

# 2018 CAPER (Consolidated Annual Performance and Evaluation Report)

## What is the CAPER?

The **Consolidated Plan** is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs: **Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grants (ESG) Program, and Housing Opportunities for Persons With AIDS (HOPWA) Program.**

The Consolidated Plan is carried out through **Annual Action Plans**, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the **Consolidated Annual Performance and Evaluation Report (CAPER).**

The HMIS component of the CAPER is one piece of the overall CAPER and needs to be submitted (the final version) to MaineHousing's Compliance Officer by the first of March 2018.

## Who participates?

**ESG Recipient:** States, territories, cities, and counties that receive an ESG grant directly from HUD. (MaineHousing)

**ESG Subrecipient:** Local government or private nonprofit organization that receives an ESG sub award from one or more ESG recipients. (Emergency Shelters and Domestic Violence Shelters)

HUD has modified the process this year so that subrecipients are required to submit their CAPER reports from HMIS to the Sage HMIS Reporting Repository. In the past, MaineHousing has submitted the reports as the Recipient for the subrecipients.

BAHS - Emergency Shelter	Caring Unlimited - Emergency Shelter (DV)
Bread of Life - Emergency Shelter	Family Crisis Services - Domestic Violence Shelter (DV)
City of Portland - Family Shelter	Family Violence Project - Augusta Shelter (DV)
City of Portland - Oxford Street Shelter	Family Violence Project - Somerset Shelter (DV)
Home Inc - Emmaus Homeless Shelter	Hope and Justice Project - Caribou Shelter (DV)
Home Inc - Dorr House Emergency Shelter	Hope and Justice Project - Houlton Shelter (DV)

Home Inc - Duplex Orland Emergency Shelter	Hope and Justice Project - St John Valley Shelter (DV)
Home Inc - St Francis Community Mandala Farms	New Hope for Women - Safe Homes (DV)
Home Inc - St Francis Inn	Next Step - Machias Shelter (DV)
HSA - Sister Mary O'Donnell Shelter	Next Step - Safe Homes (DV)
Knox/Waldo Homeless Coalition - Hospitality House	Safe Voices - Annie Pearl Shelter (DV)
Mid-Maine Homeless Shelter - Emergency Shelter	Spruce Run - Safe Homes (DV)
Milestone - Substance Abuse Shelter	Spruce Run Inc - DV Shelter (DV)
New Beginnings Inc. - Emergency Shelter	
PCHC Hope House - Emergency Shelter	
Preble Street - Florence House Emergency Shelter	
Preble Street - Florence House Safe Haven	
Preble Street - Joe Kreisler Teen Shelter	
RGH - Norway Family Center	
RGH - Rumford Family Center Monier	
RGH - Rumford Family Center Shelter	
Rural Community Action Ministry - Homeless Shelter	
Shaw House - Emergency Youth Shelter	
Tedford - Adult Shelter	
Tedford - Family Shelter	
Western Maine Homeless Outreach - Emergency Shelter	
YCSPI - Family Emergency Shelter	
YCSPI - York County Adult Shelter	

## What do we do?

The process and timeline is as follows:

<ul style="list-style-type: none"> <li>• 1) Subrecipients (shelters) enter client level data into HMIS or comparable database</li> <li>• (ongoing)</li> </ul>
<ul style="list-style-type: none"> <li>• 2) Recipients (MaineHousing) send their subrecipients emails from Sage that contain an upload link for <b>each of the projects funded under ESG</b> for the recipient's program year</li> <li>• February 1, 2018</li> </ul>

<ul style="list-style-type: none"> <li>• 3) Recipients send follow up email to subrecipients confirming that upload links were sent via Sage along with the deadline for subrecipients to upload CSV-ESG CAPER 2017 report</li> <li>• Deadline: February 1, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• 4) Subrecipients work with HMIS Lead to generate the CSV-ESG CAPER 2017 report from HMIS or comparable database for each ESG-funded project</li> <li>• Deadline: February 9, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• 5) Subrecipients download their CSV-ESG CAPER 2017 from HMIS or comparable database and upload it into Sage via upload link</li> <li>• Deadline: February 16, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• 6) Recipients check all of the project level imports – remediate as needed</li> <li>• Deadline: February 28, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• 7) Recipients check all of the project level imports, complete the data fields containing submission information, submit the report in Sage, and download Sage combined report, which gets uploaded on Screen CR-00 of eCon Planning Suite (MaineHousing Compliance Officer)</li> <li>• Deadline: March 1, 2018</li> </ul>
<ul style="list-style-type: none"> <li>• 8) HUD CPD Field Office reviews CAPER in Sage, and communicates with the recipient about any questions or concerns about the data</li> </ul>

If you use a comparable database (Shelters that receive ESG money but don't enter information into HMIS), your database is required by HUD to be able to create the .csv files needed to upload in to Sage. If the database is not able to generate the reports, shelters should reach out to their ESG recipient (MaineHousing) for an exception template. If you need an exception, please notify Mary Wade ([mwade@mainehousing.org](mailto:mwade@mainehousing.org)) no later than February 5, 2018.

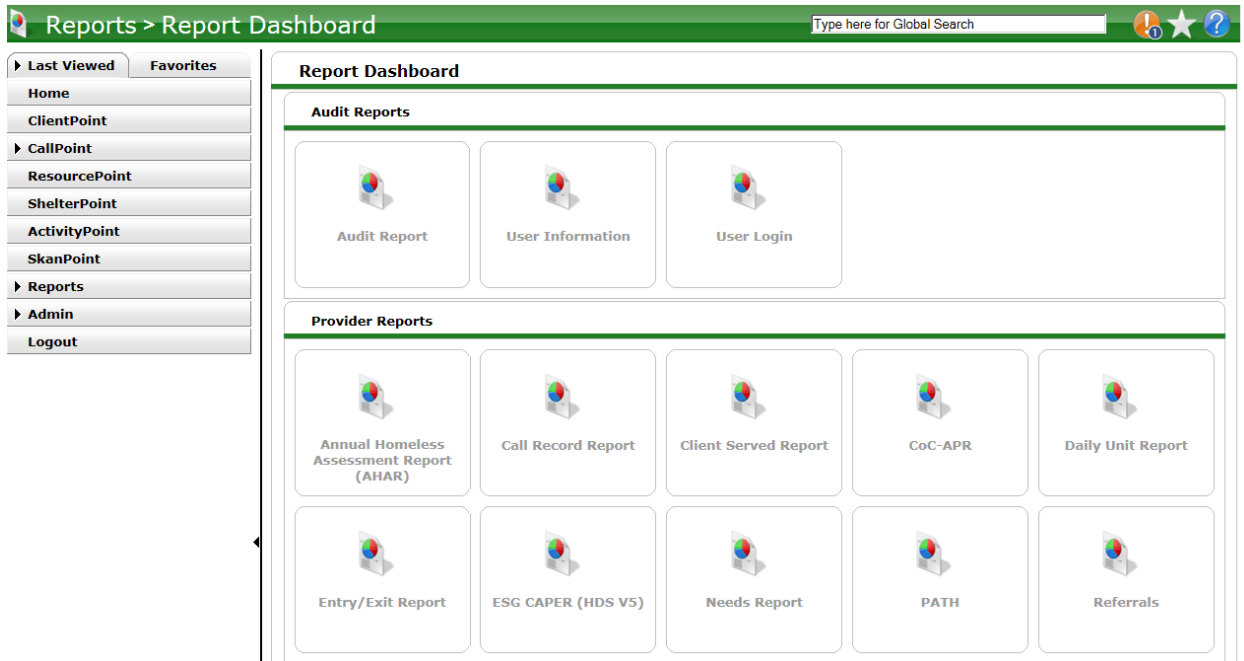
## How do we run the report?

Open ServicePoint

Select the EDA for the provider you are going to run the report for (some providers may need to this several times – HOME for example)

Click on the Reports button on the left side of the screen

Click on the ESG CAPER (HDS V5) button



Because you set your EDA, the provider will already be selected for you  
 The Program Date Range is: 01\01\2017 – 12\31\2017  
 The Entry\Exit type is HUD

Report Options	
Provider Type	<input checked="" type="radio"/> <a href="#">Provider</a> <input type="radio"/> <a href="#">Reporting Group</a>
Provider*	AA_Training ESHAP (967) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> <a href="#">This provider AND its subordinates</a> <input type="radio"/> <a href="#">This provider ONLY</a>
Program Date Range*	01 / 01 / 2017 <input type="button" value="↻"/> <input type="button" value="📅"/> to 01 / 01 / 2018 <input type="button" value="↻"/> <input type="button" value="📅"/>
Entry/Exit Types*	<input type="checkbox"/> <a href="#">Basic</a> <input type="checkbox"/> <a href="#">Center Program Entry/Exit</a> <input checked="" type="checkbox"/> <a href="#">HUD</a> <input type="checkbox"/> <a href="#">PATH</a> <input type="checkbox"/> <a href="#">Quick Call</a> <input type="checkbox"/> <a href="#">RHY</a> <input type="checkbox"/> <a href="#">Standard</a> <input type="checkbox"/> <a href="#">Transitional Living Program Entry/Exit</a> <input type="checkbox"/> <a href="#">VA</a> <input type="checkbox"/> <a href="#">HPRP (Retired)</a>
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>	

Click on the Build Report button  
 Scroll down to look at the data

### What are we looking for?

5a  
 If you are not a Family Shelter, you should not have any Children under 18  
 The Number of Persons with Unknown Age should be low if not 0

6a  
 Should not have any Information Missing or Data Issues

6c

Should not have any errors

6d

Should not have any missing data

7a

Should align with shelter type – a shelter for individuals should not have any children or Children and Adults

11

Same as above

**22a2** Shelters should not see any clients with stays over 365 days

**22d**

Same as above

To see a list of client id's and names that are being referenced in the report, click on the blue number.

<b>6a - Data Quality: Personally Identifiable Information</b>				
<b>Data Element</b>	<b>Client Doesn't Know/Client Refused</b>	<b>Information Missing</b>	<b>Data Issues</b>	<b>% of Error Rate</b>
Name (3.1)	0	0	0	0%
SSN (3.2)	6	12	4	44%
Date of Birth (3.3)	1	25	1	54%
Race (3.4)	0	28		56%
Ethnicity (3.5)	0	31		62%
Gender (3.6)	0	30		60%
<b>Overall Score</b>				<b>74%</b>

Because this is a canned report and not an ART report, any changes you make to the data will be reflected the next time you run the report.

Once the report has been run and the data has been updated (if needed), you will need to Download the report and save it to a location you will remember.

The file will be in a .zip format which is what will be uploaded in to Sage. **Do not unzip the file.**

## Resources:

HUD Subrecipients Webinar:

<https://www.hudexchange.info/trainings/courses/sage-guidance-for-esg-subrecipients-webinar/2193/>

PowerPoint presentation from Webinar:

<https://www.hudexchange.info/course-content/sage-guidance-for-esg-subrecipients-webinar/sage-guidance-for-esg-subrecipients-webinar-2017-10-19-slides.pdf>

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