March 1, 2017
(re-recorded on March 2, 2017 – updates to slides 13, 22 and 24)

Speakers
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HOME and Homeless Programs Division

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HOME and Homeless Programs Division

For program assistance, please email:
esg@tdhca.state.tx.us

ESG Learning Opportunity Overview
✦ Focus on different ESG-related topics each month
✦ Occurs 1st Wednesday of each month at 10:00 am
✦ ESG Learning Opportunities recorded and posted online
✦ [http://www.tdhca.state.tx.us/home-division/esgp/video-library.htm](http://www.tdhca.state.tx.us/home-division/esgp/video-library.htm)
Webinar Objective

- Provide guidance on requirements of HUD Consolidated Annual Performance Evaluation Report (CAPER):
  - Who is required to report
  - The time period for the report
  - Narrative questions
  - Section 3 Reporting
  - CAPER export from the Homeless Management Information System (HMIS)

What is a PER?

- Required by the US Department of Housing and Urban Development’s (HUD):
  - Called Performance Evaluation Report (PER) or Consolidated Annual Performance Evaluation Report (CAPER)
  - Community Planning and Development (CPD)
  - Funding for four programs:
    - ESG
    - HOME Investment Partnerships Program
    - Community Development Block Grants (CDBG)
    - Housing Opportunities for Persons with AIDS/HIV (HOPEA)
  - Reports on progress made since the One Year Action Plan (OYAP)

CAPER Requirements for TDHCA

- Due to HUD 90 days after the end of the program year
  - ESG Program Year February 1 – January 31
  - Covers multiple ESG contract periods
We’re 2015 ESG Subrecipients – Why us?

- 2015 ESG Subrecipient contracts overlap with 2017 CAPER date:
  - 2015 ESG contracts are from October 1, 2015 – September 31, 2016 (or December 31, 2016 if extension)
  - CAPER dates are February 1, 2016 – January 31, 2017
  - Overlap is February 1, 2016 – September 31, 2016 (or December 31, 2016, if extension)

We’re 2016 ESG Subrecipients – Why us?

- 2016 ESG Subrecipient contracts overlap with 2017 CAPER date:
  - 2016 contracts are from September 1, 2016 – August 31, 2017
  - CAPER dates are February 1, 2016 – January 31, 2017
  - Overlap is September 1, 2016 – January 31, 2017

We’re 2015 and 2016 ESG Subrecipients – What’s different?

- Think of the CAPER from February 1, 2016 – January 31, 2017
- Don’t think in contract periods
Why now?

- 2015 and previous CAPERs only relied on monthly reports
- Monthly and final reports in Community Affairs Contract System were used to create CAPER
- Starting 2016 CAPER required eCart, which is an upload of an HMIS export
- Had to be received directly from Subrecipients
- More detail on narrative portion

Contract System Report Status

- Majority of CAPER measurements are from monthly performance and expenditure reports, for example:
  - Individuals/Households served
  - Individuals/Households outcomes
  - Race/Ethnicity
  - Other resources and match
- No action is needed from ESG Subrecipients for most number-based reporting

Contract System Report Status (con’t)

- The ESG contracts require:
  - Monthly performance and expenditure reports
  - Final performance and expenditure reports
- For 2016 Subrecipients:
  - Priority is to get caught up to January 31, 2017 reporting
  - Monthly and final reports are submitted in the Community Affairs Contract System
Narrative CAPER*

Survey due on March 6, 2017 (Monday)
- https://www.surveymonkey.com/r/17ESGCAPER
- 6 questions related to your program
- Include information of your program processes
- May already be in your written standards
- Sample of answers will be included in the CAPER
- Questions available in PDF format at http://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm

*Updated from March 1, 2017 presentation.

Outreach and Assessment

How did Subrecipient:
- Reach out to persons experiencing homelessness?
  - Include information about people who are unsheltered
- Assess the needs of unsheltered persons experiencing homelessness?
- How did your organization assess the emergency shelter and transitional housing needs of homeless persons?

Avoidance, Transition, Shorten

How did Subrecipient:
- Help low-income individuals and families avoided becoming homeless?
  - If applicable, include extremely low-income individuals and families and those who are likely to become homeless after being discharged from publicly funded institutions and systems of care or receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.
  - Publicly funded institutions and systems of care: health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions.
Avoidance, Transition, Shorten (con’t)

How did Subrecipient:
- Help persons make the transition to permanent housing?
- Shorten the time period that individuals and families experience homelessness?
  - If applicable, include information on chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth.

Access and Prevention

How did Subrecipient:
- Facilitate access for homeless individuals and families to affordable housing units?
- Prevent individuals and families who were recently homeless from becoming homeless again?
  - If applicable, include information on chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth.

Section 3 Reporting

- Only needed for Subrecipients that conducted rehabilitation/conversion/renovation of an emergency shelter
  - Related to job training, employment, and contract opportunities for low or very-low income residents related to construction activities
  - Will be contacting Subrecipients directly for reporting
CAPER Export

- How to upload CAPER Export files (in .csv format)
- How to name CAPER Export files
- CAPER dates
- Accurate data
- Things to Remember

CAPER Export – Acronyms

ES – Emergency Shelter
HP – Homelessness Prevention
SO – Street Outreach
RRH – Rapid Re-Housing

CAPER Export – Transfer
CAPER Export – Transfer*

Every Agency Folder will have four subfolders labeled by Project Type. Please upload the .csv files to the appropriate Project Type folder for each agency.

Batch uploads cannot be done. If there are several projects per agency, you can save time by zipping the files.

*Updated from the March 1, 2017 Presentation.

CAPER Export – Dates

- **2015 ESG Funds**
  - Pull for 2/1/16 – 9/31/16
  - Those with extensions, pull for 2/1/16 – 12/31/16

- **2016 ESG Funds**
  - Pull for 9/1/16 – 1/31/17

- **2015 and 2016 ESG Funds**
  - Pull for 2/1/16 – 1/31/17

CAPER Export – Accurate Data

- Complete and accurate HMIS data
- Real-time HMIS data entry
- Contact HMIS lead agency to fix any mistakes ASAP
- Use e-CART Tool (version 5) to check for errors before uploading to TDHCA
CAPER Export – Things to Remember*

❖ Due Monday, March 20, 2017
❖ Lead Agencies are responsible for partner uploads
❖ .csv files cannot be combined
❖ .csv files only – NO eCART Tool or Excel (.xls) files accepted
❖ Contact your HMIS leads for technical assistance
❖ Domestic Violence service providers using comparable database says "ESG CAPER"; Contact Texas Council on Family Violence if you do not have this report

*Updated from the March 1, 2017 presentation.

Questions?

Contact Information
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
221 E. 11th Street, Austin, TX 78701
P.O. Box 13941, Austin, TX 78711-3941
ESG: http://www.tdhca.state.tx.us/home-division/egsp/
Program Assistance: esg@tdhca.state.tx.us
<table>
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<tr>
<th>#</th>
<th>CAPER Webinar Questions – CAPER Export .csv files</th>
<th>Answers</th>
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<tbody>
<tr>
<td>1</td>
<td>Hi I did not get this link. Is there a way you can send it to me</td>
<td>If you need access to the <a href="https://esg-files.tdhca.state.tx.us/">https://esg-files.tdhca.state.tx.us/</a> to upload your CAPER Export .csv files, please email <a href="mailto:esg@tdhca.state.tx.us">esg@tdhca.state.tx.us</a></td>
</tr>
<tr>
<td>2</td>
<td>Folder labeling. So Would lead agent folder be leadagentname.program? or leadagentname.leadagentname.program.</td>
<td>TDHCA staff has reworked the folder naming conventions and have sent an email to webinar attendees. Please see revised slide 22 in the posted PowerPoint for information on using subfolders.</td>
</tr>
<tr>
<td>3</td>
<td>So lead folder for us would be ACAM.HP, correct?</td>
<td>See answer to question 2.</td>
</tr>
<tr>
<td>4</td>
<td>So, we just pull the ESG CAPER out of HMIS?</td>
<td>Yes, the CAPER Export comes out of HMIS.</td>
</tr>
<tr>
<td>5</td>
<td>would you please show how we start off to download the files? could you go back to how we access the caper?</td>
<td>Please see answer to question 4.</td>
</tr>
<tr>
<td>6</td>
<td>If there are 32 .csv files, the upload file site will show 32 files or do they combine into one?</td>
<td>No, the 32 .csv files do not combine into one file. However, you have the option to zip the files into a .zip and upload the .zip file instead of each .csv file.</td>
</tr>
<tr>
<td>7</td>
<td>when uploading to the upload site, will we have to upload 32 files individually? Will they appear as 32 files? During the webinar it was tested with one file...</td>
<td>During the original presentation of the webinar, we uploaded only one .csv file. During the re-recording, we uploaded all 32 .csv files. Subrecipients have the option of zipping the 32 .csv files and uploading the one .zip file instead.</td>
</tr>
<tr>
<td>8</td>
<td>delete the first csv file?</td>
<td>During the original presentation of the webinar, we uploaded a .csv file to the wrong folder, so we deleted the .csv file. If you upload the .csv file by mistake, you may also delete the files you uploaded.</td>
</tr>
<tr>
<td>9</td>
<td>If we have a construction project, but have not yet completed the project, do we still file this report?</td>
<td>Yes, the CAPER export is needed regardless of whether construction is completed.</td>
</tr>
<tr>
<td>10</td>
<td>Last year the files were named Q4s.csv, Q5a.csv etc. Is this naming conventions used this year?</td>
<td>Please do not change the name of the CAPER export .csv files. Please see slide 21-22 for the naming of the folders and subfolders in which to upload your .csv files.</td>
</tr>
<tr>
<td>11</td>
<td>Can you show the actual Q# files? I think we deleted the first file last years Caper</td>
<td>See answer to question 10.</td>
</tr>
<tr>
<td>12</td>
<td>We don't have HMIS. We are using Osnium. Last year we created 30 some odd files per application. Are the files all combined into 1 spreadsheet with all the tabs?</td>
<td>No. We still need all 32 .csv files for each project. You cannot submit one .csv file per project.</td>
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<tr>
<td>13</td>
<td>please show actual eCart tool results. .. the list of .csv files</td>
<td>You may test the .csv files in eCart, but do not submit the eCart to TDHCA. HUD guidance on using eCart is available online at <a href="https://www.hudexchange.info/resource/4785/ecart-esg-caper-annual-reporting-tool-and-guide/">https://www.hudexchange.info/resource/4785/ecart-esg-caper-annual-reporting-tool-and-guide/</a></td>
</tr>
<tr>
<td>14</td>
<td>Where is the link to the e cart tool?</td>
<td>HUD’s eCart link is at <a href="https://www.hudexchange.info/resource/4785/ecart-esg-caper-annual-reporting-tool-and-guide/">https://www.hudexchange.info/resource/4785/ecart-esg-caper-annual-reporting-tool-and-guide/</a></td>
</tr>
<tr>
<td>15</td>
<td>Since we just started using Osnium October, 2016, our report from Osnium will not have the information from February, 2016. So how will our report be correct if we use Osnium for report?</td>
<td>The CAPER export in Osnium will be able to create the necessary .csv files for the data you have entered into your Osnium database. Please contact your HMIS-comparable database lead agency for information on how to get the appropriate .csv files if you are unable to back-enter your data into your Osnium database. If you have any questions regarding Osnium and the CAPER export, please contact the Texas Council on Family Violence (Alexandra Cantrell, <a href="mailto:acantrell@tcfv.org">acantrell@tcfv.org</a>)</td>
</tr>
<tr>
<td>16</td>
<td>Since we just started using Osnium, not all of the data starting February, 2016 through September, 2016 will not be in the report. So how is my reports be correct? I can manually fill the forms out that was sent out last year for me to fill out then convert them to .csv files like I did last year then send them in. Am I not able to do it this way this year?</td>
<td>See answer to question 15.</td>
</tr>
<tr>
<td>17</td>
<td>We are unable to download from our Osnium. Our Osnium report isn't running correctly and we just started using Osnium October, 2016. We are a DV provider. We are having to manually gather our information. Will there be a worksheet like last year for us to fill out then convert it to a .csv file?</td>
<td>To make sure you have the most up to date version of the Osnium CAPER export, please contact Texas Council on Family Violence (Alexandra Cantrell, <a href="mailto:acantrell@tcfv.org">acantrell@tcfv.org</a>). With this you should not need to gather things manually. The CAPER export .csv worksheets provided last year to domestic violence providers were created by the HMIS lead agencies. Please contact your HMIS lead agency for more information on the .csv worksheet.</td>
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<td>#</td>
<td><strong>CAPER Webinar Questions - Monthly Reports</strong></td>
<td><strong>Answers</strong></td>
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<tr>
<td>18</td>
<td>I have adjustments to make to my EOM and spoke with Laura White and decided rather than &quot;unsign&quot; my February 15 report and edit that I would adjust numbers in report due 3/15...this is actually data from February. Will this negatively affect my CAPER report?</td>
<td>Yes, data submitted in the ESG monthly reports will affect the CAPER information. If you need to adjust your monthly reports, please email <a href="mailto:esg@tdhca.state.tx.us">esg@tdhca.state.tx.us</a>. Adjusting the reports for February reporting is too late to be reflected in the 2017 CAPER.</td>
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<tbody>
<tr>
<td>19</td>
<td>Can you email survey questions so we can prepare answers before we submit? It will give us some time to look at the questions and formulate answers. SurveyMonkey will allow you to download an Excel file of the survey that you can make available to all of us so we can have the questions before the survey. Can you guys do that?</td>
<td>The Survey Monkey Questions are in the PowerPoint on slides 14-17, and we have provided a PDF printout of the Survey Monkey online at <a href="http://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm">http://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm</a> under Data Collection and Reporting.</td>
</tr>
<tr>
<td>20</td>
<td>do collaborative partners need to complete the survey?</td>
<td>We are requesting input from the collaborative partners. If the lead agency wants to forward the survey link to the collaborative partners, the collaborative partners may enter their information directly. Alternatively, the lead agency may get information from the collaborative partners and enter the information for the entire collaborative.</td>
</tr>
<tr>
<td>21</td>
<td>I am not sure a collaborative only providing HP be able to answer all questions. If it doesn't apply is N/A an acceptable answer?</td>
<td>Yes, N/A is an acceptable answer if the activity does not apply to the organization.</td>
</tr>
<tr>
<td>22</td>
<td>I didn't understand on the collaborative projects. Under a collaborative, do we submit one report/narrative or one for each partner? Sorry I got confused. If we are a collaborative does the lead agency fill out one survey for all of us</td>
<td>See answer to question 20.</td>
</tr>
<tr>
<td>23</td>
<td>Should all agencies in a collaborative application complete the survey due by the 6th?</td>
<td>Yes, the survey has to be completed by Monday, March 6. See answer to question 20 as to who needs to complete the survey.</td>
</tr>
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<td>#</td>
<td>CAPER Webinar Questions - GotoWebinar Technical Assistance</td>
<td>Answers</td>
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<tr>
<td>24</td>
<td>Could you please tell us how to get the powerpoint to this presentation? when are you posting the webinar? How do we download the webinar?</td>
<td>During the webinar, the PowerPoint handouts could be downloaded from the GoToWebinar control panel. After the webinar, the recording and PowerPoint will be online at <a href="http://www.tdhca.state.tx.us/home-division/esgp/video-library.htm">http://www.tdhca.state.tx.us/home-division/esgp/video-library.htm</a>.</td>
</tr>
<tr>
<td>25</td>
<td>Is the webinar going to be in the library soon?</td>
<td>We aim to have ESG Learning Opportunities' PowerPoint handouts and recordings available one to two weeks after the presentation at <a href="http://www.tdhca.state.tx.us/home-division/esgp/video-library.htm">http://www.tdhca.state.tx.us/home-division/esgp/video-library.htm</a>. We are working to get this ESG Learning Opportunity posted within one week, due to the timely nature of the subject matter.</td>
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