



OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

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

**MEMORANDUM FOR:** CPD Field Office Directors and HOPWA Formula and Competitive Grantees

**FROM:** Rita Harcrow, Director, Office of HIV/AIDS Housing

**SUBJECT:** Use of HOPWA Grant Funds for Participation at the 2021 United States Conference on HIV/AIDS

The purpose of this memorandum is to provide guidance to recipients of Housing Opportunities for Persons With AIDS (HOPWA) formula and competitive grants on the use of HOPWA grant funds to pay for the cost of grantee or project sponsor staff attending the 2021 United States Conference on HIV/AIDS (USCHA). USCHA will take place October 28-31, 2021, at the Marriott Marquis Hotel in Washington, DC. The conference agenda and information about how to register for USCHA are available online at: <https://uscha.life/>. Similar to prior guidance on program-related training activities, HOPWA funds are eligible for use by grantees and project sponsors to support reasonable costs for participation in USCHA, as explained below.

**ELIGIBLE COSTS**

Participation in USCHA may be charged to a grantee's HOPWA award as the conference promotes the use of best practices and research to inform the design of effective HIV/AIDS housing and service programs that improve housing stability and health outcomes of low-income persons living with HIV/AIDS. Reasonable costs of participation in the event, including costs for conference registration, travel, lodging, and meals, may be applied to HOPWA accounts, if incurred in accordance with applicable regulations. HOPWA grantees and project sponsors should pay attention to 24 CFR 200.432 and §200.475 in applying the costs for participation in USCHA to HOPWA accounts. Grantees may use the following standards for allocating costs to program activities:

- (a) For HOPWA grantees and project sponsors, the reasonable costs of participating in this event can be allocated to the resource identification and administrative costs line items. Per 24 CFR 574.300(b)(2), resource identification is associated with efforts to establish, coordinate, and develop housing assistance resources for eligible persons. Administrative costs are associated with the management, oversight, coordination, and evaluation of HOPWA grants, and are subject to the established limitations under 24 CFR 574.300(b)(10); and
- (b) Grantees and project sponsors may use other non-HOPWA sources for any or all of these costs, and may report these as leveraged other resources in supporting program objectives.

## **QUESTIONS**

If you have any questions about the use of HOPWA funds for participation in USCHA, please contact the Office of HIV/AIDS Housing by email at [HOPWA@hud.gov](mailto:HOPWA@hud.gov).