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**OFFICE OF AIDS**  
**Housing Opportunities for Persons with AIDS**  
**Program (HOPWA)**

**Management Memorandum**  
**Memorandum 2010-01**

Date: May 18, 2010

TO: HOPWA CONTRACTORS

SUBJECT: HOPWA APPLICATION AND GUIDELINES AND SUBMISSION DEADLINES  
FOR FISCAL YEAR 2010-11

The HOPWA Application and Guidelines for fiscal year (FY) 2010-11 describe the application submittal requirements and provide instructions for completing the application packet as well a general overview of HOPWA program policy and regulatory requirements. The HOPWA allocation table is also included in the guidelines as well as due dates for application submittal.

### **Allocation**

The HOPWA allocation formula for 2010-11 is based on AIDS cases reported by each county to the Office of AIDS (OA) as of December 31, 2009. The total allocation amount consists of unspent funds from prior year grants as well as the 2010 HOPWA grant.

Bakersfield and Fresno metropolitan statistical areas are now eligible HOPWA grantees, meaning those jurisdictions now receive a direct allocation from the U.S. Department of Housing and Urban Development (HUD). Newly eligible grantees may request states to assume the grantee responsibilities. OA will assume the grantee responsibilities for the City of Bakersfield and the City of Fresno for FY 2010-11.

### **Submission Deadlines**

The guidelines are being made available to assist contractors in preparing their applications.

- The application guidelines are available on the OA Web site as Adobe Acrobat to view or print, and at the following link:  
<http://ww2.cdph.ca.gov/programs/aids/Pages/OAHOPWA.aspx>.
- The application forms are also available on the OA Web site as Microsoft Excel and are available at the included Web link:  
<http://ww2.cdph.ca.gov/programs/aids/Pages/OAHOPWA.aspx>.

The HOPWA Application is due in two phases:

1. Phase one documents are due **June 1, 2010**; and
2. Phase two documents are due **June 14, 2010**.

We request contractors submit the completed application by mail, along with an e-mail of the Excel file, to their HOPWA program coordinator. Contractors should contact their HOPWA program coordinator with any questions regarding the application forms, program requirements, or budget process. HOPWA program coordinators are listed in the Application Guidelines as well as on the OA Web site at the link:  
<http://ww2.cdph.ca.gov/programs/aids/Pages/OAHOPWA.aspx>.

### **Changes to Budget and Invoicing Process from Prior Years**

- Contractor personnel expenses, both administrative and program staff, must be budgeted and invoiced as Personnel Expenses within the Five-Line Item Budget.
- Contractor operating expenses include administrative operating expenses as well operating expenses associated with the delivery of a client service, and must be budgeted and invoiced under the Operating Expense category of the Five-Line Item Budget.
- Contractor non-personnel costs (e.g., rent, mortgage or utility assistance, food vouchers or motel vouchers less activity delivery costs) and all subcontracts are budgeted and invoiced as Other Costs in the Five-Line Item Budget.

I would like to take this opportunity to thank you for your patience and understanding while waiting for FY 2010-11 Application and Guidelines and allocation information. If we can be of assistance, please contact your HOPWA program coordinator.

*Shelley Vinson*

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