

## **Housing Opportunities for Persons With AIDS (HOPWA) Program Scope of Work (SOW)**

### **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 local areas.

Through this Agreement, Grantee agrees to administer the HOPWA program.

Grantee 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.

Grantee has submitted and OA has approved a budget for one or more of the eligible HOPWA activities described in *Section 5A* of this SOW.

### **2. Service Location**

The services shall be performed at applicable locations within the Grantee's jurisdiction.

### **3. Service Hours**

The services shall be provided during normal Grantee working hours, Monday through Friday, including state official holidays if observed by the Grantee.

### **4. Project Representatives**

The project representative for HOPWA is the HOPWA Health Program Specialist. A list of current assignments can be found online. (see [HOPWA Site Assignments](#))

### **5. Services to be Performed**

#### **A. HOPWA Services**

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

#### **1. Emergency 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 a least one person living with HIV/AIDS.
- b. Rent payment, rent subsidy limitations, and housing quality standard requirements do not apply to the STRMU program (Note: If an assessment of the beneficiary's living situation reveals that the unit he/she occupies is

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substandard or unaffordable, it should be addressed in the beneficiary's Individual Housing and Service Plan).

- c. Smoke Detectors. Beneficiaries must self-certify that their housing unit has a working smoke detector, or a home visit must be made to determine whether the unit has an operating smoke detector. Grantee must maintain records that working smoke detectors were verified by either beneficiary self-certification or a home visit conducted by Grantee.
- d. Lead-based paint requirements apply. Specifically, lead-based paint rules apply when:
  - 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 Grantee before assistance may be provided.

Grantee staff must complete an online training course before they are allowed to perform lead-based paint visual assessments. This training can be found at [www.hud.gov/offices/lead/training/visualassessment/h00101.htm](http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm).

- e. The household must currently live in rented or mortgaged housing with written documentation verifying tenancy.
- f. 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 is tracked using calendar days of assistance. There are 147 calendar days in a 21-week period. This period does not require consecutive days.

EXCEPTION: For those grantees receiving HOPWA COVID Supplemental Funding, STRMU assistance payments may be provided to eligible households affected by COVID-19, for a period of 24 months in order to prevent homelessness of a tenant or mortgagor of a dwelling.

- g. Guidelines for establishing caps on STRMU:
  - 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.

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- 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.

### **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. Grantee 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 your community, refer to the *HOPWA Rental Assistance Guidebook* located at: [www.onecpd.info/resource/2818/hopwa-rental-assistance-guidebook/](http://www.onecpd.info/resource/2818/hopwa-rental-assistance-guidebook/) as well as consult with OA HOPWA staff.
- d. Prior to establishing a new TBRA program, Grantee must submit a detailed program description to OA to ensure compliance with TBRA program requirements, and linkage to supportive services.
- e. Maximum rent subsidies, tenant rent payment calculations, and habitability standards set forth in HOPWA regulation apply to TBRA.
- f. Shared housing arrangements are allowable (e.g., when two or more households share a home).

### **3. Facility-Based Housing**

- a. 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.

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- 6) To develop a new PBRA program in your community, refer to the *HOPWA Rental Assistance Guidebook* located at: [www.onecpd.info/resource/2818/hopwa-rental-assistance-guidebook/](http://www.onecpd.info/resource/2818/hopwa-rental-assistance-guidebook/) as well as consult with OA staff.
- 7) Prior to establishing a new PBRA program, Grantee must submit a detailed program description for OA review and approval to ensure compliance with PBRA program requirements, and linkage to supportive services.

### b. Operating subsidies for HIV/AIDS supportive housing facilities

- 1) This activity pertains to the ongoing operations of a housing project that targets 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.), supplies and materials, insurance, utilities, furnishings, maintenance, equipment, and other incidental costs in providing housing to beneficiaries in these units.
- 3) NOTE: Supportive service costs associated with counseling programs, skills development, personal assistance, etc., are NOT counted under this category.
- 4) 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 a participant's 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.

A Grantee operating a community residence must certify to the following:

- i. Grantee 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. Grantee has analyzed the service level needed at the Community Residence, and Grantee, or its subcontracting service agency, will provide the needed services.
  - iii. Grantee has provided a statement of how the services will be funded.
  - iv. Grantee, and/or its subcontracting service provider, is qualified to provide the services.
- 5) Maximum rent subsidies, tenant rent payment calculations, and habitability standards set forth in HOPWA regulation apply to transitional and permanent housing facilities.

### c. 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

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Housing and Service Plan to guide beneficiary linkage to permanent housing.

- 2) Time limits: 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) Residency limitation: 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) Case management: 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) Placement in permanent housing: 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)).

### **d. Hotel/motel voucher assistance**

This type of assistance may be provided for up to 60 days within any six-month period, if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by program participants.

EXCEPTION: For those grantees receiving HOPWA COVID Supplemental Funding, hotel/motel voucher assistance payments may exceed 60 days in a six-month period if there are COVID-19 related health and safety concerns for eligible households.

### **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, Grantee 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 and reuse for eligible HOPWA activities.

### **5. Housing Information Services**

Housing information services include assistance with referrals to affordable housing resources, assistance in locating available, affordable, and appropriate housing units, working with property owners to secure units, homelessness prevention and other housing-related activities. Housing information services may also include fair housing counseling for people who have encountered discrimination on the basis of race, religion, sex, age, sexual orientation, national origin, familial status, or disability.

### **6. Supportive Services**

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

OA requires that not more than 20% of Grantee's annual HOPWA allocation be used for supportive services. OA may allow a waiver of the 20% cap if the agency is not Ryan White funded or the enhanced level of supportive services will help beneficiaries overcome barriers to stable housing (e.g., more intensive housing case management, mental health or alcohol and substance abuse treatment, consumer credit counseling, job training, etc.).

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 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 diagnostics 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.

The above services may be provided as a component of a supportive housing facility/Community Residence.

### **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. Basic Telephone Service**

Phone service that is determined to be needed to assist the beneficiary in accessing services, such as: maintaining consistent and accurate participation in medical treatment protocols, care, or other essential supportive services.

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### **d. 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 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 Service Plan;
- 4) Beneficiary monitoring to assess the progress and efficacy of the comprehensive Individual Housing Service Plan;
- 5) Periodic re-evaluation and revision of the Individual Housing Service Plan as necessary;
- 6) Beneficiary-specific advocacy; and
- 7) Coordination of benefits.

### **e. Child Care**

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

### **f. Education, Training, and Employment Assistance**

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

### **g. Life Skills Management**

A range of beneficiary-centered services and training to assist beneficiaries build 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, goal setting, etc.

### **h. Mental Health Services**

Psychological and 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.

### **i. Meals/Nutritional Services**

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Food bank/home-delivered meals include the provision of actual food, meals, or nutritional supplements. It does not include financial assistance directly to beneficiaries to purchase food or meals. The provision of essential household supplies, such as hygiene items and household cleaning supplies is in this category.

j. **Transportation**

Transportation services provided directly by agency vehicles or through gas/taxi vouchers or bus tickets to a beneficiary so that he or she may access health care services or housing. Grantee will maintain records of all transportation vouchers or bus tickets/passes provided to beneficiaries and utilize all purchased vouchers or passes during the program year in which they were purchased.

7. **Resource Identification**

Activities under this category are specific to:

- a. Identifying housing resources and does not include housing referral services;
- b. Establishing, coordinating, and/or developing housing assistance resources for eligible persons;
- c. Hiring staff or consultants to develop the housing finance package for a specific housing project;
- d. Conducting preliminary research;
- e. Determining feasibility of specific housing-related initiatives; and
- f. Market studies.

8. **Activity Delivery**

- a. *24, CFR, Part 574.3* – Costs directly related to carrying out eligible HOPWA activities.
- 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.
- 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 rental property owners; 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 contracts,

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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. *24, CFR, Part 574.300(10)(ii)* – Grantee may use up to 7% of the amounts received for program administration costs.

EXCEPTION: For those grantees receiving HOPWA COVID Supplemental Funding, grantees may use up to 10% of their supplemental award for program administration costs.

*24, CFR, Part 574.300* – Administrative Costs are costs for general management, oversight, coordination, evaluation and reporting on eligible activities.

### **B. Grantee shall:**

1. Ensure at least one employee completes and receives certification for the HOPWA Financial Management Online Training Course ([www.hudexchange.info/trainings/courses/hud-hopwa-financial-management-online-training/](http://www.hudexchange.info/trainings/courses/hud-hopwa-financial-management-online-training/)) prior to submitting the first invoice request or by October 31, 2019, whichever occurs first.
2. Ensure that at least one employee completes and receives certification for the HUD Getting To Work online training ([www.hudexchange.info/trainings/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers/](http://www.hudexchange.info/trainings/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers/)) by July 31, 2019.
3. Where required by HOPWA regulation, obtain approval to develop a housing project from the local government official in the jurisdiction where the activity is to be carried out (not applicable for beneficiary-based activities such as TBRA, STRMU, ongoing facility operation subsidies, supportive services, housing information, or resource identification).
4. 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.

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5. 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.
6. 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.
7. Comply with the grant agreement as it pertains to subcontracts, when entering into subcontracts with HIV/AIDS housing or service agencies.
8. Ensure subcontracted providers have the organizational and administrative capacity to support the program services and activities. Grantee is responsible for quality assurance and utilization review activities for subcontracted HOPWA services.
9. 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.
10. Establish an application-based intake process to ensure eligible HOPWA beneficiaries will be served.
11. Ensure an assessment of need and an Individual Housing and Service Plan is completed for every beneficiary receiving housing assistance.
12. 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.
13. Make available appropriate supportive services to beneficiaries in HOPWA assisted housing. The supportive services may be funded through HOPWA or any other funding resource.
14. Charge no fee, except rent, to any eligible beneficiary for any housing or services provided with amounts under this program.
15. Assure all housing (except for the current residence of an eligible beneficiary seeking short-term rent, mortgage, and utility payments) meets the habitability standards set forth in HOPWA regulation *24 CFR Part 574.310(b)*.
16. Assure 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 child care expenses);
  - 10% of monthly gross annual income; or
  - Welfare payments specifically designated to meet housing costs.

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EXCEPTION: These limits do not apply to residents receiving short-term rent, mortgage and utility assistance payments, emergency shelter or hotel/motel vouchers or permanent housing placement assistance.

17. Assure the protection of the beneficiary's 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*). Grantee and its employees (and any and all subcontractors, and employees of those subcontractors as well) 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)* ([https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=HSC&sectionNum=121022](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=121022)) and to complete annual confidentiality training as directed by OA. In addition, federal law requires that individuals have a right of access, to inspect, and obtain a copy of their Protected Health Information (PHI) in a designated record set, for as long as the health information is maintained by a state health plan, state providers, or business associates. There are limited exceptions to an individual's right of access to PHI (*45, CFR, 164.524*).
18. Establish a process to ensure the confidentiality of the beneficiaries served under this program.
19. Establish a beneficiary grievance and appeals procedure.
20. Establish program termination policies in accordance with *24, CFR, Part 574.310(e)*.
21. Maintain a waiting list of applicants for assistance based on date and time of application or other method approved by OA.
22. Cooperate and coordinate in providing assistance with relevant state, local government, public and private agencies responsible for serving eligible persons.
23. 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.
24. Adopt procedures to ensure that all persons who 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.
25. 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.

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26. Comply with the policies, guidelines, and requirements of *24, CFR, Part 85 (codified pursuant to Federal Office of Management and Budget [OMB] Circular No. A-102) and OMB Circular No. A-87* with respect to acceptance and use of funds under the HOPWA program by states and units of general local government, including public agencies, and *OMB Circulars Nos. A-110 and A-122* with respect to the acceptance and use of funds under the HOPWA program by private non-profit entities.
27. Comply with all references to OMB circulars for the administrative and audit requirements and the cost principles that govern Federal monies associated with this program by the *Uniform Guidance 2 CFR 200*.
28. Maintain records for a four-year period to document compliance with the provisions of the HOPWA program.
29. Collect and report data necessary to complete the HOPWA activity progressform as required by the *HUD Integrated Disbursement and Information System (IDIS)* and the *HUD Consolidated Annual Performance and Evaluation Report (CAPER)*.
30. Collect and report financial and invoicing data necessary to complete the HOPWA IDIS fund disbursement process.
31. Comply with federal regulations regarding participation in the *Homeless Management Information System (HMIS)*. Grantees targeting homeless persons and receiving HOPWA funds are required to participate.
32. 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*.
33. Comply with state and federal laws regarding smoke detectors in rental housing.
34. 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.
35. Comply with federal relocation laws in the event of tenant displacement from housing acquired or rehabilitated with HOPWA funds.
36. Comply with all other federal requirements set forth in the HOPWA Regulations *24, CFR, Part 574*.

**6. Allowable Informal Scope of Work Changes**

- A.** Pursuant to California Health and Safety Code Section 38077(b)(2), when utilizing the “allowable costs payment system” defined as a maximum allowable amount, changes and revisions to the SOW may be proposed by Grantee in writing. Failure to notify OA of proposed revisions to the SOW may result in an audit finding.

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- B. OA will respond in writing, as to the approval/disapproval of all such requests for changes or revisions to the SOW within 30 calendar days of the date the request is received. Should OA fail to respond to Grantee's request within 30 calendar days of receipt, Grantee's request shall be deemed approved.
- C. OA may also request changes and revisions to the SOW. OA will make a good-faith effort to provide Grantee 30 calendar days advance written notice of said changes or revisions.

**7. Monitoring Activities**

Grantee shall:

- A. Conduct site visits and document/monitor the activities of subcontracted agencies to ensure contractual compliance not less than once every year. For all deficiencies cited in Grantee's monitoring report, develop a corrective plan, submit to OA for approval, and implement the plan.
- B. Provide any necessary assistance to OA in carrying out OA monitoring activities and inspection rights for both Grantee and subcontracted agencies, as provided in this agreement.
- C. Make available to authorized OA and/or federal representatives all records, materials, data information, and appropriate staff required for monitoring or inspection activities.
- D. 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**

Grantee must ensure that Grantee and/or any subcontracting agency(ies) develop an ongoing assessment of the housing assistance and supportive services required by the participants (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.

**A. Reporting Requirements.**

- 1. Format: Grantee shall submit data in a format designated by OA, either electronically or on a standard paper form to be provided by OA. The report form, *HOPWA Progress Report (HPR)*, is provided by OA through email and/or posting to the OA website.

HPRs include cumulative data and are due as follows:

Report	Period	Due to OA
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Midyear	July 1 to December 31	January 31
Final Report	July 1 to June 30	July 15

2. The cumulative reports shall contain the following minimum data set:
  - a. Performance Goals

HOPWA Program Activity	Estimated Number of Households Assisted For each Fiscal Year (July 1-June 30)		
	Year 1	Year 2	Year 3
STRMU	0	0	0
TBRA	26	26	26
Facility-Based Housing – Hotel/Motel	0	0	0
Facility-Based Housing - Transitional	0	0	0
Facility-Based Housing – Permanent	0	0	0
Housing Placement Assistance (e.g., Security Deposits)	0	0	0
Housing Information Services	0	0	0
Supportive Services	0	0	0

Note: If funded for a category, Grantee must include numerical goals greater than zero.

- b. Overall accomplishments and barriers encountered.
      - c. Information on its own agency and each subcontracting agency including, but not limited to: name, address, Data Universal Numbering System number, Federal Employer Identification Number, grant amount, Congressional District, area served, and organizational status, such as nonprofit, faith-based or “grassroots”.
      - d. HOPWA funds budgeted and expended to date.
      - e. Amount of other funds used in conjunction with HOPWA-funded activities.
      - f. Sites and units of housing and households served with HOPWA funds and Non-HOPWA funds in conjunction with HOPWA activities.
      - g. Beneficiary information including HIV/AIDS status, age, gender, household income, and racial and ethnic data on program participants including family members.
      - h. Living situation of eligible beneficiary upon entering program.
      - i. Destination upon exit of the program or at the end of program year.
      - j. Performance outputs and outcomes demonstrating improvements in eligible beneficiary’s housing stability and access to HIV treatment and other healthcare and support and reduced risk of homelessness.
3. Minimum Data Sets

Grantee shall ensure that Grantee and/or subcontracting agency(ies) collect the minimum data set listed above. The minimum data set includes data elements required by HUD to complete the CAPER, which is submitted to HUD by OA.

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### 4. Additional Reporting Requirements

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

#### AIDS Regional Information and Evaluation System (ARIES)

ARIES is a centralized HIV/AIDS case management system that allows for coordination of beneficiary services and provides comprehensive data for program reporting and monitoring. HOPWA intake and assessment screens are available in ARIES. All HOPWA Grantees shall utilize ARIES for HOPWA.

#### Homeless Management Information System (HMIS)

Grantee or subcontractor organizations with a priority mission to serve homeless persons and receive HOPWA funding are required by federal regulation to participate in their local HMIS.

Grantee or subcontractor organizations with a priority mission to serve persons living with HIV/AIDS and periodically assist beneficiaries that are homeless are encouraged to participate in their local HMIS.

### 5. Data Encryption

Grantee shall adhere to the *Information Privacy and Security Requirements (Exhibit E* of this agreement). In addition to the procedures set forth in the *Information Privacy and Security Requirements* exhibit, Grantees must ensure that all mobile devices are equipped with encryption software, even if Grantee or their subcontracted agencies do not store confidential information on the mobile devices.

## 9. Definition of Terms

- A. 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.
- B. 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 Grantees that provide direct beneficiary services, and that performs sufficient housing related activities as part of its established function, are considered Project Sponsors.
- C. HIV – Human Immunodeficiency Virus.

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- D.** AIDS – Acquired Immunodeficiency Syndrome.
- E.** PLWHA – people living with HIV/AIDS.
- F.** Family - a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well-being, and the surviving member or members of any family who were living in a unit assisted under the HOPWA program with the PLWHA at the time of his or her death.
- G.** 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.
- H.** Low-Income Person or Household – a person or household whose income does not exceed 80% of the median income for the county of residence, as determined by HUD, with adjustments for smaller and larger households.
- I.** 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).
- J.** Beneficiary – a beneficiary is any individual who received HOPWA housing assistance during the grant period, and includes all members of the household receiving assistance.
- K.** Grassroots Organization – an organization that is headquartered in the local community which it provides services; and (a) has a social services budget of \$300,000 or less; or (b) has six or fewer fulltime equivalent employees. Local affiliates of national organizations are not considered “grassroots”.
- L.** Vouchers –include, but are not limited to public transportation tickets/passes, taxi vouchers, gas assistance, etc. purchased by Grantee to assist beneficiaries in accessing healthcare, supportive services, or housing.