

Update HOPWA Annual Progress Report (APR) Part 1: Summary

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

The following outline provides an update on the summary section of the HOPWA APR and should be used in addition to Part 1: Summary of the HOPWA APR.

Accomplishment Narrative (to be used with Part 1: Summary, HOPWA APR)

Provide a narrative executive summary (1-5 pages) outlining the following:

I. Grantee and Community Overview

- **Describe Grantee:** Provide a brief description of your organization, and for it, the area of service (i.e., the area outside of the metropolitan areas in the State that receives HOPWA Formula funds), the name of each project sponsor and a broad overview of the range/type of housing activities and related services. Discuss how grant management oversight of sponsor activities is conducted and how sponsors are selected. Include a description of the local jurisdiction, its need, and the estimated number of persons living with HIV and AIDS.
- **Description of Community Planning:** Provide a brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body. (e.g., an AIDS Housing Plan) You may include information on what other resources are used in conjunction to HOPWA funds, including cash resources and in-kind contributions to meet the needs of the target population. Discuss collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drugs Assistance Programs, Continuum of Care Homeless Assistance Programs, or other efforts that assist persons living with HIV/AIDS and their families.

II. Project Accomplishments Overview

- **Housing Assistance:** Provide a brief summary of all housing activities broken down by the three types: Emergency or short-term rent, mortgage or utility payments to prevent homelessness, rental assistance, and facility based housing including development costs, operating costs, and service costs for those facilities and community residences. For example, if you provide short-term rental assistance and on-going rental assistance, describe both as separate housing activities. Include the number of units of housing that have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds.
- **Supportive Services:** Provide a brief description of any unique service delivery models or efforts you are making in your community.

- Other: Briefly describe any other accomplishments you have recognized in your community due to the use of HOPWA funds. Include any projects in development stages and not operational.

III. Barriers or Trends Within Your Community

Briefly describe the barriers that you see affecting your community and its efforts at serving people with HIV/AIDS, in providing housing and related services. Along with this, also describe any trends that you expect your community to face in meeting the needs of persons with HIV/AIDS. An example of this may be changes in who is being affected by HIV/AIDS requiring different types of housing, services, programs, etc. Other trends may include, unmet needs, waiting lists, and eligibility criteria. Add any other information that you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years.

Executive Summaries:

For the first time, HOPWA grantees submitted executive summaries to the Office of HIV/AIDS Housing, HUD for 1998. Summaries submitted by HOPWA competitive grantees were used to develop the executive summaries on each program. Currently, the executive summaries are posted on the HOPWA homepage at www.hud.gov. Grantees are encouraged to make annual updates to these summaries and notify HUD of any changes.