



OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

BRIEFING

MEMORANDUM FOR: Housing Opportunities for Persons With HIV/AIDS (HOPWA) Grantees

FROM: Rita Harcrow, Director, Office of HIV/AIDS Housing (OHH)



RUH

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SUBJECT: New Consolidated APR/CAPER - January 1, 2024, OHH resumes scoring and tiering

BACKGROUND:

On July 11, 2022, OHH announced a new Excel-based Consolidated APR/CAPER form and reporting process to fulfill the HOPWA annual reporting requirement, as outlined in 24 CFR Part 574, for all HOPWA grantees. The new Consolidated APR/CAPER included new data elements, and collects data at the provider level, among other changes.

OHH recognized the need for a transition period, allowing time for grantees and project sponsors to adapt to the new format and modify their data collection systems and processes. For grantees' first year using the new Consolidated APR/CAPER, OHH did not formally tier or score reports. Tiering information was not published, not made publicly available, nor used to inform monitoring decisions. The information was only provided to grantees to assist with planning for subsequent reporting years.

PURPOSE:

During this transition period, grantees were still expected to submit their annual reports on time, and all data elements that were unchanged from the prior paper-based APR or CAPER should have been reported completely including financial, output and outcome data. OHH expected grantees and project sponsors to evaluate and address gaps or limitations in reporting data during this first year.

ACTION REQUESTED:

The leniency period will be ending soon. The structured tiered system will resume on January 1, 2024, and the tier status will again be reported on the performance profiles and used in annual risk analysis. From this point, OHH anticipates only minor updates to the reporting format that will provide further clarity but will not impact data collection set up or reporting. OHH expects grantees to collect and report all required data for the consolidated APR/CAPER. The Consolidated APR/CAPER training can be found on the HUD Exchange [landing page](#).