101	93
22 to 30 days	119	91	28
31 to 60 days	337	147	190
61 to 90 days	227	88	139
91 to 180 days	230	94	136
181 to 365 days	23	1	22
366 to 730 days (1-2 Yrs)	10	2	8
731 to 1,095 days (2-3 Yrs)	3	1	2
1,096 to 1,460 days (3-4 Yrs)	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	2438	1401	1037

**Q22c: Length of Time between Project Start Date and Housing Move-in Date**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	9	9	0	0	0
8 to 14 days	32	20	12	0	0
15 to 21 days	22	10	12	0	0
22 to 30 days	21	21	0	0	0
31 to 60 days	26	20	6	0	0
61 to 180 days	2	2	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	112	82	30	0	0
Average length of time to housing	21.41	21.70	20.00	--	--
Persons who were exited without move-in	4	4	0	0	0
Total persons	116	86	30	0	0

## Q22d: Length of Participation by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	1084	843	240	1	0
8 to 14 days	211	189	22	0	0
15 to 21 days	194	188	4	2	0
22 to 30 days	119	115	4	0	0
31 to 60 days	337	281	56	0	0
61 to 90 days	227	195	28	4	0
91 to 180 days	230	209	18	3	0
181 to 365 days	23	17	6	0	0
366 to 730 days (1-2 Yrs)	10	4	6	0	0
731 to 1,095 days (2-3 Yrs)	3	3	0	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	2438	2044	384	10	0

## Q22e: Length of Time Prior to Housing - based on 3.917 Date Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	349	233	115	1	0
8 to 14 days	84	74	10	0	0
15 to 21 days	57	47	10	0	0
22 to 30 days	47	47	0	0	0
31 to 60 days	144	112	32	0	0
61 to 180 days	286	249	37	0	0
181 to 365 days	198	160	38	0	0
366 to 730 days (1-2 Yrs)	247	232	15	0	0
731 days or more	468	442	26	0	0
Total (persons moved into housing)	1880	1596	283	1	0
Not yet moved into housing	148	140	8	0	0
Data not collected	193	109	75	9	0
Total persons	2221	1845	366	10	0

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## Q23c: Exit Destination – All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	3	3	0	0	0
Owned by client, with ongoing housing subsidy	1	1	0	0	0
Rental by client, no ongoing housing subsidy	101	94	7	0	0
Rental by client, with VASH housing subsidy	1	1	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	24	16	8	0	0
Permanent housing (other than RRH) for formerly homeless persons	4	4	0	0	0
Staying or living with family, permanent tenure	12	12	0	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Rental by client, with RRH or equivalent subsidy	12	12	0	0	0
Rental by client, with HCV voucher (tenant or project based)	6	6	0	0	0
Rental by client in a public housing unit	61	23	38	0	0
<b>Subtotal</b>	226	173	53	0	0
<b>Temporary Destinations</b>	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	80	61	19	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	20	20	0	0	0
Staying or living with family, temporary tenure (e.g. room, apartment or house)	34	19	12	3	0
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	7	7	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	158	158	0	0	0
Safe Haven	1	1	0	0	0
Hotel or motel paid for without emergency shelter voucher	14	4	6	4	0
Host Home (non-crisis)	0	0	0	0	0
<b>Subtotal</b>	314	270	37	7	0
<b>Institutional Settings</b>	0	0	0	0	0
Foster care home or group foster care home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	2	2	0	0	0
Hospital or other residential non-psychiatric medical facility	6	6	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	2	2	0	0	0
<b>Subtotal</b>	10	10	0	0	0
<b>Other Destinations</b>	0	0	0	0	0
Residential project or halfway house with no homeless criteria	1	1	0	0	0
Deceased	3	3	0	0	0
Other	14	14	0	0	0
Client Doesn't Know/Client Refused	3	3	0	0	0
Data Not Collected (no exit interview completed)	817	761	56	0	0
<b>Subtotal</b>	838	782	56	0	0
<b>Total</b>	1401	1235	156	10	0
Total persons exiting to positive housing destinations	152	99	53	0	0
Total persons whose destinations excluded them from the calculation	11	11	0	0	0
Percentage	10.94 %	8.09 %	33.97 %	0.00 %	--

## Q24: Homelessness Prevention Housing Assessment at Exit

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	45	45	0	0	0
Able to maintain the housing they had at project start--With the subsidy they had at project start	2	2	0	0	0
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project start	2	2	0	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	4	4	0	0	0
Moved to new housing unit--Without an on-going subsidy	20	20	0	0	0
Moved in with family/friends on a temporary basis	6	6	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless – moving to a shelter or other place unfit for human habitation	3	3	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	2	2	0	0	0
Data not collected (no exit interview completed)	3	3	0	0	0
Total	87	87	0	0	0

## Q25a: Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	58	58	0	0
Non-Chronically Homeless Veteran	94	90	4	0
Not a Veteran	2015	1874	141	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	18	12	6	0
Total	2185	2034	151	0

## Q26b: Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	600	567	33	0	0
Not Chronically Homeless	1671	1354	316	1	0
Client Doesn't Know/Client Refused	6	6	0	0	0
Data Not Collected	161	117	35	9	0
Total	2438	2044	384	10	0

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# Housing Opportunities for Persons With AIDS (HOPWA) Program

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

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OMB Number 2506-0133 (Expiration Date: 11/30/2023)

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. Reporting is required for all HOPWA formula grantees. The public reporting burden for the collection of information is estimated to average 41 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. HUD's requirements for reports submitted by HOPWA formula grantees are supported by 42 U.S.C. § 12911 and HUD's regulations at 24 CFR § 574.520(a). 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. While confidentiality is not assured, HUD generally only releases this information as required or permitted by law.

**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 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 demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER data to obtain essential information on grant activities, project sponsors, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

**Table of Contents**

**PART 1: Grantee Executive Summary**

1. Grantee Information
2. Project Sponsor Information
5. Grantee Narrative and Performance Assessment
  - a. Grantee and Community Overview
  - b. Annual Performance under the Action Plan
  - c. Barriers or Trends Overview

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

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

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

**PART 4: Summary of Performance Outcomes**

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

**PART 5: Worksheet - Determining Housing Stability Outcomes**

**PART 6: Annual Report of Continued Use for HOPWA Facility-Based Stewardship Units (Only)**

**PART 7: Summary Overview of Grant Activities**

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

**Continued Use Periods.** Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation of a building or structure are required to operate the building or structure 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 Report of Continued Project Operation throughout the required use periods. This report is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

**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.**

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 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, Housing Status or Destination at the end of the operating year, Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Medical Assistance, and T-cell Count. Other HOPWA projects sponsors may also benefit from collecting these data elements. HMIS local data systems must maintain client confidentiality by using a closed system in which medical information and HIV status are only shared with providers that have a direct involvement in the client’s case management, treatment and care, in line with the signed release of information from the client.

**Operating Year.** HOPWA formula grants are annually awarded for a three-year period of performance with three operating years. The information contained in this CAPER must represent a one-year period of HOPWA program operation that coincides with the grantee’s program year; this is the operating year. More than one HOPWA formula grant awarded to the same grantee may be used during an operating year and the CAPER must capture all formula grant funding used during the operating year. Project sponsor accomplishment information must also coincide with the operating year this CAPER covers. Any change to the period of performance requires the approval of HUD by amendment, such as an extension for an additional operating year.

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

**Filing Requirements.** Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee’s State or Local HUD Field Office, and to the HOPWA Program Office: at [HOPWA@hud.gov](mailto:HOPWA@hud.gov). Electronic submission to HOPWA Program office is preferred; however, if electronic submission is not possible, hard copies can be mailed to: Office of HIV/AIDS Housing, Room 7248, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C., 20410.

**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.	<b>Tenant-Based Rental Assistance</b>	40
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units	0
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies	0
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year	
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year	0
4.	<b>Short-term Rent, Mortgage, and Utility Assistance</b>	81
5.	<b>Adjustment for duplication (subtract)</b>	14
6.	<b>TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)</b>	107

**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.

**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 are 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 criteria described in 2 CFR 200. 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 *24 CFR 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 at 2 CFR 200.307.

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

**Project Sponsor Organizations: Per HOPWA regulations at 24 CFR 574.3,** 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.

**SAM:** All organizations applying for a Federal award must have a valid registration active at sam.gov. SAM (System for Award Management) registration includes maintaining current information and providing a valid DUNS number.

**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.

**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 the person's gender assigned 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.

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# 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: 11/30/2023)

## 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 24 CFR 574.3.

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

### 1. Grantee Information

<b>HUD Grant Number</b> OKH18F002	<b>Operating Year for this report</b> <i>From (mm/dd/yy)</i> 07/01/2020 <i>To (mm/dd/yy)</i> 06/30/2021			
<b>Grantee Name</b> City of Tulsa				
<b>Business Address</b>	175 E. 2 Street, Suite 1560			
<b>City, County, State, Zip</b>	Tulsa	Tulsa	OK	74103
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	73-6005470			
<b>DUN &amp; Bradstreet Number (DUNs):</b>	078662251	<b>System for Award Management (SAM):: Is the grantee's SAM status currently active?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide SAM Number: 3SYTI		
<b>Congressional District of Grantee's Business Address</b>	1			
<b>*Congressional District of Primary Service Area(s)</b>	1			
<b>*City(ies) and County(ies) of Primary Service Area(s)</b>	Cities: Tulsa Wagoner Sapulpa Claremore Okmulgee Pawhuska		Counties: Tulsa Wagoner Rogers Creek Okmulgee Pawness Osage	
<b>Organization's Website Address</b>  https://www.cityoftulsa.org/	<b>Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee Service Area?</b> <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 24 CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households.

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

<b>Project Sponsor Agency Name</b> HIV Resource Consortium, Inc. d/b/a Tulsa CARES		<b>Parent Company Name, if applicable</b>	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Kate Neary, Chief Executive Officer		
<b>Email Address</b>	katen@tulsacares.org		
<b>Business Address</b>	3712 E. 11 St		
<b>City, County, State, Zip,</b>	Tulsa, Tulsa, OK, 74112		
<b>Phone Number (with area code)</b>	918-834-4194		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	73-1388569	<b>Fax Number (with area code)</b> 918-834-4189	
<b>DUN &amp; Bradstreet Number (DUNS):</b>	021223552		
<b>Congressional District of Project Sponsor's Business Address</b>	District 1		
<b>Congressional District(s) of Primary Service Area(s)</b>	District 1 & 2		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	<b>Cities: Tulsa, Broken Arrow, Claremore, Owasso, Sapulpa, Sand Springs</b>	<b>Counties: Tulsa, Creek, Rogers, Wagoner, Okmulgee, Osage and Pawnee</b>	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$657,034		
<b>Organization's Website Address</b>	www.tulsacares.org		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	

## **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.*

HIV Resource Consortium Inc. d/b/a Tulsa CARES is the only comprehensive non-profit social service agency that serves people infected or affected with HIV/AIDS in Northeastern Oklahoma. Tulsa CARES has been a staple in the HIV community since its inception in 1991 and is committed to creating an environment where all people with HIV/AIDS have equal opportunities for healthy living. We advance our mission through empowerment, inclusion, and the creation of hope by offering tailored, integrated resources and advocating for the end of HIV stigma. Core programs at Tulsa CARES include care coordination (case management), mental health, housing, and nutrition. Care coordination services include: prescription assistance, transportation assistance, physician referrals, Medicare and Medicaid application assistance, HIV drug assistance application, compassionate care applications, social security and disability application assistance, and a variety of referrals including legal aid, dental/vision, and emergency financial assistance. Tulsa CARES continues to believe in the comprehensive approach to care. By helping clients fulfill their basic needs, such as housing, food, and medication, we believe they are able to concentrate on their health and improving their quality of life. Mental health services include psychosocial interviews, secondary HIV prevention education, individual, couples, and family counseling. Nutrition services include monthly and emergency food pantry assistance, monthly fruit and vegetable assistance (the farmer's market), a weekly congregate meal, and medical nutrition therapy services provided by a Registered Dietitian. Housing services include housing-specific case management, direct financial assistance by providing short-term rent, mortgage, and utility assistance (STRMU), tenant-based rental assistance (TBRA), and Permanent Housing Placement, as well as external referrals to other housing agencies throughout the service area. Tulsa CARES utilizes an alias Evergreen Spirit, LLC to protect the confidentiality of client's medical status as the agency currently only provides services to individuals with HIV and or Hepatitis C.

***Name of Program Contacts:*** Tifany Oslin, MSW is the primary Tulsa CARES Housing Care Coordinator. Apryl Schmidkunz became the primary Tulsa CARES Housing Care Coordinator in May 2021 when Tifany Oslin transferred to a Tulsa CARES Intensive Care Coordinator position. The Housing Care Coordinator position works under the supervision of Casey Bakhsh, LCSW, Chief Programs Officer. Casey oversees program data collection, reporting, and quality improvement efforts for the housing program. Kate Neary, MPH serves as the CEO of Tulsa CARES and is the program's primary contact.

### ***Housing services provided:***

The Tulsa CARES Housing Program has successfully administered the Housing Opportunity for People with AIDS (HOPWA) program since 1995. The housing program is designed to work collaboratively with other programs and service providers to identify and develop short- and long-term strategies for addressing the needs of low-income people living with HIV/AIDS (PLWHA). During the 2020-2021 reporting year, the program continued to provide monthly HOPWA financial assistance to eligible clients living in Northeastern Oklahoma, as well as additional support through HOPWA CARES funding. Tulsa CARES overarching client goals for the housing program include: 1) establishing and maintaining a stable living environment for program clients 2) improving access to HIV treatment and other health care support and 3) reducing the risk of homelessness. Upon receipt of a housing referral, all clients are assessed with a standardized assessment tool to better understand client needs and barriers to achieving program outcomes. After the evaluation, the housing case manager will determine which program would best meet the needs of the client. These unmet needs are then addressed through a housing stability plan developed by the client and housing care coordinator. Housing stability plans address client barriers to stable housing and provide referrals to other community providers that may benefit the client. External community referrals often include 211, Legal Aid Services of Oklahoma, Inc., Vocational Rehabilitation of Oklahoma, HMIS and DHS-ACIS. Based on the type of assistance provided to the client, progress is assessed at intervals referenced in the client care plan goals. During the referral evaluation period, clients are provided with information on other housing assistance providers if they do not appear eligible for HOPWA assistance.

Tulsa CARES manages four types of housing assistance programs: short-term rent, mortgage, and utility assistance (STRMU), tenant-based rental assistance (TBRA), Permanent Housing Placement Assistance (PHP), Housing Information Services (HIS) and supportive services. The STRMU assistance program is designed for clients in need of emergency

financial assistance due to a loss of income, unexpected medical costs, or other unanticipated events. All STRMU assistance is provided so that clients can avoid utility shut-offs and eviction. Monthly STRMU assistance is allocated based on the HOPWA budget for the program year in accordance with quarterly spending goals. The program accepts STRMU referrals beginning on the 1st of each month from HIV case managers in the community. The STRMU program provides assistance to an average of 10 clients per month; however, program assistance ranged widely for this reporting year from 0-20 clients in any given month due to fluctuations in referral patterns. The TBRA program is designed for clients in need of rental assistance that cannot be resolved through short-term periodic assistance. To ensure clients are living in a structurally safe environment, the residence of all TBRA clients must pass a Housing Quality Standards (HQS) inspection before TBRA assistance can be provided. During the HQS inspection, the housing care coordinator formally surveys the client's home to identify any household conditions that either fail safe housing standards or that could be improved to increase the client's safety and stability. Any needed changes are incorporated into the client's care plan. Clients receiving TBRA assistance discuss care plan progress regularly with the housing care coordinator. When possible, TBRA client care plans include a plan for discharge to other forms of stable housing (e.g., Section 8, self-supported housing through employment, etc.). In recent years, the housing program has allocated a portion of its HOPWA funding to provide Permanent Housing Placement. Eligible clients may now receive rental and utility deposit assistance and payment toward first month's rent up to \$1,000. To ensure the structural safety of the client's potential residence, the unit must pass a Housing Quality Standards inspection before assistance is given unless the client is transitioning into subsidized housing where the Tulsa Housing Authority completes the inspection. Permanent Housing Placement Assistance or deposit assistance is designed to help clients establish their own residence by helping with one-time assistance for rent or utility deposit. Housing Information Services is designed to offer education and referral assistance for clients who have general housing inquiries, but may not have a need or be eligible for case management/housing subsidies. Tulsa CARES has taken additional steps to help clients achieve long term housing success by offering education on how to budget finances and how to effectively communicate with landlords and rental agencies.

### ***Major Achievements:***

In early 2016, Tulsa CARES moved to a new state of the art facility, located at 3712 E 11th Street. The new building allows the organization to better serve the target population by offering more services and in a more convenient location. It gives the agency more space to build relationships and collaborate with other organizations, and gives clients better access to necessary services such as public transportation and assistance with healthcare enrollment. Tulsa CARES has also taken steps to have all care coordinators become certified Healthcare Marketplace Navigators.

In early 2017, Tulsa CARES was reaccredited through the Council on Accreditation, effective 2017-2022. This voluntary and rigorous accreditation process has ensured that Tulsa CARES maintains best practices related to all program and administrative operations within the organization.

The agency has also increased collaboration efforts to better serve clients. Tulsa CARES now works with Vocational Rehab to provide clients with an easily accessible avenue for job training and resume building; also continue to collaborate with Legal Aid Service of Oklahoma to offer assistance with legal and eviction issues. During the previous year the agency has strengthened its existing relationship with the Oklahoma State University Ryan White Clinic by providing an onsite dietitian at their location, orchestrating a medically-tailored Farmer's Market for their clientele, and the lead physician is an executive officer board member at Tulsa CARES.

The agency has also taken a role in the housing community and is an active voting member for the AWH4T, participating in subcommittees and the Chair of the City of Tulsa Fair Housing Committee. The agency utilizes HMIS database when appropriate and the City of Tulsa referral system Unite Us to ensure referral success.

### **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 operating year



among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.

For the 2020-2021 reporting year, Tulsa CARES set a goal to support 125 unduplicated clients through HOPWA and CARES HOPWA housing subsidy assistance: 40 through the TBRA Program, 81 through the STRMU Assistance Program, and 18 through Permanent Housing Placement Services. During this time, the organization served a total of 40 unduplicated client households through the TBRA program, exceeding our goal of 38. TBRA assistance calculations vary widely for this population and our housing market. Last year's monthly approved subsidies for the TBRA program ranged from \$50 to \$1,380 per client household when using the HOPWA Income Resident Rent Calculation. Each client who received TBRA services also received an individualized care plan and if eligible, a referral to the Tulsa Housing Authority or Oklahoma Housing Finance Agency for the Section 8 Housing Choice Voucher Program. We served 81 STRMU clients, allowing for duplication of 14 client across programs. Success with STRMU outcomes are attributed to positive working relationships with care providers who refer eligible clients to the Tulsa CARES housing program and prompt housing intake appointments. We provided 18 clients with Permanent Housing Placement. Combined with HOPWA COVID goals, we did not meet the STRMU and PHP unduplicated goals. Given the pandemic, it was a challenging year for clients. The average STRMU client utilized more than three instances of assistance, which provides for more service but fewer individual clients. The agency also partnered with 211 and Restore Hope Ministries to refer clients. Clients receiving alternative subsidy housing support are not able to utilize HOPWA HUD funding, but Tulsa CARES was able to assist their housing stability with financial assistance through private funds secured due to Covid. All clients who received subsidy assistance also received one or more supportive services, including case management and mental health support. After accounting for duplication across programs, 125 unduplicated households were served with financial assistance through funding from HUD's HOPWA Program as administered by the City of Tulsa. All client households resided in the Tulsa MSA.

**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.

During the program year 2019-2020 we were able to exceed the majority of our goals by developing more efficient and effective communication and referral processing with HIV case managers at all HIV specific sites. We were also able to successfully transition two clients to private housing. Two additional TBRA clients transitioned to the Oklahoma Housing Finance Agency Choice Voucher Program. Clients were also offered client-tailored housing education which provided tools and information on how to successfully stay in stable, safe, and affordable housing.

- Support for Stable Housing: 100% (125/125) of unduplicated clients achieved housing stability. This was measured by the number of clients with an up-to-date care plan that addressed client needs at the time of the most recent episode of housing assistance during the reporting period. This exceeded our goal of 80%.
- Access to Support: 100% (125/125) of unduplicated clients achieved access to case management support as measured by the number of clients who maintained regular contact with their primary (non-housing) care coordinator. If a client's care plan was up-to-date at the end of the reporting period, we considered this client to be in good standing with their case management provider and we counted these clients in our total. This exceeded our goal of 80%.
- Access to Health Care: 100% (125/125) of unduplicated clients maintained regular contact with their primary care physician as measured by contact with their physician or completion of lab work in the past six months. This exceeded our goal of 80%.
- Access to Insurance: 100% (125/125) of unduplicated clients accessed and maintained medical insurance/assistance. This exceeded our goal of 80%.
- Sources of Income: 64% (80/125) of unduplicated clients were able to secure or maintain one or more sources of income such as disability or employment. This did not meet our goal of 80% due to limited employment opportunities and a high unemployment rate for the year related to COVID-19.

**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.

During the program year, Tulsa CARES maintained existing relationships with other housing organizations across Northeastern Oklahoma, including the Tulsa Housing Authority, the Mental Health Association Oklahoma, Tulsa Day Center for the Homeless, Tulsa Salvation Army, and the Oklahoma Housing Finance Agency. To strengthen those relationships, Tulsa CARES continues to participate in the Housing Continuum of Care meetings as well the A Way Home for Tulsa meetings. Other collaborative relationships include working with the Department of Human Services case managers in utilizing the Low Income Heating Energy Assistance Program (LIHEAP) for heating and cooling financial assistance during the summer and winter months, and with other community based programs. To address the needs of clients who struggle with language barriers and those living outside of the Tulsa MSA area, Tulsa CARES employs full time bilingual care coordinators. Having bilingual care coordinators has not only helped improve the service we provide to the bilingual population but has improved our community outreach which is tailored toward housing stability.

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

We have no technical assistance needs at this time.

**c. Barriers and Trends Overview**

Provide a narrative addressing items 1 through 3. Explain how barriers and trends affected your program’s ability to achieve the objectives and outcomes discussed in the previous section.

1. Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program’s ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected.

**Housing availability.**

The lack of available and affordable low-income housing continues to be a significant barrier in Oklahoma.

**Housing affordability.** 107 of the 125 unduplicated clients who accessed HOPWA housing subsidy earned between 0 to 30% of the area median income for this reporting period. In the Tulsa MSA area, the fair market rent for a one-bedroom apartment is \$695 including utility allowance, while the majority of the clients served are receiving less than \$800 a month, making it a difficult task to live in safe, affordable housing. For clients participating in the TBRA program, there is usually a financial need to remain on the program until Section 8 housing subsidy becomes available. This long-term dependency on TBRA prevents new clients from entering the program until a current TBRA client is able to transition onto Section 8. While we achieved our objectives for the number of TBRA households served, we recognize that there is a high demand for this program and that we could serve more TBRA clients if clients were transitioned more quickly into Section 8. Unfortunately, the waiting list for Section 8 through the Housing Authority of the City of Tulsa and the Oklahoma Housing Finance Agency can be quite cumbersome, making for a lengthy transition period. With the successful transition of four TBRA clients into stable permanent housing, the TBRA program became accessible for new clients this program year.

**Credit History.** Several City of Tulsa HOPWA applicants sought assistance from the STRMU program after using payday loans to make utility and other monthly payments. Due to the predatory lending practices in some of these communities, it is difficult to change client’s borrowing behaviors even after HOPWA assistance is provided. Due to Tulsa’s high eviction rates, a client’s credit can often have long-term consequences affecting stable housing.

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

**Previous Rental History.** Even with access to assistance, some client’s search for stable housing may be hindered by a lack of rental history or other negative issues with rental properties such as lack of payment or evictions. Even if all previous balances have been paid, the existence of a subpar record can result in excessive initial rental and utility deposits. We have also experienced challenges for younger clients who are transitioning from a parent’s home and have no rental history.

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.

Perceptions about HIV/AIDS are changing. While physicians recognize that HIV/AIDS is now a chronically-managed condition, Tulsa CARES housing clients are all at different stages of recognizing HIV/AIDS as something that can now be manageable. Regardless of the circumstances, an HIV diagnosis can significantly alter a person's life trajectory and for many of our clients, their diagnosis results in a loss of health, employment, and support systems. Even though we can offer better medications, more informed doctors, and access to health care, it is still vital for our community to offer social programs to support the psychological dimension of client lives in order to have greater quantity and quality of life. As clients become healthier and reevaluate the need to stay on disability, programs to support reentry into the workforce are needed. The decision to transition back to work from disability can be very intimidating for those clients whose health had declined and then waited for years to obtain disability. The threat of losing financial stability is often too high for these clients to reconsider entering the workforce even though they feel able to work at least on a part-time basis.

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

- Tulsa CARES administered a client survey at the end of 2020 and 97% of clients agreed or strongly agreed that Tulsa CARES is a safe place where they feel supported. Additionally, 93% agreed or strongly agreed that their needs are being met by Tulsa CARES programs and services. Housing support also ranked in the top tier of most helpful services.
- In 2021, Tulsa CARES was independently evaluated by the national Council on Accreditation (COA) as part of its application for accreditation. The housing program was evaluated as part of the accreditation process. COA found the housing program to be in compliance with their standards for supportive community living services. Tulsa CARES was awarded full accreditation for a five-year term.
- Because Tulsa CARES receives more than \$750,000 of federal funds annually, the agency is subject to a Single Audit as part of our traditional financial audit. The HOPWA program has been the focus of the Single Audit the past three years and there has never been a single finding.

**End of PART 1**

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

**1. Sources of Leveraging**

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in the Consolidated or Annual Plan and used in the delivery of the HOPWA program and the amount of leveraged dollars. In Column [1], identify the type of leveraging. Some common sources of leveraged funds have been provided as a reference point. You may add Rows as necessary to report all sources of leveraged funds. Include Resident Rent payments paid by clients directly to private landlords. Do NOT include rents paid directly to a HOPWA program as this will be reported in the next section. In Column [2] report the amount of leveraged funds expended during the operating year. Use Column [3] to provide some detail about the type of leveraged contribution (e.g., case management services or clothing donations). In Column [4], check the appropriate box to indicate whether the leveraged contribution was a housing subsidy assistance or another form of support.

*Note: Be sure to report on the number of households supported with these leveraged funds in Part 3, Chart 1, Column d.*

**A. Source of Leveraging Chart**

[1] Source of Leveraging	[2] Amount of Leveraged Funds	[3] Type of Contribution	[4] Housing Subsidy Assistance or Other Support
Public Funding			
Ryan White-Housing Assistance			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	\$451,400	Case Management/Mental Health	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Low Income Housing Tax Credit			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOME			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Continuum of Care			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Emergency Solutions Grant	\$222,310	Housing: ESG CARES	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: OHFA	\$180,601	Housing: HOPWA, HOPWA CARES	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants- Tulsa Area United Way	\$458,763	HIV wrap-around care	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Funding			
Grantee/Project Sponsor (Agency) Cash			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord			
<b>TOTAL (Sum of all Rows)</b>	<b>\$1,313,074</b>		

## 2. Program Income and Resident Rent Payments

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

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

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

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

### B. Program Income and Resident Rent Payments Expended To Assist HOPWA Households

In Chart B, report on the total program income and resident rent payments (as reported above in Chart A) expended during the operating year. Use Row 1 to report Program Income and Resident Rent Payments expended on Housing Subsidy Assistance Programs (i.e., TBRA, STRMU, PHP, Master Leased Units, and Facility-Based Housing). Use Row 2 to report on the Program Income and Resident Rent Payment expended on Supportive Services and other non-direct Housing Costs.

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

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.

**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
<b>HOPWA Housing Subsidy Assistance</b>		<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
1.	Tenant-Based Rental Assistance	38	40			\$276,458	\$233,312.80
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	0	0				
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies/Leased units (Households Served) (Households Served)	0	0			\$10,000	\$0
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0				
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0				
4.	Short-Term Rent, Mortgage and Utility Assistance	95	81			\$111,114	\$141,917.61
5.	Permanent Housing Placement Services	25	18			\$23,000	\$15,639.85
6.	Adjustments for duplication (subtract)		14				
7.	<b>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)</b>	158	125			\$420,572	\$390,870.26
<b>Housing Development (Construction and Stewardship of facility based housing)</b>		<b>[1] Output: Housing Units</b>				<b>[2] Output: Funding</b>	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)	0	0				
9.	Stewardship Units subject to 3- or 10- year use agreements	0	0				
10.	<b>Total Housing Developed (Sum of Rows 8 &amp; 9)</b>	0	0			\$0	\$0
<b>Supportive Services</b>		<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
11a.	Supportive Services provided by project sponsors that also delivered HOPWA housing subsidy assistance	135	180			\$176,849	\$127,094.31
11b.	Supportive Services provided by project sponsors that only provided supportive services.						
12.	Adjustment for duplication (subtract)		43				
13.	<b>Total Supportive Services (Columns a – d equals the sum of Rows 11 a &amp; b minus Row 12; Columns e and f equal the sum of Rows 11a &amp; 11b)</b>	135	137			\$176,849	\$127,094.31
<b>Housing Information Services</b>		<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
14.	Housing Information Services		83			\$2,686	\$2,340.80
15.	<b>Total Housing Information Services</b>		83			\$2,686	\$2,340.80

Grant Administration and Other Activities		[1] Output: Households				[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources					\$8,500	\$725
17.	Technical Assistance (if approved in grant agreement)						
18.	Grantee Administration (maximum 3% of total HOPWA grant)						
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					\$48,427	\$43,864.98
20.	<b>Total Grant Administration and Other Activities (Sum of Rows 16 – 19)</b>					\$56,927	\$44,589.98
<b>Total Expended</b>							
						<b>[2] Outputs: HOPWA Funds Expended</b>	
						<b>Budget</b>	<b>Actual</b>
21.	<b>Total Expenditures for operating year (Sum of Rows 7, 10, 13, 15, and 20)</b>					\$657,034	\$564,895.35

## 2. Listing of Supportive Services

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

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

Supportive Services		[1] Output: Number of Households	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance	0	
2.	Alcohol and drug abuse services	0	
3.	Case management	137	\$79,612.33
4.	Child care and other child services	0	
5.	Education	0	
6.	Employment assistance and training	0	
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310	0	
8.	Legal services	0	
9.	Life skills management (outside of case management)	0	
10.	Meals/nutritional services	0	
11.	Mental health services	43	\$47,481.98
12.	Outreach	0	
13.	Transportation	0	
14.	Other Activity (if approved in grant agreement). Specify:	0	
15.	<b>Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)</b>	180	
16.	<b>Adjustment for Duplication (subtract)</b>	43	
17.	<b>TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)</b>	137	\$127,094.31

### 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	81	\$141,917.61
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	3	\$10,530.66
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	5	\$14,063.89
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	31	\$54,999.92
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	29	\$50,353.19
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	13	\$8,392.23
g.	Direct program delivery costs (e.g., program operations staff time)		\$3,577.72

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	40	35	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	5	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/Unknown	2	
			9 Death	0	
Permanent Supportive Housing Facilities/ Units	0	0	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	0	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/Unknown	0	
			9 Death	0	

**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	0	0	1 Emergency Shelter/Streets	0	Unstable Arrangements
			2 Temporary Housing	0	Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing	0	Stable/Permanent Housing (PH)
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	
			7 Jail/Prison	0	Unstable Arrangements
			8 Disconnected/unknown	0	

		9 Death	0	Life Event
B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months		0		

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

Report the total number of households that received STRMU assistance in Column [1].

In Column [2], identify the outcomes of the households reported in Column [1] either at the time that they were known to have left the STRMU program or through the project sponsor’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
81	<b>Maintain Private Housing without subsidy</b> <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	45	<i>Stable/Permanent Housing (PH)</i>
	<b>Other Private Housing without subsidy</b> <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>	9	
	Other HOPWA Housing Subsidy Assistance	0	
	Other Housing Subsidy (PH)	0	
	<b>Institution</b> <i>(e.g. residential and long-term care)</i>	0	
	Likely that additional STRMU is needed to maintain current housing arrangements	22	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
	<b>Transitional Facilities/Short-term</b> <i>(e.g. temporary or transitional arrangement)</i>	5	
	<b>Temporary/Non-Permanent Housing arrangement</b> <i>(e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)</i>	0	
	Emergency Shelter/street	0	<i>Unstable Arrangements</i>
	Jail/Prison	0	
	Disconnected	0	
	Death	0	<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).			18

### Section 3. HOPWA Outcomes on Access to Care and Support

#### 1a. Total Number of Households

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

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

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

Total Number of Households	
<b>1. For Project Sponsors that provided HOPWA Housing Subsidy Assistance:</b> 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	180
b. Case Management	137
c. Adjustment for duplication (subtraction)	192
<b>d. Total Households Served by Project Sponsors with Housing Subsidy Assistance (Sum of Rows a and b minus Row c)</b>	<b>125</b>
<b>2. For Project Sponsors did NOT provide HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following HOPWA-funded service:	
a. HOPWA Case Management	
<b>b. Total Households Served by Project Sponsors without Housing Subsidy Assistance</b>	

#### 1b. Status of Households Accessing Care and Support

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

Column [2]: Of the households identified as receiving services from project sponsors that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a, Row 2b, report the number of households that demonstrated improved access or maintained connections to care and support within the operating 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 that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	125		Support for Stable Housing
2. Had contact with case manager/benefits counselor consistent with the schedule specified in client's individual service plan (may include leveraged services such as Ryan White Medical Case Management)	125		Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	125		Access to Health Care
4. Accessed and maintained medical insurance/assistance	125		Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	80		Sources of Income

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

<ul style="list-style-type: none"> <li>MEDICAID Health Insurance Program, or use local program name</li> <li>MEDICARE Health Insurance Program, or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>Veterans Affairs Medical Services</li> <li>AIDS Drug Assistance Program (ADAP)</li> <li>State Children's Health Insurance Program (SCHIP), or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>Ryan White-funded Medical or Dental Assistance</li> </ul>
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**Chart 1b, Row 5: Sources of Income include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• Earned Income</li> <li>• Veteran’s Pension</li> <li>• Unemployment Insurance</li> <li>• Pension from Former Job</li> <li>• Supplemental Security Income (SSI)</li> </ul>	<ul style="list-style-type: none"> <li>• Child Support</li> <li>• Social Security Disability Income (SSDI)</li> <li>• Alimony or other Spousal Support</li> <li>• Veteran’s Disability Payment</li> <li>• Retirement Income from Social Security</li> <li>• Worker’s Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• General Assistance (GA), or use local program name</li> <li>• Private Disability Insurance</li> <li>• Temporary Assistance for Needy Families (TANF)</li> <li>• Other Income Sources</li> </ul>
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**1c. Households that Obtained Employment**

Column [1]: Of the households identified as receiving services from project sponsors that provided HOPWA housing subsidy assistance as identified in Chart 1a, Row 1d above, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or related case management/counseling services.

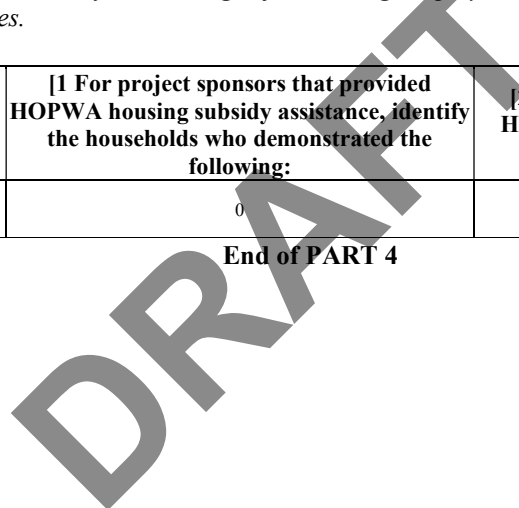
Column [2]: Of the households identified as receiving services from project sponsors that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a, Row 2b, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or case management/counseling services.

*Note: This includes jobs created by this project sponsor or obtained outside this agency.*

*Note: Do not include jobs that resulted from leveraged job training, employment assistance, education or case management/counseling services.*

Categories of Services Accessed	[1] For project sponsors that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:
Total number of households that obtained an income-producing job	0	0

End of PART 4



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

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

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

**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

DRAFT

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

The Annual Report of Continued 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)	<b>Operating Year for this report</b> From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr  <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6;  <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10
Grantee Name	Date Facility Began Operations (mm/dd/yy)

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

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

**3. Details of Project Site**

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

**End of PART 6**

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

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

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

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

<b>Individuals Served with Housing Subsidy Assistance</b>	<b>Total</b>
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	125

**Chart b. Prior Living Situation**

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

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

<b>Category</b>		<b>Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance</b>
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	53
<b>New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year</b>		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	3
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	0
4.	Transitional housing for homeless persons	0
5.	<b>Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)</b>	3
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	0
7.	Psychiatric hospital or other psychiatric facility	0
8.	Substance abuse treatment facility or detox center	0
9.	Hospital (non-psychiatric facility)	0
10.	Foster care home or foster care group home	0
11.	Jail, prison or juvenile detention facility	0
12.	Rented room, apartment, or house	56
13.	House you own	3
14.	Staying or living in someone else's (family and friends) room, apartment, or house	10
15.	Hotel or motel paid for without emergency shelter voucher	0
16.	Other	0
17.	Don't Know or Refused	0
18.	<b>TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)</b>	125



**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	0	1

**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)	125
2. Number of ALL other persons <b>diagnosed</b> as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	7
3. Number of ALL other persons <b>NOT diagnosed</b> as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	71
<b>4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1, 2, &amp; 3)</b>	203

**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	0	0	0	0	0
2.	18 to 30 years	12	1	0	0	13
3.	31 to 50 years	50	27	0	0	77
4.	51 years and Older	29	5	1	0	35
5.	<b>Subtotal (Sum of Rows 1-4)</b>	91	33	1	0	125
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	21	20	0	0	41
7.	18 to 30 years	8	4	0	0	12
8.	12	12	7	0	0	19
9.	51 years and Older	3	3	0	0	6
10.	<b>Subtotal (Sum of Rows 6-9)</b>	44	34	0	0	78
Total Beneficiaries (Chart a, Row 4)						
11.	<b>TOTAL (Sum of Rows 5 &amp; 10)</b>	135	67	1	0	203

**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		5	
2.	Asian	2		5	
3.	Black/African American	29		18	
4.	Native Hawaiian/Other Pacific Islander				
5.	White	66	23	26	19
6.	American Indian/Alaskan Native & White	1			
7.	Asian & White				
8.	Black/African American & White			3	
9.	American Indian/Alaskan Native & Black/African American	1			
10.	Other Multi-Racial	1		2	
11.	Column Totals (Sum of Rows 1-10)	102	23	59	19

*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 income(s) for all households served with HOPWA housing subsidy assistance.

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

**Note:** Refer to <https://www.huduser.gov/portal/datasets/il.html> for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	107
2.	31-50% of area median income (very low)	13
3.	51-80% of area median income (low)	5
4.	<b>Total (Sum of Rows 1-3)</b>	<b>125</b>

**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 should complete Part 6: 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 Agency Name (Required)**

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**2. Capital Development**

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

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

	Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
	<input type="checkbox"/> New construction	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
	<input type="checkbox"/> Rehabilitation	\$	\$	
	<input type="checkbox"/> Acquisition	\$	\$	
	<input type="checkbox"/> Operating	\$	\$	
a.	Purchase/lease of property:			Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:			Date started: <span style="float: right;">Date Completed:</span>
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 = <span style="float: right;">Total Units =</span>
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 – Mobility Units - Sensory Units
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**

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	Total Number of Units in use during the Operating Year Categorized by the Number of Bedrooms per Units					
	SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a. Single room occupancy dwelling						
b. Community residence						
c. Project-based rental assistance units or leased units						
d. Other housing facility <b>Specify:</b>						

**4. Households and Housing Expenditures**

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor 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
a. Leasing Costs		
b. Operating Costs		
c. Project-Based Rental Assistance (PBRA) or other leased units		
d. Other Activity (if approved in grant agreement) <b>Specify:</b>		
e. Adjustment to eliminate duplication (subtract)		
f. <b>TOTAL Facility-Based Housing Assistance (Sum Rows a through d minus Row e)</b>		