

# HUD Master Models (2007)

## *Housing Opportunities for Persons with AIDS*

### **HOPWA      Housing Opportunities for Persons with AIDS**

To provide states and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing and related supportive service needs of low-income persons with Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) and their families.

#### **Need Statements**

Affordability of permanent supportive housing for persons living with HIV/AIDS and their families.

Availability of transitional housing and related support programs to assist persons living with HIV/AIDS.

Availability of short-term housing efforts to prevent homelessness for persons living with HIV/AIDS and their families.

Availability of emergency housing and related support to address needs of persons who are homeless and living with HIV/AIDS.

States and local governments need to establish comprehensive long-term strategies to meet housing needs of persons living with HIV/AIDS and their families, and access care and support.

#### **Activities and Outputs**

**(Planned activities and reported as housing results and related costs for each operating year)**

|   |                |
|---|----------------|
| Business opportunities-Other – Businesses   | Businesses     |
| Business opportunities-Other – Dollars  | Dollars        |
| Business opportunities-Section 3 – Dollars  | Dollars        |
| Business opportunities-Section 3 –Businesses  | Businesses     |
| Case Management – access to benefits – Dollars  | Dollars        |
| Case Management – access to benefits – Households   | Household      |
| Employment assistance/Job training activities – Dollars                                       | Dollars        |
| Employment assistance/Job training activities – Households                                    | Household      |
| Employment opportunities-Other – Available jobs   | Available jobs |
| Employment opportunities-Other – Persons  | Persons        |
| Employment opportunities-Section 3 – Persons  | Persons        |
| Employment opportunities-Section 3– Available jobs  | Available jobs |
| Housing assistance – leasing of scattered site units – Dollars                                | Dollars        |
| Housing assistance – leasing of scattered site units – Households                             | Household      |
| Housing assistance – project-based rental assistance – Dollars                                | Dollars        |
| Housing assistance – project-based rental assistance – Households                             | Household      |
| Housing assistance – short-term mortgage assistance – Dollars                                 | Dollars        |
| Housing assistance – short-term mortgage assistance – Households                              | Household      |
| Housing assistance – short-term rent and/or utility assistance – Households                   | Household      |
| Housing assistance – short-term rent and/or utility assistance – Dollars                      | Dollars        |
| Housing Facilities – acquired – Dollars   | Dollars        |
| Housing Facilities – acquired – Unit Acquired   | Unit Acquired  |
| Housing Facilities – Household supported in leased unit – Dollars                             | Dollars        |
| Housing Facilities – Household supported in leased unit – Households                          | Household      |
| Housing Facilities – leased – Dollars   | Dollars        |
| Housing Facilities – leased – Unit leased   | Unit Leased    |
| Housing Facilities – new construction of community residences – Dollars                       | Dollars        |
| Housing Facilities – new construction of community residences – Unit Developed                | Unit Developed |
| Housing Facilities – new construction of SRO dwellings – Dollars                              | Dollars        |
| Housing Facilities – new construction of SRO dwellings – Unit Developed                       | Unit Developed |
| Housing Facilities – Operating costs for housing supported by housing operations – Households | Household      |
| Housing Facilities – Operating costs for housing supported by housing operations – Dollars    | Dollars        |
| Housing Facilities – rehabilitation – Dollars   | Dollars        |
| Housing Facilities – rehabilitation – Unit Developed  | Unit Developed |
| Housing Facilities – repair – Dollars   | Dollars        |
| Housing Facilities – repair – Unit Developed  | Unit Developed |
| Housing information services – Dollars  | Dollars        |

|   |           |
|---|-----------|
| Housing information services – Households   | Household |
| Other facility – acquired – Dollars   | Dollars   |
| Other facility – acquired – Households  | Household |
| Other facility – leased – Dollars   | Dollars   |
| Other facility – leased – Households  | Household |
| Other facility – rehabilitation   | Household |
| Other facility – rehabilitation – Dollars   | Dollars   |
| Other facility – repair – Dollars   | Dollars   |
| Other facility – repair – Households  | Household |
| Other HUD approved housing activity – Dollars   | Dollars   |
| Other HUD approved housing activity – Households                                      | Household |
| Other supportive services – Dollars   | Dollars   |
| Other supportive services – Households  | Household |
| Permanent housing placement with security deposit and first month's rent – Households | Household |
| Permanent housing placement with security deposit and first month's rent– Dollars     | Dollars   |
| Tenant-based rental assistance – Dollars  | Dollars   |
| Tenant-based rental assistance – Households   | Household |
| Other   | Other     |

### ***Outcomes and Indicators***

**(Data on results reported at the end of each operating year)**

**Annual Assessment of Client Housing Status – assessing the reasonable expectation for on-going housing stability (required).**

|   |                   |
|---|-------------------|
| Access to care – individualized housing plan by end of year – % of all assisted | % of all assisted |
| Access to care – individualized housing plan by end of year – Household         | Household         |
| Business opportunities-Other – Businesses                                       | Businesses        |
| Business opportunities-Other – Dollars  | Dollars           |
| Business opportunities-Section 3 – Businesses                                   | Businesses        |
| Business opportunities-Section 3 – Dollars                                      | Dollars           |
| Disconnected from program   | Household         |
| Emergency shelter   | Household         |
| Employment opportunities – Persons  | People            |
| Employment opportunities – Persons Other – Available jobs                       | Available jobs    |
| Employment opportunities-Section 3 – Available jobs                             | Available jobs    |
| Employment opportunities-Section 3 – Persons                                    | People            |
| Jail  | Household         |
| Living in community residences or SRO dwelling                                  | Household         |
| Living in housing facility  | Household         |
| Living in housing with TBRA support   | Household         |
| Maintained arrangements in private housing – after short-term needs addressed   | Household         |
| Other HOPWA housing   | Household         |
| Other housing subsidy   | Household         |
| Regular contact with a primary health care provider – % of all assisted         | % of all assisted |
| Regular contact with a primary health care provider – Households                | Household         |
| Relocated to institutional housing for more intensive care when appropriate     | Household         |
| Relocated to private housing  | Household         |
| Temporary housing   | Household         |
| Unknown   | Household         |
| Unstable private housing arrangement – short-term needs addressed               | Household         |
| Other   | Other             |

- Note: Data on clients being assisted who died during the year are not reported in here.

## ***Measurement Tools***

| <b>A. Tools to Track Outputs and Outcomes</b> |
|---|
| Bank accounts                                 |
| Construction log                              |
| Database                                      |
| Enforcement log                               |
| Financial aid log                             |
| Intake log                                    |
| Interviews                                    |
| Mgt. Info. System-automated                   |
| Mgt. Info. System-manual                      |
| Outcome scale(s)                              |
| Phone log                                     |
| Plans   |
| Pre-post tests                                |
| Post tests                                    |
| Program specific form(s)                      |
| Questionnaire                                 |
| Recruitment log                               |
| Survey  |
| Technical assistance log                      |
| Time sheets                                   |
| Other   |
|   |
| <b>B. Where Data are Maintained</b>           |
| Agency database                               |
| Centralized database                          |
| Individual case records                       |
| Local precinct                                |
| Public database                               |
| School  |
| Specialized database                          |
| Tax Assessor database                         |
| Training center                               |
| Other   |
|   |
| <b>C. Source of Data</b>                      |
| Audit report                                  |
| Business licenses                             |
| Certificate of Occupancy                      |
| Code violation reports                        |
| Counseling reports                            |
| Employment records                            |
| Engineering reports                           |
| Environmental reports                         |
| Escrow accounts                               |
| Financial reports                             |
| GED certification/diploma                     |
| Health records                                |
| HMIS  |
| Inspection results                            |
| Lease agreements                              |
| Legal documents                               |
| Loan monitoring reports                       |
| Mortgage documents                            |

|   |
|---|
| Payment vouchers                              |
| Permits issued                                |
| Placements                                    |
| Progress reports                              |
| Referrals                                     |
| Sale documents                                |
| Site reports                                  |
| Statistics                                    |
| Tax assessments                               |
| Testing results                               |
| Waiting lists                                 |
| Work plan reports                             |
| Other   |
|   |
| <b>D. Frequency of Data Collection</b>        |
|   |
| Daily   |
| Weekly  |
| Monthly                                       |
| Quarterly                                     |
| Biannually                                    |
| Annually                                      |
| Upon incident                                 |
| Other   |
|   |
| <b>E. Process of Collection and Reporting</b> |
|   |
| Computer spreadsheets                         |
| Flat file database                            |
| Manual tallies                                |
| Relational database                           |
| Statistical database                          |
| Other   |

**Evaluation Process – These are standard requirements that HUD will expect every program manager receiving a grant to do as part of their project management.**

- An evaluation process will be part of the on-going management of the program.
- Comparisons will be made between projected and actual numbers for both outputs and outcomes.
- Deviations from projected outputs and outcomes will be documented and explained.
- Analysis of data to determine the relationship of outputs to outcomes; what outputs produce which outcomes.
- An evaluation process will include reviewing and validating data for accuracy, timely submission of reports; annual assessment of clients housing status, and analysis to determine whether clients have stable housing outcomes, and favorable client outcomes to care and support.

**HUD Will Use The Following Management Questions To Evaluate Your Program**

**Housing Assistance Activities and Support – All Projects**

1. How many households received that type of housing assistance? (Required housing outputs)
2. How many households maintained a stable living situation, and percent of total? (Required client outcomes)
3. What was the dollar value of that type housing assistance? (Required data on annual outputs)
4. What was the number of rental units designated for homeless and chronically homeless?

**Housing Development Activities – If applicable due to the use of HOPWA funds for these activities**

1. What was the dollar value of facility-development activities?

2. What was the number of units of housing?
3. What was the number of units designated for serving homeless persons?
4. How many units are designated for serving chronically homeless persons?

**Carter-Richmond Methodology**

The above Management Questions developed for your program are based on the Carter-Richmond Methodology<sup>1</sup>. A description of the Carter-Richmond Methodology appears in the General Section of the NOFA.

<sup>1</sup>© The Accountable Agency – How to Evaluate the Effectiveness of Public and Private Programs,” Reginald Carter, ISBN Number 9780978724924.