

**Housing Opportunities for Persons with AIDS (HOPWA)
Program Scope of Work (SOW)
July 1, 2023 – June 30, 2028 (Amendment No. 1)**

1. Service Overview

The Office of AIDS (OA) utilizes HOPWA funds granted by the U.S. Department of Housing and Urban Development (HUD) to provide support for HIV/AIDS housing assistance and supportive services in the funded jurisdictions.

Through this Agreement, the Project Sponsor agrees to administer the HOPWA program.

The Project Sponsor also agrees that supportive service needs identified in a beneficiary's Individual Housing and Service Plan will be provided, either funded by HOPWA or any other resource, as part of any HOPWA-assisted housing.

2. Service Location

The services shall be performed at applicable locations within the Project Sponsor's service area.

3. Service Hours

The services shall be provided during normal Project Sponsor working hours, Monday through Friday, excluding official State holidays if observed by the Project Sponsor.

4. Project Representatives

The project representative for HOPWA is the OA HOPWA Health Program Specialist.

5. Services to be Performed

A. HOPWA Services

The Project Sponsor shall ensure funds are utilized through direct service or through subcontracting organizations in accordance with *Code of Federal Regulation (CFR) Title 24 - Housing and Urban Development, Part 574 – Housing Opportunities for Persons with AIDS Program regulation (24 CFR Part 574); HUD Community Planning and Development Policies; HUD resource guides; current OA HOPWA Application and Guidance; and OA Management Memoranda.*

These costs are not allowable under this Agreement:

1. Provide direct payments to beneficiaries.
2. Provide general-use prepaid cards to beneficiaries. These are considered “cash equivalent” and therefore unallowable. Such cards generally bear the logo of a payment network (e.g., Visa, MasterCard, or American Express) and are accepted by any merchant that accepts those credit or debit cards as payment. Cards that are co-branded with the logo of a payment network and the logo of a merchant or affiliated group of merchants are general-use prepaid cards, not grocery store/gas cards, and therefore not allowed.
3. Pay for automobile parts, repairs, or maintenance, funeral expenses, household furnishings, moving costs, and clothing.
4. Pay for pet care, supplies, or deposits.
5. Purchase or improvement of land, or purchase, construction, or permanent improvement of any building or other facility.

The following describes each eligible program activity and its specific requirements:

1. **Short-Term Rent, Mortgage and Utility Assistance (STRMU)**
 - a. STRMU is a limited subsidy or payment subject to a limited time period to prevent the homelessness of a household with at least one person living with HIV/AIDS (PLWHA).
 - b. Smoke and Carbon Monoxide (CO) Detectors. Beneficiaries must self-certify that their housing unit has a working smoke and CO detector, or a home visit must be made to determine whether the unit has an operating smoke and CO detector. The Project Sponsor must maintain records that working smoke and CO detectors were verified by either beneficiary self-certification or a home visit conducted by the Project Sponsor.
 - c. Lead-based paint requirements apply when all the following are met:
 1. Housing to be assisted was constructed before 1978;
 2. Residents will include a pregnant woman or a child 6 years of age or younger; and
 3. The rent or mortgage assistance payments will exceed 100 consecutive days.

All housing meeting the above criteria must receive a lead-based paint visual assessment by the Project Sponsor.

Project Sponsor staff must complete an [online training course](#) before they are allowed to perform lead-based paint visual assessments. This training is posted at www.hud.gov/offices/lead/training/visualassessment/h00101.htm.

- d. The household must currently live in rented or mortgaged housing with written documentation verifying tenancy.
- e. In accordance with *24 CFR Part 574*, STRMU assistance may be provided to eligible households for a period of 21 weeks out of any 52-week period.
 - 1. The 52-week period is based on the program year of July 1 – June 30.
 - 2. The 21 weeks are tracked using calendar days of assistance. There are 147 calendar days in a 21-week period. This period does not require consecutive days.
 - 3. A written policy must be established if a Project Sponsor chooses to administer a cap less than 147 days or limit the dollar amount for STRMU. The written policy must be approved by OA before implementation.
- f. Project Sponsors who want to establish caps on STRMU assistance must follow these guidelines:
 - 1. At a minimum, the annual per household amount for STRMU should be equivalent to at least one-month's [HUD Fair Market Rent](#) for a one-bedroom unit for the jurisdiction in which the household resides.
 - 2. A per household cap for utility assistance should not be less than the current utility allowances published by the local jurisdiction's housing authority.
 - 3. The household's ongoing housing needs are assessed in connection with the development of an Individual Housing and Service Plan for the household. The level of assistance is based on the assessed housing need.
 - 4. The time limitation or cap on funds is sufficient to avoid any continuing household housing crisis.
 - 5. The assistance is for actual costs.
 - 6. Other resources, such as household income, are not reasonably available to address the unmet housing need.
 - 7. Any process for waiving a cap or limitation must be expressed in writing and implemented in a uniform manner to all beneficiaries assisted.
 - 8. For more information about caps, refer to the [HOPWA Short-Term Rent, Mortgage, and Utility Assistance](#) located at www.hudexchange.info/resource/4843/hopwa-short-term-rent-mortgage-and-utility-assistance.

2. **Tenant-Based Rental Assistance (TBRA)**

- a. TBRA is a rental subsidy provided to an eligible household to be used in an eligible unit chosen by the household. If the household moves, the rental subsidy remains with the household to be used in another eligible unit.
- b. The Project Sponsor is encouraged to establish a TBRA program if their HOPWA allocation is sufficient to operate this type of activity and there is evidence of a need for rental subsidies in their HIV/AIDS community.
- c. To develop a new TBRA program in the community, Project Sponsors must refer to the [HOPWA Rental Assistance Guidebook](http://www.hudexchange.info/resource/2818/hopwa-rental-assistance-guidebook) located at www.hudexchange.info/resource/2818/hopwa-rental-assistance-guidebook and submit a detailed program description to OA for review and approval to ensure compliance with TBRA program requirements and linkage to supportive services.
- d. Maximum rent subsidies, tenant rent payment calculations, and habitability standards set forth in HOPWA regulation apply to TBRA.
- e. Shared housing arrangements are allowable (e.g., when two or more households share a home).

3. **Facility-Based Housing**

- a. Hotel/motel voucher assistance
 1. This type of assistance may be provided for up to 60 days within any six-month period.
 2. Paying for damages to hotel rooms caused by assisted families is not an eligible cost under the HOPWA program.
- b. Operating subsidies for HIV/AIDS supportive housing facilities
 1. This activity pertains to the ongoing operations of a housing project that serves PLWHA. The housing facility may be emergency-based, transitional, or permanent housing and includes licensed and unlicensed HIV/AIDS facilities.
 2. Costs include: security, operational costs (resident manager, maintenance person, etc.), maintenance costs (supplies and materials), insurance, utilities, furnishings, equipment, and other incidental costs in providing housing to beneficiaries in these units. A request for any construction or repairs to existing facilities must be

submitted to OA to determine if an environmental review is warranted. Supportive service costs associated with counseling programs, skills development, personal assistance, etc., are NOT allowable under this category.

3. HOPWA regulation *24 CFR Part 574.340(a)* categorizes any housing facility that meets the following criteria as a Community Residence: 1) lower cost residential alternative to institutional care; 2) prevents or delays beneficiaries' need for institutional care; 3) provides a permanent or transitional residential setting to enhance the quality of life for beneficiaries who are unable to live independently; and 4) enables such persons to participate as fully as possible in the community.
4. A Project Sponsor operating a Community Residence must certify the following:
 - i. The Project Sponsor will, or has entered into a written agreement with a service provider that will provide services as required by *24 CFR Part 574.310(a)* to eligible persons in the Community Residence;
 - ii. The Project Sponsor has analyzed the service level needed at the Community Residence, and Project Sponsor, or its subcontracting service agency, will provide the needed services.
 - iii. The Project Sponsor has provided a statement of how the services will be funded.
 - iv. The Project Sponsor, and/or its subcontracting service provider, is qualified to provide the services.
5. Operating subsidies for HIV/AIDS supportive housing facilities may only be budgeted if a Project Sponsor is housing eligible clients.
6. Maximum rent subsidies, tenant rent payment calculations, and habitability standards set forth in HOPWA regulation (*24 CFR Part 574*) apply to transitional and permanent housing facilities.

c. Project-Based Rental Assistance (PBRA)

1. May be permanent or transitional housing.
2. Rental subsidies provided to residents of certain units within a specific building. When the resident moves, the rental subsidy remains with the unit to be used by the next eligible beneficiary.
3. Requires some level of environmental review.
4. Shared housing arrangements are allowable (e.g., when two or more households share a home).
5. Maximum rent subsidies, tenant rent payment calculations, and habitability standards set forth in HOPWA regulation apply to PBRA.
6. To develop a new PBRA program in the community, the Project Sponsor must refer to the [HOPWA Rental Assistance Guidebook](http://www.hudexchange.info/resource/2818/hopwa-rental-assistance-guidebook) located at www.hudexchange.info/resource/2818/hopwa-rental-assistance-guidebook and submit a detailed program description to OA

for review and approval to ensure compliance with PBRA program requirements and linkage to supportive services.

d. Short-term (emergency shelter) Supported Facility

1. Short-term facilities provide temporary shelter to eligible individuals to prevent homelessness and allow an opportunity to develop an Individual Housing and Service Plan to guide beneficiary linkage to permanent housing.
2. A short-term supportive housing facility may not provide residence for any individual for more than 60 days in any six-month period (*24 CFR Part 574.330 (a)*).
3. A short-term supported facility may not provide shelter or housing at any single time for more than 50 families or individuals (*24 CFR Part 574.330 (b)*).
4. Each assisted individual shall be provided with an opportunity to receive case management services from the appropriate social services agencies (*24 CFR Part 574.330 (e)*).
5. Each short-term facility must, to the maximum extent possible, offer individuals residing in such housing the opportunity for placement in permanent housing (*24 CFR Part 574.330(c)*).

e. Transitional Facility-Based Housing

1. HOPWA has a time limit of 24 months for transitional facility-based housing (T-FBH). However, individuals can stay longer than 24 months if they have not found permanent housing or need more time to prepare for independent living, as outlined in *24 CFR Part 578.79*.

4. **Permanent Housing Placement Assistance**

A supportive housing service that helps establish the household in the housing unit, such as first month's rent, reasonable costs for security deposits (not to exceed two months of rent costs), one-time utility hook-ups, and processing fees.

Prior to using funds for security deposit assistance, the Project Sponsor must obtain OA approval of the agency documents to notify landlords and beneficiaries of the refund policy as well as evidence of fiscal capacity to track security deposit refunds as program income to reuse for eligible HOPWA activities.

5. **Housing Information Services**

Housing Information Services (HIS) include assistance with referrals to affordable housing resources, assistance in locating available, affordable, and appropriate housing units, working with landlords to secure units, homelessness prevention and other housing-related activities. HIS may

also include fair housing counseling.

6. **Supportive Services**

All households receiving HOPWA housing assistance must be provided with or linked to appropriate supportive services. Supportive services may be funded through other resources or provided through linkage to other programs. HOPWA funds may also be used but should be limited.

OA allows that not more than 20% of Project Sponsor's annual HOPWA allocation be used for supportive services. Project Sponsors may submit a written justification with their budget in HIV Care Connect (HCC) for OA review and approval to exceed the cap if the enhanced level of supportive services will help beneficiaries overcome barriers to stable housing.

The following definitions relate to eligible supportive services. Any definitions provided through future HUD guidance will supersede these definitions.

a. **Adult Day Care and/or Personal Assistance**

1. Provision of community or home-based, non-medical assistance designed to relieve the primary caregiver responsible for providing day-to-day care of beneficiary.
2. Provision of services in the home by licensed health care workers, such as registered nurses.
3. Provision of services by a homemaker, home health aide, personal caretaker, or attendant caretaker. This definition also includes non-medical, non-nursing assistance with cooking and cleaning activities to help disabled beneficiaries remain in their homes.
4. Routine diagnostic testing administered in the home; and appropriate mental health, developmental, and rehabilitation services. Inpatient hospitals services, nursing home, and other long-term care facilities are NOT included.

b. **Alcohol and Drug Abuse Services**

1. Provision of medical or other treatment and/or counseling to address substance abuse problems (i.e., alcohol and/or legal and illegal drugs) provided in an outpatient setting rendered by or under the supervision of a physician, or other qualified personnel.
2. Provision of treatment to address substance abuse problems (including alcohol and/or legal and illegal drugs) provided in an inpatient health service setting (short term).

c. **Child Care**

The provision of care for the children of HOPWA beneficiaries while the beneficiary attends medical or other appointments, HOPWA or Ryan White HIV/AIDS Program-related meetings, groups, or trainings. This does not include childcare while a beneficiary is at work.

d. Health, Medical, and Intensive Care

HOPWA is a payor of last resort for medical treatment. Documentation that other sources of funds are unavailable is required.

e. Housing Case Management

Key housing case management duties include, but are not limited to:

1. Initial comprehensive assessment of beneficiary needs and personal support systems;
2. Development of a comprehensive Individual Housing and Service Plan for HOPWA beneficiaries, including affordable, stable housing, supportive services, and medical care;
3. Coordination of the services required to implement the comprehensive Individual Housing and Service Plan;
4. Beneficiary monitoring to assess the progress and efficacy of the comprehensive Individual Housing and Service Plan;
5. Periodic re-evaluation and revision of the Individual Housing and Service Plan as necessary;
6. Beneficiary-specific advocacy; and
7. Coordination of benefits.

f. Education, Training, and Employment Assistance

A range of beneficiary-centered services and training to assist beneficiaries in building employment and job readiness skills, including: assessment of skill levels, aptitudes, abilities, and support service needs; assistance with securing course tuition and on-the-job training materials; accessing to data banks of resumes and job postings; facilitating proper matches of workers with appropriate job openings; and placement assistance.

g. Legal Services

Legal services related to housing discrimination or other housing-related issues based on HIV status only. Project Sponsors may partner with local legal agencies to offer fee-for-service programs. HOPWA funds cannot pay for representation for any other types of law cases, including but not limited to: criminal, family, or immigration related cases.

h. Life Skills Management

A range of beneficiary-centered services and training to assist beneficiaries in building skills to better manage their lives. Examples include, but are not limited to: psychosocial and interpersonal skills; anger management and conflict resolution; communication skills; budgeting and money management; maintaining and operating a home (nutrition, cooking, cleaning, etc.); self-evaluation skills; and goal setting.

i. Mental Health Services

Psychological or psychiatric treatment and counseling services offered to individuals with a diagnosed mental illness, conducted in a group or individual setting, and provided by a State licensed mental health professional; typically psychiatrists, psychologists, and licensed clinical social workers.

j. Meals/Nutritional Services

Food bank/home-delivered meals include the provision of actual food, meals, nutritional supplements, or grocery store cards. Project Sponsor must maintain records of all grocery store cards provided to beneficiaries. All purchased grocery store cards must be utilized during the fiscal year in which they were purchased (also see Exhibit B, Proper Use of Funds, for additional requirements).

k. Outreach

Outreach services can be provided for the purpose of increasing enrollment into the HOPWA program. Services should be focused on key entry points with priority populations in need of housing assistance. Outreach services should not supplant funding provided by other federal, state, or local sources.

l. Transportation

Transportation services provided directly by agency vehicles or through gas cards, taxi vouchers, ride share, or bus tickets to a beneficiary so that they may access HIV health care services or housing appointments. Project Sponsor must maintain records of all transportation vouchers or bus tickets/passes provided to beneficiaries. All purchased gas cards, vouchers, or passes must be utilized during the program year in which they were purchased (also see Exhibit B, Proper Use of Funds, for additional requirements).

m. Other Activities

Activities not included in the supportive services categories must be pre-approved by OA before the Project Sponsor submits their budget or budget revision in HIV Care Connect (HCC). Other activities include, but not limited to, basic (landline) telephone service that is determined to be needed to assist the beneficiary in accessing medical or supportive services.

7. Resource Identification

Activities under this category are specific to: identifying housing resources and does not include housing referral services; establishing, coordinating, and/or developing housing assistance resources for eligible persons; hiring staff or consultants to develop the housing finance package for a specific housing project; conducting preliminary research; determining feasibility of specific housing-related initiatives; and market studies.

Cannot exceed more than 10% of the Project Sponsor's budget.

8. Activity Delivery

- a. Costs directly related to carrying out eligible HOPWA activities per *24 CFR Part 574.3*.
- b. Activity delivery costs are limited by OA to 15% of HOPWA housing assistance categories and 5% of supportive services, housing information services, and resource identification. Costs must be reasonable and documented expenses. If activity delivery allocations are not sufficient, Project Sponsors may submit a written justification for OA review and approval via HCC.
- c. Activity delivery costs for housing assistance categories may include personnel and operating expenses associated with, but not limited to: publicizing the program; briefing applicants, participants, and landlords; receiving and reviewing household applications; determining and verifying household income and eligibility; setting up household files; tracking time limitations, conducting initial unit inspections; and certifying and documenting rent reasonableness, landlord lease negotiations and contract waiting list management, collaboration with service provider agencies, processing landlord subsidy payment checks or hotel/motel vouchers, travel, and other operating expenses related to delivery of service. Operating expenses may include, but are not limited to, office supplies, postage, prorated office rent, copies, and communication services.
- d. Activity delivery personnel costs for salary-based activities such as housing case management, or housing information services, may include the salary and benefits of supervisory staff associated with the delivery of the service and travel related to delivery of the activity. Activity delivery

operating expenses include overhead costs such as office supplies, office rent, communication services, copies, etc.

- e. Administrative costs such as bookkeeping, and the compilation and reporting of data are not activity delivery costs.

9. Program Administration

- a. Administrative Costs are costs for general management, oversight, coordination, evaluation, data collection, and reporting on eligible activities. Per *24 CFR Part 574.300(10)(ii)*, the Project Sponsor may use up to 7% of their annual allocation award amount for program administration costs.

B. Program Requirements

The Project Sponsor shall:

1. Ensure at least one employee obtains certificates of completion of the [HUD Getting To Work online training](http://www.hudexchange.info/trainings/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers) (www.hudexchange.info/trainings/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers), [HOPWA Oversight training](http://www.hudexchange.info/trainings/hopwa-oversight-training) (www.hudexchange.info/trainings/hopwa-oversight-training), and [HUD Financial Management training](http://www.hudexchange.info/trainings/financial-management-curriculum) (www.hudexchange.info/trainings/financial-management-curriculum) prior to submitting the first invoice request or by October 31, 2026, whichever occurs first. At least one employee should remain certified throughout the grant period.
2. Ensure HOPWA funds are only used to supplement and not supplant existing federal, state, or local funding for the same purposes as the HOPWA program.
3. Establish an annual, application-based intake process to ensure eligible HOPWA beneficiaries will be served. The Project Sponsor must collect supporting documents for proof of HIV diagnosis, income, and residence, as referenced in [Management Memo 24-01](#) (www.cdph.ca.gov/programs/cid/doa/pages/oa_care_hopwa.aspx).
4. Provide assistance only to households who are homeless or at risk of homelessness, where at least one household member has been diagnosed with HIV or AIDS, and where the household is low income as defined by HUD.
5. Ensure an assessment of need and an Individual Housing and Service Plan is completed for every beneficiary receiving housing assistance.

6. Make available appropriate supportive services to beneficiaries in HOPWA assisted housing. The supportive services may be funded through HOPWA or any other funding resource, as allowable.
7. Charge no fee, except rent, to any eligible beneficiary for any housing or services provided with funding under this program.
8. Ensure all housing (except for the current residence of an eligible beneficiary seeking STRMU assistance) meets the habitability standards set forth in HOPWA regulation *24 CFR Part 574.310(b)*.
9. Ensure compliance with all applicable provisions of HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE). HOPWA programs must use the new NSPIRE inspection framework for all units assisted with acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services (*24 CFR 574.300(b)(3)*); new construction (*24 CFR 574.300(b)(4)*); project or tenant-based rental assistance (*24 CFR 574.300(b)(5)*); and operating costs (*24 CFR 574.300(b)(8)*).
10. Assure TBRA and PBRA residents of rental housing assisted under the HOPWA program pay as rent, including utilities, an amount not to exceed the higher of:
 - 30% of monthly adjusted income (adjusted for age, medical expenses, size of household, and childcare expenses);
 - 10% of monthly gross annual income;
 - or Welfare payments specifically designated to meet housing costs.

EXCEPTION: These limits do not apply to residents receiving STRMU, emergency shelter, hotel/motel vouchers, or PHP assistance.

11. Ensure the protection of beneficiary privacy and confidentiality at all times as required by state and federal laws (including, but not limited to, *Health and Safety Code sections 120980, 121022, and 121025*). The Project Sponsor and its employees (and all subcontractors and their employees) who will have access to confidential public health information shall be required to sign confidentiality agreements each year prior to being given access to the confidential information, as required by *Health and Safety Code section 121022(f)*. Each year these individuals must complete the *HIV Care Connect Overview* training in HIV Care Connect, signed the [Agreement by Employee/Contractor to Comply with Confidentiality Requirements](#) (CDPH 8689) at the end of the training, and save a copy of the signed form in their files.
12. Establish a process to ensure the confidentiality of the beneficiaries

served under this program.

13. Establish a beneficiary grievance and appeals procedure.
14. Establish program termination policies in accordance with *24 CFR Part 574.310(e)*.
15. Maintain a waiting list of applicants for assistance based on date and time of application or other method approved by OA.
16. Conduct outreach to key points of entry to increase their awareness of HOPWA program, the services the Project Sponsor provides, and process for referring individuals to the Project Sponsor's HOPWA program. Key points of entry may include, but are not limited to, local health departments, federally qualified health centers, Ryan White HIV/AIDS Program providers, Medi-Cal Waiver Program, Continuum of Care (CoC) programs, and substance use treatment programs.
17. Adopt procedures to ensure that persons who may qualify for assistance, regardless of race, color, religion, sex, age, national origin, familial status, sexual orientation, or disability, know of the availability of the HOPWA program, including facilities and services accessible to persons with a disability, and maintain evidence of implementation of the procedures.
18. Comply with the nondiscrimination and equal opportunity requirements set forth in *24 CFR Part 5*, all *Fair Housing* requirements, and all applicable provisions of the *Americans with Disabilities Act* as well as *28 CFR Part 35 and 36* regarding accommodations for persons with disabilities.
19. Incorporate the HUD equal opportunity slogan or logo on all outreach materials, requests for proposals, advertising, employment bulletins, educational information or other information related to HOPWA expenditures.
20. Comply with all applicable administrative requirements, cost principles, and audit requirements for federal awards as provided in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at *2 CFR Part 200*, as may be amended from time to time.
21. Maintain records for four years after the end of the grant term, as specified in *24 CFR 574.530*.
22. Collect and report financial and invoicing data necessary to complete the HOPWA Integrated Disbursement and Information

System (IDIS) fund disbursement process.

23. Comply with federal regulations regarding participation in the Homeless Management Information System (HMIS). Project Sponsors targeting homeless persons and receiving HOPWA funds are required to participate.
24. Comply with all applicable environmental procedures and standards as required by *Subpart D-Uses of Grant Funds, Section 574.510* environmental procedures and standards of *24 CFR Part 574*. As part of this process, e-mail the Environmental Assessment Form to HOPWARFA@cdph.ca.gov at the beginning of each fiscal year.
25. Comply with state and federal laws regarding smoke and CO detectors in rental housing.
26. Comply with all applicable lead-based paint hazard reduction requirements set forth in *24 CFR Part 35, Subparts J, M, or K*, depending upon the HOPWA activities being performed.
27. Comply with federal relocation laws in the event of tenant displacement from housing acquired or rehabilitated with HOPWA funds.
28. Comply with all other federal requirements set forth in the HOPWA Regulations *24 CFR Part 574*.

6. Subcontracting Requirements

The Project Sponsor shall:

1. Enter into subcontract(s), when necessary, with housing and service agencies/providers for the provision of HOPWA-eligible services and housing assistance with prior OA approval.
2. Establish procedures and document selection criteria for housing and service providers to ensure compliance with all state and federal requirements for those HOPWA activities provided by subcontracting with service providers.
3. Ensure subcontract(s) include provisions requiring compliance with applicable terms and conditions specified in this Agreement.
4. Ensure subcontracted providers have the organizational and administrative capacity to support the program services and activities. The Project Sponsor is responsible for quality assurance and utilization review of activities for subcontracted HOPWA services.

5. Ensure subcontracted providers have appropriate facilities and resources, including an adequate physical plant and appropriate supplies and equipment available for the provision of services and practical support functions.
6. Conduct annual site visits and monitor the activities of subcontracted providers to ensure contractual compliance. For all deficiencies cited in the Project Sponsor's monitoring report, develop a corrective plan, submit to OA for approval, and implement the plan.
7. Ensure timely deadlines for subcontracted providers to bill Project Sponsor are included in any subcontract agreement(s) and all approved Subcontractor invoices are paid by the Project Sponsor within 30 days of receipt.
8. Submit subcontractor's backup documentation along with the project sponsor's invoice and backup documentation to OA via HCC (see Exhibit B).

7. Monitoring Activities

The Project Sponsor shall:

- A. Provide any necessary assistance to OA in carrying out OA monitoring activities and inspection rights for both the Project Sponsor and subcontracted providers, as provided in this agreement.
- B. Make available to authorized OA and/or federal representatives all records, materials, data information, and appropriate staff required for monitoring or inspection activities.
- C. For all deficiencies cited in OA's monitoring report, develop a corrective plan, submit to OA for approval, and implement the plan. Provide the corrective plan to OA within 30 days of receipt of the monitoring report.

8. Data Collection and Reporting Requirements

A. Beneficiary Data Collection Requirements

The Project Sponsor and any subcontracting agency(ies) must conduct ongoing assessments of the housing assistance and supportive services required by the beneficiaries (e.g., Individual Housing and Service Plans), including an annual assessment of their housing situation, an appropriate determination of rental subsidies or other support, and a report on the

annual results of program activities under the HOPWA beneficiary outcome goals of achieving stable housing, reducing risk of homelessness and improving access to healthcare and other support for beneficiaries.

B. Reports

Project Sponsors must submit data for all state and federal reports including a Mid-Year Progress Report and a *HOPWA Consolidated Annual Performance and Evaluation Report (CAPER)* for each fiscal year.

1. The Progress Report is an opportunity for the Project Sponsor to describe their HOPWA program(s), services provided, progress and accomplishments, and to identify any problems or technical assistance needs, as well as those of any subcontractors. OA will provide the HOPWA Progress Report prior to the due date.
2. Project Sponsors must submit a CAPER in accordance with *24 CFR Part 91.520 and 574.520(a)*. OA will provide Project Sponsor-specific CAPER templates prior to the due date.
3. Unless otherwise specified, the HOPWA Progress Reports and CAPER are due to OA according to the following schedule:

Report	Reporting Period	Due Date
Mid-Year Progress Report	July 1 – December 31	February 15
CAPER	July 1 – June 30	July 30

C. Reporting Systems

HIV Care Connect (HCC)

OA will provide Project Sponsors with access to this centralized, web-based HIV/AIDS case management system that allows for coordination of beneficiary services and provides comprehensive data for program reporting and monitoring. The Project Sponsor shall utilize this system for HOPWA. HOPWA intake and assessment screens, budgets, invoicing, and CAPER reporting are available in the system.

Homeless Management Information System (HMIS)

The Project Sponsor and any subcontractors with a priority mission to serve homeless persons and receive HOPWA funding are required by federal regulation to participate in their local HMIS.

The Project Sponsor and any subcontractor with a priority mission to serve PLWH and periodically assist beneficiaries that are homeless are encouraged, but not required, to participate in their local HMIS.

D. Additional Reporting Requirements

Acceptance of this agreement indicates the Project Sponsor's agreement to comply with future data and reporting requirements by OA and/or HUD.

9. Definition of Terms

- A. AIDS – Acquired Immunodeficiency Syndrome.
- B. Beneficiary – a beneficiary is any individual who received HOPWA housing assistance during the grant period and includes all members of the household receiving assistance. Sometimes referred to as client.
- C. Family – Family is defined in *24 CFR 5.403* and includes one or more eligible persons living with another person or persons, regardless of actual or perceived sexual orientation, gender identity, or marital status, who are determined to be important to the eligible person or person's care or well-being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death.
- D. Grassroots Organization – an organization that: is headquartered in the local community where it provides services; has an annual social services budget of \$300,000 or less; and has six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered “grassroots.”
- E. HIV – Human Immunodeficiency Virus.
- F. HOPWA – Housing Opportunities for Persons With AIDS – A grant made available to OA from HUD, which is governed by the following: the *AIDS Housing Opportunity Act, 42 USC 12901 et seq.*; the *Housing Opportunities for Persons With AIDS (HOPWA) program regulations, 24 CFR Part 574*; and the *Consolidated Plan regulations, 24, CFR Part 91*. The purpose of the grant is to provide resources and incentives to devise comprehensive strategies for meeting various types of housing needs for persons living with HIV/AIDS.
- G. HOPWA-Eligible Person – a low-income person with HIV/AIDS who qualifies the household for HOPWA assistance. This person may be considered “Head of Household.” Where there is more than one person with HIV/AIDS in the household, the additional person(s) with HIV/AIDS, is considered a beneficiary(ies).
- H. Household – a single individual or a family for which household incomes are used to determine eligibility and for calculation of the resident rent payment, where applicable. Paid caregivers and non-beneficiaries who reside in a shared unit are not considered part of the household.

- I. Low-Income Person or Household – any individual or family whose income does not exceed 80% of the area median income for the county of residence, as determined by HUD, with adjustments for smaller and larger households.
- J. PLWHA – people living with HIV/AIDS.
- K. Project Sponsor – a nonprofit organization or a governmental housing agency, which engages in housing activities as an established function of that agency. County health agencies that are Project Sponsors that provide direct beneficiary services, and that performs sufficient housing related activities as part of its established function, are considered Project Sponsors.
- L. Vouchers – include, but are not limited, to public transportation tickets/passes, taxi vouchers, gas assistance, etc. purchased by Project Sponsors to assist beneficiaries in accessing healthcare, supportive services, or housing.