

1. CLARE Housing APR

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

OMB Approval No. 2506-0133 (exp.04/30/2007)

Annual Progress Report (APR) for Housing Opportunities for Persons With AIDS (HOPWA)

Housing Opportunities for Persons With AIDS (HOPWA) Annual Progress Report

Public reporting burden for this collection of information is estimated to average 65 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is collected under the authority of the AIDS Housing Opportunity Act (AHOA), as amended, 42 U.S.C. 12901, which authorizes HUD to provide States and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons living with acquired immune deficiency syndrome (AIDS) or HIV infection and their families. The statute includes the following items that necessitate the collection of this information: (1) the AHOA authorizes the Department to conduct a national competition for the award of funds for ten percent of the annual appropriation for the Housing Opportunities for Persons With AIDS (HOPWA) program; and (2) the AHOA requires that recipients of assistance report on the use of amounts received, including the number of individuals assisted, the types of assistance provided and other information determined to be appropriate by the Secretary. This notice applies to grants selected under the national competitions. HUD selects the highest rated applicants for special projects of national significance and applicants for projects that are part of long-term comprehensive strategies for providing housing and related services in areas that do not qualify for formula allocations. Annual Progress Reports provide HUD with essential information on project activities in reporting to Congress and the public on the use of program funds. In addition, the reports assist HUD Offices in monitoring the use of Federal funds, and ensuring statutory and regulatory compliance. Information is collected on an annual basis in the application to make selections and in the annual progress report to report on program activities based on statutory requirements at 42 U.S.C. 12903(b)(3) and 12911. Less frequent submission of information on program accomplishments, which is contained in the Annual Progress Report, could compromise the legal, efficient and effective implementation of the program. The information to be submitted by applicants and recipients is considered public information, except to the extent that applications contain personal or proprietary information or are in use for the competition during a covered use period under the HUD Reform Act.

General Instructions

Purpose. The Annual Progress Report (APR) tracks the accomplishments of the Housing Opportunities for Persons With AIDS (HOPWA) Program. This report will provide the grantee and HUD with important information necessary to assess the grantee's program.

Applicability. Grantees must complete this report for each program year in which HOPWA grant funds were expended. Each competitive grant should be reported in a separate APR.

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Organization of the Report. The information included in this report is organized in the following manner:

Part 1 Summary. This section provides an overview of the activities carried out. Grantees also describe any barriers encountered and their actions in response and recommendations for program improvements.

Part 2 Demographics. This part provides information on the characteristics of persons assisted by the program.

Part 3 Program Expenditures and Housing Provided. This part provides information on the financial status of the program including summary expenditure information and information on housing assistance and supportive services by each site and project sponsor.

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

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U.S. Department of Housing and Urban Development
Office of Community Planning and Development
451 Seventh Street, SW Washington, D.C. 20410

**Housing Opportunities for Persons with AIDS (HOPWA)
Annual Progress Report**

Grant Number(s)	Program Year for this report From (mm/dd/yy) 6/1/04 To (mm/dd/yy) 5/31/05
Grantee Name Clare Housing	
Name of EMSA (if applicable) City of Minneapolis	
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31U.S.C.3729,3802)	
Name & Title of Authorized Official Lee Lewis, Executive Director	Signature & Date (mm/dd/yy)
Name & Title of the Person who can answer questions about this report Lee Lewis	Phone (include area code) 651.222.6409
Address 68 West Exchange Street, St. Paul, MN 55102	

Part 1 Summary.

Exhibit A - Overview of Accomplishments.

Please briefly describe the principal activities carried out during the program year on a page(s) attached to this report. List your specific objectives and briefly describe your success in meeting these objectives. Technical Assistance / Resource Development activities should be described in this section. Including information on how recipients of assistance were chosen and on what services were provided.

Exhibit B - Program Improvements.

Describe on a page(s) attached to this report:

(1) **Barriers.** Any barriers or difficulties that were encountered in implementing the program, including residents' concerns, and actions that were taken to address those issues: and

(2) **Recommendations.** Any recommendations that you may have for program improvements, including procedural, regulatory, or other changes, and how such improvements would assist eligible persons.

Part 2 Demographics.

THE PROJECT HAS NOT OPENED YET

Exhibit C - Numbers of Persons and Families Assisted During the Program Year with HOPWA Funds.

1. Persons Assisted With Housing Assistance. In the table below, enter the number of persons who received housing assistance funded by HOPWA during the program year. Do not report on persons only receiving supportive services or persons only receiving housing information services. If a person's HIV status is unknown, count that person in (b).

a. Number of persons (adults and children) with HIV/AIDS who received housing assistance	
b. Number of other persons in family units who received housing assistance	
c. Total of persons who received housing assistance (a. plus b.)*	

* Note that this number will be the basic participation number used for reporting other program information throughout the report, including the characteristics of persons assisted (Exhibit D).

2. Families Assisted With Housing Assistance. Of the total of persons assisted with housing assistance (1-c, above), how many family units were assisted (do not include single person households).

(Definition of Family: "Family" means a household composed of two or more related persons. The term "family" also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his/her death. [Section 574.3])

Total of family units assisted with housing assistance:

3. Persons Assisted With Supportive Services Only. In the table below, enter the number of persons who received only supportive services funded by HOPWA during the program year. Do not include persons who received supportive services in conjunction with housing assistance (1-c. above).

a. Number of persons (adults and children) with HIV/AIDS who received supportive services only	
b. Number of other persons in family units who received supportive services only	
c. Total of persons who received supportive services only (a. plus b.)	

4. Persons Receiving Housing Information Services. Enter the estimated number of persons who received housing information services funded by HOPWA during the program year. This number may include persons also reported above (1, 2, and 3).

Estimated total of persons receiving housing information services:

Exhibit D - Characteristics of Persons Receiving Housing Assistance During the Program Year.

THE PROGRAM HAS NOT OPENED YET

Throughout this exhibit answer all questions regarding persons receiving HOPWA supported housing assistance during the year (i.e. persons reported in Exhibit C 1). Do not include information on persons only provided with supportive services or housing information

1. Demographics.

a. Age and gender. Of those who received housing assistance during the operating year, how many are in the following age and gender categories?

Persons	male	female
a. 17 years and under		
b. 18 to 30 years		
c. 31 to 50 years		
d. 51 years and over		

b. Hispanic/non-Hispanic. How many participants are in the following ethnic categories?

a. Hispanic	
b. Non-Hispanic	

c. Race. How many participants are in the following racial categories?

a. Asian/Pacific Islander	
b. Black	
c. Native American or Alaskan Native	
d. White	

d. Recent living situation. How many participants were in the following living situations immediately prior to entering the program? Include participants in the one category that best describes the participant's most recent living situation.

a. Homeless from the streets	
b. Homeless from emergency shelters	
c. Transitional housing	
d. Psychiatric facility*	
e. Substance abuse treatment facility*	
f. Hospital or other medical facility*	
g. Jail/prison *	
h. Domestic violence situation	
i. Living with relatives/friends	
j. Rental housing	
k. Participant-owned housing	
l. Other (please specify)	

* If a participant or family head(s) of household came from one of these facilities but were there less than 30 days and were living on the street or in emergency shelter before entering the treatment facility, they should be counted in either the street or shelter category, as appropriate.

2. Incomes. For those receiving housing assistance, enter the number of individuals and family units falling under these income categories at the time of their entry into the program. (The total for this element may differ from the total in Exhibit C 1.)

	Gross Monthly Incomes at Entry in Program					
	\$0-250	\$251-500	\$501-1000	\$1001-1500	\$1501-2000	\$2001+
Number of individuals and family units						

3. Reasons for leaving. Of those who left a program that provided housing assistance during the operating year and **are not expected to return** (do not include, for example, participants who temporarily left their housing for a brief period of hospitalization), complete the chart below based on how long they were in the program before leaving and the primary reason for their leaving the program. If a participant left for multiple reasons. *Include only the primary reason* for their departure.

Reason for Leaving	Number of Months in Program			
	less than 3	3 to 6	7 to 12	more than 12
a. Voluntary departure				
b. Non-payment of rent				
c. Non-compliance with supportive service requirements				
d. Unknown/Disappeared				
e. Criminal activity / destruction of property / violence				
f. Death				
g. Other (please specify)				

Part 3 Program Expenditures and Housing Provided.

Expenditures are amounts spent for eligible activities. Do not include non-HOPWA sources or in-kind items, such as the value of services or materials provided by volunteers or by other individuals or organizations.

Exhibit E - Summary of Program Expenditures.

This exhibit will provide information about available HOPWA funds and HOPWA expenditures for the program during the reporting period.

Include only expenditures made from a single competitively-awarded HOPWA grant. Please round dollar amounts to the nearest dollar.

HOPWA Funding Available	
1. Unexpended HOPWA funds at end of previous report period (this balance is 0 in the first year of program)	0
2. Amount of HOPWA grant received during period	
3. Program income (e.g., loan repayments)	
4. Total of HOPWA funds available during period (sum of lines 1 thru 3)	

Also report the following aggregate totals by type of activity for the report period (totals equal all expenditures of HOPWA funds during this period):

HOPWA Expenditures (Totals by Eligible Activity)	
5. Expenditures for Housing Information Services	
6. Expenditures for Resource Identification	
7. Expenditures for Housing Assistance (equals the sum of all sites and scattered-site Housing Assistance reported in Exhibit G.)	
8. Expenditures for Supportive Services (equals the sum of all Exhibit H funds used)	
9. Grantee Administrative Costs expended	
10. Project Sponsor(s) Administrative Costs expended	
11. Total of HOPWA funds expended during period (sum of lines 5 thru 10)	
12. Balance of HOPWA funds at end of report period (line 4 minus line 11)	

Exhibit F - Units of Housing Assistance.

For housing assistance provided in facilities, including project-based rental assistance, complete Item 1. For housing assistance payments, either tenant-based rental assistance or short-term payments, complete Item 2.

1. Units by type of housing facility. Report the number of units that were used during the program year by number of bedrooms. Enter the number of units of project-based rental assistance under the appropriate type of facility.

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Short-term facility							
b. Single room occupancy dwelling							
c. Community residence							
d. Other housing facility (specify):							

2. Units by type of housing assistance payment. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedroom size						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance							
b. Short-term rent, mortgage and utility payments							

(Note: This page summarizes information provided on each site or activity location in Exhibit G.)

Exhibit G - Housing Assistance Expenditures.

1. Facility Based Housing Assistance. For each site, provide information on development actions and actual HOPWA expenditures for a facility during the report period. Such facilities include community residences, SRO dwellings, short-term facilities, and other housing facilities approved by HUD, and non-housing based facilities. A site may include more than one structure or type of facility. All expenditures for acquisition, rehabilitation/conversion, lease, repairs, new construction, operating costs and technical assistance for a facility should be reported in this exhibit. (Please do not include funding for related supportive services; these services are reported in Exhibit H. Except for administrative costs for community residences supported by a 1992 grant, all grantee and project sponsor administrative expenses are reported in Exhibit E. Housing information services and resource identification are also reported in Exhibit E.)

1-a Site Information.

Name of project Clare Apartments	Name and Address of project sponsor Clare Housing, 68 West Exchange Street, St. Paul, MN 55102
Address/location of site 929 Central Avenue NE, Minneapolis, MN 55414	

1-b Site development actions. For each site, provide the following dates or other information. (Do not submit if a previous annual progress report indicated that all activities at this site were completed and that services had been initiated.)

a. Date of closing on purchase of building or execution of lease 12/16/04	e. Date new construction was completed Construction still in process
b. Date rehabilitation started N/A	f. Date operations staff was hired N/A
c. Date rehabilitation was completed N/A	g. Date residents began to occupy N/A
d. Date new construction started 10/22/04	h. Date supportive services began N/A

1-c Units by type of housing facility.

Indicate the type of housing that was provided (i.e., enter one of the following: Short-term facility, SRO dwelling, Community residence, or specify another type of housing facility).

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2bdrms	3 bdrms	4 bdrms	5+bdrms
a. Short-term facility							
b. Single room occupancy dwelling							
c. Community residence							
d. Other housing facility (specify):							

1-d Expenditures by facility site. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of activity	HOPWA Funds
a. Acquisition	
b. Rehabilitation/conversion/repair	
c. Lease	
d. New construction (community residences/SRO dwellings only)	209,631
e. Operating costs	
f. Technical assistance (community residences only)	
g. Project-based rental assistance	
h. Other (specify)	
i. HOPWA Total for this site	209,631

2. Scattered-Site Housing Assistance. For housing assistance provided through tenant-based rental assistance and short-term rent, mortgage, and utility payments, submit this form for **each** project carrying out scattered-site housing assistance.

1-a Name and address of project sponsor

2-b General location(s) of activity

2-c Implementation actions. For the project, provide the following dates. (Do not submit if a previous annual progress report indicated that housing assistance and services had been initiated.)

a. Date residents began to use payments (mm/dd/yy)	
b. Date supportive services began (mm/dd/yy)	

2-d Units by type of housing assistance payments. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance							
b. Short-term rent, mortgage and utility payments							

2-e Expenditures by type of housing assistance payment. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of housing assistance payment	HOPWA Funds
a. Tenant-based rental assistance	
b. Short-term rent, mortgage and utility payments	

Exhibit H- Supportive Service Expenditures.

Submit this form for each project carrying out supportive services activities. *

Name and Address of project sponsor

General location(s) of activity

Date services began: _____

Enter amount for supportive services(s) which apply	Amount
1. Outreach	
2. Case management/client advocacy/access to benefits/services	
3. Life management (outside of case management)	
4. Nutritional services/meals	
5. Adult day care and personal assistance	
6. Child care and other children services	
7. Education	
8. Employment assistance	
9. Alcohol and drug abuse services	
10. Mental health services	
11. Health/medical/intensive care services	
12. Permanent housing placement	
13. Other (specify)	
14. HOPWA total for this sponsor	

*For each project sponsor or for the grant in total, report on the amounts expended by type of activity. In cases where multiple activities are carried out by the sponsor and records do not reflect actual expenditures by individual services, provide the total amount expended by the sponsor during the reporting period and an estimate of the amounts by type of activity or, aggregate the amount reported under the primary type of service provided by the sponsor.

**HOPWA
Annual Progress Report
Exhibit A
Overview of Accomplishments**

**Clare Apartments
Minneapolis, Minnesota
Grant Number 46-H02-0023
Program Year: 6/1/04 – 5/31/05**

For most of the program year activity has consisted of planning for construction [development] and services. Major milestones were:

December 2003	Demolished the building on one parcel of property
December 2003 – May 2004	Community Service Advisory Committee met
April 19, 2004	Received Minneapolis Planning Commission approval
May 14	Received Minneapolis City Council Approval
September 19	Executed an AHAP agreement with Minneapolis Public Housing Authority for 28 of the units
October 10	Ground Breaking ceremony
October 22	Notice to Proceed received
October 25	Construction start
December 16	Closed on financing; Limited Partnership Agreement signed

Overview

In December 2003, after three years of planning, gaining site control and working with the community and public officials, an agreement was signed by the Saint Anthony East Neighborhood Association, Central Community Housing Trust [CCHT], the Minneapolis Public Housing Authority [MPHA] and Clare Housing on the parameters of developing several parcels of land. This agreement was a major break through that allowed the project to move forward.

Clare Apartments will occupy a site that is close to the downtown and on a major transit corridor and had been vacant for 30 years. The site posed a number of challenges to development, including a utility easement running through the middle upon which no permanent structures could be built. The apartments will consist of 32 units of affordable housing with supportive services for people living with HIV/AIDS [PLAH/A] and Clare Housing's corporate offices.

Clare Apartments has been the catalyst for a collaborative redevelopment of the entire block. In addition to Clare Apartments, eight owner occupied town homes are being developed by Central Community Housing Trust and MPHA's parking is being reconstructed. The urban landscape and environment will be significantly improved with more useable green space. Clare Housing's move to the site will add further employment to the area.

The result is that the HOPWA funded housing will be more integrated and there will be more amenities for the tenants of Clare Apartments. However, the collaboration made the project significantly more complicated and required more time to bring to completion.

Community Services Advisory Committee

Prior to the program year Clare Housing had conducted two focus groups of consumers/potential tenants and two focus groups of funders and providers of services to PLWH/A. This led to Clare Housing recruiting a committee comprised of potential tenants, AIDS service organization staff, mental health and chemical dependency professionals, Ryan White case managers, Corporation for Supportive Housing [CSH] staff and Clare Housing staff and board. The charge to the committee began:

The success of this project rests on the collaboration of the community – both the HIV/AIDS community and service providers. Clare Apartments community advisory committee's purpose is to assist Clare Housing in the

development of service and management plans for its proposed 32 units of affordable housing with supportive services for people with AIDS [PWA].

Besides accessing the expertise and knowledge of the community, a secondary reason for establishing the committee was to further outreach and marketing. Through engaging a broad section of the HIV/AIDS community we hoped to “get the word out” and generate interest in the project. We were very successful in realizing each of these objectives.

The committee’s work was facilitated by a consultant and directed by a steering committee comprised of a board member and staff from Clare Housing, CSH staff and a social worker who works with the state’s AIDS foster homes.

The final product of the committee’s work was a plan that identified the needs of the community and the supportive services and guidelines that would most likely ensure the appropriateness and effectiveness of the program.

Evaluation

Clare Housing’s executive director attended the HOPWA working sessions in July in San Diego.

During the program year, Clare Housing solicited and interviewed three potential evaluators. On June 14, 2005 Clare Housing signed a contract with Rainbow Research of Minneapolis to conduct the evaluation.

Agreement to Enter Housing Assistance Payments

This was a significant milestone. The fact that 28 of the 32 units will be Project Based Section 8 increases the accessibility of the housing and creates a revenue stream that will allow the project to operate with a balanced budget. Changes in funding of the Section 8 program occurred in 2004 that jeopardized the project’s viability. However, advocacy and negotiating efforts secured the agreement. The payments, however, will be lower than originally projected. That change required further negotiation with the Minnesota Housing Finance Agency [MHFA] and the syndicator for the low income tax credits in order to assure adequate operational financing.

Ground Breaking Ceremony

This event drew about 75 people, received media attention and was truly a community celebration. The speakers included the Minneapolis mayor and city council president, the deputy director of the MHFA, a Hennepin County commissioner and the executive director and president of the board of Clare Housing. Also in attendance were potential tenants, funders, neighbors, a state senator, city council members and county board commissioners.

Construction start

Construction was begun before the project closed on its financing. This was a measured risk that Clare Housing undertook in order to minimize increases in the cost of the project due to winter conditions and to avoid jeopardizing the low income tax credits. As of May 31, 2005 construction was about 80% complete.

Limited Partnership

Clare Housing Limited Liability Company executed a limited partnership with National Equity Fund [NEF] in December. NEF is the syndicator for the low income tax credits and will invest \$3,002,204.

Closing

Closing on the finances took place in December, 2004. Besides the low income tax credits and HOPWA funding, the sources are:

General Partner	\$59,650
HUD SHP	400,000
Minneapolis CDBG	435,000
Federal Home Loan Bank	146,970
Hennepin County	435,000
MHFA	220,000
Family Housing Fund	100,000

Since then, Clare Housing has been awarded \$90,000 from the Minneapolis Neighborhood Revitalization Program toward construction of the apartments.

Service Funding/Leveraging

Clare Housing will provide services to the tenants of the apartments and has applied to the state of Minnesota for a license as an Assisted Living Home Care provider. Clare Apartments Limited Partnership has applied to the state for registration as a Housing with Services establishment. During the program year, Clare Housing staff has been negotiating for funding for the on-going supportive services. Though not completed, the prospect of securing adequate funding is relatively good.

Clare Housing is in the process of hiring professional staff for the assisted living home care program. The services will have to be fully staffed for the 3 to 4 months it takes to lease the building up when only partial revenues will be available. To accomplish this Clare Housing secured funding from Hennepin County's Supportive Housing Incentive Fund [\$75,000] and the United Way [\$30,000] to help defray the costs of starting services.

**HOPWA
Annual Progress Report
Exhibit B
Program Improvements**

**Clare Apartments
Minneapolis, Minnesota
Grant Number 46-H02-0023
Program Year: 6/1/04 – 5/31/05**

The program had not commenced in the program year, so there are no barriers or difficulties to report.

2. St. Christopher APR

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U.S. Department of Housing and Urban Development
Office of Community Planning and Development
451 Seventh Street, SW Washington, D.C. 20410

**Housing Opportunities for Persons with AIDS (HOPWA)
Annual Progress Report**

Grant Number(s) 01-HOPWA-3151	Program Year for this report From (mm/dd/yy) 10/01/04 To (mm/dd/yy) 05/31/05
Grantee Name Catholic Charities of the Archdiocese of St. Paul and Minneapolis	
Name of EMSA (if applicable)	
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31U.S.C.3729,3802)	
Name & Title of Authorized Official Patricia Wilder, Chief Program Officer	Signature & Date (mm/dd/yy)
Name & Title of the Person who can answer questions about this report Carol Hood	Phone (include area code) 612-664-8525
Address 1200 Second Ave South, Minneapolis, MN 55403	

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Part 2 Demographics.

Exhibit C - Numbers of Persons and Families Assisted During the Program Year with HOPWA Funds.

1. Persons Assisted With Housing Assistance. In the table below, enter the number of persons who received housing assistance funded by HOPWA during the program year. Do not report on persons only receiving supportive services or persons only receiving housing information services. If a person's HIV status is unknown, count that person in (b).

a. Number of persons (adults and children) with HIV/AIDS who received housing assistance	4
b. Number of other persons in family units who received housing assistance	0
c. Total of persons who received housing assistance (a. plus b.)*	4

* Note that this number will be the basic participation number used for reporting other program information throughout the report, including the characteristics of persons assisted (Exhibit D).

2. Families Assisted With Housing Assistance. Of the total of persons assisted with housing assistance (1-c, above), how many family units were assisted (do not include single person households).

(Definition of Family: "Family" means a household composed of two or more related persons. The term "family" also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his/her death. [Section 574.3])

Total of family units assisted with housing assistance: 0

3. Persons Assisted With Supportive Services Only. In the table below, enter the number of persons who received only supportive services funded by HOPWA during the program year. Do not include persons who received supportive services in conjunction with housing assistance (1-c. above).

a. Number of persons (adults and children) with HIV/AIDS who received supportive services only	0
b. Number of other persons in family units who received supportive services only	0
c. Total of persons who received supportive services only (a. plus b.)	0

4. Persons Receiving Housing Information Services. Enter the estimated number of persons who received housing information services funded by HOPWA during the program year. This number may include persons also reported above (1, 2, and 3).

Estimated total of persons receiving housing information services: 0

Exhibit D - Characteristics of Persons Receiving Housing Assistance During the Program Year.

Throughout this exhibit answer all questions regarding persons receiving HOPWA supported housing assistance during the year (i.e. persons reported in Exhibit C 1). Do not include information on persons only provided with supportive services or housing information

1. Demographics.

a. Age and gender. Of those who received housing assistance during the operating year, how many are in the following age and gender categories?

Persons	male	female
a. 17 years and under	0	0
b. 18 to 30 years	0	0
c. 31 to 50 years	4	0
d. 51 years and over	0	0

b. Hispanic/non-Hispanic. How many participants are in the following ethnic categories?

a. Hispanic	0
b. Non-Hispanic	4

c. Race. How many participants are in the following racial categories?

a. Asian/Pacific Islander	0
b. Black	3
c. Native American or Alaskan Native	0
d. White	1

d. Recent living situation. How many participants were in the following living situations immediately prior to entering the program? Include participants in the one category that best describes the participant's most recent living situation.

a. Homeless from the streets	1
b. Homeless from emergency shelters	0
c. Transitional housing	0
d. Psychiatric facility*	0
e. Substance abuse treatment facility*	1
f. Hospital or other medical facility*	1
g. Jail/prison *	0
h. Domestic violence situation	0
i. Living with relatives/friends	1
j. Rental housing	0
k. Participant-owned housing	0
l. Other (please specify)	0

* If a participant or family head(s) of household came from one of these facilities but were there less than 30 days and were living on the street or in emergency shelter before entering the treatment facility, they should be counted in either the street or shelter category, as appropriate.

2. Incomes. For those receiving housing assistance, enter the number of individuals and family units falling under these income categories at the time of their entry into the program. (The total for this element may differ from the total in Exhibit C 1.)

	Gross Monthly Incomes at Entry in Program					
	\$0-250	\$251-500	\$501-1000	\$1001-1500	\$1501-2000	\$2001+
Number of individuals and family units	3	0	1	0	0	0

3. Reasons for leaving. Of those who left a program that provided housing assistance during the operating year and **are not expected to return** (do not include, for example, participants who temporarily left their housing for a brief period of hospitalization), complete the chart below based on how long they were in the program before leaving and the primary reason for their leaving the program. If a participant left for multiple reasons. *Include only the primary reason* for their departure.

Reason for Leaving	Number of Months in Program			
	less than 3	3 to 6	7 to 12	more than 12
a. Voluntary departure	1	0	0	0
b. Non-payment of rent	0	0	0	0
c. Non-compliance with supportive service requirements	0	0	0	0
d. Unknown/Disappeared	0	0	0	0
e. Criminal activity / destruction of property / violence	0	0	0	0
f. Death	0	0	0	0
g. Other (please specify)	0	0	0	0

Part 3 Program Expenditures and Housing Provided.

Expenditures are amounts spent for eligible activities. Do not include non-HOPWA sources or in-kind items, such as the value of services or materials provided by volunteers or by other individuals or organizations.

Exhibit E - Summary of Program Expenditures.

This exhibit will provide information about available HOPWA funds and HOPWA expenditures for the program during the reporting period.

Include only expenditures made from a single competitively-awarded HOPWA grant. Please round dollar amounts to the nearest dollar.

HOPWA Funding Available	
1. Unexpended HOPWA funds at end of previous report period (this balance is 0 in the first year of program)	0
2. Amount of HOPWA grant received during period	245040
3. Program income (e.g., loan repayments)	
4. Total of HOPWA funds available during period (sum of lines 1 thru 3)	245040

Also report the following aggregate totals by type of activity for the report period (totals equal all expenditures of HOPWA funds during this period):

HOPWA Expenditures (Totals by Eligible Activity)	
5. Expenditures for Housing Information Services	
6. Expenditures for Resource Identification	
7. Expenditures for Housing Assistance (equals the sum of all sites and scattered-site Housing Assistance reported in Exhibit G.)	245040
8. Expenditures for Supportive Services (equals the sum of all Exhibit H funds used)	
9. Grantee Administrative Costs expended	
10. Project Sponsor(s) Administrative Costs expended	
11. Total of HOPWA funds expended during period (sum of lines 5 thru 10)	245040
12. Balance of HOPWA funds at end of report period (line 4 minus line 11)	0

Exhibit F - Units of Housing Assistance.

For housing assistance provided in facilities, including project-based rental assistance, complete Item 1. For housing assistance payments, either tenant-based rental assistance or short-term payments, complete Item 2.

1. Units by type of housing facility. Report the number of units that were used during the program year by number of bedrooms. Enter the number of units of project-based rental assistance under the appropriate type of facility.

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Short-term facility	0	0	0	0	0	0	0
b. Single room occupancy dwelling	5						
c. Community residence	0	0	0	0	0	0	0
d. Other housing facility (specify):	0	0	0	0	0	0	0

2. Units by type of housing assistance payment. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedroom size						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance	0	0	0	0	0	0	0
b. Short-term rent, mortgage and utility payments	0	0	0	0	0	0	0

(Note: This page summarizes information provided on each site or activity location in Exhibit G.)

Exhibit G - Housing Assistance Expenditures.

1. Facility Based Housing Assistance. For each site, provide information on development actions and actual HOPWA expenditures for a facility during the report period. Such facilities include community residences, SRO dwellings, short-term facilities, and other housing facilities approved by HUD, and non-housing based facilities. A site may include more than one structure or type of facility. All expenditures for acquisition, rehabilitation/conversion, lease, repairs, new construction, operating costs and technical assistance for a facility should be reported in this exhibit. (Please do not include funding for related supportive services; these services are reported in Exhibit H. Except for administrative costs for community residences supported by a 1992 grant, all grantee and project sponsor administrative expenses are reported in Exhibit E. Housing information services and resource identification are also reported in Exhibit E.)

1-a Site Information.

Name of project St. Christopher Place	Name and Address of project sponsor Catholic Charities of the Archdiocese of St Paul and Minneapolis 1200 Second Ave South, Minneapolis MN ;55403
Address/location of site 268 Marshall Ave, Minneapolis, MN 11111	

1-b Site development actions. For each site, provide the following dates or other information. (Do not submit if a previous annual progress report indicated that all activities at this site were completed and that services had been initiated.)

a. Date of closing on purchase of building or execution of lease 12/23/2003	e. Date new construction was completed
b. Date rehabilitation started 1/04	f. Date operations staff was hired 9/04
c. Date rehabilitation was completed 10/04	g. Date residents began to occupy 10/04
d. Date new construction started	h. Date supportive services began

1-c Units by type of housing facility.

Indicate the type of housing that was provided (i.e., enter one of the following: Short-term facility, SRO dwelling, Community residence, or specify another type of housing facility).

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2bdrms	3 bdrms	4 bdrms	5+bdrms
a. Short-term facility							
b. Single room occupancy dwelling	5						
c. Community residence							
d. Other housing facility (specify):							

1-d Expenditures by facility site. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of activity	HOPWA Funds
a. Acquisition	
b. Rehabilitation/conversion/repair	245040
c. Lease	
d. New construction (community residences/SRO dwellings only)	
e. Operating costs	
f. Technical assistance (community residences only)	
g. Project-based rental assistance	
h. Other (specify)	
i. HOPWA Total for this site	245040

2. Scattered-Site Housing Assistance. For housing assistance provided through tenant-based rental assistance and short-term rent, mortgage, and utility payments, submit this form for **each** project carrying out scattered-site housing assistance.

1-a Name and address of project sponsor

2-b General location(s) of activity

2-c Implementation actions. For the project, provide the following dates. (Do not submit if a previous annual progress report indicated that housing assistance and services had been initiated.)

a. Date residents began to use payments (mm/dd/yy)	
b. Date supportive services began (mm/dd/yy)	

2-d Units by type of housing assistance payments. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance							
b. Short-term rent, mortgage and utility payments							

2-e Expenditures by type of housing assistance payment. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of housing assistance payment	HOPWA Funds
a. Tenant-based rental assistance	
b. Short-term rent, mortgage and utility payments	

Exhibit H- Supportive Service Expenditures.

Submit this form for each project carrying out supportive services activities. *

Name and Address of project sponsor

General location(s) of activity

Date services began: _____

Enter amount for supportive services(s) which apply	Amount
1. Outreach	
2. Case management/client advocacy/access to benefits/services	
3. Life management (outside of case management)	
4. Nutritional services/meals	
5. Adult day care and personal assistance	
6. Child care and other children services	
7. Education	
8. Employment assistance	
9. Alcohol and drug abuse services	
10. Mental health services	
11. Health/medical/intensive care services	
12. Permanent housing placement	
13. Other (specify)	
14. HOPWA total for this sponsor	

*For each project sponsor or for the grant in total, report on the amounts expended by type of activity. In cases where multiple activities are carried out by the sponsor and records do not reflect actual expenditures by individual services, provide the total amount expended by the sponsor during the reporting period and an estimate of the amounts by type of activity or, aggregate the amount reported under the primary type of service provided by the sponsor.

Exhibit A - Overview of Accomplishments.

Please briefly describe the principal activities carried out during the program year on a page(s) attached to this report. List your specific objectives and briefly describe your success in meeting these objectives. Technical Assistance / Resource Development activities should be described in this section. Including information on how recipients of assistance were chosen and on what services were provided.

During the first year of operation, we concentrated on filling up the facility. Our goals were to use the subsidized PHA rooms to house all our HOPWA residents. We specifically mixed the fourteen PHA rooms among the seventy total units in the building. We have one floor specifically set up for women. On this floor we have four PHA rooms and the other ten PHA rooms are mixed among the 3rd and 4th floors that are set up for men. We determined the best way to keep from having the fourteen units and the tenants in those room from being labeled in any way was to mix the PHA rooms among the other rooms throughout the building.

Finding HOPWA candidates has been more difficult than we initially thought it would be. Due to this, we changed our tactics on the use of the PHA project based rooms. We determined that we would not make HOPWA candidates wait for the PHA approval process that can take 6 to 8 weeks. Instead, we would speed up the process and move the HOPWA resident in immediately after processing their application and completing an intake. The financial matter would be handled in the following way:

- Catholic Charities would grant the HOPWA residents a room immediately based on the same subsidized formula as our PHA section 8 project-based rooms. Catholic Charities would cover the room costs except for the tenant portion of the room. We would then have them go through the PHA process and move them into PHA section 8 project-based rooms when PHA approved them.

This new way of handling the applicants removed one barrier for our HOPWA candidates and sped up their housing options.

We have not had the success we would like in filling the HOPWA rooms. We have had applicants not following through on the application process, we have had some tenants move in and out with in 4 to 6 weeks, and we have had a person move in shortly after we opened and is still here. We are looking to stabilize our HOPWA population and even increase beyond the five units set aside for HOPWA. We believe that the fourteen PHA units are good match for the needs within the population living with AIDs and HIV.

We are redirecting our attention and specifically targeting service providers that work with persons with AIDs and HIV. We believe that through this more focused marketing we can increase our housing of persons with AIDs and HIV.

When persons arrive, our goals are to ensure that the needed connections to the services in the community are available and continually presented to tenants so they are fully aware of service options. A goal plan is established with tenants to connect and participate in services needed to assist them in successfully living at St. Christopher Place as long as possible.

Exhibit B - Program Improvements.

Describe on a page(s) attached to this report:

(1) Barriers. Any barriers or difficulties that were encountered in implementing the program, including residents' concerns, and actions that were taken to address those issues:

We found that in communicating to the wider community about our new 70 unit housing facility, there had been some misunderstanding about the 14 PHA units and the 5 units specifically set up for by the HOPWA funding. We have and continue to address these misunderstandings with groups and we are refocusing our attention on specifically addressing those 5 HOPWA units with a new marketing plan.

The issue of kitchen space being down two or three floors did not allow for additional refrigerator space in rooms. We are purchasing additional refrigerators for the rooms to assist in medication storage for tenants needing those appliances.

(2) Recommendations. Any recommendations that you may have for program improvements, including procedural, regulatory, or other changes, and how such improvements would assist eligible persons.

We have updated the St. Christopher application to include language that informs prospective tenants with disabilities that we have multiple housing options for new tenants that include preferences for persons who are impaired by disabilities that include AIDs or HIV.

We are creating a new marketing plan that includes brochures targeting service providers for person who are living with AIDs and HIV. We will also emphasize the subsidy these rooms come with.

3. Minnesota AIDS Project (MAP) APR

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

OMB Approval No. 2506-0133 (exp.04/30/2007)

Annual Progress Report (APR) for Housing Opportunities for Persons With AIDS (HOPWA)

Housing Opportunities for Persons With AIDS (HOPWA) Annual Progress Report

Public reporting burden for this collection of information is estimated to average 65 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is collected under the authority of the AIDS Housing Opportunity Act (AHOA), as amended, 42 U.S.C. 12901, which authorizes HUD to provide States and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons living with acquired immune deficiency syndrome (AIDS) or HIV infection and their families. The statute includes the following items that necessitate the collection of this information: (1) the AHOA authorizes the Department to conduct a national competition for the award of funds for ten percent of the annual appropriation for the Housing Opportunities for Persons With AIDS (HOPWA) program; and (2) the AHOA requires that recipients of assistance report on the use of amounts received, including the number of individuals assisted, the types of assistance provided and other information determined to be appropriate by the Secretary. This notice applies to grants selected under the national competitions. HUD selects the highest rated applicants for special projects of national significance and applicants for projects that are part of long-term comprehensive strategies for providing housing and related services in areas that do not qualify for formula allocations. Annual Progress Reports provide HUD with essential information on project activities in reporting to Congress and the public on the use of program funds. In addition, the reports assist HUD Offices in monitoring the use of Federal funds, and ensuring statutory and regulatory compliance. Information is collected on an annual basis in the application to make selections and in the annual progress report to report on program activities based on statutory requirements at 42 U.S.C. 12903(b)(3) and 12911. Less frequent submission of information on program accomplishments, which is contained in the Annual Progress Report, could compromise the legal, efficient and effective implementation of the program. The information to be submitted by applicants and recipients is considered public information, except to the extent that applications contain personal or proprietary information or are in use for the competition during a covered use period under the HUD Reform Act.

General Instructions

Purpose. The Annual Progress Report (APR) tracks the accomplishments of the Housing Opportunities for Persons With AIDS (HOPWA) Program. This report will provide the grantee and HUD with important information necessary to assess the grantee's program.

Applicability. Grantees must complete this report for each program year in which HOPWA grant funds were expended. Each competitive grant should be reported in a separate APR.

Recordkeeping. An optional worksheet is included to assist grantees and project sponsors in recording the information necessary for completing this report. The worksheet may be used to record program information manually or to design a computer database to store and tabulate the information. 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, except for names and other identifying information. **Information is reported in aggregate to HUD. Do not submit the worksheet to HUD.**

Operating Year. Grantees have flexibility in setting the dates of operating years. A grantee of a competitively-awarded grant may set the operating start date for its program on a date up to four months following the date of the signing of the grant agreement and any change requires the approval of HUD by amendment.

Organization of the Report. The information included in this report is organized in the following manner:

Part 1 Summary. This section provides an overview of the activities carried out. Grantees also describe any barriers encountered and their actions in response and recommendations for program improvements.

Part 2 Demographics. This part provides information on the characteristics of persons assisted by the program.

Part 3 Program Expenditures and Housing Provided. This part provides information on the financial status of the program including summary expenditure information and information on housing assistance and supportive services by each site and project sponsor.

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

Filing Requirements. The information in this package must be submitted to: (1) the CPID Division Director in the HUD Field Office 90 days after the end of each program year. Failure to submit an Annual Progress Report may lead to a delay in receiving future grant funds; and (2) an additional copy should be sent to:

HOPWA Program, Office of HIV/AIDS Housing
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
451 Seventh Street, SW Washington, D.C. 20410

**Housing Opportunities for Persons with AIDS (HOPWA)
Annual Progress Report**

Grant Number(s) HOPWA 3621	Program Year for this report From (mm/dd/yy) June 1, 2004 To (mm/dd/yy) May 31, 2005
Grantee Name Minnesota AIDS Project	
Name of EMSA (if applicable)	
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31U.S.C.3729,3802)	
Name & Title of Authorized Official Lorraine Reel, Executive Director	Signature & Date (mm/dd/yy)
Name & Title of the Person who can answer questions about this report Regina Rippel, Program Manager	Phone (include area code) 612-373-2424
Address 1400 Park Ave Minneapolis, MN 55404	

Part 1 Summary.

Exhibit A - Overview of Accomplishments.

Please briefly describe the principal activities carried out during the program year on a page(s) attached to this report. List your specific objectives and briefly describe your success in meeting these objectives. Technical Assistance / Resource Development activities should be described in this section. Including information on how recipients of assistance were chosen and on what services were provided.

From June 1, 2004 to May 31, 2005, THP provided services to 99 households utilizing HOPWA grant funds. This number includes 34 families with children. The total number of persons housed during this period using HOPWA subsidies is 195. THP exceeded the contracted number of 60 households for this funding cycle by 65 %.

THP clients enter the program through referrals from metro area HIV case managers. Since THP operates at all times at capacity, we maintain a waiting list for those referrals. On the average we have 20 to 30 single individuals and 10 to 15 families on this waiting list. A prospective client has a waiting time of 2 to 3 months

Assisting clients in making the change from homelessness to permanent affordable housing

THP is not a facility, but scattered site housing program. Clients find housing in the community where they want to live. Housing specialists plan for permanent housing options as soon as the client is assigned to their caseload. Many clients have already applied for subsidized housing programs when they enter THP since we strongly encourage prospective clients to get their names on those waiting lists when they apply for THP. Additionally one of our housing specialist's contacts persons who are on the THP waiting list to find out if they have made a subsidized housing application. If they have not done so, she will assist them in the process.

Housing specialists work with clients to develop permanent housing options. So clients may be using the time in THP to get education /training for a future job, finding a job to increase income, or, applying at as many subsidized housing options as possible. Since waiting lists for permanent subsidies are very long it takes many months for clients to reach the top of them. In the meantime they will have stable housing through their THP subsidy and they can use the assistance of housing specialists in dealing with paperwork and interviews necessary to get into permanent subsidized housing.

Of the 24 clients who successfully completed the THP program, 11 (46%) had subsidized housing in place and 4 (17%) were in affordable housing, 6 (25 %) continued in market rate housing, 1 (4 %) moved to live with family and 1 (4 %) was jailed and 1 (4

%) moved out of state. Six THP clients were discharged due to lack of follow-through; five clients were discarded for various rental violations and two could not find housing because their barriers to obtaining an apartment were too severe. The remaining clients are still in the program.

Of those households who were discharged and had a housing subsidy in place, 6 (54%) were families. For these clients permanent housing is even more meaningful, since it typically takes years for a family to get permanent subsidized housing. Now they have safe and stable and affordable housing and the children can attend school consistently.

Article II. **Increased skill building and education**

When a client enters the THP program, housing specialists complete an extensive assessment with the client. During this process, the client and housing specialist explore the barriers that exist or have occurred in the past that interfere with the client's ability for maintaining housing. They also explore the strengths the client brings for success in the future. The client completes a housing knowledge assessment and a housing history. Based on this information the client and housing specialist design a personalized service plan, addressing the issues that brought on the housing emergency and planning for future, stable housing. A client and housing specialist will then meet at least two times per month. During these meetings the client and housing specialist evaluate progress towards the client's goals and talk about any housing related issues. . Each THP client receives a copy of the "FOR RENT" training manual which THP staff has designed. Housing Specialists use the manual as the basis for the housing education that is part of the THP program. The manual addresses housing related material and its aim is to help clients to know their rights and responsibilities as tenants and to have housing resources for the future.

All THP clients are also entered into a matching service called Housing Link matching that automatically provides information on subsidized housing options.

Progressing through the THP program

During the THP intake the housing specialist verifies the prospective THP client's eligibility criteria. The housing specialist also explains the THP's processes and provides the client with an intake folder containing all necessary materials to get the client started in the program. The intake session also looks at the client's housing needs and the barriers that may jeopardize housing. The Housing Specialist uses this information to develop an individualized service plan. If the client needs housing, the housing specialist and client will decide how much assistance is needed for finding a suitable apartment.

When the client finds a suitable apartment which falls into FMR guidelines, the housing specialist calculates the client's portion of the rent utilizing HOPWA regulations. The housing specialist also reviews the lease with the client before it is signed to ensure that it complies with local laws and that the client understands it. All landlords enter into a written agreement with THP that outlines the responsibilities and expectations of all parties involved. Before THP will begin to pay rent, the housing specialist performs a housing quality inspection to make sure that the unit is compliant with established standards. If not, repairs must be made within 30 days to continue the subsidy. The housing specialist pays special attention to the condition of paint if the unit was built before 1976 and will be occupied by families with children under the age of 6.

The housing specialist continues to work with the client throughout his/her stay in the program, assisting the client in accomplishing the goals established at intake. Often the housing specialist also plays the role of an advocate either with the landlord or a future housing agency. When a client is ready to leave THP the housing specialist makes sure that the current landlord receives proper notice and helps the client to make the transition to the subsidized housing option.

Article III. **Community education and expanding housing resources**

MAP provides Internet access to HIV-positive persons at its Positive link Resource Center. Individuals can use this access to find housing opportunities on line from the Housing Link. In addition they can search MAP's link to First Call Net on the website for any other housing related needs. This information is now also available by calling 211.

THP obtains weekly housing opportunities from the Housing Link and passes this info on to clients. Staff also posts this information for case managers or other staff to use.

MAP's housing services foster relationships with landlords in the community and it is not uncommon for landlords to call and offer

apartments to this program. The program has established a good and consistent service reputation and many management companies are eager to work with us.

MAP continued to be involved with various coalitions and housing planning groups in order to improve access to quality housing for low-income individuals.

Article IV. **Success in meeting program implementation requirements as stated in the grant**

- a. I All THP clients live in the eleven county metro area
- II All households have combined incomes below 80% of the area median as determined by HUD
- III One or more members of each participant household is/are HIV-positive and THP has this medical verification on record
- IV All THP clients have a metro area HIV case manager
- V All THP clients are homeless or at risk of homelessness at the time of entry into THP
- VI All THP clients have applied for any public assistance program for which they are eligible
- b. Priority
All THP clients have incomes at or below 50% of area medium income as determined by HUD

Exhibit B - Program Improvements.

Describe on a page(s) attached to this report:

- (1) **Barriers.** Any barriers or difficulties that were encountered in implementing the program, including residents' concerns, and actions that were taken to address those issues:

THP's waiting list reveals just how many people need financial assistance to maintain housing. Rates for rental units have remained stable still this year, but more people do not have the means to pay for a rental unit on their own. Our data show that 44 applicants (44 %) were doubled up with others at the time of referral (up 4 % from last year) and another 36 (36%) were rent burdened (also up 4% from last year).

Subsidized housing resources are dwindling with changes in federal allocation of Section 8 dollars and create a reduction of available slots in this program. Some THP clients were awarded section 8 vouchers; but they did not receive the vouchers because the program was "frozen". There are no more special programs to grant long-term vouchers as there had been a couple of years ago.

Affordable housing options for persons with incomes at or below 50% of median income are becoming fewer and fewer, despite the fact that more rental units are available, since rents are typically still more than 50% of social security or other public assistance incomes

- (2) **Recommendations.** Any recommendations that you may have for program improvements, including procedural, regulatory, or other changes, and how such improvements would assist eligible persons.

Continue to allocate HOPWA funding for tenant-based housing subsidies. These subsidies play a key role in helping a large number of HIV-positive persons in obtaining and ultimately maintaining stable housing. The "housing first" approach helps these households to establish themselves and get a stable roof over their heads. Since these funds offer flexibility in their use, clients can choose to live in neighborhoods that work for them and accommodate their needs for medical care, transportation, schools, work and more.

In many cases clients do not have a steady income and/or the large sum needed to get into an apartment. They may be able to work something out over time, such as getting onto social security or finding a job in the future. THP offers them the bridge needed to get into housing.

Once stabilized in an apartment, housing specialists work and plan for more permanent solutions. HOPWA funds buy tenants time to work on these goals and stability to get needed medical care, apply for work, find cheaper units, get assistance with application forms and help with many more services needed to establish permanent housing

Part 2 Demographics.

Exhibit C - Numbers of Persons and Families Assisted During the Program Year with HOPWA Funds.

1. Persons Assisted With Housing Assistance. In the table below, enter the number of persons who received housing assistance funded by HOPWA during the program year. Do not report on persons only receiving supportive services or persons only receiving housing information services. If a person's HIV status is unknown, count that person in (b).

a. Number of persons (adults and children) with HIV/AIDS who received housing assistance	99
b. Number of other persons in family units who received housing assistance	96
c. Total of persons who received housing assistance (a. plus b.)*	195

* Note that this number will be the basic participation number used for reporting other program information throughout the report, including the characteristics of persons assisted (Exhibit D).

2. Families Assisted With Housing Assistance. Of the total of persons assisted with housing assistance (1-c, above), how many family units were assisted (do not include single person households).

(Definition of Family: "Family" means a household composed of two or more related persons. The term "family" also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his/her death. [Section 574.3])

Total of family units assisted with housing assistance: 34

3. Persons Assisted With Supportive Services Only. In the table below, enter the number of persons who received only supportive services funded by HOPWA during the program year. Do not include persons who received supportive services in conjunction with housing assistance (1-c. above).

a. Number of persons (adults and children) with HIV/AIDS who received supportive services only	
b. Number of other persons in family units who received supportive services only	
c. Total of persons who received supportive services only (a. plus b.)	

4. Persons Receiving Housing Information Services. Enter the estimated number of persons who received housing information services funded by HOPWA during the program year. This number may include persons also reported above (1, 2, and 3).

Estimated total of persons receiving housing information services:

Exhibit D - Characteristics of Persons Receiving Housing Assistance During the Program Year.

Throughout this exhibit answer all questions regarding persons receiving HOPWA supported housing assistance during the year (i.e. persons reported in Exhibit C 1). Do not include information on persons only provided with supportive services or housing information

1. Demographics.

a. Age and gender. Of those who received housing assistance during the operating year, how many are in the following age and gender categories?

Persons	male	female
a. 17 years and under	0	1
b. 18 to 30 years	12	12
c. 31 to 50 years	36	27
d. 51 years and over	8	3

b. Hispanic/non-Hispanic. How many participants are in the following ethnic categories?

a. Hispanic	4
b. Non-Hispanic	95

c. Race. How many participants are in the following racial categories?

a. Asian/Pacific Islander	2
b. Black	57
c. Native American or Alaskan Native	2
d. White	26

d. Recent living situation. How many participants were in the following living situations immediately prior to entering the program? Include participants in the one category that best describes the participant's most recent living situation.

a. Homeless from the streets	4
b. Homeless from emergency shelters	6
c. Transitional housing	1
d. Psychiatric facility*	1
e. Substance abuse treatment facility*	5
f. Hospital or other medical facility*	
g. Jail/prison *	
h. Domestic violence situation	2
i. Living with relatives/friends	44
j. Rental housing	36
k. Participant-owned housing	
l. Other (please specify)	

* If a participant or family head(s) of household came from one of these facilities but were there less than 30 days and were living on the street or in emergency shelter before entering the treatment facility, they should be counted in either the street or shelter category, as appropriate.

2. Incomes. For those receiving housing assistance, enter the number of individuals and family units falling under these income categories at the time of their entry into the program. (The total for this element may differ from the total in Exhibit C 1.)

	Gross Monthly Incomes at Entry in Program					
	\$0-250	\$251-500	\$501-1000	\$1001-1500	\$1501-2000	\$2001+
Number of individuals and family units	29	10	47	10	3	

3. Reasons for leaving. Of those who left a program that provided housing assistance during the operating year and **are not expected to return** (do not include, for example, participants who temporarily left their housing for a brief period of hospitalization), complete the chart below based on how long they were in the program before leaving and the primary reason for their leaving the program. If a participant left for multiple reasons. *Include only the primary reason* for their departure.

Reason for Leaving	Number of Months in Program			
	less than 3	3 to 6	7 to 12	more than 12
a. Voluntary departure	3	3	8	11
b. Non-payment of rent	1	3	1	
c. Non-compliance with supportive service requirements	4	1	1	
d. Unknown/Disappeared				
e. Criminal activity / destruction of property / violence				
f. Death				
g. Other (please specify) - Barriers too Severe	1	1		

Part 3 Program Expenditures and Housing Provided.

Expenditures are amounts spent for eligible activities. Do not include non-HOPWA sources or in-kind items, such as the value of services or materials provided by volunteers or by other individuals or organizations.

Exhibit E - Summary of Program Expenditures.

This exhibit will provide information about available HOPWA funds and HOPWA expenditures for the program during the reporting period.

Include only expenditures made from a single competitively-awarded HOPWA grant. Please round dollar amounts to the nearest dollar.

HOPWA Funding Available	
1. Unexpended HOPWA funds at end of previous report period (this balance is 0 in the first year of program)	0
2. Amount of HOPWA grant received during period	390,110
3. Program income (e.g., loan repayments)	0
4. Total of HOPWA funds available during period (sum of lines 1 thru 3)	390,110

Also, report the following aggregate totals by type of activity for the report period (totals equal all expenditures of HOPWA funds during this period):

HOPWA Expenditures (Totals by Eligible Activity)	
5. Expenditures for Housing Information Services	
6. Expenditures for Resource Identification	
7. Expenditures for Housing Assistance (equals the sum of all sites and scattered-site Housing Assistance reported in Exhibit G.)	220,809
8. Expenditures for Supportive Services (equals the sum of all Exhibit H funds used)	63,578
9. Grantee Administrative Costs expended	
10. Project Sponsor(s) Administrative Costs expended	19,908
11. Total of HOPWA funds expended during period (sum of lines 5 thru 10)	304,295
12. Balance of HOPWA funds at end of report period (line 4 minus line 11)	85,815

Exhibit F - Units of Housing Assistance.

NOT APPLICABLE

For housing assistance provided in facilities, including project-based rental assistance, complete Item 1. For housing assistance payments, either tenant-based rental assistance or short-term payments, complete Item 2.

1. Units by type of housing facility. Report the number of units that were used during the program year by number of bedrooms. Enter the number of units of project-based rental assistance under the appropriate type of facility.

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Short-term facility							
b. Single room occupancy dwelling							
c. Community residence							
d. Other housing facility (specify):							

2. Units by type of housing assistance payment. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedroom size						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance							
b. Short-term rent, mortgage and utility payments							

(Note: This page summarizes information provided on each site or activity location in Exhibit G.)

Exhibit G - Housing Assistance Expenditures. NOT APPLICABLE

1. Facility Based Housing Assistance. For each site, provide information on development actions and actual HOPWA expenditures for a facility during the report period. Such facilities include community residences, SRO dwellings, short-term facilities, and other housing facilities approved by HUD, and non-housing based facilities. A site may include more than one structure or type of facility. All expenditures for acquisition, rehabilitation/conversion, lease, repairs, new construction, operating costs and technical assistance for a facility should be reported in this exhibit. (Please do not include funding for related supportive services; these services are reported in Exhibit H. Except for administrative costs for community residences supported by a 1992 grant, all grantee and project sponsor administrative expenses are reported in Exhibit E. Housing information services and resource identification are also reported in Exhibit E.)

1-a Site Information.

Name of project	Name and Address of project sponsor
Address/location of site	

1-b Site development actions. For each site, provide the following dates or other information. (Do not submit if a previous annual progress report indicated that all activities at this site were completed and that services had been initiated.)

a. Date of closing on purchase of building or execution of lease	e. Date new construction was completed
b. Date rehabilitation started	f. Date operations staff was hired
c. Date rehabilitation was completed	g. Date residents began to occupy
d. Date new construction started	h. Date supportive services began

1-c Units by type of housing facility.

Indicate the type of housing that was provided (i.e., enter one of the following: Short-term facility, SRO dwelling, Community residence, or specify another type of housing facility).

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2bdrms	3 bdrms	4 bdrms	5+bdrms
a. Short-term facility							
b. Single room occupancy dwelling							
c. Community residence							
d. Other housing facility (specify):							

1-d Expenditures by facility site. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of activity	HOPWA Funds
a. Acquisition	
b. Rehabilitation/conversion/repair	
c. Lease	
d. New construction (community residences/SRO dwellings only)	
e. Operating costs	
f. Technical assistance (community residences only)	
g. Project-based rental assistance	
h. Other (specify)	
i. HOPWA Total for this site	

2. Scattered-Site Housing Assistance. For housing assistance provided through tenant-based rental assistance and short-term rent, mortgage, and utility payments, submit this form for **each** project carrying out scattered-site housing assistance.

1-a Name and address of project sponsor

Minnesota AIDS Project / Transitional Housing Program (THP)

2-b General location(s) of activity

1400 Park Ave S. Minneapolis, MN 55404

2-c Implementation actions. For the project, provide the following dates. (Do not submit if a previous annual progress report indicated that housing assistance and services had been initiated.)

a. Date residents began to use payments (mm/dd/yy)	
b. Date supportive services began (mm/dd/yy)	

2-d Units by type of housing assistance payments. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance	3	12	36	20	12	1	2
b. Short-term rent, mortgage and utility payments							

2-e Expenditures by type of housing assistance payment. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of housing assistance payment	HOPWA Funds
a. Tenant-based rental assistance	220,809
b. Short-term rent, mortgage and utility payments	

Exhibit H- Supportive Service Expenditures.

Submit this form for each project carrying out supportive services activities. *

Name and Address of project sponsor

General location(s) of activity

Date services began: _____

Enter amount for supportive services(s) which apply	Amount
1. Outreach	
2. Case management/client advocacy/access to benefits/services	
3. Life management (outside of case management)	
4. Nutritional services/meals	
5. Adult day care and personal assistance	
6. Child care and other children services	
7. Education	
8. Employment assistance	
9. Alcohol and drug abuse services	
10. Mental health services	
11. Health/medical/intensive care services	
12. Permanent housing placement	
13. Other (specify)	
14. HOPWA total for this sponsor	

*For each project sponsor or for the grant in total, report on the amounts expended by type of activity. In cases where multiple activities are carried out by the sponsor and records do not reflect actual expenditures by individual services, provide the total amount expended by the sponsor during the reporting period and an estimate of the amounts by type of activity or, aggregate the amount reported under the primary type of service provided by the sponsor.

4. Metropolitan Council Housing Assistance APR

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

OMB Approval No. 2506-0133 (exp.04/30/2007)

**Annual Progress Report (APR)
for Housing Opportunities for Persons
With AIDS (HOPWA)**

Housing Opportunities for Persons With AIDS (HOPWA) Annual Progress Report

Public reporting burden for this collection of information is estimated to average 65 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is collected under the authority of the AIDS Housing Opportunity Act (AHOA), as amended, 42 U.S.C. 12901, which authorizes HUD to provide States and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons living with acquired immune deficiency syndrome (AIDS) or HIV infection and their families. The statute includes the following items that necessitate the collection of this information: (1) the AHOA authorizes the Department to conduct a national competition for the award of funds for ten percent of the annual appropriation for the Housing Opportunities for Persons With AIDS (HOPWA) program; and (2) the AHOA requires that recipients of assistance report on the use of amounts received, including the number of individuals assisted, the types of assistance provided and other information determined to be appropriate by the Secretary. This notice applies to grants selected under the national competitions. HUD selects the highest rated applicants for special projects of national significance and applicants for projects that are part of long-term comprehensive strategies for providing housing and related services in areas that do not qualify for formula allocations. Annual Progress Reports provide HUD with essential information on project activities in reporting to Congress and the public on the use of program funds. In addition, the reports assist HUD Offices in monitoring the use of Federal funds, and ensuring statutory and regulatory compliance. Information is collected on an annual basis in the application to make selections and in the annual progress report to report on program activities based on statutory requirements at 42 U.S.C. 12903(b)(3) and 12911. Less frequent submission of information on program accomplishments, which is contained in the Annual Progress Report, could compromise the legal, efficient and effective implementation of the program. The information to be submitted by applicants and recipients is considered public information, except to the extent that applications contain personal or proprietary information or are in use for the competition during a covered use period under the HUD Reform Act.

General Instructions

Purpose. The Annual Progress Report (APR) tracks the accomplishments of the Housing Opportunities for Persons With AIDS (HOPWA) Program. This report will provide the grantee and HUD with important information necessary to assess the grantee's program.

Applicability. Grantees must complete this report for each program year in which HOPWA grant funds were expended. Each competitive grant should be reported in a separate APR.

Recordkeeping. An optional worksheet is included to assist grantees and project sponsors in recording the information necessary for completing this report. The worksheet may be used to record program information manually or to design a computer database to store and tabulate the information. 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, except for names and other identifying information. **Information is reported in aggregate to HUD. Do not submit the worksheet to HUD.**

Operating Year. Grantees have flexibility in setting the dates of operating years. A grantee of a competitively-awarded grant may set the operating start date for its program on a date up to four months following the date of the signing of the grant agreement and any change requires the approval of HUD by amendment.

Organization of the Report. The information included in this report is organized in the following manner:

Part 1 Summary. This section provides an overview of the activities carried out. Grantees also describe any barriers encountered and their actions in response and recommendations for program improvements.

Part 2 Demographics. This part provides information on the characteristics of persons assisted by the program.

Part 3 Program Expenditures and Housing Provided. This part provides information on the financial status of the program including summary expenditure information and information on housing assistance and supportive services by each site and project sponsor.

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

Filing Requirements. The information in this package must be submitted to: (1) the CPID Division Director in the HUD Field Office 90 days after the end of each program year. Failure to submit an Annual Progress Report may lead to a delay in receiving future grant funds; and (2) an additional copy should be sent to:

HOPWA Program, Office of HIV/AIDS Housing
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
451 Seventh Street, SW Washington, D.C. 20410

**Housing Opportunities for Persons with AIDS (HOPWA)
Annual Progress Report**

Grant Number(s)	Program Year for this report From (mm/dd/yy) 06/01/04 To (mm/dd/yy) 05/31/05
Grantee Name Minneapolis, MN	
Name of EMSA (if applicable) Minneapolis-St. Paul MSA	
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31U.S.C.3729,3802)	
Name & Title of Authorized Official	Signature & Date (mm/dd/yy)
Name & Title of the Person who can answer questions about this report Cheryl Steeves, Program Operations Supervisor Metropolitan Council HRA	Phone (include area code) 651-602-1530
Address Metropolitan Council HRA, Mears Park Centre, 230 E. 5th St., St. Paul, MN 55101	

Part 1 Summary.

Exhibit A - Overview of Accomplishments.

Please briefly describe the principal activities carried out during the program year on a page(s) attached to this report. List your specific objectives and briefly describe your success in meeting these objectives. Technical Assistance / Resource Development activities should be described in this section. Including information on how recipients of assistance were chosen and on what services were provided.

See attached.

Exhibit B - Program Improvements.

Describe on a page(s) attached to this report:

(1) **Barriers.** Any barriers or difficulties that were encountered in implementing the program, including residents' concerns, and actions that were taken to address those issues: and

(2) **Recommendations.** Any recommendations that you may have for program improvements, including procedural, regulatory, or other changes, and how such improvements would assist eligible persons.

See attached.

Part 2 Demographics.

Exhibit C - Numbers of Persons and Families Assisted During the Program Year with HOPWA Funds.

1. Persons Assisted With Housing Assistance. In the table below, enter the number of persons who received housing assistance funded by HOPWA during the program year. Do not report on persons only receiving supportive services or persons only receiving housing information services. If a person's HIV status is unknown, count that person in (b).

a. Number of persons (adults and children) with HIV/AIDS who received housing assistance	58
b. Number of other persons in family units who received housing assistance	39
c. Total of persons who received housing assistance (a. plus b.)*	97

* Note that this number will be the basic participation number used for reporting other program information throughout the report, including the characteristics of persons assisted (Exhibit D).

2. Families Assisted With Housing Assistance. Of the total of persons assisted with housing assistance (1-c, above), how many family units were assisted (do not include single person households).

(Definition of Family: "Family" means a household composed of two or more related persons. The term "family" also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his/her death. [Section 574.3])

Total of family units assisted with housing assistance: 17

3. Persons Assisted With Supportive Services Only. In the table below, enter the number of persons who received only supportive services funded by HOPWA during the program year. Do not include persons who received supportive services in conjunction with housing assistance_(1-c. above).

a. Number of persons (adults and children) with HIV/AIDS who received supportive services only	0
b. Number of other persons in family units who received supportive services only	0
c. Total of persons who received supportive services only (a. plus b.)	0

4. Persons Receiving Housing Information Services. Enter the estimated number of persons who received housing information services funded by HOPWA during the program year. This number may include persons also reported above (1, 2, and 3).

Estimated total of persons receiving housing information services: 97

Exhibit D - Characteristics of Persons Receiving Housing Assistance During the Program Year.

Throughout this exhibit answer all questions regarding persons receiving HOPWA supported housing assistance during the year (i.e. persons reported in Exhibit C 1). Do not include information on persons only provided with supportive services or housing information

1. Demographics.

a. Age and gender. Of those who received housing assistance during the operating year, how many are in the following age and gender categories?

Persons	male	female
a. 17 years and under	17	16
b. 18 to 30 years	6	2
c. 31 to 50 years	29	16
d. 51 years and over	5	6

b. Hispanic/non-Hispanic. How many participants are in the following ethnic categories?

a. Hispanic	5
b. Non-Hispanic	53

c. Race. How many participants are in the following racial categories?

a. Asian/Pacific Islander	0
b. Black	24
c. Native American or Alaskan Native	7
d. White	27

d. Recent living situation. How many participants were in the following living situations immediately prior to entering the program? Include participants in the one category that best describes the participant's most recent living situation.

a. Homeless from the streets	2
b. Homeless from emergency shelters	1
c. Transitional housing	38
d. Psychiatric facility*	0
e. Substance abuse treatment facility*	0
f. Hospital or other medical facility*	0
g. Jail/prison *	0
h. Domestic violence situation	0
i. Living with relatives/friends	2
j. Rental housing	15
k. Participant-owned housing	0
l. Other (please specify)	0

* If a participant or family head(s) of household came from one of these facilities but were there less than 30 days and were living on the street or in emergency shelter before entering the treatment facility, they should be counted in either the street or shelter category, as appropriate.

2. Incomes. For those receiving housing assistance, enter the number of individuals and family units falling under these income categories at the time of their entry into the program. (The total for this element may differ from the total in Exhibit C 1.)

	Gross Monthly Incomes at Entry in Program					
	\$0-250	\$251-500	\$501-1000	\$1001-1500	\$1501-2000	\$2001+
Number of individuals and family units	5	4	36	6	5	2

3. Reasons for leaving. Of those who left a program that provided housing assistance during the operating year and **are not expected to return** (do not include, for example, participants who temporarily left their housing for a brief period of hospitalization), complete the chart below based on how long they were in the program before leaving and the primary reason for their leaving the program. If a participant left for multiple reasons. *Include only the primary reason* for their departure.

Reason for Leaving	Number of Months in Program			
	less than 3	3 to 6	7 to 12	more than 12
a. Voluntary departure	0	3	1	0
b. Non-payment of rent	0	0	0	0
c. Non-compliance with supportive service requirements	0	0	0	0
d. Unknown/Disappeared	0	0	0	0
e. Criminal activity / destruction of property / violence	0	0	0	0
f. Death	0	0	0	0
g. Other (please specify) unable to live independently, Entered other rent subsidy program.	1	1	0	0

Part 3 Program Expenditures and Housing Provided.

Expenditures are amounts spent for eligible activities. Do not include non-HOPWA sources or in-kind items, such as the value of services or materials provided by volunteers or by other individuals or organizations.

Exhibit E - Summary of Program Expenditures.

This exhibit will provide information about available HOPWA funds and HOPWA expenditures for the program during the reporting period.

Include only expenditures made from a single competitively-awarded HOPWA grant. Please round dollar amounts to the nearest dollar.

HOPWA Funding Available	
1. Unexpended HOPWA funds at end of previous report period (this balance is 0 in the first year of program)	0.00
2. Amount of HOPWA grant received during period	521712.00
3. Program income (e.g., loan repayments)	0.00
4. Total of HOPWA funds available during period (sum of lines 1 thru 3)	521712.00

Also report the following aggregate totals by type of activity for the report period (totals equal all expenditures of HOPWA funds during this period):

HOPWA Expenditures (Totals by Eligible Activity)	
5. Expenditures for Housing Information Services	0.00
6. Expenditures for Resource Identification	0.00
7. Expenditures for Housing Assistance (equals the sum of all sites and scattered-site Housing Assistance reported in Exhibit G.)	468,693.00*
8. Expenditures for Supportive Services (equals the sum of all Exhibit H funds used)	0.00
9. Grantee Administrative Costs expended	0.00
10. Project Sponsor(s) Administrative Costs expended	27,902.00*
11. Total of HOPWA funds expended during period (sum of lines 5 thru 10)	496,595.00*
12. Balance of HOPWA funds at end of report period (line 4 minus line 11)	25,117.00*

***The above figures have not yet been reconciled by the Metropolitan Council's Finance department. These numbers may be adjusted slightly upon verification.**

Exhibit F - Units of Housing Assistance.

For housing assistance provided in facilities, including project-based rental assistance, complete Item 1. For housing assistance payments, either tenant-based rental assistance or short-term payments, complete Item 2.

1. Units by type of housing facility. Report the number of units that were used during the program year by number of bedrooms. Enter the number of units of project-based rental assistance under the appropriate type of facility.

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Short-term facility	0	0	0	0	0	0	0
b. Single room occupancy dwelling	0						
c. Community residence	0	0	0	0	0	0	0
d. Other housing facility (specify):	0	0	0	0	0	0	0

2. Units by type of housing assistance payment. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedroom size						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance	0	0	41	8	5	3	1
b. Short-term rent, mortgage and utility payments	0	0	0	0	0	0	0

(Note: This page summarizes information provided on each site or activity location in Exhibit G.)

Exhibit G - Housing Assistance Expenditures.

1. Facility Based Housing Assistance. For each site, provide information on development actions and actual HOPWA expenditures for a facility during the report period. Such facilities include community residences, SRO dwellings, short-term facilities, and other housing facilities approved by HUD, and non-housing based facilities. A site may include more than one structure or type of facility. All expenditures for acquisition, rehabilitation/conversion, lease, repairs, new construction, operating costs and technical assistance for a facility should be reported in this exhibit. (Please do not include funding for related supportive services; these services are reported in Exhibit H. Except for administrative costs for community residences supported by a 1992 grant, all grantee and project sponsor administrative expenses are reported in Exhibit E. Housing information services and resource identification are also reported in Exhibit E.)

1-a Site Information.

Name of project N/a	Name and Address of project sponsor N/a
Address/location of site N/a	

1-b Site development actions. For each site, provide the following dates or other information. (Do not submit if a previous annual progress report indicated that all activities at this site were completed and that services had been initiated.)

a. Date of closing on purchase of building or execution of lease	e. Date new construction was completed
b. Date rehabilitation started	f. Date operations staff was hired
c. Date rehabilitation was completed	g. Date residents began to occupy
d. Date new construction started	h. Date supportive services began

1-c Units by type of housing facility.

Indicate the type of housing that was provided (i.e., enter one of the following: Short-term facility, SRO dwelling, Community residence, or specify another type of housing facility).

Type of housing facility	Units by number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2bdrms	3 bdrms	4 bdrms	5+bdrms
a. Short-term facility							
b. Single room occupancy dwelling							
c. Community residence							
d. Other housing facility (specify):							

1-d Expenditures by facility site. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of activity	HOPWA Funds
a. Acquisition	
b. Rehabilitation/conversion/repair	
c. Lease	
d. New construction (community residences/SRO dwellings only)	
e. Operating costs	
f. Technical assistance (community residences only)	
g. Project-based rental assistance	
h. Other (specify)	
i. HOPWA Total for this site	

2. Scattered-Site Housing Assistance. For housing assistance provided through tenant-based rental assistance and short-term rent, mortgage, and utility payments, submit this form for **each** project carrying out scattered-site housing assistance.

1-a Name and address of project sponsor

Metropolitan Council HRA
 230 E. 5th St.
 St Paul, MN 55101

2-b General location(s) of activity

Twin Cities Metropolitan Area: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, & Washington counties, MN

2-c Implementation actions. For the project, provide the following dates. (Do not submit if a previous annual progress report indicated that housing assistance and services had been initiated.)

a. Date residents began to use payments (mm/dd/yy)	06/01/04
b. Date supportive services began (mm/dd/yy)	06/01/04

2-d Units by type of housing assistance payments. Report the number of units that were used during the program year by number of bedrooms. Count each unit assisted as one entry regardless of the number of monthly payments made for that unit.

Type of housing assistance payment	Units by Number of Bedrooms						
	SRO	0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5+ bdrms
a. Tenant-based rental assistance	0	0	41	8	5	3	1
b. Short-term rent, mortgage and utility payments	0	0	0	0	0	0	0

2-e Expenditures by type of housing assistance payment. Enter the amount of HOPWA funds expended during the operating year for the activities listed below.

Type of housing assistance payment	HOPWA Funds
a. Tenant-based rental assistance	468189.00
b. Short-term rent, mortgage and utility payments	504.00

Exhibit H- Supportive Service Expenditures.

Submit this form for each project carrying out supportive services activities. *

Name and Address of project sponsor

General location(s) of activity

Date services began: _____

Enter amount for supportive services(s) which apply	Amount
1. Outreach	
2. Case management/client advocacy/access to benefits/services	
3. Life management (outside of case management)	
4. Nutritional services/meals	
5. Adult day care and personal assistance	
6. Child care and other children services	
7. Education	
8. Employment assistance	
9. Alcohol and drug abuse services	
10. Mental health services	
11. Health/medical/intensive care services	
12. Permanent housing placement	
13. Other (specify)	
14. HOPWA total for this sponsor	

*For each project sponsor or for the grant in total, report on the amounts expended by type of activity. In cases where multiple activities are carried out by the sponsor and records do not reflect actual expenditures by individual services, provide the total amount expended by the sponsor during the reporting period and an estimate of the amounts by type of activity or, aggregate the amount reported under the primary type of service provided by the sponsor.

Article V. **Metropolitan Council**

Article VI.

Section 6.01 EXHIBIT A: Overview of Accomplishments

✳ **Principal activities carried out during the program year**

The Metropolitan Council Housing and Redevelopment Authority (Metro HRA) has continued to administer a rental assistance program for persons with HIV/AIDS with funds available under the Housing Opportunities for Persons with AIDS (HOPWA) Program and offered by the Minnesota Housing Finance Agency (MHFA). The HRA has been administering HAP (the Housing Assistance Program) since first being awarded HOPWA funds in 1996. Renewal and expansion funds were re-authorized in 1998, 2000, 2002, 2003, and 2004. Since 1996, a total of 150 households containing a person with HIV/AIDS have received a rental subsidy through the HRA's HOPWA funded program.

Metro HRA's renewal funding in 2004-05 has provided continued rental subsidy for approximately 58 households containing a member with HIV/AIDS. Projected funding is expected to serve approximately 50 of these households so activities throughout the 2004-05 year have been focused on locating other housing assistance opportunities to provide stable housing for the additional 8 participant households. As of the date of this report, 52 households remain assisted with HOPWA funds through Metro HRA's tenant-based rental assistance program.

✳ **Specific objectives and success in meeting our objectives**

The continuation of Metro HRA's Housing Assistance Program subsidy for persons with HIV/AIDS addresses the HIV Housing Coalition objectives as they relate to housing affordability, choice, adequacy, and stability. The program specifically serves populations, such as people of color, who have historically been under-served by housing subsidy programs.

Metro HRA initially established and continues to maintain the following general objectives for HAP:

1. All participants will choose the location and type of housing that best meets their needs and will have the opportunity to maintain housing stability.

Because of the coordination with MAP's THP, households are not required to change housing location when shifting from one program to the other, thus maintaining housing stability. Participants who have left the program given other opportunities shown to them by Metro HRA have done so voluntarily and have selected housing that best meets their needs.

2. **All participants will pay no more than 30% of their adjusted gross income as rent.**

Because participant rent increases only to the extent household income increases, participants are shielded from steep annual rent increases.

3. **70% of participants will maintain housing for one year or more.**

At this time, 100% of current participants have been on HAP for one year or more. Of the 58 participants who were on the program at the beginning of the year, 52 (90%) remain assisted.

4. At least 35% of participants will be people of color.

Presently, 63% of participants are people of color and 31% of total participants are families with children.

5. All participants in need of services will be referred to appropriate social service agencies including providers of mental health, substance abuse, and/or HIV/AIDS case management.

The HRA maintains good working relationships with mental health and HIV/AIDS service providers in order to provide necessary referrals. The HRA has a partnership with the Minnesota AIDS Project's AIDS-Line to provide referrals as needed. To determine if participants are in need of services, the HRA surveys participants at annual recertifications. Referrals are also provided between recertifications as needed.

6. A high level of self-sufficiency, shown by adults' ability to work or go to school, is not always possible with the HOPWA program given the potential for declines in the health of persons with AIDS/HIV. The HOPWA program does not have a self-sufficiency requirement, but services would be referred to participants through the AIDS-line for anyone who indicates a need to locate income sources, assistance to further their education, or assistance in obtaining employment.

Presently, about 23% of total participants are households where an adult in the household is employed.

*** Technical assistance/resource development activities**

The MHFA assisted the HRA in developing a service plan in 2003 which the HRA has continued to utilize in a partnership with the Minnesota AIDS Project (MAP) AIDS-Line. In addition, the MHFA has assisted in the HRA in planning for lesser funding in 2005-06. The HRA made a strong effort partnering with the HIV Housing Coalition and monitoring the local area for housing opportunities for the households which will not be able to continue to receive rental assistance through our tenant-based program.

*** How recipients of assistance were chosen and what services were provided**

No new participants were added to Metro HRA's program during the 2004-05 grant period. Services were provided on an as needed basis through the MAP AIDS-Line.

Section 6.02 EXHIBIT B: Program Improvements

*** Barriers or difficulties encountered in administering the program**

The main barrier in administering the program this grant period has been the reduction in funding and the corresponding need to locate other assistance for 8 participating households. Reductions in FMR's in 2004 and again in 2005 also continue to be a challenge in how these changes affect individual subsidies and rent limits as well as the corresponding relationships with participating property owners. Escalating per unit costs as a result of decreased household incomes and growing household sizes have also been very challenging.

*** Recommendations for program improvements (procedural, regulatory, etc.) and how would benefit the participants.**

Make the program a flat subsidy program instead of income based.

- Programmatic budgeting would be more stable if per household subsidies did not fluctuate up and down based on income. Therefore, participant assistance would be more likely to continue even when funding may be less from year to year because the per participant subsidy would stay the same.
- Participants would be able to budget their rent portion better knowing what rent portion to expect to pay ongoing.
- Rent limits could be made less stringent with a flat rate subsidy. Property owners could charge market rate rents which may be slightly higher than the FMR's (in particular when the FMR's decrease) and be more likely to want to participate with the program. Participants, also as a result of less stringent rent limits, would have less stressful issues with their landlords (thinking they may have to move or their rent would need to be negotiated). Rent reasonableness would be important as it is with the Housing Choice Voucher program with less stringent rent limits.

Put into place flexibility for HRA's to disapprove of additions of household members.

- Initially, most households entered the HRA's HOPWA program as single individuals or families with children.
- Over time, many of these households have added roommates and other persons not related to the head of household.
- The per unit cost is much higher for a 3, 4, or 5 bedroom unit than for a 1 or 2 bedroom unit. Part of the need to shrink the HRA's program has been based on household growth and the related cost.