



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

FY

Special Attention of:

Notice: CPD-20-02

Issued: February 28, 2020

All HOPWA Renewal Grantees

This Notice remains effective until amended, superseded, or rescinded.

All CPD Field Office Directors and
Deputy Directors

Cross References: 24 CFR Part 574 –
Housing Opportunities for Persons With
AIDS (HOPWA)

Subject: Procedural Guidance for Fiscal Year 2020 HOPWA Permanent Supportive Housing
Renewal Grant Applications

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I. Purpose and Contact Information

Due to the dynamic and emerging situation with coronavirus disease 2019 (COVID-19), this Notice has been updated with a later deadline of May 1, 2020 for application submissions. For grantees with current grant expiration dates of June 30, 2020 or July 31, 2020, it is recommended that applications still be submitted as soon as possible to avoid a lapse in funding. OHH will review applications as received.

This Housing Opportunities for Persons With AIDS (HOPWA) [CDFA # 14.241] Notice announces renewal application requirements for eligible expiring HOPWA Permanent Supportive Housing (PSH) grants. This Notice will serve as the renewal application procedural guidance for eligible Fiscal Year (FY) 2020 renewal applicants. Pursuant to the authority provided by the Further Consolidated Appropriations Act, 2020 (Pub. L. No. 116-94), and Consolidated Appropriations Act, 2019 (Pub. L. No. 116-6), the Department will renew all eligible expiring HOPWA Permanent Supportive Housing (PSH) grants initially funded under a HUD competition using appropriated funds from Fiscal Year 2010 or earlier, provided they meet

all program requirements. Applications for FY2020 renewal grants must be received no later than 11:59:59PM ET on **May, 1, 2020**.

HOPWA PSH renewal grants are not automatically renewed; HUD must evaluate whether each renewal applicant meets the appropriations act conditions to determine if the expiring HOPWA grant can be renewed. HUD expects grantees to fully expend all funds awarded under HOPWA renewal grants within the three-year period of performance. If a grantee is continually unable to fully expend its grant in the three-year period of performance, HUD will consider whether the grantee is meeting threshold requirements (Section IV) to implement a renewal grant. HUD will reduce renewal award amounts by a percentage reflective of funds returned by the grantee on expired renewal grants. More information on the reduced funding amounts for renewal awards is available in Section III of this Notice.

If you have questions about the FY 2020 HOPWA Permanent Supportive Housing Renewal Grant Application process, please contact Claire Donze, Management and Program Analyst, in the Office of HIV/AIDS Housing. Claire Donze can be reached by email at Claire.L.Donze@hud.gov or at (202) 402-2365. This is not a toll-free telephone number. Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

II. Eligible Applicants

Eligible applicants for FY 2020 HOPWA Permanent Supportive Housing (PSH) renewal grant funding are grantees of HOPWA PSH grants expiring between June 1, 2020 and May 31, 2021. A list of grants potentially eligible for renewal in FY 2020 is in Table 1. Grantees with expiring grants must demonstrate that the remaining balance on the current HOPWA PSH grant would be insufficient to fund activities beyond May 31, 2021.

Table 1. Potentially Eligible Renewal Applicants

	<u>Grantee Name</u>	<u>Grant No.</u>
1	Alaska Housing Finance Corp	AK-H170008
2	Action, Inc.	MA-H170022
3	AIDS Alabama, Inc.	AL-H170001
4	AIDS Foundation of Chicago	IL-H170007
5	AIDS Foundation of Chicago	IL-H170030
6	AIDS Interfaith Residential Services, Inc.	MD-H170018
7	AIDS Resource Center of Wisconsin	WI-H170024
8	Asociación De Puertorriqueños en Marcha, Inc.	PA-H170021
9	Bailey House, Inc.	NY-H170026
10	City of Baltimore, DHCD	MD-H170031
11	City of Los Angeles	CA-H150003
12	City of Nashua	NH-H170012
13	Clare Housing	MN-H170019

14	Cochise County	AZ-H170025
15	Downtown Emergency Service Center	WA-H160019
16	Grace House	MS-H170016
17	Greyston Health Services, Inc.	NY-H170023
18	Harbor Homes, Inc.	NH-H170011
19	Health Services Center, Inc	AL-H170009
20	Idaho Housing & Finance Association	ID-H170029
21	Kingsport Housing & Redevelopment Authority	TN-H170013
22	Lexington-Fayette Urban County Government	KY-H170017
23	Maui A.I.D.S. Foundation	HI-H170010
24	Methodist Training & Outreach Center, Inc.	VI-H170006
25	New Jersey Department of Health	NJ-H160024
26	Oregon Health Authority	OR-H170015
27	Pima County	AZ-H170003
28	Salvation Army, Harbor Lights	MN-H170005
29	Santa Fe Community Housing Trust	NM-H170002
30	State of Montana	MT-H170014
31	State of New Hampshire	NH-H170020
32	State of Washington	WA-H170032
33	Tarrant County Community Development Division	TX-H170027
34	University of Illinois, College of Medicine	IL-H170004
35	Vermont Housing and Conservation Board	VT-H170028

If a HOPWA PSH grant expires prior to June 1, 2020, the grant is not eligible for renewal under this Notice. If a PSH grant expires after May 31, 2021, renewal funding for that PSH grant, if available, will be addressed in a future HOPWA renewal notice. If, during the renewal period, HUD determines that an applicant’s expiring grant holds a balance large enough to fund activities beyond May 31, 2021, the grant will be ineligible for a renewal award under this Notice. These grantees may request a grant extension on their current grant in lieu of applying for a renewal grant and should plan to apply for a renewal grant under a future renewal application notice. Grant extensions are subject to HUD approval.

HOPWA competitive demonstrations and transitional projects are not eligible for renewal under this Notice. These projects include HOPWA grants that were funded as one-time nonrenewable awards and/or do not have a primary focus on permanent supportive housing-funded activities. To access current HOPWA grant opportunities outside of the FY2020 HOPWA PSH renewal grants, visit [grants.gov](https://www.grants.gov).

III. Award Information

It is the Department’s intent to renew eligible awards, though applicants whose past awards had unexpended amounts will receive a reduced amount of funding on their renewal award based on those unexpended amounts. Applicants who submit a letter of intent will receive a Project

Confirmation Worksheet (PCW) with a breakdown of Budget Line Item (BLI) amounts eligible for renewal. The eligible BLI amounts in the PCW will include any reductions taken as described in this section. The overall reduction of the renewal grant will be reflected equally among the BLI amounts eligible for renewal with slight adjustments for rounding as needed to maintain statutory limits for administrative costs. These reductions are meant to more accurately reflect the funding amounts each grantee needs to administer grant activities based on past spending. Only grants that were directly administered by the current grantee will be taken into account for the reduction calculation, as the amounts current grantees previously expended are considered the amounts the current grantee needs to administer the grant activities.

Each eligible renewal grant will be reduced by the percentage of total unexpended funds from the eligible applicant’s last three expired PSH renewal grants. For example, if the eligible applicant is currently administering a FY 2017 grant, the applicant’s last three expired PSH renewal grants (in this example, from FY 2008, FY 2011, and FY 2014) will be used in the reduction calculation. The percentage of total unexpended funds from the total grant amount for the three expired awards will be used to reduce the potentially eligible award amount under the FY 2020 HOPWA PSH renewal cycle. All percentages will be listed to the hundredths decimal place. Table 2 shows an example of the last three expired grants with award amounts, and the funds unexpended in dollars for each awarded grant and as a percentage of the total for all three expired grants.

Table 2. Example Grant Reduction Chart

Expired grant	Awarded Grant Amount	Grant Funds Unexpended	% of Funds Unexpended
FY2008	\$1,000,000	\$60,000	
FY2011	\$1,000,000	\$3,000	
FY2014	\$1,000,000	\$15,000	
Sum	\$3,000,000	\$78,000	2.60%

The reduction calculation for the example above represents the percentage of the sum of the funds unexpended under the three expired PSH renewal grants compared to the total awarded on the three expired PSH renewal grants for a total reduction on the FY 2020 PSH renewal grant of 2.60% ($\$78,000 / \$3,000,000 = 2.60\%$). Therefore, if the potentially eligible FY 2020 PSH renewal grant award amount is \$1,000,000, that amount would be reduced by 2.60% or \$26,000 ($\$1,000,000 * .0260 = \$26,000$). With the reduction, this example applicant would be potentially eligible for a grant of \$974,000 ($\$1,000,000 - \$26,000 = \$974,000$) for the FY2020 HOPWA PSH renewal process. The potentially eligible grant amount, including the calculated reduction for each individual applicant, will be communicated through the PCW after the applicant has submitted its letter of intent to renew.

In order to coordinate renewal actions for expiring grants based on need, the Department will renew expiring PSH grants that meet the requirements of this Notice and provide funding in the order of grant expiration dates based on funding availability. Further, HUD may announce PSH renewal awards on a rolling basis, if needed, to help ensure continued operations of expiring grants. Applicants selected for renewal are expected to expend the remaining balance of current funds on their approved schedule within their currently approved grant period.

Renewal applicants may not utilize the renewal process to amend currently approved grant activities and/or amend funding levels on currently approved activities, unless authorized by this Notice. HUD may redistribute incorrectly allocated costs to the correct line item. HUD also reserves the right to further decrease BLIs if it is determined that the number of persons/units actually assisted (housing outputs) is substantially less than the amount agreed upon in the current executed grant agreement. Applicants may also submit requests for reductions in BLIs due to reduced fair market rents, cost savings, use of leveraged resources, and/or items deemed non-essential.

IV. Threshold Requirements

Only applications that comply with the requirements in this Notice will be eligible for funding. Below are the threshold requirements all applicants must meet to submit an eligible application for an FY 2020 renewal award:

- **Permanent Supportive Housing Activities.** Applicants must provide permanent supportive housing (PSH) as the primary grant activity under an expiring HOPWA grant and propose to continue providing PSH as the primary grant activity under an FY 2020 renewal award. HUD will consider the primary grant activity to be PSH when at least **51 percent** of grant funds provide PSH activities to eligible beneficiaries. PSH refers to activities that provide eligible beneficiaries with permanent housing and ongoing access to appropriate supportive services through qualified providers. For the purposes of this Notice, “permanent housing” means housing in which the eligible person has a continuous legal right to remain in the unit established by a lease or legally binding occupancy agreement. The lease must be renewable after the first year of occupancy. To qualify as “permanent supportive housing,” however, the clients receiving permanent housing assistance must also have ongoing access to appropriate supportive services provided through qualified service providers in the area. Applicants are reminded that participation in supportive services is not a prerequisite for clients to receive housing assistance nor an ongoing requirement for clients after housing assistance is established.

Tenant-based Rental Assistance (TBRA), Operating Costs, and Leasing are primary permanent housing activities. Depending on the structure of the program and usage of leveraged funds, Short-Term Rent, Mortgage, and Utilities (STRMU) and Permanent Housing Placement (PHP) may contribute towards the percentage of grant funds providing PSH to eligible beneficiaries. HUD reserves the right to request additional justification from applicants requesting renewal funding where BLI amounts do not clearly indicate PSH is the primary activity.

- **Compliance with All Program Requirements.** The grantee and project under the expiring HOPWA PSH grant must be in compliance with the program requirements in 24 CFR part 574 and the grant agreement. The applicant must have a record of compliance with program requirements and solid performance under the expiring HOPWA PSH grant, including a history of submitting timely, accurate, and complete Annual Progress Reports (APRs) that demonstrate measurable progress in the implementation of the

current grant award. Measurable progress is defined as meeting applicable program benchmarks including:

- Required HOPWA outputs for the actual number of households assisted, including the number who were homeless at program entry (if targeted to homeless and/or chronically homeless persons and their families), and persons at risk of homelessness and their families assisted, in comparison to the planned and approved number of households; and
- Required HOPWA outcomes, such as increasing the number of persons who maintain access to care and stable housing.
- Compliance with the terms and conditions of all existing HOPWA grant awards, including expending prior funding in a timely manner as outlined in the grant agreements with HUD, with no outstanding audit or unresolved monitoring findings that HUD considers significant.

An application for renewal under this Notice will be denied if HUD determines that the grantee or project does not meet all program requirements. Applicants determined not to be eligible for renewal due to noncompliance should ensure maintained housing stability for program beneficiaries. Examples of poor performance or failure to meet program requirements that may disqualify a grant for renewal include:

- Unresolved monitoring findings not addressed by the date of application that HUD considers to be significant;
- Failure to resolve program noncompliance issues identified in a HUD notice of default on a current grant in a timely manner;
- Documented misuse of HOPWA funding, such as expending funds on ineligible activities and/or ineligible beneficiaries;
- Delays in program implementation;
- Failure to provide the level of housing and services committed to under the expiring grant agreement;
- History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- Untimely filing, and inaccurate and/or incomplete submission of APRs that do not appropriately show client outcomes;
- Significant citizen complaints about the grantee's poor performance that have not been addressed with justified reasons and remain unresolved;
- Outstanding obligation to HUD due to noncompliance that is in arrears, or for which a payment schedule has not been agreed upon;
- Audit findings for which a response is overdue or unsatisfactory;
- History of inadequate financial management accounting practices;
- Other indicators of poor management, including an unwillingness to accept technical assistance or to implement identified program changes as a result of technical assistance;
- Loss of project site; and
- Other HUD-identified noncompliance with HOPWA's authorizing statute and regulations.

HUD may also identify concerns arising from application content submitted under this Notice that may disqualify a grant for renewal. Applicants will be notified of identified concerns that may disqualify a grant from being renewed and will be given an opportunity to respond to any identified concerns prior to any determination of disqualification.

V. Eligible Activities

As stated previously, PSH for eligible beneficiaries must be the primary grant activity in all renewal projects. HUD will consider the primary grant activity to be PSH when at least 51 percent of the grant funds are used to undertake program activities that provide PSH to eligible beneficiaries. If an applicant is proposing to continue some level of emergency shelter or transitional housing assistance, then the applicant must ensure that these activities will be carried out in connection with the provision of PSH and show that the PSH activity will remain the primary activity carried out under the grant.

Applicants seeking PSH renewal grant award funding must provide continuous forms of housing support over the grant operating period that establish or maintain stable permanent housing and reduce the risks of homelessness. Eligible housing activities to support permanent supportive housing as the primary grant activity may include:

- **Tenant-Based Rental Assistance (TBRA)**;
- **Operating Costs** for permanent housing facilities;
- **Leasing costs** for permanent housing facilities or units;
- **Permanent Housing Placement (PHP)** services to place households into permanent housing; and
- **Short-Term Rent, Mortgage, and Utilities (STRMU)** payments to maintain current housing arrangements.

Eligible non-housing activities to support permanent supportive housing include:

- **Supportive Services** to provide access to mainstream resources, public benefits, and improve access to healthcare and other needed support to maintain stable housing and positive health outcomes;
- **Housing Information Services** to assist beneficiaries in locating appropriate housing; and
- **Administrative Costs** which include costs for data collection and annual performance reporting to HUD. Administrative costs are subject to the following limits: for grantees, three percent of the grant amount and, for project sponsors, seven percent of the amount of grant funds they receive.

In providing PSH, applicants must maintain evidence that clients have a continuous legal right to remain in their unit and have access to ongoing supportive services provided through qualified providers. Grantee and/or project sponsor files must include a copy of the standard lease form or legally binding occupancy agreement used for residents of the project. The lease or a legally binding occupancy agreement must be for an initial term of at least one year that is automatically

renewable upon expiration, except with reasonable prior notice by either the tenant or the landlord.

In all cases, the program must maintain or enhance access to other needed services that are available through mainstream resources, including healthcare assistance, AIDS drug assistance under the Ryan White HIV/AIDS Treatment Extension Act of 2009, the Affordable Care Act, and/or other federal, state, local, and private resources. To the extent practicable, HUD encourages renewal grantees to incorporate and identify the commitment of mainstream resources in their project plans to maximize the benefit of HOPWA grants. HOPWA grantees should coordinate with their local Continuum of Care coordinated entry process to ensure all housing options are available to clients. HOPWA grantees must also ensure that the qualifying beneficiaries of HOPWA maintain access to available healthcare benefits and are able to fully participate in their healthcare plan. HOPWA grantees must promote adherence to prescribed HIV/AIDS medications in an effort to address the HIV Care Continuum outcomes of improved CD4 counts and optimally suppressed viral loads. More information on the HIV Care Continuum can be accessed at: <https://www.hiv.gov/federal-response/policies-issues/hiv-aids-care-continuum>

Any funds that aren't spent on PSH must be spent on HOPWA eligible activities, which are set forth in the HOPWA regulations at 24 CFR 574.300-574.340. HOPWA program regulations can be accessed at: <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.7>

As provided in 24 CFR 574.3, administrative costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities. Accordingly, staff costs directly related to the delivery of housing assistance or supportive services activities are billable to the associated housing or supportive service budget line item. Staff costs should not be billed completely under administration or entirely to supportive services. If the staff is providing services directly related to another budget line item, then that staffing expense should be billed to that line item.

VI. Funding Restrictions

The following activities are not eligible to be funded with amounts awarded under this FY 2020 HOPWA PSH Renewal Notice:

- **Expansion of Existing Operations.** Acquisition, new construction, rehabilitation, or costs, such as operating costs or leasing of new housing facilities and community residences, for the purposes of expanding existing operations to additional new locations or additional households are ineligible. However, this does not preclude the leasing by beneficiaries of individual units for the purpose of continuing facility-based, or master leasing programs for existing clients. Grantees may also relocate existing facility-based assistance, if necessary, but the new location cannot expand the scope of the current grant.

If an applicant is interested in undertaking additional capital development activities or significantly expanding HOPWA activities beyond those currently approved under the expiring grant, the applicant should consider competing for funding under a different

HUD NOFA competition, or utilizing leveraged resources to conduct these additional activities.

- **Ineligible Project Activities.** Under this Notice, the following activities are not eligible to be funded:
 - Health services are not eligible to the extent that payment has been made, or can reasonably be expected to be made, with respect to that item or service under any state compensation program, under an insurance policy, or under any Federal or state health benefits program or by an entity that provides health services on a prepaid basis;
 - Unless already approved by HUD in the initial grant application as an “other” activity budget line item, incidental moving costs, including van rentals, supplies, and moving equipment, are not eligible;
 - Unless included in the mortgage payment, property taxes and condominium fees are not eligible;
 - Personal items including clothing; furniture and other household items (unless provided for as part of facility operations), including cookware and dishes; grooming; personal vehicle maintenance and repairs; cash assistance and consumer credit payments; entertainment or social activities; pets; and other non-housing-related costs or related services.

VII. Application Submission

A. Application Deadlines

A list of grants potentially eligible for renewal is located in Table 1 of Section II of this Notice. Eligible applicants interested in applying for an FY2020 HOPWA PSH renewal grant must notify the Office of HIV/AIDS Housing with a letter of intent to apply for renewal funding and a projected expenditure of remaining funding on the expiring grant no later than 11:59:59 PM Eastern Time on **March 6, 2020**. The letter of intent must be signed by an authorized representative (executive director or equivalent) and submitted via email both to the Office of HIV/AIDS Housing at HUD Headquarters (HOPWA@hud.gov) **and** to the applicant’s local HUD Field Office.

The projection of expenditure must provide a monthly breakdown of projected expenditures by budget line item for the remaining period of the expiring grant. This monthly breakdown of projected funds must show that all remaining funds will be expended by the active grant’s expiration, which must be on or before May 31, 2021, to be eligible for an FY 2020 HOPWA PSH renewal grant. If the projected expenditures show that a grant extension is needed, applicants should work with their local field office to coordinate this grant amendment. Grants requiring an extension past May 31, 2021 are not eligible to apply for a grant under this Notice and will be expected to renew their HOPWA PSH grant in a future renewal cycle, contingent on appropriations for funding future renewal awards. The submitted projection of expenditure will be reviewed and confirmed by HUD staff with current financial information available. Grantees should ensure that the balances listed in HUD’s Integrated Disbursement and Information System (IDIS) are current and reflect timely expenditures for costs incurred.

The Department will provide information about a webinar for applicants covering the information contained in this Notice. More information on the webinar will be communicated directly to eligible applicants with a submitted letter of intent.

As stated in Section I, completed renewal applications must be received no later than 11:59:59 PM Eastern Time on **May 1, 2020**. Applications must be submitted to HOPWA@hud.gov.

B. Application Form and Content Submission Requirements

Completed Applications include the following required forms and content:

1. Application for Federal Assistance (SF424). This is a required form for all applicants.

The information below should be used as guidance when filling out the SF424.

- Box 1 – The type of submission is an application.
- Box 2 – The type of application is new.
- Box 3 – The date received is the date the application is submitted to HUD.
- Box 8d – Enter the county or parish in which the organization’s address is located, where applicable. This box is not starred as a requirement, but HOPWA applicants should complete this box. The applicant should also submit the full 5 digits plus 4-digit zip/ postal code.
- Box 8f – The person identified here should be the program contact who is working closely with the application. This person should not be the same as the authorized representative.
- Box 11 – The Catalog of Federal Domestic Assistance Number is 14.241. The CFDA Title is “Housing Opportunities for Persons With AIDS”.
- Box 12 – The funding opportunity number is the number of this Notice. The title is the subject title of this Notice, “Procedural Guidance for Fiscal Year 2020 HOPWA Permanent Supportive Housing Renewal Grant Applications”.
- Box 14 – Enter the cities and counties (or county-equivalents) covered in the renewal project’s service area. This box can only be completed as an attachment to the SF424 form.
- Box 16a – The congressional district in which the applicant is located
- Box 16b – The congressional district(s) in which the applicant’s PSH program operates.
- Box 17 – The start date is a proposed start date and should be the day after the applicant’s current renewal grant expires. The end date is three years after the start date.
- Box 18 – Enter the renewal grant amount in line a, “Federal.” Line g, “Total,” should be the same amount as line a. No other lines should be completed in this box.
- Box 19 – The program is not covered by E.O. 12372 (Box C).
- Authorized Representative – This is the person that can accept grant funding on behalf of the organization applying for renewal funding.

2. Assurances for Non-Construction Programs. (SF-424B). This is a required form for all applicants. The authorized representative must sign and date this form and include the organization name.

3. **Certification Regarding Lobbying (Appendix A of 24 CFR Part 87).** This certification is required for all applicants. Applicants are subject to Section 319 of Public Law 101-121, 31 U.S.C. 1352 (The Byrd Amendment) and implementing regulations at [24 CFR Part 87](#), which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government for a specific contract, grant, or loan. Applicants must submit a certification by copying and pasting the language for *Certification for Contracts, Grants, Loans, and Cooperative Agreements* in Appendix A of 24 CFR Part 87 (available at: http://www.ecfr.gov/cgi-bin/text-idx?SID=4d8fd7235ff29815ce36c2b146e72d19&mc=true&node=pt24.1.87&rgn=div5#ap24.1.87_1605.a) into a document and having the authorized representative sign and date the certification.

4. In addition, applicants participating in lobbying activities must disclose, using Standard Form LLL (SFLLL), “Disclosure of Lobbying Activities,” any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of congress, or congressional staff regarding specific grants or contracts.
HOPWA Budget (HUD-40110-B). This is a required form for all applicants. Applicants who submit a letter of intent will receive a Project Confirmation Worksheet (PCW) that provides the following: the project’s current approved BLI amounts, the eligible BLI amounts for the FY 2020 renewal (these amounts may be at reduced levels as outlined in Section III of this Notice), current approved outputs by BLI as listed in the currently approved 40110-B, and achieved outputs by BLI as reported in the APR. If an amendment was made to the active grant’s budget and it is not reflected in the amounts listed in the PCW, you should notify the HOPWA contact who sent you the PCW and a correction will be made. Applicants should complete the PCW by setting output goals by BLI for the renewal grant.

Applicants who complete the Project Confirmation Worksheet (PCW) process will receive a 40110-B with 1) the eligible BLI funding amounts discussed during the PCW process included on the “Application Budget Summary” page, and 2) the activities eligible under the new award included in the “Description” boxes on the “Detailed Project Budget & Housing Outputs” pages. There will be one “Detailed Project Budget & Housing Outputs” page for each organization (grantee and project sponsor(s)). Applicants should use the provided eligible BLI funding amounts and the output goals discussed during the PCW process to complete columns “Yr. 1,” “Yr. 2,” “Yr. 3,” and “Totals” columns on each “Detailed Project Budget & Housing Outputs” page, as well as the projected household or unit outputs for each BLI by organization. The total household outputs identified in the detailed budget pages should account for attrition and be presented as an unduplicated number. Reviewers will be looking closely at variations in projected outputs and achieved outputs, and will ask applicants for clarification, as needed, in the negotiation process. Applicants should also include in their 40110-B the leveraged funds committed for each individual BLI at the time of application submission. Lastly, applicants should check that budget amounts add to the correct totals and match across the “Application Budget Summary” and “Detailed Project Budget & Housing

Outputs” pages. It is important that all information is accurate on this budget as it will be incorporated into the grant agreement between HUD and the grantee when awards are made. **All funding amounts in the budget should be presented in whole numbers.**

5. Narratives. All applicants are required to submit a Technical Assistance Narrative. An Organizational Capacity Narrative is only required for applicants with changes to project sponsors. Applicants should review the information provided for all narratives to ensure they are submitting the narratives required for a complete application.

(a) **Technical Assistance Narrative.** This is a required narrative for all applicants.

Responses for the Technical Assistance Narrative are limited to two pages. Technical assistance refers to the transfer of skills and knowledge to entities that may need, but do not possess, such skills and knowledge. The assistance may include, but is not limited to, written information such as papers, manuals, guides, and brochures; person-to-person exchanges; web-based curriculums, training and Webinars. The following information should be included in the Technical Assistance Narrative:

- Indicate whether the HOPWA and/or HUD technical assistance currently available is sufficient in transferring the skills and knowledge needed to implement a successful HOPWA program.
- Describe technical assistance that HUD could provide that would contribute to the implementation of a more successful HOPWA program.

(b) **Organizational Capacity Narrative.** Applicants should continue using currently-approved project sponsors to implement activities. However, if a project sponsor is added, a project sponsor is dropped from the program design, or if a project sponsor’s legal status has changed, the applicant must provide an Organizational Capacity Narrative with the application.

For any change in project sponsors, applicants must provide justification of the change on no more than two pages with the following information:

- Reason for the project sponsor change or adjustment.
- Evidence of the project sponsor’s organizational capacity to continue successfully implementing all renewal activities.

HUD will review the information provided in the organizational capacity narrative to determine whether to accept changes in project sponsor arrangements. Potentially sufficient reasons for realigning or changing a project sponsor may include:

- Alignment of project service delivery with sufficient levels of grants management skills or financial management and efficiency;
- A desire to increase capacity or ensure continuing sustainability of project operations and adequate program service delivery;
- Dissolution or change in business plan of the prior project sponsor, resulting in the loss of HOPWA service delivery component;
- A need for significant improvement in project staffing competency;
- A project default such as related unresolved monitoring or audit findings;

- Merger of the project sponsor or transfer of project components to another entity; or
- A loss of non-profit status.

HUD reserves the right to reject a project involving a change in project sponsors where inadequate justification is provided, the new project sponsor capacity is limited, or there are serious concerns on the merits of this change.

For applicants with a new project sponsor added to the renewal request or an existing project sponsor who has experienced significant organizational change, additional information is required in the Organizational Capacity Narrative along with the submission of the organization's nonprofit status (if applicable) and documentation that, among the organization's purposes, are significant activities related to providing services or housing to persons with HIV/AIDS. New project sponsors are subject to review and scoring to ensure they would pass threshold requirements based on the original competition. HUD will award up to 20 points when scoring new project sponsors based on the project sponsor's capacity to implement the existing project's program activities.

This additional information in the Organizational Capacity Narrative is limited to five pages per project sponsor. A minimum of 14 out of 20 points are required for a new project sponsor to qualify for funding under this renewal Notice. Project sponsors will be scored based on the criteria below:

- Describe team member experience and knowledge in serving persons living with HIV/AIDS. Team members include the proposed project manager and key staff relevant to carrying out the proposed activities.
 - *5 points* – Full points will be awarded if the narrative presents direct, extensive, and clear evidence of team member experience relevant to the proposed activities in serving persons living with HIV/AIDS and their families.
- Describe team member experience with managing and implementing programs similar to those proposed in your application, including HOPWA grants and other housing and service programs for special needs populations.
 - *5 points* – Full points will be awarded if the narrative presents direct, extensive, and clear evidence of team member experience and knowledge in providing activities similar to the range of housing and service activities proposed in the application.
- Describe team member experience in achieving measurable results and meeting previous applicable performance benchmarks in the operation of existing or previous HOPWA grants or other similar housing and supportive service grants. This includes meeting project goals and objectives, such as number of persons assisted in comparison to the number that was planned at the time of the application; submitting timely performance reports; and expending funds as outlined in grant agreements/contract, with no outstanding audit or monitoring issues.
 - *5 points* – Full points will be awarded if the narrative presents clear evidence of team member experience in achieving results and meeting

benchmarks under existing or previous HOPWA grants or other similar grant programs.

- Describe team member experience and knowledge in: (1) monitoring and evaluating the performance of housing and service programs; **and** (2) reporting on project outcomes similar to the HOPWA client outcomes of housing stability, reduced risks of homelessness, and access to care.
 - *5 points* – Full points will be awarded if the narrative fully describes team member experience in monitoring and evaluating program performance **and** reporting on project outcome information similar to HOPWA outcomes.

HUD reserves the right to reject an application if there is a change in project sponsor and the new project sponsor does not provide evidence of sufficient capacity to manage the activities under this project. New project sponsors must score a minimum of 14 points out of 20 to be eligible for funding under this renewal Notice. The capacity review of a requested project sponsor change that occurs during a grant's period of performance, and not during the renewal application process, will be assessed and scored by the field office using the criteria in this Notice.

C. Application Submission Format

All FY2020 HOPWA PSH renewal grant applicants must submit their application by email to HOPWA@hud.gov. Applicants must send their full application as one document with a table of contents in the order below. The starred forms are required for all grantees.

1. Application for Federal Assistance (SF424) *
2. Assurances for Non-Construction Programs (SF-424B) *
3. Certification Regarding Lobbying (Appendix A of 24 CFR Part 87) *
4. Disclosure of Lobbying Activities (SFLLL)
5. HOPWA Budget (HUD-40110-B) *
6. Technical Assistance Narrative*
7. Organizational Capacity Narrative

VIII. Review and Selection Process

The following process will be followed for the review and selection of FY 2020 HOPWA PSH Renewal grantees:

- (1) **Threshold Review.** HUD Headquarters staff will conduct a threshold review of applications to confirm that applicants are eligible for renewal under this Notice. A list of potentially eligible renewal applicants under this Notice is provided in Table 1 in Section II. The application reviewers will assess if the applicant submitted a complete application with all required forms and narratives, review HUD Field Office Review Forms and APRs for past performance issues, and review submitted information for eligible activities and BLI funding requests. Applicants will be provided an opportunity to clarify deficiencies identified in the threshold review through the negotiation phase of review.

Headquarters staff will review HUD Field Office comments regarding each applicant's performance to confirm existing operations are conducted with no unresolved monitoring findings. A monitoring finding is considered unresolved if it is not addressed through a corrective action plan approved by the local HUD Field Office. Applicants with grants that have unresolved monitoring findings may be denied renewal funding. Grantees with programs that are denied renewal funding should transfer existing clients to other suitable housing assistance. If a grantee denied renewal funding operates a facility-based housing program, the grantee is required to: 1) abide by the minimum use requirements at 24 CFR 574.310(c); and 2) follow the disposition requirements in 2 CFR 200.311.

In HUD Headquarters staff review of annual performance data submitted in the applicant's most recent APR, the focus will be performance threshold eligibility. The renewal applicant must demonstrate measurable progress in the implementation of the current grant award as reported in the most recent APR. HUD reserves the right to deny an applicant for renewal if its APR is determined to be substantially incomplete or an applicant has failed to fulfill its reporting requirements.

- (2) **Organizational Capacity Narrative Review.** If a project sponsor is being added to an existing project, or a project sponsor's legal status has changed due to a merger or other action, HUD staff will conduct a substantive review of the Organizational Capacity Narrative. A minimum of 14 points out of 20 are required for a new project sponsor to qualify for funding under this renewal Notice. If the application fails to demonstrate that a proposed project sponsor meets the threshold requirements to be added to the grant or fails to demonstrate that the proposed project sponsor has sufficient capacity to perform under the renewal grant, the project sponsor will be ineligible to receive program funds. HUD will rate the proposed new project sponsor based on the criteria for organizational capacity defined in Section VII.
- (3) **Program and Application Deficiencies.** If during the review process, HUD identifies program or application deficiencies, HUD will request clarification from the applicant. After the threshold review, HUD will email the contacts included on the SF424 to set up a phone call to discuss identified deficiencies. Comments and discussions on identified deficiencies and application clarification needs will be limited to ensuring application content is correct and the applicant's current program will be renewed in compliance with HOPWA requirements. Calls will not be used to make changes to current program design, propose grant amendments, or discuss increased funding. **Applicants will be provided with no more than two calls** to review the identified application deficiencies and clarification needs. The designated primary contact must participate in the call. It is also suggested that any staff who participated in application development or the most recent APR submission participate in the call.

After each call, applicants may be given up to and no more than 4 business days to address identified deficiencies and clarification needs in their application. Reviewers will review the resubmitted application for cured deficiencies and clarified information. If the re-submitted application still contains significant deficiencies after two calls, the organization's grant administration capacity will be evaluated, and the applicant may be denied access to renewal funding.

Applicants will only be allowed two calls and two application re-submissions in the review process to cure identified deficiencies and address clarification needs. After the final call, HUD will make minor adjustments to the budget forms as needed for approval and incorporate the final budget forms into the issued grant agreement. If awarded a renewal grant, the applicant should thoroughly review the approved budget forms incorporated into the grant agreement to ensure grant compliance.

- (4) Award Announcements.** Following the review process, HUD will notify applicants of their selection of award for renewal funding by email. The applicant's local field office will coordinate the grant agreement. Once the grant agreement is executed, grantees must setup their grants in IDIS to obtain access to the funding. Grantees selected for renewal awards will be provided guidance to conduct these activities by HUD Headquarters and their local field office within four months prior to their current grant's expiration date.

IX. Program Implementation Expectations

A. Continuation of Grant Activities

All successful applicants are expected to continue approved program activities on the expiring grant through the end of the period of performance, unless otherwise approved through grant amendment processes. The start date for the new grant agreement will be the day the grant agreement is signed by the grantee but should be coordinated with the expiration date of the expiring grant for continuity of service. In the case that funding balances under the expiring grant are exhausted prior to the effective date of the renewal grant, the grantee may request HUD's written approval to incur pre-award costs under the renewal grant in accordance with 2 CFR 200.458. Grantees should fully expend their current grant before executing their renewal grant. However, if a grantee experiences a brief overlap in grant periods of performance, the grantee should fully expend the expiring grant before incurring costs on the renewal grant to avoid duplication on reporting forms.

Grantees must update their project sponsor agreements prior to project sponsors conducting activities under the renewal grant agreement. All project sponsor agreements must reflect all HOPWA requirements for grantees, including requirements of the HOPWA statute, regulations, nondiscrimination and equal opportunity requirements, other program requirements, and the terms and conditions of the Grant Agreement between the grantee and HUD. Grantees must ensure that their project sponsors are aware of HOPWA requirements and agree to comply with such requirements in carrying out activities under the HOPWA award. This includes, but is not limited to:

- HOPWA regulatory and statutory requirements;
- System for Award Management (SAM) registration requirements;
- Financial accounting requirements, including those found in 2 CFR part 200;
- Reporting requirements under both the HOPWA program and OMB sub-award data via the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS) and the Transparency Act; and
- Nondiscrimination and equal opportunity requirements, as described in 24 CFR 5.105(a) and 5.106. This includes, but is not limited to, the Fair Housing Act, Title VI of the Civil

Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Titles II and III of the Americans with Disabilities Act, as applicable, HUD's Equal Access Rule, and the obligation to affirmatively further fair housing.

B. Grant Amendments

Regarding the expiring grant, grantees should plan to fully expend their grants and not return funds at the conclusion of their period of performance. However, grantees with funding projected to be available past the grant expiration date may request an extension on their current grant. A grantee requesting an extension must provide supporting reasons for the extension request to HUD in writing. However, extension requests may not extend the grant past May 31, 2021, the cutoff date for eligibility in this Notice. Extensions past May 31, 2021 would make the applicant ineligible for renewal under this Notice. Importantly, grant extensions must be approved by HUD ten days before the original expiration date.

Regarding the FY 2020 renewal award, grantees must fully expend their grants within three years from the execution of the grant agreement, or request and receive HUD's approval for a grant extension of up to one year from the grant end date. The grant term expiration date is three years from the signing of the grant agreement by the grantee, which is the effective project start date.

Regarding grant amendments, significant work will be put into negotiating BLI amounts on the renewal award. As such, grantees should do their due diligence to operate the grant as approved. Grantees must show a good faith effort to implement their project activities as approved. Grantees may submit budget amendment requests no sooner than the beginning of their second program year based off actual expenditures and changing community need. Amendments in the first year will only be considered if the grantee provides justification that the grant cannot be operated as currently approved.

Regarding project sponsor changes, if there is a circumstance where a project sponsor needs to be added, a project sponsor needs to be dropped from the program design, or if a project sponsor's legal status has changed, the grantee must request the change in writing (email is acceptable). The request should: (1) justify the need for the project sponsor change or adjustment and provide an assessment of the impact on the approved project plans; (2) address how the change would be beneficial to addressing the permanent housing needs of HOPWA-eligible persons in their service area; (3) include an organizational capacity narrative addressing all rating criteria listed in the renewal notice; (4) include a nonprofit status letter from the IRS for the new project sponsor; (5) provide documentation showing that the new project sponsor has, among its purposes, significant activities related to providing services or housing to persons living with HIV. This documentation could include a copy of the organization's articles of incorporation and/or bylaws, mission statement, program management plan, or other organizational policy document that evidences the organization's activities or objectives related to providing services or housing to persons with HIV/AIDS. The preferred and most reliable documentation of an organization's HIV/AIDS-related purpose is a statement in the organization's articles of incorporation and/or bylaws; and (6) include an updated HUD-40110-B reflecting the requested changes. The review process and metrics to evaluate a new project sponsor during the grant's period of performance is the same as when a new project sponsor is evaluated during the renewal

application process. New project sponsors must be awarded a 14 out of 20 in order to be approved.

The regulation at 24 CFR 574.260 governs the process for making amendments to competitive grants. Grantees must provide written documentation, including an updated HUD-40110-B with budget change requests, to their local HUD field office for any proposed changes to an executed grant agreement. Some proposed changes must receive prior field office review and approval. Each program must operate within the statutory limits on administrative costs for grantee (3%) and project sponsors (7%), as well as standards established in this Notice. If grantees are requesting to move funds between organizations, whether project sponsor or grantee, the administrative costs must be adjusted to remain in compliance with statutory limits on administrative costs. As such, not all changes can be approved.

Budget amendments should reflect how the funds were reprogrammed from one line item to another within the HOPWA-specific budget form, HUD-40110-B. Grantees can only reprogram funds from a BLI if there are funds left unspent in that BLI. For example, if a grant was funded with \$30,000 for TBRA over 3 years and the grantee spent \$10,000 on TBRA in the first year, the maximum amount of funds that could be reprogrammed out of TBRA at the start of year 2 would be \$20,000. Funds can only be reprogrammed to BLIs that are currently approved under the grant. The HUD-40110-B is required to show the approved amended budget, but the grantee should provide a chart in its written amendment request to the field office showing how funds will be reprogrammed between BLIs.

Example chart:

BLI	Original Budget	Amended Amount +/-	% of funds to be moved	New Amended Budget
TBRA	\$30,000	-\$10,000	33%	\$20,000
Supportive services	\$20,000	+ \$10,000	50%	\$30,000

Some changes may not require a grant amendment, including changes that do not change an approved BLI or significantly alter the scope, location, service area, or objectives of an activity or the number of persons served by the grantee. The regulation at 24 CFR 574.260 provides that, in cases involving any other amendment to the application, these could be made by the grantee and the grantee is required to provide a copy to HUD. Such changes could involve the type of supportive services undertaken, adjustments in the planned types of operating costs for housing facilities, changes in housing information services or program methods for administering the approved activities, or other such adjustments to improve the responsiveness, appropriateness, or efficiency of delivering the assistance provided under the approved grant agreement. These programmatic changes should be provided to HUD as they are established, but a summary of all such changes should also be articulated in the APR through outputs and the narrative section.

There are two types of BLI changes that may be considered: significant and insignificant.

1. Insignificant BLI changes. Insignificant changes involve a small amount of funds, no greater than 10 percent of an approved BLI, to which funds would be subtracted and added to another

approved BLI. The grantee should notify the field office in writing (email is acceptable) of the amount of funds to be transferred from one BLI to the other BLI, describe the revised proposed use of funds, and submit an updated HUD-40110-B with the budget changes. Grantees must adjust their IDIS activity funding amounts to reflect the BLI changes after the Department has been notified of the change. No more than one insignificant change will be allowed within a monthly time frame. However, if additional insignificant amendments of funding between BLIs are needed, the Department may approve on a case-by-case basis. The chart below provides an example chart the grantee can send to the field office to provide written notification of the funds transferred for an insignificant BLI change. The grantee must also submit an updated HUD-40110-B incorporating these changes.

Table 4. Insignificant BLI Change Example

Budget Line Item	Approved	+/- Amendment Request	% of funds to be moved	Amendment Total Request
Tenant Based Rental Assistance (TBRA)	\$30,000	-\$3,000	10%	\$27,000
Short-term Rental, Mortgage, and Utility Assistance (STRMU)	\$40,000	+\$3,000	8%	\$43,000
Supportive Services	\$200,000	\$0		\$200,000
Total	\$270,000	\$0		\$270,000

- 2. Significant BLI Changes.** HOPWA regulations at 24 CFR 574.260 require a grantee to provide HUD with a justification to any change that will significantly alter the scope, location, service area, or objectives of an activity or the number of eligible persons served. A significant change includes a grantee request to add or subtract more than 10 percent of the HOPWA-funded amount approved in any one BLI to another approved BLI; a change that affects the approved housing outputs established in the performance grant agreement by more than 10 percent; a change that decreases the amount of other leveraged funds that were committed to be used for supportive service activities as documented in the approved application; or otherwise make any change that will significantly alter the scope, location, service area, or objectives of an activity or the number of persons served.

The grantee must request the change in writing (email is acceptable) and the request should: (1) justify the request and provide an assessment of the impact on the approved project plans; (2) address how the change would be beneficial to addressing the permanent housing needs of HOPWA-eligible persons in their service area; and (3) include an updated HUD-40110-B reflecting the requested changes. All significant changes must receive a formal HUD approval through a formal executed amendment to the grant agreement and this must be accomplished prior to any grantee redistribution of funding among activities in IDIS. Per 2 CFR 200.308, the field office must review the amendment request and notify the grantee whether the amendment has been approved within 30 days. If the amendment is still under consideration at the end of 30 calendar days, the field office must inform the grantee in writing of the date when the recipient may expect the decision.

Table 5. Significant BLI Change Example

Budget Line Item	Approved	+/- Amendment Request	% of funds to be moved	Amendment Total Request
Tenant Based Rental Assistance (TBRA)	\$30,000	-\$10,000	33%	\$20,000
Short-term Rental, Mortgage, and Utility Assistance (STRMU)	\$40,000	+\$10,000	25%	\$50,000
Supportive Services	\$200,000	\$0		\$200,000
Total	\$270,000	\$0		\$270,000

Only one significant change should be approved within an annual operating period. However, if additional significant changes are requested by the grantee within a single operating year, the Department may approve such changes on a case-by-case basis. Grantees should operate their programs within the approved scope. If the scope of the grant is expanded beyond the original grant’s approved purpose, then the continued funding of the project as a renewal grant could be jeopardized.

The amendment should reflect how the funds shifted from one line item to another within the HOPWA-specific budget form HUD-40110-B. The examples of BLI change charts in Tables 4 and 5 can be incorporated into the amendment with the HUD-40110-B attached. Once the amendment is executed, the grantee will be responsible for adjusting its IDIS financial accounts accordingly.

3. Non-approvable BLI Changes. Some BLI changes are not eligible for approval, including those which exceed statutory limits for administrative costs for the grantee (i.e., 3 percent of the grant award) or for a project sponsor (i.e., 7 percent of the grant funds received by this sponsor). Also, the following changes are **not** eligible:

- The supportive services BLI may not exceed the supportive services amount approved under the renewal award;
- Changes in the committed leveraging amounts to be used in the coordination of housing assistance and supportive services that are critical to the delivery of services promised under the grant agreement. If leveraged resources are withdrawn, the grantee will be required to secure additional leveraged resources needed to sustain the project for the delivery of the appropriate level and type of services as committed in the application. Grantees may not amend the grant agreement to reflect a reduction in essential leveraged resources; and
- A request for additional capital development activities that involve new facilities or sites which are not eligible activities under a renewal application.

C. HUD Strategic Plan

Applicants are strongly encouraged to undertake efforts consistent with HUD's strategic goals for 2018-2022 and to assist in achieving related goals provided in the National HIV/AIDS Strategy.

Renewal applicants must report results on assisting vulnerable individuals and families who are at risk of homelessness or are currently homeless through TBRA payments to eligible households and use of permanent housing facilities that increase access to affordable rental housing. Renewal applicants are encouraged to provide priority access to homeless and chronically homeless persons living with HIV/AIDS and their families with available housing units, and other forms of assistance as they become available. This prioritizing may be conducted through the combination of PHP assistance and TBRA payments.

HOPWA renewal applicants are encouraged to evaluate the appropriateness of supportive service activities needed. The package of available supportive service activities may be updated, if reasonable and necessary to appropriately address needs. HUD encourages the range of supportive service activities to involve opportunities for engaging beneficiaries in employment/job training programs and/or referral services linking beneficiaries to employment and job training programs to help promote greater client self-sufficiency. HOPWA renewal awardees that plan to participate in employment/job training supportive service activities can expect to report on how assistance facilitates income increases for HUD-assisted households through the promotion of employment training/education activities that lead to income-producing jobs.

D. IDIS and Reporting

HOPWA PSH renewal grantees are required to use IDIS for financial transactions and reimbursement of approved project activities. It is important that grantees understand the required separation of duties to draw down funding and how to keep the accounts active. New IDIS users will need to work with their field office representative to submit a request for access to an IDIS account. More information on IDIS account creation and maintenance can be found here: <https://www.hudexchange.info/programs/idis/idis-technical-assistance/>. Due to the amount of time and steps involved in achieving IDIS integration, renewal grantees should begin work on obtaining access to IDIS 90 days prior to the expiration of their current grant. The Office of HIV/AIDS Housing will ensure the grantee has adequate support to properly set up their renewal grant and make their first drawdown in IDIS.

Grant funds under this award must be used in a consistent and regular manner over the three-year period of performance. HUD recommends draws from IDIS be made within 60 days from the end of the month in which an eligible cost was incurred and appropriately billed (incurred either by the grantee or project sponsors) to ensure that timely reimbursements are being paid for correctly billed eligible costs incurred. Grantees will be required to draw down funds and reconcile the account quarterly, at minimum, in IDIS. It is recommended, as a sound financial management practice and oversight action, that drawdowns and reconciliations occur on a monthly basis.

HUD has issued a training manual to assist grantees in using IDIS and an IDIS naming convention tool. Grantees may also submit questions to the HUD Exchange Ask-A-Question online help desk. These resources are available at the links provided below.

- Manual: Using IDIS Online for the HOPWA Program:

<https://www.hudexchange.info/news/new-idis-manual-for-hopwa-grantees/>

- HOPWA IDIS Naming Convention Tool:
<https://www.hudexchange.info/resource/5233/hopwa-idis-naming-convention-tool/>
- HOPWA Webinar Series: Using IDIS for the HOPWA Competitive Grant Program:
<https://www.hudexchange.info/trainings/courses/hopwa-webinar-series-using-idis-for-the-hopwa-competitive-grant-program-webinar1/>
- HUD Exchange Ask A Question:
<https://www.hudexchange.info/get-assistance/my-question/>

HOPWA grantees are no longer required to use IDIS for the reporting of annual HOPWA household output and outcome accomplishment data. Grantees will still have to report comprehensive household output and outcome accomplishment data and other data through the Annual Performance Report (APR) (HUD-40110-C) form. The APR will still be due to the grantee's Field Office representative and to the Office of HIV/AIDS Housing at headquarters within 90 days of the end of the grantee's operating year. Generally, each operating year under the new award should be a 12-month period beginning on the period of performance start date established in the grant agreement. The grantee and all project sponsors should report on activities completed within this operating period. If an extension is granted through an amendment of the grant agreement and the extension is under six months, the data collected for that time period should be included in the grantee's final annual APR. If the extension granted is over six months, the grantee must submit an additional APR on the activities conducted during the extension time period.

E. General HOPWA Guidance Materials

Grantees should also familiarize themselves with the following HOPWA guidance materials:

- HOPWA Oversight Training:
<https://www.hudexchange.info/trainings/hopwa-oversight-training/>
- HOPWA Rental Assistance Guide:
<https://www.hudexchange.info/resources/documents/HOPWARentalAssistanceGuidebook.pdf>
- HOPWA Income Resident Rent Calculation:
<https://www.hudexchange.info/resource/1835/hopwa-income-resident-rent-calculation/>
- Administering HOPWA Housing Assistance Fact Sheet:
<https://www.hudexchange.info/resources/documents/AdministeringHOPWAHousingAssistance.pdf>
- HOPWA Program Data Update:

- <https://www.hudexchange.info/resource/5599/hopwa-program-data-update/>
- IDIS Manual for HOPWA Grantees:
<https://www.hudexchange.info/resource/1018/using-idis-online-for-hopwa/>
 - HOPWA IDIS Naming Convention Tool:
<https://www.hudexchange.info/resource/5233/hopwa-idis-naming-convention-tool/>
 - Memorandum on the Applicability of Section 8 Requirements to Rental Assistance Funded through the HOPWA Program:
<https://www.hudexchange.info/resource/4861/memo-12-15-applicability-of-section-8-requirements-to-rental-assistance-funded-through-the-hopwa-program/>
 - CPD Financial Management Curriculum:
<https://www.hudexchange.info/news/cpd-launches-financial-management-curriculum/>
 - HOPWA Short-Term Rent, Mortgage, and Utility Assistance Resource:
<https://www.hudexchange.info/resource/4843/hopwa-short-term-rent-mortgage-and-utility-assistance/>
 - Short-Term Rent, Mortgage, and Utility Assistance Fact Sheet:
<https://www.hudexchange.info/resources/documents/HOPWASTRMUAssistanceFactSheet.pdf>
 - Frequently Asked Questions on emergency hotel/motel vouchers, STRMU, administrative costs, and FFATA:
<https://www.hudexchange.info/hopwa/faqs/>
 - HOPWA Confidentiality User Guide:
<https://www.hudexchange.info/resources/documents/HOPWA-Confidentiality-User-Guide.pdf>
 - Program Administration Toolkit:
<https://www.hudexchange.info/resource/1025/hopwa-program-administration-toolkit/>
 - Getting to Work: A Training Curriculum for HIV/AIDS Service Providers and Housing Providers:
<https://www.hudexchange.info/training-events/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers/>
 - HOPWA eLearning Best Practices Training Series:
<http://www.vpi.org/tap/webinars/>
 - Information on the HOPWA Back to Work Employment Initiative:
<http://www.vpi.org/tap/webinars/>

- CPD Monitoring Handbook 6509.2 (see Chapter 10 on HOPWA):
<https://www.hudexchange.info/resource/290/hud-community-planning-and-development-monitoring-handbook-65092-rev7/>
- Homeless Management Information System (HMIS) Resources:
<https://www.hudexchange.info/hmis/>
- HOPWA White Paper: The Connection Between Housing and Improved Outcomes Along the HIV Care Continuum:
<https://www.hudexchange.info/resource/4143/connection-between-housing-and-improved-outcomes/>
- Information about the related Ryan White HIV/AIDS Program:
<http://hab.hrsa.gov/>

X. Information Collection

The information collection requirements contained in this document have been approved by the Office of Management and Budget under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and are assigned the OMB control number of 2506-0133 (exp. 01/31/2021).