



OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

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

October 21, 2022

LETTER FOR: Housing Opportunities for Persons With AIDS (HOPWA) Grantees

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

SUBJECT: New Consolidated APR/CAPER Leniency Granted during  
First-Year Adjustment Period

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 includes new data elements, and collects data at the provider level, among other changes.

OHH recognizes that transitioning to the new Excel-based Consolidated APR/CAPER will take time and effort by grantees and project sponsors as they adjust to the new format and modified data elements. For many grantees, intake forms, data collection, and reporting systems will need to be updated to accommodate some of the new and changed data elements, and local data collection process flows may need to be revisited. We understand that implementing changes of this kind takes time. HUD expects all grantees to continue to report financial, output and outcome data about the reporting year; however, grantees experiencing gaps in data due to the transition to this new performance reporting form will not be penalized in the first year as new systems are established.

For the grantee's first year using the new Consolidated APR/CAPER, OHH will not formally tier or score reports. This means that tiering information *will* be provided to the grantee (based on completeness and internal consistency of submitted workbooks) during the data validation process, but tiering information will *not* be published, made publicly available, or be used to inform monitoring decisions, and is only provided to grantees to assist with planning for subsequent reporting years. Additionally, OHH has instructed HUD Field Offices not to make monitoring findings based on first-year reports that were submitted with incomplete new data elements. Grantees are also encouraged to save this letter explaining the first-year leniency for your records in the event of a third-party audit.

Grantees are 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 be reported completely. OHH expects grantees and project sponsors to evaluate and address gaps or limitations in reporting data during this first year. Technical assistance is available for grantees who would like assistance



making the needed adjustments to their data collection systems. TA requests should be submitted via the [HUD Exchange](#).

Thank you for your continued commitment to providing HOPWA housing and services in your community, and to reporting your great work to OHH so that we can accurately tell the HOPWA story to our partners. For more information and resources about the new Consolidated APR/CAPER, please visit the [new landing page](#) on the HUD Exchange.

Sincerely,



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O = U.S. Government OU =  
Department of Housing and Urban  
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Rita Harcrow,  
Director, Office HIV/AIDS Housing